

**BOONE COUNTY PLANNING COMMISSION  
BOONE COUNTY ADMINISTRATION BUILDING  
FIRST FLOOR FISCAL COURTROOM  
BUSINESS MEETING  
JUNE 7, 2017  
7:00 P.M.**

---

Chairman Rolfsen opened the Business Meeting at 7:00 p.m. and welcomed the audience to the Planning Commission's June 7, 2017 Business Meeting. Chairman Rolfsen then invited everyone to join him in reciting the Pledge of Allegiance.

**COMMISSION MEMBERS PRESENT:**

Mr. Kim Bunger, Secretary/Treasurer  
Mrs. Lori Heilman  
Mr. Mark Hicks  
Mrs. Janet Kegley  
Mr. Don McMillian  
Ms. Jamie Nieves  
Mr. Kim Patton  
Mr. Charlie Reynolds  
Mr. Charlie Rolfsen, Chairman  
Mr. Bob Schwenke  
Mr. Brad Shipe  
Mr. Steve Turner, Temporary Presiding Officer

**COMMISSION MEMBERS NOT PRESENT:**

Mr. Randy Bessler  
Mr. Greg Breetz  
Ms. Lisa Reeves

**LEGAL COUNSEL PRESENT:**

Mr. Dale Wilson

**STAFF MEMBERS PRESENT:**

Mr. Kevin Costello, AICP, Executive Director  
Mr. Kevin T. Wall, AICP, Director, Zoning Services  
Mr. Mitchell A. Light, Assistant Zoning Administrator  
Mr. Todd Morgan, AICP, Senior Planner  
Mr. Robert Jonas, AICP, Director, Planning Services

**Approval of the Minutes:**

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the May 3, 2017 Business Meeting and the May 3, 2017 Public Hearings. He asked if there were any comments or corrections? **Mr. Turner moved to approve the Minutes as presented. Mr. Schwenke seconded the motion and it carried unanimously.**

**BILLS:**

Mr. Kevin P. Costello, AICP, Executive Director, advised the Commissioners of the **Bills to be Paid**, which included a list of **Expenses** and **Salaries and Benefits** for a time period between May 4, 2017 through June 7, 2017.

**EXPENSES:**

Accounting Fees	\$ 732.51
Attorney Fees	3,600.00
Auto Expense	89.65
Consultant/Professional Svcs Fees	2,412.50
Filing Fees (CLURs)	336.00
Legal Ads/Recruitment	160.88
Miscellaneous Expense	3,570.08
Office & Board Mtg. Supplies	1,178.31
Office Equipment/Expense	1,037.27
Printing/Pub/Dues/Subscriptions	150.00
Professional Development	1,960.65
<b>TOTAL:</b>	<b>15,227.85</b>

**SALARIES AND BENEFITS:**

FICA-BCPC Portion	\$ 6,826.05
Health / Dental / Life / LTD	16,907.27
Retirement - BCPC Portion	14,105.63
Salaries - Staff Expense	94,472.49
Salaries BCPC	780.00
Salaries BCBOA	175.00
<b>TOTAL:</b>	<b>\$133,266.44</b>

**GRAND TOTAL: \$148,494.29**

**Mr. McMillian moved that the bills (expenses and salaries and benefits) be approved and paid as presented and indicated approval of those items, which have been previously paid. Mr. Patton seconded the motion and it carried unanimously.**

**ACTION ON PLAN REVIEWS:**

**ZONING MAP AMENDMENT AND CHANGE IN APPROVED CONCEPT DEVELOPMENT PLAN -  
Greg Breetz, Chairman, Kevin Wall, Staff**

1. The request of **Francisville, LLC (owner)** for a Change in an Approved Concept Development Plan in a Residential Planned Development (RPD) zone for an approximate 12.2 acre site located at 1207 North Bend Road, Boone County, Kentucky, to modify a Concept Development Plan and previous conditions of approval to allow a reconfiguration of an approved commercial, attached single family residential, and multi-family residential development (Thornwilde Village) and the request of **Francisville, LLC (owner)** for a Zoning Map Amendment from Rural Suburban Estates (RSE) to Residential Planned Development (RPD) for an approximate 3.8 acre site located at 1173 North Bend Road, Boone County, Kentucky, to allow an expansion of Thornwilde Village consisting of multi-family residential buildings.

**Chairman Rolfsen announced that this request would be deferred. Mr. Hicks moved to defer the request to the July 5, 2017 Business Meeting based upon the applicant's June 7, 2017 letter. Mr. Schwenke seconded the motion and it passed unanimously.**

**CHANGE IN APPROVED CONCEPT DEVELOPMENT PLAN - Steve Turner, Chairman, Mitch Light, Staff**

2. Request of **Golden Masonry Homes (owner)** for a Change in an Approved Concept Development Plan in a Rural Suburban (RS) zone for an approximate 3.4 acre site located on the southeast corner of the Bullittsville Road/Cornerstone Drive intersection, Boone County, Kentucky (Lots 1 through 7 of Cornerstone Estates Subdivision). The request is for a Change in an Approved Concept Development Plan to modify a previous condition of approval to allow seven homes to face Cornerstone Drive instead of Bullittsville Road.

