CAMPBELL COUNTY & MUNICIPAL BOARD OF ADJUSTMENT

FEBRUARY 16, 2016
7:00 PM

AGENDA

1. Meeting called to order.

2. Pledge of Allegiance

3. Roll call and determination of quorum.

4. Approval of the November 17, 2015 minutes.

Public Hearing

5. **Number:** BA-01-16
   Applicant: Prestress Services Industries LLC
   Location: Approximately 13 Acres located on Mary Ingles Highway, Unincorporated Campbell County.
   Request: A front yard setback variance of approximately 29 feet

Close Public Hearing

6. Election of Officers

7. Director's Report

8. Adjournment

IF YOU CANNOT ATTEND THE MEETING,
PLEASE CALL THE P&Z OFFICE AT 859-292-3880.

The Commission will make every reasonable accommodation to assist qualified persons attending the meeting, if there is a need for the Commission to be aware of, contact the office seven (7) days prior to the meeting.

CAMPBELL COUNTY & MUNICIPAL BOARD OF ADJUSTMENT
MINUTES OF THE FEBRUARY 16, 2016 MEETING

MEMBERS PRESENT:
Mr. John Fessler **new**
Mr. Joseph Williams
Ms. Sharon Haynes, TPO
Mr. Roger Mason, Vice Chair
Mr. Scott Bachmann, Chair

MEMBERS ABSENT:
Mr. Justin Verst
Mr. Michael Williams

STAFF PRESENT:
Ms. Cynthia Minter, Director
Mr. Michael Duncan, Legal Counsel
Ms. Stephanie Turner, Recording Secretary

STAFF ABSENT:
None

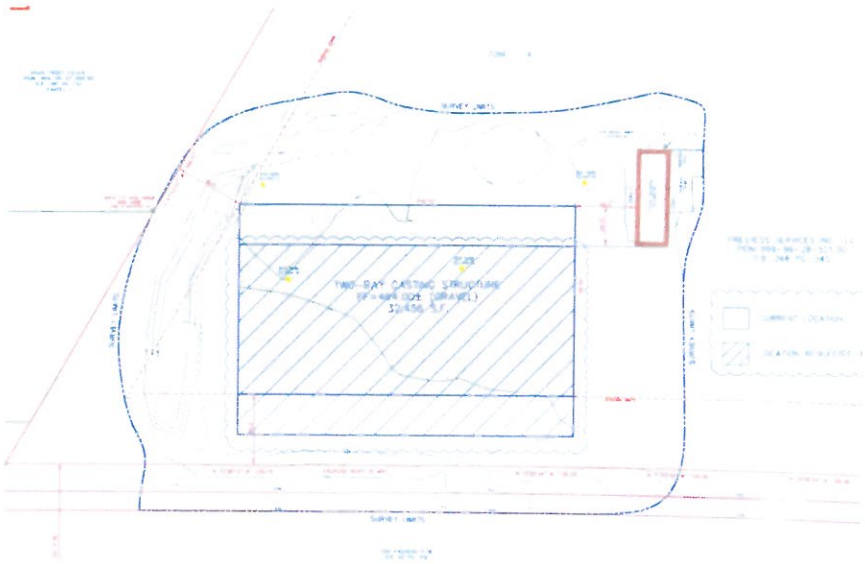
Mr. Bachmann asked everyone to stand and face the flag for the Pledge of Allegiance.

Ms. Minter opened the meeting by introducing Mr. John Fessler. Mr. Schaber was the representative of the City of Crestview. When he retired, the City of Crestview decided to vacate their seat to allow the City of Silver Grove an opportunity to select a representative. Mr. Fessler is the first representative for the City of Silver Grove to participate on our Board of Adjustment. Mr. Fessler was sworn into office on January 21st where he participated in training for Introduction to the Board of Adjustment. Mr. Fessler also attended the recent training sponsored by the Kentucky League of Cities bringing his total training hours to date to ten (10) hours exceeding the HB 55 requirements for a new representative. Mr. Fessler is eligible to participate in all discussions and decisions that the Board may choose to conduct tonight.

