

CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION

APRIL 12, 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 January 12, 2016 minutes.
5. Unfinished Business
6. New Business
 - A. FILE NUMBER: 31-16-ZMA-02
APPLICANT: Smith & Jolly Properties
LOCATION: 10225 Alexandria Pike, Unincorporated Campbell County.
REQUEST: A proposed zone map amendment from Industrial One (I-1) Zone to Highway Commercial (HC) Zone.
7. Approval of Training
8. Director's Report
9. Adjournment

Optional: A brief training session reviewing agriculture subdivisions and specifically the Nash-Torline case.

**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.

Calendar Notes

**Tuesday, May 10th
7:00 PM**

Monthly Public Hearing / Business Meeting

The deadline to submit applications for this agenda is 4:30 PM on April 12th.

**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION
MINUTES OF THE APRIL 12, 2016 MEETING**

MEMBERS PRESENT:

Ms. Deborah Blake
Ms. Lauri Harding
Mr. Steve Stapleton
Mr. Edward Stubbs
Mr. Mark Turner
Mr. Michael Williams, TPO
Mr. Larry Barrow, Vice Chair
Mr. Justin Verst, Chair

MEMBERS ABSENT:

Mr. Dennis Bass

STAFF PRESENT:

Ms. Cynthia Minter, Director
Mr. Kirk Hunter, Principal Planner
Ms. Stephanie Turner, Secretary
Mr. Matt Smith, Legal Counsel

STAFF ABSENT:

None.

Mr. Verst called the meeting to order at 7:00 PM. Following the Pledge of Allegiance, Mr. Verst called for a roll call. The roll call found a quorum was present. Mr. Verst asked if everyone had reviewed the January 12, 2016 meeting minutes and asked if there were any additions or corrections. There being none, Mr. Verst called for a motion. Mr. Barrow made a motion to approve the January 12th meeting minutes as submitted. Mr. Turner seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Harding, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in favor of the motion. Ms. Blake and Mr. Stapleton abstained. Motion passed.

Mr. Verst called for any discussion on unfinished business. Ms. Minter stated there was no unfinished business for the Commission's consideration.

Mr. Verst proceeded to new business and introduced case #31-16-ZMA-02, a request by Smith & Jolly Properties for a zone map amendment on their property at 10225 Alexandria Pike going from the Industrial One Zone to the Highway Commercial Zone. Mr. Verst asked Ms. Minter to present the staff report which she did as follows:

CASE: 31-16-ZMA-02
APPLICANT: Smith & Jolly Properties
LOCATION: 10225 Alexandria Pike, Unincorporated Campbell County.
REQUEST: A proposed zone map amendment from Industrial One (I-1) Zone to Highway Commercial (HC) Zone.

Overview:

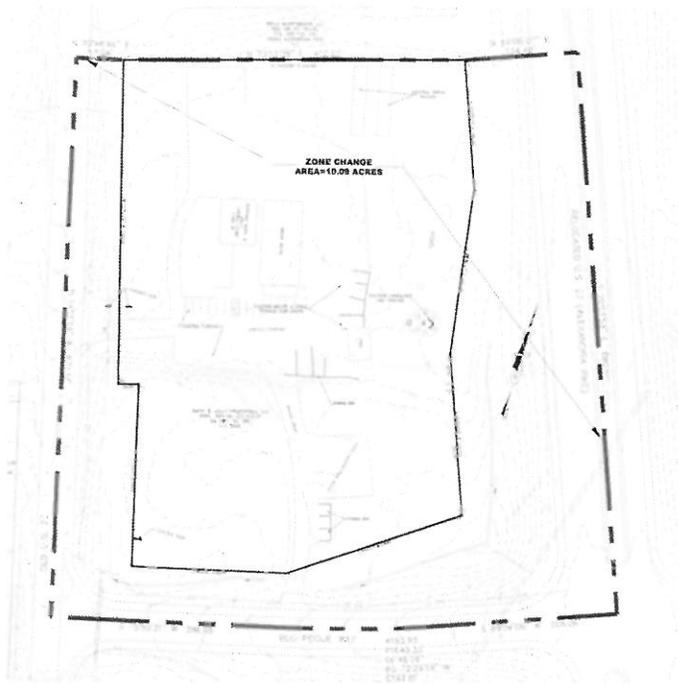
In accordance with Section 17.0 of the Campbell County Zoning Ordinance, notice of public hearing was given in the April 4, 2016 edition of the Kentucky Enquirer.

