

Henderson City-County  
Planning Commission  
January 3, 2017

The Henderson City-County Planning Commission held their regular meeting January 3, 2017 at 6:00 p.m., at the Henderson Municipal Center, 222 First Street, 3rd floor assembly room. Members present: Chairman Herb McKee, Bobbie Jarrett, Gary Gibson, David Dixon, Kevin Richard, Mac Arnold, Rodney Thomas, Gray Hodge and Attorney Tommy Joe Fridy. Vice-Chair David Williams, Dickie Johnson, Herb Pritchett and Kevin Herron were absent.

Staff present: Director Brian Bishop, Assistant Director Claudia Wayne, Theresa Curtis, Heather Lauderdale and Chris Raymer.

*(The following minutes were transcribed from an audio tape recording of the meeting on January 3, 2017. The audio tape recording is on file at the Planning Commission office and will be retained for 30 days after the minutes are approved)*

**MEETING BEGAN AT 6:00PM**

Chairman McKee: I would like to call this January meeting of the Henderson City-County Planning Commission to order with a roll call please. Madame Clerk will you please call the roll?

We have a quorum. The Chair will entertain a motion to go into **Public Hearing.**

***MOTION WAS MADE BY MAC ARNOLD, SECONDED BY KEVIN RICHARD TO GO INTO PUBLIC HEARING.***

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Motion carries. First on the agenda is the approval of the **December 6, 2016 minutes**. If you've had an opportunity to review those; are there any additions or corrections?

***MOTION WAS MADE BY KEVIN RICHARD, SECONDED BY GARY GIBSON TO APPROVE THE DECEMBER 6, 2016 MINTUES AS SUBMITTED.***

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Motion carries. Next on the agenda; **Amendments to the Henderson City Zoning Ordinance-** The Planning Commission will consider text amendments to **Article XXI, Section 31.07(5) and Article XXXII, Section 32.07(5) Signage** by including "Signs allowed by Conditional Use Permit granted by the Board of Zoning Adjustment" for pole, pylon and cabinet type signs that meet certain conditions in the Audubon Residential District and Audubon Commercial District. Mr. Bishop, are you going to lead this discussion?

Brian Bishop: Yes sir.

Chairman McKee: Please proceed.

Brian Bishop: As Chairman McKee said, the City Commission has requested that the Planning Commission review the City Zoning Ordinance regarding signs in the Audubon Residential and Commercial Districts. The signs in questions are what we call "marquee" type signs, or the "box" kind of signs that have a backlight, and you would see the letters placed on the front of them. Staff met with Mr. Stroud from City Codes, and Dawn Kelsey to work on the proposed language. We felt

that these signs would be suited best as a conditional use, and that would allow the adjoining property owners to have input onto the placement of the signs because a lot of times these signs can be lit, and can cause a distraction or nuisance to the adjoining property owners; especially in the area zoned Audubon Residential and Audubon Commercial because these properties tend to be smaller and more condensed.

At this time, I will do my best to answer any questions you may have, and I will also ask Mr. Stroud to come forward so he can answer any technical questions.

Chairman McKee: So are the text amendments in the packet?

Brian Bishop: It is.

Chairman McKee: Is everyone able to see those, review those? Anybody not see those?

Brian Bishop: It is this page, and you'll see where the red text has been struck out, and added into the conditional uses.

Chairman McKee: For the record, will you please state your name?

John Stroud: John Stroud.

Chairman McKee: And you still live in Henderson?

John Stroud: I do, yes sir.

Chairman McKee: Thank you for coming to share with us; questions for Mr. Stroud? Would you like to present Mr. Stroud?

John Stroud: Well we did have one (1) gap in here that we were waiting on some information on, and we would like to fill those in today since we have received that information. Both of the Audubon Residential and Audubon Commercial had a blank square footage and a blank

height, and we would like to propose fifty (50) square feet, and equal to or less than ten (10) feet tall. We had actually been requested, not just by one (1) entity, but the last one that came in was a church in an area that wanted to put a cabinet-type sign which was prohibited before. We have run across this several other times, and if you look at the entirety of the Audubon Residential zone, and the Audubon Commercial zone you would wouldn't want to allow these things everywhere. So that's why we thought it would be better to go to the Board of Zoning Adjustment for a Conditional Use.

I'll be glad to answer any questions.

Chairman McKee: Questions for Mr. Stroud?

Kevin Richard: I guess my question, John, is the letter from Russell Sights mentioning the church; it doesn't say any dimensions of the sign. So the dimensions you just wrote out, how does that compare to what the church was asking for?

