

**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION
MINUTES OF THE MAY 14, 2019 MEETING**

MEMBERS PRESENT:

Mr. C J Peters
Mr. Edward Stubbs
Mr. Michael Williams, TPO
Mr. Larry Barrow, Vice Chair
Mr. Justin Verst, Chair
Mr. Dennis Bass
Ms. Sharon Haynes
Mr. Mark Turner
Mr. Roger Mason

STAFF PRESENT:

Ms. Cynthia Minter, Director
Mr. Kirk Hunter, Principal Planner
Mr. Matt Smith, Legal Counsel
Ms. Emily Woodward, Secretary

MEMBERS ABSENT:

N/A

Mr. Verst called the meeting to order at 6:04 PM. Following the Pledge of Allegiance, Mr. Verst called for a roll call. The roll call found a quorum was present. Ms. Minter welcomed new member Roger Mason, and noted for the record that Mr. Mason had been sworn in by Mr. Smith prior to the commencement of this meeting. Mr. Verst then asked if everyone had reviewed the March 12, 2019 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 March 12 meeting minutes as submitted. Mr. Peters seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Mr. Barrow, Mr. Bass, Ms. Haynes, Mr. Peters, Mr. Williams, Mr. Verst and Mr. Stubbs in favor of the motion. Mr. Mason and Mr. Turner abstained. No opposition. Motion passed.

Because representation for case 2019-05-14-001 was going to be late, and many members of the audience were in attendance for case 2019-ZMA-01, Mr. Verst recommended hearing case 2019-ZMA-01 first.

Mr. Verst introduced the case a proposed zone change at the location 1538 Upper Tug Fork Road from R-RE zone to A-1. This case also encompassed a conditional use permit for the property owner, Mr. Marksberry to operate a kennel on said land, pending the approval of the zone change. After a brief explanation to the audience regarding the meeting process, Mr. Verst called Mr. Hunter to present the staff report:

Mr. Hunter stated that a Notice of public hearing was published in accordance with KRS Chapter 424 in the May 2, 2019 edition of the Campbell County Recorder and proceeded to outline the case as follows.

Campbell County and Municipal Planning and Zoning Commission

Staff Comments, Findings, and Recommendations

Issue to be heard Tuesday, May 14, 2019 at the Alexandria Courthouse, 8352 East Main Street, Alexandria, KY

FILE NUMBER: 210-19-ZMA-01
APPLICANT: Gilbert Marksberry
LOCATION: 1538 Upper Tug Fork Road, Unincorporated Campbell County Kentucky
REQUEST: A proposed Zone Map Amendment from the Residential-Rural Estate (R-RE) Zone to the Agricultural-One (A-1) Zone.
Stage I Site Plan Approval and Conditional Use Permit for a Kennel

LEGAL NOTICE

The Campbell County & Municipal Planning & Zoning Commission will hold a public hearing on Tuesday, May 14, 2019 at 6:00 P.M. at the Campbell County Courthouse, 8352 E. Main Street, Alexandria, Ky. for the purpose of hearing testimony for the following cases:

FILE NUMBER: 12-19-SDP-05

APPLICANT: Sun Valley Real Estate

LOCATION: Woeste Road, Unincorporated Campbell County Kentucky

REQUEST: Revised Stage I plan for a single-family detached residential subdivision

FILE NUMBER: 210-19-ZMA-01

APPLICANT: Gilbert Marksberry

LOCATION: 1538 Upper Tug Fork Road, Unincorporated Campbell County Kentucky

REQUEST: A proposed Zone Map Amendment from the Residential-Rural Estate (R-RE) Zone to the Agricultural-One (A-1) Zone.

We invite persons interested in this case to be present. Information concerning this case is available for review at the Campbell County & Municipal Planning & Zoning Office, 1098 Monmouth Street, Suite 343, Newport, KY. Monday-Friday during normal business hours.

