

Cold Spring Planning & Zoning March 9, 2016

The regular meeting of the Cold Spring Planning and Zoning Commission was called to order by Chairman Peter Glenn. Pledge to the flag was led by the city clerk. Roll call showed the following present – Peter Glenn, Sam Conner, Robin Hahn, Steve Popovich, and Mark Stoeber – excused was Paul Stegeman. Also present were Attorney Brandon Voelker and City Clerk Rita Seger. New member Sam Conner was sworn into office before the start of this meeting.

Chairman Glenn pointed out the exits from the building, per Fire Department regulations.

The December 9, 2015 regular meeting minutes were reviewed by all. Steve Popovich made a motion to approve these minutes and Mark Stoeber seconded motion. All were in favor. Motion carried.

Peter Glenn stated there were no subdivision items, public facilities, public hearings, unfinished business, correspondence, or planning and zoning staff items.

Under Commission Items, Chairman Glenn stated that both Mark Stoeber and Steve Popovich received five hours of continuing education credits, per House Bill 55. Robin Hahn made a motion for approval and Sam Conner seconded the motion. All were in favor. Motion carried.

The next agenda item was Comprehensive Plan presentations. Cindy Minter, Director of Campbell County Planning & Zoning addressed the Commission. She stated that she had discussions with this Board in the past regarding our Comprehensive Plan, and we did an update in 2005 and a minor revision in 2010. It is time to update the Comprehensive Plan. We can again do minor revisions and update numbers, or we can do a full-fledged update.

Ms. Minter invited questions and comments from the Board Members. Peter Glenn asked Ms. Minter what her recommendation would be. She stated that it is good every other time to get your whole document put together. Right now, your Staff is working from both the 2005 plan and the 2010 supplement. There is a re-emergence of the economy, and with these changes going on it is timely to take a good look at our existing Comprehensive Plan and see where we want to be and do something more aggressive. Campbell County Planning and Zoning does not do Comprehensive Plans on a day to day basis. They deal with our zoning issues, subdivision issues, zone map amendments, and text amendments. They utilize our Comprehensive Plan every day and that is where their best efforts are. They are more than happy to help us with minor updates, and work our tables into a document, but with a more substantial update she encouraged the city to go for outside help. She stated that she will be glad to assist whomever we select.

Steve Popovich stated that there are several members of this Board who have no experience with this type of thing. He questioned if there was a summary of the Comprehensive Plan that would allow them to get the big picture. Cindy Minter stated that there is no summary of the Comprehensive Plan. It is the guiding document which serves as part of the regular process and also as a marketing tool for the city. A developer can decide if their style fits the city's style. From that prospective it is good to keep a clean document. The goals and objectives section is our vision statement of where the city wants to be. The other sections are the nuts and bolts that Staff could do for the city. They are in the process of updating these for Campbell County on a countywide basis. In the elements of the plan, you must look at the specific disciplines, see if the transportation plan fits into where you want it to be, consider utility management issues and these types of things. The last time that the city did a Comprehensive Plan you had not assumed control of the stormwater management. All of that molds into what you want your future land use plan to be, which is critical for Staff when they are evaluating a development. They are going to look at the land use and the goals and objectives and see if this development will fit and will match.

Steve Popovich asked if Campbell County assisted with another firm, would we then be working under two different contracts. Cindy Minter explained that if someone comes in for application, the county takes in a fee which is how they are compensated. If the city chooses to have Staff do additional services for the city, then they would charge us an hourly rate, but if it is just minor items they will help out. Since Staff will eventually have to implement documents on the city's behalf she wants to be involved so that she can understand the thought process going into it. If she has already created the data for the county, then that is public record and she will share it and there is not charge. But if you ask her to create something new, then there would be a fee incurred. The current version of the Comprehensive Plan was done by Northern Kentucky Area Planning Commission, who acted as the city's Staff at that time.

Mark Stoeber stated that the 2000 Comprehensive Plan was done by an outside consultant. He outlined our past Comprehensive Plans and strongly urged the Board Members to read it in its' entirety. He agrees that the city should have a full update of the Comprehensive Plan because the city has changed dramatically since 2005. The city has exponentially grown in population and development, and there is a completely different mindset. The critical components are the goals and

objectives and the land use. It is a marketing tool and if a developer sees that the styles don't match, he will go somewhere else. However the developer may look for discrepancies and challenge the zoning regulations and the Comprehensive Plan and you may find yourself involved in a huge debate and potential lawsuit over what this document meant. The Comprehensive Plan is a legal document, and every word in it may be challenged.