The property, which abuts US 27, was part of the Campbell County Industrial Park as previously owned by the Campbell County Economic Progress Authority, Inc. (CCEPA). The realignment and widening of US 27 divided many of the parcels within the Industrial Park resulting in smaller lots located between US 27 and Alexandria Pike (old US 27).

In 2007, "nurseries" became a permitted use in the Industrial One (I-1) Zone to accommodate the development of the property. Primary owners at that time included Nelson's Greenhouse and later Smith & Jolly Landscaping. Due to their limited size and I-1 zoning regulations, the parcels located between US 27 and Alexandria Pike (old US 27) have struggled with marketability. There is currently a sale pending on the two (2) primary parcels located on the north side of Bud Pogue Way and owned by Smith & Jolly Landscaping. While this sale is contingent upon a zone change, the Planning Commission should consider all of the permitted uses within the proposed HC Zone as potential uses of the site.

Considerations:

1. The site consist of approximately 10 acres and is bordered by US 27, Alexandria Pike (old US 27), and Bud Pogue Way.
2. The site is currently zoned Industrial One (I-1) Zone as defined in the Campbell County Zoning Ordinance, Article X, Section 10.23.
3. Existing use is landscape nursery and hardscape sales.
4. Public utilities including water and sanitation are available on the site.
5. Adjacent parcels include Marine Sales (zoned I-1) to the north; Food Processing (zoned I-1) and vacant land (zoned A-1) to the east; vacant land (zoned I-1) to the south; and residential land (zoned R-RE) to the west. Alexandria Pike (old US 27) separates the residential land from the proposed site.
6. A review of the public records indicates the following planning and zoning cases and permits for this property:



Case Number	Request	Final Action
PZ-10-87	Zone Map Amendment from R-RE(P) to I-1	Approved by Fiscal Court.
PZ-11-87	Text Amendment to I-1 Zone	Approved request to add "nurseries for plant growing, warehousing and sales" as a permitted used in the I-1 Zone.
31-07-ZMA-01	Zone Map Amendment from I-1 to RC	Request withdrawn due to addition of "nurseries" to the I-1 Zone as a permitted use.

31-07-S1P-01	Stage Development Plan 1	<p>Approved the submitted Site Plan, but only subject to the following conditions:</p> <ol style="list-style-type: none"> 1. That the 3.8 and 1.8 acre lots be combined because the 1.8 acre lot does not meet the minimum lot size of 2 acres within the I-1 Zone. 2. If a fence is to be constructed it shall meet the requirements of the Campbell County Zoning Ordinance. 3. A permit for an existing sign shall be applied for with the Campbell County Planning and Zoning Department. If the existing sign is not approved, the existing sign shall be removed within 180 days of the date of denial. 4. That the applicant comply with Section 9.17 Screening and Section 10.23 D.3., Other Development Controls, of the Campbell County Zoning ordinance when screening between all incompatible land uses. This means that screening shall be located on the west side of the 1.8 acre tract between the residential and I-1 Zone. 5. That any retaining wall constructed over 4 feet must be reviewed and approved by the Campbell County Building Department. 6. That the details for the pillars outside the entryways be submitted to the Campbell County Building Department for review and approval. 7. That the applicant comply with the lighting requirements of Section 10.23 D.3., Other Development Controls.
31-16-ZMA-02	Zone Map Amendment from I-1 to HC	Before the Commissions review tonight.

