

CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION

MINUTES OF THE JANUARY 10, 2017 MEETING

MEMBERS PRESENT:

Mr. Dennis Bass
Ms. Lauri Harding
Mr. Mark Turner
Mr. Michael Williams, TPO
Mr. Justin Verst, Chair

STAFF PRESENT:

Ms. Cynthia Minter, Director
Mr. Kirk Hunter, Principal Planner
Ms. Stephanie Turner, Recording Secretary
Mr. Matt Smith, Legal Counsel

MEMBERS ABSENT:

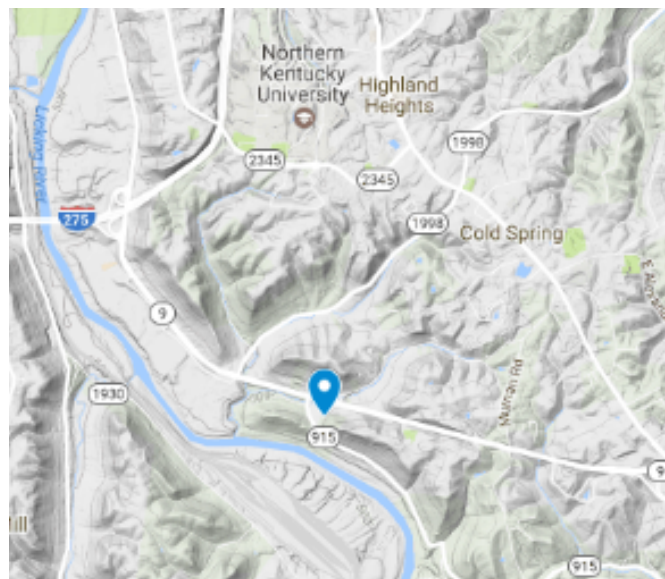
Ms. Deborah Blake
Mr. Steve Stapleton
Mr. Edward Stubbs
Mr. Larry Barrow, Vice Chair

STAFF ABSENT:

Mr. Verst called the meeting to order at 7:05 PM. Following the Pledge of Allegiance, Mr. Verst called for a roll call. The roll call found a quorum was present. Mr. Verst asked if everyone had reviewed the October 18, 2016 meeting minutes and if there were any additions or corrections. There being none, Mr. Verst called for a motion. Mr. Williams made a motion to approve the October 18 meeting minutes as submitted. Mr. Bass seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner and Mr. Williams in favor of the motion. Mr. Verst abstained. Motion passed.

Mr. Verst introduced case #63-16-SPD-02, an application by Mr. Josh Lyons of the GDP Group for the property identified as 6307 Licking Pike in the Unincorporated Campbell County for proposed grading and additional development of a storage structure. Mr. Verst asked staff to present the staff report. Mr. Hunter presented the staff report as follows:

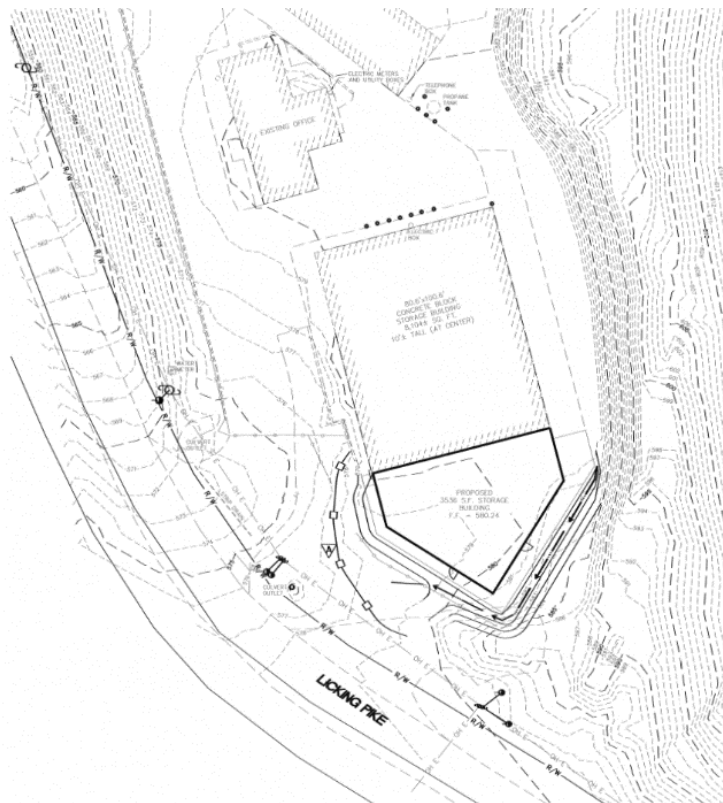
File Number: 63-16-SDP-02
Applicant: GDP Group
Location: 6307 Licking Pike, Unincorporated Campbell County.
Request: A proposed grading and site development plan for a storage unit building



