

**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION
MINUTES OF THE JUNE 14, 2016 MEETING**

MEMBERS PRESENT:

Ms. Deborah Blake
Ms. Lauri Harding
Mr. Steve Stapleton
Mr. Edward Stubbs
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:

Mr. Larry Barrow, Vice Chair
Mr. Dennis Bass
Mr. Mark Turner

STAFF ABSENT:

None.

Mr. Verst called the meeting to order at 7:00 PM. Mr. Verst called for a roll call. The roll call found a quorum was present. Following the Pledge of Allegiance, Mr. Verst asked if everyone had reviewed the May 10, 2016 meeting minutes and asked if there were any additions or corrections. There being none, Mr. Verst called for a motion. Mr. Stapleton made a motion to approve the May 10th meeting minutes as submitted. Mr. Williams seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Williams and Mr. Verst in favor of the motion. Ms. Blake abstained. Motion passed.

Mr. Verst called for any discussion on unfinished business. Ms. Minter stated there was a change made to the case #113-16-TXA-03, the amendment to the Schedule of Fees for Campbell County Planning and Zoning and Building Inspections. At our last meeting, after a discussion on cellular / wireless colocations, the Commission determined that the fee for a colocation should be fifty (50%) of the cost for an actual new cellular / wireless tower system. Mr. Smith did some additional research after the meeting and concluded that we do not have the authority to assess a zoning fee for colocations. Colocations would be subject to a building permit fee only. We made that change based on the legal view and that change was included in the first reading done by the Campbell County Fiscal Court. They will have their final reading of that tomorrow night. Mr. Smith added that colocations fall outside the jurisdiction of KRS Chapter 100 which the zoning regulations are based upon. KRS Chapter 100 encourages colocations to diminish the impact of new towers so no zoning fee was assessed for colocations. Ms. Minter is correct in that a building permit fee can be assessed.

There being no other unfinished business. Mr. Verst proceeded to new business and introduced case #143-16-TXA-03, a request by the Campbell County Planning & Zoning Commission to update the sign regulations. Mr. Verst asked Ms. Minter to present the staff report. Ms. Minter advised the Commission that there was no staff report at this time. As a result of a recent decision by the US Supreme Court, it has been decided that the only items the Commission has the ability to regulate are: Time, Place and Manner. Staff did post a legal notice in the Campbell County Recorder advertising a public hearing for this topic. We will take comments from the public tonight. Staff's objective is to get additional feedback from the public and the Commission so that a more accurate sign regulation can be proposed for the Commission's consideration. Staff has prepared a basic text to present and would like to do so at this time. Mr. Verst advised the public that while staff was presenting their basic outline, if they had any questions or comments, please raise your hand and we will address it at that time. With that, Ms. Minter presented the basic text for sign regulations as follows:

FILE NUMBER:

143-16-TXA-02

APPLICANT:

Campbell County & Municipal Planning & Zoning Commission

REQUEST:

A proposed amendment to the Sign Regulations for the Unincorporated Campbell County as well as the Cities of Crestview, Melbourne, Silver Grove, Southgate and Woodlawn.

Basic Text Outline:

The entire Article XIV, Sign Regulations, would be deleted and completely replaced with the following text.

ARTICLE XIV

SIGN REGULATIONS

SECTION 14.0 SCOPE OF REGULATIONS: This article provides content-neutral sign standards that allow legitimate signage for permitted uses while promoting signs that:

- Reduce intrusions and protect property values;
- Minimize undue distractions to the motoring public;
- Protect and promote a pleasing community image; and
- Enhance and strengthen economic stability.

These provisions apply to the display, construction, erection, alteration, location, and maintenance of all new and existing signs.

SECTION 14.1 DEFINITIONS: The definitions contained in this section and those contained in Article VII shall be applied in the interpretation of all sections within this ordinance, except where the context clearly indicates otherwise.

