

**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION
MINUTES OF THE JULY 14, 2015 MEETING**

MEMBERS PRESENT:

Ms. Lauri Harding
Mr. Steve Stapleton
Mr. Edward Stubbs
Mr. Mark Turner
Mr. Michael Williams, TPO *arrived at 7:07 PM*
Mr. Larry Barrow, Vice Chair
Mr. Justin Verst, Chair

MEMBERS ABSENT:

Mr. Dennis Bass
Ms. Deborah Blake

STAFF PRESENT:

Ms. Cynthia Minter, Director
Ms. Stephanie Turner, Secretary
Mr. Matt Smith, Legal Counsel

STAFF ABSENT:

Mr. Ryan Hutchinson, Planner

Mr. Verst called the meeting to order at 7:01 PM. Following roll call, a quorum was found to be present. Mr. Verst asked if everyone had reviewed the June 9, 2015 meeting minutes and asked if there were any additions or corrections. There being none, Mr. Verst called for a motion. Mr. Barrow made a motion to approve the June 9th meeting minutes as submitted. Mr. Stapleton seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Barrow and Mr. Verst in favor of the motion. No member abstained. Motion passed.

Mr. Verst called for any discussion on unfinished business. Ms. Minter stated that the Commission has been working for several months to revise the Vision, Goals and Objectives of the Comprehensive Plan. At the conclusion of our last work session on June 9th, the Commission felt confident that they had adequately completed their review of the proposed changes. Ms. Minter asked the Commission if they had any questions or items that were reviewed that they wanted to bring up for reconsideration before the Commission proceeded any further. Mr. Verst asked the Commissioners if there were any items they wished to bring up for further discussion or consideration. There being no reply, Mr. Verst thanked the Commissioners for their diligence and hard work. The review was very productive and Mr. Verst felt the resulting product was a great benefit to Campbell County. Mr. Verst asked that the record reflect that Mr. Williams arrived at 7:07 PM.

Ms. Minter stated before they began she would like to call for any comments from the audience regarding this issue. Mr. Verst noted for the record this was a public hearing tonight and comments were welcome from the audience now and later during the discussion period of the meeting. Mr. Verst asked if any of the audience members wished to make a comment or address the Commission. There being no comments, Mr. Verst asked Ms. Minter to proceed.

Ms. Minter introduced case #146-15-TXA-01, a request by the Campbell County Planning & Zoning Commission to make a recommendation to the Campbell County Fiscal Court and the participating municipalities to approve text changes to the Vision, Goals and Objectives of the Campbell County & Municipal Comprehensive Plan. Ms. Minter presented the staff report as follows:

FILE NUMBER: 146-15-TXA-01

APPLICANT: Campbell County Planning & Zoning Commission

REQUEST: Approval of an update to the Vision, Goals and Objectives for the Campbell County Comprehensive Plan.

On behalf of the Campbell County Planning and Zoning Commission, the Campbell County Planning & Zoning staff is submitting this request for a Public Hearing to modify the Vision, Goals and Objectives of the Campbell County & Municipal Planning and Zoning Commission Comprehensive Plan. Per KRS 100.197, elements of the Comprehensive Plan are required to be reviewed by the planning commission at least once every five (5) years and amended if necessary.

Your action will be to recommend to the legislative bodies and fiscal courts in the planning unit to consider the amendment and adopt the text changes.

PROPOSED TEXT AMENDMENTS:

See the handout attached for the revised language being proposed. (See attachment)

STAFF RECOMMENDATION:

To recommend to the municipal bodies and fiscal court that the proposed text amendments to the Campbell County & Municipal Comprehensive Plan be adopted.

SUPPORTING INFORMATION/BASES FOR STAFF RECOMMENDATION:

1. Per Kentucky Revised Statutes (KRS) 100.193, the Campbell County & Municipal Planning & Zoning Commission has the authority to prepare and adopt the statement of goals and objectives to act as a guide for the preparation of the remaining elements and the aids to implementing the plans.
2. The proposed modifications to the Comprehensive Plan are consistent with KRS 100.197.
3. Proper notice of the public hearing has been given in accordance with KRS 424 and the bylaws of the Campbell County & Municipal Planning & Zoning Commission.

Ms. Minter advised the Commission that the public has been asked to comment on the proposed changes since February 10, 2015 when a draft version was made available online via the County website. It was made available in printed form at the Campbell County Planning & Zoning Department Office as well as the city offices of Crestview, Melbourne, Southgate, Silver Grove, and Woodlawn. The update has been announced at Fiscal Court and City meetings; many of which were televised on cable stations. It has been posted to the Fiscal Court's Facebook page and advertised as a legal notice in the Campbell County Recorder newspaper.

