

# CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION

**AUGUST 9, 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 July 12, 2016 minutes.
5. Old Business
  - A. FILE NUMBER: 143-16-TXA-02  
APPLICANT: Campbell County & Municipal Planning & Zoning Commission  
REQUEST: A proposed amendment to the Sign Regulations for the Unincorporated Campbell County as well as the Cities of Crestview, Melbourne, Silver Grove, Southgate and Woodlawn
6. New Business
7. Approval of Training
8. Director's Report
9. 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.

## **Calendar Notes**

**Tuesday, September 13<sup>th</sup>  
7:00 PM**

**Monthly Public Hearing / Business Meeting**

*The deadline to submit applications for this agenda is 4:30 PM on Aug 12<sup>th</sup>.*

**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION  
MINUTES OF THE AUGUST 9, 2016 MEETING**

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Ms. Cynthia Minter, Director  
Ms. Stephanie Turner, Recording Secretary  
Mr. Matt Smith, Legal Counsel

**MEMBERS ABSENT:**

Mr. Dennis Bass  
Ms. Lauri Harding

**STAFF ABSENT:**

Mr. Kirk Hunter, Principal Planner

Mr. Verst called the meeting to order at 7:05 PM. Mr. Verst called for a roll call. The roll call found a quorum was present. Following the Pledge of Allegiance, Mr. Verst asked if everyone had reviewed the July 12, 2016 meeting minutes and asked if there were any additions or corrections. There being none, Mr. Verst called for a motion. Mr. Williams made a motion to approve the July 12<sup>th</sup> meeting minutes as submitted. Mr. Barrow seconded the motion. Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Mr. Stapleton, Mr. Stubbs, Mr. Williams, Mr. Barrow and Mr. Verst in favor of the motion. Mr. Turner abstained. Motion passed.

Mr. Verst proceeded to the next item on the agenda which was case #143-16-TXA-02, a request by the Campbell County Planning & Zoning Commission to update the sign regulations.

Mr. Verst asked if the Commission cared to make a motion to take this case from the table for discussion this evening. The Commission agreed. Mr. Verst called for a motion to remove the case from the table and present it for discussion among the Commission. Mr. Williams made a motion to remove case #143-16-TXA-02, a request by the Campbell County Planning & Zoning Commission to update the sign regulations, from the table for discussion this evening. Mr. Verst called for a second. Mr. Stapleton seconded the motion. Mr. Verst asked if there were any comments or questions on the motion. There being none, Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in agreement. No one opposed or abstained. Motion passed.

Mr. Verst reminded everyone that this was a public hearing, but noted for the record that there was only one (1) audience member tonight. Mr. Verst asked Ms. Minter to present the staff report. Ms. Minter presented the staff report as follows:

File Number: 143-16-TXA-02  
Applicant: Campbell County & Municipal Planning & Zoning Commission  
Request: Proposed update to Article XIV, Sign Regulations of the Campbell County Zoning Ordinance

Ms. Minter reminded everyone that at our June 14<sup>th</sup>, 2016 meeting, staff presented a proposed text change to Article XIV, Sign Regulations. We tabled the case that evening to allow for additional research and consideration. Originally, we anticipated bringing this case from the table for discussion at our July 12<sup>th</sup>, 2016 meeting. Unfortunately, due to the lateness, the case was again tabled. Staff has used the comments, concerns and discussions that occurred between the Commission, staff and the public testimony heard that evening to make additional revisions to the proposed text for Article XIV, Sign Regulations.

Staff will be requesting that the above listed case be brought off the table to the floor for additional discussion.

Proposed Text Amendments:

Per the attachments. (Copy Attached To These Minutes)

The attachment is the most current copy including highlights of points the Commission wanted to discuss in more detail, items added as a result of comments from legal counsel, as well as other information submitted to staff.

Recommendation:

To recommend the proposed text amendments to the county or city legislative body for adoption into their respective Zoning Ordinances.

Supporting Information/Bases for Staff Recommendation:

1. Per Kentucky Revised Statutes KRS 100.207 and KRS 100.211, the Campbell County & Municipal Planning & Zoning Commission has the authority to recommend that adoption of text changes to the county or city.
2. Pursuant to the Campbell County Zoning Ordinance Article XVII Amendment Procedure, the Planning and Zoning Commission has the authority to amend the zoning ordinance.
3. Proper notice of the public hearing has been given in accordance with KRS 424 and Article XVII Amendment Procedure of the Campbell County Zoning Ordinance.
4. The proposed changes are consistent with the 2008 Campbell County Comprehensive Plan Update and the Campbell County Subdivision Regulations.

Ms. Minter advised the Commission it would be easier to leave the Power Point presentation and go directly to the Word document for review and editing. The Commission agreed. Ms. Minter began the review with Section 14.0 Scope of Regulation. After input from legal counsel, at our review of this text, we changed the title of this section to "Purpose and Interest Served:" and changed the introductory into the sign regulations.

