

1 OWENSBORO METROPOLITAN PLANNING COMMISSION

2 AUGUST 9, 2018

3 The Owensboro Metropolitan Planning Commission
4 met in regular session at 5:30 p.m. on Thursday,
5 August 9, 2018, at City Hall, Commission Chambers,
6 Owensboro, Kentucky, and the proceedings were as
7 follows:

8 MEMBERS PRESENT: Larry Boswell, Chairman
 Larry Moore, Vice Chairman
9 Lewis Jean, Secretary
 Brian Howard, Director
10 Terra Knight, Attorney
 Irvin Rogers
11 Beverly McEnroe
 Manuel Ball
12 Fred Reeves
 John Kazlauskas
13 Mike Edge

14 * * * * *

15 CHAIRMAN: I would like to call the August 9,
16 2018 Planning Commission meeting to order.

17 We always start our meeting with a pledge and
18 a prayer. Commissioner Edge will lead us in that
19 tonight.

20 (INVOCATION AND PLEDGE OF ALLEGIANCE.)

21 CHAIRMAN: Thank you, Commissioner Edge.

22 Since we are a quasi legal meeting, there's a
23 few housekeeping rules that I want to make everyone
24 aware of before we actually start our meeting.

25 If you wish to speak, please approach the

1 podiums, clearly state your name and be sworn in by
2 our counsel. It's very important that our
3 commissioner hears all the information very clearly so
4 Lynnette is able to have everything recorded. Direct
5 all your questions and answers to the chair,
6 especially if there's going to be multiple speakers.
7 Be respectful of others who may wish to speak, and
8 please stay on topic with all the discussions and the
9 comments and questions specific to the agenda item
10 that we're talking about.

11 All the commissioners hopefully have received
12 and read through the minutes from our July 12th
13 meeting. Are there any comments or discussions or
14 changes concerning those minutes?

15 (NO RESPONSE)

16 CHAIRMAN: There being none Chair is ready for
17 a motion.

18 Mr. Moore.

19 MR. MOORE: Move to approve.

20 CHAIRMAN: Move to approve by. Do we have a
21 second?

22 MR. EDGE: Second.

23 CHAIRMAN: Second by Mr. Edge. Any discussion
24 about the motion or the second?

25 (NO RESPONSE)

1 CHAIRMAN: There being none all those in favor
2 raise your right hand.

3 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

4 CHAIRMAN: Motion carries.

5 MR. HOWARD: I will note that the zoning
6 changes heard tonight will become final 21 days after
7 the meeting unless an appeal is filed. If an appeal
8 is filed, we will forward the record of this meeting
9 along with all applicable materials to the appropriate
10 legislative body for them to take final action.

11 -----

12 GENERAL BUSINESS

13 ZONING CHANGES

14 ITEM 3

15 9117 Aubrey Road, 0.397 acres
16 Consider zoning change: From B-4 General Business to
17 R-1A Single-Family Residential
Applicant: Scott Bean

18 MS. KNIGHT: Please state your name for the
19 record.

20 MR. PEDLEY: Trey Pedley.

21 (TREY PEDLEY SWORN BY ATTORNEY.)

22 PLANNING STAFF RECOMMENDATION

23 The Planning Staff recommends approval subject
24 to the findings of fact that follow:

25 FINDINGS OF FACT

1. Staff recommends approval because the

1 proposal is in compliance with the community's adopted
2 Comprehensive Plan;

3 2. The subject property is located in a Rural
4 Community Plan Area, where urban rural small lot
5 residential uses are appropriate in general locations;

6 3. The subject property is an existing lot of
7 record with adequate frontage along a public road;

8 4. At 0.397 acres the subject property does
9 not meet the current lot size requirements for a
10 septic system; however the applicant has received
11 approval from the Health Department permitting an
12 on-site septic system; and

13 5. The proposal is a logical expansion of
14 R-1A Single Family Residential zoning to the south.

15 MR. PEDLEY: We would like to enter the Staff
16 Report into the record as Exhibit A.

17 CHAIRMAN: Thank you, Trey.

18 Is there anyone here representing the
19 applicant?

20 (NO RESPONSE)

21 CHAIRMAN: Is there anyone in the audience
22 that would like to speak on behalf or in opposition of
23 this application?

24 (NO RESPONSE)

25 CHAIRMAN: Do the commissioners have any

1 questions concerning this application?