There were no cases before the Campbell County & Municipal Board of Adjustment. There were no building permits issued for this specific site.

7. There are two monument signs located along Alexandria Pike (old US 27); a pole sign located near the intersection of Alexandria Pike (old US 27) and Bud Pogue Way; and a monument sign along US 27. The pole sign is the former gateway signage to the original Economic Progress Authority Industrial Park.
8. The existing greenhouses and concrete storage areas do not comply with building setbacks.
9. The Campbell County Zoning Ordinance defines the following permitted uses for the I-1 zone (section 10.23) and Highway Commercial (HC) zone (section 10.18) respectively:

Permitted Uses **I-1**

1. Except for those that decompose by detonation, the manufacturing, compounding, processing, packing, or assembling of the following uses:

- a. Candy and confectionery products, food and beverage products except the rendering or refining of fats and oils and excluding poultry and animal slaughtering and-dressing.
 - b. Cigars and cigarettes.
 - c. Cosmetics, pharmaceuticals and toiletries, compounding only.
 - d. Animated and/or illuminated billboards and other commercial advertising structures.
 - e. Electric appliances, television sets, phonographs, household appliances.
 - f. Electrical machinery, equipment and supplies.
 - g. Fountain and beverage dispensing equipment.
 - h. Furniture
 - i. Instruments for professional, scientific, photographic and optical use.
 - j. Metal products, and metal finishing excluding the use of blast furnaces or drop forges.
 - k. Musical instruments, toys, novelties, jewelry, rubber or metal stamps, sporting and athletic equipment.
 - l. Office Equipment.
 - m. Pottery and figurines, using only previously pulverized clay and kilns fired only with gas or electricity.
 - n. Textile products including asbestos products, canvas and burlap, clothing, cotton products, hosiery and knitting mills, rope, and twine.
 - o. Dairy products and related items.
 - p. Glass products, made of purchased glass.
 - q. Jewelry, silverware and plated wire, kitchen ware.
 - r. Leather products, excluding tanning and finishing.
 - s. Craftsman and artisan shapes, taxidermy blacksmith, welding shops.
 - t. Marine warehousing, sales and service.
 - u. Nurseries.
2. Brewing or distilling of liquors and bottling the product.
 3. Building materials, sales yards, excluding mixing and blending operations.
 4. Crating services.
 5. Freight terminals.
 6. Governmentally owned and/or operated city, county, and state garages.
 7. Industrial engineering consultant offices.
 8. Laboratories, offices, and other facilities for research, both basic and applied, conducted by or for and industrial organization or concern, whether public or private.
 9. Machine shops.
 10. Printing, engraving, and related reproduction processes.
 11. Public utilities right-of-way and pertinent structures.
 12. Publishing and distribution of books, newspapers, and other printed materials.
 13. Railroad facilities exclusive of marshaling yards, maintenance, and fueling facilities.
 14. Schools for industrial or business training.
 15. Truck terminals.
 16. Warehousing or wholesaling.
 17. Marine warehousing, sales and service and nurseries.

Permitted Uses

HC

1. Automobile, motorcycle, and truck sales, new or used.
2. Automotive service and repairs providing that all business activities shall be conducted within a completely enclosed building.

3. Banks and other financial institutions including savings, loan, and finance companies, with drive-in windows.
4. Boat and other marine equipment sales and service, new and used.
5. Bowling alley.
6. Eating and drinking places including drive-ins.
7. Flea market.
8. Hotels and motels.
9. Mobile home and trailer sales, rental and service (new and used).
10. Off-street parking lots and garages.
11. Police and fire stations.
12. Skating rinks, golf driving ranges, miniature and par-3 golf courses.
13. Veterinary clinics and animal hospitals.
14. Theater, drive-in.
15. Service station.
16. Single- and two-family residential uses, provided that such uses occupy the second or third floor or attached to the rear of a commercial use
17. Kennel.
18. Floor covering warehouse and retail sales.
19. Food Stores.
20. Barber shops and beauty shops.
21. News and confectionery stands.
22. Equipment sales and rental services.

10. The Campbell County Zoning Ordinance defines the zone requirements for the I-1 zone (section 10.23) and Highway Commercial (HC) zone (section 10.18) respectively:

<u>Zone Requirements</u>	<u>I-1</u>	<u>HC</u>
Minimum Lot Area	Two (2) acres	One (1) acre
Minimum Lot Width	One Hundred fifty (150) feet	One hundred (100) feet
Minimum Front Yard Depth	Seventy-five (75) feet	Fifty (50) feet
Minimum Side Yard Depth	Twenty-five (25) feet	Restrictions when adjacent to a street, road, highway, or other right-of-way when the required width shall be the same as required for a minimum front yard depth in this zone. When buildings abut each other, firewall construction, as required by the county's building code, shall be required. A side yard is never to be less than fifteen (15) feet
Minimum Rear Yard Depth	Twenty-five (25) feet	Twenty five (25) feet
Maximum Building Height	Fifty (50) feet	Forty (40) feet

11. The 2008 Campbell County Comprehensive Plan Update designates the area for Mixed Office/Industrial use.
12. The submitted plan indicates the following:
 - a. A proposal to rezone approximately 10 acres from I-1 to HC.
 - b. The site area is approximately 6 acres (remainder is state and county right-of-way).

- c. Site drawing includes topography.
- d. The surrounding zoning is R-RE and I-1.
- e. Location of existing structures.
- f. Location of existing signs.

Zoning Ordinance Article XVII outlines the Findings Necessary for a Map Change:

1. That the proposed Zone Amendment is in agreement with the adopted comprehensive plan;
2. That the original zoning classification given to the property was inappropriate or improper; and
3. That there have been major changes of an economic, physical, or social nature within the area involved which were not anticipated in the comprehensive plan and which have substantially altered the basic character of such area.

In addition:

- The area must meet the total area for the proposed zoning classification.
- The proposed area must adjoin or creates a zone of more than five (5) acres.

Mr. Smith noted that the necessary conditions may be "and/or".

Summary of Applicant Request:

The applicant is requesting a zone map amendment from the I-1 Industrial One Zone to the HC Highway Commercial Zone for the purpose of permitted business within the HC Zone.

Staff Recommendation:

To approve the Zone Map Amendment from the I-1 Zone to the HC Zone and to recommend the revision to the Campbell County Fiscal Court for adoption.

Bases for Recommendation:

1. Proper notice was given consistent with Zoning Ordinance Article XVII.
2. The proposed zone change is consistent with the recommendations of the 2008 Campbell County Comprehensive Plan Update.
3. The overall site does meet dimensional characteristics of the HC Zone.
4. The site exceeds the minimal 5 acres necessary for a free-standing zone change.
5. The HC Zone improves the marketability of the site through the assignment of a proper zone classification balanced with the economic, physical, or social nature within the area.

Additional Information to Applicant:

1. Site redevelopment may require the submittal of a Stage 1 Plan to the Planning Commission.
2. Property owners must comply with all applicable building, subdivision and zoning ordinance regulations for future actions on their lot.
3. No substantial changes to non-conforming structures or signs will be permitted without bringing them into compliance with the Zoning Ordinance.

Mr. Verst thanked Ms. Minter for the report and asked the Commission if there were any discussion on the staff report.

Ms. Harding complimented staff on the thoroughness of the staff report. It was completed with valuable information that presented the differences between the two zone in question and their permitted uses. Ms. Harding also appreciated Ms. Minter's comments that the request should be

considered for any use listed as permitted in the Highway Commercial (HC) Zone versus a specific use.