ABANDONED OR OBSOLETE SIGN: A sign or portion of a sign which no longer correctly directs or exhorts any person, advertises a business, lessor, owner, product, activity conducted or available on the premises where the sign is displayed.

AREA: The area of the largest single face of the sign within a perimeter which forms the outside shape including any frame that forms an integral part of the display, but excluding the necessary support or uprights on which the sign may be placed. A. Embellishments which do not contain sign copy are not considered part of the area.

CLEARANCE: The vertical distance between the lowest point of any sign and the top of grade.

COPY: Any word, figure, number, symbol, or emblem affixed to a sign.

DOUBLE-FACED: Two (2) faces either set parallel or up to a 45-degree angle. Any two (2) sign faces set at an angle greater than 45-degrees shall be considered two (2) separate signs.

HANDBILL: Printed or written material, circular, leaflet, pamphlet, or booklet designed for distribution on vehicles or other property, excluding postal distribution, which advertises merchandise, commodities, or services.

HEIGHT: The vertical distance measured from the highest point of the sign, including the frame and any embellishments, to the top of grade.

ILLEGAL SIGN: Does not meet the requirements of this zoning ordinance and has not been identified as a legal, nonconforming sign.

ILLUMINATED: Emits or reflects artificial light from any source which is visible as a part of the sign.

ILLUMINATED, CONCEALED: Light source is within the sign.

MENU BOARD: Freestanding signs placed at properties where there is a drive-thru lane, walk-up window or drive-up curbside.

MOVING SIGN: Any portion of which moves by mechanical means or the wind; does not refer to changing copy with an electronic message display system.

NONCONFORMING SIGN: Existing legal sign that does not comply with the current regulations for the zone in which it is located.

NON-ILLUMINATED: Does not emit or reflect artificial light from any source.

PROJECTING: Attached and projecting from a structure.

SIGN, AWNING: Sign applied directly to the surface of an awning or canopy.

SIGN, BANNER: Sign made of non-rigid material with or without framework.

SIGN, FREESTANDING: Sign attached to the ground by columns, poles, braces, or other means and not attached to any building.

SIGN, GOVERNMENT: Sign erected by government employees or officers in the performance of their professional/elected duties.

SIGN, INTERSTATE: Sign that is designed to be seen from an interstate highway.

SIGN, MARQUEE: Used in conjunction with a theatre, is attached to the building, and projects from the building.

SIGN, MOBILE: Affixed to a frame having wheels or capable of being moved. The removal of wheels from such a sign or temporarily securing a sign of this type shall not prevent it from being classified as a mobile sign within this definition. This includes signage placed on a trailer designed to be pulled behind a vehicle.

SIGN, MONUMENT: Attached to a permanent foundation or decorative base and not attached to or dependent for support from any building, pole, post, or similar upright.

SIGN, PORTABLE: Sign, easily transported by hand, placed outside during business hours and brought into the business after hours, usually tent style or A-frame.

SIGN, ROOF: Projects above the cornice of a flat roof or the ridgeline of a gabled or hipped roof. In determining the top edge of the roof, calculation shall not include cupolas, pylons, chimneys, or other projections above the roofline.

SIGN, TEMPORARY: A sign intended to be displayed for a limited period of time.

SIGN, VEHICLE: Sign applied directly on a vehicle.

SIGN, WALL: Sign attached to, painted on or erected against the wall of a building with the face in a parallel plane of the building wall.

SIGN, WINDOW: Sign printed on, affixed to, in contact with, or etched on a transparent surface and is designed to be seen from the exterior of the structure. Any sign within twelve (12) inches a transparent surface and designed to be visible from the public street.

VARIABLE MESSAGE BOARD: Copy is changed manually or electronically on a regular basis.

WINDOW DISPLAY: Merchandise or other objects placed inside a building to be viewed from outside the building.

SECTION 14.2 GENERAL RULES, REGULATIONS AND LIMITATIONS:

Any copy, including material used to differentiate the copy from the background, which is applied to a surface as a means of identifying, advertising, announcing, or illustrating products, services, and/or events shall be deemed a sign. Any sign not specifically exempted or permitted as an accessory or primary use within the specified zone shall be prohibited.