2 (NO RESPONSE)

3 CHAIRMAN: There being none the Chair is ready
4 for a motion.

5 MR. JEAN: I would like to make a motion we
6 approve based on the Staff Report and Findings of
7 Facts 1 through 5.

8 CHAIRMAN: A motion has been made by
9 Commissioner Jean for approval based on the Staff
10 Recommendations and Findings of Fact 1 through 5. Do
11 we have a second?

12 MR. BALL: Second.

13 CHAIRMAN: Second by Mr. Ball. Any discussion
14 or comment about the motion or the second?

15 (NO RESPONSE)

16 CHAIRMAN: There being none all those in favor
17 raise your right hand.

18 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

19 CHAIRMAN: Motion carries.

20 ITEM 4

21 2130 Breckenridge Street, 0.202 acres
22 Consider zoning change: From B-4 General Business to
23 R-4DT Inner City Residential
Applicant: Brandon Blade

24 MS. KNIGHT: Please state your name.

25 MS. EVANS: Melissa Evans.

1 (MELISSA EVANS SWORN BY ATTORNEY.)

2 PLANNING STAFF RECOMMENDATION

3 The Planning Staff recommends approval subject
4 to the condition and findings of fact that follow:

5 CONDITION

6 Install a 10-foot wide landscape easement with
7 a 6-foot tall continuous element and one tree every 40
8 linear feet along all common property boundaries.

9 FINDINGS OF FACT

10 1. Staff recommends approval because the
11 proposed R-4DT Inner City Residential zoning is more
12 appropriate than the current B-4 General Business
13 zone;

14 2. The subject property is located in a
15 Business Plan Area, where urban low-density
16 residential uses are appropriate in very-limited
17 locations;

18 3. The subject property has been used as a
19 residence for more than 60 years; and,

20 4. The proposed zoning change will bring the
21 property use that has exists on the site into
22 conformance with the zoning ordinance.

23 MS. EVANS: We would like to enter the Staff
24 Report into the record as Exhibit B.

25 CHAIRMAN: Thank you, Melissa.

1 Is there anyone here representing the
2 applicant?

3 (NO RESPONSE)

4 CHAIRMAN: Do any of the commissioners have
5 any questions concerning this application?

6 (NO RESPONSE)

7 CHAIRMAN: Is there anyone in the audience
8 that wishes to speak about this application?

9 (NO RESPONSE)

10 CHAIRMAN: There being none the Chair is ready
11 for a motion.

12 Mr. Rogers.

13 MR. ROGERS: Mr. Chairman, I make a motion for
14 approval based on Planning Staff recommendation with
15 one condition and Findings of Fact 1 through 4.

16 CHAIRMAN: A motion has been made for approval
17 based on the one condition and the Findings of Fact 1
18 through 4. Do we have a second?

19 MS. McENROE: Second.

20 CHAIRMAN: Second by Ms. McEnroe. Any
21 discussion about the motion or the second?

22 (NO RESPONSE)

23 CHAIRMAN: There being none all in favor raise
24 your right hand.

25 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

1 CHAIRMAN: Motion carries.

2 ITEM 5

3 1203 Center Street, 0.34 acres
4 Consider zoning change: From B-4 General Business to
5 R-4DT Inner City Residential
Applicant: Owensboro Health Regional Hospital

6 PLANNING STAFF RECOMMENDATION

7 The Planning Staff recommends approval subject
8 to the condition and findings of fact that follow:

9 CONDITION

10 Access shall be limited to Center Street with
11 no access permitted to East Parrish Avenue.

12 FINDINGS OF FACT

13 1. Staff recommends approval because the
14 proposal is in compliance with the community's adopted
15 Comprehensive Plan;

16 2. The subject property is located in a
17 Professional/Service Plan Area, where urban
18 mid-density residential uses are appropriate in
19 limited locations;

20 3. The proposed use, as a multi-family
21 development, conforms to the criteria for
22 urban-residential development;

23 4. Sanitary sewer service is available to the
24 subject property;

25 5. The proposal is a logical expansion of

1 R-4DT Inner-City Residential zoning to the south,
2 east, and west;

3 6. At 0.340 acres, the proposal is not a
4 significant increase in R-4DT Inner-City zoning in the
5 vicinity; and

6 7. With access limited to Center Street, the
7 proposal should not overburden the capacity of
8 roadways and other necessary urban services that are
9 available in the affected area.