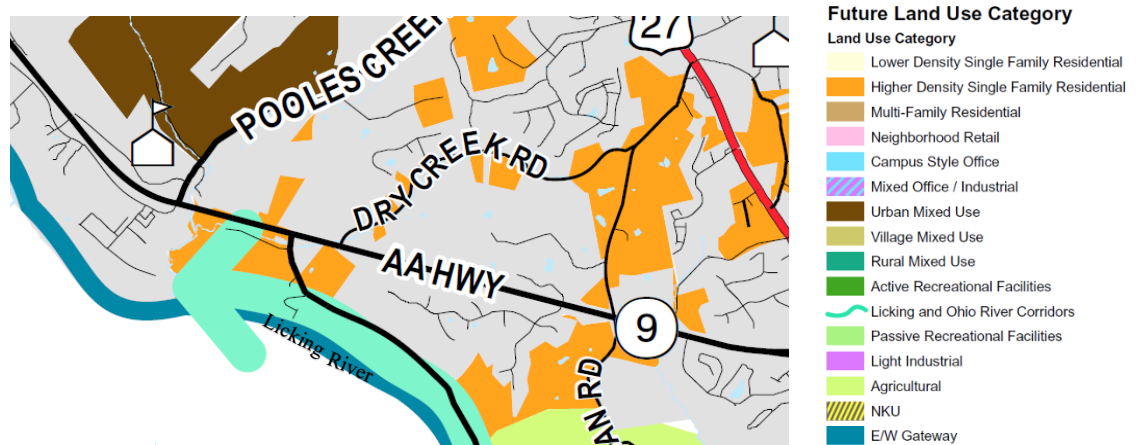


Considerations:

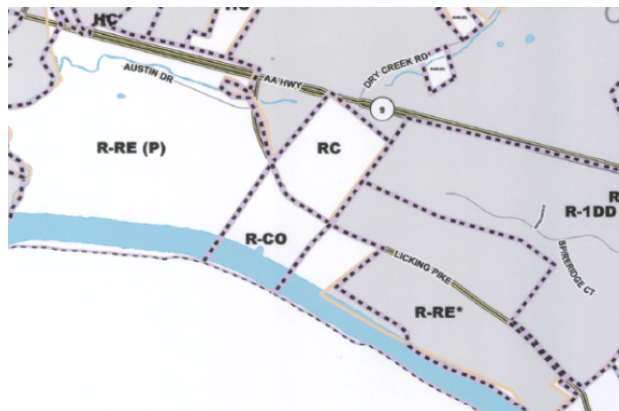
1. The site is approximately fourteen (14) acres at 6307 Licking Pike (KY 915), Unincorporated Campbell County. The site is an expansion of the existing self-storage facility.



2. The 2008 Campbell County Comprehensive Plan Update designates the site for Higher Density Single Family Residential.



3. The Campbell County Zoning Ordinance classifies the plan within the Rural Commercial (RC) Zone. Mini-warehousing (self-storage) is a permitted use in the RC zone.