- A. Accessory Use Sign - Accessory use sign are generally used to advertise a permitted or conditionally permitted use in the zone in which the sign is located. Accessory Use Signs are secondary, customary to and commonly associated with the operation of or use on the property. Accessory use signs must be property on which the use being advertised is located.
- B. Primary Use Sign - A sign intended to be the primary use of the property, commonly as the income generator. Primary use must be a permitted or conditionally permitted use for the property.
- C. Nonconforming Signs - A legal, nonconforming sign may continue in existence at its current location as long as it is properly maintained and in good condition. A nonconforming sign shall not be structurally altered or expanded to increase the degree of nonconformity.
- D. Illegal Signs - Illegal signs shall be subject to immediate enforcement action. The Planning Commission's Duly Authorized Representative or Code Enforcement Officer

shall have the duty and authority to remove or cause to have removed any sign not in full compliance with all applicable provisions and regulations of this ordinance or any other applicable laws, codes, or ordinances. The property owner shall bear full costs of such removal and shall be billed accordingly.

Unauthorized signs attached to or painted on the surface of any tree, utility pole, or street light shall be deemed an illegal sign.

Lights, sign, or other advertising device that constitutes a public safety or traffic hazard shall be deemed an illegal sign. These illegal signs include materials which imitate or resemble any official traffic sign, signal, or device or use any words, phrases, symbols, or characters implying the existence of danger, or the need to stop or maneuver the vehicle.

- E. Highway Signs - No signs shall be permitted adjacent to an Interstate or limited access highway except in conformance with the setback requirements by the Federal Bureau of Public Roads, the Kentucky Department of Transportation, and the requirements of this zoning ordinance.
- F. Maintenance Standards - Every sign, including those for which a permit is not required, shall be maintained in good condition at all times. Signs shall be in conformance with Building Code and Code Enforcement regulations where applicable and shall be subject to the inspection and approval by the Zoning Administrator, Building Inspector or Code Enforcement officer.

A sign which does not comply with the provisions and regulations of this Ordinance, is substantially damaged or removed from its location, except for normal maintenance, shall not be replaced or reconstructed, except in full compliance with all of the provisions and regulations of this ordinance.

- G. Illuminated Signs - Signs shall be located in a fashion which prevents direct rays of light from shining beyond the property lines of the lot on which the sign is located.

No sign shall be erected, maintained or continued displaying flashing or intermittent lights, or lights of changing degrees or intensity except a sign with a changeable electronic message board or electronic display screen, with changes alternating on not less than a five second cycle or with messages scrolling steadily across the screen.

- H. Temporary Sign - Signs for temporary purposes may be permitted by separate ordinance. Unless otherwise directed within this ordinance or by separate ordinance, temporary signs shall be non-illuminated and not exceed three (3) square feet and may be erected for not more than thirty (30) consecutive calendar days and shall be removed by the owner upon expiration of the time period.
- I. Window Signs - Window signs, unless otherwise directed within this ordinance or by separate ordinance, shall not exceed 20% of the display window.
- J. Signs in a Right-of-Way - No sign shall be placed or projected into any public or private street or right-of-way, unless specifically provided for within this ordinance. Signs shall have at least nine (9) feet of clearance above a public or private street or sidewalk. No

sign shall be erected, maintained or continued upon the inside of a curve of a street which causes any interference to sight distance.

- K. Prohibited Signs in All Zones - The following signs and/or sign features shall be prohibited in all zones:
- Signs affixed to inoperable vehicles;
 - Roof signs that extend higher than the top of the roof;
 - Rotating or moving signs or sign parts unless defined within the sign class;
 - Signs which emits noise or odor; and
 - Handbills.

