

The image shows the front facade of a brick building with a large arched window and a portico supported by columns. Two flagpoles are positioned on either side of the building, one with the American flag and the other with the Boone County flag. The sky is clear and blue.

BOONE COUNTY PLANNING COMMISSION

Fiscal Year 2016-17 Work Program

Planning Services Division

Zoning Services Division

GIS Services Division

Administrative Services Division

BOONE COUNTY PLANNING COMMISSION

FY 2016-2017 WORK PROGRAM

BOONE COUNTY PLANNING COMMISSION MEMBERS

Charlie Rolfsen, Chairman (Florence)
Kim Patton, Vice-Chairman (Boone County)
Kim Bunger, Secretary-Treasurer (Florence)
Steve Turner, Temporary Presiding Officer (Walton)

Matt Apke ((Union)
Randy Bessler (Boone County)
Greg Breetz (Boone County)
Lori Heilman (Florence)
Mark Hicks (Boone County)
Janet Kegley (Florence)
Don McMillian (Walton)
Lisa Reeves (Florence)
Charlie Reynolds (Florence)
Bob Schwenke (Boone County)
Bradley Shipe (Boone County)

BOONE COUNTY PLANNING COMMISSION STAFF

Kevin P. Costello, AICP - Executive Director

Planning Services Division

Bob Jonas, AICP - Director, Planning Services
Matt Becher, AICP - Rural/Open Space Planner

GIS Services Division

Steve Gay - Director, GISP, GIS Services
John Harney, GISP - GIS Systems Administrator
James Horton, GISP - GIS Data Analyst
Jack Phillips - GIS Support Specialist
Shannon Spears - GIS Data Technician

Zoning Services Division

Kevin Wall, AICP - Director, Zoning Services
Mitch Light - Asst. Zoning Administrator/Enforcement Officer
Todd Morgan, AICP - Senior Planner
Vinnie Fazzino - Zoning Enforcement Officer

Administrative Services Division

Treva L. Beagle - Manager, Administrative Services
Sara Smith - Administrative Assistant
Ronica Wuest - Staff Assistant

Consultants

Dale T. Wilson, Legal Counsel
Brown Engineering, PLLC

FISCAL YEAR 2016-2017 WORK PROGRAM

A. PLANNING SERVICES DIVISION

Objectives

- To address short-term and long-term community planning needs in regard to land use, transportation, utilities, economic development, environment, historic preservation, housing, agriculture and public facilities.
 - To coordinate planning efforts with local, regional, state and federal units of governments and agencies.
 - To serve as a demographic data resource to the legislative units, area businesses, non-profit organizations and to residents.
1. Park/Open Space Planning - The staff will continue to assist the County in implementing the recommendations of the County Parks and Recreation Master Plan. In addition, the staff will assist the Boone Conservancy with open space initiatives.
 2. Pedestrian Planning - Staff will assist the legislative units and organizations in planning multi-use paths or sidewalk projects as related to the *Transportation Plan* and the *Parks & Recreation Plan*.
 3. Union Town Plan - The staff will continue assisting the City of Union and Boone County in order to market the Union Town Center and will meet with potential developers to discuss development options and incentives. In addition, staff will provide technical assistance to the Union Economic Development Committee.
 4. Boone County Urban Forest Commission - The staff will manage the Board's activities and assist in implementing the recommendations outlined in its Strategic Plan, including the U.S. 42, KY 18 Master Landscaping Plans and the Burlington Streetscape Program. Other work will include providing educational opportunities with regard to invasive tree species and school tree planting demonstration projects.
 5. Boone County Transportation Plan - The staff will assist OKI and Boone County in updating the County *Transportation Plan* in 2017. The staff will also assist with the preparation of transportation enhancement and safety grant applications and examining other methods of funding transportation improvements including sidewalks. The staff will continue to monitor progress on all road projects such as Mt. Zion Road, Camp Ernst Road, Pleasant Valley Road and other design and construction projects such as the I-75/Mt. Zion Road Interchange and the I-75/Richwood Interchange. The staff will also assist the County in prioritizing projects in the 2040 OKI Regional Transportation Plan.
 6. Socio-Economic Database - The Planning Services Division will update its socio-economic database and publish current demographic information about the County. This includes updated data from the Kentucky Data Center and the U.S. Census Bureau in order to publish this material on the web. In addition, housing activity levels will be tracked.

