

**Northern Kentucky Area Planning Commission  
Meeting Minutes: February 22, 2006**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 PM in the Commission Chambers of NKAPC Building in Fort Mitchell. Attendance of the members was as follows.

	<b>Term</b>	<b>Present</b>	<b>Absent</b>
Chairman Bill Goetz	May 2004 through May 2006	X	
Vice Chairman Tom Kriege	May 2004 through May 2006	X	
Treasurer Tom Litzler	May 2004 through May 2006	X	
Commissioner Gloria Grubbs	May 2004 through May 2006	X	
Commissioner Lou Noll	May 2005 through May 2007	X	
Commissioner Dick Spoor	May 2005 through May 2007	X	
Commissioner Gene Weaver	May 2005 through May 2007	X	

Also present were: Mike Schwartz, AICP, Deputy Director for Current Planning; Keith Logsdon, AICP, Deputy Director for Long Range Planning; Stacy Hege, legal counsel; Garry Edmondson, legal counsel; and Gail H. Deatherage, Administrative Assistant.

Chairman Goetz led the Pledge of Allegiance and Commissioner Noll gave the invocation.

**ACCEPTANCE OF AGENDA**

Chairman Goetz asked for review and approval of the agenda. Commissioner Weaver made a motion to accept the agenda as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a voice vote on the motion, which found unanimous approval. The motion passed.

**PRESENTATION**

Mr. Gordon noted that Messrs. Lauber and Schwartz were present to give an update on the One Stop Shop (OSS) Program. Mr. Lauber gave some highlights and overview of the new OSS website showing access, application forms, general information, etc. (Due to a malfunction of the server, he was not able to show all aspects of the website.) He then answered some general questions from the Planning Commission.

Mr. Schwartz gave a brief overview of the website for code enforcement, zoning ordinances, etc., and answered some general questions.

Mr. Gordon noted that this program runs on the Kenton County Fiscal Court server so that the County's occupational license information is easy to access. He also noted that staff will be contacting all local jurisdictions to get One Stop Shop information on their websites and will provide assistance if needed.

Mr. Litzler noted he felt it would be good for all cities to know if a contractor has an occupancy license and they can get this information from the website.

## **UNFINISHED BUSINESS**

Chairman Goetz asked if the Minutes of the February 8, 2006, business meeting were acceptable or if anyone had any additions/corrections. Commissioner Weaver made a motion to accept the Minutes of January 11, 2006, as presented; Commissioner Litzler seconded it. Chairman Goetz asked for a roll call vote, which found Commissioners Weaver, Litzler, Grubbs, Noll, Kriege, Spoor, and Chairman Goetz, in favor. The motion passed.

Mr. Gordon noted members had received copies of the January Report of Receipts and Expenditures, which reflects 58 percent of the fiscal year. (Report attached to the original Minutes.) He pointed out several items on the report, noting that tax revenue is 94% collected and that OSS remains on target. Chairman Goetz asked for a motion to accept the report. Commissioner Spoor made the motion to accept the January Report of Receipts and Expenditures as presented for audit; Commissioner Noll seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners, Spoor, Noll, Grubbs, Kriege, Litzler, Weaver, and Chairman Goetz in favor. The motion passed.

Mr. Gordon asked to move the Roundabout Study report up on the agenda due to Mr. Logsdon having to leave the meeting early. Mr. Logsdon gave some brief history on the study noting there are two locations which the KTC has targeted for roundabouts: at the TANK facility on Madison Pike and at the intersection of KY 17 and Old 17. He stated that the KTC had decided to add a third site at KY 17/Holds Branch Road at the entrance to Pioneer Park. He noted that DLZ was the engineering firm awarded the contract and that the amount of the contract is \$50,000. He also noted that the KTC would be conducting traffic counts in these areas. Mr. Logsdon pointed out that the project is about two weeks behind schedule and that the notice to proceed has been signed and transmitted.