SECTION 14.3 EXEMPT SIGNS - The following signs are exempt from the requirement to obtain a sign permit:

- A. Signs not visible beyond the boundaries of the property upon which they are located.
- B. Interior window signs and displays.
- C. Interior signage not intended to be visible from the exterior of the building.
- D. Government signs that are placed by a government entity or official in the performance of their government duties.
- E. Temporary or permanent signs erected by public utility companies or construction companies in the performance of their professional duties.
- F. Vehicle signage when applied directly on an operable and appropriately licensed vehicle.
- G. A non-illuminated temporary sign, located in a residential zone, that does not exceed three (3) square feet and is not erected for more than thirty (30) consecutive calendar days.
- H. A non-illuminated temporary sign located on lots equal to or greater than one acre, does not exceed twelve (12) square feet and is not erected for more than thirty (30) consecutive calendar days.
- I. Change of copy on any sign where the framework or other structural elements are not altered.
- J. Memorial signs or tablets built into the walls of the building and typically constructed of bronze, brass, marble, stone or other incombustible materials.
- K. Parking and traffic signs that are designed in accordance with the "Manual on Uniform Traffic Control Devices for Streets and Highways", U.S. Department of Transportation, Federal Highway Administration.

SECTION 14.4 SIGN PERMIT REQUIRED FOR ERECTION OF SIGNS - No sign, except as exempted or specified within this Ordinance, shall be displayed, erected, replaced, relocated,

enlarged, or altered unless all necessary permits have been issued. Signs shall only be erected or constructed in compliance with the approved permit.

Signs permitted as an accessory to a legal, nonconforming use shall be subject to the regulations of the zone in which the nonconforming use is located.

Attached signs shall project no more than eighteen (18) inches from any building. Flat wall signs shall not project beyond the building or structure. Awning signs shall not project beyond the awning structure.

Freestanding signs shall be no closer than five (5) feet from the property line. Pole signs or signs above any right-of-way shall have a minimum clearance of nine (9) feet above grade. (Viewshed).

Signs to be permitted within a designated Historic District may also be required to have a Certificate of Appropriateness from the applicable historic preservation commission.

Dimensional variances for a sign require approval by the Planning Commission as part of an approved site plan or by the Board of Adjustments.

SECTION 14.5 CLASSIFICATION OF SIGNS - The following classification of accessory signs are defined as follows:

Class A: Attached Non-Illuminated Incidental Sign (W1, S1, C1, W2, S2, C2)

Example Sketch	Structural Type	Flat or projecting; window, wall or fence
	Maximum Surface	Two (2) square feet, single-faced
	Location	Attached and parallel to window, wall or fence
	Number	One (1) sign per unit
	Other Limitations	Shall not be illuminated or animated

Class B: Small Freestanding Sign (UCC3, W3, S3, C3, M3)

Example Sketch	Structural Type	Flat; ground or pole
	Maximum Surface	Six (6) square feet; single- or double-faced
	Location	Maximum sign height above grade shall be twelve (12) feet
	Number	One (1) sign for each frontage with a curb cut
	Other Limitations	Shall not be animated Illumination must be concealed

Class C: Medium Non-Illuminated Attached Sign (UCC2, M2)

Example Sketch	Structural Type	Flat or projecting; wall or window
	Maximum Surface	Twenty-four (24) square feet; single- or double-faced
	Location	Attached to building
	Number	One (1) sign per unit
	Other Limitations	Shall not be illuminated or animated

Class D: Medium Ground Sign (UCC8, W8, S8, C8)

Example Sketch	Structural Type	Flat; Ground
	Maximum Surface	Twenty-four (24) square feet; single or double faced
	Location	Maximum height above grade ten (10) feet
	Number	One (1) sign per frontage
	Other Limitations	Shall not be animated Illumination must be concealed May not be illuminated from 10:00 PM to 6:00 AM

Class E: Large Non-Illuminated Attached Sign (UCC1, M1)

Example Sketch	Structural Type	Flat; wall or window
	Maximum Surface	Forty-eight (48) square feet, single-faced
	Location	Attached to building, parallel to wall
	Number	One (1) sign per building
	Other Limitations	Shall not be illuminated or animated