10 MR. PEDLEY: We would like to enter the Staff
11 Report into the record as Exhibit C.

12 CHAIRMAN: Thank you, Trey.

13 Is there anyone here representing the
14 applicant?

15 (NO RESPONSE)

16 CHAIRMAN: Do any of the commissioners have
17 any questions concerning this application?

18 Yes, Commissioner Kazlauskas.

19 MR. KAZLAUSKAS: Maybe Staff can help us out
20 here.

21 It says "multi-family development consisting
22 of 48 one-bedroom units." Is that going to be
23 separate or is that going to be in one building or is
24 there a development plan?

25 MS. EVANS: The hospital currently owns most

1 of the properties on this block. There are some
2 houses that are individually owned still. They have
3 an overall plan. If they gain access to these other
4 lots that they don't currently own to development the
5 48 one-bedroom units, it's my understanding that their
6 intent is then to close that alley as well, and I
7 believe it will be in one building, but we do not have
8 any sort of development plans or site plans or
9 anything like that, conceptual plans submitted at this
10 point. That's just what they have written in their
11 application.

12 MR. KAZLAUSKAS: Then they would be old and
13 the administrative by the Owensboro Health Regional
14 Hospital, right?

15 MS. EVANS: I don't know that. I don't know
16 the answer to that question. I just know that the
17 hospital owns the corner property which is proposed
18 for rezoning tonight and the vacant parcels that are
19 in that block they own also. I don't know if they
20 would own and operate the development if it came to
21 that or if someone else would.

22 MR. KAZLAUSKAS: Thank you.

23 CHAIRMAN: Yes, Commissioner Reeves.

24 MR. REEVES: My question, and you may not be
25 able to answer this, Melissa.

1 I'm assuming this number of units would not be
2 on this one lot because they certainly couldn't have
3 the required parking on a third of an acre; is that
4 correct?

5 MS. EVANS: That's correct. You know, their
6 overall plan is to obtain all those lots, close the
7 alley, I believe. Probably consolidate all of those
8 into one large lot and then do that development, but
9 all of that is contingent on, you know, obtaining
10 ownership of those lots that they don't currently even
11 own.

12 In my conversations, I think they're applying
13 for grant money to do something. So my conversations,
14 this was kind of the first step that with this lot not
15 zoned inner-city residential like the other lots, this
16 was the first step that had to be done before they
17 could even start applying for any grants or anything
18 to start the ball rolling on this development.

19 MR. REEVES: That answered my other question
20 too. Thank you.

21 MS. EVANS: You're welcome.

22 MR. HOWARD: And I'll add that whenever they
23 do submit, you know, it would require a final
24 development plan that would have to be reviewed by our
25 Staff. All the utilities and the Engineering Staff

1 and we check with the city engineers office and those
2 to see if a Traffic Impact Study might be needed. So
3 we're exploring all of those things as well, but at
4 this point with just this small parcel it didn't
5 require any of those larger studies or plan type
6 documents.

7 CHAIRMAN: Thank you, Melissa.

8 Thank you, Brian.

9 Any other questions from the commissioners?

10 (NO RESPONSE)

11 CHAIRMAN: Is there anyone in the audience
12 that would like to step forward and ask questions
13 concerning this application?

14 (NO RESPONSE)

15 CHAIRMAN: There being none the Chair is ready
16 for a motion.

17 Mr. Reeves.

18 MR. REEVES: Motion to approve this
19 application based on Planning Staff Recommendation
20 with the Condition relating to the access and Findings
21 of Fact 1 through 7.

22 CHAIRMAN: A motion has been made by
23 Mr. Reeves for approval based on the one condition and
24 the Findings of Fact 1 through 7. Do we have a second
25 concerning this?

1 MR. EDGE: Second.

2 CHAIRMAN: Second by Mr. Edge. Any discussion
3 about the motion or the second?

4 (NO RESPONSE)

5 CHAIRMAN: There being none all those in favor
6 raise your right hand.

7 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

8 CHAIRMAN: Motion carries.

9 ITEM 6

10 3104 Fairview Drive, 0.502 acres
11 Consider zoning change: From R-1A Single-Family
12 Residential to B-4 General Business
13 Applicant: RKM, LLC

13 PLANNING STAFF RECOMMENDATION

14 The Planning Staff recommends approval subject
15 to the conditions and findings of fact that follow:

16 CONDITIONS

17 1. The existing residential access to the
18 subject property shall be closed at the time of
19 redevelopment.