Steve Popovich agreed. Our new members have a lot of studying to do before we do anything. We can't react until we know the depth of the work involved, so we can't make a recommendation. Peter Glenn suggested that we hear all of the presentations tonight and afterwards we will have the conversation as to what would be our next step.

Cindy Minter stated that this is the regulatory process by the State of Kentucky. KRS 100 requires that every municipality update their Comprehensive Plan on a five year basis. The city has gone beyond their five year basis, but having this discussion acknowledges that you are already in that process. But the city doesn't really want to wait much longer. The Board should take action and get the process started, not necessarily tonight but very soon. It takes a lot of effort to put together a Comprehensive Plan. You can get challenged on your zoning issues and subdivision regulations, but the ones that our attorney usually has to deal with are the ones challenging the Comprehensive Plan.

Peter Glenn stated that Cindy Minter is a good resource that we can depend on and she has the experience, knows our community, and will be a valuable resource as we move forward. Brandon Voelker stated that the thing that this Board is being asked is for tonight is not to get into the nuts and bolts, but just in general asking if this Board wants a summary / update or a full-blown Comprehensive Plan. The details will get worked out later. That way council will know what your wishes are and allow the expenditure of funds. It does cost more money to do a full-blow plan than for a summary. The cost for a full-blow plan will be around \$40,000 to \$50,000 dollars.

Mark Stoeber stated that the city budgeted \$50,000 in 2005 and were going to budget that same amount for 2010. Usually, because of how your fiscal years change in July, it is usually \$25,000 in one fiscal year and \$25,000 in the next. Brandon Voelker stated the fiscal year 2016 / 2017 budget has not yet been approved, but as part of this discussion council will make that decision and provide the funding as needed. If Staff already has the general data, they will give it to us and save some costs. Cindy Minter stated from past experience that the amount we have budgeted for a community our size is right on the mark.

Mark Stoeber stated that with the Comprehensive Plan we have now, eighty percent of the pages are less than twenty percent of the cost. You will spend \$30,000 to \$40,000 dollars to determine about ten pages. Peter Glenn questioned if there was a Northern Kentucky Comprehensive Plan. Cindy Minter stated there are Comprehensive Plans for every jurisdiction. Campbell County Municipal Planning & Zoning incorporates several cities that share one planning commission and one document. Alexandria does their own document and Highland Heights has its data available to you. You may want to look as far as Ft. Thomas and Southgate and see what is going on with their trends and their goals and objectives. She has worked with the various cities, and has flagged some of the zoning issues that are in conflict with one another. She works very well with the zoning and subdivision regulations, but she needs the emphasis of what is in the city's Comprehensive Plan to help reinforce and make those changes. As a benefit, Cold Spring is now a contributor of the LINK-GIS system and she sits on that committee. You can see everybody's data and get that data electronically. Besides doing new aerials they are working on providing easement data so they will know where all of the easements are. She can help feed and guide whoever will be doing the Comprehensive Plan.

Robin Hahn questioned if other communities' Comprehensive Plans are online so that this Board can look at them. Cindy Minter said to check on each city's website. Also, she can get a hold of some of them and distribute to the Board members. Focus on the goals and objectives of the other cities and what their plans look like, particularly those that touch your border. Mark Stoeber requested that Ms. Minter put together the goals and objectives and land use for Alexandria, Highland Heights, Wilder, Southgate, Ft. Thomas and the County, along with population markers at 2000, 2005, 2010.

Steve Popovich questioned if there were certain regulations that we have to abide by, per Campbell County that overreach the city's. Ms. Minter stated the county doesn't overreach you. We start with KRS 100, then they push down to local jurisdictions, and from a local jurisdiction perspective, you have your Comprehensive Plan, your zoning ordinances, and maybe additional ordinances that influence it, and then you have the subdivision regulations. The Comprehensive Plan sets the big picture, the zoning regulations state the uses, and the subdivision regulations are how to build it.