Class F: Large Attached Sign (UCC5, W5, S5, C5, M5, UCC6, W6, S6, C6)

Example Sketch	Structural Type	Flat; wall, individual letters, or insignia
	Maximum Surface	One (1) square foot of area for each horizontal linear foot of building wall Maximum height of letters shall be thirty-six (36) inches
	Location	Attached flat to building
	Number	For buildings with one unit, one (1) sign for each street frontage For buildings with multiple separated units, one (1) sign for each unit located on the ground floor with street frontage
	Other Limitations	Shall not be animated Illumination must be concealed

Class G: Large Animated Freestanding Sign (UCC7, W7, S7, C7)

Example Sketch	Structural Type	Flat; ground or pole
	Maximum Surface	Sixty (60) square feet; single or double faced
	Location	Maximum height above grade, twenty (20) feet for a pole sign or ten (10) feet for ground sign
	Number	One (1) sign for each street frontage
	Other Limitations	May be animated with a moving part provided that the part does not extend beyond the sign Illumination must be concealed

Class H: Attached Awning Sign

Example Sketch	Structural Type	Awning
	Maximum Surface	Maximum height of copy shall be twelve (12) inches
	Location	Attached flat to awning
	Number	For buildings with one unit, one (1) sign for each street frontage For buildings with multiple separated units, one (1) sign for each unit located on the ground floor with street frontage
	Other Limitations	Shall not be animated Illumination must be concealed

Class I: Limited-term Ground Sign (UCC4, W4, SG4, C4, M4)

Example Sketch	Structural Type	Flat; ground
	Maximum Surface	Sixteen (16) square feet of signage per acre of land but not to exceed ninety-six (96) aggregate square feet of signage; single-faced
	Location	Maximum sign height above grade shall be twenty (20) feet
	Number	One (1) sign per acre
	Other Limitations	Shall not be animated May not be illuminated from 10:00 PM to 6:00 AM Limited-term display not exceeding one hundred eighty-two (182) consecutive calendar days, renewals are permitted

Class J: Extra-Large Freestanding Sign (S9, C9)

Example Sketch	Structural Type	Flat; ground or pole
	Maximum Surface	One hundred fifty (150) square feet; single or double faced
	Location	Maximum height above grade, thirty (30) feet for a pole sign, ten (10) feet for ground sign
	Number	One (1) sign for each abutting arterial street
	Other Limitations	Shall not be animated Illumination must be concealed May not be illuminated from 10:00 PM to 6:00 AM

Class K: Billboard Sign (UCC9)

Example Sketch	Structural Type	Flat; ground or pole
	Maximum Surface	Three hundred (300) square feet; single or double faced
	Location	Maximum height above grade, thirty (30) feet
	Number	One (1) sign for each abutting arterial street
	Other Limitations	Shall not be animated Illumination must be concealed May not be illuminated from 10:00 PM to 6:00 AM

Class L: Animated Billboard Sign (UCC10)

Example Sketch	Structural Type	Flat; ground or pole
	Maximum Surface	Three hundred (300) square feet; single or double faced
	Location	Maximum height above grade, thirty (30) feet
	Number	One (1) sign
	Other Limitations	Lot must meet the minimum area requirements for a permitted use within the zone Sign must be no closer than two hundred (200) feet from a residential zone

Class A: Attached Non-Illuminated Incidental Sign (W1, S1, C1, W2, S2, C2)

Class B: Small Freestanding Sign (UCC3, W3, S3, C3, M3)

Class C: Medium Non-Illuminated Attached Sign (UCC2, M2)

Class D: Medium Ground Sign (UCC8, W8, S8, C8)

Class E: Large Non-Illuminated Attached Sign (UCC1, M1)

Class F: Large Attached Sign (UCC5, W5, S5, C5, M5, UCC6, W6, S6, C6)

Class G: Large Animated Freestanding Sign (UCC7, W7, S7, C7)

Class H: Attached Awning Sign

Class I: Limited-term Ground Sign (UCC4, W4, SG4, C4, M4)

Class J: Extra-Large Freestanding Sign (S9, C9)

Class K: Billboard Sign (UCC9)

Class L: Animated Billboard Sign (UCC10)

SECTION 14.7 PERMITTED USE AND LOCATION OF SIGNS - The following classes of signs are permitted within the designated zones and are subject to a sign permit.

