

TO: Kenton County Planning Commission Members

FROM: Kayla Barbour
Associate Planner

RE: Staff Recommendations for the **June 04, 2026**, Public Hearing

DATE: May 28, 2026

PDS submits the attached report and recommendation for your review prior to the scheduled June 04, 2026, public hearing. This information relates to the following agenda item:

FILE: PC-26-0005-TX

APPLICANT: The City of Crestview Hills

REQUEST: Proposed text amendment to the Crestview Hills Zoning Ordinance to (1) amend the permitted uses of signs in the Institutional (INT) Zone to allow Window signs with a maximum area of up to 25 percent of the total window area on a building wall.

Staff will be prepared to address your comments and/or questions regarding the project during the public hearing. If you need additional information or clarification prior to that time, don't hesitate to contact me.

cc: Alex Mattingly – City Administrator

Text Amendment
File No: PC-26-0005-TX
Jurisdiction: Crestview Hills
Applicant: The City of Crestview Hills
Project Manager: Kayla Barbour,
Associate Planner

GENERAL CASE INFORMATION

1. **Request:** Proposed text amendment to the Crestview Hills Zoning Ordinance to (1) amend the permitted uses of signs in the Institutional (INT) Zone to allow Window signs with a maximum area of up to 25 percent of the total window area on a building wall.

HISTORY & BACKGROUND

1. In 2025, the City adopted a new zoning ordinance. This was the culmination of several years of work with a working group and the City to tailor the new zoning ordinance to meet the City’s development goals.

PETITION REVIEW

1. The City of Crestview Hills requests that window signs be a permitted sign type in the INST zone, similarly to what is currently allowed in the Business Park-One (BP-1), Business Park-Two (BP-2), and Historical Commercial (HLC) Zones. This change is requested to ensure consistent signage regulations in the commercial area of Crestview Hills which includes Thomas More University and the Thomas More Office Park.
2. The purpose of the Institutional (INST) Zone is to:
 - a. Promote uses which are often viewed as community anchors or assets.
 - b. Encourage diversity in uses ranging in intensity and purpose.
 - c. Ensure proper public facilities and transportation infrastructure.
 - d. Typical uses may include hospitals, medical facilities, places for religious worship, governmental facilities, schools, museums, and parks.
3. The following table summarizes the **current** allowable sign types, dimensions, and requirements in the INST (Institutional) district of the City of Crestview Hills Zoning Ordinance:

TABLE 11.1 - PERMITTED SIGNS

ZONING DISTRICT	SIGN TYPE	MAXIMUM NUMBER ALLOWED	MAXIMUM AREA (SQ. FT)	MAXIMUM SIGN HEIGHT (FT)	ILLUMINATION	CHANGEABLE COPY	MINIMUM SETBACK (FT)		ADDITIONAL REGULATIONS
							STREET	OTHER PROPERTY LINE	
INST	Wall	1 per building street frontage	1 1/2 per lineal foot of building width on the side of the building which the sign is located, max size of 60 square feet	N/A	Concealed source only	No	N/A	N/A	Maximum letter size is 24 inches
	Detached Principal	1	70	8	External or internal, direct or concealed source	Automatic or manual - Can't exceed 30% of the sign area	5	10	
	Detached Additional	1	40	8	Yes	No	5	10	
	Entrance	5	25	4	Yes	No	5	10	
	Detached Additional (Use with multiple buildings)	1 for each 3 separate buildings or per vehicle entrance, whichever is more	20	6	External or internal, direct or concealed source	No	50	30 - 50 from property in a residential zone	
	Banners	Must be greater than 5 acres to erect banners	16 on one side	24 if attached to poles	No	No	Not visible from public right-of-way	Not legible from any adjacent property	<ol style="list-style-type: none"> 1. Must be anchored to a pole or building at the top and bottom so the banner does not flap in the wind. 2. May be attached to poles serving another purpose (street or parking lot lights, etc.), or to poles used only for the banners. 3. No two banners shall be closer than 75 feet from one another, measured in a straight line. 4. May include messages related to the activities or services of the institution or other non-commercial message. May not contain a commercial message not related to the institutional use.

4. The following table summarizes the **proposed** addition to the allowable sign types, dimensions, and requirements in the INST (Institutional) district of the City of Crestview Hills Zoning Ordinance:

TABLE 11.1 - PERMITTED SIGNS									
ZONING DISTRICT	SIGN TYPE	MAXIMUM NUMBER ALLOWED	MAXIMUM AREA (SQ FT)	MAXIMUM SIGN HEIGHT (FT)	ILLUMINATION	CHANGEABLE COPY	MINIMUM SETBACK (FT)		ADDITIONAL REGULATIONS
							STREET	OTHER PROPERTY LINE	
INST	Wall	1 per building street frontage	1 1/2 per lineal foot of building width on the side of the building which the sign is located, max size of 60 square feet	N/A	Concealed source only	No	N/A	N/A	Maximum letter size is 24 inches
	Window	Area limit only	25% of window area on that building wall	N/A	No	No	N/A	N/A	The total area of all wall and window signs cannot exceed 2 per lineal foot of building width on the side of the building which the sign is located
	Detached Principal	1	70	8	External or internal, direct or concealed source	Automatic or manual - Can't exceed 30% of the sign area	5	10	
	Detached Additional	1	40	8	Yes	No	5	10	
	Entrance	5	25	4	Yes	No	5	10	
	Detached Additional (Use with multiple buildings)	1 for each 3 separate buildings or per vehicle entrance, whichever is more	20	6	External or internal, direct or concealed source	No	50	30 - 50 from property in a residential zone	

STATE STATUTE

1. Kentucky Revised Statute (KRS) 100.203 (1) states the allowable content of zoning regulations which cities and counties may enact.

STAFF RECOMMENDATION: Favorable recommendation on the proposed text amendment to the Crestview Hills Zoning Ordinance to allow Window signs with a maximum area of up to 25 percent of the total window area on a building wall in the Institutional (INST) district.

SUPPORTING INFORMATION/BASES FOR STAFF RECOMMENDATION

1. The proposed text amendment is appropriate and reasonable. Allowing window signs within the INST District is consistent with what is permitted in other non-residential districts.