John Stroud: They are the dimensions of the sign.

Kevin Richard: Ok.

John Stroud: They did it real well.

Kevin Richard: These dimensions would fit their request?

John Stroud: Yes.

Chairman McKee: Just a coincidence.

John Stroud: It's amazing.

Chairman McKee: Were there any objections in conference about any part of this?

John Stroud: No, not really. You're talking about our group? Not really. You know if you remember when we first looked at creating the Audubon Commercial and Audubon Residential, we wanted to allow a little bit more freedom to get more pedestrian traffic, and things moving. Some businesses where residences were but we didn't want it to feel like you were on Green Street or Hwy 41. But I don't think the conclusion of a few of these signs is really going to make you feel that way, and there are a few of these signs that already exist inside that zone that were there, and would be grandfathered in. These would actually make these become conforming.

Chairman McKee: Yes sir, Gray did you have a question?

Gray Hodge: No.

Chairman McKee: Any other questions for Mr. Stroud? Are there any particular words you need in a motion Mr. Bishop?

Brian Bishop: Not that I'm aware of, unless counsel has some suggestions.

Chairman McKee: Just that the text amendments that are listed by approved as presented if the motion is so in favor?

Tommy Joe Fridy: They are amendments to the Zoning Ordinances?

Brian Bishop: Yes, that is correct.

Tommy Joe Fridy: So then we are making a recommendation to the City Commission. If it was the Subdivision Regulations, we make those.

Chairman McKee: So this motion will be making a recommendation to the City Commission?

Brian Bishop: Yes, it's similar to a rezoning.

Chairman McKee: If there are no other comments or questions, the Chair will entertain a motion.

***MOTION WAS MADE BY BOBBIE JARRETT, SECONDED BY DAVID DIXON TO MAKE A RECOMMENDATION TO THE CITY COMMISSION TO APPROVE THE AMENDMENTS TO THE HENDERSON CITY ZONING ORDINANCE, ARTICLE XXXI, SECTION 31.07(5) AND ARTICLE XXXII, SECTION 32.07(5) SIGNAGE BY INCLUDING “SIGNS ALLOWED BY CONDITIONAL USE PERMIT GRANTED BY THE BOARD OF ZONING ADJUSTMENT” FOR POLE, PYLON AND CABINET TYPE SIGNS THAT MEET CERTAIN CONDITIONS IN THE AUDUBON RESIDENTIAL AND AUDUBON COMMERCIAL DISTRICT.***

Chairman McKee: We have a motion, and a second is there any discussion? Madame Clerk will you please call the roll?

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Motion passes. The Chair will entertain a motion to go out of **Public Hearing**.

***MOTION WAS MADE BY RODNEY THOMAS, SECONDED BY GARY GIBSON TO GO OUT OF PUBLIC HEARING.***

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Next on the agenda are Non Public Hearing items. First is the Finance Report for December 2016, Mrs. Curtis are you going to lead that conversation?

Theresa Curtis: Yes.

Chairman McKee: Please proceed.

Theresa Curtis: In the December Finance Report, we are fifty-three percent (53%) of budget. If you have any questions, I'm here to answer them.

Chairman McKee: You have your Finance Report, fifty-three percent (53%) of budget, Ms. Jarrett.

***MOTION WAS MADE BY BOBBIE JARRETT, SECONDED BY MAC ARNOLD TO APPROVE THE DECEMBER 2016 FINANCE REPORT.***

Chairman McKee: We have a motion, and a second; any discussion? All in favor signify by saying Aye; are there any opposed?

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Motion is approved. Next on the agenda, **Troxel Investment Properties, LLC Commercial Strip Center Site Plan-** Submitted by Troxel Investment Properties, LLC for the property located in the City of Henderson at 2539 US Hwy 41 North (Parcel 55B-161). Applicants are requesting Site Plan approval for a Commercial Strip Center. Mr. Bishop, are you going to lead that conversation?

Brian Bishop: Yes sir.

Chairman McKee: Please proceed.

Brian Bishop: As Chairman McKee stated, this was submitted by Troxel Investment Properties for the property located at 2539 Hwy 41

North. You will notice it is in between the existing Subway, and then the Fifth Third Bank; that's an empty lot Mr. Troxel owns.

