

**Northern Kentucky Area Planning Commission  
Meeting Minutes: August 27, 2008**

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 the NKAPC Building in Fort Mitchell. Attendance of members was as follows.

	<b>Term</b>	<b>Present</b>	<b>Absent</b>
Chairman Bill Goetz	May 2008 through May 2010	<b>X</b>	
Vice Chairman Tom Kriege	May 2008 through May 2010	<b>X</b>	
Treasurer Tom Litzler	May 2008 through May 2010	<b>X</b>	
Commissioner Billy Bradford	May 2007 through May 2009	<b>X</b>	
Commission Sherry Carran	July 2007 through May 2009	<b>X</b>	
Commissioner Paul Meier	May 2008 through May 2010	<b>X</b>	
Commissioner Gene Weaver	May 2007 through May 2009	<b>X</b>	

Also present were: Mike Schwartz, AICP, Deputy Director for Current Planning; Lori Remley, Administrative Assistant; and, Dennis Andrew Gordon, FAICP, Executive Director.

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

**ACCEPTANCE OF AGENDA**

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

**ONGOING BUSINESS**

Chairman Goetz asked if the Minutes of the June 30, 2008 special meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the Minutes as presented; Commissioner Bradford seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Meier, Bradford, Kriege, Litzler, Weaver, and Chairman Goetz in favor and Commissioner Carran passing. The motion passed.

Chairman Goetz advised members that the first paragraph of the August 13, 2008 Minutes had been revised to reflect that it was a special monthly discussion forum due to the early start time of the meeting. Chairman Goetz then asked if the amended Minutes of the August 13, 2008 business meeting were acceptable as amended or if anyone had any additions/corrections. Commissioner Kriege made a motion to accept the revised Minutes; Commissioner Weaver

seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Meier, Kriege, Bradford, Carran, Weaver, and Chairman Goetz in favor and Commissioner Litzler passing. The motion passed.

Mr. Gordon gave a brief overview of the July financial report and advised members that no action was being requested at this time due to the new format. He requested that members review the report and email him with any questions they may have.

Chairman Goetz noted that Mr. Edmondson was not present to give a report from legal counsel.

Chairman Goetz asked for a report from the executive director. Mr. Gordon noted that members had received a copy of the One Stop Shop Financial Report for Fiscal Year 2008. After some discussion, Mr. Gordon requested that members provide any additional comments within the next week or so. Once their comments have been received, he will then forward the report to each participating jurisdiction.

Mr. Gordon then reviewed the FY09 fee-based revenue report and answered some questions presented by members. He stated that it was important to note that these figures change drastically from week to week. Mr. Gordon indicated that he was not worried at this point and would take the necessary steps if the numbers run consistently low.

Mr. Gordon provided information to members on his report to local governments (attached and made a part of the original Minutes).

At this time, Commissioner Weaver left the meeting.

Mr. Gordon provided members with an update regarding the recent model sign ordinance meeting that took place early in the week. After some general discussion, Mr. Gordon stated that an NKAPC staff member will attend each city meeting to make the model sign ordinance presentation.

Mr. Gordon then provided members with information on current and potential future small area studies. He stated that a draft of the Linden Gateway study was complete and Park Hills Council was interested in having a small area study done on its Dixie Highway corridor. He indicated that a proposal would be submitted to Park Hills for consideration at its September meeting. Mr. Gordon also informed members that Fort Wright has expressed interest in a small area study and that he was waiting to hear more from Mayor Nienaber. He advised members that a market study for Park Hills would cost approximately \$19,000 but a joint study of both Park Hills and Fort Wright would only cost around \$23,000 and that this may help influence the cities to work together. Additionally, Mr. Gordon indicated that Crescent Springs may be interested in a study of the area around the Toebben building.

During the small area study discussion, Commissioner Bradford left the meeting.

Mr. Gordon provided members with a plan for annual training of newly elected officials. He indicated that NKAPC, Sanitation District No. 1, and the Northern Kentucky Water District have agreed to collaborate on the project. He stated that the training session would take place in late November or early December with each agency giving a presentation.

Mr. Gordon informed members that Duke Energy will be doing work in the area on Wednesday, September 3 and NKAPC may not have power between 9:00 AM and 2:00 PM. He stated that the office will be closed to the public if power is lost; the staff will utilize this time to catch up on filing, etc. and, if necessary, the staff will be permitted to take personal time off.

Mr. Gordon then updated members on several building issues which include the pervious concrete project and the parking lot asphalt and retaining wall. He asked members to step outside in order to better explain these issues. He showed members the proposed area for the pervious concrete demonstration, the proposed sites for a rain garden and a bio-swale, and problem areas involving the asphalt and retention wall on the expressway side of the building. After returning to the building, Mr. Gordon stated that he hoped to provide members with the final details of the project within the next month.

Chairman Goetz asked for reports from committees or members of the Commission.

Commissioner Meier stated that he will be attending a Long-Range Planning Committee meeting on Tuesday and will provide an update at the next meeting.

Commissioner Carran reminded members of the Licking River Greenway and Trails Open House and Presentation taking place on September 18, 2008.

Chairman Goetz asked members to review the materials provided with regard to the executive director's FY08 performance review and requested that Ms. Remley set up a special meeting for members to finalize the evaluation. Ms. Remley stated that she would email members with dates that coincide with the availability chart provided by each member.

With no additional reports to be heard, the Commission moved on to new business.

## **NEW BUSINESS**

Mr. Gordon presented members with an availability chart based on their responses to his email requesting information regarding potential conflicts with the new NKAPC monthly meeting schedule. Based on this chart, Mr. Gordon proposed that the monthly NKAPC meeting be set for the third Tuesday for the remainder of the Commission's program year (through May 2009). Chairman Goetz asked if there was a motion to change the Commission's regular meeting schedule to once monthly on the third Tuesday beginning October, 2008. Commissioner Meier made a motion to change the Commission's regular meeting schedule to one monthly meeting beginning at 5:15 PM on the third Tuesday of each month effective with the October 21, 2008 meeting; Commissioner Carran seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found unanimous approval. The motion passed.

Mr. Gordon provided members with a copy of the proposed resolution establishing the 2008 NKAPC levy. He informed members that the legal ad has been placed and that the resolution will be put on the Commission's next agenda for action.

Chairman Goetz again asked members to review the documentation provided with regard to the executive director's FY08 performance review.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being no further business, he adjourned the meeting with unanimous consent at approximately 6:45 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary