

**KENTON COUNTY PLANNING COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 03, 2026**

Chairman Dunham called the meeting to order on September 03, 2026, at approximately 6:15 p.m. ET [5:15 p.m. CT] and opened the proceedings with roll call, the Pledge of Allegiance, the Invocation read by departing member Mr. Phil Ryan, and the review of the meeting and safety procedures. The meeting was held in the Fiscal Court Chambers of the Kenton County Government Center, 1840 Simon-Kenton Way, in Covington.

Attendance of members is as follows (for this meeting as well as those during the year to date).

Commission Member	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Doug Armbruster	Elsmere	X	-		X				X	X			
Margo Baumgardner	Crestview Hills	X	-	X*	X	X	X		X	X			
Todd Berling	Fort Wright	X	-			X	X		X				
Gailen Bridges	Bromley	X	-	X	X	X	X	X	X	X			
Mike Conway	Park Hills	/	/	/	/	/	/	X	X				
Paul Darpel, Vice Chair	Edgewood	X	-	X	X		X	X	X	X			
Gabriella DeAngelis	Covington	X	-	X	X	X	X		X				
Kevin Dicke	Fort Mitchell	X	-	X	X	X	X	X	X	X			
Brian Dunham, Chairman	Kenton County	X	-	X	X	X	X	X	X	X			
Sarah Flem	Covington	X	-	X	X	X	X	X	X	X			
Tom France	Ludlow	X	-	X	X	X	X	X	X	X			
Ken Heidrich	Lakeside Park		-	X	X	X	X	X	X	X			
Todd Herrmann	Erlanger	X	-	X	X	X		X	X	X			
Betsy Janes	Villa Hills	X	-	X	X	X			X	X			
Matthew Martin	Taylor Mill	X	-	X		X		X	X				
Kareem Simpson	Covington	X	-	X	X	X	X		X	X			
Greg Sketch	Crescent Springs	X	-	X	X			X		X			
Maura Snyder	Independence	X	-	X	X	X	X	X	X	X			
Debbie Vaughn	Kenton Co	X	-		X	X	X	X		X			
Quin Wichmann	Ryland Hts.		-	X	X	X	X	X	X	X			

"X" denotes attendance at the regular meeting.

"*" denotes arrival after roll call was taken.

"/" denotes not on Commission

"-" denotes no meeting

Also present: Legal Counsel Mr. Matt Smith, and the following PDS Staff: Andy Videkovich, PDS Director of Planning; Patrick Denbow, PDS Senior Planner; Josh Wice, PDS Executive Director; Nicole Cullum, PDS Deputy Director, and Pamela Bushelman, PDS Senior Secretary, Planning & Zoning.

ADMINISTRATIVE REVIEWS AND REPORTS

Prior to the administrative items, Chairman Dunham recognized Mr. Phil Ryan, the Commission's long-standing former treasurer, and former Park Hills representative, who was present, and presented him with a plaque thanking him for his service and dedication. Chairman Dunham noted that Mr. Ryan served the Planning Commission beginning in 2003 and, except for a brief period, served until this year. He had six years of perfect attendance and attended more than 209 Kenton County Planning Commission meetings, plus countless committee meetings. He served on the Subdivision Plat Review Committee and the Executive Committee, served as the

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Commission's treasurer for well over a decade, and chaired the Social Media Committee for many years, including the revamping of the Commission's website. Chairman Dunham thanked Mr. Ryan for his service to Kenton County, its residents, and the Planning Commission, adding that the Commission had enjoyed his professionalism at the meetings and that he would be missed.

Mr. Ryan thanked the Commission, saying it was a joy and a pleasure to serve with everyone and that the Commission is a very professional group of people. He remarked on the diversity of the membership — engineers, attorneys, and lay people alike — and observed that, compared to where the Commission was in 2003, it is now in a far better place. He thanked the members and said it had been a pleasure to represent his city and to serve the county.

Chairman Dunham then reviewed the public hearing and safety procedures for those in attendance.

