

**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION
MINUTES OF THE DECEMBER 12, 2017 MEETING**

MEMBERS PRESENT:

Ms. Lauri Harding
Mr. Steve Stapleton
Mr. Larry Barrow, Vice Chair
Mr. Justin Verst, Chair
Mr. Mark Turner

STAFF PRESENT:

Ms. Cynthia Minter, Director
Mr. Kirk Hunter, Principal Planner

MEMBERS ABSENT:

Mr. Dennis Bass
Ms. Deborah Blake
Mr. Edward Stubbs
Mr. Michael Williams, TPO

Mr. Verst called the meeting to order at 6:01 PM. Following the Pledge of Allegiance, Mr. Verst called for a roll call. The roll call found a quorum was present. Mr. Verst complemented the work of staff and asked if everyone had reviewed the November 14, 2017 meeting minutes and if there were any additions or corrections.

Ms. Harding noted the following corrections

- Page 20, line 32, replace “rather to” with “whether”
- Page 20. line 33, after “would” add “still have to”

There being no other corrections, Mr. Verst called for a motion. Mr. Barrow made a motion to approve the November 14 meeting minutes as amended. Mr. Stapleton seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stapleton, Mr. Barrow, and Mr. Verst in favor of the motion. Mr. Turner abstained. No opposition. Motion passed.

Mr. Verst stated there was no new business for the Commission to discuss. Due to the weather, Mr. Verst asked whether those in attendance wished to continue with the case on the agenda. There being no objections, Mr. Verst introduced old business on the Agenda as case #176-17-TXA-01 a proposed text amendment to the Campbell County Zoning Ordinance to clarify wording and correct technical errors including but not limited to spelling, grammar, and punctuation and formatting.

Mr. Hunter advised the Commission that this case was originally presented at the April 18th meeting and further reviewed and discussed at our September 12th meeting. Copies of all of the proposed revisions have been distributed to the Commission.

CASE: 176-17-TXA-01

APPLICANT: Campbell County Planning & Zoning Department on behalf of the Campbell County & Municipal Planning & Zoning Commission

REQUEST: Proposed amendment to the Campbell County Zoning Ordinance.

Proposed revisions:

- Thorough proofreading and correction of technical errors including spelling, grammar, punctuation and formatting.
- Substantive changes to the following sections:

- ✓ Article V, Section 5.1 Effective Date
- ✓ Article VII, Section 7.0 Words and Phrases
- ✓ Article VIII, Section 8.1 Official Zoning Map
- ✓ Article IX, Section 9.7 Excavation, Movement of Soil, Tree Removal, and Erosion and Sedimentation Control
- ✓ Article IX, Section 9.8 Unsightly or Unsanitary Storage
- ✓ Article IX Section 9.10 Application on Zoning Regulation
- ✓ Article IX Section 9.14 Conditional Uses
- ✓ Article IX Section 9.15 Building Regulations and Water and Sanitary Sewer and Utility Services
- ✓ Article IX Section 9.18 Outdoor Swimming Pools
- ✓ Article IX Section 9.24 Flood Protection Development Controls
- ✓ Article IX Section 9.27 General Mobile Home Regulations
- ✓ Article IX Section 9.28 Individual Mobile Home Sites
- ✓ Article X Section 10.0 River Recreation/Conservation (R/CO) Zone
- ✓ Article X Section 10.1 A-1 Agriculture Zone
- ✓ Article X Section 10.2 R-RE Residential Rural Estate
- ✓ Article X Section 10.4 R-1A Residential One-A Zone
- ✓ Article X Section 10.4 R-1B Residential One-B Zone
- ✓ Article X Section 10.5 R-1C Residential One-C Zone
- ✓ Article X Section 10.6 R-1CC Residential One-CC Zone
- ✓ Article X Section 10.7 R-1D Residential One-D Zone
- ✓ Article X Section 10.8 R-1DD Residential One-DD Zone
- ✓ Article X Section 10.9 R-1E Residential One-E Zone
- ✓ Article X Section 10.10 RMHP Residential Mobile Home Park Zone
- ✓ Article X Section 10.11 R-2 Residential Two Zone
- ✓ Article X Section 10.13 PUD Planned Unit Development Overlay Zone
- ✓ Article X Section 10.15 INST Institutional Zone
- ✓ Article X Section 10.16 MLU Mixed Land Use Zone
- ✓ Article X Section 10.17 NC Neighborhood Commercial Zone
- ✓ Article X Section 10.21 SC Shopping Center Zone
- ✓ Article X Section 10.22 Rural Commercial
- ✓ Article X Section 10.24 I-2 Industrial Two Zone
- ✓ Article X Section 10.25 Industrial Mining (IM) Overlay Zone
- ✓ Article X Section 10.28 ACD Agricultural Cluster Development Overlay Zone
- ✓ Article XI Section 11.0 General Requirements
- ✓ Article XI Section 11.1 Specific Off-Street Parking Requirements
- ✓ Article XIII Section 13.0 Vision Clearance at Corners and Railroad Crossings
- ✓ Article XIII Section 13.1 Classification of Fences and Walls
- ✓ Article XIII Section 13.2 Agriculture & River Conservation Zones
- ✓ Article XIII Section 13.3 Residential Zones
- ✓ Article XIII Section 13.4 Commercial and Industrial Zones
- ✓ Article XIII Section 13.5 Measurement of all Fence and/or wall heights and/or locations
- ✓ Article XIII Section 13.6 Height Of Any Barbed Wire Or Sharp Pointed Fences
- ✓ Article XVI Section 16.0 Enforcing Officer
- ✓ Article XVII Section 17.0 Amendment Of Maps And Zones Procedure
- ✓ Article XVII Sections 17.1, 17.2 and 17.3
- ✓ Article XVIII Section 18.0 Establishment Of Board Of Adjustment
- ✓ Article XVIII Section 18.1 Meetings Of Board

- ✓ Article XVIII Section 18.5 Powers of Board of Adjustment
- ✓ Article XVIII Section 18.6 Variances

- Addition of Appendix B Flood Protection Controls

One additional item was presented by staff for Section 9.22, Item C, adding “or their duly authorized representative”.