Ms. Minter stated that written information was mailed out to 26 various organizations and 16 target presentations were made by staff. The comment period officially closed on May 12th and dozens of comments were gathered during the review process. Open work sessions were held by the Commission on May 12th and June 9th to review comments and revise the text. Additional public comments were accepted during these work sessions. On June 29th, a legal notice of this public hearing was published in the Campbell County Recorder for our meeting tonight. A notice of our

public hearing was specifically mailed to each municipality in Campbell County as well as adjoining Campbell County per KRS100.793. This includes the cities of: Alexandria, Bellevue, California, Cold Spring, Crestview, Dayton, Ft. Thomas, Highland Heights, Melbourne, Mentor, Newport, Silver Grove, Southgate, Wilder, and Woodlawn. It also includes the Campbell County Planning & Zoning Commission, Campbell County Fiscal Court, Boone County Fiscal Court, Kenton County Fiscal Court and Pendleton County Fiscal Court.

Ms. Minter advised the Commission that, since the June 9th meeting, staff has received comments from the Kentucky Heritage County (KHC). The KHC did a statewide survey on the State Historic Preservation Plan between January 2014 and March 2015 in which 75 Campbell County residents participated and replied. The KHC wanted to point out Question 10 on their survey which asked "How can Historic Preservation make the greatest positive impact where you live?" The 3 top ranking answers included renewing walkable neighborhoods; improving blighted conditions; and maintaining identity and sense of place. Ms. Minter stated that the new text being proposed reflects similar concerns by other residents in Campbell County.

Ms. Minter concluded her report by asking the Commission to make a recommendation to the Fiscal Court and the Municipalities to adopt the revised text for the Vision, Goals and Objectives of the Comprehensive Plan. Mr. Verst thanked Ms. Minter for her report and asked the Commission if there were any discussion on the staff report. There being none, Mr. Verst stated that this was a public hearing and asked the audience if they had any questions, comments or issues that they would like to address to the Commission. No one in the audience had any questions or comments. With that, Mr. Verst advised the Commission that the floor was open for discussion. There being no discussion, Mr. Verst stated he would entertain a motion if the Commission so desired. Mr. Barrow made a motion on case #146-15-TXA-01 to approve the recommendation by staff to make a recommendation to the Campbell County Fiscal Court and the participating municipalities to approve text changes to the Vision, Goals and Objectives of the Campbell County & Municipal Comprehensive Plan. Mr. Barrow stated that the bases for his report is as stated in the staff report that the Campbell County & Municipal Planning & Zoning Commission has the authority to prepare and adopt the statement of goals and objectives to act as a guide for the preparation of the remaining elements and the aids to implementing the plans; that the proposed modifications to the Comprehensive Plan are consistent with KRS 100.197; and that proper notice of the public hearing has been given in accordance with KRS 424 and the bylaws of the Campbell County & Municipal Planning & Zoning Commission. Mr. Verst asked if there was any discussion on the motion. There being none, Mr. Verst called for a second. Mr. Stapleton seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in favor of the motion. No member abstained. Motion passed.

Ms. Minter summarized the next steps for the Commission and the audience. Ms. Minter will submit information to the Fiscal Court and the municipalities so that they can add this item to their next agenda to review the proposed text changes. Staff will also begin drafting text changes to the remaining document chapters and will forward those to the Commissioners for their review. Staff will also begin working on reviewing land use of sites in our jurisdiction. Many sites have been identified by residents during this public comment phase including AA Highway up to Poplar Level; US 27 north of Alexandria; US 27 south of Alexandria; Hickory Sticks area; Flagg Springs area; the City of Southgate; and the City of Silver Grove. Staff will provide additional information to the Commission and to the public as it becomes available for commentary.

Mr. Verst thanked Ms. Minter for this summary and asked if there were any new business to discuss. There being no new business, Mr. Verst advised the public they were welcome to stay for the remainder of the meeting or could leave if they wished. Mr. Verst proceeded to the next item on the agenda which was approval of training. Ms. Minter advised the Commission that no one submitted any training for approval.

Mr. Verst called for the Director's Report.

DIRECTOR'S REPORT

Ms. Minter thanked the Commission for their hard work and efforts to complete the review and update of the Vision, Goals and Objectives of the Comprehensive Plan. Their dedication and efforts were truly appreciated by staff. Ms. Minter advised the Commission that there were staff changes in the building inspection team. Mr. Mark Brant, a Level III Certified Building Inspector, has returned to Campbell County as the Chief Building Official. If you have an opportunity to see him in the field or at the office, please take a moment to introduce yourself. We have also hired Mr. David Rodgers as the HUD Housing Inspection part-time and part-time Entry Level Building Inspector. Next Monday, Mr. Greg Cole will be starting as an Entry Level Building Inspector.

Ms. Minter advised the Commissioners that each one of them should have a sheet at their desk reflecting the status of their training in regards to the HB 55 requirements. Please advise staff if you take any training that may apply so that we can keep your records up to date and give you proper credit. You can call the office at any time with questions. Ms. Minter concluded by stating that there will be a meeting in August.

Mr. Verst asked if there was any other business to discuss before they recessed. There being no other comments, Mr. Verst called for a motion to adjourn. Mr. Barrow made a motion to adjourn. Mr. Stubbs seconded the motion. An oral vote found everyone in favor, none opposed. Motion passed. Meeting adjourned at 7:15 PM.

Respectfully Submitted,

Approved:

Cynthia Minter
Director of Planning & Zoning

Justin Verst
Chair