7. GIS Planning Applications - The staff will develop GIS-based planning applications in the County.
8. Board/Staff Training - The staff will continue Board training for the upcoming year as a result of House Bill 55 and the AICP CM program.
9. Airport Development, Noise & Master Plan - The Planning Services Division will monitor aviation noise, airport land development, and the preparation of the Airport's Master Plan Update.
10. OKI - The staff will monitor the work of OKI's Land Use Commission and will provide technical comment to OKI's ICC (Intermodal Coordinating Committee).
11. Monitor Storm Water Studies and Sanitary Sewer Expansion Plans - The staff will closely monitor public sanitary sewer and storm sewer improvements the County.
12. Burlington Strategic Plan - The staff will continue to implement the recommendations of the Burlington Strategic Plan. This includes assisting the County with sidewalk grant applications.
13. GIS Street Connection Layer - The staff will update the GIS street connection layer in order to serve as a resource for staff, public works personnel and to potential developers.
14. Boone County Preservation Plan and Heritage Tourism Plan - The staff will continue to implement the recommendations of the Preservation Plan, the Heritage Tourism Plan and the Annual Work Plan. This includes addressing any development related issues in the rural areas.
15. CLG Projects - The staff will continue to provide CLG services to the County, including offering training services to Board members.
16. Historic/Prehistoric GIS Database - The staff will continue to expand its historic/prehistoric GIS database of national register properties, survey sites, archaeological sites and cemeteries.
17. Cemetery Preservation - The staff will continue to document and map local cemeteries.
18. Walton Main Street Strategic Plan - The staff will assist the City of Walton and the BACE group in implementing the recommendations of the *Walton Main Street Strategic Plan* when requested.
19. Agritourism - The staff will work with local agricultural groups to promote agritourism and diversity of agricultural produces (farmers market, etc.).
20. Gunpowder Creek Watershed & Woolper Creek Watershed Master Plans - Staff will serve on the Steering Committee for the Gunpowder Creek Watershed Plan and the Woolper Creek Watershed Plan.
21. 2017 Boone County Comprehensive Plan Update - The staff begin work on the Update of the Boone County Comprehensive Plan in 2017.

B. ZONING SERVICES DIVISION**Objectives**

- To assist existing and potential County businesses and local residents in the review and approval of development projects and building improvements.
 - To continually evaluate the effectiveness of existing zoning and subdivision regulations.
 - To assist in coordinating the review of development projects by various city/county departments and related agencies.
1. GIS Zoning Map - The Boone County Zoning Map will be updated on a quarterly basis.
 2. Permit, Plan & Plat Review - The staff will continue to perform permit, plan and plat reviews during the year. This includes all Boone County Planning Commission, Florence Main Street Design Review Board, Board of Adjustment applications and Zoning Text Amendments requested by the legislative units. In addition, an evaluation of the review procedures will occur.
 3. Zoning Complaints and Questions - The staff will continue answering zoning complaints and questions on a daily basis. This involves enforcing and interpreting the zoning regulations and subdivision regulations. In addition, the staff will assist the appropriate legislative units in creating a Code Enforcement Board.
 4. Site Plan Inspection - The staff will conduct inspections of all sites or projects approved by the Boone County Planning Commission through the Site Plan Review procedure.
 5. Coordinate City/County Public Improvement Inspection Program - The staff will continue to coordinate the City/County Public Improvement Inspection Program.
 6. Coordinate City/County Project Review - The staff will coordinate the review of development projects by contacting the appropriate agencies and by meeting with them.
 7. Wireless Communications Facilities - The staff will continue to review Uniform Applications for the placement of wireless communication facilities and update the County map depicting such facilities.
 8. GIS Zoning Layer - The staff will initiate with other divisions the creation of a GIS zoning layer of Planning Commission action on plan and permit reviews.
 9. Citizen's Guide to Planning & Zoning - The staff will produce a web based Citizen's Guide to Planning and Zoning.
 10. Scan Historical Plats/Plans - The staff will investigate a process of scanning and storing historical plats/plans.
 11. Comprehensive Plan Update - The Zoning Services Division Staff will assist in the Update of the Comprehensive Plan.

C. GIS SERVICES DIVISION**Objectives**

- To manage a county-wide GIS database for the benefit of the community.
 - To maximize the utilization of geospatial technology by community leaders and public officials.
 - To coordinate GIS efforts with regional, state and federal GIS agencies.
1. 2016 Digital Ortho & Oblique Imagery Project - The staff will complete work related to producing 2016 digital ortho and oblique imagery photography.
 2. GIS Data Maintenance - Enterprise GIS layers will be maintained and kept current. Specialized GIS layers will be updated as deemed necessary by the GIS staff. New GIS layers will be created as deemed necessary by the GIS Director.
 3. Addressing - New addresses will be issued in accordance with Boone County's addressing guidelines. Copies of completed address plats will be provided to the US Postal Service, the county dispatch agency, the Fire Department that services the address, the telephone company servicing the address and the Property Valuation Administrator's Office.
 4. Metadata Files - Comprehensive metadata for all GIS layers will be maintained and posted on the internet for public inspection.
 5. GIS Data Distribution - New and updated GIS data will be distributed to all Boone County GIS Partners, Contributing Members and approved Data Sharing Affiliates on a regular basis. GIS layers deemed sensitive or private will be secured to prevent unauthorized access.
 6. Web Page / Web Mapping - The Boone County Planning Commission website will be maintained at the direction of the Executive Director. All interactive web mapping sites will display current GIS data, using standards adopted by Boone County GIS.
 7. GIS Desktop Applications - GIS Desktop applications (including ArcGIS Desktop and BooneMap LT) will be upgraded and enhanced as needed for all Partners and Contributing Members. All files associated with desktop GIS applications (e.g. MXDs, PMFs, LYRs, Hyperlinked Documents, etc.) will be kept in sync.
 8. Mobile GIS/GPS - Mobile GIS applications will continue to be supported, including those relating to field data collection. Hardware and software standards for utilization of Global Positioning System technology will be updated as technology advancements are identified.
 9. Data and Map Requests - Requests for printed maps and/or digital data will be processed in a timely manner. Dissemination of such products will be in accordance with the approved fee schedule and related Boone County Planning Commission policies.