20 2. Access to the property shall be in
21 compliance with the access management manual and
22 approved by the OMPC and City or County Engineer.

23 FINDINGS OF FACT

24 1. Staff recommends approval because the
25 proposal is in compliance with the community's adopted

1 Comprehensive Plan;

2 2. The subject property is located in a
3 Business Plan Area where general business uses are
4 appropriate in limited locations;

5 3. The proposed use as office conforms to the
6 criteria for nonresidential development;

7 4. The proposal is a logical expansion of
8 existing B-4 General Business zoning to the north and
9 east; and,

10 5. At 0.502 acres, the proposal does not
11 significantly increase the extent of general business
12 zoning in the vicinity and should not overburden the
13 capacity of roadways and other necessary urban
14 services that are available in the affected area.

15 MS. EVANS: We would like to enter the Staff
16 Report into the record as Exhibit D.

17 CHAIRMAN: Thank you, Melissa.

18 Is there anyone here representing the
19 applicant?

20 DR. MATHEW: Yes.

21 CHAIRMAN: Yes. Would you like to say
22 something about that?

23 MS. KNIGHT: Sir, could you please state your
24 name for the record.

25 DR. MATHEW: Roshan Mathew.

1 (DR. ROSHAN MATHEW SWORN BY ATTORNEY.)

2 DR. MATHEW: I would request approval based on
3 the Zoning Staff Report. It's just an expansion of
4 the already existing property that I own.

5 CHAIRMAN: Thank you, Dr. Mathew.

6 Do any of the commissioners have any questions
7 of Dr. Mathew concerning this application?

8 (NO RESPONSE)

9 CHAIRMAN: Is there anyone in the audience
10 that would like to speak concerning this application?

11 (NO RESPONSE)

12 CHAIRMAN: There being none the Chair is ready
13 for a motion.

14 Mr. Kazlauskas.

15 MR. KAZLAUSKAS: Motion for approval based on
16 Planning Staff Recommendations, Conditions 1, 2 and
17 Findings of Fact 1 through 5.

18 CHAIRMAN: A motion has been made for approval
19 based on Conditions 1 and 2 and Findings of Fact 1
20 through 5. Do we have a second?

21 MR. BALL: Second.

22 CHAIRMAN: Second by Commissioner Ball. Any
23 discussion or question about the motion or the second?

24 (NO RESPONSE)

25 CHAIRMAN: There being none all those in favor

1 raise your right hand.

2 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

3 CHAIRMAN: Motion carries.

4 ITEM 7

5 412, 422 East Second Street, 212 Clay Street, 0.61
6 acres, Downtown Core Overlay District

7 Consider zoning change: From R-4DT Inner City
8 Residential & I-1 Light Industrial to B-2 Central
9 Business

10 Applicant: Terry Woodward

11 PLANNING STAFF RECOMMENDATIONS

12 The Planning Staff recommends approval subject
13 to the condition and findings of fact that follow:

14 CONDITION

15 Access shall be limited to Clay Street only,
16 no access shall be permitted to West 2nd Street.

17 FINDINGS OF FACT

18 1. Staff recommends approval because the
19 proposal is in compliance with the community's adopted
20 Comprehensive Plan;

21 2. The subject property is located in a
22 Central Business Plan Area, where central business
23 uses are appropriate in general locations;

24 3. The subject property is located within the
25 downtown overlay district as adopted by the City of
Owensboro and the request is consistent with the
concepts of that plan;

1 4. The use of the property as a physical
2 therapy office is nonresidential in nature; and,

3 5. The B-2 zoning will promote the
4 redevelopment of the downtown area consistent with the
5 downtown master plan.

6 MS. EVANS: We would like to enter the Staff
7 Report into the record as Exhibit E.

8 CHAIRMAN: Thank you, Melissa.

9 Is there anyone here representing the
10 applicant?

11 MR. RINEY: Yes.

12 CHAIRMAN: Mr. Riney, would you like to say
13 anything on its behalf?

14 MR. RINEY: No, I'm good.

15 CHAIRMAN: Thank you, Mr. Riney.

16 Any commissioners have any questions
17 concerning this application?

18 (NO RESPONSE)

19 CHAIRMAN: Is there anyone in the audience
20 that would have any questions for which to speak about
21 this application?