Zones	Uses	Permitted Sign Class
All Zones	Accessory to All Uses	I: Limited Ground Term
River Conservation, Conservation, and Agricultural Zones UCC: RC/O, A-1, ACD W: CO S: CO C: CO	Accessory to All Uses	A: Attached Non-Illuminated Incidental
	Accessory to Non-Residential Uses	B: Small Freestanding C: Medium Non-Illuminated Attached
	Accessory to a Conditional Use	B: Small Freestanding C: Medium Non-Illuminated Attached D: Medium Ground
Residential Zones UCC: R-RE, R-1A, R-1B R-1C, R-1CC, R-1D, R-1DD, R-1E, R-2, W: R-1E, R-1F S: R-1E, R-1F, R-1Gh, R-1H C: R-RE, R-1B, R-1C, R-1E, R-1F	Accessory to All Uses	
	Accessory to a Conditional Use	B: Small Freestanding C: Medium Non-Illuminated Attached D: Medium Ground
Multi-family Residential Zones UCC: R-3, RMHP S: R-3	Accessory to All Uses	A: Attached Non-Illuminated Incidental
	Accessory to sites up to 4 units	B: Small Freestanding
	Accessory to sites over 4 units or a Conditional Use	B: Small Freestanding C: Medium Non-Illuminated Attached D: Medium Ground
Planned Development UCC: PUD, IM, MLU, RCD W: PUD S: PUD, RCD, PRCU C: PUD, RCD	As approved according to the Stage II Development Plan Or Reference Residential, Multifamily and Commercial zones	
Neighborhood Commercial Zones UCC: NC, NSC, SC, RC, PO C: LNC	Accessory to All Uses	B: Small Freestanding C: Medium Non-Illuminated Attached H: Attached Awning
	Accessory to a Conditional Use	D: Medium Ground
	Accessory to Complex (three or more units located in a unified group or building)	G: Large Animated Freestanding
Highway Commercial and Institutional Zones UCC: NC, HC, NSC, SC, RC, PO, INST S: GC, SFC C: LNC	Accessory to All Uses	B: Small Freestanding C: Medium Non-Illuminated Attached D: Medium Ground E: Large Non-Illuminated Attached F: Large Attached H: Attached Awning
	Accessory to a Conditional Use	B: Small Freestanding C: Medium Non-Illuminated Attached D: Medium Ground E: Large Non-Illuminated Attached F: Large Attached H: Attached Awning
	Accessory to Complex (three or more units located in a unified group or building)	G: Large Animated Freestanding
Industrial Zones UCC: I-1, I-2, I-4, I-5	Accessory to All Uses	B: Small Freestanding C: Medium Non-Illuminated Attached D: Medium Ground E: Large Non-Illuminated Attached F: Large Attached G: Large Animated Freestanding H: Attached Awning
	Accessory to Complex (three or more units located in a unified group or building)	J: Extra-Large Freestanding K: Billboard L: Animated Billboard

Ms. Minter was able to complete a read through of Section 14.1 through Section 14.4 only. [Sections relating to Sign Classification and Zones were not discussed at this meeting].

There was discussion about the use of the word “embellishment” in as it related to copy or area. The Commissioners suggested that some of the general rules and regulations be relocated to the additional definitions section.

