

**MINUTES OF THE DANVILLE-BOYLE COUNTY PLANNING & ZONING COMMISSION MEETING
April 6, 2016**

The Danville-Boyle County Planning and Zoning Commission met for a regular meeting at Danville City Hall on Wednesday, April 6, 2016 at 9:00 a.m.

COMMISSIONERS PRESENT: Jerry Leber, Chairman
William Baas
Jeffrey Baird
Clayton Denny
Logan Germann
Mary Ann Hollon
Susie Kelly
Terry Manon
Marion White

OTHERS PRESENT: Paula Bary, Director
Jennie Hollon, Administrative Assistant
Dan Steinhauer, Compliance Administrator
Others

Chairman Leber called the meeting to order and announced there was a quorum present. He then led the opening prayer.

1. MINUTES

Commissioner Manon made a motion to approve the minutes of the March 2, 2016 meeting as presented. Commissioner Baird seconded the motion and it unanimously carried.

OLD BUSINESS

No old business

NEW BUSINESS

2. MINOR PLATS

The following minor plats were presented for approval:

- a. Doctor's Fork Property Trust— The purpose of this plat was to survey tract 2 and divide it into 3 tracts (2A; 2B; & 2C). Tract 2C is to be combined with tract 1, and to off-convey tract 1C from tract 1 and off-convey tract 1B from tract 1. The property is located on Springfield Road, Perryville and is zoned AR-1. Commissioner Hollon made a motion to approve the plat as presented. Commissioner Baird seconded the motion and it unanimously carried.

3. WYNDEMERE PLACE PRELIMINARY PLAT

A plat for Wyndemere Place was presented by Dale Sheperon, AGE. The purpose of the plat was to create 12 lots for single family attached and detached dwellings. The property is located on Cottage Manor, Danville and is zoned NCC. The transitional yard was requested to be waived and the Commission agreed because the proposed development will be single family. Commissioner Hollon made a motion to approve the plat, subject to Earl Coffey's signature. Commissioner White seconded the motion and it unanimously carried.

4. WYNDEMERE PLACE FINAL PLAT

A final plat for Wyndemere Place was presented by Dale Sheperon, AGE. The purpose of the plat was to combine Tract I and Tract II. The property is located on Cottage Manor, Danville and is zoned NCC. Paula Bary stated that she had a draft of the covenants for the Homeowner's Association and they must be filed with the Final Plat. Mary Jaye, of 113 Cottage Manor, asked if the property line can be on the edge of her driveway and Paula said that it can, but there is a 7 ½ feet building setback. Mrs. Jaye had more questions for the builder and was asked to speak with him privately. Commissioner Hollon asked if the plat met all of the requirements and Paula said that all requirements have been met on the final plat except for signatures. Commissioner Germann made a motion to approve the plat, contingent upon Earl Coffey's signature, the owner's signatures (Charles and Mary Jaye), the covenants for Wyndemere Place being filed, and the required certificate #3. Commissioner Manon seconded the motion and it unanimously carried.

5. WAVELAND FINAL PLAT AMENDMENT

A final plat amendment for Waveland Subdivision was presented by Nancy Estes, Estes Engineering. The purpose of the plat was to off convey lot 11A from lot 11 and combine with tract B, creating tract 1B, and to combine the remaining portion of lot 11 with lot 12, creating lot 12A. The property is located at 115 & 117 Cheryl Lane, Danville and is zoned GR-A. Ms. Estes explained that she was presenting a landlocked parcel of land that needed road frontage to Cheryl Lane. Commissioner Germann asked if this was going to be a permanent piece of property with 25 feet of frontage, and Ms. Estes stated that it was. Commissioner Hollon questioned if 40 feet of road frontage was needed, and Paula stated that it can be 25 feet as a pre-existing non-conforming lot, because it increases the frontage from 0 feet to 25 feet. Commissioner Manon made a motion to approve the plat. Commissioner Kelly seconded the motion and it unanimously carried.

6. HIGHLAND COURT SUBDIVISION FINAL PLAT AMENDMENT

A final plat amendment for Highland Court Subdivision was presented by Dale Sheperon, AGE. The purpose of the plat was to combine lots 4, 10, 11, 11x and 12 into one tract. The property is located at 805 S. Fourth Street, Danville and is zoned HC. Paula pointed out that the survey certificate was different and the commission needs to adopt a resolution to accept this newer certificate. Dale explained that AGE uses GPS technology, and they are adding this new certificate that meets state guidelines. Paula reported that the second owner's signature (Paula Feistritzter) and Earl Coffey's signature are missing from the plat. Commissioner Baird made a motion to approve the plat subject to obtaining the signatures. Commissioner Germann seconded the motion and it unanimously carried.