4. Areas to the north, east and west are in the City of Cold Spring and zoned R-RE and R-1DD. There is a single parcel to the south that is in Unincorporated Campbell County and zoned R-CO.
5. The proposed expansion requires that the hillside be graded to accommodate the new building.
6. Section 10.22 Rural Commercial (RC) Zone requires a site plan be submitted in compliance with Section 9.19 of the Campbell County Zoning Code.
 - a. Plans of the subject property shall be drawn to a scale not smaller than one inch equals 100 feet showing existing topography and approximate delineation of any topographical changes shown by contour with intervals not to exceed five feet.

▪ ***The plan submitted is drawn to a scale of one (1) inch equals fifty (50) feet.***

- ***The topographical plan shows the site with contour intervals at two (2) feet. Pages C-111 and C-131 show contours at one (1) foot intervals***

b. All housing units on the property.

- ***N/A***

c. Location, height, arrangement and identification of all nonresidential buildings and uses on the subject property and, where applicable, location and arrangement of all lots with exact lot dimensions.

- ***The site plan shows fourteen (14) storage buildings and one (1) office building.***

- ***The site plan shows a proposed addition to one of the buildings.***

RC Zone Regulations Require:	
Minimum Lot Area:	One (1) acre
Minimum Lot Width:	One hundred (100) feet
Minimum Front Yard Depth:	Fifty (50) feet
Minimum Side Yard Depth:	Restrictions when adjacent to a street or other right-of-way when the required width shall be the same as required for a minimum front yard depth in this zone. When buildings abut each other, firewall construction, as required by the County's Building Code, shall be required. A side yard is never to be less than fifteen (15) feet.
Minimum Rear Yard Depth:	Forty (40) feet
Maximum Building Height:	Forty (40) feet

- ***The proposed building addition meets RC zone setback requirements.***

d. All common open space areas, including accurate lot dimensions and the location and arrangement of all recreational facilities.

- ***The topographical survey sheet shows the lot dimensions and arrangement of buildings. There is no recreational area proposed.***

e. Landscaping features, including identification of planting areas and the location, type and height of walls and fences.

- ***Page C-101 shows the existing and proposed landscaping and fencing. Page C-111 shows a fence located around the proposed addition.***

f. Locations of signs indicating their orientation, size and height.

- ***No additional signage is indicated.***

g. All utility lines and easements:

- ***The topographical survey shows high tension wires and a 100-foot wide electric transmission line easement.***

h. Location of all off-street parking, loading and/or unloading, and driveway areas, including typical cross sections, the type of surfacing, dimensions, and the number and arrangement of off-street parking, and loading and/or unloading spaces.

- ***The plans show no changes to the existing parking areas.***

i. Circulation system

- ***The plan shows no change to the existing circulation system.***

j. Provisions for control of erosion, hillside slippage and sedimentation, indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction.

- ***Page C-131 details all provisions for control of erosion, hillside slippage and sedimentation, indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction.***
- ***Page C-131 indicates that the total area disturbed by grading will be .41 acres.***
- ***As noted on sheet C-001, General Notes under Grading Plan Notes, item 6; The applicant will have a geotechnical engineer on site or hire a geotechnical engineer to prepare a geotechnical report prior to grading.***

k. A schedule of development, including the staging and phasing of:

1. Residential areas, in order of priority, by types of dwelling units;

- ***No residential areas are proposed.***

2. Streets, utilities, and other public facility improvements, in order of priority;

- ***No streets, utilities, and other public facility improvements are proposed.***

3. Dedication of land to public use or set aside for common ownership;

- ***No land is proposed to be dedicated.***

4. Nonresidential buildings and uses, in order of priority;

- ***The site plan indicates the proposed addition; no other buildings are proposed.***

Summary of Applicants Request:

The applicant has submitted a request for approval of a Site Plan for the construction of a storage building addition and requisite grading.

