

**CAMPBELL COUNTY & MUNICIPAL BOARD OF ADJUSTMENT  
NOVEMBER 18, 2014  
7:00 PM**

**AGENDA**

1. Meeting called to order.
2. Roll call and determination of quorum.
3. Approval of the October 21, 2014 minutes.

**Untable Case**

4. **Number:** BA-06-14  
**Applicant:** Campbell County Planning & Zoning Department on behalf of the Campbell County & Municipal Planning & Zoning Commission  
**Request:** Proposed update to the By-Laws of the Campbell County and Municipal Board of Adjustment
5. Director's Report
6. 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 NOVEMBER 18, 2014 MEETING**

**MEMBERS PRESENT:**

Mr. Roger Mason  
Mr. Justin Verst  
Mr. Joseph Williams  
Mr. Michael Williams  
Ms. Sharon Haynes, TPO  
Mr. Scott Bachmann, Vice Chair

**MEMBERS ABSENT:**

Mr. Dave Schaber, Chair

**STAFF PRESENT:**

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

**STAFF PRESENT:**

Mr. Ryan Hutchinson, Planner

Mr. Bachmann called the meeting to order at 7:05 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 October 21, 2014 meeting minutes and if there were any questions or corrections. There being none, Mr. Bachmann called for a motion. Mr. M. Williams made a motion to approve the minutes as submitted. Ms. Haynes seconded the motion. Mr. Bachmann called for a roll call vote. A roll call vote found Mr. Mason, Mr. Verst, Mr. J. Williams, Mr. M. Williams and Ms. Haynes in favor. Mr. Bachmann abstained. Motion passed.

Ms. Minter explained that at the last meeting a case was tabled due to the lateness of the hour. At this time, Ms. Minter would like to ask the Board to untable this case so that it could be reviewed. Ms. Minter identified the case as case #BA-06-14, by applicant Campbell County Planning & Zoning Department on behalf of the Campbell County & Municipal Planning & Zoning Commission with a proposed update to the By-Laws of the Campbell County and Municipal Board of Adjustment. Mr. Bachmann asked the Board if they desired to untable case #BA-06-14 and bring it forward for discussion. Mr. Mason made a motion to untable case #BA-06-14. Mr. M. Williams seconded the motion. Mr. Bachmann called for a roll call vote. A roll call vote found Mr. Mason, Mr. Verst, Mr. J. Williams, Mr. M. Williams and Ms. Haynes in favor. Mr. Bachmann abstained. Motion passed.

Mr. Bachmann introduced case #BA-06-14, by applicant Campbell County Planning & Zoning Department on behalf of the Campbell County & Municipal Planning & Zoning Commission with a proposed update to the By-Laws of the Campbell County and Municipal Board of Adjustment and asked for the staff report. Ms. Minter presented the case report as follows:

**NUMBER:** BA-06-14

**APPLICANT:** Campbell County Planning & Zoning Department on behalf of the Campbell County & Municipal Planning & Zoning Commission

**REQUEST:** Proposed update to the By-Laws of the Campbell County and Municipal Board of Adjustment.

**BACKGROUND:**

Staff has submitted a request to modify the By-Laws of the Campbell County and Municipal Board of Adjustment. The proposed revisions will largely correlate to text with the Bylaws for Planning and Zoning, clarify dates for critical items, align text with current Kentucky Statues, and provide best business practices.

**PROPOSED TEXT AMENDMENTS:**

Addition and deletions of text as underlined and struck below within this section (See attachment).

**RECOMMENDATION:**

To adopt the proposed text amendments to the By-Laws of the Campbell County and Municipal Board of Adjustment.

**SUPPORTING INFORMATION/BASES FOR STAFF RECOMMENDATION:**

1. Pursuant to KRS 100.167 Minutes and bylaws, and KRS 100.221 Bylaws and procedures, the Campbell County & Municipal Board of Adjustments has the authority to adopt by-laws.
2. The proposed modifications are consistent with KRS 100.
3. Proper notice, in accordance with KRS 424, of the public hearing has been given.

Ms. Minter explained that the Campbell County & Municipal Planning & Zoning Commission (CC&MP&ZC) have also recently updated their By-Laws. As part of that review there were changes that CC&MP&ZC recommended be made to the BOA By-Laws for consistency between the different entities. There was an "amended" document sent to each Board member reflecting those additional changes. Ms. Minter asked the Board to use that version of the report when considering their text change tonight. [A copy of the amended document is attached to these minutes.]

Ms. Minter went through the proposed text changes. At the conclusion of her report, Mr. Bachmann advised the Board this meeting was open to the public to provide testimony; however, there being no one in the audience, he was opening the floor for discussion among the Board. After conferring with the Board and they determined they would go through the amended document page by page to review and discuss the changes.

Mr. Duncan briefly explained the difference between abstaining and recusing yourself from the vote. Ms. Minter acknowledged that there were some technological challenges to recording the meetings due to the equipment available to staff, but they were currently being worked on.

The following is a summary of the additional changes made to the text:

1. Page 1, Document Title: change the date to reflect the current meeting date.
2. Page 2, Lines 29 through 38: capitalize the "c" in Chair for consistency in the document.
3. Page 3, Lines 6 and 7: delete the word "person" after Chair and Vice-Chair for consistency in the document.
4. Page 4, Line 31: change "toal" to "total".
5. Page 4, Line 32: delete the phrase "prior to the start of the hearing".
6. Page 4, Line 34: capitalize the "c" in Chair for consistency in the document.
7. Page 5, Line 38: delete the "." after the deletion of the word "abstaining".
8. Page 10, Line 5: change the word "lease" to "least".

Mr. Bachmann asked if there were any additional questions or comments for staff. There being none, Mr. Bachmann closed the public hearing. Mr. Bachmann asked if there were any further comments or discussion for the Board on this case. There being none, Mr. Bachmann called for a motion. Mr. Verst made a motion on case #BA-06-14, by applicant Campbell County Planning & Zoning Department on behalf of the Campbell County & Municipal Planning & Zoning Commission with a proposed update to the By-Laws of the Campbell County and Municipal Board of Adjustment as modified tonight through discussion among the Board. Mr. Verst cited the bases for his motion was the items reflected in the staff report and the discussion here tonight. Ms. Haynes seconded the motion. Mr. Bachmann called for a roll call vote. A roll call vote found Mr. Mason, Mr. Verst, Mr. J. Williams, Mr. M. Williams and Ms. Haynes in favor. Mr. Bachmann abstained. Motion passed.

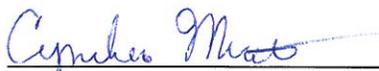
There being no cases to come before the Board of Adjustment, Mr. Bachmann called for the Director's Report.

### **DIRECTOR'S REPORT**

Ms. Minter advised the Board that the Planning & Zoning Commission did meet and begin review on the Goals and Objectives of our Comprehensive Plan. She advised the Board that the Commission was holding their next work session to immediately follow their next normally scheduled meeting which will occur on December 9<sup>th</sup> at 7:00 PM. The Board is invited to attend as their audience and participate in the discussions.

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. M. Williams made a motion to adjourn. Ms. Haynes seconded the motion. An oral vote found everyone in favor, none opposed. Motion passed. Meeting adjourned at 7.32 PM.

Prepared by:



Cynthia Minter  
Director

Approved:



Scott Bachmann  
Vice Chair