

**BOONE COUNTY PLANNING COMMISSION  
BOONE COUNTY ADMINISTRATION BUILDING  
FIRST FLOOR FISCAL COURTROOM  
BUSINESS MEETING  
MARCH 4, 2020  
7:00 P.M.**

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Chairman Rolfsen opened the Business Meeting at 7:00 p.m. and welcomed the audience to the Planning Commission's March 4, 2020 Business Meeting. Chairman Rolfsen then invited everyone to join him in reciting the Pledge of Allegiance.

**COMMISSION MEMBERS PRESENT:**

Mr. Randy Bessler  
Ms. Corrin Gulick  
Mr. Steve Harper  
Mr. Rick Lunnemann  
Mr. Don McMillian  
Mrs. Katie Nolan  
Mr. Kim Patton, Vice Chairman  
Mr. Charlie Rolfsen, Chairman  
Mr. Bob Schwenke  
Mr. Brad Shipe  
Mr. Tom Szurlinski  
Mr. Steve Turner, Temporary Presiding Officer

**COMMISSION MEMBERS NOT PRESENT:**

Mr. Kim Bunger, Secretary/Treasurer  
Mrs. Lori Heilman  
Mrs. Janet Kegley

**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. Robert Jonas, AICP, Director, Planning Services

**Approval of the Minutes:**

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the February 19, 2020 Business Meeting. Chairman Rolfsen asked if there were any other comments or corrections? **Mr. Patton moved to approve the Minutes as presented. Mr. Turner 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 February 6, 2020 and March 4, 2020

**EXPENSES:**

Accounting Fees	\$ 505.52
Attorney Fees	3,900.00
Auto Expense	96.32
Consultant/Professional Svcs Fees	6,345.50
Filing Fees (CLURs)	900.00
Legal Ads/Recruitment	259.64
Miscellaneous Expense	88.70
Office & Board Meeting Supplies	930.01
Office / Equipment Maintenance	755.37
Office Equipment/Expense	880.35
Postage Expense	591.68
Printing/Pub/Dues/Subscriptions	761.04
Professional Development	<u>75.00</u>

**TOTAL: \$16,089.13**

**SALARIES AND BENEFITS:**

FICA-BCPC Portion	\$ 6,204.24
Health / Dental / Life / LTD	15,128.29
Retirement - BCPC Portion	19,856.24
Salaries - Staff Expense	85,183.95
Salaries BCPC	1,035.00
Salaries FBOA	140.00
Salaries BCBOA	105.00
Salaries WBOA	<u>175.00</u>

**TOTAL \$127,827.72**

**GRAND TOTAL: \$143,916.85**

**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:**

**CHANGE IN CONCEPT DEVELOPMENT PLAN AND VARIANCES - Janet Kegley, Chairwoman, Todd Morgan, Staff**

1. Request of **Jim Thomas (applicant)** for **The Harper Company (owner)** for a Change in Concept Development Plan in a Industrial One (I-1) zone and two dimensional variances for an approximate 5.39 acre site located to the immediate east of the property at 1648 Petersburg Road, Boone County, Kentucky. The request is for a Change in Concept Development Plan to allow contractor equipment and materials staging and variances to reduce the perimeter landscaping buffer yard requirements and 50 foot fence setback from the Petersburg Road right-of-way.

Chairman Rolfsen noted that the applicant submitted an email requesting a deferral.

**Mr. Patton moved to defer the request to the April 1, 2020 Business Meeting. The Committee Meeting for the request will be on March 18, 2020 at 5:00 p.m. Mr. Shipe seconded the motion and it passed unanimously.**

**ZONING MAP AMENDMENT AND VARIANCE - Janet Kegley, Chairwoman , Kevin Wall, Staff**

2. Request of **Lee Rickey (applicant)** for **Paul F. Michels Trust c/o Catherine Michels (owner)** for a Zoning Map Amendment from Commercial One (C-1) to Commercial Services (C-3), and a dimensional variance, for a 2.752 acre tract located on the northwest corner of the Pleasant Valley Road/Haines Drive intersection, and across Pleasant Valley Road from the intersection with Lendale Drive (8495 Pleasant Valley Road), Boone County, Kentucky. The request is for a zone change to allow a commercial recreational vehicle parking facility and mini-warehouses, and a variance for fence height in the front yard area.

Chairman Rolfsen announced that this request was withdrawn by the applicant. No further action was needed.

**NEW BUSINESS:**

**ZONING MAP AMENDMENT AND VARIANCES - Kevin Wall, Staff**

3. Request of **Lee Rickey (applicant)** for **Paul F. Michels Trust c/o Catherine Michels (owner)** for a Zoning Map Amendment from Commercial One (C-1) to Commercial Services (C-3), and two dimensional variances, for a 2.752 acre tract located on the northwest corner of the Pleasant Valley Road/Haines Drive intersection, and across Pleasant Valley Road from the intersection with Lendale Drive (8495 Pleasant Valley Road), Boone County, Kentucky. The request is for a zone change to allow mini-warehouses and variances for the front yard building setback and fence height in the front yard area.

Mr. Costello explained that the above request is a new application. The applicant decided to substantially change the original Concept Development Plan as a result of the prior application and Public Hearing. Because of the changes, a new application was required. Some of the changes included removing the outside storage of recreational vehicles and different variances.