Staff Recommendation:

To approve the site plan reflecting the grading and construction site for an additional storage unit.

Supporting Information / Basis for Recommendation:

The proposed modification to the site is consistent with the Zoning Ordinance Article X, Section 10.22.

Note to the Applicant:

1. The applicant is responsible for submitting the grading plan and storm water management plan to Sanitation District #1 for approval.
2. The applicant is responsible for obtaining applicable construction permits, including building, fence, and electrical permits.

Discussion/Comments:

Mr. Hunter concluded his report asking if the Commission had any questions for staff. Ms. Harding asked about the landscaping buffer area required between two different zones. Would the applicant be required to install a buffer on the south side of the property? Mr. Hunter stated that the buffer area Ms. Harding referred to is between commercial and residential zones. The R/CO Zone is River Conservation and not considered a residential zone. As such, no buffering would be required.

Ms. Harding asked Mr. Hunter to indicate on the slide where on the site the grading was going to occur and he did so. Ms. Harding was concerned that where the grading was going to take place (which is on the south and southeast side of the lot) may create a "valley" when taken into consideration with the elevation across the street. Mr. Hunter pointed out the elevations on the other side of Licking Pike. The storage structure is roughly at 580 feet. Across the street (AA Highway) towards residential areas, the elevation is approximately 570 feet. Across the street (Licking Pike) looking toward the Knotty Pine, the elevation is approximately 570 feet. Mr. Verst added that it is not until you turn the bend going North on AA Highway that you have the valley. Going South on AA Highway, you have the hill on your left and the river is on your right.



Mr. Verst asked if the Commission had any other questions of staff. There being none, Mr. Verst called the applicant forward. Mr. Mark Melson from Compass Self Storage stated he was present tonight as an observer only and had no comments for the Commission. Mr. Verst stated that was perfectly acceptable and they may call on him to answer a question later.

Ms. Minter advised the Commission that there was a woman that came into the office today to look at the site plan to see what they were going to do. She is an adjoining property owner. Once she reviewed the information, she stated that she had no issues with the request. The previous owner made contact to check on the status of the request. Ms. Minter forwarded him a copy of the staff report, but he did not have any comments either. Both citizens were aware there was a public hearing tonight and we asked them to supply comments, but neither chose to do so.

Mr. Verst stated he wanted to address points listed in the staff report as "Note to the Applicant". The staff report states: "The applicant is responsible for submitting the grading plan and storm water management plan to Sanitation District #1 for approval." Mr. Verst explained that he is very familiar with that site and he has watched during heavy rainfalls as rain and mud run across Licking Pike. Mr. Verst stated he knew the applicant would be careful to make certain that this run off does not get into their units. The staff report indicates that the area for grading is less than one-half of an acre and there is usually a lot of confusion on Sanitation District 1 (SD1) regulations on if a land disturbance permit would be required. Usually the rule of thumb is if it is less than an acre you do not need a land disturbance permit. However, if you continue reading it states "or if you are part of a larger development". Many people skip that step because they are working with less than an acre, but if you are part of a larger development

that previously required a permit, you will need to apply and receive this permit regardless of the size of area being disturbed. Mr. Verst encouraged the applicant to contact SD1 and explain exactly what he is doing.

Mr. Verst stated that was his only comment on this site. It looks like the plan is a good use of the land there and he would appreciate the applicant working with staff to come up with a plan that does not take a huge cut out of that hillside. We know when they cut into that hillside previously there was a lot of run off from that cut and the less we disturb the hillside, the better. Mr. Verst stated that was all his comments. Mr. Verst asked if there were any other questions by the Commission. The staff report was good and their recommendation was to approve the site plan.