Robin Hahn questioned how she would interact with this outside consultant. Ms. Minter stated that she can act in many different ways. She would like to be a part of any of our public hearings regarding this because she wants to understand what our thoughts are behind this document. If you want her to review chapters to help give comments to your consultants on your behalf she is willing to do that, however that is probably where she would charge us because that is

above and beyond. She will not direct the consultants, but will give her thoughts to this Board as to whether she thinks it is headed in a meaningful direction.

Mark Stoeber stated Ms. Minter's interaction would be critical from a variety of standpoints. He gave an example of the development of the Care Spring area, and the zoning and promises made by the city to the Sturbridge subdivision. When the developer came in they found significant conflicts in the Comprehensive Plan and that is one of the main reasons why we now have what is currently there. That Comprehensive Plan was written long ago when the city was only 1,000 people thick and it was reviewed rather casually. Brandon Voelker gave another example of how Matinee Boulevard came to be. The Comprehensive Plan included a Cold Spring Parkway. It was put on paper but had no sense of topography whatsoever. The Comprehensive Plan said we needed to connect to this road, but it would have cost a fortune to build because of the topography. It just wasn't viable and not good planning.

Peter Glenn requested we put this discussion aside and discuss an addition to the agenda. Brandon Voelker stated that KRS has zone changes and text. Zoning is designation and then we have text, which is what is allowed in the zone. By statute, the property owners, the City, or Planning and Zoning can apply for a zone change. As it pertains to text, there are only two entities, Council or Planning and Zoning who can apply for a text change. Generally you need to provide for all types of use in your zoning ordinance. He gave an example from several years ago of the sexually oriented business. One of the weaknesses of all of Northern Kentucky was that this use wasn't provided anywhere. The concern was that Larry Flint would come in and build and he could win in court because you have to provide for this use.

One of the issues that we have uncovered is that through the years of annexation we have some agriculture areas but it has never been put anywhere in our text. We do not have an agricultural zone anywhere, though some properties have four or five acres and have livestock. Brandon Voelker is asking if this Planning and Zoning Commission would be willing to sponsor a text amendment for Staff to study adding agriculture use as a conditional use in the R-RE zone. Cindy Minter has the expertise to come up with some conditional use controls for this Board to consider. We need a vote to have this Board sponsor that text amendment. Cindy Minter stated that we have already had some agricultural discussions come up. These users have brought up questions before and some have requested to be farm exempt which is a whole other layer of Kentucky statutes. We also have people ask about things such as having pigs, or chickens, or ducks, or goats. Those are all farm animals for agricultural uses, and if we can't control this somewhere as a permitted use, then by default they are allowed. She believes the best way to manage this is by adding an agricultural use as a conditional use of the R-RE zone rather than creating an agricultural zone. There are some properties now that will be grandfathered in, but if a new owner comes in and says they want to use their property for agricultural purposes or wish to expand an agricultural use with additional acreage, they will have to go before the Board of Adjustment where they will put under additional scrutiny to make sure that it fits in with the neighborhood.

Steve Popovich made a motion that this Planning and Zoning Commission sponsor a study on a text amendment adding agriculture use as a conditional use in the R-RE zone. Robin Hahn seconded the motion. Discussion followed.

Robin Hahn questioned why we wouldn't want to incorporate this. It sounds like a very good idea, but if there is no provision in there to raise farm animals it sounds like you can just do it. Brandon Voelker went back to the example of the sexually oriented businesses. They created a regional approach and Campbell & Kenton commissioned studies by a national consultant on where you need to have one, and actually they passed a moratorium for a period of time, so the two counties could get that plan in place. The United States Supreme Court has made it clear that you have to provide zoning for every use somewhere, but they were willing to allow a regional approach. The point is, we do need to provide for all uses somewhere in the city and the thought would be that if you do it as a conditional use, you have the layer of protection that the Board of Adjustment would make sure that it would not affect the general health and welfare of the neighboring properties. Mark Stoeber stated that the sexually oriented business issue went on for years before it ever presented itself. Sometimes you don't know the scale and scope of what happens once you open the door. The city was one of the final few to execute a sexually oriented business. The county had done the study, so all that the city did was access work that had already been done. The city looked into a variety of different things so that when we had the public hearing we knew and had more control as how that methodology had to go.

