



**CAMPBELL COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION  
MINUTES OF THE JUNE 16, 2020 MEETING**

**MEMBERS PRESENT:**

Mr. Larry Barrow, Vice Chair  
Mr. Justin Verst, TPO  
Mr. Roger Mason  
Mr. CJ Peters, Chair  
Mr. Mark Turner  
Mr. Michael Williams  
Ms. Sharon Haynes  
Mr. Dennis Bass

**MEMBERS ABSENT:**

Mr. Edward Stubbs

**STAFF PRESENT:**

Ms. Cynthia Minter, Director  
Mr. Kirk Hunter, Principal Planner  
Mr. Matt Smith, Legal Counsel  
Ms. Emily Woodward, Secretary

**Public Present:**

Mr. Bill Reis, Surveyor

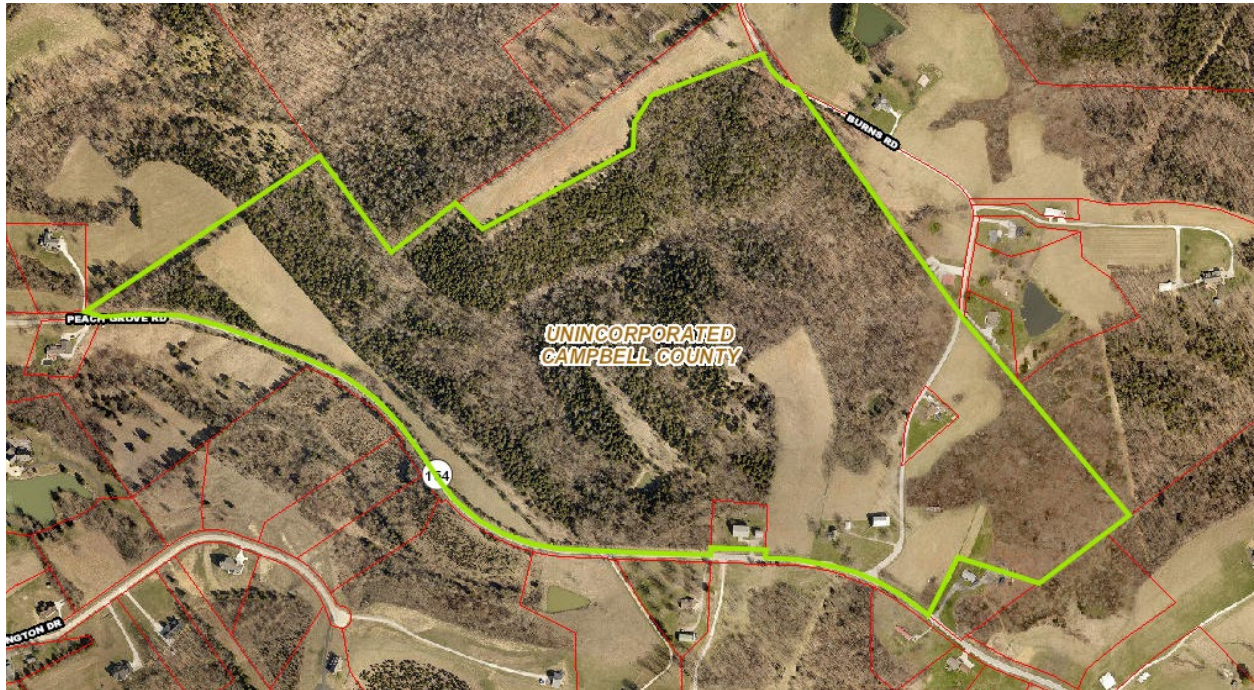
Mr. Peters called the meeting to order at 5:30 PM. Mr. Peters requested the secretary take attendance. The roll call found a quorum was present with Mr. Barrow, Mr. Verst, Mr. Mason, Mr. Mr. Peters, Mr. Turner, Mr. Williams, Ms. Haynes and Mr. Bass present. Mr. Stubbs was noted as absent.

Mr. Peters then asked if the Commissioners had been able to review the minutes from the March 10<sup>th</sup> meeting. With no comments from the commission, Mr. Barrow made a motion to approve the minutes as submitted. Mr. Verst seconded the motion, a roll call vote found all in favor, the motion carried and the minutes were approved.

Mr. Peters then introduced case 232-20-PPL-01, and turned the floor over to Mr. Hunter who presented the Staff Report as follows:

**Considerations:**

1. The site is situated in an area designated by the 2008 Campbell County Comprehensive Plan Update as Agricultural. The Campbell County Zoning Ordinance classifies the plat within the Agricultural-One (A-1) Zone.



*Figure 1: Vicinity*

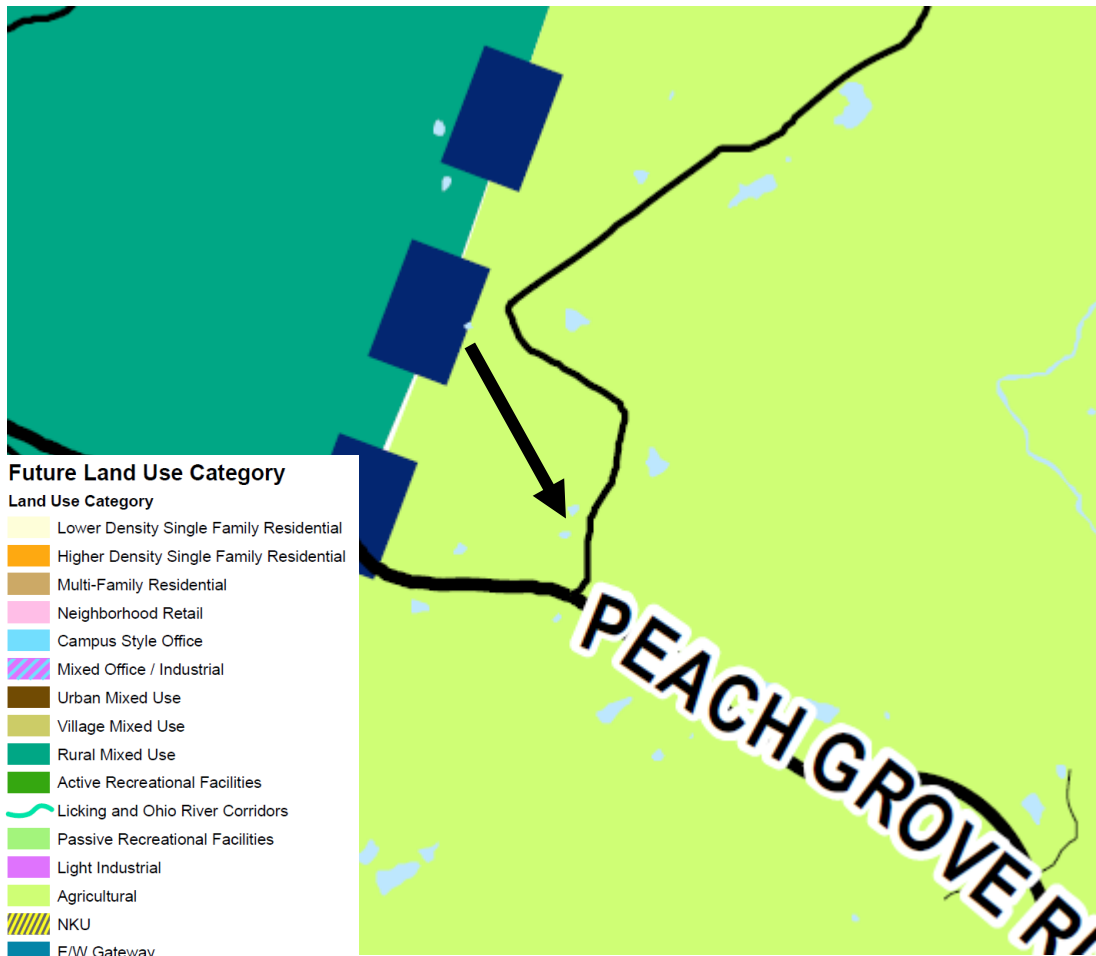


Figure 2: Future Land Use Map (Detail)

2. Review of the Preliminary Plat in accord with the Comprehensive Plan, Zoning Ordinance and Subdivision Regulations results in the following:
  - a. The plat indicates a proposal to subdivide two lots from the original parent tract. They include:
    - i. An 35.403-acre division along Peach Grove Road and:
    - ii. An 14.074-acre division along Burns Road.

**CLERK AND RECORDER'S CERTIFICATE**  
 I, Clerk of Campbell County, do hereby certify that this plat was this day presented to me in my office and acknowledged by them to be their act and deed was this day laid for record where upon same has been recorded this \_\_\_ day of \_\_\_\_\_, 2020.