22 (NO RESPONSE)

23 CHAIRMAN: There being none the Chair is ready
24 for a motion.

25 Mr. Moore.

1 MR. MOORE: Thank you, Mr. Chairman.

2 I move for approval based on Staff

3 Recommendation with the one condition and Findings of

4 Fact 1 through 5.

5 CHAIRMAN: A motion has been made by Mr. Moore

6 for approval based on the one condition and Findings

7 of Fact 1 through 5. Do we have a second?

8 MS. McENROE: Second.

9 CHAIRMAN: Second by Ms. McEnroe. Is there

10 any discussion concerning the motion or the second?

11 (NO RESPONSE)

12 CHAIRMAN: There being none all those in favor

13 raise your right hand.

14 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

15 CHAIRMAN: Motion carries.

16 FINAL DEVELOPMENT PLANS

17 ITEM 8

18 1535 Frederica Street, 207 Phillips Court, 0.820 acres
(Postponed from July 12, 2018)

19 Consider approval of a final development plan

20 Applicant: WBW Properties, LLC

21 MR. HOWARD: This item was postponed at the

22 July 12th meeting. We have a request from the

23 applicant's attorney to postpone this item again this

24 evening. It is an action that you'll need to take to

25 postpone until the September meeting, which is the

1 13th.

2 CHAIRMAN: So my understanding is we will need
3 a motion for postponement to move it to the September
4 meeting, correct?

5 MR. HOWARD: Yes.

6 CHAIRMAN: We need a motion for that.

7 Mr. Kazlauskas.

8 MR. KAZLAUSKAS: I make a motion to postpone
9 the item until the September meeting.

10 CHAIRMAN: A motion has been made to postpone
11 until the September meeting.

12 MS. McENROE: Second.

13 CHAIRMAN: Second by Ms. McEnroe. Any
14 discussion about the postponement or the second?

15 (NO RESPONSE)

16 CHAIRMAN: All those in favor raise your right
17 hand.

18 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

19 CHAIRMAN: A motion to suspend it until the
20 September meeting has been approved.

21 MINOR SUBDIVISION PLATS

22 ITEM 9

23 8466 Crisp Road, 5.18 acres
24 Consider approval of a minor subdivision plat.
25 Applicant: Thomas & Pamela Dickens, Keith Dickens

MR. HOWARD: This plat comes before you as an

1 exception to the 3 to 1 requirement. The existing lot
2 exceeds that. They're adding a little over 1.1 acres
3 to the back of it. They're not creating any new
4 building lots or any additional tracts with this
5 consolidation of additional property. So we would
6 recommend that you consider it for approval.

7 CHAIRMAN: Thank you, Mr. Howard.

8 Is there anyone here representing the
9 applicant?

10 APPLICANT REP: Yes.

11 CHAIRMAN: Would you like to say anything on
12 its behalf?

13 APPLICANT REP: Not unless you need me to.

14 CHAIRMAN: Thank you.

15 Do any of the commissioners have any questions
16 concerning this application?

17 (NO RESPONSE)

18 CHAIRMAN: Anyone in the audience would have
19 any discussion concerning this application?

20 (NO RESPONSE)

21 CHAIRMAN: There being none the Chair is ready
22 for a motion.

23 Mr. Jean.

24 MR. JEAN: Motion to approve.

25 CHAIRMAN: Motion to approve by Mr. Jean.

1 MR. ROGERS: Second.

2 CHAIRMAN: Second by Mr. Rogers. Any
3 discussion about the motion or the second?

4 (NO RESPONSE)

5 CHAIRMAN: There being none all those in favor
6 raise your right hand.

7 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

8 CHAIRMAN: Motion carries.

9 ITEM 10

10 5614, 5638 Lane Road, 3.14 acres
11 Consider approval of a minor subdivision plat
12 Applicant: Debra Kay Stevens

13 MR. HOWARD: This plat comes before you as an
14 exception for a lot which is a little over 1.8 acres.
15 They're creating what we call a flag lot. It does
16 have frontage on Lane Road, but it's a narrow frontage
17 that goes back to wider acreage in the back. The
18 existing parcel is a little over 3 acres so this will
19 allow for one additional building site on this
20 property. They have added a note to the plat that
21 says that the property won't be able to be further
22 subdivided without meeting the requirements of the
23 subdivision regulations. So with that we would
24 recommend that you consider it for approval.