Cynthia Minter /s/

Cynthia Minter

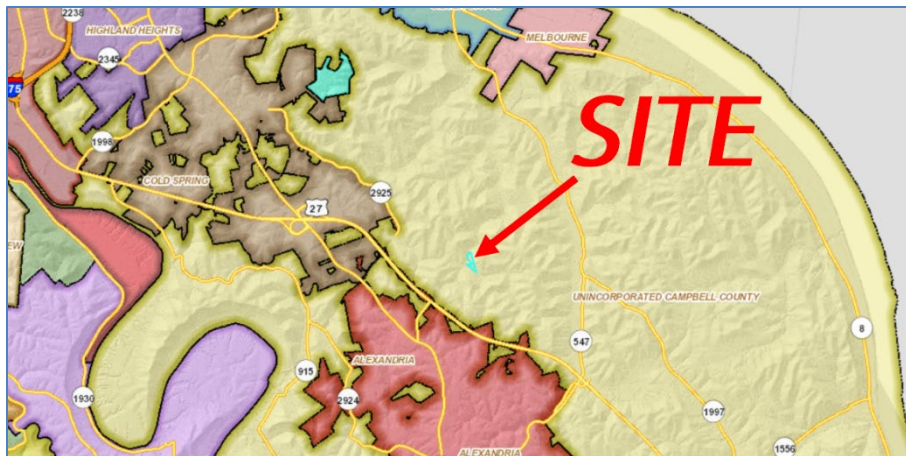
Director of Planning & Zoning

Date: April 24, 2019

CAM, May 2, 19#3529271

Figure 1: Vicinity

Notice of this hearing was published in the Campbell County Recorder and notice was placed on site in accordance with Article 17 of the Zoning Ordinance. Notice was also mailed to the adjoining property owners.



Overview:

The area under review consists approximately 8 acres in Unincorporated Campbell County between the Camp Springs area and the AA Highway at the corner of Upper and Lower Tug Fork Road. The site is currently zoned Residential-Rural Estate (R-RE). The site contains a single-family house, shed and a pole building. The applicant is requesting a zone change to Agricultural One (A-1)

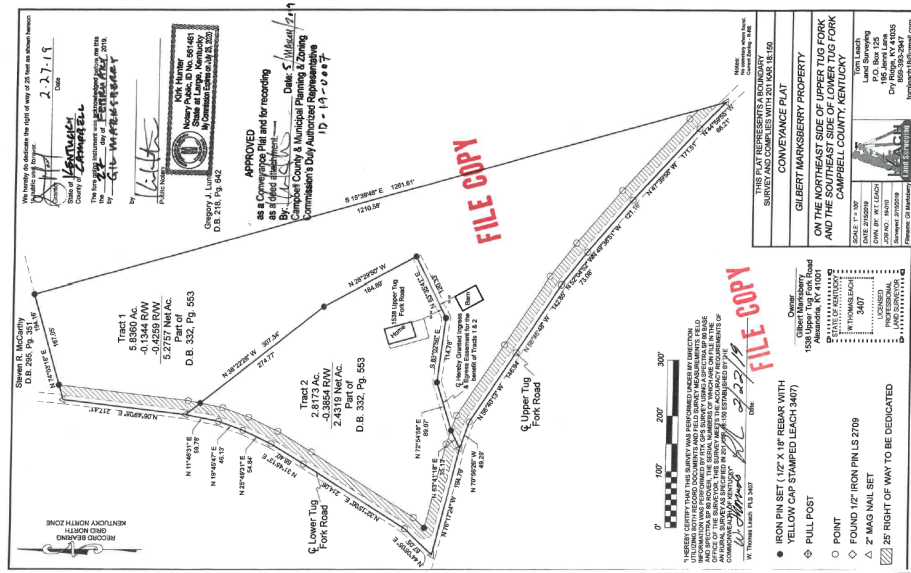


Figure 2: Conveyance Plat

Upper Tug Fork is listed as 17 feet wide on the County Road List. Upper Tug Fork serves as a connector between SR 2925 (E Alexandria Pike) and SR 9 (AA Hwy) to SR 547 (Four Mile Road).



Figure 3: Intersection of Upper and Lower Tug Fork Roads

The applicant's intention is to operate a small dog kennel/boarding facility based out of the existing pole building.

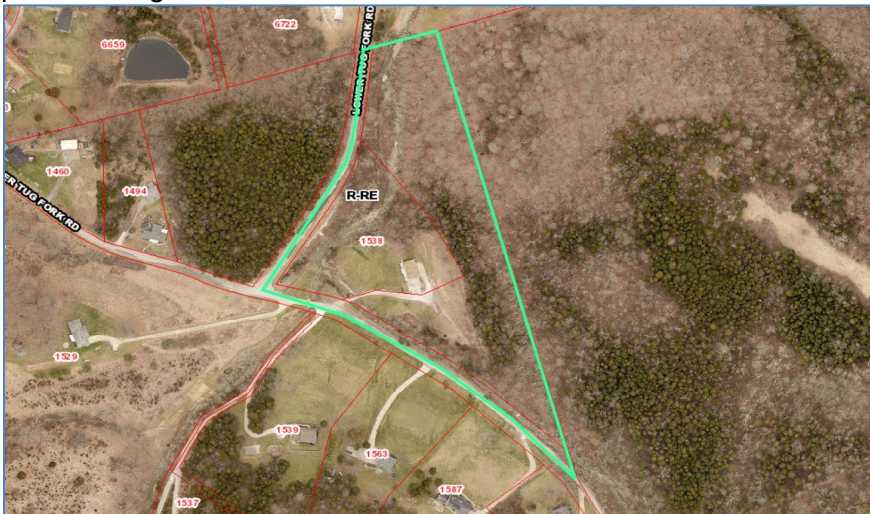


Figure 4: Site Location

Request for Zone Map Amendment: R-RE to A-1

Considerations:

1. The site is currently zoned Residential-Rural Estate (R-RE) as defined in the Zoning Ordinance, Article X, Section 10.2.
2. All adjacent properties are within the R-RE Zone.
3. The 2008 Campbell County Comprehensive Plan specifies the current land use as Single-Family Residential.

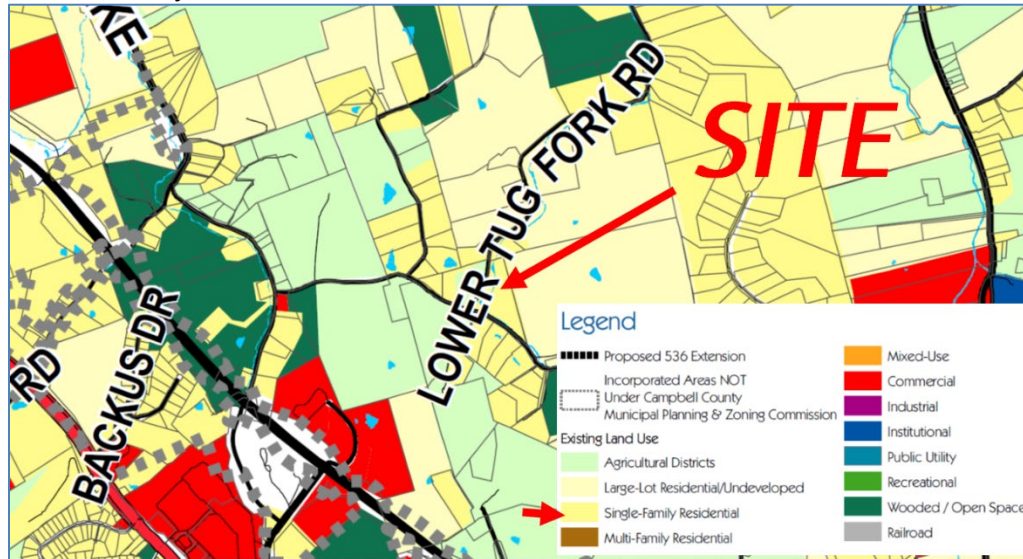


Figure 5: Comprehensive Plan Current Land Use Map Detail

4. The Future Land Use Plan identifies this area as Rural Mixed Use.

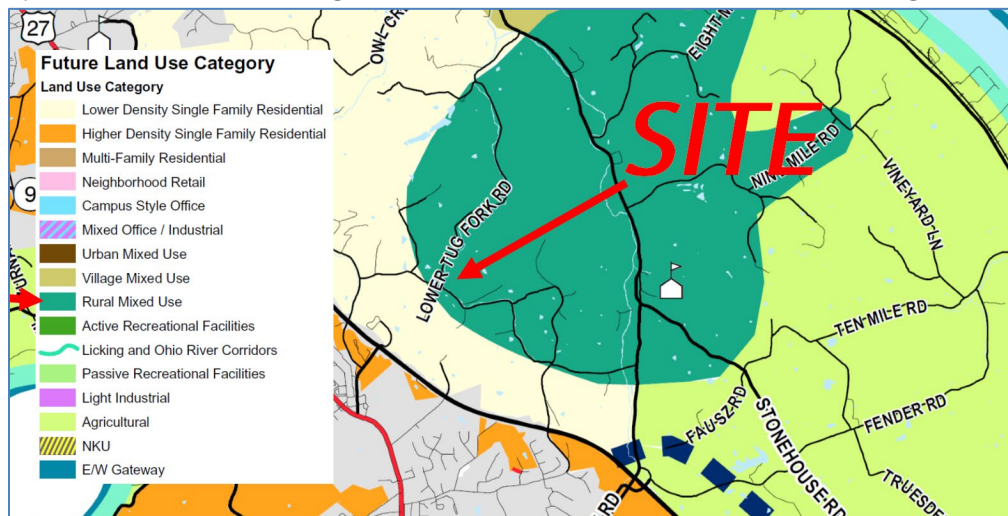


Figure 6: Future Land Use Map Detail

5. A review of public records finds no previous Planning and Zoning Cases for the property
6. The applicant owns the property.
7. A common driveway is shared between the two parcels, which are both under the same ownership. An access easement has been recorded.
8. The Zoning Ordinance defines the following permitted uses for the R-RE zone (section 10.2) and A-1 zone (section 10.1) respectively:

Permitted Uses

R-RE

1. Single family dwellings, detached.
2. Horse related uses, including riding and boarding stables for personal use with minimum lot area of 4 acres.
3. Greenhouse, nurseries or gazebo for personal use with minimum lot area of 4 acres.