He is proposing a development that is similar to his Cardinal Crossing Development that you may remember from last year or the year before if I'm not mistaken. That development had four (4) units; this one will have five (5). He is requesting Site Plan approval for a building that will consist of seventy-seven hundred (7700) square feet. Mr. Troxel is proposing the structure here. You will notice that he is also proposing a six (6) foot sidewalk on the Elm Street side of the property which will connect to the existing sidewalk behind Fifth Third. He is proposing an entrance onto Elm Street here; and they are proposing a shared entrance with the Fifth Third entrance that is located here.

They are also proposing screening along this property line that will shield the neighbors from lights and traffic; they are proposing a four (4) foot row of trees or bushes, and Mr. Stroud can answer those with a little more detail if needed. He is also proposing a drive-thru here.

Staff recommends approval. We request that the Site Plan be subject to bonding. The bonding consists of: \$6,000 for screening; \$10,445 for erosion control; \$5,400 for the proposed entrances; \$5,800 for the proposed sidewalk. The total for bonding will be \$27,645, and I have also printed that out for you so you will have it if you would like it for your motion.

If there are any questions I'll do my best to answer them at this time.

Chairman McKee: Questions for staff? Hearing none, I believe the representative for the developer, Mr. Vickers, is in the audience if you would like to hear from him. Would you like to present Mr. Vickers?

Mike Vickers: I have nothing to present, I will answer any questions the commission may have.

Chairman McKee: Thank you sir, questions for Mr. Vickers? It must be the weather.

Mike Vickers: I like it.

Chairman McKee: Apparently they have no questions, thank you Mr. Vickers.

Mike Vickers: Thank you.

Chairman McKee: Any other comments? Hearing none, the chair will entertain a motion.

***MOTION WAS MADE BY RODNEY THOMAS, SECONDED BY MAC ARNOLD TO APPROVE THE TROXEL INVESTMENT PROPERTIES; LLC COMMERCIAL STRIP CENTER SITE PLAN-SUBMITTED BY TROXEL INVESTMENT PROPERTIES, LLC FOR THE PROPERTY LOCATED IN THE CITY OF HENDERSON AT 2539 US HWY 41 N (PARCEL #55B-161). APPLICANTS REQUESTED A SITE PLAN APPROVAL FOR A COMMERCIAL STRIP CENTER; SUBJECT TO: BONDING OF \$6,000 FOR SCREENING; \$10,445 FOR EROSION CONTROL; \$5,400 FOR THE PROPOSED ENTRANCES; \$5,800 FOR THE PROPOSED SIDEWALK. THE TOTAL FOR BONDING WILL BE \$27,645.***

Chairman McKee: We have a motion, and a second; any discussion? Madame Clerk would you please call the roll?

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: So mote it be. Mr. Vickers.

Mike Vickers: Mr. Troxel just wanted me to express to the commission his thanks in the process of going through this, and he is looking forward to another successful partnership with Henderson, and creating some tax revenue and development along the 41 Strip.

Claudia Wayne: Here is the bonding amount you can give Jeff.

Mike Vickers: Perfect.

Chairman McKee: We've enjoyed Mr. Troxel's participation in our community. He is a fine, fine gentleman.

Rodney Thomas: I wouldn't go that far now. (laughter)

Chairman McKee: I hope static exed that out. (on the tape)

Rodney Thomas: I'll tell him myself. He's a good boy. (laughter)

Chairman McKee: Next on the agenda is Administrative Business, and the first item under Administrative Business is the Nominations for Officers for 2017. First on the agenda is the office of Chairman; do we have a nomination for the office of Chairman?

Rodney Thomas: Mr. Chairman, I would like to nominate our current Chairman, Herb McKee.

Chairman McKee: We have a motion; a nomination. Any further nominations?

Heather Lauderdale: Who was the second please?

Bobbie Jarrett: Gary.

Tommy Joe Fridy: We don't need a second.

Chairman McKee: I don't think you need a second for nominations, but that's alright. Any other nominations? If there are none, the chair will

entertain a motion that the nominations cease, and the Chair will be elected by acclamation.

***MOTION WAS MADE BY BOBBIE JARRETT, SECONDED BY RODNEY THOMAS TO CEASE NOMINATIONS, AND THE CHAIR IS ELECTED BY ACCLAMATION.***

Chairman McKee: We have a motion and a second. All in favor signify by saying Aye; are there any opposed?

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: So mote it be. Next on the agenda is for the office of Vice Chairman, do we have nominations for the office of Vice Chairman?

Mac Arnold: Mr. Chairman I make a motion, even though he is not here present to defend himself, David Williams.

Chairman McKee: We have a nomination of David Williams; do we have any other nominations?