25 CHAIRMAN: Thank you, Mr. Howard.

Yes, please.

1 MS. STEVENS: I'm Debra Stevens. This is my
2 property. My parents currently reside there in the
3 existing residence and my son is going to build a home
4 in the front. The property will always remain in the
5 family. I just wanted to come, you know, to tell you
6 all that because I know flag property is not a normal
7 thing for you.

8 MS. KNIGHT: Ms. Stevens, would you mind to
9 raise your right hand and I'll swear you in.

10 (DEBRA STEVENS SWORN BY ATTORNEY.)

11 CHAIRMAN: Does any of the commissioners have
12 any questions for the applicant?

13 (NO RESPONSE)

14 CHAIRMAN: Is there anyone in the audience
15 that would have any questions for the applicant?

16 (NO RESPONSE)

17 CHAIRMAN: There being none the Chair is ready
18 for a motion.

19 Mr. Reeves.

20 MR. REEVES: Move to approve this application.

21 CHAIRMAN: Move for approval by Mr. Reeves.
22 Is there a second to that?

23 MR. EDGE: Second.

24 CHAIRMAN: Second by Mr. Edge. Any discussion
25 about the motion or the second?

1 (NO RESPONSE)

2 CHAIRMAN: There being none all those in favor
3 raise your right hand.

4 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

5 CHAIRMAN: Motion carries.

6 ITEM 11

7 5892, 5910 Old Highway 54, 58.629 acres
8 Consider approval of a minor subdivision plat
Applicant: Connie Hagan & Francis E. Hagan

9 MR. HOWARD: This plat comes before you as an
10 except; although the acreage listed is quite large.
11 What's being proposed really is a lot in the upper
12 right-hand corner of the parcel, the northeast corner
13 there. It's a little over a tenth of an acre, but in
14 the area any lot that's under three-quarters of an
15 acre, you know, isn't allowed if it's not on sewer;
16 however, this lot is being created so that the sewer
17 utility can build some infrastructure on that
18 property. There's a notation on the plat that says
19 that it's for utility infrastructure only and it's a
20 non-buildable lot otherwise. So we would certainly
21 recommend that you consider this plat for approval.

22 CHAIRMAN: Thank you, Mr. Howard.

23 Is there anyone here representing the
24 applicant?

25 APPLICANT REP: I'm representing RWRA, if you

1 all have any questions.

2 CHAIRMAN: Thank you.

3 Any of the commissioners have any questions

4 concerning this application?

5 (NO RESPONSE)

6 CHAIRMAN: Anyone in the audience that would

7 have any questions concerning this application?

8 (NO RESPONSE)

9 CHAIRMAN: There being none the Chair is ready

10 for a motion.

11 Mr. Ball.

12 MR. BALL: Motion to approve.

13 CHAIRMAN: Motion to approve by Mr. Ball.

14 MR. JEAN: Second.

15 CHAIRMAN: Second by Mr. Jean. Any discussion

16 about the motion or the second?

17 (NO RESPONSE)

18 CHAIRMAN: There being none all those in favor

19 raise your right hand.

20 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

21 CHAIRMAN: Motion carries.

22 -----

23 NEW BUSINESS

24 ITEM 12

25 Consider approval of June 2018 financial statements

1 CHAIRMAN: All the commissioners hopefully
2 have received their financial statements and have had
3 a chance to look through those. Is there any
4 discussion about the financial statements or questions
5 from any of the commissioners?

6 (NO RESPONSE)

7 CHAIRMAN: There being none the Chair is ready
8 for a motion.

9 Mr. Moore.

10 MR. MOORE: Thank you, Mr. Chairman.

11 Move for approval.

12 CHAIRMAN: Move for approval by Mr. Moore. Do
13 we have a second?

14 MR. REEVES: Second.

15 CHAIRMAN: Second by Mr. Reeves. Any you
16 discussion about the motion or the second?

17 (NO RESPONSE)

18 CHAIRMAN: There being none all those in favor
19 raise your right hand.

20 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

21 CHAIRMAN: The final statements are approved.

22 ITEM 13

23 Comments by the Chairman

24 CHAIRMAN: The Chair really doesn't have much
25 in the way of comments other than if you went through

1 the financial statements I think it was pretty evident
2 that our Planning and Zoning department as a whole and
3 our director have done a great job on managing all of
4 the financial side and are leaving everybody in a good
5 position, very good position based on them working
6 really hard to try to be as fiscally responsible as
7 they can.

