



ORIGINAL

**PLANNING & ZONING MEETING**  
**Minutes of May 16, 2023**

Chairperson Nick Reitman opened the regular meeting at 7:00 p.m. on the above date, with the Pledge of Allegiance and the following members answering roll call:

Present: Nick Reitman, Chair                      Sonny Markus                      Adam Lisowsky  
                 Michele Nelson                      Sam Ruebusch                      Derek Moore

Absent: Randy Nehus

Also Present: Megan Snyder, Administrative Clerk                      David Plummer, City Administrator  
                 Cindy Minter, CC Director of Planning & Zoning

**APPROVAL OF MINUTES – April 18, 2023**

**MOTION:** Derek Moore made a motion to approve the minutes of April 18, 2023, seconded by Michele Nelson. All in favor, the motion passed 6-0-0.

**VISITORS AND GUESTS – None**

**NEW BUSINESS**

**Future Revenue Source:** David Plummer proposed Planning and Zoning use the city general fund to pay their bills. The city has been budgeting a Planning & Zoning budget each year even though historically they have been self-funded. The city would work with the board to come up with a budget for the fiscal year. It was asked if the budget could be amended if something unforeseen occurred during the year. The Future Planning Committee was referenced regarding the work they are doing that could potentially impact Planning & Zoning. Mr. Plummer assured the board that could happen if the overall city budget did not go over by 5%. The board would like the overall budget to be \$20,000, with the categories being Legal, Engineering and Miscellaneous.

**MOTION:** Sonny Markus made a motion to accept the proposed budget for 2023-2024 of \$20,000 annually for the Planning and Zoning's general fund, seconded by Adam Lisowsky. All in favor, the motion passed 6-0-0.

**Campbell County P&Z:** Cindy Minter with Campbell County Planning and Zoning covered a list of services they provide in addition to the regular review of applications. Ms. Minter listed things from single zoning issues to entire sections that may need to be reviewed and overhauled as well as reviewing the Subdivision Regulations. They can also research training topics of interest and feed the board information to keep them informed. Mr. Markus pointed out the board already reviewed sign changes with City Attorney Mike Duncan.

Ms. Minter can suggest zoning topics, but she encouraged the board to offer topics to her and her team to research. They discussed limitations regarding signs requirements and parking has not been looked at regarding commercial parking. There was a question regarding mix used buildings with residential on top and commercial on the bottom and what the city zoning says. Ms. Minter suggested looking into sign ordinance, parking regulations, by laws, mix-used buildings. Ms. Minter brought up an issue she has discovered with the current residential zones considering housing that is hitting the market with Paired Patio Homes.

**MOTION:** Nick Reitman made a motion to look at the residential zone for paired patio homes, parking regulations, sign ordinance and by laws, with preference given to residential zone and sign ordinance, seconded by Michele Nelson. All in favor, the motion passed 6-0-0.

**UNFINISHED BUSINESS**

**Training:** Cindy Minter advised they are required to have 8 hours of training every two years. Suggested training may include day to day job, self-study research, in person training, and registering with the Kentucky American Planning Associations.

**INTERNAL BUSINESS**

**Treasurer's Report:** Mr. Reitman presented the Treasurer's Report for May 16, 2023, prepared by Randy Nehus.

<b>Beginning Balance</b>	<b>\$920.20</b>
Receipts	
Expenses	-542.25 CT Consultants Inv #220283-12
<b>Ending Balance</b>	<b>\$377.95</b>

**MOTION:** Adam Lisowsky made a motion to pay the invoices, seconded by Derek Moore. All in favor, the motion passed 6-0-0.

**MOTION:** Sonny Marcus made a motion to approve the Treasurer's Report dated May 16, 2023, seconded by Michelle Nelson. All in favor, the motion passed 6-0-0.

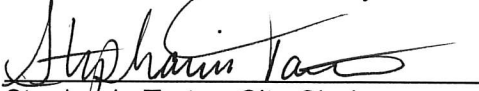
**City Council Report:** City Administrative Clerk Megan gave an update on the City Social Event.

**Other Business:** David Plummer advised that the police department is looking for a School Resource Officer.

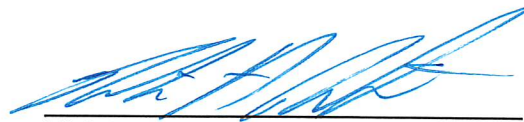
**ADJOURNMENT**

**MOTION:** Adam Lisowsky made a motion to adjourn, seconded by Derek Moore. All in favor, the motion passed 6-0-0. Meeting adjourned at 7:59 p.m.

Attested to and submitted by:

  
Stephanie Tarter, City Clerk

Dated 6/20/23

  
Nick Reitman, Chair

Dated 6-20-23