7. SELF REFINDE SITE PLAN

A site plan for Self Refind was presented by Dale Sheperon, AGE. The purpose of the plat was to show improvements for self-storage units and a parking lot. The property is located at 805 S. Fourth St., Danville and is zoned HC. Paula pointed out that the address of the new owner is shown on the newest plats, as Paul Feistritz. Paula stated that a signature is needed from Earl Coffey, and Earl would like drainage to be required on plats. Doug's signature and seal are needed as well. Commissioner Manon asked if plans for lighting were included, so that light pollution would not be a problem. Paul Feistritz stated that all lighting would be affixed to the facility and no area lighting will be on the property. Gary Chidester provided landscape plans for the commissioners and noted the placement and height of the white pines and shrubs. Commissioner Hollon made a motion to approve the plat, contingent upon obtaining the necessary signatures. Commissioner Baird seconded the motion and it unanimously carried.

8. BLUEGRASS DRUG STORE SITE PLAN

A site plan for Bluegrass Drug Store was presented by Dale Sheperon, AGE. The purpose of the plat was to show a two story building for medical offices and a pharmacy. The property is located at 482 Whirlaway Drive, Danville and is zoned HC. Paula reviewed several items missing on the plat:

(a) Drainage needs to be submitted; (b) Earl Coffey's signature and utility certificate are missing; and (c) parking spaces must be 9 ft. x 19 ft. Commissioner Baird made a motion to approve the plat subject to drainage, Earl's signature, and corrected parking space size. Commissioner Germann seconded the motion and it unanimously carried.

9. FIVE B PROPERTIES SITE PLAN

A site plan for Five B Properties was presented by Dale Sheperon, AGE. The purpose of the plat was to show improvements for a chapel, storage building, and a gymnasium. The property is located at 2405 Lebanon Road, Danville and is zoned HC. Paula explained that the plat was technically correct, but needed Earl Coffey's signature. Paula asked if the first access was at least 125 feet. Dale said yes it was. Commissioner Manon made a motion to approve the plat, subject to Earl Coffey's signature. Commissioner Denny seconded the motion and it unanimously carried.

CHAIR BUSINESS

1. PRELIMINARY PLAT RENEWAL FOR CENTRE COLLEGE

James P. Leahey submitted a letter requesting the preliminary plat for Centre College (Walnut, College, Beatty and Russell Street) be renewed. The plat expired on March 18, 2016. Commissioner Germann made a motion to renew the plat for one year. Commissioner Baird seconded the motion and it unanimously carried.

2. THE WOODS AT BALLS CREEK PLAT RENEWAL

Floyd Van Cook submitted a letter requesting the preliminary plat for The Woods at Balls Creek to be renewed. The plat expired April 2, 2016. Commissioner Germann made a motion to renew the plat for one year. Commissioner Hollon seconded the motion and it unanimously carried.

3. PAYMENT OF BILLS

A list of bills in the amount of \$2,433.35 was presented for approval. Commissioner Hollon made a motion to pay the bills. Commissioner White seconded the motion and it unanimously carried.

4. FINANCIAL REPORTS

The financial reports for February 2016 were presented for approval. Commissioner Hollon made a motion to approve the reports as presented. Commissioner Kelly seconded the motion and it unanimously carried.

5. COMPREHENSIVE PLAN UPDATE

Paula updated the commissioners on the status of the Comprehensive Plan. Paula shared that Chapters 6 & 7 have been requested from the City Engineer's office since September 2015. Chapter 6 is mostly done, except for the sections that include updates for the City of Danville facilities. Earl Coffey had a consultant help gather information on the Transportation section, and he wants to review the material further. Commissioner Hollon asked if there have been changes from the last Comp Plan in these areas. Paula stated that there have been changes, so we do need to continue to wait for these final updates. Chairman Leber will meet with the City Manager to help assist with completion of the Comp Plan.