8 I commend, Brian, you and the department for
9 doing a great job on keeping the department well
10 positioned from a financial standpoint.

11 MR. HOWARD: Thank you.

12 CHAIRMAN: That's all I have from the chairman
13 side.

14 ITEM 14

15 Comments by Planning Commissioners

16 CHAIRMAN: Do any of the commissioners have
17 any comments?

18 (NO RESPONSE)

19 ITEM 15

20 Comments by the Director

21 * OMPC Fiscal Year 2018 Activity Report

22 MR. HOWARD: Each of you received in your
23 packet our year-end Activity Report. We generate one
24 of these every year to distribute not only to you all,
25 but we'll also send a copy to the local elected

1 officials as well. It just gives an overview of what
2 our office has done over the last fiscal year.

3 So the top portion is the Planning activities.
4 Of course, you can look through there.

5 Say, for example, under Zoning Changes, this
6 year we had 41. Quite an even split between city and
7 county. We had 19 in the city and 20 in the county, 2
8 within the City of Whitesville.

9 We did well over 200 subdivision plats this
10 year.

11 When you look at site plans and development
12 plans, those are quite heavily weighted towards the
13 City.

14 Final Development Plans we had 31 in the city
15 this year, this past year, and only 16 in the county.

16 Site plans we had 35 in the city and 16 in the
17 county.

18 So certainly more of those plan activities
19 taking place in the city jurisdiction.

20 We did 10 Conditional Use Permits, 17 Variance
21 applications, and various other things that you see
22 there.

23 On the building side we had a busy year there.
24 For part of the year we had four inspectors, but right
25 now we're running with three inspectors which is our

1 general staff load for inspectors.

2 For the year we had a little over 1,000 total
3 building permits. Over 1250 electrical permits, over
4 350 HVAC permits. So we had quite a busy year there.

5 Then the last section breaks down the building
6 inspection aspects of our office. So common the three
7 to four people that we had last year we did 6165 total
8 building inspections. Seems like every year when we
9 talk about this I do highlight the fact that all of
10 our building inspectors at least try to an have
11 achieved cross-training for them and cross-inspection
12 ability for them. We don't have one person that goes
13 out and does the building inspection and then another
14 person that goes out and does the electrical
15 inspection and a different person that goes out and
16 does the HVAC. All of our people are either currently
17 certified or are in the process of being certified to
18 do all three at the same time. So it makes the effort
19 of our inspectors I believe much more efficient and
20 time savings that we have over other communities that
21 don't do that.

22 I want to commend our Staff on what they do.
23 That's a lot of inspections that they deal with on a
24 daily basis among the three gentlemen that we have on
25 staff right now.

1 Does anybody have any questions about any
2 information or data that's included on this?

3 If not, like I said, we'll prepare a memo and
4 send it out to the elected officials early next week
5 so they can have a copy as well. Again, that's
6 something that we've done every year as part of our
7 year-end recap.

8 CHAIRMAN: I've got just one quick question.
9 I tried to find my records because I usually keep a
10 year and a half back of all of our meetings. I
11 couldn't find, how does this compare with last year's?

12 MR. HOWARD: It was a couple hundred less than
13 what we had last year, but it was on par with what
14 we've had over the last five, six years. We've been
15 pretty consistent as far as the total numbers of most
16 everything.

17 Since the upswing after the recession in the
18 mid to late 2000's and leading into the early '10 and
19 '11, we've seen a pretty consistent number year in and
20 year out.

21 CHAIRMAN: I think it really flows well in the
22 sense that we've got cross-trained personnel who
23 really take on a pretty good amount of these
24 inspections, but they're doing it efficiently and
25 working really hard to get these all taken care of in

1 the course of a year. Job well done for sure.