Mr. Bachmann welcomed Mr. Fessler and called the meeting to order at 7:00 PM and asked for a roll call. Following roll call, a quorum was found to be present. Mr. Bachmann asked if everyone had read the November 17, 2015 meeting minutes and if there were any questions or corrections. Ms. Minter commented that she did receive an email from Mr. Justin Verst who is not present tonight. He stated that he had no comments or issues with the minutes of November 17th. Since there were no other comments or questions, Mr. Bachmann called for a motion. Mr. Mason made a motion to approve the minutes as submitted. Mr. J. Williams seconded the motion. Mr. Bachmann called for a roll call vote. A roll call vote found Mr. J. Williams, Mr. Mason and Mr. Bachmann in favor. Mr. Fessler and Ms. Haynes abstained as they were not present at that meeting. Motion passed.

There being no old business to discuss, Mr. Bachmann introduced the first case on the agenda for a public hearing as Case #BA-01-16 by applicant Prestress Services Industries LLC requesting a front yard variance of twenty-nine (29) feet at their property located off Mary Ingles Highway in the Unincorporated Campbell County. Mr. Bachmann called for the staff report to be given. Ms. Minter presented the staff report as follows:

CASE NUMBER:	BA-01-16
APPLICANT:	Prestress Service Industries, LLC.
LOCATION:	Approximately 13 acres located on Mary Ingles Highway, Unincorporated Campbell County.
REQUEST:	A front yard setback variance of approximately 29 feet.



Considerations:

1. The site, containing approximately 12.9 acres, is located in Unincorporated Campbell County on the river side of the CSX Railroad tracks approximately 1000 feet north of Mary Ingles Highway (KY – 8) which is a state-maintained road.

2. Currently, the surrounding land is industrial to the north, east and southeast, and either vacant or residential to the southwest and west.

3. The Campbell County Zoning Ordinance Article X, Section 10.26 classifies the area within the I – 4 Industrial River Zone. It is the purpose of this zone to provide for industrial activities that orient towards the use of its river, the railroad and the highway as a transportation point of exchange and distribution and do not require extensive urban services. Permitted uses within this zone include:

    1. Bulk storage and/or transfer stations for materials excluding types of a flammable or explosive nature;
    2. Carting, express, hauling or storage yards.
    3. Freight terminals.
    4. Grain Elevators.
    5. Transportation facilities, including railroad right-of-way, marshaling yards, maintenance and fueling facilities.
    6. Warehousing.
    7. Barge, shipping, and docking facilities.

4. The minimum setbacks for the I-4 zone are:

Description:	I-4 Zone Regulations Require:	Applicant's Request:
Minimum Site	Twenty-five (25) acres	
Minimum Lot Area:	Five (5) acres	
Minimum Lot Width:	Three hundred (300) feet	
Minimum Front Yard Depth:	Fifty (50) feet	Twenty-one (21) feet
Minimum Side Yard Width:	Fifty (50) feet	
Minimum Rear Yard Depth:	Fifty (50) feet	
Maximum Building Height:	Fifty (50) feet, or more if approved by the Planning Commission	

8. The site sits within the 100 – year flood zone.

9. The proposed two-bay casting structure cannot be placed any closer to the western edge of its setback requirements because of existing wetland type areas.

10. The building currently housing the main plant offices is a pre-existing non-conforming use.

11. The plant operations require the use of heavy lifting equipment ("travel-lifts"). If the building is constructed within current setback requirements, the travel-lifts will have limited access to the new structure due to the location of the main plant office building (item 7).

12. If the main plant office is demolished to make way for the two-bay casting structure, it will need to be replaced with a new building subject to current zoning and building requirements including those applicable to a floodplain. The added cost of demolishing and rebuilding the main plant office would create a hardship to the applicant and prevent the expansion of the plant.

13. A site plan submitted by the applicant reflects the following:
    a. The proposed two-bay casting structure footprint placed within setback limits
    b. The applicants preferred positioning of the two-bay casting structure.
    c. The proposed structure is shown to be twenty-one (21) feet from the railroad right-of-way encroaching approximately twenty-nine (29) feet into the front yard setback.
    d. The proposed building is not shown to encroach upon any other setback on the property.
    e. The submitted site plan shows the location of the existing building housing the main plant offices and how its position interferes with access to the building within setback limits.