Permitted Uses

A-1

The following retail sales and service businesses:

1. Agricultural uses.
2. Single family dwellings (detached).
3. Mobile homes subject to the requirements of Section 9.28 of this ordinance and KRS 100.203 (4).
4. Stands for sale of products that are raised, produced, and processed on the premises, provided that no roadside stands of any type for the sale or display of agricultural products shall be permitted within fifty (50) feet from any street.
5. Greenhouses and nurseries, including both wholesale and retail sales of products grown on the premises.
6. Stables and riding academies both public and private.
7. Taxidermy and other related wildlife resources and service, with sales portion not to exceed 10% of the gross floor area of the operations.
8. Animal Hospitals and Veterinary Clinics.
9. Agritourism uses.
10. Butcher/meat processing in connection with other agricultural activities.

Conditional Uses

A-1

No building or occupancy permit shall be issued for any of the following nor shall any of the following uses or any customary accessory buildings and uses be permitted until and unless the location of said use shall have been applied for and approved of by the Board of Adjustment as set forth in Section 9.14.

1. Cemeteries.
2. Churches and other accessory buildings for the purpose of recognized religious worship providing they are located adjacent to an arterial or collector or local street.
3. Nursery school.
4. Police and fire stations provided they are located adjacent to an arterial street.
5. Public and parochial schools.
6. Publicly owned and/or operated parks, playgrounds, golf courses, community recreational centers, including public swimming pools and libraries.
7. Recreational uses, other than those publicly owned and/or operated as follows:
 - a. golf courses
 - b. country clubs
 - c. semi-public swimming pools
 - d. tennis courts/clubs
 - e. fishing lakes
 - f. gun clubs and ranges
 - g. boat harbors and marinas
8. Hospitals for human care, clinics, sanitariums, homes for the aged, religious and charitable institutions, not including penal or correctional institutions; provided that any building for patients shall be distant at least two (200) hundred feet from every adjoining lot in any Residence Zone, and that the area of the parcel of land so occupied shall be no less than ten (10) acres.
9. Essential services and public utility stations.
10. Sanitary landfills as regulated by Section 9.25 of this ordinance.

11. Commercial confined animal feed operations provided that any lot or tract of land in such use shall be not less than ten (10) acres and that any building or enclosure in which animals are kept shall be distant at least four hundred (400) feet from any lot in any Residence Zone, or any lot occupied by a dwelling other than a farm dwelling, or by any school, church or any institution for human care.
12. Sawmills.
13. Plants for the processing and storage of agricultural products.
14. Boat harbors, and marinas, for the use and transport of products that are raised, produced, and processed on the premises.
15. Kennels.
16. Bed and breakfast establishments.
17. Event facilities.
18. Restaurants.

9. The Zoning Ordinance defines the following zone requirements for the R-RE zone (section 10.2) and HC zone (section 10.18) respectively:

<u>Zone Requirements</u>	<u>R-RE</u>
Minimum Lot Area	One (1) acre
Minimum Lot Width at Minimum Setback	One hundred (100) feet
Minimum Front Yard Depth	Fifty (50) feet
Minimum Side Yard Depth	Minimum ten (10) on one side/ total twenty-five (25) feet minimum
Minimum Rear Yard Depth	Twenty-five (25) feet
Maximum Building Height	Thirty-five (35) feet

<u>Zone Requirements</u>	<u>A-1</u>
Minimum Lot Area	One (1) acre
Minimum Lot Width at Minimum Setback	One hundred (100) feet
Minimum Front Yard Depth	Fifty (50) feet
Minimum Side Yard Width	Total - Twenty five (25) feet One Side - Ten (10) feet
Minimum Rear Yard Depth	Thirty-five (35) feet
Maximum Building Height	Thirty-five (35) feet

10. Kennels are listed as a *Conditional Use* in the Agricultural-One (A-1) zone (Article X, Section 10.1).
11. Article 17 of the Zoning Ordinance identifies that before any map amendment is granted, the Planning and Zoning Commission, must
 - a. find that the amendment is in agreement with the adopted comprehensive plan

~or~

 - b. in the absence of such a finding, that one or more of the following apply
 - That the original zoning classification given to the property was inappropriate or improper; and
 - That there have been major changes of an economic, physical, or social nature within the area involved which

were not anticipated in the comprehensive plan and which have substantially altered the basic character of such area.