Signature \_\_\_\_\_

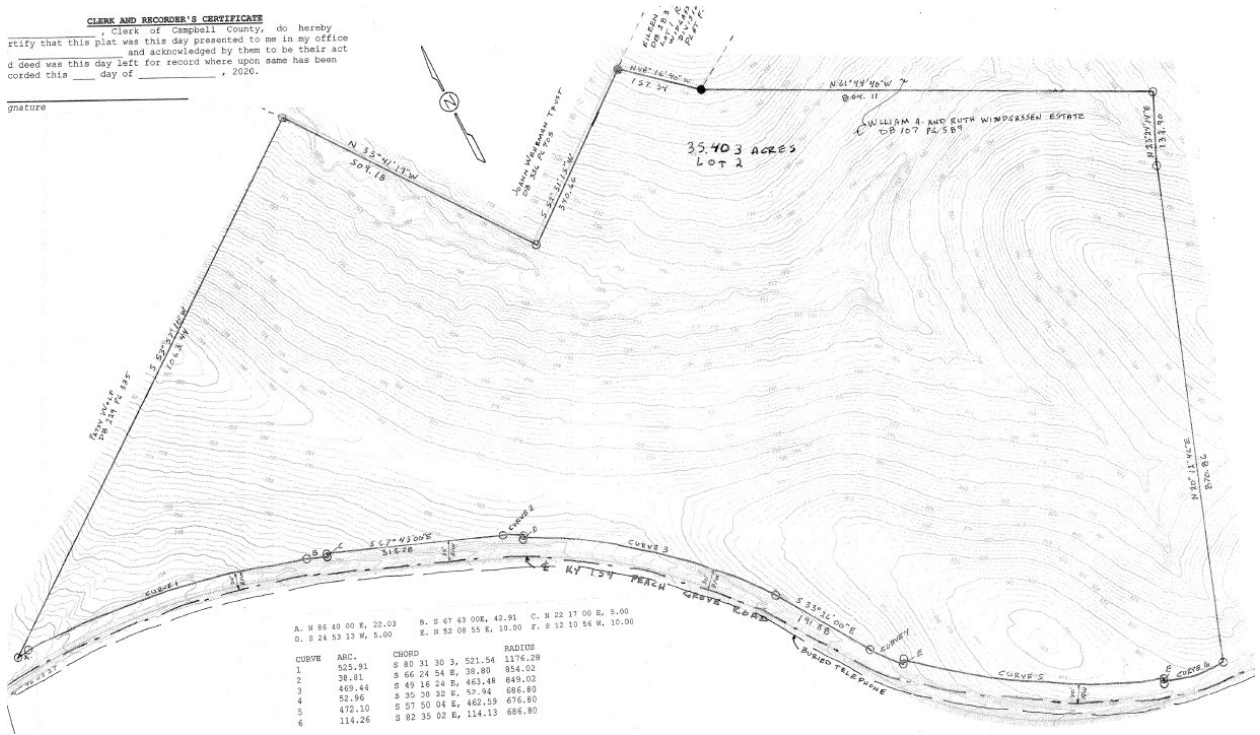


Figure 3: Lot 2 Preliminary Plat Drawing



Figure 4: Lot 3 Preliminary Plat Drawing



- b. The plat indicates that each lot meets the minimum lot area and width.
  - c. The plat does not indicate any private drives.
  - d. The plat does not indicate the placement of any structures.
  - e. County records indicate centralized sanitary sewers are not available for this area. Notation on Plat indicates that on-site sewage disposal systems have not yet received approval from the Health Department.
  - f. The plat indicates that the 2 proposed divisions are not within the 100-year flood zone.
  - g. The Plat does indicate that right-of-way has been dedicated on the Peach Grove Road and Burns Road frontages.
3. As depicted in Figures 3 and 4, the applicant submitted a preliminary plat requesting a division. Records show that the parent tract has been divided six times. There have also been two additions. The divisions as proposed would be the fifth and sixth divisions from the parent tract since January 1, 1982. The Subdivision Regulations classify six or more divisions as a “major division of land”. The previous divisions included:
- 12916 Burns – 2007
  - 13165 Burns – 1994
  - 13200 Peach Grove – 1985
  - 13213 Peach Grove - 1994
4. Public records indicate that Burns Road is a County-maintained road and is 17 feet in width.
5. Public records indicate that Peach Grove Road (KY154) is a State-maintained road and is 20 feet in width.
6. The procedure for approving a major division of land is illustrated in Article 3 of the Subdivision Regulations
7. The submitted plat is intended as a conveyance plat. Since no public improvements are proposed, there is no need to submit an Improvement Plan or require escrow for public improvements. A final plat would be no different from the submitted plat because of the simplicity of the request.

Staff concludes that:

1. The proposed large lot division conforms to the subdivision regulations.
2. It is not reasonable to require street improvements based on the anticipated burdens of the new large lot divisions on the existing street.

**Recommendation for Preliminary Plat:**

To approve the proposed division of the Windgassen Subdivision with no additional street improvements.

**Bases for Recommendation for Preliminary Plat:**

The proposed subdivision is consistent with the recommendations of the 2008 Campbell County Comprehensive Plan Update, the Campbell County Subdivision Regulations and Zoning Ordinance.

Cindy explained to the commission the difference between a major and a minor division.

Mr. Verst inquired about the acreage size of the remainder parcel, Mr. Reis noted that it would be 57 acres.

Mr. Mason made a motion to approve the preliminary plat as submitted. Mr. Turner seconded. A roll call vote found all in favor, none opposed. The motion carried.

Staff and commission discussed the bylaws as they pertain the meeting locations and times. Staff proposed to move the regular meeting location to the Fiscal Court Building at 1098 Monmouth St. Newport KY due to issues with parking, accessibility and confusion with regard to the Alexandria Courthouse. Ms. Minter noted that the Alexandria courthouse would still be available for special meetings. Staff also proposed changing the time from 7:00 PM to 6:00 PM.

Mr. Williams noted that the visibility combined with leaving the meetings after dark added to issues at the Alexandria courthouse.

Mr. Verst made a motion to approve the changes, Ms. Haynes seconded. A roll call vote found all in favor. The motion passed.

With no additional discussion Mr. Peters called for a motion to adjourn. Mr. Mason made the motion, seconded by Mr. Stubbs. An oral vote found all in favor, the meeting was adjourned at 5:23 PM.

Respectfully Submitted,

Approved:

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Cindy Minter  
Director

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Sign  
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