**Mr. Patton moved to schedule the Public Hearing for item #3 listed above on April 1, 2020 at 7:30 p.m. Mr. Shipe seconded the motion and it passed unanimously.**

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Kevin Costello, AICP, Executive Director, explained that the McBride/Starbucks/Florence Investors, LLC application was submitted on November 6, 2019 as a New Business item. It was scheduled for a December 4, 2019 Public Hearing. The Public Hearing was put on hold due to an easement/permission issue with Chick-fil-A located on Houston Road. This was not completed so the applicant withdrew the application.

Second, Mr. Costello referred to his March 2, 2020 Memo. He asked the Planning Commission to appoint Mr. Shane Tanning as a Zoning Enforcement Officer for the City of Florence per KRS 100.991(4) retroactive to June 10, 2019. **Mr. Szurlinski moved to appoint Mr. Tanning as a Florence Zoning Enforcement Officer as recommended by Mr. Costello based upon his March 2, 2020 Memo. Mr. Patton seconded the motion and is passed unanimously.**

Third, Mr. Costello referred to his March 4, 2020 Memo regarding the Planning Commission's contract with Geomni for the 2020 Digital Ortho and Oblique Photography project. The Planning Commission was just notified that Vexcel Imaging purchased Geomni. If required, Mr. Costello asked the Planning Commission to authorize him to amend the January 21, 2020 contract with Geomni in order to replace the firm with Vexcel Imagery. No terms of the original contract will change other than the name of the company. **Mr. Schwenke moved to authorize Mr. Costello to execute an amendment to the original contract if necessary based upon his March 4, 2020 Memo. Ms. Gulick seconded the motion and it passed unanimously.**

Finally, Mr. Costello noted that Vice-Chairman Patton asked for a brief presentation on the TANK SYSTEM REDESIGN project. Mr. Bob Jonas referred to his PowerPoint presentation. He explained that the public involvement process started in August, 2019. TANK hired a consultant from Tampa, Florida. A follow up public workshop occurred in January, 2020. Suggestions were made by TANK staff and board members and the public. Final recommendations will be made in the Summer and then implemented over time. Mr. Jonas stated that Boone County fared well. There are 4 types of fixed route bus service - frequent service, neighborhood service, job express service and commuter express. Frequent Services are high frequency service on key routes to key destinations like Dixie Highway (#1X) and Airport (#2X). Neighborhood Services are major lifeline routes. There are none of these routes in Boone County - mostly in the inner city. Jobs Express Service is usually scheduled around shift changes and industrial parks/job centers. These areas are Houston Road/Mineola Pike Express (#1X), Petersburg Road/South Hebron Express (#43X), Hebron Express (#39X), Worldwide Boulevard/North Hebron Express and Florence Hub/Industrial Road Express (#47X). Commuter Express Routes are Mt. Zion Express (#22X), Empire Drive/Industrial Road Express (#28X), Burlington Express (#32X) and East/West Express (#35X - Florence to NKU). Mr. Jonas reviewed the proposed changes.

**Route**

- #1X - Dixie Highway - Increase frequency & Industrial Road loop moved to 42X.
- #2X - Airport - Increase frequency to every 30 minutes - 7 days a week.
- #1X - Mt. Zion Express - Eliminated due to low ridership and will be served by #42X Florence Hub/Industrial Road Express.
- #39X - Petersburg Road/South Hebron Express - No changes due to the success of it.
- #40X - Worldwide Boulevard/Industrial Road Express - Removing service on Global Way.
- #42X - Florence Hub/Industrial Road Express - Adding Industrial Road portion of #1.
- #22X - Mt. Zion Express - Shorter routes to Park & Ride and eliminating service to Walton.
- #32X - Burlington Express - No Change.
- #35X - East-West Express (Florence to NKU) - Eliminated due to low ridership. Will now be served by #1 to Covington then to NKU (#25)

Finally, Mr. Jonas noted that the TANK System Redesign project is on TANK's website. Check it for more updates.

Ms. Gulick inquired about the downtown Burlington route? Mr. Jonas noted there was a pilot project but it didn't go beyond 6 months or to a year.

Vice-Chairman Patton noted that bus ridership across the country is way down but in Northern Kentucky it is only down by 8%. The average is closer to 20%. Uber has affected transit service, especially in the outlying areas. If a bus is sent every 10 to 20 minutes, bus ridership goes up. Kenton and Campbell Counties are losing everything below I-275. Most of the service in those counties is in the urban areas versus Boone County where it is geared towards employment centers. Bus lines are going to be more like subway lines where there is more density. We should be looking at more land use density to support future bus service. It would be natural to have multi-family housing in those areas or routes. Will ridership rates go up or slow down? As gas prices go down, ridership rates go down. Car ownership is also up.

Mr. McMillian thought that the changes in the Walton route would permit a stop in Richwood? Mr. Jonas responded that the furthest south is Mt. Zion Road. It could change based on feedback.

Chairman Rolfsen asked about providing bus service to the libraries. Mr. Jonas responded that some libraries are already located on the bus routes (e.g. Florence, Burlington and Hebron) but some of the routes are Express Routes. Vice-Chairman Patton stated that the infrequent trips will be reduced. Libraries are in that category. Mr. Costello suggested that the system is

employment based. There is potential for new development and businesses in the Richwood and Walton areas and this could lead to expanded service in the future. Mr. Jonas added that buses and drivers will be reallocated to the more productive routes. There may be expanded service in Hebron with the construction of the I-275/Graves Road Interchange.

**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. Patton moved to adjourn the meeting. Mr. Schwenke seconded the motion. The meeting was adjourned by unanimous consent at 7:28 P.M.**

**APPROVED**

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**Charlie Rolfsen**  
**Chairman**

**Attest:**

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

