

**MINUTES OF THE DANVILLE-BOYLE COUNTY PLANNING & ZONING COMMISSION MEETING
JULY 11, 2018**

The Danville-Boyle County Planning and Zoning Commission met for a regular meeting at Danville City Hall on Wednesday, July 11, 2018 at 9:00 a.m.

COMMISSIONERS PRESENT: Jerry Leber, Chairman
Jeffrey Baird, Vice-Chairman
Jim Boyd
Vince DiMartino
Susie Kelly
Terry Manon
David Walden

OTHERS PRESENT: Henry Smith, Attorney
Steve Hunter, Director
Jennie Hollon, Office Manager
Others

A. INVOCATION

Chairman Leber announced there was a quorum present and led the opening prayer.

B. CALL TO ORDER/ROLL CALL

Chairman Leber called the meeting to order.

C. APPROVAL OF MINUTES

Commissioner Kelly made a motion to approve the minutes of the June 6, 2018 meeting as presented. Commissioner DiMartino seconded the motion. Chairman Leber abstained, as he was not present at the June meeting. The motion passed 6-0 with 1 abstaining.

D. FINANCIAL REPORTS-MAY & JUNE 2018

The financial reports for May and June 2018 were presented for approval. Commissioner Manon made a motion to approve the reports as presented. Commissioner Kelly seconded the motion and it unanimously carried. A paid bills list (transaction detail by account check register) was included in the report.

E. LETTERS OF CREDIT

1. Amrabey-Reduction of Letter of Credit.

The Amrabey letter of credit will expire on August 2, 2018. The work remaining to be completed includes drainage and seeding. The letter of credit may be reduced to \$19,550, to cover the remaining work. Commissioner Baird made a motion to reduce the letter of credit to \$19,550. Commissioner Kelly seconded the motion and it carried unanimously.

F. SUBDIVISION APPROVALS

N/A

G. PUBLIC HEARINGS

N/A

H. NEW BUSINESS

1. BUDGET COMMITTEE REPORT- Final Budget FY 19

Commissioner Manon, Chairman of the Budget Committee, reviewed the Final Budget FY 19 (attached). Commissioner Walden made a motion to approve the FY 19 Budget. Commissioner DiMartino seconded the motion and it carried unanimously.

2. PERSONNEL COMMITTEE REPORT

None

3. ADVISORY COMMITTEE REPORT

None

4. BGADD MAPPING AGREEMENT FY 19

The Bluegrass ADD updates and edits the Planning & Zoning department's online mapping. An agreement for work during the next fiscal year is attached for no more than \$5,000. Commissioner Boyd made a motion to approve the Agreement. Commissioner DiMartino seconded the motion and it carried unanimously.

5. FEE SCHEDULE REVISION (effective July 11, 2018)

Director Steve Hunter reviewed the next phase of the Fee Schedule. Changes are notated in yellow on the attached fee schedule. Advertising fees have been increased, due to paper ads costing more. Fees for Residential Permits will be reduced from .16 per square foot to .10 per square foot. Any residential additions or accessory structures will be charged a flat fee of \$50.00. Also new, Agricultural Zoned Sites over 5 acres, as well as Agri-Tourism Projects, will be exempt from a zoning permit. The Commercial Rates will remain the same at .20 per square foot, since the department performs more site work for developments.

Commissioner Baird made a motion to approve the Fee Schedule. Commissioner Kelly seconded the motion and it carried unanimously.

6. FY 19 WORK PLAN

Director Steve Hunter reviewed the Planning Staff Work Plan FY 2018-2019. Nine goals were listed, as well as 5 additional work plan options. (attached)

7. LEGAL SERVICES RFP

A Request for Proposal for Legal Services was presented to the Commissioners, as recommended by the Budget Committee. Commissioner Manon stated that legal services comprise a sizeable expense in the budget at 10%, making it the seconded highest expense next to personnel. Therefore, the Budget Committee is advising that the department reevaluate legal service contracts on a regular basis, to ensure competitive rates and wise spending of taxpayer money. Attorney Henry Smith asked that the Commission address any concerns or dissatisfactions with Smith Law Offices. Chairman Leber stated that the Commission has been extremely pleased with the current services provided by Bruce and Henry Smith over the past 17 years, and the only concern is expense.

Commissioner Walden stated that he felt that the department had an obligation to release an RFP for budget reasons.

Director Steve Hunter agreed that the current services provided have been excellent, and the Board of Adjustments has also been very satisfied with the current council. The concern is that \$20,000- \$25,000 per year in legal services is not sustainable, and he felt that it was important to have the attorney at every meeting.

Commissioner Di Martino advised that while another firm may offer a cheaper rate, a new firm could cost more in the long run, due to more research and time needed, with less experienced staff. Hunter assured the Commission that the choice of an Attorney will not be based on cost alone. A scoring system, which weighs heavily on Planning & Zoning experience, will be used for all applicants interested.

Commissioner Manon made a motion to release the Request for Proposal for Legal Services. Commissioner Walden seconded the motion. The Commission voted by a raise of hands, with four (4) in favor of the RFP for Legal Services (Baird, Boyd, Manon, Walden) and three (3) opposed (Kelly, Leber, DiMartino). The motion passed 4-3 and the RFP will be mailed out July 13, 2018.

8. MAY ZONING PERMITS

9. OTHER NEW BUSINESS

Steve Hunter shared a power point presentation concerning the Kroger/Liquor Barn stretch of development. The Planning Director, City Engineer, Police Chief and KDOT met in July. One fatality has occurred so far in this area. The frontage road is very close to the highway, creating a problem where very few cars can stack to exit the development. A frontage road needs to be 180 feet back, Hunter stated. It has been proposed to build a road connection to the neighborhood behind Goodwill. Then, the state would add a light at Belinda. Chairman Leber suggested that the existing light by Kroger be adjusted to 30 seconds. DiMartino suggested a no left turn on the far left (West) end exit of the frontage road.

10. ANNOUNCEMENTS

Ann Ferguson commended Steve Hunter and the Commission for taking the time to think about, discuss, and look for solutions to the traffic safety issues around Kroger.

I. ADJOURN

This concluded the business scheduled on the agenda. Commissioner Boyd made a motion to adjourn at 10:05 a.m. The motion was seconded by Commissioner DiMartino and unanimously approved upon voice vote.

To view the meeting in its entirety please go to www.danvilleky.org and search for videos.

Prepared by:

JENNIE L. HOLLON,
OFFICE MANAGER