Ms. Harding continued to ask if she understood the minimum lot area correctly that for the HC Zone each lot only required one (1) acre sites. The lot could potentially be subdivided to be six (6) different lots with different uses, as long as they were all permitted within the new zone being considered. Ms. Minter replied that was correct that, acreage wise, the property was large enough to potentially be subdivided into smaller lots. Ms. Harding stated that she had a concern for potentially additional ingress/egress issues if this site were to be further subdivided.

Ms. Minter advised the Commission that this was a request for a zone change. Is the proposed new zone accurate for this site? Concerns such as ingress/egress, driveway locations, etc. would be considered and addressed at the time that a site development plan or subdivision plat was submitted to the Commission for their review. At this time, the potential future subdivision rather proposed or hypothetical was not pertinent to this request. Having stated this, Ms. Minter provided additional information to the Commission regarding this site. US 27 is considered a Limited Access road. This means potential access to future lots would need to come off of Bud Pogue Way or Alexandria Pike ("Old US 27"). There is an adjacent lot with an access point near the current access point for this specific lot. There are items in our Subdivision Regulations and Zoning Ordinance that discuss such items as safe driveway distances between access points, shared or common driveways, etc. If multiple business wanted to share an access point, they would need to create easements and maintenance agreements for that driveway. Additionally, while the minimum lot area is indeed one (1) acre, each lot would need to have at least one-hundred (100) feet of road frontage on a publicly dedicated road which would be difficult for this site to meet if they determined they wanted to subdivide.

Ms. Minter shared with the Commission that there was currently a sale pending on this property. The potential new use was consistent with a permitted use in the HC Zone. At this time, there have not been any discussions about further dividing this site once it is sold. The potential new purchases does not pertain to this request. If the zone map amendment were to be approved, and the property was sold, either a site development plan or Stage 1 Plan would likely need to be submitted for the Commission review.

Mr. Verst asked what would happen if the Commission approves the zone map amendment and then the sale were to fall through. If nurseries, landscaping and/or hardscaping are not permitted uses in the HC Zone, what does this mean to the current business since it is now a non-conforming use? Do they have to cease operation? Mr. Smith advised that the current use would become a non-conforming use if the zone map amendment were approved. The property owners could continue what they have been doing on the property since it began prior to the zone being changed. They just would not be allowed to enlarge or expand, but they could continue any existing use on the property. With a sale pending, any new use would need to comply with the Highway Commercial Zone. Ms. Minter replied that was why, in the Additional Information for Applicant portion of the staff report, we added item #3 which states: "No substantial changes to non-conforming structures or signs will be permitted without bringing them into compliance with the Zoning Ordinance." They are basically stuck as they are currently are.

Ms. Harding asked if either the current zone or proposed zone created an increase in traffic over the other. In essence, if we approve the zone map amendment, would the traffic in that area increase or decrease significantly. Ms. Minter stated that we do not require traffic studies as part of the requirement for zone map amendments. The zone is not going from a residential to a commercial or industrial use which might convey an increase in traffic in that location, but going from industrial to commercial would be a very comparable change in that area. Mr. Stapleton stated that he is very familiar with this site and has been in that vicinity many times. Smith & Jolly has a fairly regular clientele. It is his opinion that a change to the HC Zone would not impact the

traffic in that area and that he feels that HC Zone is an appropriate zone for this site. Ms. Minter commented that staff could offer no guarantee the new use would increase or decrease traffic as it exists today.

Mr. Verst asked if there were any other questions for staff. There being none, Mr. Verst advised the Commission that this was a public hearing tonight and the applicant would have an opportunity to speak and then audience members would be free to comment on this request. With that, Mr. Verst asked the applicant to step forward and identify themselves for the record.

