

**BOONE COUNTY PLANNING COMMISSION
BOONE COUNTY ADMINISTRATION BUILDING
FIRST FLOOR FISCAL COURTROOM
BUSINESS MEETING
OCTOBER 2, 2019
7:00 P.M.**

Chairman Rolfsen opened the Business Meeting at 7:00 p.m. and welcomed the audience to the Planning Commission's October 2, 2019 Business Meeting. Chairman Rolfsen then invited everyone to join him in reciting the Pledge of Allegiance.

COMMISSION MEMBERS PRESENT:

Mr. Randy Bessler
Mr. Kim Bunger, Secretary/Treasurer
Ms. Corrin Gulick
Mr. Steve Harper
Mrs. Lori Heilman
Mr. Mark Hicks
Mrs. Janet Kegley
Mr. Rick Lunnemann
Mr. Don McMillian
Mr. Charlie Rolfsen, Chairman
Mr. Brad Shipe

COMMISSION MEMBERS NOT PRESENT:

Mr. Kim Patton, Vice Chairman
Mr. Bob Schwenke
Mr. Tom Szurlinski
Mr. Steve Turner, Temporary Presiding Officer

LEGAL COUNSEL PRESENT:

Mr. Dale Wilson

STAFF MEMBERS PRESENT:

Mr. Kevin P. Costello, AICP, Executive Director
Mr. Kevin T. Wall, AICP, Director, Zoning Services
Mr. Michael Schwartz, Planner

Approval of the Minutes:

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the September 4, 2019 Business Meeting and September 4, 2019 Public Hearing. Chairman Rolfsen asked if there were any other comments or corrections? **Mr. Harper moved to approve the Minutes as presented. Mr. Shipe 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 September 5, 2019 and October 2, 2019.

EXPENSES:

Accounting Fees	\$ 8,958.43
Attorney Fees	4,681.25
Auto Expense	-29.00
Consultant/Professional Svcs Fees	14,447.50
Filing Fees (CLURs)	256.00
GIS Operations	9,484.90
Legal Ads/Recruitment	167.80
Miscellaneous Expense	256.43
Office & Board Meeting Supplies	1,719.32
Office / Equipment Maintenance	169.56
Office Equipment/Expense	486.32
Postage Expense	336.67
Printing/Pub/Dues/Subscriptions	<u>1,427.55</u>

TOTAL: \$42,362.73

SALARIES AND BENEFITS:

FICA-BCPC Portion	\$ 6,158.32
Health / Dental / Life / LTD	16,675.88
Retirement - BCPC Portion	19,760.00
Salaries - Staff Expense	84,813.96
Salaries BCPC	780.00
Salaries BCBOA	140.00
Salaries FBOA	<u>140.00</u>

TOTAL \$128,468.16

GRAND TOTAL: \$170,830.89

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. Mrs. Kegley seconded the motion and it carried unanimously.

ACTION ON PLAN REVIEWS:

CONCEPT DEVELOPMENT PLAN - Janet Kegley, Chairwoman, Kevin Wall, Staff

1. Request of **Tom Gill (applicant)** for **Chung Gi Wha Korean Restaurant, Inc. (owner)** for a Concept Development Plan in a Commercial Services/Planned Development/Parkway Corridor Study Overlay (C-3/PD/PO) zone for an approximate 1.02 acre lot located at 7800 Commerce Drive, Florence, Kentucky. The request is for a Concept Development Plan to allow a digital motor vehicle sales and reconditioning center.

Staff Member, Kevin Wall, read the Committee Report, which recommended approval based upon Findings of Fact and Conditions (see Committee Report). Mr. Wall noted that the Committee voted unanimously to approve the request with Mr. Bunger, Mrs. Kegley, Mr. Lunnemann, Mr. Patton and Mr. Shipe voting in favor of the request. A letter from the property owner has been received agreeing to the conditions.

Chairman Rolfsen asked if there was anyone in the audience who wanted to speak in favor or against the request?

Mr. Gerry Dusing, attorney for the applicant, stated that he was available to answer any questions.

Chairman Rolfsen asked if there was a motion to take action? **Mrs. Kegley moved to approve the Concept Development Plan request by Resolution to the City of Florence based upon the Committee Report and subject to conditions. Mr. Bunger seconded the motion and it carried unanimously.**

NEW BUSINESS:

CHANGE IN CONCEPT DEVELOPMENT PLAN - Todd Morgan, Staff

2. Request of **Anne F. McBride, FAICP (applicant)** for **Spiral Drive, LLC (owner)** for a Change in Concept Development Plan in a Industrial One/Planned Development/Houston Donaldson Study Corridor Overlay (I-1/PD/HDO) zone for an approximate 2.8 acre lot located at 5 Spiral Drive, Florence, Kentucky. The request is for a Change in Concept Development Plan to allow modifications, sales, and service of vehicles and equipment for the mobility challenged.

