

**BOONE COUNTY PLANNING COMMISSION  
BOONE COUNTY ADMINISTRATION BUILDING  
FIRST FLOOR FISCAL COURTROOM  
BUSINESS MEETING  
JULY 1, 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 July 1, 2020 Business Meeting. Chairman Rolfsen then invited everyone to join him in reciting the Pledge of Allegiance.

**COMMISSION MEMBERS PRESENT:**

Mr. Kim Bunger, Secretary/Treasurer  
Ms. Corrin Gulick  
Mr. Steve Harper  
Mrs. Janet Kegley  
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. Randy Bessler  
Mrs. Lori Heilman

**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. Todd K. Morgan, AICP, Senior Planner  
Mr. Michael D. Schwartz, Planner

**Approval of the Minutes:**

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the June 3, 2020 Business Meeting and June 3, 2020 Public Hearings. Chairman Rolfsen asked if there were any other comments or corrections? **Mr. Patton moved to approve the Minutes as presented. Mr. Harper 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 June 4, 2020 and July 1, 2020.

**EXPENSES:**

Accounting Fees	\$ 618.77
Attorney Fees	3,900.00
Consultant/Professional Svcs Fees	3,030.00
Filing Fees (CLURs)	550.00
GIS Operations	1,137.28
Legal Ads/Recruitment	114.50
Miscellaneous Expense	96.05
Office & Board Meeting Supplies	690.57
Office Equipment/Expense	341.44
Postage Expense	673.70
Printing/Pub/Dues/Subscriptions	<u>657.95</u>

**TOTAL: \$11,810.26**

**SALARIES AND BENEFITS:**

FICA-BCPC Portion	\$ 6,085.28
Health / Dental / Life / LTD	14,974.30
Retirement - BCPC Portion	19,988.57
Salaries - Staff Expense	83,599.16
Salaries - BCBOA	175.00
Salaries - BCPC	<u>900.00</u>

**TOTAL: \$125,722.31**

**GRAND TOTAL: \$137,532.57**

**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 VARIANCES - Janet Kegley, Chairwoman, Kevin Wall, Staff**

1. 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.

Staff Member, Kevin Wall, read the Committee Report, which recommended approval based upon Findings of Fact and Conditions (see Committee Report). Mr. Wall referred to the revised Concept Development Plan that showed jogs in the building line along Pleasant Valley Road. He noted that the Committee voted unanimously to approve the request with Mr. Lunnemann and Mrs. Kegley voting in favor of the request. A letter from the property owner has been received agreeing to the conditions.

Mr. Jim Bertrum, Engineer for the applicant, stated that Mr. Rickey agreed to all of the conditions. He stated that he had a footprint of the building in the event the Planning Commission wanted to see the jogs or off-sets. A drawing was passed around.

Chairman Rolfsen asked if there was a motion to take action? **Mrs. Kegley moved to approve the Change in Concept Development Plan by Resolution to the Boone County Fiscal Court and the two Variances based upon the Committee Report and subject to the Findings of Fact and Conditions. Mr. Lunnemann seconded the motion.**

Ms. Gulick expressed a concern about the aesthetics of the corridor. She asked the applicant to verify the building materials to be used. Mr. Bertrum replied that brick will be installed from the ground up to 4 feet in height. It will break up the appearance of the metal building along with landscaping. It will be placed along the Pleasant Valley Road side even at each break as well as all the way around the sides of the building. There will be 6 feet of metal showing. He referred to a photograph showing the brick installation.

Mr. Wilson reminded the Board that the Planning Commission is taking final action on the Variance requests. The Fiscal Court doesn't act on the Variances.

**Chairman Rolfsen asked for a vote on the original motion made by Mrs. Kegley and seconded by Mr. Lunnemann. It passed unanimously.**

**TECHNICAL/DESIGN REVIEW - Lori Heilman, Chairwoman, Todd Morgan, Staff**

2. Wendy's - 7434 Turfway Road

Staff Member, Todd Morgan, referred to a Power Point presentation. He showed photographs of the existing building. There will be a new vestibule on the side, a safety rail, metal awnings, a

cooler box and new side walks installed . Mr. Morgan showed building elevations of the proposed improvements. The applicant is proposing a flag blade. The existing metal piers on the front of the building will be kept. The flag blade will be reduced in size. A new metal roof is also proposed along with down lighting. The flag blade will be made of red CMU and will be illuminated at the top and bottom. A sign will be installed on the side and rear building elevations. They will be 32 square feet in sign area. He showed a sample board of the building materials. Mr. Morgan showed a picture of the flag blade next to a window. Wood tile would be installed between the drive thru windows. He also showed a photo of the proposed cooler box. The Technical/Design Review Committee met prior to the Business Meeting and voted unanimously to approve the project, 4-0, subject to 3 conditions. First, the brick pier will remain on the front facade and the flag blade shall be reduced in size. Second, the illuminated flag blade raceway shall not wrap around the side facade. Third, the only area that will be reconstructed with the wood tile is between the drive thru windows. All other areas shown with wood tiles shall be replaced with brick.

Chairman Rolfsen asked if Wendy's was in agreement? Mr. Allen Fetahagic from Wendy's responded yes. Is the proposed design a national trend like the Wendy's on North Bend Road? Mr. Fetahagic responded yes. It is similar to the store located on KY 18 in Burlington.