Mr. Joe Kramer, Cardinal Engineering, 1 Moock Road, Wilder, stepped forward and identified himself as the representative for the applicant. Mr. Kramer advised the Commission that staff has created a very accurate presentation of this site. This parcel is the remnant of a parcel left by the industrial park to the east after the relocation of US 27. Given this separation from the industrial park, we feel that this zone is inappropriate; and the HC Zone would be a more appropriate zone for this property and that the proposed zone does comply with the Comprehensive Plan. Other than that, Mr. Kramer had no other comments and offered to answer any questions the Commission may have.

Mr. Verst asked if there were any questions of the applicant. There being none, Mr. Verst asked if anyone else wanted to speak as a representative for the applicant. There being no one, Mr. Verst asked if anyone in the audience wanted to speak either for or against or neutral regarding this issue.

Mr. Seth Cutter, 4905 Holtz Drive, Cold Spring, KY, stepped forward and identified himself as the President of the Economic Progress Authority; as a neighboring parcel; but as also in our work for economic development. Mr. Cutter concurred with staff's recommendation of the applicant's request. This is an issue, as Mr. Kramer just mentioned, for all those parcels affected by the realignment of the highway to consider. Something that our group (the Campbell County Economic Progress Authority) took action on in our February 9th, 2016 meeting and relayed to staff in March was that we are taking the position that all those tinier parcels, including ours, that are nonconforming as to size and/or setback would really be better represented by the HC Zone. It is a more appropriate zone as Mr. Stapleton had mentioned. This is especially representative, as one of the last items in staff's recommendation noted, of the decrease in the marketability of those parcels that have been affected. We are actively looking at this issue ourselves. With the Tyson plant on the east side of 27, it would certainly make sense with this size of parcel that the HC Zone seems much more appropriate. We fully support the applicant's request for a zone map amendment.

Mr. Verst asked if anyone else wished to speak. There being no one remaining in the audience, Mr. Verst closed the floor for comments and opened the floor for discussion among the Commission. Mr. Verst asked if there were any questions or comments to discuss. There being none, Mr. Verst called for a motion. Mr. Stapleton made a motion to approve the request for case #31-16-ZMA-02 by Smith & Jolly Properties for a zone map amendment on their property at 10225 Alexandria Pike to go from the Industrial One Zone to the Highway Commercial Zone and recommend that the Campbell County Fiscal Court adopts the Zone Map Amendment portion of the submitted request. Mr. Smith asked Mr. Stapleton what the bases for his recommendation was. Mr. Stapleton stated that based on the information contained in the staff report and testimony heard tonight. Mr. Verst asked if there were any questions or comments on the motion as proposed. There being none, Mr. Verst called for a second. Ms. Harding seconded the motion. A roll call vote found Ms. Blake, Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst stated that the next item on the agenda was to approve training. Ms. Minter stated that Commissioners, Board Members and staff have been very busy since our January meeting. Ms. Minter asked the Commission to entertain a motion approving the training as follows:

- **CC&MP&ZC**

- Larry Barrow [1.0 hr] Cincinnati Bell & CCP&Z: Small Cell Wireless Communications (1.0 hr)
- Dennis Bass [1.0 hr] Cincinnati Bell & CCP&Z: Small Cell Wireless Communications (1.0 hr)
- Deborah Blake [11.5 hrs] KLC: P&Z Training to meet HB 55 Requirements (8.0 hrs); APA: Urban Agriculture & Food System Planning Training Disc (2.5 hrs); Cincinnati Bell & CCP&Z: Small Cell Wireless Communications (1.0 hr)
- Steve Stapleton [3.5 hrs] Independent Study: Signs (2.5 hrs); Cincinnati Bell & CCP&Z: Small Cell Wireless Communications (1.0 hr)
- Mark Turner [2.0 hrs] NKAPC: Ky. Agriculture Law Training Disc (2.0 hrs)
- Justin Verst [9.0 hrs] KLC: P&Z Training to meet HB 55 Requirements (8.0 hrs); Cincinnati Bell & CCP&Z: Small Cell Wireless Communications (1.0 hr)
- Michael Williams [8.0 hrs] KLC: P&Z Training to meet HB 55 Requirements (8.0 hrs)