14. A review of public records indicates the following:
    a. Additional research produced four (4) sites owned by Prestress in the City of Melbourne and Unincorporated Campbell County.
    b. There were no previous Board of Adjustment cases.
    c. There were no previous ID Plats submitted for conveyance.
    d. There were four (4) previous cases to come before the Planning & Zoning Commission.
    1. PZ-02-03: A request to change zoning from R-CO (River Conservation Zone) Zone to I-4 (Industrial 4 Zone) Zone. This request was approved.
    2. PZ-31-03: A site development plan was submitted for review and approved.
    3. 75-10-GRP-01: A grading plan was submitted and approved for 999-99-27-973.01.
    4. 75-15-ZMA-02: A request to change zoning on pidn 999-99-27-973.01 and 999-99-34-889.00 from R-RE Zone to RC Zone.

Supporting Information

1. Per Article XVIII, Section 18.6 Variances:
   Prior to granting a variance the Board of Adjustment;
   a. shall make findings that the requirements of this section have been met by the applicant for a variance;
   b. shall further make a finding that reasons set forth in the application justify the granting of variance and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure, and under no circumstances shall the Board of Adjustment
   c. shall make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Ordinance as well as the Adopted Comprehensive Plan for the County and will not be injurious to the neighborhood, or otherwise, detrimental to the public welfare.

VARIANCES: Before any variance is granted, the Board of Adjustment must find that the granting of the variance will not adversely affect the public health, safety, or welfare, will not alter the essential character of the general vicinity, will not cause a hazard or nuisance to the public. Such variance shall not be granted by the Board of Adjustment unless and until:

1. That the requested variance arises from special existing circumstances which do not generally apply to land in the general vicinity.

   The applicant stated: *"The variance requested involves the expansion of the existing Prestress Services Industries ("PSI") plant on this site. PSI specializes in the manufacture of precast concrete components used in the construction and rehabilitation of bridges, locks and dams, parking structures, and other major infrastructure projects in this region of the country. This facility is unique in that it has the capacity to produce, handle, store, and transport some of the largest, heaviest precast components in the region, taking advantage of the river barge loading facility located on the property on south shoreline of the Ohio River. These components vary in size, with lengths of up to 150 feet, and weighing up to 300-tons each. The handling of these components requires large, heavy capacity, self-propelled lifting equipment ("travel-lifts") with access to all production and storage areas of the site. A photo of one such precast component being loaded into a barge by two travel-lifts is shown in Figure 1. The sheer size of the components and the travel-lifts required to handle them requires careful planning to maintain the efficient utilization of the property, a task made even more challenging by existing site constraints including wetlands, streams, floodplain building restrictions, railroad property, the Ohio River, and ongoing production operations of the plant. These considerations limit the viable location of the proposed building to the site chosen, but the set-back requirement from the railroad property will restrict travel-lift access to half of the proposed building. These circumstances are unique to this specific site and only apply to the type of industry that exists on this site, precast concrete production."*

   Staff comment: *The requested variance does arise from special circumstances which exist and do <u>not</u> generally apply to land in the general vicinity or in the same zone.*

Figure 1 – Loading of a 150-ton precast segment using travel-lifts.

2. That the manner in which the strict application of the provisions of the Zoning Ordinance would deprive the applicant of a reasonable use of the land or would create an unnecessary hardship on the applicant.

   The applicant stated: *"The intent of the proposed structure is to create a two-bay shop and all-weather fabrication space for large steel or concrete elements that could then be transported by river barge or specialty carrier. The fabricated items will require lift and transport using the travel-lift equipment already at the site and currently in use. The proposed structure has been designed and sized around the ability of this specialty equipment to access and perform work within the proposed building. However, if the new building is placed in strict conformance with the existing set-back requirement from the railroad property line, travel-lift access to the north half of the building would be blocked by an existing building that houses the main plant offices, among other things. This limitation would render the new building unviable from an operational and economic standpoint, thereby preventing the planned expansion of the plant."*

