

**MINUTES OF A MEETING OF THE
FORT THOMAS PLANNING COMMISSION
HELD AT THE FT THOMAS CITY BUILDING
ON WEDNESDAY, JANUARY 17, 2024
6:30 P.M.**

PRESENT: Dave Wormald, Chairman
Pam Schweiss
Dan Fehler, Secretary
Tim Michel
Larry Schultz
David Gwisdalla (abstained from vote per 1st meeting)

ABSENT: Jerry Noran

ALSO PRESENT: Mark Stewart, Building Inspector/Zoning Administrator
Cheri Scherpenberg, G. S. Administrative Assistant
Tim Schneider, City Attorney

6:30 Business Meeting

Minutes – November 15, 2023

Members reviewed minutes from the November meeting. A motion was made by Tim Michel and seconded by Dan Fehler to approve the November 15, 2023 minutes as written. Motion carried 5-0.

Meeting Dates & Times for 2024

A motion was made by Dan Fehler and seconded by Tim Michel to approve the dates and time for the Planning Commission meetings to continue to be on the third Wednesday of each month at 6:30pm in 2024. Motion carried 5-0.

2024 Election of Officers

Dave Wormald was nominated to continue to act as Chair. Jerry Noran was nominated to serve as Vice Chair. Dan Fehler was nominated to proceed as Secretary. A motion was made by Tim Michel and seconded by Larry Schultz to approve the nominations of Planning Commission officers. Motion carried 5-0.

Zoning Code Update

Alisa Duffey Rogers reminded the audience that there would be an opportunity for additional community engagement for the public to ask further questions and make comments about the zoning code update to CT Consultants representatives at Ft. Thomas Coffee from 10am to 11:45am and 6-8pm each Thursday following the Planning Commission meeting date.

Alisa Duffey Rogers with CT Consultants delivered a Zoning Ordinance Update presentation. The presentation revisited the zoning ordinance update process and addressed the following draft ordinance sections:

Article I – General Provisions and Administration

- 1.0 Title, Purpose, and Application
- 1.1 Definitions
- 1.2 Establishment of Districts and Map
- 1.3 Powers and Duties
- 1.4 Development Plan Review Procedures
- 1.5 Zoning Permits & Certificates of Zoning Compliance
- 1.6 Conditional Use Permits
- 1.7 Appeals & Variances
- 1.8 Amendments
- 1.9 Nonconforming Uses, Lots, Structures, & Site Conditions
- 1.10 Waivers
- 1.11 Enforcement and Penalties

Article VII – Subdivision Regulations

- 7.0 Application and Authority of Regulations
- 7.1 Definitions
- 7.2 Subdivision Procedure
- 7.3 Preliminary Plat Requirements
- 7.4 Final Plat Requirements Including Improvement Drawings & Specifications
- 7.5 Design Standards for the Layout of Subdivisions
- 7.6 Improvements
- 7.7 Administration and Enforcement
- Appendices (Engineering Specifications)

Questions to the Commission:

Question: Are these sections appropriate for using the Equivalency Provision? Should applicants be able to use the Equivalency Provisions for other standards in the UDO?

Discussion: Alisa with CT said the equivalency provision is much more common in built out communities like Ft. Thomas. She recommended having an open policy vs restricted due to the unique properties in the city. Alisa said defined is easier to enforce, however grants no flexibility to accommodate unique situations and that the policy is not utilized often. Alisa with CT said it is the responsibility of the applicant to show why they are unable to meet a standard and the reason for the accommodation.

Continued Discussion: PC members discussed adding environmental controls and section 5.2 that covers the hillside development controls, if equivalency provisions are considered.

Question: Are you in agreement with the definitions as currently drafted or are there any concerns?

Discussion: PC members expressed no concerns with the definitions.

Discussion: PC members suggested that the current flood map is in need of updating. It was noted that an outdated version of the map from 1973 is currently being used.

Members from the audience in attendance to address the Board:

Joan Ferris, who resides at 66 Burney Ln., asked questions about certificates of appropriateness, interpretations of lawful and unlawfully established uses, the involvement of a Historical Preservation Consultant, the use of must, will and should in the UDO and the comprehensive plan.

Sharon MacKnight, who resides at 62 Miller Ln., asked about the review of the comprehensive plan in relation to the zoning code update.

Alisa Duffey Rogers with CT Consultants concluded this portion of the zoning code update.

Adjournment

A motion was made by Tim Michel and seconded by Larry Schultz to adjourn the meeting.

***** Minutes were approved with update. Adjustment was made to the motion carried sections stating 6-0. The update shows 5-0 and reflects David Gwisdalla abstaining from vote per first meeting attendance. *****

Approved: _____
 Dave Wormald, Chair Date

Secretary: _____
 Dan Fehler, Secretary Date