Cindy Minter stated that there are a couple of areas in the city that are acquiring more acreage which will be used for agricultural purposes. She wants the Board to be able to make decisions of where you want to be before you are faced with it. She said she will look at all of the pockets in the city that this may affect and will come back and share that information with this Board and show how you can manage it and get a consensus of where you are headed. Then she will write up the text and bring it forward at a public hearing. We need to do this within the next couple of months. Steve Popovich stated

that this may open a Pandora's box for other businesses that may want to sue and questioned if that was basically right. Mark Stoeber stated that there is a slight possibility but in cases such as this you sometimes just have to take this action.

Cindy Minter explained that she will first get the Board some education on this before she comes in and gives us her recommendation on the text change. She deals with agricultural issues in unincorporated Campbell County every day. You don't want a grain silo in the middle of Cold Spring. Understand what you want and are willing to have.

Peter Glenn stated that all we are doing now is to sponsor a study on a text amendment adding agricultural as a conditional use. We are not voting to allow this, just voting to sponsor the study. Roll call vote showed six yeses and nooes. **Motion carried.**

The next agenda item was a Comprehensive Plan presentation by consultant McBride Dale Clarion. Greg Dale addressed the Board. With him was Emily Crow, one of the senior associates with the firm. Mr. Dale said that they are providing us a portion of a proposal at the administration's request to update the Comprehensive Plan. He gave a summary of the history of McBride Dale Clarion. They had been in existence for 17 years and have 7 to 8 people, all planners, and have a national footprint, including Kentucky. Emily Crow would be the principal planner on this project if we choose to go in this direction. He reviewed and described various Comprehensive Plans which they have worked on. Their proposal for a Comprehensive Plan included Phase I which is project initiation, Phase 2 which is Research and Analysis, Phase 3 which is Plan Development, and Phase 4 which is Plan Review and Adoption. He described each of the various sections of each phase. An important component is that there should be a working citizens group that would act as an advisory committee to guide this project and provide feedback and act as a sounding board. Peter Glenn questioned if he were suggesting a group other than this Board. Mr. Dale stated that most communities like to form an advisory committee to advise the Planning and Zoning members. If this Board wants to be hands on in managing the process and feel like you have the time to deal with this, then he has no problem with the Board serving in that capacity. Peter Glenn questioned who the referenced stakeholder interviews they are referring to. Mr. Dale stated that they would sit down and ask who the key players are in the planning and development and community development process. It would involve representatives of neighborhood and community groups, representatives of chambers of commerce, or other business groups, maybe education leaders, or the faith community or an economic development group.

The current plan is data intensive and they would work to find out what the most important data, forces and trends are and analyze that information as needed. It is important to understand the nuts and bolts of research and analysis, and consider how we engage the broader community in this process, and who the key players are and how we are going to engage with the community. Mr. Dale provided the Board with the project budget and schedule. Prior discussions with administration suggested an approximate twelve month process, but they can do it faster if they are not having a lot of public meetings and process, but the question is can the community process it that quickly. Also they provided a cost estimate based on their experience. They are consultants and their business is time driven. They are happy to talk about ways that they can be more efficient and save time and budget. They only want to be compensated on the time that they have spent on this project.

Steve Popovich thanked him for his time. He questioned if there were any local cities that they have done this for and questioned which projects Ms. Crow has worked on. Mr. Dale reviewed cities in the nearby Ohio areas that McBride Dale Clarion has worked on, and Ms. Crow said that she has done significant work for the City of Montgomery on various projects, and she has also worked on several Ohio and Kentucky projects further out of the region, and she is doing a lot of work in Virginia and Tennessee.

Mark Stoeber stated that while he is not directly familiar with Mr. Dale, he is very familiar with his partner Ann McBride who is extremely competent and is very familiar with the city. McBride Dale Clarion worked as consultants for the city and did significant work on developing the MUPD zone with the Crossroads development. Greg Dale stated that a good part of his firm works with zoning codes and they write them almost as much as they write Comprehensive Plans. They have worked a lot with cities who are doing new emerging trends such as aging populations, re-using old centers, and trying to translate such things to land use regulations. Much of the work that they do is oriented towards the private sector and real estate communities, so having that understanding how the property owners and developers view the issues is very important.