   Staff comment: *The application of the provisions of this Ordinance would deprive the applicant of a reasonable use of the land and would create unnecessary hardship on the applicant.*

3. That the circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.

   The applicant stated: *"Although the ownership of the property and business has changed over the years, the site in question has been engaged in the manufacturing of precast concrete products since the 1950's or earlier. Recent advances in precast concrete and lifting equipment technology have resulted in an increased demand for ever-larger concrete components, particularly in the heavy-civil marine market. In order to meet this demand, in December of 2015, PSI determined an expansion of the plant to provide all-weather production and support functions was necessary to maintain efficiency and remain competitive in the market. Relief is being sought after the zoning had been determined and is driven by constraints of the property such as wetlands and floodplain restrictions which limit the available space that the proposed structure may be located on the site."*

   Staff comment: *The applicant is requesting this variance subsequent to the approval of these regulations.*

4. Reasons that the variance will not allow unreasonable circumstance of the requirements of the zoning regulations and will not alter the essential character of the neighborhood.

   The applicant stated: *"The site is currently a precast concrete fabrication plant and yard facility that has been in existence for many years. The site is bordered to the east and west by the Ohio River and the Railroad. The proposed building represents a plant expansion that will supplement, not modify the type of use from that which currently exists. Consequently, allowing this variance will not alter the character of the neighborhood in any way."*

   Staff comment: *The essential character of the neighborhood is industrial.*

5. That granting the variance requested will not confer on the applicant any special privilege that is not conferred by this ordinance to other lands, structures or buildings in the same zone.

   The applicant stated: *"Granting this variance will only allow an existing business the opportunity to enhance their capability within their property limits. No special privilege will be conferred or granted."*

   Staff comment: *This variance would <u>not</u> be granting the applicant a special privilege.*

Summary of Applicants Request:

The applicant is requesting a twenty-nine (29) foot front yard variance for the construction of a building and reducing the fifty (50) foot setback to approximately twenty-one (21) feet.

Staff Recommendation:

To approve the applicant's request for a front yard variance of twenty-nine (29) feet.

Basis for Recommendation

1. In accordance with Section 18.2 of the Campbell county Zoning Ordinance, notice of public hearing was given in the February 4, 2016 edition of the Campbell County Recorder.
2. In accordance with KRS 100.241 Variances, the board shall have the power to hear and decide on applications for variances. The board may impose any reasonable conditions or restrictions on any variance it decides to grant.
3. The evidence presented by the applicant and staff is such as to make a finding that:
   a. The requirements for a variance have been met by the applicant for a variance and the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
   b. The variance requested will not adversely affect the public health, safety, or welfare, will not adversely alter the essential character of the general vicinity, and will not cause a

hazard or nuisance to the public and will not allow an unreasonable circumvention of the requirements of the zoning regulations. In making these findings, the board considered whether:

i. The requested variance arises from special circumstances which do not generally apply to land in the general vicinity, or in the same zone;
ii. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or would create an unnecessary hardship on the applicant; and
iii. The circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.
iv. The variance will not allow unreasonable circumstance of the requirements of the zoning regulations and will not alter the essential character of the neighborhood.
v. The variance requested will not confer on the applicant any special privilege that is not conferred by this ordinance to other lands, structures or buildings in the same zone.

Ms. Minter advised the Board that the use of this industrial site has been in existence since at least the 1950's or earlier. The non-conforming use referenced in item 10 of the "Considerations" in the staff report ("The building currently housing the main plant offices is a pre-existing non-conforming use.") does not apply to the use of the land, but to the nature of the structure within the floodplain. The use is and has been light industrial. Ms. Minter concluded her staff report by asking if the Board had any questions that she could address. Mr. Bachmann asked if anyone had any questions of staff. Mr. Fessler asked what the height of the cranes were. Ms. Minter replied she did not have any specific information regarding the cranes and asked Mr. Fessler to address that question to the applicant when they came forward to address the Board.

Ms. Haynes asked Ms. Minter to clarify that the ground level building is the nonconforming structure, not their elevated building. Ms. Minter confirmed that was correct. If the ground level building were to be removed, it would need to be elevated up before it could be replaced. Mr. Bachmann asked Ms. Minter to point out the ground level building on slide 14, which she did. Ms. Minter stated that it is important for the company to have a building at ground level that the employees can get into quickly without going up stairs. That is the importance of the ground level structure; not so much that they need it in that location, but that it remain ground level with easy access to employees.