10. Special Mapping Projects - Staff will oversee all special mapping projects requiring the involvement of a professional printing firm.
11. User Training - BooneMap training materials will be updated and maintained. BooneMap training will be offered to Boone County GIS members on a regular basis. GPS training materials will be updated and maintained, and offered to field workers when requested.
12. Professional Networking - Staff will remain involved with user groups and attend GIS conferences. Productive relationships with staff from other GIS programs will be fostered. Best practices and successful GIS applications of other GIS programs will be evaluated and incorporated into Boone County's GIS as deemed viable by the Director of GIS Services. Staff will continually maintain an awareness of widely accepted GIS standards and employ them when it benefits Boone County's GIS.
13. BCPC Technology - The GIS Services staff will oversee all aspects of the Boone County Planning Commission's technology needs. This includes the following: software, PC/laptop hardware and peripheral devices, servers, printers and plotters. Staff will liaise with the Boone County Fiscal Court's Information Services Department for all technology related issues.
14. School District Redistricting Project - Staff will provide technical support to the Boone County School District in determining the boundaries of Ballyshannon Middle School.
15. Utility Data - Staff will bring together representatives from the Sanitation District #1 and Florence Public Services to work on identifying utility data consistency problems. These efforts will result in a standardized data model for sanitary sewer and storm sewer features. Similar work will be undertaken for water system features as well.
16. Pavement Management Systems - The staff will continue its work with the Florence Public Services Department and the Boone County Public Works Department in implementing their pavement management systems for public roads.
17. Public Safety MDTs - Staff will work with PSCC to improve the process involved with ensuring that the GIS used on all mobile data terminals (MDTs) mounted in police and fire vehicles will display current GIS data.
18. Fee Schedule - The GIS Fee Schedule and associated policies, along with related map and data request forms, will be re-evaluated.
19. Member Benefits Assessment - In conjunction with the fee schedule re-evaluation, an annual assessment of membership costs and benefits will be reviewed.
20. Strategic Plan Review - Staff will evaluate the progress of the 2008 GIS Strategic Plan.
21. Special Projects - The staff will work with the Airport, PSCC and the fire districts on various special projects in an effort to integrate GIS data into daily work flows.
22. Comprehensive Plan Update - Staff will provide GIS technical support in updating the Comprehensive Plan in 2017.

E. ADMINISTRATIVE SERVICES DIVISION**Objectives**

- To manage the daily operation of the office in order to provide exceptional customer service.
 - To examine new technology, equipment and procedures for improving the efficiency of office operations.
1. Office Operations - The Administrative Services Division performs critical job tasks, which affect the daily operation of the office. These include:
 - Greeting the public by phone or in person
 - Coordinate all office meetings
 - Handle all financial matters of the organization
 - Purchase office equipment and supplies
 - Handle all mail activities
 - Provide word processing for staff
 - Implement cost savings measures by increasing office efficiency
 - Operate and maintain the office filing system
 - Provide a document retention system
 - Update all Planning Commission documents
 - Process all applications
 - Coordinate all employee payroll and benefits
 2. Publications - The staff will assist in publishing all documents adopted by the Planning Commission in FY 2016-2017 highlighting procedures about the development process as prepared by the Zoning Services Division (web based).
 3. Web Page Design - The staff will assist in reviewing the Planning Commission's web page for content purposes.
 4. Employee Benefits and Office Operations - The staff will continue to assist the Executive Director in evaluating its current employee benefits on an as needed basis and the provision of benefits to the Planning Commission.

5. Equipment & Furniture - The staff will continue to monitor the condition and replacement of all office equipment and furniture. A list of priority items to be purchased in the next 3 years will be prepared for implementation.
6. Safety Committee - The staff will be responsible for work of the Safety Committee and safety issues in the office.
7. Technology Integration - The staff will assist the Executive Director in integrating technology into the agency workflows and application processes.
8. Document Storage - The staff will assist the Executive Director in assessing future storage options for plans and documents. Included with this work will be the creation of a new document retention plan.