2 MR. HOWARD: It's worked out well. It's been
3 a couple of weeks ago, but I spoke with the head of
4 the building department for the City of Bowling Green,
5 you know, just to kind of talk about what they do.
6 We're always looking for ways to improve things. In
7 my discussion with him, you know, we looked at our
8 plan review process over the last six months. Our
9 plan review, that's where the builder comes in with a
10 plan set and Kyle Trunnell, our main plan reviewer,
11 he'll sit down with that plan set. Go through it,
12 look for all the pertinent stuff relating to building
13 code requirements. I would say our average over the
14 last six months for turnaround time on those in the
15 three to four day range, business days.

16 When I was talking to the folks in Bowling
17 Green, what I have to say or what I'll say comes with
18 a caveat. That they're a city agency and he says that
19 they actually work in some ways as a catch-all. So
20 one of the things that they have to do whenever a plan
21 set comes in for their plan review is they have to
22 check and make sure that they have a business license
23 with the city, and they do various and sundry other
24 things that's weighs upon other agencies. He says
25 that they try and get 85 percent of their plan review

1 comments and feedback to the applicant within 15
2 business days. So they're looking at three weeks on a
3 turnaround versus the three, four, five day
4 turnarounds that we do. Now, granted, they have other
5 things on their plate that they have to deal with as
6 well, but we still feel like with the dedicated
7 person, Kyle, that's all he does is review these
8 things all day every day. He's, you know, not getting
9 interrupted by the phone and all that stuff. He does
10 review plans. So we're able to get those turned
11 around quickly.

12 The other thing is on a single-family
13 residential permit application we turn those around I
14 would say 98 or 99 percent of the time within 24
15 hours. Often we can do them in the same day, but
16 otherwise it's the next day. Very rarely it might
17 take two days.

18 He said that they average, in Bowling Green
19 they average anywhere in the three to five day range
20 to get those turned around. They're within the city.
21 They've had a lot of building activity. They have a
22 dedicated person just like we do. They're busy.
23 We're busy. Everybody is busy, but we do, you know, I
24 think it does help that we have the dedicated staff
25 that specifically that's their job, to get these

1 things moved through the process.

2 I felt good after discussing that with the
3 folks down in Bowling Green. That, you know, we're on
4 the right track. They're on the right track. We're
5 all doing the best we can.

6 Just thought I would highlight some of those
7 numbers and some of that information for you guys.
8 Again, any time that you have questions or comments or
9 feedback or you hear things or whatever, just let us
10 know. Were always glad to hear feedback.

11 MR. REEVES: Just a couple of comments.

12 I had the opportunity with Mr. Jean to go to
13 the State Planning Conference this year. I will tell
14 you that this Planning Staff is the envy of the rest
15 of the state. Had dinner with folks and they again
16 and again about how much they respected this staff and
17 what they do.

18 Secondly, and I think Mr. Ball, what's so
19 important about that turnaround, that's money in your
20 pocket. Every day that builder is not building
21 something, that's interest they're paying. I think
22 that turnaround time is significantly important.

23 I hope when you send the report to the City
24 Commissioners and the Fiscal Court that you'll have a
25 cover letter to explain to them how important it is

1 that all of these inspectors are cross-trained.

2 MR. HOWARD: Yes, we do. I send a memo with
3 it and we will highlight that as part of what we send
4 them because it is important. The inspections and all
5 of that, it all goes hand in hand with how quickly
6 things move through the process.

7 Since you mentioned that, in Bowling Green I
8 asked them, you know, typically when somebody calls in
9 requesting inspection, we the majority of time can get
10 out the next day. They're in the same thing. They
11 get out the next day as well.

12 Again, we're all trying to get through and be
13 as quick and efficient as we can. Appreciate the kind
14 words from your experience at the State Planning
15 Conference. You know, we're doing our best. We're
16 not perfect. Nobody is perfect, but we are certainly
17 trying to do our best to expedite things, move things
18 along as quickly as we can.

19 CHAIRMAN: All great points, Commissioner
20 Reeves.

21 Any commissioners have any comments or
22 questions concerning this report?

23 (NO RESPONSE)

24 CHAIRMAN: There being none then we have the
25 most important motion to come up.

1 Mr. Edge.

2 MR. EDGE: Motion to adjourn.

3 CHAIRMAN: Motion to adjourn. Do we have a

4 second?

5 MS. McENROE: Second.

6 CHAIRMAN: Second by Ms. McEnroe. All those

7 in favor raise your right hand.

8 (ALL BOARD MEMBERS PRESENT RESPONDED AYE.)

9 CHAIRMAN: We are adjourned.

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