

**MINUTES OF THE DANVILLE-BOYLE COUNTY PLANNING & ZONING COMMISSION MEETING
AUGUST 3, 2016**

The Danville-Boyle County Planning and Zoning Commission met for a regular meeting at Danville City Hall on Wednesday, August 3, 2016 at 9:00 a.m.

COMMISSIONERS PRESENT: William Baas
Jeffrey Baird
Clayton Denny
Logan Germann
Susie Kelly
Terry Manon
Marion White

OTHERS PRESENT: Paula Bary, Director
Jennie Hollon, Administrative Assistant
Others

Vice-Chairman Germann called the meeting to order and announced there was a quorum present.

1. MINUTES

Commissioner White made a motion to approve the minutes of the July 6, 2016 meeting as presented. Commissioner Baird seconded the motion and it unanimously carried.

OLD BUSINESS

No old business

Vice-Chairman Germann recused himself for the Germann Property Minor Plat. Commissioner Kelly moved to appoint Terry Manon as the Chair for this item on the agenda. Commissioner Baird seconded the motion and it unanimously carried.

2. MINOR PLATS

The following minor plat was presented for approval:

- a. Germann Property– The purpose of this plat was to create Lot 1 which is to be combined with the adjoining property of Glen Williams and to create Lot 2 which is to be combined with the adjoining property of William Johnson. The property is located on Shakertown Road, Boyle County and is zoned AR-1. Commissioner Denny made a motion to approve the plat as presented. Commissioner White seconded the motion and it unanimously carried.

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Commissioner Denny made a motion for Commissioner Germann to return as Chairman, for the remainder of the meeting. Commissioner White seconded the motion, and it carried unanimously.

CHAIR BUSINESS

1. PRELIMINARY PLAT RENEWAL- ST. JAMES ESTATES

Joedy Sharpe submitted a letter requesting the preliminary plat for St. James Subdivision to be renewed. The plat expires on August 16, 2016. Commissioner Baird made a motion to renew the plat for one year. Commissioner Kelly seconded the motion and it unanimously carried.

2. PAYMENT OF BILLS

A list of bills in the amount of \$2,283.55 was presented for approval. Commissioner Denny made a motion to pay the bills. Commissioner Baird seconded the motion and it unanimously carried.

3. FINANCIAL REPORTS

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

4. CREDIT CARD PROCESSING

Jennie Hollon shared about Lexis Nexis government credit card processing, the need for this option at Planning and Zoning and the improved customer service card processing would provide. The Boyle County Clerk's office is using Lexis Nexis Payment Solutions with great success. (see attachment on plan details) Commissioner Denny made a motion to accept Lexis Nexis credit and debit card processing services. Commissioner White seconded the motion and it carried unanimously.

5. COMPREHENSIVE PLAN UPDATE

Paula Bary stated that she has received no further information and continues to wait on City engineering to complete the Comp Plan. The City Manager said that he may assign someone else to collect the data needed to complete the Comp Plan.

6. RESOLUTION FOR NEW SURVEYOR'S CERTIFICATE (tabled 5/4/16)

Paula Bary asked for permission to proceed with working on a Resolution that would include language whereas surveyors would state that their certificate "meets state requirements". Surveyors are licensed by the state and they already sign off on a plat that they meet state guidelines. This new language in the Resolution would allow GPS and other new technologies in the future to be on the plat, and it would be the responsibility of the surveyor to meet state guidelines, since they are already required to do so. The Commission agreed with Ms. Bary and asked that she proceed with working on a resolution.

7. FISCAL YEAR 16/17 BUDGET REVISION

Attached are the revisions for 2016/2017 budget. Any changes are highlighted in bold font. Ms. Bary reviewed several changes, including a change in payroll salaries to allow for an overlap in employee training, a retirement, and a 4% raise to match the city and an additional 2% performance increase for Ms. Hollon. Professional fees were increased to invest in new zoning maps. Commissioner Manon and commissioner Denny, whom are on the Budget Committee, stated that they were satisfied with the budget revision. Commissioner Manon made a motion to approve the 2016/2017 budget revision as presented. Commissioner Denny seconded the motion, and it unanimously carried.

8. ZONING MAP UPDATE

Director Paula Bary reinforced the need for the department to invest in new zoning maps. The current maps have been outdated for years and around thirty new zone changes would be added to the maps. Street names would be added and the maps would also be available online. Bluegrass ADD prepared an outline of their scope of work and a copy of an agreement (attached). Completion of the maps would take an estimated 6 months. Commissioner Denny approved of the BGADD agreement. Commissioner Kelly seconded the motion and it unanimously carried.

This concluded the business scheduled on the agenda. The meeting was adjourned at 9:31 a.m.

Prepared by:

JENNIE HOLLON
ADMINISTRATIVE ASSISTANT