Staff finds that the zone change is in agreement with the Comprehensive Plan

12. Article 17 of the Zoning Ordinance also states that the zoning map or maps shall not be amended, changed, or modified in such manner as to create a freestanding zone of less than five (5) acres.

Staff notes that this site is not less than five (5) acres.

Applicant's Comments

"We are requesting a change in zoning regarding our property at 1538 Upper Tug Fork Road. This request is due to our desire to open Tug Creek Kennels, a family owned boarding facility, to house animals, specifically, various breed of dogs, while their families are away for various reasons. Listed below is the current development and plan to support this small business."

~Submitted February 21, 2019

Considerations of Stage I Plan for Kennel.

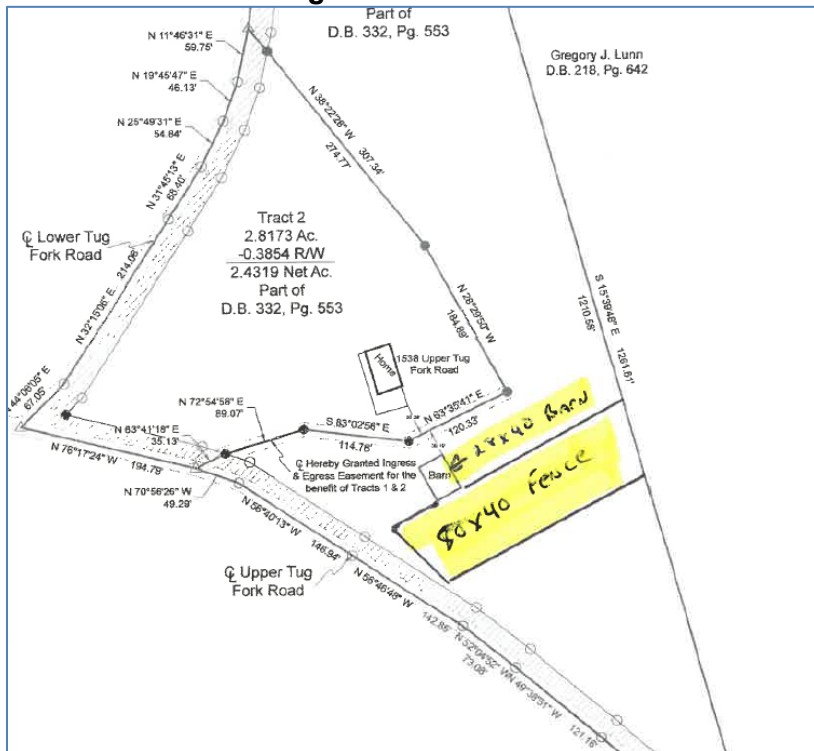


Figure 7: Site Plan

Applicant's Comments

"Tom Leach Surveying has divided our property into 2 separate parcels. The residence is located on a 2.43-acre parcel, and Tug Creek Kennels will have a 5.27 acre-parcel. Both parcels will share a common entrance and driveway (gravel) with an easement. Parking for Tug Creek Kennels will accommodate parking for five vehicles. Tug Creek Kennels currently has a 28x40 metal building that constructed on top of a concrete pad. The building has two large 10x10-garage doors in the front and rear, with a standard door in the front to allow for customer entry. The building will have 100-amp service for lighting and basic electric with the power line being underground. The building will have a water source provided by two, 333-gallon water tanks, located in the rear of the building. Additionally, there will be an 80x40 fenced in area that will

contain the animals for safekeeping. The fence will be approximately 5ft high to ensure large breeds are kept safely inside the fenced area.

Background/Experience

I, Gil Marksberry, currently work as a Police K9 Handler for the City of Dayton. I have been employed as a Police Officer for 22 years, and have lived in Campbell County for most of my life. Tesa, my partner, is a dual-purpose, female Belgian Malinois. We have been together for over 3 years. I independently raised \$8,600 out of \$12,000 to purchase Tesa. I have been able to secure most items needed to assist in training, through donations. Doing this amount of work on a continual basis is time consuming. My wife and I have paid out of pocket, a substantial amount of money, to show our commitment to providing a healthy and safe place for animals to board for short durations of time. We respectfully request your consideration to change the zoning, as this will allow us the opportunity to be successful in our desire to create and maintain Tug Creek Kennels."