6. CITY COMMISSION BUDGET PRESENTATION FEEDBACK AND REQUESTS

Commissioner Manon reviewed the attached document (A.) in detail, to discuss the March 16th City Commission request for Planning & Zoning to consider a 5-day work week. Currently, the office operates Monday-Thursday 8:00am-5:00pm and is open during lunch. Commissioner Manon addressed the Mayor's main top three concerns, which consisted of questioning the department's population growth numbers (State Census numbers which show little population increase), a desire to share funding with the county 50/50, and his concern with projecting a growth-friendly image in Danville. Paula shared that a written agreement does exist between Perryville, Boyle, and Danville for funding, but is not followed. Perryville no longer participates, the City of Danville has approved increases over the last few years, but the County has not approved increases. The Mayor indicated a willingness for additional funding, to open the office 5 days, but wanted to split the cost with the County.

Commissioner Manon then reviewed the pros and cons of four possible schedule alternatives for the Commission to discuss. Chairman Leber asked if the Mayor has approached Paula about the window being open to the public. Paula stated that the Mayor and one City Commissioner made the request to have the window open. Commissioner Germann commended Commissioner Manon for his outstanding presentation and research. He felt like the true issue at hand was the cost of being open and public perception of Planning & Zoning.

Schedule alternative (a.) has been followed for the last 6 years, which consists of a 4-day work week. Paula stated that she had not received any complaints about being closed on Fridays. Professionals, such as surveyors and engineers are aware of the 4-day schedule and have their needs fully met on those days, in a single visit, because the department is fully staffed.

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Schedule option (b.) to fully staff the office on Fridays, would cost an additional \$36,200. Commissioner Manon and the Budget Committee felt that it was not a good use of taxpayer money to open the office for 5 days, fully-staffed, with permit levels being what they are. Staffing levels would exceed workload. The back of attached document (A.) shows a 2 year average comparison of zoning permits and government funding from 2006-2007 (pre-recession) to 2014-2015 (current levels). The department's largest source of revenue is from zoning permits, and permits are half as many in 2015, compared with 2006.

Schedule option (c.) consisted of having one full-time employee and option (d.) consisted of staggering existing staff. Option (d.) had been tried in the past and customer needs were not met on partially-staffed days. Both options had many cons and result in a reduction in customer service to professionals. Also, only 15-25% of customers could be fully helped on a partially staffed day, resulting in multiple trips to the office to fully satisfy their requests.

Commissioner Hollon asked the engineers present if one person could answer their questions and if they needed the office to be open on Fridays. Professionals represent 75% off Planning and Zoning's business. Nancy Estes and Dale Sheperson shared that while they do have questions on Fridays, they can wait until Monday. Realistically, one person would most likely not be able to take care of their needs. Commissioner Denny stated that only providing an open window, with customers not being fully served, is worse than not being there at all. Paula Bary reiterated that the staff does different jobs, and many questions can only be fully address by her. Janice Scott shared that at the EDP community meeting, Planning & Zoning had positive feedback from the community, about their needs being met.

Commissioner Manon made a recommendation to go with option (a.) No change to the current budget proposal; office is open 4 days/week. Commissioner Hollon added that the numbers do not support 5 days. Commissioner Baird felt that an increase in days open could be looked at once business growth increases. Chairman Leber stated that the State's population numbers do not support much population growth, noting that aspirations for growth cannot change the current facts. Commissioner Germann said that we need to get permits up. Commissioner Baird added that building permits were 20% of what they were before the recession. Commissioner Hollon stated that new housing continues to be flat, in the Real Estate business. Commissioner Baas also sided to maintain the 4-day work week, with the current zoning/building permit levels. Commissioner White agreed with the 4-day week as well. Commissioner Germann made a motion to open a 5th day.

Commissioner Denny made a motion to stay with option (a.) No change to the current budget proposal. Office is open 4 days/ week. Commissioner White seconded the motion and it unanimously carried.

7. ELECT OFFICERS

Chairman Leber opened the floor for nominations for committees and officers for the 2016-2017 year. Commissioner Kelly nominated the entire slate as presented (see attached B.) Commissioner Baird seconded the motion and it unanimously carried. Commissioner Hollon (06/30/16) and Commissioner White (10/04/16) stated that they were planning on finishing their terms, but did not plan on being reappointed.

This concluded the business scheduled on the agenda. The meeting was adjourned at 10:20 a.m.
Prepared by:

JENNIE HOLLON, ADMINISTRATIVE ASSISTANT