

**BOONE COUNTY PLANNING COMMISSION
BOONE COUNTY ADMINISTRATION BUILDING
FIRST FLOOR FISCAL COURTROOM
BUSINESS MEETING
DECEMBER 2, 2009
7:00 P.M.**

Mr. Charlie Rolfsen, Vice Chairman, called the meeting to order at 7:00 PM.

COMMISSION MEMBERS PRESENT:

Mr. Ben Brandstetter
Mr. Greg Breetz
Mr. Kim Bungler
Mr. Jim Carmichael
Mr. Mike Ford
Mrs. Linda Herald
Mr. Jim Longano
Mr. Don McMillian
Mr. Charlie Reynolds
Mr. Charlie Rolfsen, Vice Chairman
Mr. Bob Schwenke, Temporary Presiding Officer

COMMISSION MEMBERS NOT PRESENT:

Mrs. Judy Arnett, Secretary/Treasurer
Mr. Mark Hicks
Mrs. Janet Kegley
Mrs. Susan Poston, Chairwoman

LEGAL COUNSEL PRESENT:

Mr. Dale Wilson

STAFF MEMBERS PRESENT:

Mr. Kevin P. Costello, AICP, Executive Director
Mr. Mitchell A. Light, Assistant Zoning Administrator/Enf. Officer
Mr. Todd K. Morgan, AICP, Senior Planner
Mr. Kevin T. Wall, AICP, Director, Zoning Services

Approval of the Minutes:

Vice Chairman, Charlie Rolfsen, stated that the Commissioners received copies of the Minutes of the November 4, 2009 Business Meeting. He asked if there were any comments or corrections. There being no changes to the Minutes, Mr. Bungler moved that the minutes be approved as written. Mr. Reynolds seconded the motion and it carried unanimously.

BILLS:

Kevin Costello, Planning Commission Executive Director, advised the Commissioners of the **Bills to be Paid** and the **Salaries and Benefits** for 11/5/09 through 12/2/09.

SALARIES AND BENEFITS:

FICA-BCPC Portion	\$	4,784.84
Health/Dental/Life		13,785.61
Retirement - BCPC Portion		11,301.01
Salaries - Staff Expense		<u>69,932.00</u>
TOTAL:		\$ 99,803.46

EXPENSES:

Accounting Fees	\$	319.96
Attorney Fees		3,040.00
Auto Expenses		74.82
Engineering/Surveying Fees		2,333.33
Filing Fees (CLURs)		192.00
Legal Ads/Recruitment		129.98
Miscellaneous Expense		155.22
Office & Board Mtg. Supplies		794.76
Office/Equipment Maintenance		325.00
Office Equipment/Expense		37.46
Office Insurance		525.77
Postage Expense		500.00
Printing/Pub/Dues/Subscriptions		<u>945.00</u>
TOTAL:		\$ 9,373.30
GRAND TOTAL:		\$109,176.76

Mr. McMillian moved that the salaries, benefits, and bills due be approved and paid as presented; and indicated approval of those items which have been paid. Mr. Reynolds seconded the motion and it carried unanimously.

ACTION ON PLAN REVIEWS:

1. **Technical Design Review -** **City Barbeque
KY 18**

Staff Member, Todd Morgan, presented the request. At last month's Business Meeting, the full Planning Commission approved the use as part of the Houston-Donaldson Study review. Mr. Morgan referred to a Power Point presentation, which displayed the building dimensions and elevations. The Planning Commission is reviewing the building only as part of the Design Review process. He stated that the smokers are located in the rear of the building. He referred to a floor plan showing 143 seats. There will be an outside eating area. Building materials include brick veneer with hardi-plank siding. There will be black aluminum fencing in front of the building. Building material samples and colors are available to view.

Mr. Morgan stated that the Technical/Design Review Committee met before the Business Meeting and is recommending approval with the following conditions:

- 1) **No roof equipment shall be visible from KY 18;**
- 2) **Building landscaping shall be provided in the grass area that is located between the vestibule and the northeast corner of the building. At least 3 medium trees and small shrubbery shall fill out this area;**
- 3) **The batten siding smoker enclosure shall be extended to screen the bottom of the roof access ladder;**
- 4) **The dumpster enclosure shall be constructed with brick that matches the building and solid wood gates.**

Vice-Chairman Rolfsen asked whether there were any questions or comments. **There being no further comments or questions, Mr. Brandstetter moved to approve the request based upon the Committee's recommendation. Mr. Carmichael seconded the motion and it carried unanimously.**

2. **Technical Design Review -** **Half Price Books
4999 Houston Road**

Staff Member, Mitchell Light, presented the request by referring to a Power Point presentation. Half Price Books will be located next to the Guitar Center. Mr. Light explained the history of signage for the Turfway Commons Center with Babies R US (213.75 square feet), Michaels (235.69 square feet), Guitar Center (130 square feet). The signage for the remaining space of the Center (Half Price Books site) was approved for 125 square feet on May 3, 2006 for the front only. Half Price Books has since received a sign permit for the front sign at 123.34 square feet. The request is to place a 99.94 square foot building mounted sign on the side above a side building entrance where people would come into the store to sell books instead of using the front entrance. The side building elevation is between 150-160 lineal feet. With the 1:1 ratio, the applicant still meets requirements for a second building mounted sign since it is less than 150 square feet.