Gary Gibson: Yes Mr. Chairman, I would like to nominate David Dixon.

Chairman McKee: David Williams?

Gary Gibson: No, David Dixon.

Chairman McKee: Oh, David Dixon, I'm sorry. We have a nomination for David Dixon and David Williams, are there any other nominations? The Chair will entertain a motion that the nominations cease, and we will vote. A motion for nominations to cease?

***MOTION WAS MADE BY RODNEY THOMAS, SECONDED BY KEVIN RICHARD TO CEASE NOMINATIONS FOR VICE-CHAIRMAN.***

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Mark your ballots.

David Dixon: May I speak?

Chairman McKee: Yes, you may speak.

David Dixon: I will encourage that David Williams continue to serve as Vice-Chairman. I appreciate everyone's support, but that's my wish.

Chairman McKee: Thank you very much, any questions? Please cast your ballot.

Tommy Joe Fridy: You must write your name on your ballot.

Chairman McKee: If you will, just pass them; thank you. Did everyone get one up? David Williams wins the vote for Vice-Chairman. Next officer is for the office of...

Tommy Joe Fridy: Point of order.

Chairman McKee: Excuse me.

Tommy Joe Fridy: Would anyone like to know how the Commissioners voted?

Chairman McKee: The press is welcome to come and look at the ballots at any point.

So now to the office of Treasurer; we have nominations for the office of Treasurer?

David Dixon: I would like to nominate Bobbie Jarrett.

Mac Arnold: Second.

Chairman McKee: Are there any other nominations for the office of Treasurer? Having one, and only one, the chair will entertain a motion that the nominations cease, and Bobbie Jarrett be elected by acclamation.

***MOTION WAS MADE BY RODNEY THOMAS, SECONDED BY KEVIN RICHARD TO CEASE NOMINATIONS AND BOBBIE JARRETT BE ELECTED BY ACCLAMATION.***

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Congratulations Ms. Jarrett.

Bobbie Jarrett: Thank you sir.

Chairman McKee: Next on the agenda is the presentation of the 2016 Annual Report, Mr. Bishop are you going to lead the conversation?

Brian Bishop: Yes sir.

Chairman McKee: Please proceed.

Brian Bishop: If it's ok with the commission, I would like to do this in conjunction with the 2017 Work Program. Before I get started, I would like to ask the commission if there are any preferences that you may have as far as the Annual Report as far as timing. We try to get it out a week in advance but I understand that can be pressing especially with it happening right around the holidays. Is that enough time; would you like to have more time to review it, what is the preference of the commission?

Mac Arnold: It looks good to me.

Rodney Thomas: Yes, I'm good with it.

Bobbie Jarrett: I'm good.

Chairman McKee: Have you all had the opportunity to review it, have you looked at it? Do you have any comments? Is that yes or no or what? It appears no.

Brian Bishop: If you guys wouldn't mind, I'll go ahead, and if you would like to think about it as I'm going through, I will try to make this as quick as possible.

I know you are familiar with a lot of things that the Staff does but we feel like it's a healthy review.

The first couple of pages are the Table of Contents, and then you have a letter from me. The main part, the meat and potatoes of this letter are going to discuss the development process analysis and the Community Perception Study, and the public outreach that Claudia and I have been continuing to work on.

From there you will notice the major ordinance changes. This year what we looked at were additions to the Residential Office, Neighborhood Business, General Business, Central Business District, Highway Commercial, Gateway Zoning, and the HIP Districts. Basically what we did was the City Commission, and the Planning Commission allowed up to three (3) businesses can be in one (1) building as a Conditional Use. We also added the definition of a shooting range, and those were inserted into the Highway Commercial, both Industrial zones, and the Agricultural zones.

From there, the major Site Plan rezoning that we looked at this past year is the Clark and Cynthia Merrill and Frances O'Sullivan rezoning. This is the sixty-one (61) acres that is just to the south of Wal-Mart. We also had the Highway 41 A, Finley Addition Annexation. This is the area along Hwy 41 A where the City and County cooperated, and installed new sewer lines.

We also had another large rezoning on Hwy 425 which was roughly four hundred-eight (408) acres. This rezoning was from Ag to Heavy Industrial. This was request was in conjunction between Mr. Greg Pritchett, and KYNDLE.

David Dixon: Excuse me, back up a little bit. Where are we on the Community Perception Study, what's the remaining schedule on that?

Brian Bishop: If you don't mind Commissioner Dixon, I was going to address that under Other Business.