Next, Chairman Dunham presented the meeting agenda and asked if there were any questions, comments, or changes before calling for a motion. Commissioner Darpel requested that file number PC-26-0001-AM be tabled for a period not to exceed six months, explaining that those reviewing the proposed changes to the subdivision regulations had requested additional time to complete their review. *The motion to table file number **PC-26-0001-AM** for a period not to exceed six months was made by Commissioner Darpel and seconded by Commissioner Sketch. The motion carried by acclamation of all members present.*

Next, Chairman Dunham presented the August 6, 2026, regular meeting minutes and invited commissioners to review them. There were no corrections or changes and he called for a motion to approve the minutes. *The motion to accept the minutes was made by Commissioner Bridges and seconded by Commissioner Flem. A roll call vote found Commissioners Bridges, Flem, France, Heidrich, Herrmann, Janes, Simpson, Snyder, Baumgardner, Darpel, Dicke, and Dunham in favor. Commissioners Armbruster, Sketch, and Vaughn abstained and the motion carried.*

Chairman Dunham then presented the report of receipts and expenditures for the month of August and asked if there were any questions before calling for a motion to approve it. Commissioner Snyder asked whether the charge for memberships and dues was an ongoing charge or an annual one, and Ms. Nicole Cullum, PDS Deputy Director, clarified that it is an annual charge for the Commission's APA memberships. **Commissioner Snyder made the motion to approve the report; seconded by Commissioner Darpel. The motion carried by acclamation of all members present.**

Chairman Dunham presented the reports of last month's staff actions and legislative body actions. There were no questions and no action was required.

PUBLIC HEARING

Chairman Dunham then introduced **FILE NUMBER: PC-26-0009-TX**

APPLICANT: City of Ludlow

REQUEST: Proposed text amendments to the Ludlow Zoning Ordinance (1) adding language establishing procedures for designating historic landmarks and districts; (2) amending Urban Design Review Board conflict-of-interest provisions and reporting responsibilities; (3) removing duplicative procedural language; and (4) defining related terms.

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Mr. Videkovich, Director of Planning with PDS staff, advised the Chairman that the applicant had submitted a request to table this item until next month, and that the correspondence had been included in the Commissioners' packets. He noted the applicant was present to address the Commission or answer questions.

Mr. Zach Smith, one of the attorneys for the City of Ludlow, identified himself for the record along with his co-counsel, Ms. Michelle Eviston. He thanked the Commission for its consideration and for the guidance provided to date, confirmed the city's request to table the item and return in October, and invited any additional guidance the Commission wished to share. Chairman Dunham and Legal Counsel Mr. Matt Smith noted that because the item was being tabled, the Commission could not take up the substance of the amendment, as it would become part of the record going forward, and suggested that any comments be shared with the applicant outside the hearing.

Chairman Dunham then called for a motion. *The motion to table file number PC-26-0009-TX until the next meeting was made by Commissioner Snyder and seconded by Commissioner Sketch. The motion carried by acclamation of all members present.*

Chairman Dunham then introduced **FILE NUMBER: PC-26-0010-TX**

APPLICANT: The City of Elsmere

REQUEST: Proposed text amendments to the Elsmere Zoning Ordinance to (1) allow accessory structures, including swimming pools, to extend into required rear yard setbacks, provided minimum side yard clearances are maintained; (2) require driveways to be set back a minimum of two feet from the property line they run parallel to; (3) allow solid fences within the side and rear yards of properties within the NC Zone; (4) remove the requirement for the parking, storage, or use of campers, boats, trailers, or recreational vehicles and other similar equipment to be screened from public view within non-residential zones; and (5) allow one commercial pickup truck with dual rear wheels to be parked on a residential property.

Mr. Videkovich, Director of Planning with PDS staff, identified himself for the record and provided background, noting the city adopted a new zoning ordinance in 2021 and that, through several years of administering the code, the zoning administrators identified a number of items to change in order to aid administration and provide clarity. He confirmed that the amendments were presented to the city council in April of this year and the city authorized their submission to the Planning Commission. Because the requests are unrelated to one another, he presented each individually and paused for questions before moving on.