**Ms. Gulick moved to approve the request based upon the Technical/Design Review Committee recommendation subject to the 3 conditions stated by Mr. Morgan. Mr. Shipe seconded the motion and it passed unanimously.**

**TECHNICAL/DESIGN REVIEW - Lori Heilman, Chairwoman, Todd Morgan, Staff**

3. Target - 1100 Hansel Drive

Staff Member, Todd Morgan, referred to a Power Point presentation. The request involves painting the building and changing signage. He showed photographs of the existing building. The color scheme will be opposite of what is there now. The applicant submitted building elevations and a color palette. The only area that will be red is the bollard area at the main entrance. There are 3 sign areas on the front facade. On the front, there will be a large Target sign along with a CVS Pharmacy sign and a smaller Target sign. Signs are also being proposed on the side and rear. They are also proposing reversing the red and white panels on their free standing sign. It will have a white bulls eye. Black metal furniture is also proposed to be placed in front of the building. The Technical Design Review Committee met prior to the Business Meeting and voted unanimously to approve the request.

**Mr. Lunnemann moved to approve the request based upon the Technical/Design Review Committee recommendation. Mr. Harper seconded the motion and it passed unanimously.**

**NEW BUSINESS:**

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

4. Request of **Arlington Properties (owner by contract)** for a Zoning Map Amendment from Commercial Two/Planned Development/Houston-Donaldson Study Corridor Overlay (C-2/PD/HDO) zone to Urban Residential Two/Planned Development/Houston-Donaldson Study Corridor Overlay (UR-2/PD/HDO) zone for a 20.484 acre site located on the northwest corner of the Houston

Road/Turfway Access/Charles R. Callen Drive intersection, and north of the property at 4885 Houston Road, Florence, Kentucky. The request is for a zone change to allow a multi-family residential development.

**Mr. Szurlinski moved to schedule the Public Hearing for item #4 listed above on August 5, 2020 at 7:30 p.m. Mr. Schwenke seconded the motion and it passed unanimously.**

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Kevin P. Costello, AICP, Executive Director, mentioned that Board members should have received a FY 2020-2021 Budget packet in the mail about 2 weeks ago. He referred to a Powerpoint presentation. The budget is not just numbers. The packet describes what we do as an organization. The Staff serves nine different Boards including the Planning Commission. There are inter-local agreements to provide Staff assistance to the Boards. The packet also includes a lot of data including population figures and development trends. There is also a list of projects that will impact the community in the future like the Amazon project, the changing economy and projects like the Graves Road Interchange. There is a description of the essential services that the Planning Commission provides to its Legislative Units and to the public. There is a pie chart that describes 5 years of development activity broken down by each Legislative Unit. Close to 70% of the development activity occurs in the unincorporated area followed by Florence (19%), Walton (6%) and Union (5%). Mr. Costello showed a bar graph of the Planning Commission's annual budget from 2012-2021. The proposed budget is \$2,041,000 up 3.6% from the current budget. The next slide describes the Legislative Unit Funding from 2012 to 2021. Total government funding for the new Fiscal Year is proposed at 1,201,000. There is a formula used for increases each year. It is based on population. The formula is likely to change with the 2020 Census figures. The next slide involves revenue from review fees. The fee schedule from review fees has not changed since 2008, but it will be reviewed this year due to the cost of providing services and services that area not covered by the schedule. This includes changes based on the new Zoning Code. Despite the Coronavirus pandemic, the Planning Commission exceeded its budgeted amount for revenue generated from review fees.

Mr. Costello referred to the FY 2020-2021 Budget. It compares with the current budget (2019-2020). The overall budget is \$71,000 (3.6%) more than the current budget. It includes a \$30,000 increase in government funding. Administrative Fees make up about 13% of the budget. This category includes GIS Memberships and inspection fees. About 80% of the budget is devoted to Staff salaries and benefits. Professional fees are proposed to be reduced because some of the Zoning Update work has already been completed as a result of the digital conversion. The Fringe Benefits category shows an increase to represent the true cost of a full time employee for a year. Health Insurance costs have been reduced due to the demographics of our employees. The Administration category involves the Public Improvement Inspection Program and activity in this area has increased from last year. The Other category has been reduced due to the one payment being made for the aerial photography project.

Chairman Rolfsen asked what has been the impact of COVID-19 on the legislative units? Mr. Costello responded that some of it has been delayed due to the payroll reporting each quarter. The payroll figures for April, May and June are not out yet. To date, there was no concern about our small increase. They knew the Planning Commission has been busy since March and understand that we play a vital role in the economy. Chairman Rolfsen noted that payroll taxes are higher from employment increases from Amazon and Kroger during the pandemic.

**Mr. Turner moved to adopt the Planning Commission's FY 2020-2021 Budget as presented by Mr. Costello. Mr. Schwenke seconded the motion and it carried unanimously.**

**There being no further business to come before the Planning Commission, Mr. Bunger moved to adjourn the meeting. Mr. Turner seconded the motion. The meeting was adjourned by unanimous consent at 7:50 P.M.**

**APPROVED**

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**Charlie Rolfsen**  
**Chairman**

**Attest:**

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