Mr. Bachmann asked if there were any other comments or questions for staff. There being none, Mr. Bachmann asked the representative for the applicant to come forward and identify himself for the record. Mr. Barry Barger, of Ft. Wayne, IN, stepped forward. Mr. Barger stated this site is the largest precast concrete structure plant in the Mid-West. It became a significant plant for Prestress because of its location in relation to the river. This plant is responsible for the creation of "I" beams and box beams for the transportation industry as well as the lock and dam projects in Chickamauga and Charleroi and all the deck panels for the Ohio River Bridge in Louisville. Anything that can be shipped by water is completed at this location.

Mr. Barger stated that the ground level structure is vital due to the weather. The winter of 2014 was severe and it is necessary to provide a safe structure for their employees to escape severe weather conditions. They tried alternate methods like putting on hoods, but this was extremely cumbersome and ineffective. As for Mr. Fessler's question regarding the height of the cranes. There are two (2) cranes that are fifty-two (52) feet in height and the structure would need to be at least fifty-four (54) feet so that we can drive the cranes into the structure. Mr. Barger stated that each crane is a one hundred – fifty (150) ton crane and working together are capable of handling three hundred (300) tons of weight. Mr. Fessler stated that the regulations state that the maximum height of a structure in this zone is fifty (50) feet. Does that mean they will need another variance for that?

Ms. Minter advised the Board that the regulations for this zone are reflected on page 2 of the staff report. Mr. Fessler is correct that the maximum height is fifty (50) feet. Ms. Minter conferred with the applicant and asked the Board to approve an additional variance to the maximum building height of five (5) feet. Mr. Fessler asked what type of roof; flat or pitched? If they want a variance, let's make sure it is an adequate

calculation. Mr. Barger stated that it is a flat roof with a slight pitch so that drainage can roll off the roof. They have built this structures at other sites and they only need to build the structure to fifty-four (54) feet. Ms. Minter proposed that the variance be for five (5) feet to allow a little fluctuation if they need it.

	I-4 Zone	
Description:	**Regulations Require:**	**Applicant's Request:**
Minimum Site	Twenty-five (25) acres	
Minimum Lot Area:	Five (5) acres	
Minimum Lot Width:	Three hundred (300) feet	
Minimum Front Yard Depth:	Fifty (50) feet	Twenty-one (21) feet
Minimum Side Yard Width:	Fifty (50) feet	
Minimum Rear Yard Depth:	Fifty (50) feet	
Maximum Building Height:	Fifty (50) feet, or more if approved by the Planning Commission	Fifty-five (55) feet

Mr. Bachmann asked legal counsel for their interpretation since it states "fifty (50) feet, or more if approved by the Planning Commission". Does that mean the Planning Commission has to approve the variance? Mr. Duncan stated that a variance can be approved by the Board at this time if they have no issues with it. If the Board does have any objections to the height variance, they should state so at this time so it can be part of the record. The applicant will still need to submit a site development plan to the Commission for their approval. If the Board does not wish to grant that variance at this time, the Planning Commission can consider their request at that point that they are reviewing the site development plan. Ms. Haynes stated it sounds like a reasonable request and she doesn't have any issues with it. Mr. Fessler stated he didn't have an issue with it; but he did want to make certain we had addressed it in case anyone comes in later and comments on the height.

Ms. Haynes asked Mr. Barger how long they have owned and operated the facility. Mr. Barger stated that Prestress Services purchased the property in 1985 and the business was in existence. Prestress Services Industries purchased Prestress Services in 2004. Mr. Barger has been with the company for twenty-six (26) years. Mr. Bachmann asked if the normal work occurred outside of any structure. Mr. Barger stated that all of the plants they have are outdoor facilities. They have one other plant with a structure that they can work in up in Mt. Vernon, Ohio and are in the process of building a structure in Decatur, Illinois. As the government restrictions on their product change, their need to protect the product they are creating becomes more strenuous. We are just taking the initiative to put them inside. Ms. Haynes asked how many employees were at that site. Mr. Barger stated they currently had forty-eight (48) employees at that site.