Ms. Minter identified a member in the audience that wanted to address the Commission. Mr. Verst apologized for not seeing the audience member and recognized a man in the audience for public comment. Mr. Greg Bauerle (owner of the property addressed as 6380 Licking Pike) approached the podium. Mr. Bauerle's property starts not very far over from the bend. He does not see that this is going to affect him and he does not have an issue with their plan. Mr. Bauerle just wanted to check and see what was going on. He plans to retire in a few years and hopes to build down there and stay there. Mr. Verst thanked Mr. Bauerle for attending and commenting.

Mr. Verst asked if there were any other comments or questions for staff or the applicant. There being none, Mr. Verst asked if there were any points to discuss from the Commission. There being none, Mr. Verst stated he would entertain a motion. Ms. Harding made a motion to approve case #63-16-SPD-02, an application by Mr. Josh Lyons of the GDP Group for the property identified as 6307 Licking Pike in the Unincorporated Campbell County for proposed grading and additional development of a storage structure. Ms. Harding stated her motion is based upon information contained within the staff report and public input from the audience. The majority of the site has already been developed and graded. The proposed development does comport with the Comprehensive Plan and all applicable zoning regulations. Ms. Harding further finds that the proposed development represents a good use of the land. Mr. Verst asked if there was any discussion on the motion. There being none, Mr. Verst called for a second. Mr. Turner seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst stated that the next item on the agenda was to address some New Year housekeeping items. The first item for consideration is the annual Election of Officers for 2017. Our current officers are as follows:

- **Election of Officers:**
 - Chair: Mr. Verst
 - Vice Chair: Mr. Barrow
 - Temporary Presiding Officer: Mr. Williams

Per our By-laws, a nomination committee can be created to nominate individuals for office. Mr. Verst asked if the Commission wished to dispense with the nomination committee and proceed to the elections. Mr. Williams made a motion to dispense with the nomination committee and proceed to the actual elections. Mr. Bass seconded the motion. Mr. Verst asked if there were any questions or comments on the motion as proposed. There being none, Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst asked if there were any volunteers to serve as officer. Mr. Bass made a motion that the existing officers continue to serve in their current capacities. Ms. Harding seconded the motion. Ms. Minter asked Mr. Verst if he wished to serve in the office of the Chair and Mr. Verst confirmed he was willing. Ms. Minter stated that Mr. Barrow was not present tonight, but has enjoyed his leadership role on the Commission. We can proceed with the election and allow Mr. Barrow to inform us at a future time if he wishes to step down from the office of the Vice Chair. Ms. Minter asked Mr. Williams if he wished to serve in the office of the Temporary Presiding Officer and Mr. Williams confirmed he was willing. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed

Ms. Minter advised the Commission it was also time to appoint representation to the OKI Board of Directors. Our current representatives are as follows:

- **Board of Directors:**
 - Representative: Mr. Williams
 - Alternate: Ms. Minter

Mr. Verst asked if there were any volunteers to serve as Representative to the Board of Directors. There being none, Mr. Verst asked Mr. Williams if he wished to continue in this capacity. Mr. Williams stated if no one else wanted to do it, he would be happy to continue. Mr. Verst called for a motion. Ms. Harding made a motion to continue with the current representation. Mr. Bass seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed

Ms. Minter advised the Commission that it was also time to appoint representation to the OKI ICC Committee. Our current representatives are as follows:

- **ICC Committee:**
 - Representative: Ms. Minter
 - Alternate: Mr. Hunter

Mr. Verst called for a motion. Mr. Williams made a motion to continue with the current representation. Mr. Turner seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed

Ms. Minter stated that the next point of business was to approve training obtained by the Commission, Board of Adjustment and staff as follows:

- **Planning Commission:**
 - Laurie Harding (6.0 Hrs.) Air Quality & Wood Burning Stoves in Rural Counties & Wood Burning Stoves Impact on Public Health (5.0 Hrs.); APA Articles: On Being an Effective – and Satisfied – Planning Commission” and “Credibility, Respect, and Power” (1.0 Hrs.)
 - Steve Stapleton (1.0 Hr.) APA Articles: On Being an Effective – and Satisfied – Planning Commission” and “Credibility, Respect, and Power” (1.0 Hrs.)