~Submitted February 21, 2019

Other Kennels in the Unincorporated County include:

- 1989 Poplar Ridge Rd – Campbell County Animal Shelter
- 10307 Alexandria Pike – Grants Lick Veterinary Clinic

The submitted plan indicates the following:

- A proposal to rezone approximately 8-1/2 acres from R-RE to A-1.
- The site area is approximately 8-1/2 acres (remainder is county right-of-way).
- The surrounding zoning is R-RE.
- Location of existing structures.

Staff Recommendation:

The Campbell County & Municipal Planning and Zoning Commission approve the proposed Zone Map Amendment from R-RE to A-1 and refers their recommendation to the Campbell County Fiscal Court for further action.

The Campbell County & Municipal Planning and Zoning Commission approve the Stage I Development Plan

The Campbell County and Municipal Planning Commission approve the application for a Conditional Use permit to operate a kennel with the following conditions:

1. Outdoor runs may be used only with staff present;
2. That the facility house no more than twenty-five (25) animals at any one time;
3. That the animals be kennelled indoors;
4. That the applicant cooperates with regular inspections to be held not less than annually by the County Animal Shelter;
5. That the applicant complies with all applicable Campbell County Planning, Zoning & Building Regulations;
6. That the storage of manure or animal waste be further than fifty (50) feet from any property line.

Note *The Planning Commission may assume the authority of Board of Adjustments as part of Stage I plan review*

Bases for Recommendation:

1. Notice has been given regarding the Zone Map Amendment consistent with Article 17 of the Zoning Ordinance.
2. As defined in Article 17, the Planning Commission has the authority to review such Zone map Amendments and provide recommendations to the legislative body.
3. The proposed Zone Map Amendment is consistent with the recommendations of the 2008 Campbell County Comprehensive Plan Update, the 2015 Goals and Objectives, the Campbell County Subdivision Regulations and Zoning Ordinance.
4. The submitted site plan is appropriate for this site since it is in compliance with the Comprehensive Plan, Zoning Ordinance and Subdivision Regulations

5. The proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general well-being of the neighborhood or the community.
6. The use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.

Mr. Verst then turned the discussion to the commission for discussion and questions for staff. Ms. Haynes began by inquiring as to how the maximum number of 25 animals was established. Ms. Minter clarified that this number was based on conditions set in a previous kennel case, and that the number for this particular case should be a point of the evening's discussion. Ms. Haynes also then asked for more explanation of some of the photos in the presentation, which Mr. Hunter was able to offer. She then further inquired about details surrounding the shared drive, which Ms. Minter was able to clarify.

Mr. Williams inquired about the location of the nearest residence, which Mr. Hunter explained was roughly 450 ft. away. The discussion then turned to the surrounding zones, as well as the proximity of other livestock in the area. Some discussion was had regarding the necessity and detail of stage 1 plans. Mr. Verst then called upon the applicant.

Mr. Marksberry introduced himself, and gave brief history of his involvement with dogs as it pertains to his request to operate a kennel on the aforementioned property. He also explained some of the extra steps he had taken to set his kennel apart from others, including details about the kennel structure itself, as well as the outdoor run area and practices he will uphold.

Ms. Haynes then inquired about signage for the business, to which Mr. Marksberry responded with details of his future plans for signage that is consistent with the appearance of the area.

Mr. Williams then inquired about the maximum number of dogs that Mr. Marksberry could house. He explained that the maximum capacity of the barn at a future date would be 16, but at this time, he currently only has kennel space for 8. There being no more questions at this time, Mr. Verst gave the floor to members of the audience who had signed in, in order to give comment.

Mr. Larry Watson of 1494 Upper Tug Fork was the first to speak. He explained where he lives in relation to the property in question and stated that he did not receive mailed notification of this meeting. He then expressed his concerns which were focused around the noise level, safety and the processes surrounding building permits. He then asked some questions of the staff, regarding expansion of the business in the future, the amount of control that the commission has going forward, and parking. Ms. Minter addressed setback concerns, explaining that the parameters Mr. Watson referenced were only applicable to Highway Commercial zones as they contain more objectionable uses.

Mr. Smith advised that there is an annual review process for conditional uses that would allow staff to follow up with the business as time goes by to ensure that they are meeting the conditions outlined in the conditional use.

Mr. Verst then called the next audience member to the microphone. Mr. Zalac resides at 1587 Upper Tug Fork Rd. He explained where his home is in proximity to the proposed zone change. He too expressed concern with noise.