Peter Glenn stated that one of the things discussed tonight is how inexperienced this Board is when it comes to working on a Comprehensive Plan. Greg Dale said that they do training of local planning commissions and they could easily start with some educational aspects just for the Comprehensive Plan. You have to understand what other communities have done. These plans are for your community, anticipating things for the future, and preparing yourself to respond. They have talked to the administrator about working closely with the County and taking advantage of the resources that they have already performed. It is not the brilliance of the plan but the extent to which it reflects your character and your consensus and

how it works for you. Emily Crow stated that they have the experience and get to the important answers that you need to have as a community. They have a good way to help facilitate the process of getting ideas on what your goals might be or your land use and then they have ideas on how to implement that. When questioned by Robin Hahn, Greg Dale replied that he is a Cincinnati boy, and grew up on the west side and he is a lifer.

Peter Glenn stated that there are some utilities that we don't have control over such as water and sanitary and questioned their experience with stormwater knowledge which the City of Cold Spring has taken on. There are things such as quality and quantity to take into consideration. Greg Dale replied that they are not civil engineers, but are planners who have worked with civil engineers for many years. Emily Crow can go toe to toe with any county or civil engineer. Emily Crow said she works with all of the people who provide services in the community. They are critical thinkers in understanding how the plan works, how it balances out, and she can work on a gap analysis and integrate it on the planning concept. Mark Stoeber stated that one thing that makes Cold Spring unique is that we took a tiger by the tail three years ago with the stormwater, and we have direct EPA compliance for consent to create for our stormwater that involves a lot of tactical and legal requirements. It also involves planning for the future as the EPA is changing their requirements for stormwater. A major change component from our current Comprehensive Plan is how stormwater compliance and envisioning can be rolled into all of the components. It would be harmful to our Comprehensive Plan if you did not bring a visioning and a level of knowledge and education of stormwater management. The city has highly technical experts that would have to be a part of this process, and he questioned what McBride Dale Clarion's level of direct experience has been with EPA compliance and stormwater management.

Emily Crow stated that she is working on a project in the Virginia Chesapeake Bay protection area, and there are a lot of water quality issues. She has worked on the whole natural systems, and drainage which all plays into that. She stated that they will always look to our local engineers and experts on what their expectations are in terms of how they are managing it. Mark Stoeber verified that she does have resources to access language as to how a true plan is supposed to fit. We would rely on them heavily, not to be the technical experts, but to integrate this into our plan. Brandon Voelker stated that we have a Technical Advisory Committee (TAC), and it sets budgets, decides issues and policies for subdivision infrastructure and things like that. We also have a Stormwater Advisory Committee to bring in business owners to give advice on what they experience. Emily Cross stated that the Comprehensive Plan should view what this community thinks of it but it may go beyond the ability of the Comprehensive Plan to address. There is a limited amount of resources and you need to prioritize big projects that the city wants to accomplish in a short long terms to achieve that vision. You might want to take on a technical stormwater management plan and that is where you bring in the civil and environmental engineers, and that is a separate process that comes out of the Comprehensive Plan. Brandon Voelker stated that there is a lot of data that we have had to obtain and we already have a lot of that technical information.

Mark Stoeber stated that Campbell County will be providing time over and above their contract, and someone will have to decide how much Campbell County will cost to assist this project. The flip side is the cost of our engineer / consultant for stormwater, and he will play an important role in providing necessary envisioning for the Comprehensive Plan. Peter Glenn verified that we will probably have to go out and incur costs to engage other consultants for stormwater. Mark Stoeber said that, from a fee and a scope prospect, this Comprehensive Plan will cost more than \$45,000.

Greg Dale stated that they are accustomed to and are happy to work in partnership. Cindy Minter commented that it is really important that you gather expertise in regards to stormwater and we would also need to gather expertise in regards to sanitation. We essentially have a self-imposed moratorium because we are not moving forward on traditional capacity on sanitary sewers. It is likely that during this process, that bubble gets broken and that path starts to move forward. That is a game changer for Cold Spring and if we can make progress with sanitation. Peter Glenn stated that he is sure the sanitation and water districts have long term plans that we will have to evaluate. Brandon Voelker stated he and the mayor met with SD1 last week and they have no plans to expand. They have said to go out, sell your product and get the development. That is the only way that you will get dollars and cents for your sewer. No developer is going to take on the cost of building this. If you just say that you hope to develop that area, they won't provide money for it.