Mr. Light stated that the Technical/Design Review Committee met prior to the Business Meeting and recommended approval subject to one condition: **the sign will be removed and abandoned, if the public entrance/access point facing Spiral Drive is no longer used on a daily basis.**

Vice-Chairman Rolfsen asked whether there were any questions or comments.

Mr. McMillian asked the applicant about whom they brought books from? Ms. Bonnie Hibbard, Construction Manager for Half Price Books, responded that they purchase books, CDs, DVDs, and music from customers who bring it to them. She stated that approximately 70% of the business is used merchandise from the public and the remaining 30% is new. Mr. McMillian asked who is the public? Ms. Hibbard stated that it is anyone who wants to sell their books. Mr. McMillian asked about old books stored in the attic? Ms. Hibbard answered "yes" they will accept them and they don't have to fumigate them. She also explained that sometimes they obtain items that they can't put on the shelf immediately and sometimes they have to recycle the product. They don't turn away any merchandise. Our goal is to take the merchandise, sell it or donate it.

Mr. Bunger asked the Committee what was the minimum standard for access through the side? What criteria was used to establish a side entrance? Mr. Longano responded that the Committee did not discuss it. Mr. Light also stated that the side access has to be used by the public and not just used for receiving or shipping. The public will have to use it.

Mr. Breetz asked if the store was separated by sales inside to accommodate both entrances? Ms. Hibbard responded that the company wanted a separate entrance to accommodate people bringing in their merchandise at a convenient location versus the large parking lot in the front. Mr. Breetz wanted to know how will people know to bring their merchandise to the side door? Ms. Hibbard indicated there would be a sign posted indoors to direct people. There will be no directional signage outside.

There being no further comments or questions, Mr. Brandstetter moved to approve the request based upon the Committee's recommendation. Mr. Reynolds seconded the motion and it carried unanimously.

NEW BUSINESS: NONE

EXECUTIVE DIRECTOR'S REPORT:

Mr. Costello noted that he distributed a memo dated November 23, 2009 by mail outlining the 2010 Office Holiday Schedule, 2010 Business Meeting and Public Hearing Schedule and a 2010 Committee Schedule for the Planning Commission. **Mr. McMillian moved to adopt the three schedules as outlined in the memo. Mr. Reynolds seconded the motion and it passed unanimously.**

Mr. Costello also announced that the City of Florence was sponsoring a public workshop for the Mall Road Reconstruction project. This is the second public workshop and it will involve the new design concept for Mall Road. It will be held on December 8, 2009 from 1:00-6:30 PM in the lower level of the Florence Government Center.

COMMITTEE REPORTS:

Airport: Mr. Jim Carmichael
No Report

Administrative/Personnel: Mr. Charlie Reynolds
No Report

Enforcement: Mr. Bunger
No Report

Long-Range Planning/Comprehensive Plan: Mr. Schwenke
No Report

Technical/Design Review: Mr. Carmichael
No Report

Executive: Mrs. Poston
No Report

CHAIRWOMAN'S REPORT: None

OKI Report:

Mr. Breetz stated that an OKI committee has met several times to discuss a freight study throughout the region. It involves truck, rail and barge traffic and it has been going on for over a year. It is coming to an end and he will give a report to the Planning Commission at a later date.

Other:

Mr. Costello stated that it is time for the Planning Commission to make its annual appointment to the OKI Regional Council of Government Board of Directors. This year, Greg Breetz represented the Planning Commission and would like to serve again. In addition, Mr. Costello mentioned that Mr. Brandstetter wanted to serve in some capacity. As a result, Mr. McMillian moved to appoint Greg Breetz as the Planning Commission's representative for 2010 and Ben Brandstetter serve as Mr. Breetz's alternate. Mr. Schwenke seconded the motion and it passed unanimously.

Vice-Chairman Rolfsen announced that Chairwoman Poston has appointed a Nominating Committee for the Election of Officers in 2010. The Committee will be made up of Bob Schwenke and Mike Ford. If anyone is interested in placing their name in nomination for an officer position, contact Mr. Schwenke or Mr. Ford before January 6, 2010.

There being no further business to come before the Planning Commission, Mr. Schwenke moved to adjourn. Mr. Longano seconded the motion. The meeting was adjourned by unanimous consent at 7:25 P.M.

APPROVED:

Charlie Rolfsen
Vice Chairman

Attest:

Kevin P. Costello, AICP
Executive Director