Staff Member, Mitch Light, read the Committee Report, which recommended approval based upon Findings of Fact and subject to conditions. The Committee Report indicated that Mr. Breetz, Mr. Turner, Mrs. Kegley and Mr. Patton voted in favor of the request.

Chairman Rolfsen asked if there was anyone in the audience who wanted to speak in favor or against the request? Mr. Bob Bolan, 3471 Vineyard Place, Cincinnati, Ohio stated that he didn't think there was a need to speak unless there is any opposition or questions.

Chairman Rolfsen then asked if there were any questions or comments from the Board Members?

**Seeing no other questions or comments, Chairman Rolfsen asked if there was a motion to act on the request? Mr. Turner moved to approve the request by Resolution to the Boone County Fiscal Court based upon the Committee Report and subject to conditions. Mr. Patton seconded the motion and it passed unanimously.**

**ZONING MAP AMENDMENT - Kim Patton, Chairman, Todd Morgan, Staff**

3. Request of **The Drees Company (owner by contract)** for a Zoning Map Amendment from Rural Suburban Estates/Union Town Overlay (RSE/UTO) to Suburban Residential One (SR-1) for a 87.25 acre tract located on the north side of Frogtown Road between the properties at 10272 US 42 (St. Timothy Church) and 1664 Frogtown Road (U.S. Post Office), and across the road from the Frogtown Road/Galileo Boulevard intersection, Boone County, Kentucky. The request is for a zone change to allow a subdivision for detached single family residences.

**Chairman Rolfsen announced that this request will be deferred to the July 5, 2017 Business Meeting and the Committee Meeting for the request has been scheduled for June 21, 2017 at 5:00 p.m. Mr. Kim Bunger moved to defer the request to the July 5, 2017 Business Meeting. Mr. Reynolds seconded the motion and is passed unanimously.**

Mr. Patton noted that he would be unavailable to attend the June 21<sup>st</sup> Committee Meeting and he was the Chairman of the request. Does he need to be replaced? Mr. Costello responded no as someone will serve as a temporary chair on June 21<sup>st</sup>.

**New Business:**

**ZONING MAP AMENDMENT - Mitch Light, Staff**

4. Request of **Florence Baptist Church (owner)** for a Zoning Map Amendment from Commercial Services (C-3) to Public Facilities (PF) for a 3.07 acre tract located at 1050 Burlington Pike, Boone County, Kentucky. The request is for a zone change to allow a K-12 school to operate within the existing church.

**ZONING MAP AMENDMENT FOR SPECIAL SIGN DISTRICT - Mitch Light, Staff**

5. Request of **Terry Crigger or Randy Chestnut (applicants)** for **Christ's Chapel Assembly of God (owner)** for a Zoning Map Amendment for a Special Sign District for an approximate 7.6 acre tract located at 3819 Turfway Road, Boone County, Kentucky. The request is for a Special Sign District in a Rural Suburban Estates/Planned Development/Houston-Donaldson Study Corridor Overlay (RSE/PD/HDO) zone to allow a monument sign with an electronic message center.

**Mrs. Kegley moved to schedule the Public Hearings for items #4 and #5 listed above on July 5, 2017 at 7:30 p.m. Mr. Patton seconded the motion and it passed unanimously.**

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Kevin P. Costello, AICP, announced that the Long-Range Planning/Comp Plan Committee wanted to change the time of their regularly scheduled Committee Meeting held on the third Wednesday of the month. Normally, the Committee meets at 6:00 p.m. on the third Wednesday of the month. The Committee would like to change the meeting time from 6:00 p.m. to 6:30 p.m. because of the Zone Change Committee Meeting time at 5:00 p.m. **Mrs. Kegley moved to change the meeting time of the Long Range Planning/Comp Plan Committee from 6:00 p.m. to 6:30 p.m. on the third Wednesday of the month. Mr. Hicks seconded the motion and it passed unanimously.**