- **Board of Adjustment:**
 - Sharon Haynes (1.0 Hr.) APA Articles: On Being an Effective – and Satisfied – Planning Commission” and “Credibility, Respect, and Power” (1.0 Hrs.)
- **Staff:**
 - Cindy Minter (59.25 Hrs.) ICC: When Disaster Strikes (12.0 Hrs.); FEMA: Advanced Floodplain Mgmt. Concepts (12.0 Hrs.); USGS 2016 Ky. Cooperator Meeting (6.0 Hrs.); APA: Subdivision Design and Flood Hazard Areas Webinar (1.0 Hr.); KAMM Annual Conference (28.25 Hrs.)

Mr. Verst called for a motion. Mr. Bass made a motion to approve the training obtained by the Commissioners, Board Members and staff as submitted. Mr. Williams seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst called for the Director’s Report.

Directors’ Report:

Ms. Minter stated that staff has placed the following items at each Commissioners’ seat:

- Training Log – A listing of what training has been approved for the applicable Commissioner and how many additional hours are needed.
- HB 55 – Printed on yellow paper is a list of different websites that you can access to obtain additional independent study credit.
- Campbell County Continuing Education Form – A blank form for any training you have completed that qualifies to meet HB 55 requirements. You must list the date, the presenter, the topic, the location (city, state) and the amount of time you have spent on the study. Return it to our office and we will take care of getting it on the agenda for approval by the Commission.
- KRS 100 – Staff has printed the Kentucky Revised Statutes Chapter 100. Take time to read and become familiar with these statutes. They also qualify for HB 55 training.

Ms. Minter reminded the Commission that staff previously sent out two articles that qualified for HB 55 Training credit. However, only three people have responded that they have completed those articles. Please submit your Campbell County Continuing Education Form to staff so that you can get credit for these articles.

Ms. Minter advised the Commission that, since Mr. Hunter became the Principle Planner, he has been accumulating a list of small error, omissions and updates needed for the documents we use daily. Staff would like the Commission to consider authorizing staff to present the following updates:

- **Zoning Ordinances:** A motion to review and correct errors and omissions and update for clarity (County and Cities).
- **Subdivision Regulations:** A motion to review and correct errors and omissions and update for clarity (County and Cities).

- **Zoning Maps:** A motion to review and correct errors and omissions and update for clarity (County and Cities).

Mr. Verst thanked for staff for identifying these issues and advised he would consider also adding a review and update to the By-Laws as well. Staff agreed they would be able to do that as well. Mr. Verst asked if there were any questions or discussion among the Commission regarding this request from staff. There being none, Mr. Verst called for a motion. Mr. Williams made a motion to authorize staff to:

- **Zoning Ordinances:** A motion to review and correct errors and omissions and update for clarity (County and Cities).
- **Subdivision Regulations:** A motion to review and correct errors and omissions and update for clarity (County and Cities).
- **Zoning Maps:** A motion to review and correct errors and omissions and update for clarity (County and Cities).
- **By-Laws:** A motion to review and correct errors and omissions and update for clarity (County and Cities).

Ms. Harding seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Bass, Ms. Harding, Mr. Turner, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst asked if there were any other items for discussion. Ms. Minter advised the Commission the reason for Mr. Barrow's absence was the loss of his wife. The Commission was very saddened to learn of her passing and expressed their condolences to Mr. Barrow and his family.

Mr. Verst asked if there were any other items for discussion. There being none, Mr. Verst called for a motion to adjourn. Mr. Turner made a motion to adjourn the meeting. Mr. Bass seconded the motion. An oral vote found all in favor, none opposed and none abstained. Motion passed. Meeting adjourned at 7:52 PM.

Respectfully Submitted,

Approved:

Cynthia Minter
Director of Planning & Zoning

Justin Verst
Chair