Don Girton was the next to approach the microphone. He owns the property located at 1421 Upper Tug Fork Rd. Mr. Girton requested clarification on the division of the two parcels, and the property lines, which Mr. Hunter was able to provide. He then expressed concern regarding animal waste as it pertains to the area of Tug Creek that traverses the property.

Mr. Verst then called upon audience member Craig Feldman of 1563 Upper Tug Fork Rd. to express his concerns. Mr. Feldman shared that his concern was also noise. Amanda Feldman, of the same residence then approached the microphone and stated that her concerns were also with noise, and the number of dogs causing an increase of the overall noise level.

Mr. Verst then called the next audience member, Annette Russell. She stated that she had no particular comments to contribute.

Marlene Alford of 1529 and 130 Upper Tug Fork Rd. then approached the microphone. She raised concerns about noise, as well as safety, future land use and values, and traffic.

Mr. Verst then asked Mr. Marksberry to come back to the microphone for questions relating to the audience comment. Mr. Verst asked for clarification of the waste disposal process, and relative distance from the drainage and waterways on the site, which Mr. Marksberry provided in detail. Mr. Verst then asked about the processes that are in place to ensure safety. Mr. Marksberry explained the details of the fencing and door systems. Mr. Marksberry also addressed additional safety concerns raised by Mr. Watson regarding training.

Mr. Verst then asked for clarification on the boundaries of the fenced area as well as any potential landscape buffer that my help provided a sound and visual barrier. Mr. Marksberry then addressed concerns regarding traffic, and explained the potential areas that are available for parking on the property.

Mr. Verst then confirmed with Mr. Marksberry that he would be comfortable changing the wording of the conditional use to allow 16 dogs rather than 25, as was originally proposed by staff. Mr. Marksberry confirmed that the capacity of the kennel is 16, so that is a conditional number that he would be content with.

As for concerns regarding future use, Mr. Marksberry then explained the details of a trust that has been established for this land that ensures it will be kept in the family rather than sold. Mr. Verst suggested the option of restricting the uses in the zone, to which Mr. Marksberry responded in kind, stating that he would be comfortable limiting the allowed uses on the property.

Mr. Bass then asked for some clarification regarding the structures pictured in the aerial photograph. Mr. Hunter and Ms. Minter were able to establish for the commission that the photo was taken while the previous owner was in residence on the land, and the items in question on the photo are no longer there, or were moved to a different location.

Mr. Williams then asked for confirmation of the waste removal process, which Mr. Marksberry provided.

Ms. Haynes requested clarification of the definition of kennels, and which animals may be included. Ms. Minter provided this definition from Article 7.

Mr. Mason then inquired about the insulation of the building and its possible noise cancelling qualities. Mr. Marksberry explained the details of the interior wall design. He also inquired as to what inspections will be completed during this process. Ms. Minter then outlined the type and frequency of the necessary inspections.

Don Zalac then approached the microphone again to express concerns about ability to sell home in the future and property values in the area.

Mr. Watson then approached and inquired about the acreage requirements as they relate to usability, which Mr. Verst was able to explain.

Williams Rains of 1529 Upper Tug Fork Rd. then approached the microphone, he expressed concern regarding noise as well.

Sharon Zalac then approached, and expressed additional concern regarding noise, and property values. Mr. Verst then closed the public input portion of the meeting.

Mr. Williams asked staff the current number of kennels in the county, and the number of complaints that had been received regarding these kennels. Ms. Minter stated that there are at least two kennels that she is aware of, and she has not received any noise complaints regarding either of these properties.

Ms. Haynes then asked for clarification as to who would be notified in the case of a complaint. Ms. Minter explained the complaints that are processed through the Planning and Zoning office, and how that was handled.

Ms. Minter and Mr. Verst discussed the conditions that were assigned to this permit and how they compare to the conditions imposed upon other properties with a similar use.

There was additional discussion amongst the commission and staff regarding the locations of the kennels and veterinary offices with overnight boarding in the area.

Mr. Stubbs shared his concern regarding noise as well, citing personal experience with a now defunct kennel operation that was once near his home.

Mr. Mason suggested adding a condition that only one dog be outside at a time to aid in the reduction of noise.

There was more discussion amongst the commission regarding the true impact of the noise of the kennel. They also discussed their abilities with regard to changing the permitted and conditional uses allowed in this zone, and the conditions that may be imposed upon the conditional use permit.

The commission then discussed whether the maximum number could be altered to help mollify some of the noise concerns.

Mr. Smith expressed his feeling that it would be more prudent to put in conditions now to help with the noise, rather than to try to retroactively impose them after determining the project is nuisance in the future. The commission was in agreement.