This was a public hearing and the audience was welcome to provide feedback during the reading of the text. Mr. Bill Allender of 6361 Four Mile Pike requested additional clarification be made in the definition of “embellishment”. He does not feel that if the frame of the sign was in the shape of a “wine glass” considered part of the sign copy area if the sign was for a winery. Another comment Mr. Allender made was that, if the sign was not visible from a public street, it should not be regulated by the Planning Commission. This would be an overreaching of their duties and authority.

Mr. Linus Enzweiler of 6685 Four Mile Pike stated that he owned a winery in the A-1 Zone and he just wants to make certain that he gets to keep his sign. Ms. Minter reassured Mr. Enzweiler that an existing sign would be considered pre-existing even it was nonconforming (in that it not meet the proposed guidelines). Pre-existing signs would be allowed to be maintained and continued. However, if a nonconforming sign was removed or changed, it would need to be meet the regulations in place at the time of application.

There was a brief discussion on what would be the next step during this process as it was clear that more work needed to be done. Ms. Minter advised that this was not a text amendment that would be approvable at the next meeting. It may take several meetings to finalize a text that the Planning Commission feels is the best action for the citizens of Campbell County. A brief discussion was held on the variation of sign regulations within each City. Ms. Minter pointed out that if structured correctly, the Campbell County sign ordinance could be used as a model ordinance for our partner cities. It was concluded that the Planning Commission needs to continue working on it until we get it done. Staff is prepared to schedule additional work sessions if needed.

Mr. Verst asked the Commission if anyone wanted to make a motion to table the case until further research and work could be done on the sign regulation text. Mr. Stapleton made a motion to table case #143-16-TXA-03, a request by the Campbell County Planning & Zoning Commission to update the sign regulations. Mr. Verst asked if there were any comments or questions on the motion. There being none, Mr. Verst called for a second. Ms. Blake seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed. Mr. Verst commented that the case could be un-tabled and discussed further at the July meeting and any subsequent work sessions that may follow.

Mr. Verst stated that the next item on the agenda was to approve training. Ms. Minter asked the Commission to entertain a motion approving the training as follows:

- P&Z:
 - ❑ Justin Verst [24.0 hrs.]
 - NKSPE: Storm Water Regulations & Products (1.0 hr.);
 - NKSPE: Manhattan Harbour Project (1.0 hr.); UK College of
 - Eng: Traffic Impact Study Training (4.0 hrs.); Green Blue:
 - Designing Trees into the Urban Landscape (1.0 hr.); KSPE:
 - Annual Conference (15.0 hrs.); NKSPE: NKU's Stream
 - Restoration Program (1.0 hr.); NKSPE: Coordination with
 - River Cities (1.0 hr.)

- Staff:
 - Cindy Minter [1.5 hrs.] Planning Info. Exchange: Know Your Dam Risk! Webinar (1.5 hrs.)

Mr. Verst called for a motion to approve training. Mr. Stapleton made a motion to approve the training as stated by staff. Mr. Verst asked if there were any questions or comments on the motion as proposed. There being none, Mr. Verst called for a second. Mr. Stubbs seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Williams and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst called for the Director's Report.

DIRECTOR'S REPORT

Ms. Minter re-introduced a discussion started at our last meeting regarding those types of home based business that we would see as either permitted uses and/or conditional uses in the A-1 and R-RE Zones of the Unincorporated Campbell County.

Ms. Minter stated her first recommendation would be to change the name from "Home Occupation Permits" to "Home Based Businesses". When you use the word "occupation permit", contractors automatically associate it with an Occupational Tax License which is a license required by the County for any business operating and offering services in Campbell County.

Ms. Minter distributed a list of common Home Based Businesses and asked the Commissioners to think about this topic. This is also going to be a text change to our Zoning Ordinance that is going to be proposed to the Commission in the near future.

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. Williams made a motion to adjourn. Mr. Stapleton seconded the motion. An oral vote found everyone in favor, none opposed. Motion passed. Meeting adjourned at 9:28 PM.

Respectfully Submitted,

Approved:

Cynthia Minter
Director of Planning & Zoning

Justin Verst
Chair