From the standpoint of treatment, Cindy Minter stated that we have good capacity for that. It is getting it to the site that is the issue. The challenge with getting it there is our topography, and not only that our pipes vary in size. We have a combination of gravity, sewer and substation. Brandon Voelker stated that there are mechanisms out there that could be put in the Comprehensive Plan like developing a public / private partnership for development of infrastructure. Having private and public consults is going to be huge and is the only way that you are going to get your dollars and cents out of Frankfort. It is the only way that the last chunk of the city is going to get developed. A positive note is that the water pipes in this area are plentiful. Cindy Minter agreed that we do have good water. Mark Stoeber explained that in this stretch of the play is the final quadrant of US27 and the AA Highway across from Meijers. We had a proposal for a 300 million dollar development

and unfortunately it fell through and one of the major reasons was the utilities. We have nothing in there. Cindy Minter said that if the equation stays at the status that is now, then that property will probably never be developed.

Greg Dale said in talking to the city attorney and administrator that there were maybe six really key parcels that are going to drive a lot of this. Overall the land use pattern is probably not all that difficult but what to do with those pockets are the key. We should spend our resources by trying to identify those critical areas. Engaging in a community citizen participation is a substantial driver of consumer resources. It takes time and he questioned where this Board thinks we are in that spectrum. Peter Glenn stated that as far as citizen involvement in this community, it depends on the topic. Mark Stoeber stated that when the rest home was built, one of the smartest things was that they came to the city, and we brought the community in and we had a lot of turnout. It was a "not in my backyard" issue. His experience about our city is that the property owners have a lot of confidence in their officials and elected officials. They want a level of notification and input, but they view the city as the knowledgeable experts. His view of the city is that the generation of concepts and ideas as opposed to strategic envisioning is basically to get it down and let them have some form on input and communication and then move forward.

Peter Glenn asked which city was the most progressive city as far as uniqueness that McBride Dale Clarion have worked for, and if they could send us that city's plan or help us find it on their webpage. Mr. Dale said he could send the PDF and provide three or four examples. Each one is unique and different. They do not use a template. Ms. Crow said that our current plan is very thorough and has good information but the challenge is that nobody wants to pick up a document that is this long and read through it, and figure out how to make a decision based on this information. They try to make their plans highly graphic so that you have a simple, straightforward organization of information with the goals and objectives up front and have a nice solid implementation chart that you can work from and use those techniques so that the document is as user friendly for you as it is for a resident or a developer coming in and understanding what you want to do. Greg Dale stated that the expectations of graphic quality and text have changed on comprehensive plans. It still has to be smart and backed by good solid information. Cindy Minter showed a sample from our current Comprehensive Plan of our birth and population trends. You need that information but what you really need is how you compare to other counties and if you are growing up or down on your status. Make it a visual to see the information that you need, not all of the intimate details. Greg Dale asked what the process is now for moving forward.

Peter Glenn stated that it is now in our court as to which direction we want to go. Robin Hahn questioned how the budget proposal comes into play once we decide on a direction. Mr. Dale stated that typically they would work with someone to scope out the individual tasks. Steve Popovich questioned what decisions this Board plays with the Comprehensive Plan. Brandon Voelker stated that Planning & Zoning first adopts the Comprehensive Plan and then it goes to council. Council could then modify it or do whatever they choose to do with it.

Cindy Minter stated that you will spend a lot of time wordsmithing in the Comprehensive Plan and she will help with that if we ask her. She explained how they did the Campbell County Comprehensive Plan and how they took it down from a 26 page list of goals and objectives to an 11 x 17 document. They want everything in there to be meaningful. Greg Dale said there is a danger of just putting something in there for everybody and the next thing you know you have 17 pages of goals and objectives. This needs to be strategic and focused and not have it an encyclopedia.

Peter Glenn questioned on the Board on where they want to go from here. Robin Hahn questioned a previous discussion and said that basically we do not need to have multiple people to make the best choice. Brandon Voelker stated that this Board adopts the plan but it is the city that goes out and hires them. With a special service contract you do not have to go out for bid. As a preliminary matter this Board determines if you want to do a full-fledge review or a limited one.