Mr. Bachmann asked if there were any other comments or questions for the applicant. Mr. Duncan asked the applicant if he endorsed the content of the presentation created by staff as part of his presentation as well. Mr. Barger stated that he did. Mr. Bachmann clarified for the Board that the request is actually for a twenty-nine (29) foot front yard variance for the construction of a building and reducing the fifty (50) foot setback to approximately twenty-one (21) feet as well as a second variance for the maximum height of the structure to be increased five (5) feet from fifty (50) feet to fifty-five (55) feet. Ms. Minter replied that was correct.

Ms. Minter reminded the Board that this was a public hearing. Staff did receive one (1) call from the public asking for the location of the variance. Once we described the location to them, they had no concerns with the request. Ms. Minter advised the Board that they did not have any other comments from the public prior to tonight's meeting. Mr. Bachmann asked the applicant if he had any additional comments. Mr. Barger did not. Mr. Bachmann asked if anyone in the audience wanted to speak.

Ms. Deborah Blake, a resident of Melbourne, Kentucky, asked how long the cranes had been located on this site. Mr. Barger replied that the pier was built in 2004 or 2005 and the cranes were installed immediately after that project completed. Ms. Blake asked about the statement by Mr. Barger that due to technological advancements the need for larger components were needed. How do they anticipate this need for even larger cranes and/or products in the future? How tall are the cranes on their other sites? Mr. Barger replied

that product created at other sites is dependent upon regulations for highway transportation of that specific product. Some areas only allow trucks of certain lengths. Since this is how the project will be delivered, it is limited to whatever the regulations will allow. The cranes at other sites, for the most part, are seventy-five (75) ton cranes which when you use two (2) cranes will allow a load of one hundred fifty (150) ton of product. This site is different in that it is based on limitations set by the US Army Corps of Engineers. The barges will hold a lot more weight. The issue would be the piers which can only withstand a load of three hundred (300) tons. There is no way for Mr. Barger to predict how the demand for product will grow. When Mr. Barger started, it was a large deal to get one hundred (100) foot product. Now, it is one hundred eighty (180) feet. Ms. Haynes added that part of that projection would be the components used in the creation of their product. With technological advancements comes changes to materials being used to create their product and thereby changing the weight for larger products. Mr. Barger agreed.

Mr. Duncan added for the Board's consideration that if they approve this request, what they are approving is this specific request. Should the applicant decide in the future that they can do larger projects and need additional variations because of changes to the size of equipment or product, they would need to come before this Board again for approval of those changes. This is not carte blanche for the applicant to do whatever they desire. Mr. Barger asked for clarification that if their one hundred fifty (150) ton crane broke and they wanted to replace it with another one hundred fifty (150) ton crane, they would not be obligated to come back before the Board. Mr. Duncan agreed. However, if the pier need to be replaced and you wanted to replace it with a pier capable of supporting a five hundred (500) ton crane, you would need approval for that. Mr. Bachmann thanked Mr. Duncan for his reassurance.

Mr. Bachmann asked if there were any other comments or questions regarding this request. There being none, Mr. Bachmann opened the floor for discussion among the Board. Mr. Fessler stated that he did not have any concerns with their request. He just wanted to make certain the request was for the correct limitations. Mr. Bachmann asked if there were any other comments or questions regarding this request. There being none, Mr. Bachmann called for a motion. Mr. Mason made a motion on Case #BA-01-16 by applicant Prestress Services Industries LLC to approve their request for a front yard variance of twenty-nine (29) feet for the construction of a building and reducing the fifty (50) foot setback to approximately twenty-one (21) feet and a variance to the maximum height of the structure to be increased five (5) feet from fifty (50) feet to fifty-five (55) feet. Mr. Mason stated that the bases for his motion is the information provided in the staff report; testimony by staff and the applicant tonight; and discussion among the Board. Mr. Mason added that he feels that the application as submitted is not detrimental to the safety and welfare of the neighbors; provides a benefit to the community; and does not essentially alter the character of the neighborhood. Mr. Bachmann called for a second to the motion. Ms. Haynes seconded the motion. Mr. Bachmann asked if there were any discussion or questions regarding the motion. Ms. Minter added that Mr. Justin Verst emailed her stating that he had no concerns or objections to the request before the Board tonight. There being no other comments or questions, Mr. Bachmann called for a roll call vote. A roll call vote found Mr. Fessler, Ms. Haynes, Mr. J. Williams and Mr. Mason in favor. Mr. Bachmann abstained. Motion passed.