ZONING MAP AMENDMENT - Michael Schwartz, Staff

3. Request of **Jason Burcham (applicant)** for **Boone County Public Library (owner)** for a Zoning Map Amendment from Public Facilities (PF) to Commercial Two/Planned Development (C-2/PD) for a 3.87 acre site located at 3215 Cougar Path, Boone County, Kentucky. The request is for a zone change to allow a kennel with an outdoor exercise yard.

CHANGE IN CONCEPT DEVELOPMENT PLAN - Kevin Wall, Staff

4. Request of **GPD Group c/o Zachary Whitney (applicant)** for **Meijer Stores Ltd. (owner)** for a Change in an Concept Development Plan in a Office Two/Commercial Two/Planned Development/Houston Donaldson Study Corridor Overlay (O-2/C-2/PD/HDO) zone for an approximate 0.09 acre portion of the 26.32 acre lot located at 4990 Houston Road, Florence, Kentucky (Meijer). The request is for a Change in Concept Development Plan to allow an electric vehicle charging station.

Mr. Hicks moved to schedule the Public Hearing for items #2, 3 & 4 listed above on November 6, 2019 at 7:30 p.m. Mr. Lunnemann seconded the motion and it passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Kevin P. Costello, AICP, Executive Director, referred to a memo dated September 24, 2019 regarding the Planning Commission Business Meeting schedule. A request has been made by the City of Florence to consider holding a second Business Meeting each month in order to expedite economic development projects through the zone change process. The recommendation is to change the schedule for the next three months or until the end of the calendar year since we won't approve our 2020 schedule until December, 2019. If we change our Business Meeting schedule it would not only affect projects in the City of Florence, but also in our other legislative units. Currently, it takes a month to approve the minutes from a Business Meeting in which the Planning Commission takes final action. By having a second Business Meeting in the same month, it would expedite final action by the legislative units by 2-3 weeks. Mr. Costello stated that the Planning Commission used to meet three times a month and Public Hearings were held on the fourth Wednesday of the month. He recommended scheduling the second Business Meeting on the third Wednesday of the month. If there is nothing on the Agenda, then it would be cancelled. Normally, the Zone Change Committee meets at 5:00 p.m. on the third Wednesday so we could have the Business Meeting at 7:00 p.m. and those Committee members could be present. We could also used the third Wednesday of the month date for extra Public Hearings. The additional Business Meeting dates would be October 16, 2019, November 20, 2019 and December 18, 2019 as outlined in the written schedule (see Exhibit A). If the Board would approve it, the Staff would notify the media and post the new dates on the Planning Commission's web site. We would know by the end of each month or by the first Wednesday of each month whether there would be a second Business Meeting.

Mrs. Kegley asked if the Board was only meeting to approve minutes, could the approval of minutes occur via the internet? Mr. Wilson responded that KRS Chapter 100 does not allow electronic voting. Planning Commission members have to be present to vote. Chairman Rolfsen stated that when there are more than three long Public Hearings, it gets difficult to manage due to the lateness of the hour. It is a lot for one day or night. Mr. McMillian asked about calling a Special Meeting. Mr. Costello replied that it is an option but doing it in advance is easier to manage. There will be a meeting on October 16, 2019. **Mr. Hicks moved to approved the revised schedule. Mr. Lunnemann seconded the motion and it passed unanimously.**

Mr. Costello referenced the letter from Judge Executive Gary Moore regarding the proposed I-275/Graves Road Interchange Study. Judge Moore is requesting that the Planning Commission conduct the Study. The Long Range Planning/Comp Plan Committee will be meeting to discuss the Study on October 16, 2019. The Committee will be reviewing a project outline and schedule.

Mr. Costello sent the Commission members an email regarding the update of the Florence Main Street Study. The City of Florence will take the lead on the project and the Planning Commission Staff will play an advisory role. The Staff will keep the Board Members informed of the progress of this Study. Finally, the Staff has just released an RFP for new aerial photography. Hopefully by the November 6th Business Meeting, there will be a recommendation to have a firm fly the entire County in the Spring 2020. The project is included in the FY 2019-2020 Budget.

Mr. McMillian asked how the public would be involved in the I-275/Graves Road Interchange Study? Mr. Costello replied that the Staff is putting together strategies for public participation. This could be surveys, an advisory group, public workshops, etc.

COMMITTEE REPORTS:

AIRPORT: Mr. Bessler
No Report

ADMINISTRATIVE/PERSONNEL: Mr. Lunnemann
No Report

ENFORCEMENT: Mr. Bunger
No Report

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

TECHNICAL/DESIGN REVIEW: Mrs. Heilman
No Report

EXECUTIVE: Mr. Rolfsen
No Report

CHAIRMAN: Mr. Rolfsen
No Report

OKI: Mr. Patton
No Report

OTHER:

There being no further business to come before the Planning Commission, Mr. Bunger moved to adjourn the meeting. Mrs. Kegley seconded the motion. The meeting was adjourned by unanimous consent at 7:28 p.m.

APPROVED

Charlie Rolfsen
Chairman

Attest:

Kevin P. Costello, AICP
Executive Director

Exhibit A - Boone County Planning Commission-
2019 Revised Business Meeting and
Public Hearing Dates