Peter Glenn asked a motion. Mark Stoeber made a **motion to make a recommendation to council of a full review of the Comprehensive Plan.** Robin Hahn seconded the motion. Roll call vote showed six yeses and no noes. **Motion carried.**

Brandon Voelker stated that it is not out of line if this Board wants to ask council if you want to interview other firms or if you are content with McBride Dale Clarion. Based on tonight's meeting discussions you want to make sure that a scope of work will be developed with Campbell County's input so that you are not paying somebody to do something that the County can do for us. Cindy Minter recommended that you tighten your scope of services and get your arms around what you want to do, and then make the decisions of what you can negotiate from the various firms. Brandon Voelker stated that this body doesn't do any of that. It is the mayor's office responsibility. What comes down to is whether everybody is in agreement with this firm or another firm. Peter Glenn verified that we should define the scope of work first, and then the consultant. Cindy Minter stated that you need to narrow your scope first.

Mark Stoeber made a **motion that we recommend to council that we enter into a discussion with McBride Dale Clarion as Comprehensive Planning consultants with a cross functional group to determine the appropriate scope and cost, with that cross functional group to include a planning and zoning member, a council member, and the mayor.** He explained that we could go on for months getting into bureaucracy and he gets the impression that the group would like to engage McBride Dale Clarion. Peter Glenn seconded the motion. Discussion followed. Peter Glenn stated that these people seem well qualified and have been around town enough to know what they are doing. They have been vetted through the mayor and the administrator and put before this Board. We do not want to turn this into a lengthy process.

Robin Hahn stated that in 2005 we used Northern Kentucky Area Planning and he questioned what the negatives and positives were with them and why would we not use them. Brandon Voelker explained that they are located in Kenton County, and at that time they were the Staff for our City, which is what Campbell County Planning & Zoning now does for us.

Steve Popovich commented that from his experience in working with large corporations, it is not too often that a company will just take one bid or one proposal. If we are going to do our due diligence to the citizens of Cold Spring they would definitely appreciate a second look. It would be interesting to see if there is another consultant that has done some cities closer to home, and to see what some of the nearby outstanding cities did. We don't want to draw this out but there is not one thing more important than what we are doing tonight. We shouldn't rush into anything and he would be glad to search and find a couple of firms if it would help and let them talk to us. Peter Glenn stated that with this firm, we have seen their scope of work, but we haven't seen their product so it would be helpful if we could see some other Comprehensive Plans and see how we like them. Cindy Minter stated that on the other cities that we have asked for, she will go ahead and identify who the contractor was at the same time so that you will know who worked on them. McBride Dale Clarion is a very good firm and there are some that she would steer away from and if you stumble upon any of them she will tell you. Peter Glenn stated that we have to do our due diligence and review the plans from the neighboring communities.

Peter Glenn stated that we have made our recommendation back to council as far as what direction we want to go. Let us review some of these other Comprehensive Plans and then we will have better information for better discussion. Robin Hahn questioned how we would know what a comparative analysis would be if we just look at one. Peter Glenn stated if we look at the Comprehensive Plans of other cities that we are impressed with, we will start seeing things that we would like to mimic, and see if it is in line with what we want to do. Right now there are just too many gaps in our fact finding, and we don't have any information to draw upon.

Peter Glenn stated that we still have an open motion regarding this. Steve Popovich verified that with the current motion we would be suggesting to council that we employ McBride Dale Clarion. Mark Stoeber agreed that was his original motion. Robin Hahn stated that we are not employing them and we are not signing a contract with them. Brandon Voelker stated that this Board cannot enter into any kind of contract. Mark Stoeber explained that his motion is merely recommending to council that they enter into an agreement with McBride Dale Clarion but only after a cross functional group determines the proper scope level so that council can then determine the price involved. It will not come back to this Board.

Robin Hahn spoke as a small business owner that he has done work from both standpoints. Fifty percent of his work comes from places that won't use anybody else and they won't care what his price is because they like what he does. The other fifty percent is when he has to put together a proposal and compete with other people. It usually just comes down to the numbers and nothing to do with qualifications. If your number is lowest, then you are hired. We had a lot of discussion but didn't find out what their business model is or what the culture is, and we only know that one person is from Cincinnati area.