Chairman Goetz asked for the legal report from counsel. Mr. Edmondson noted that the Kenton County Planning Commission (KCPC) committee for the sexually oriented businesses (SOB) study had met recently. He noted the committee had approved a recommendation supporting the SOB text amendments and that they would be on the Commission's March 2 agenda. Some discussion ensued with regard to the ramifications if a city opts out and the affect it could have. Mr. Edmondson answered some general questions from the Commission. Chairman Goetz asked if there were any questions for legal counsel; there were none.

Mr. Schwartz gave some highlights on pending billboard litigation. He also referenced pending zoning text amendments relative to commercial/non-commercial speech, etc. Some discussion ensued with regard to sign and billboard regulations and Mr. Edmondson answered some general questions.

Mr. Gordon reminded members of a report he had provided during the last meeting regarding CY06 NKAPC health insurance coverage (copy attached to the original Minutes). He then passed out an explanation of the cash for opting out program. Some discussion ensued. Commissioner Noll noted he felt this payout should be pro-rated on a monthly basis rather than in a lump sum and that new employees' payment would be for three months and not a full year. Chairman Goetz expressed concern about monitoring proof of employee insurance coverage and whether they are covered.

Mr. Gordon reminded members that the policy would be that if the employee loses coverage under their spouse's plan, they would be eligible to rejoin the NKAPC plan. He noted he would check with Sherrill Morgan with regard to what the NKAPC can and cannot do with regard to the health insurance coverage and that he would draft language after checking with them. After some further discussion, Commissioner Grubbs said she felt action should be taken on what has been presented so far, that Mr. Gordon had done a good job, and that action should be taken tonight so he can proceed. She noted she felt he can come back with specific language on other points of discussion. Commissioner Spoor made a motion to ratify proposed payments on the insurance schedule for CY06 and to develop a policy to provide coverage for those persons who opt out; Commissioner Grubbs seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners Spoor, Grubbs, Kriege, Litzler, Noll, Weaver, and Chairman Goetz in favor. The motion passed unanimously.

Mr. Gordon then passed out the revised NKAPC meeting schedule for CY06, calling attention to the dates for review/action on the FY07 work program and budget. He asked members to check the dates for any potential conflicts. Mr. Litzler noted a conflict with the April 19 date and after some discussion this date was changed to April 18 at 5:15 PM.

Mr. Gordon reported that FY05 audit will be ready next week and that he would be meeting with Commissioner Spoor to further discuss the reserve fund carryover.

Mr. Gordon reminded members of the KCPC meeting on March 2 and also of the Code Enforcement Board training on Saturday, February 25 from 9:00 AM to 12:00 noon in the Commission Chambers.

Mr. Gordon noted he would be bringing a proposed budget amendment to the next meeting. He reminded members that the FY06 work program included an objective to develop a linkage of all NKAPC data bases. He reminded them further that during the budget review process with the Council, that this was something they agreed would be a good thing to pursue. He explained that staff has found a software program that will benefit everyone—not just staff—but anyone wanting access. He noted that although the program is costly, annual upkeep costs could be covered in the budget. Therefore, to pursue purchase of this software, the budget would need to be amended. He stated that the proposed Transportation Engineer position had not been filled this year but staff is working with the Universities of Cincinnati and Kentucky Schools of Engineering to fill this position at the conclusion of the current academic year. He feels these monies could be used for the acquisition of software. Mr. Gordon further noted he would like for the Commission to have a presentation of the program in order to have a better understanding of the value of the program.

Chairman Goetz asked for reports from Committees and comments from members.

Chairman Goetz noted he had sent members a copy of a letter he had drafted to the Chair and members of the Kenton County Planning Commission with background information and history

of the expenditures and costs incurred when NKAPC upgraded the Commission Chambers. He asked members to provide him with any changes or comments to include in the letter and he will make the revisions or changes. He noted he wanted to present this letter at the KCPC meeting on March 2. Mr. Gordon noted that the agenda for the KCPC and NKAPC were on the website for members' information.

There being no further issues or comments to come before the Commission, Chairman Goetz adjourned the meeting at 7:30 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Secretary