Ms. Minter asked if anyone had any additional comments, questions or changes they wanted to propose to this section. There being none, Ms. Minter began to proceed to Section 14.1. Mr. Verst asked Ms. Minter if the Commission could skip this section temporarily and go to Section 14.2 General Rules, Regulations and Limitations. As he recalled, the Commission really got stuck on some of the definitions the last time. Maybe by reviewing the general rules first, it would better serve us to identify what really needs to be defined. Mr. Verst asked if anyone on the Commission minded skipping the definitions for right now and revisiting it later in the meeting. No one objected to this change.

Ms. Minter proceeded to present the proposed text changes to Sections 14.2 and 14.3. There was much discussion among the Commission regarding the true intent of the sign regulations; promoting the well-being and safety in regards to traffic flows; and the opportunities for businesses in Campbell County to promote their services. Ms. Minter returned to Section 14.1

Definitions. The Commission found it was much easier to review and propose changes to the definitions having completed their review of sections 14.2 and 14.3.

Mr. Verst noted for the record that there was no audience members remaining at this time for public comment and asked the Commission if they wished to proceed to discuss this topic further or to table the discussion until the next regularly scheduled meeting. Ms. Minter stated that, while she wanted to provide an introduction to the remaining sections, staff needs input from the Commission before any further changes can be proposed. Ms. Minter explained that each jurisdiction's "classification" of signs was very different and did not always share the same characteristics. For that reason, staff has listed every classification that was encompassed in the different jurisdictions with the intent that the Commission could provide feedback on how to narrow down the differences to a more uniform regulation.

Mr. Verst thanked Ms. Minter and Mr. Smith for their hard work and consideration in the development and production of the proposed text. Due to the lateness of the hour, Mr. Verst asked if the Commission cared to make a motion to table this discussion until our next regularly scheduled meeting. The Commission agreed. Mr. Stapleton made a motion to table case #143-16-TXA-02, a request by the Campbell County Planning & Zoning Commission to update the sign regulations until our next regularly scheduled meeting. Mr. Verst called for a second. Mr. Barrow seconded the motion. Mr. Verst asked if there were any comments or questions on the motion. There being none, Mr. Verst called for a roll call vote. A roll call vote found Ms. Blake, Mr. Stapleton, Mr. Stubbs, Mr. Turner, Mr. Williams, Mr. Barrow and Mr. Verst in agreement. No one opposed or abstained. Motion passed.

Mr. Verst commented that there was no new business for discussion tonight and asked the Commission if they wished to take a short recess. The Commission agreed. Mr. Verst called for a motion. Mr. Barrow made the motion to take a brief recess. Mr. Verst called for a second to the motion. Mr. Stubbs seconded the motion. Mr. Verst called for an oral vote. An oral vote found all in favor, none opposed and none abstained. Motion passed. Meeting recessed at 9:35 PM.

Mr. Verst called the meeting to order at 9.39 PM. Mr. Verst called for the Director's Report.

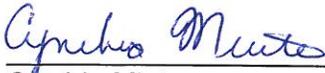
Ms. Minter stated that she did not have a Director's Report and there was no training to approve. Ms. Minter advised the Commissioners that they should have found handouts for Article XIX of the Zoning Ordinance and Article 5 of the Subdivision Regulations for changes approved earlier this year. Ms. Minter commented that the proposed text changes to Home-Based Businesses did have a first reading with the Fiscal Court and was scheduled for a second reading on August 17<sup>th</sup>.

Ms. Minter advised the Commission that the next meeting would be on September 13<sup>th</sup>. Mr. Smith would be on vacation at that time, but an alternate would be available to advise the Commission should any questions arise. Mr. Smith stated he did not feel it would be necessary to cancel unless the Commission so desired. The review of the proposed text changes are far enough through the process that the alternate should have no difficulty advising the Commission should it be needed. Ms. Minter stated that she would be on vacation in October and it is likely that meeting would be cancelled unless an application was received prior to that meeting.

Mr. Verst asked if there were any other items for discussion among the Commission. Mr. Stapleton reminded everyone that there was an event at A. J. Jolly Park this coming weekend

and invited all the Commissioners to bring their family and friends. Mr. Verst asked if there were any other comments. There being none, Mr. Verst called for a motion to adjourn. Mr. Turner made a motion to adjourn the meeting. Mr. Verst called for a second. Ms. Blake seconded the motion. An oral vote found all in favor, none opposed and none abstained. Motion passed. Meeting adjourned at 9:45 PM.

Respectfully Submitted,

  
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Cynthia Minter  
Director of Planning & Zoning

Approved:

  
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Larry Bartow  
Vice-Chair