There being no public in attendance, the Commissioners began discussion of the proposed revisions. The following additional corrections were made

- Article VII, Section 7.0 Words and Phrases
 - HOTEL: replace “for the” with “as a”
 - FAMILY: delete “a group occupying”
 - MOTEL: replace “for the” with “as a”
- Article IX Section 9.15 Building Regulations and Water and Sanitary Sewer and Utility Services
 - Item B.1.c, replace “an aerobic type (aerator)” with “a”
- Article IX, Section 9.22 Regulations Pertaining to Parking or Storing of Trailers....
 - Item C, after “Planning and Zoning Commission” add “or their duly authorized representative.”

Ms. Harding opened a discussion with regard to Article IX, Section 9.7 Excavation, Movement of Soil, Tree Removal, and Erosion and Sedimentation Control as it related to farm exempt properties. Ms. Minter explained that farm exemption does not except a farmer from adhering to the applicable regulations, simply that they are not required to get a permit through planning and zoning. Farms still must maintain water quality plan and they may need to work with other regulatory agencies. The Conservation District is a good resource for farmers.

Ms. Harding opened a discussion about manufactured housing and “tiny-homes”. Ms. Minter stated that residential building codes do not provide a separate category for “tiny-homes” at this time. A small house is not distinguished from a regular size home. The owner of a tiny-home could in theory register the home as a recreational vehicle or a manufactured home. At that point, the applicable zoning regulations would apply. The most frequent request that we get relates to the placing of more than one unit on a lot. The discussion concluded that no further direction would be need regarding the zoning regulations at this time as it related to tiny-homes.

Mr. Verst opened a discussion regarding Article XI Section 11.1 Specific Off-Street Parking Requirements, specifically Item M referencing the pacing of new off-street parking. Mr. Verst, Mr. Stapleton, and Mr. Barrow each provided examples of alternate pavement types and temporary conditions. Ms. Harding and Mr. Verst discussed the requirement options for professional designs. Mr. Verst clarified that he is only discussing private off-street parking not public. Public sites need to meet that standards for the applicable Public Works department. The following modification made at the conclusion of the discussion:

- Article XI Section 11.1 Specific Off-Street Parking Requirements
 - Item M, Add “The Planning Commission may approve an alternate pavement design prepared by a licensed Professional Engineer”.

Mr. Verst asked if there were any additional comments or points of discussion among the Commission. There being none, Mr. Verst called for a motion.

Ms. Minter requested clarification to whether the motion would be to just make the changes to the Campbell County Zoning Ordinance or to also include each of the participating Cities within the Campbell County and Municipal Planning and Zoning. Mr. Barrow indicated that he would like to have updated copies of the Cities. Ms. Minter indicated that it is the intent that once the changes are fully adopted for all of the Cities that they be placed online.

Mr. Verst indicated that he had no concerns with non-substantive changes to the City documents that aligned with the text changes proposed. However, Mr. Verst made clear that any substantive changes need to come back to the Commission for approval.

Ms. Harding made a motion on case 176-17-TXA-01 to approve the text amendments to the Zoning Ordinance for Campbell County & Municipal Planning and Zoning and refer the recommendation to the Fiscal Court and applicable Cities for adoption. The basis for the recommendation is as listed in the staff report:

1. 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.
2. The proposed changes are consistent with the 2008 Campbell County Comprehensive Plan Update and the Campbell County Subdivision Regulations.

Mr. Turner seconded the motion. Mr. Verst asked if there were any questions or comments on the motion. There being none, Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stapleton, Mr. Barrow, Mr. Turner and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Stapleton indicated that he was pleased that we were going to be updating the effective date (Article V, Section 5.1 Effective Date) from 1982 to a more current date.

Mr. Hunter and Ms. Turner were congratulated by all of the Commissioners for their hard work on such a large effort.

Mr. Verst stated the next item of action was to approve training by the Commission, Board of Adjustment and staff. Ms. Minter presented the following training for approval by the Commission:

Joe Williams (4.0 Hrs)	UK/KYTC: KEPSC Inspector Requalification Training (4.0 hrs)
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Mr. Verst called for a motion to approve training. Ms. Harding made a motion to approve the training identified above. Mr. Barrow seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stapleton, Mr. Barrow, Mr. Turner and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Director's Report

Happy Holidays!

Mr. Verst asked the Commission if there were any other comments or points for discussion. There being none, Mr. Verst asked for a motion to adjourn. A motion and second was made to adjourn the meeting. An oral vote found all in favor, none opposed and none abstained. Motion passed. Meeting adjourned at 6:58 PM.

Respectfully Submitted,

Approved:

Cindy Minter
Director

Justin Verst
Chair