

**Legislative body.** The chief body of local government with legislative power within its jurisdiction. There are three (3) within Daviess County: the Owensboro City Commission, the Whitesville City Commission, and the Daviess County Fiscal Court.

**Major subdivision** is a subdivision of land that is of major planning significance to our community's future development, and usually involves new streets and other improvements; the Commission must approve major subdivisions. **Major/minor subdivisions** involve only water lines and fire hydrants, and the OMPC Director usually approves them in the office. After the applicant has recorded a **major subdivision final plat** in the County Clerk's Office, lots may be sold and title transferred.

**Minor subdivision** is a subdivision of land that is generally of minor planning significance to our community's future development because no new streets or other facility improvements are involved. The OMPC Director usually approves minor subdivision plats in the office. After the applicant has recorded a **minor subdivision plat** in the County Clerk's Office, lots may be sold and title transferred.

**Minutes.** These are the official, written record of all Commission business that is transacted in a regular or special meeting. The Commission Chairman and Secretary must sign them.

**Planned residential development project.** A use of land arranged, designed or intended as a residential development located on a single tract of land. It is planned as a single entity and is susceptible to development and regulation as one complex land-use unit.

**Preliminary subdivision plat** provides engineering details on various aspects related to the development of a major subdivision. However, the plat documents are not recorded with the County Clerk and

lots may not be sold or transferred until approval of a final plat (see major subdivision).

**Public facilities plan** is a plan for acquisition or disposition of land for public facilities, or changes in the character, location or extent of structures or land for public facilities. Review by the OMPC is mandatory, however, compliance with the recommendations of the Commission is voluntary.

**Quorum** is the number of members of the Commission required to be present to transact any official business, equal to a simple majority of the total membership -- six of ten.

**Subdivision Regulations.** The law, adopted by the planning commission, that governs the division of land and physical improvements that will be installed on developed property, such as streets, sewers, storm water facilities, other utilities, etc.

**Zone** is a portion of the territory within Daviess County within which particular regulations and requirements apply under the provisions of the Zoning Ordinance.

**Zoning change** is a request by the property owner, the OMPC, or the legislative body to amend the official zoning map as it relates to the zone of a particular piece of property. Regardless of origination of any proposed zoning change, the OMPC must make a recommendation. The OMPC recommendation becomes final 21 days after action unless a request is made for the legislative body to take final action.

**Zoning Ordinance** is the legal document adopted by the legislative bodies that governs current use of land and buildings, and the location of buildings and other structures upon parcels of land.



**Larry Boswell**  
OMPC Chair

## Welcome to the meeting of the Owensboro Metropolitan Planning Commission

Serving Owensboro, Whitesville, and Daviess County,  
Kentucky – [www.iompc.org](http://www.iompc.org)

### What is the Planning Commission?

The Owensboro Metropolitan Planning Commission, "OMPC" for short, is an agency of local government, established by a joint agreement of the City of Owensboro, the City of Whitesville, and Daviess County, Kentucky, pursuant to Kentucky Revised Statutes, Chapter 100 -- Planning & Zoning Enabling Legislation. The ten (10) OMPC citizen commissioners serve four (4) year terms. Owensboro appoints five (5) commissioners, Daviess County, four (4), and Whitesville, one (1).

### Purposes

The OMPC's primary purposes are to prepare and adopt a **comprehensive plan** for Owensboro, Whitesville, and Daviess County; to recommend adoption of **zoning ordinances**; to adopt **subdivision regulations**; and to consider and take action upon, **zoning changes, development plans, and subdivision plats**. These activities are listed in the **Typical Agenda** and are described under **Key Terms** on page 2. In addition, the OMPC administers building and electrical codes for Owensboro-Daviess County, including plan review, permits, inspections, and contractor licensing. These duties are performed under contracts with the City of Owensboro, Daviess County Fiscal Court, and the State. The OMPC employs a staff of thirteen.

**The OMPC meets regularly at 5:30pm, the second Thursday of each month, at Owensboro City Hall, 4th Floor Auditorium. The general public and news media are encouraged to attend.**

### Open Meetings Law

Requires that the public be admitted to any meeting of a public agency at which public business is discussed, or action is taken. **Special Meetings** may be called at any time by the chair. They are open to the general public and news media. **Closed Meetings** may be conducted to discuss pending or proposed lawsuits or personnel matters. The general public and the news media are not allowed to attend closed meetings.



**Mike Edge**



**Fred Reeves**



**Manuel Ball**



**Brian Howard, AICP**  
*Director*



**Larry Boswell**  
*Chairman*



**Irvin Rogers**



**John Kazlauskas**



**Lewis Jean**  
*Secretary*



**Larry Moore**  
*Vice-Chairman*



**Angela Hardaway**



**Beverly McEnroe**



**Terra Knight**  
*Attorney*

## Addressing the Commission

Any person wishing to be heard will be given an opportunity to address the Commission. However, because the meetings of the OMPC are "trial-like" proceedings, the minutes are taken by a court reporter to form an official record. Therefore, to address the Commission:

1. **The Chair must recognize you.**
2. **Step up to one of the podium microphones.**
3. **State your full name for the record.**
4. **The OMPC's Attorney will ask for your oath for the record.**

## Typical Agenda

1. Election of officers (January)
2. Consideration of minutes
3. Staff or other reports
4. Zoning changes
5. Development plans (if required to go to OMPC meeting)
6. Combined development plans/ major preliminary plats
7. Major subdivision plats
8. Minor subdivision plats
9. Major/minor subdivision plats
10. New business
11. Comments from Chairman, Commissioners, and Director
12. Closed session (if one is called)
13. Adjournment

## Key Terms

**Combined development plan/ major subdivision plat.** Combines the functions and requirements for development plans and preliminary subdivision plats in order to streamline the development approval process while not reducing the quality of the review.

**Comprehensive plan.** The document in which our community envisions its future. This document serves as a guideline that forms the basis for regulations such as the Zoning Ordinance and Subdivision Regulations.

**Contiguous.** In close proximity, but not necessarily abutting.

**Development plan.** Written and graphic material for the provision of a development, including any or all of the following: location and bulk of buildings and other structures, intensity of use, density of development, streets, ways, parking facilities, signs, drainage of surface water, access points, a plan for screening or buffering, utilities, existing manmade and natural conditions, and all other conditions agreed to by the applicant.

**Final Action.** OMPC recommendation on a zoning change becomes final action 21 days after the OMPC decision unless the a request is filed by the legislative body or by a citizen for the legislative body to decide the zoning change request. If a request is filed, the OMPC recommendation is forwarded to the legislative body for final action. The OMPC recommendation is forwarded to the legislative body for final action for the adoption of goals & objectives of the comprehensive plan and the text of zoning and subdivision regulations. All other actions taken by the OMPC are final, and not subject to approval by the legislative body. Any person or entity claiming to be injured or aggrieved by any final action of the OMPC or legislative body pertaining to zoning and subdivision matters may file an appeal in Circuit Court. All appeals shall be taken in Circuit Court within thirty (30) days after the action or decision, and all decisions that have not been appealed within thirty (30) days shall become final.

**Key Terms** continued on next page.