Ms. Minter noted for the record, that she had received a complaint about an unlicensed dog boarding facility in Melbourne in which the dogs were being kept on the first floor and people were residing on the second floor.

The commission discussed options for approving a lower number of dogs, and only approving more at a later date after seeing the success of the business at a lower number.

The commission then discussed options for implementing conditions on the permit as they pertain to storage and disposal of animal waste and manure.

Discussion then returned to which uses should be permitted in the zone, and which should be conditional uses.

Mr. Verst then asked Mr. Marksberry to return to the microphone. He then asked Mr. Marksberry if he was comfortable making permitted uses three through ten, conditional uses on this property. Mr. Marksberry was agreeable to this change. Mr. Verst then asked if Mr. Marksberry would comfortable taking a lower number of dogs initially and then coming back for an additional hearing later should he need to increase the number. Mr. Marksberry expressed that this would put a financial burden on his family, because of the cost of the hearing. With regard to noise, Mr. Marksberry shared that there are several dogs in the immediate vicinity that bark regularly. He also noted that there is a significant amount of gunfire in the area, which he feels is much louder than the noise produced by his kennel. Mr. Marksberry then clarified that his two dogs will also reside in the kennel space, so the maximum number of "guest" dogs at any one time would be fourteen. Mr. Smith asked Mr. Marksberry if he would be willing to come back for a second hearing if the fee was waived. Mr. Marksberry agreed, but stated that he would prefer to keep the allowable number at 16.

The commission then began outlining the conditions to be applied to the Conditional Use Permit. After some discussion, the commission decided that the conditions be as follows:

1. Outdoor runs may be used only with staff present;
2. Outdoor runs may be used only for one owner's animals at a time;
3. That the facility house no more than sixteen (16) animals at any one time;
4. That the animals be kenneled indoors;
5. That the applicant cooperates with regular inspections to be held not less than annually by the County Animal Shelter;
6. That the applicant complies with all applicable Campbell County Planning, Zoning & Building Regulations;
7. That the storage of manure or animal waste be further than fifty (50) feet from any drainage way;
8. Conditional use permit would be invalid if the two parcels cease to be held in common ownership;
9. The Conditional Use Permit would be contingent upon the map amendment approval from the Fiscal Court and the Planning Commission.

Mr. Williams made a motion to approve the conditional use permit for tract 1 based on information presented by staff, as well as discussion during this meeting. Mr. Mason seconded. A roll call vote found Mr. Barrow, Mr. Bass, Ms. Haynes, Mr. Peters, Mr. Williams and Mr. Verst in favor, and Mr. Stubbs and Mr. Turner opposed. The motion carried.

It was discussed that permit A-1 uses three through ten be made conditional uses on this property. Mr. Williams made a motion to approve the zone change to A-1 with the above condition. Mr. Peters seconded. A roll call vote found Mr. Barrow, Mr. Bass, Ms. Haynes, Mr. Peters, Mr. Williams and Mr. Verst in favor, and Mr. Stubbs and Mr. Turner opposed. The motion carried.

Case 12-19-SDP-05 was presented by staff. This case addressed revised stage 1 plans for single family detached residential subdivision. Mr. Verst recused himself from this case. There was some discussion amongst the commission and staff regarding why these changes were necessary. Mr. Mason made a motion to approve the revisions as submitted. Mr. Peters seconded. A roll call vote

found all in favor, with Mr. Verst Abstaining, and Mr. Stubbs absent, having left the meeting following the first case. The motion carried.

Ms. Minter then presented training hours completed by Mr. Peters totaling two and a half hours. Also presented was training for staff Mr. Hunter and Ms. Minter totaling eight hours a piece.

Mr. Verst called for a motion to approve the training hours as presented. Mr. Williams made a motion to approve the training. The motion was seconded by Mr. Bass. A roll call vote found all in favor. The motion passed, and the training was approved.

Mr. Verst then called for the election of officers. He nominated Mr. Peters to hold the position of chair, Mr. Barrow was nominated to carry on with his position as vice chair, and Mr. Verst was suggested to take on the position of TPO. Mr. Williams made a motion to approve the officers as proposed, Mr. Turner seconded. A roll call vote found all in favor.

Director's Report

Ms. Minter reminded the commission of the next meeting scheduled for June 11, 2019.

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. Ms. Haynes made a motion to adjourn the meeting. Mr. Williams seconded the motion. An oral vote found all in favor, none opposed and none abstained. Motion passed. Meeting adjourned at 9:31 pm.

Respectfully Submitted,

Approved:

Cindy Minter
Director

Larry Barrow
Vice Chair