Mr. Bachmann introduced the next item on the agenda which was to elect officers. Ms. Minter replied that per the By-Laws a nominating committee may be established to nominate officers. However, you have the option to dispense with the nominating committee. Mr. Mason made a motion to dispense with the nominating committee and proceed to the election of officers. Mr. J. Williams seconded the motion. Mr. Bachmann asked if there were any questions or comments regarding the motion. There being none, Mr. Bachmann called for a roll call vote. A roll call vote found Mr. Fessler, Ms. Haynes, Mr. J. Williams, Mr. Mason and Mr. Bachmann in favor. No one abstained. Motion passed.

Mr. Fessler asked for clarification of the duties of the Temporary Presiding Officer (TPO). Ms. Minter explained that the TPO would assume the duties of the chair if the chair and vice-chair were not in attendance. Mr. Bachmann asked if there were anyone interested in making a nomination. Mr. Mason nominated Mr. Bachmann for the position of chair. Ms. Haynes seconded the motion. Ms. Minter asked Mr. Bachmann if he accepted that nomination. Mr. Bachmann accepted the nomination, but added that he does feel that the Board should allow for rotation of officers to provide maximum benefit to the public.

Ms. Minter asked if there were any other nominations for chair. There being none, Ms. Minter asked if there were any nominations for vice-chair. Ms. Haynes nominated Mr. Mason for the position of vice-chair. Mr. Bachmann seconded the motion. Ms. Minter asked Mr. Mason if he accepted that nomination. Mr. Mason accepted the nomination.

Ms. Minter asked if there were any other nominations for vice-chair. There being none, Ms. Minter asked if there were any nominations for TPO. Mr. J. Williams nominated Ms. Haynes for the position of TPO. Mr. Mason seconded the motion. Ms. Minter asked Ms. Haynes if she accepted that nomination. Ms. Haynes accepted the nomination.

Mr. Bachmann asked if anyone wanted to make a motion. Mr. J. Williams made a motion to appoint Mr. Bachmann as chair; Mr. Mason as vice-chair; and Ms. Haynes as TPO. Mr. Mason seconded the motion. Mr. Bachmann asked if there were any comments or questions on the motion. There being none, Mr. Bachmann called for a roll call vote. A roll call vote found Mr. Fessler, Ms. Haynes, Mr. J. Williams, Mr. Mason and Mr. Bachmann in favor. No one abstained. Motion passed.

There being no other cases to present to the Board tonight, Mr. Bachmann called for the Director's Report.

DIRECTOR'S REPORT

Ms. Minter thanked the Board for being so diligent in maintaining their continuing education credits. Mr. Fessler commented that the training held by the Kentucky League of Cities was outstanding. If you ever have the opportunity to attend training with Mr. David Pike, Mr. Fessler recommended that they attend. There was a brief discussion on the need to review and update our sign ordinance. Ms. Minter stated this was something on the horizon.

Ms. Minter advised the Board that there have been some staffing changes in the office, but they were actively looking for a new principle planner. Ms. Minter also recommended that if the Board has the opportunity to review the current edition of "What's Happening in Campbell County", they should do so. It has a lot of information pertaining to the work done by staff.

Ms. Minter had no other items for discussion. Mr. Bachmann asked if there were any other items the Board wished to discuss tonight. There being none, Mr. Bachmann asked for a motion to adjourn. Mr. Fessler made a motion to adjourn. Ms. Haynes seconded the motion. An oral vote found everyone in favor, none opposed. Motion passed. Meeting adjourned at 8:00 PM.

Prepared by:

Cynthia Minter
Director

Approved:

Scott Bachmann
Chair