Mr. Costello presented the Planning Commission's Final FY 2017-2018 Budget. He referred to the packet of information sent to the Board Members and the PowerPoint presentation. He also had copies of the budget available for the public and if any Board Members forgot to bring their packet to the meeting. Mr. Costello noted that the packet of information is a little different than in previous years. The budget process normally starts in February working with the Executive Committee. This year was a little different as he had to meet with the Judge Executive and the three Mayors to review the Planning Commission's Preliminary FY 2017-2018 Budget. Both Chairman Rolfsen and Commissioner Kim Patton attended the same meeting. The purpose of the meeting was to explain where the Planning Commission is and what is on the horizon in terms of current and future work. It is at this time when the Planning Commission requests funding from the four legislative units. Mr. Costello referred to the packet and explained that the Planning Commission staff serves 9 different Boards and over 50 Board Members. He showed the logo for the Comprehensive Plan Update - **Our Boone County - Plan 2040**. He explained that Boone County has a new city - City of Erlanger has annexed the Erlanger Lions Club site. Erlanger becomes the 4<sup>th</sup> city in Boone County but they are not a member of the planning unit. In order to participate and receive the benefits of zoning, Erlanger has to become a member of the planning unit. An invitation to join the planning unit has been made to the City of Erlanger. It could happen at any time. Mr. Costello showed a graph depicting the growth in population of Boone County from 1980-2016. Union has replaced Walton as Boone County's second largest city. The figures reflect night time populations only. He also showed a graph of the total number of jobs from 1980-2015. More information about jobs by sector will be available in the update of the Comprehensive Plan. There is a shift in some of the industries as well as the emergence of new industries. He also referred to a pie chart of the number of Staff Reviews completed by legislative unit from 2012-2016. Job and population growth are related. He reviewed an historical chart of the Planning Commission's budget from FY 2008-2009 to FY 2016-2017. The proposed budget is about 2.5% more than the current budget. Government Funding is about 61% of the total revenue of the Planning Commission's budget. The chart reflects funding by legislative unit. Boone County contributes the most to the Planning Commission. The figures on the chart represent cash. The Fiscal Court also provides the office space and in-kind services to the Planning Commission at no charge. This has a value of just over \$100,000 per year. Mr. Costello also displayed a chart showing revenue from collected review fees. The amount collected is increasing each year even with no changes in fee rates. The Planning Commission has not changed its fee schedule significantly since 2008. Some new services have been added.

In terms of the proposed FY 2017-2018 Budget, Government Funding will increase by \$28,000. The increases per legislative unit is based upon a formula given to the Planning Commission by the 3 Mayors and the Judge Executive. It is based upon the percentage of 2015 population by each legislative unit. Next year, there will be funding increases from the four legislative units. There is an anticipated \$25,000 increase in review fees based upon an analysis of trends. In terms

of Administration revenues, there is a proposed increase in revenue from GIS memberships due to potential increase in work activities from certain agencies/organizations. There are no changes in the Other category. In terms of Expenditures, there is an increase in the salary category due to the retirement of one Staff person and the promotion of two employees and the potential to hire a part time person to perform the duties of Recording Clerk or to take Minutes for 6 different Boards. We had a Recording Clerk previously but had to eliminate it due to budget cuts in 2008. These figures are more in line with actual costs. The only change in the Professional Services category is more funds allocated to engineering and surveying due to the volume of work and some additional funds for the Comprehensive Plan update. The Fringe Benefits category will increase by \$12,000 due to actual and projected figures from retirement. There is a slight decrease in health care costs due to the changing nature of our employees selecting different types of coverage. Unemployment insurance will decrease by \$1,000. The reason why the Other category will decrease by \$16,000 is due to the completion of the 2016 Digital Orthophotography project.

Chairman Rolfsen asked the Board Members if they had any questions or comments about the proposed FY 2017-2018 Budget?

Mr. Hicks complimented Staff about the proposed FY 2017-2018 Budget. He stated that he had no problems with the numbers. The legislative units fund the Planning Commission with the taxpayers dollars. Based upon the Government Funding amounts, it is unfair based upon the current formula of Board representation. It is not proportionate to each legislative unit given the funding amounts. As a result, he stated that he will vote no on the proposed FY 2017-2018 Budget.

**Chairman Rolfsen asked if there was a motion to adopt the FY 2017-2018 Budget? Mr. Bunger moved to adopt the FY 2017-2018 Budget as presented by Mr. Costello. Mr. Schwenke seconded the motion. The motion passed 11-1 with Mr. Hicks voting no on the motion.**

**COMMITTEE REPORTS:**

**AIRPORT REPORT:** Mr. Bessler

No Report

**ADMINISTRATIVE/PERSONNEL:** Mr. Turner

No Report

**ENFORCEMENT REPORT:** Mr. Bunger

No Report

**LONG RANGE PLANNING/COMPREHENSIVE PLAN:** Mr. Schwenke

No Report

**TECHNICAL/DESIGN REVIEW:** Mrs. Heilman

No Report

**EXECUTIVE REPORT:** Mr. Rolfsen

No Report

**CHAIRMAN'S REPORT:** Mr. Rolfsen  
No Report

**OKI REPORT:** Mr. Breetz  
No Report

**OTHER:**

There being no further business to come before the Planning Commission, Mr. Patton moved to adjourn the meeting. Mr. Schwenke seconded the motion. The meeting was adjourned by unanimous consent at 7:30 p.m.

**APPROVED**

---

**Charlie Rolfsen**  
**Chairman**

**Attest:**

---

**Kevin P. Costello, AICP**  
**Executive Director**