

**BOONE COUNTY PLANNING COMMISSION
BOONE COUNTY ADMINISTRATION BUILDING
FIRST FLOOR FISCAL COURTROOM
BUSINESS MEETING
DECEMBER 5, 2018
7:00 P.M.**

Chairman Rolfsen opened the Business Meeting at 7:00 p.m. and welcomed the audience to the Planning Commission's December 5, 2018 Business Meeting. Chairman Rolfsen then invited everyone to join him in reciting the Pledge of Allegiance.

COMMISSION MEMBERS PRESENT:

Mr. Randy Bessler
Mr. Kim Bungler, Secretary/Treasurer
Mr. Steve Harper
Mrs. Lori Heilman
Mrs. Janet Kegley
Mr. Rick Lunnemann
Mr. Don McMillian
Mr. Kim Patton, Vice Chairman
Mr. Charlie Rolfsen, Chairman
Mr. Bob Schwenke
Mr. Brad Shipe
Mr. Kenny Vaught

COMMISSION MEMBERS NOT PRESENT:

Mr. Greg Breetz
Mr. Mark Hicks
Mr. Steve Turner, Temporary Presiding Officer

LEGAL COUNSEL PRESENT:

Mr. Dale Wilson

STAFF MEMBERS PRESENT:

Mr. Kevin P. Costello, AICP, Executive Director
Mr. Michael Schwartz, Planner

Approval of the Minutes:

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the November 7, 2018 Business Meeting. He asked if there were any comments or corrections? **Mr. Patton 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 November 8, 2018 through December 5, 2018.

EXPENSES:

Accounting Fees	\$	430.77
Attorney Fees		3,800.00
Auto Expense		150.27
Consultant/Professional Svcs Fees		2,925.00
Filing Fees (CLURs)		192.00
Legal Ads/Recruitment		203.84
Miscellaneous Expense		128.71
Office & Board Meeting Supplies		586.41
Office / Equipment Maintenance		671.98
Office Equipment/Expense		5.69
Office/Liability Insurance		527.32
Postage Expense		1,000.00
Printing/Pub/Dues/Subscriptions		26.00
Refunds		<u>150.00</u>

TOTAL: 10,797.99

SALARIES AND BENEFITS:

FICA-BCPC Portion	\$	5,791.00
Health / Dental / Life / LTD		17,256.78
Retirement - BCPC Portion		21,393.00
Salaries - Staff Expense		80,036.08
Salaries BCPC		385.00
Salaries BCBOA		105.00
Salaries WBOA		175.00
Salaries FBOA		<u>140.00</u>

TOTAL \$125,282.46

GRAND TOTAL: \$136,080.45

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:

None

NEW BUSINESS:

ZONING TEXT AMENDMENT - Michael Schwartz, Staff

1. Request of the **City of Florence** to consider a series of Zoning Text Amendments to Articles 10, 23, and 40 of the Boone County Zoning Regulations to define and allow "body-art services" in the Commercial Two (C-2) and Florence Main Street Zoning Study (FMS) zones. The request is to hear and evaluate comments on proposed Zoning Text Amendments and how they affect the current Boone County Comprehensive Plan and Boone County Zoning Regulations.

ZONING MAP AMENDMENT - Kevin Wall, Staff

2. Request of **Legendary Ridge Properties LLC (applicant)** for **Roslyn Wachs Trustee (owner)** for a Zoning Map Amendment from Rural Suburban Estates (RSE) to Rural Suburban Estates/Planned Development (RSE/PD) for a 50.78 acre tract located on the north side of Burlington Pike, between the properties at 3300 and 3446 Burlington Pike and across from the Burlington Pike/Saddle Ridge Drive intersection, Boone County, Kentucky. The request is for a zone change to allow a subdivision for detached single family residences.

ZONING MAP AMENDMENT - Todd Morgan, Staff

3. Request of **Viox & Viox, Inc. (applicant)** for **Suzanne Cress Estate, Herbert H. Cress, and Cindy L. Cress (owners)** for a Zoning Map Amendment from Rural Suburban Estates (RSE) to Suburban Residential One (SR-1) for an approximate 21.8 acre site located at 7456 Camp Ernst Road and 488 Cress Court, Boone County, Kentucky. The request is for a zone change to allow a subdivision for detached single family residences.

Mr. Bunger moved to schedule a Public Hearing for items #1, 2 and 3 listed above on January 2, 2019 at 7:30 p.m. Mr. Patton seconded the motion and it passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Kevin P. Costello, AICP, Executive Director, referred to his November 21, 2018 Memorandum outlining the 2019 Office Holiday Schedule, the 2019 Business Meeting and Public Hearing Schedule and the 2019 Committee Schedule. He recommended that the Board proceed to adopt the three (3) schedules. **Mr. Patton moved to adopt the three (3) schedules as presented by Mr. Costello based upon the November 21, 2018 Memo. Mr. Schwenke seconded the motion and it passed unanimously.**

Mr. Costello gave a brief progress report of the Comprehensive Plan Update. The Long Range/Comp Plan Committee has been meeting regularly and has just completed the Land Use Element (Text and Map). Two workshops will be held in January, 2019 (January 17, 2019, 4:00 -

7:00 p.m. in Burlington and January 22, 2019, 4:00 - 7:00 p.m. in Walton). He referred to his December 4, 2018 Memo. The present contract with Strategic Advisors (SA) ends at the end of December and it is necessary to extend their contract to March 31, 2019 in order to complete the update. Their work would involve social media marketing and creating a design template for the new plan on our new web site. Mr. Costello reminded everyone that the new Comprehensive Plan is web based. There will be no printed version. It can be printed from the new website as well as distributed by compact disk or flash drive. The web based Comprehensive Plan will also have an interactive land use map and the various elements or chapters. Mr. Costello stated that the recommendation is to extend the contract with Strategic Advisors (SA) from January 1, 2019 to March 31, 2019 at a maximum fee of \$7,000 based upon the December 4, 2018 Memo. This amount was budgeted in the Planning Commission's FY 2018-2019 Budget. In response to a question by Mr. Patton, Mr. Costello stated that the social media cost is \$1,250 a month. The web site redesign work is \$2,500. There is a built in extra small amount in the contract in the event that we have to "push" the content out via social media.

Mr. Harper moved to authorize the Executive Director to extend a contract with Strategic Advisors at a maximum of \$7,000 based upon Mr. Costello's presentation and December 4, 2018 Memo. Mr. Schwenke seconded the motion.

Mr. Lunnemann inquired whether we will see the final design of the template of the web based product in advance? Mr. Costello replied yes. The Long Range Planning/Comprehensive Plan Committee will review the proposed design in advance of finalizing it. It will be shared with the whole board at the time of the Comprehensive Plan Update Public Hearing. It will be a web based version. The public will also have the capability of printing a PDF version of the plan. There will not be a printed version of the Comprehensive Plan as produced in the past. The new plan has much more graphics, maps and color. The most cost effective option is to produce the plan digitally. Mr. Costello also mentioned that there will be two public workshops regarding the Comprehensive Plan Update - Thursday, January 17, 2019 from 4:00 - 7:00 p.m. at the Ferguson Center in Burlington and on Tuesday, January 22, 2019 from 4:00 - 7:00 p.m. at the Walton Fire Station in Walton. There will be a presentation at each public workshop. Mr. Schwenke mentioned that the work has gone well and this update is completely different. We are getting more input than in the past. Mr. Costello noted that we will provide some figures on participation. We have currently 353 email subscribers and 1,236 individuals following the update on Facebook. **Chairman Rolfsen asked for a vote on the original motion made by Mr. Harper and seconded by Mr. Schwenke. The motion passed unanimously.**

COMMITTEE REPORTS:

AIRPORT: Mr. Bessler
No Report

ADMINISTRATIVE/PERSONNEL: Mr. Turner
No Report

ENFORCEMENT: Mr. Bunger
No Report

LONG RANGE PLANNING/COMPREHENSIVE PLAN: Mr. Schwenke
No Report

TECHNICAL/DESIGN REVIEW: Mrs. Heilman
No Report

EXECUTIVE: Chairman Rolfsen
No Report

CHAIRMAN:
Chairman Rolfsen explained that in January, 2019 we will have the Board's annual election of officers. Chairman Rolfsen announced that Mrs. Kegley and Mr. Schwenke will be serving as the Nominating Committee. If anyone is interested in serving as Chairman, Vice-Chairman, Secretary/Treasurer or Temporary Presiding Officer, let Mrs. Kegley and Mr. Schwenke know before the next Business Meeting (January 2, 2019).

OKI:
No Report

OTHER:

There being no further business to come before the Planning Commission, Mr. Bessler moved to adjourn the meeting. Mr. Patton seconded the motion. The meeting was adjourned by unanimous consent at 7:17 p.m.

APPROVED

Charlie Rolfsen
Chairman

Attest:

Kevin P. Costello, AICP
Executive Director