Mr. Videkovich presented REQUEST ONE which would allow accessory structures, including swimming pools, to encroach into the required rear yard setback provided a minimum ten-foot rear setback and all side yard setbacks are maintained. He explained that under the current regulations no accessory structures are permitted in any front yard, swimming pools are permitted only in the rear yard, and other accessory structures such as sheds and detached garages are allowed in the side or rear yard but must meet all side and rear yard setbacks — which in a typical residential zone requires an accessory structure to sit at least 25 feet from the rear property line, with side yard setbacks varying by zone. He added that in the R-CPS zone, at least three feet on one side and ten feet combined. He noted an existing exception allowing small accessory structures of less than 120 square feet to be five feet from a side or rear property line and stated that the proposed language returns the ordinance to what the former ordinance permitted.

Commissioner Snyder asked, with respect to all of the requests reverting to former language, whether Staff could provide context for why the changes were originally made. Mr. Videkovich explained that when an entirely new

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zoning ordinance is adopted, some items are inadvertently missed and are not identified until the code is administered in practice.

Mr. Videkovich moved on to REQUEST TWO which would require driveways to be set back a minimum of two feet from the property line they run parallel to. Mr. Videkovich explained that the former ordinance permitted two feet, while the current ordinance allows driveways to encroach into setbacks without specifying a distance; the amendment supplies that distance consistent with prior practice.

There were no questions and he next presented REQUEST THREE which would allow solid fences within the side and rear yards of properties in the NC (Neighborhood Commercial) zone. He reviewed the fence and wall types currently permitted in the zone, including masonry walls up to six feet in the side and rear yards, and explained the amendment would allow fences less than 50 percent open in the side and rear yards up to a maximum height of six feet.

Next, Mr. Videkovich presented REQUEST FOUR which would remove the requirement that the parking or storage of campers, boats, trailers, and recreational vehicles be screened from public view within non-residential zones. He explained that such items currently must be screened by a building facade or fence on commercial or industrial property, that any storage taking place would still be required to be on a paved surface, compacted gravel, or crushed stone, and that the amendment does not change the parking or storage of personal vehicles on private property.

He then presented REQUEST FIVE which would allow one commercial pickup truck with dual rear wheels to be parked on a residential property. Mr. Videkovich explained that the ordinance classifies vehicles using the Federal Highway Administration classes and specifies which classes may be parked on residential property — currently motorcycles, passenger cars, and two-axle, four-tire units such as pickup trucks, vans, and SUVs. He noted that class five vehicles, which are two-axle, six-tire units with dual rear wheels, are presently prohibited and the amendment would permit one commercial class five pickup truck with dual rear wheels on a residential lot, while all other class five vehicles, such as larger box trucks, would remain prohibited.

Chairman Dunham observed that the driveway language in REQUEST TWO reads as requiring a setback of exactly two feet rather than a minimum of two feet, unlike the minimum ten-foot language used for the rear yard encroachment, and suggested the minimum language be added before final approval. Mr. Videkovich agreed it was a fair point and said it could include it as an additional information comment.

Commissioner Darpel returned to REQUEST ONE and questioned the ordinance's inconsistent use of "accessory buildings" and "accessory structures" across subsections, noting that "accessory structures" does not appear to be a defined term, and suggested the city clarify which term is intended. Mr. Videkovich agreed to review the ordinance's definitions.

Commissioner Snyder asked, with respect to REQUEST FIVE, whether the phrase "with or without signs" used for class one through three vehicles was significant given its absence from the class five language, and whether that could create an issue for the city. Mr. Videkovich said the distinction is important because the provision addresses vehicles used for commercial purposes and agreed it was a point the city may wish to clarify.

There were no further comments from the Commissioners and Mr. Videkovich stated that Staff issued a favorable recommendation on all of the text amendments, citing the content permitted in zoning regulations under the

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Kentucky Revised Statutes. He stated that Staff found REQUESTS ONE and TWO are consistent with the former zoning ordinance and productive of consistent regulation; REQUEST THREE consistent with fence standards already in place in the NC zone, where masonry walls are already permitted up to six feet; REQUEST FOUR consistent with the City of Erlanger's regulations, which is particularly important along the shared Dixie Highway corridor and would allow consistent development standards across jurisdictions; and REQUEST FIVE consistent with how the ordinance regulates vehicles on residential lots, since class three pickup trucks are already permitted and class five dual rear wheel pickup trucks are similar in size, appearance, and impact. As an additional information comment, he noted that REQUEST FIVE addresses only commercial vehicles while the storage of personal vehicles is governed by a separate section of the ordinance, and that Staff provided suggested language should the city wish to allow personal dual rear wheel pickup trucks as well.