Mark Stoeber stated that being familiar with council budgeting, it is not an unlimited budget, and if somebody came in at \$70,000, he doesn't think that firm would be chosen. Peter Glenn stated that is not for this group. We recommend what we want and then it goes to council to take up. Brandon Voelker stated that the charge to this Board from council tonight was whether we wanted a full review or an update. Obviously the quick summary is a cheap fix.

Peter Glenn stated that we need to do what we feel is best to fulfill our vision. Steve Popovich stated that he wants to see if see another company who has done a similar project with a plan similar in size in this area, and he believes that is important and the citizens would appreciate. Mark Stoeber stated that we take the vote, and if it goes to McBride we have an answer and if it doesn't go to McBride he would suggest that we make the recommendation to council to allow Planning and Zoning to do due diligence in reviewing potential comprehensive planning groups. The technical side of it is that council doesn't need this Board's input on it at all. It is a professional service and council can do what they want, when they want, how they want, whatever they want, and they don't need our input.

Brandon Voelker stated that we are under some time restraints. We are past the five year mark. Peter Glenn stated that he trusts that the city administration vetted this company know that they have the expertise before they were even sent them us. Brandon Voelker stated he and the city administrator vetted them, and Mark Stoeber has dealt with them in the past and they have dealt with both the public and private sectors. Our biggest thing was just to give you an option of that type of mix. Obviously Cindy Minter's office is very busy and she stated tonight that she doesn't want to sit down and do a whole review. This was to bring you someone to come in, price things, and give you a different alternative if you want to go the full route.

Robin Hahn stated that he wants to have a review of the scope first and then give our opinion to hire this firm. Mark Stoeber reviewed his motion and recommendation. Council did not ask for this Board's recommendation on the firm. There is a chance that they are here just as a courtesy. What we are asked of the agenda and what we did earlier was to determine if we wanted a full-fledged Comprehensive Plan. He stated that his motion to recommend to council to enter into a discussion with McBride Dale Clarion was maybe out of line since it isn't on the agenda. Mark Stoeber suggested that he withdraw his motion. Peter Glenn refused and called for a vote on the motion. Roll call vote showed five yeses and one no – Steve Popovich. **Motion carried.**

Councilman Lou Gerding was present in the audience and stated that Cindy Minter had brought up the whole thing about narrowing down the scope of services. Right now council is not the group of people to narrow down the scope. Mark Stoeber and Robin Hahn have the experience. He questioned who this Board thinks should be the ones narrowing down the scope of services. He would like Cindy Minter to assist, even if council has to pay her extra for her expertise. Peter Glenn stated that he would prefer to use the more positive wording "to better define the scope of service" than narrowing it down since that has a negative connotation. Cindy Minter stated that the public consultant piece is a very expensive cost of the services. Sometimes you need to do it, but you can choose different ways. Some things that you choose are easy things that don't cost a lot of money and if they are meaningful to you then you keep them. There are other things that you might spend \$10,000 on but you need to consider what the product is that you are going to get out of it. It is really just figuring out where you focus is. You ultimately have to make the decision on what you want to spend your money on.

Mark Stoeber stated the right people have to get in the room and set the right scope. Lou Gerding asked what qualities they would recommend. Peter Glenn stated this group lacks experience and we need to call on those who have the experience. Mark Stoeber has it, and so does Cindy Minter. Mark Stoeber stated that Lou Gerding's length of experience will bring in some perspective. Also the mayor has to be involved because of his leadership. Peter Glenn brings other set of skills that no one else has. The whole concept is to get input. Lou Gerding stated that it wouldn't do good to have too many in this group.

Steve Popovich asked someone to define what they mean by scope. Brandon Voelker recommended letting council digest this first and then come back. Lou Gerding stated that he wants to tell council that this has nothing to do with whether or not we go with other bids, but before we hire anybody, we need get a scope of what we want so that they know what to bid on.

Peter Glenn verified that we have made our recommendation, it will go back to council, and they will either vote on accepting this Board's recommendation, or they can totally ignore this P&Z recommendation and choose who they want to be. Mark Stoeber stated that our recommendation will be more of an advisory issue, unlike our recommendation on a zoning issue where they have to vote on this Board's recommendation. Lou Gerding thanked the Board for their input.

Sam Conner made a motion to adjourn the March 9, 2016 Planning and Zoning meeting and Steve Popovich seconded the motion. All were in favor. Motion carried.

Respectfully submitted,

Rita Seger, City Clerk