- **CC&MBOA**

- John Fessler [10.0 hrs] Introduction to BOA Training (2.0 hrs); KLC: P&Z Training to meet HB 55 Requirements (8.0 hrs)
- Roger Mason [2.0 hrs] Urban Agric. & Food Systems Planning Training Disc (2.0 hrs)
- Scott Bachmann [3.0 hrs] NKAPC: BOA Training Disc (3.0 hrs)

- **Staff**

- Cindy Minter [8.0 hrs] Cinti Bell & PDSKC: Cell Tower Regulations (1.0 hr); STARR: Floodplain Development Permit Review (1.0 hr); STARR: Inspecting Floodplain Development (1.0 hr); KAMM: Regional Training (5.0 hrs)
- Kirk Hunter [1.0 hr] Cinti Bell & PDSKC: Cell Tower Regulations (1.0 hr)

Mr. Verst called for a motion to approve training. Mr. Barrow made a motion to approve the training as stated by staff. Mr. Verst asked if there were any questions or comments on the motion as proposed. There being none, Mr. Verst called for a second. Mr. Stubbs seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Mr. Verst called for the Director's Report.

DIRECTOR'S REPORT

Ms. Minter advised the Commissioners that this was going to be a very busy summer. The Fiscal Court has asked staff to review several items for the Commissions consideration, but there are other items that need to be updated and/or revised. Currently, staff has several ongoing text changes that have been in the works as a result of changes to legislation at a federal level or changes in technology that require additional considerations by the Commission. As you are aware, staff has been working on the following items:

- Article XIX Fee Schedule (*County*)
- Article IX Section 9.28 Cellular Communication (*County + Cities*)
- Article XIV Sign Regulations (*County + Cities*)

- Subdivision Regulations (pavement)

In addition to these items, staff would like to request that the Commission make a motion to authorize staff to review and consider alterations to the following items:

- Article IX Section 9.24 Flood Protection (*County + Cities*)
- Article XVII Amendment Procedure (*County + Cities*)
- Article IX Section 9.11 Home Occupations(*County*)
 - Article X Section 10.1 A-1 Zone
 - Article X Section 10.2 R-RE Zone
- Article X Section 10.1 A-1 Zone (*County*)
 - Permitted or conditional uses for event facilities
- Article VII Definitions (*County + Cities*)

Staff would perform research and identify areas that may need to be updated or changed. Those items would come before the Commission for their review and approval. If the Commission were so inclined to approve any of those changes, their approval would be forwarded to the Fiscal Court and/or City for their consideration and adoption.

Mr. Verst asked if there were any questions or comments on the request for a motion as proposed. There being none, Mr. Verst called for a motion to approve staff to review and consider updates to the items listed above. Mr. Barrow made a motion to approve the request as indicated by staff. Mr. Smith asked Ms. Minter is there was an independent consultant review the sign regulations as reflected in Article XIV. Ms. Minter stated that staff has not hired any consultants, but they were reviewing changes made in neighboring communities for their revisions. Mr. Verst asked if there were any other questions or comments on the motion. There being none, Mr. Verst called for a second. Mr. Stapleton seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Ms. Harding, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in favor of the motion. No one abstained. Motion passed.

Ms. Minter concluded her report by advising the Commission there would be a meeting on May 10th, 2016 regarding changes to the current fee schedules to streamline the process to correlate with revised applications rolled out in January 2016.

Mr. Verst asked if there was any other business to discuss before they recessed. There being no other comments, Mr. Verst called for a motion to adjourn. Mr. Barrow made a motion to adjourn. Mr. Stubbs seconded the motion. An oral vote found everyone in favor, none opposed. Motion passed. Meeting adjourned at 7:43 PM.

Respectfully Submitted,



Cynthia Minter
Director of Planning & Zoning

Approved:



Justin Verst
Chair