Chairman Dunham asked if anyone else had questions or signed up to speak, then recognized Mr. Rich Aliff with the City of Elsmere, who identified himself for the record and thanked the Commission for its time and consideration of the amendments. There were no questions for Mr. Aliff.

There were no others signed up to speak and Chairman Dunham recessed the public hearing for discussion among the Commissioners. He noted that while the Commission had offered feedback on tweaking the language, he had no issues with what the city is trying to accomplish and that Staff had laid out substantial support for the amendments. There was no further discussion.

Chairman Dunham returned to the public hearing, asked whether any further clarifications were needed of Staff or the applicant, and hearing none, closed the public hearing and called for a motion. *Commissioner Armbruster moved to approve the text amendments for file number PC-26-0010-TX based on the facts and considerations contained in the Staff report and the testimony of Staff and witnesses present at the public hearing and further finding the proposed amendments to be reasonable regulations. Commissioner France seconded the motion and a roll call vote found Commissioners Armbruster, France, Heidrich, Herrmann, Janes, Simpson, Sketch, Snyder, Vaughn, Baumgardner, Bridges, Darpel, Dicke, Dunham, and Flem in favor. There were none opposed and the motion carried.*

Chairman Dunham then closed the public hearing portion of the meeting and opened Reports from Committees.

Executive Committee: Chairman Dunham stated there was nothing to report.

Comprehensive Plan Implementation Committee: Commissioner Simpson reported that the Committee met last month for a robust meeting covering commonly used housing terms and the housing study, including questions about how to read and interpret the study. He reminded the Commission that the consultants who conducted the housing study will attend next month's meeting, providing an opportunity for Commissioners to have their questions answered. He said the Committee also discussed ongoing staff outreach conversations rather than conversations held only during implementation efforts, and the new transportation plan and how to incorporate it into the Comprehensive Plan. Chairman Dunham thanked Commissioner Simpson for his leadership of the Committee and encouraged Commissioners to review the Housing Study Report in advance of the consultant's visit and to forward specific questions or concerns to Staff beforehand so the meeting time can be used efficiently. In response to Commissioner France's question about where the housing study can be found, Staff advised that a location on the website is being finalized and that the study will also be e-mailed to the Commissioners.

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Subdivision Regulations Review Committee: Commissioner Darpel reported the Committee will meet on the 22nd, that he hopes to have comments back on the item tabled earlier in the meeting, and that the Committee will then move forward with its other work items.

Z21 Review Committee: Commissioner Bridges had nothing to report.

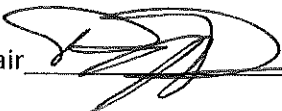
There were no Reports from Commission Members and Legal Counsel Mr. Matt Smith had nothing to report.

Under **Reports and Announcements from Staff**, Mr. Videkovich raised the scheduling of the November and December meetings. Chairman Dunham explained he has a recurring hard conflict on the November meeting date and asked whether the Commission would be willing to move the November meeting to the following Tuesday, November 10, 2026, noting that the date is not election day and falls the day before the Veterans Day holiday. There were no objections and *the motion to move the November meeting to November 10, 2026, as a special meeting was made by Commissioner Darpel and seconded by Commissioner Sketch. The motion carried by acclamation of all members present.*

Chairman Dunham then asked whether the December meeting could likewise be moved to the following Tuesday, December 8, 2026, noting a work conflict, and confirmed the date was open and acceptable to the members. *The motion to move the December meeting to December 8, 2026, was made by Commissioner Sketch and seconded by Commissioner Snyder. The motion carried by acclamation of all members present.*

Chairman Dunham stated there was no General Correspondence, no New Business, and no Public Comments, then asked whether there was a motion to adjourn. *Commissioner Snyder made the motion; seconded by Commissioner Darpel. The motion carried by acclamation and the meeting adjourned at approximately 6:51 p.m.*

APPROVED:

✓ Chair  _____

Date 10/1/26 _____