David Dixon: Ok, very good. Thank you.

Brian Bishop: The last rezoning was for the Randall and Angela Hopson property which is located on Hwy 41 A. That was a zoning change for thirty-six thousand, seven hundred-fifty (36,750) square feet.

The next couple of pages you will see the flow chart, and then the commissioners who serve on the separate committees that the Planning Commission has. Then we have a distribution list of things for plats, and master plans.

Then, on page twelve (12), you'll see the breakdown that Mrs. Curtis has provided for us on Public Hearings. The Planning Commission had a total of fourteen (14) public hearings in 2016, which is up from twelve (12) in 2015, two (2) of which were Special Called meetings. The Planning Commission spent a total of fifteen (15) hours in session as

opposed to seventeen (17) hours in 2015, so we're getting efficient hopefully. The average meeting was one (1) hour and ten (10) minutes with our longest being two (2) hours and fifty (50) minutes. The Planning Commission looked at a total of forty-three (43) items in 2016. Twenty-three (23) were public hearing items, and twenty (20) were non-public hearing items.

On the next page you will see a breakdown of the number of Master Plans, Preliminary Plats, and amendments to regulations.

The next page is something I would like to concentrate on. We approved a total of ten (10) site plans for the City and the County. There were five (5) Minor Subdivisions in a flood prone area; two (2) Agricultural divisions, and if you'll remember an Agricultural divisions are land subdivisions that do not have to meet the Subdivision requirements. There was one (1) Access Standards Manual variance.

We had a total of twelve (12) LDC meetings. The LDC looked at a total of twenty-four (24) cases which is up from twenty (20). It looks like we're having an up-tick in development is why I really wanted to concentrate on that, which is a good thing for Henderson.

The next page you will see a breakdown of the number of subdivisions that we had; the number for the City, and the number in the County.

On the next page, which is page sixteen (16) you'll see that the Preliminary Conference met fifty-five (55) times as opposed to forty-two (42) in 2015. The average meeting time was thirty (30) minutes. Of the fifty-five conferences that were held, forty-six (46) were in the City, and nine (9) were in the county. Again, you are going to see an up-tick of thirteen (13), which I think is a good sign for the economic vitality of Henderson.

The next section addresses address changes which is what Mrs. Lauderdale handles in GIS. This gives you a breakdown of the number of changes that she made.

The next section displays the number of streets, and sidewalks that were submitted and approved. You have seven hundred, ninety-seven (797) linear feet on Barret Blvd, and you have one hundred twenty-four (124) linear feet for the Bob Cornbleet project located in the city.

On page eighteen (18), you'll see a breakdown for public improvements. There were seven hundred ninety-seven (797) lineal feet of street. You have one thousand, one hundred thirty-one (1,131) lineal feet of storm sewer, then you have one thousand, six hundred thirty-four (1,634) lineal feet of water line, and three thousand, four hundred seventy-four (3,474) lineal feet for sewer lines. Then there is also three hundred twenty-five (325) lineal feet of ditches and swells.

The next page you will see bond reports that Mrs. Wayne was kind enough to prepare. The Planning Commission has a total of seven hundred twenty-four thousand, four hundred, sixty-six (724,466) dollars in bonds.

On page twenty (20), you'll see the total number of receipts reported to the Planning Commission. On the far, right column for the Fiscal Years, the past two (2) Fiscal Years, the Planning Commission has received six hundred ninety-two thousand, eight hundred twenty-six dollars and sixty-seven cents (\$692,826.67). Our current checking balance is roughly forty-three thousand, forty-five dollars and four cents (\$43,045.04).

One page twenty-one (21), you'll notice the fees collected for the city; which is a total of one thousand, nine hundred, twenty-two dollars (\$1,922), and last year the Planning Commission reimbursed the city

fifty thousand, five hundred ninety-nine (\$50,599) dollars. The majority of this is coming from personnel savings.

The next page, which is twenty-two (22) you'll see the fees collected for the county; which is four thousand, two hundred thirty-two (\$4,232) dollars, and the Planning Commission reimbursed the county thirty-two thousand, six hundred four (\$32,604) dollars.

Then you will get into planning projects completed. As I said before, we updated the City Zoning Ordinance which allowed multiple businesses as conditional use, and added indoor shooting ranges to the City Zoning Ordinance. The Subdivision Regulations were updated; this mainly gave us more insight on when the Planning Commission can allow sidewalk waivers in subdivisions.

Staff also made strides in record retention, and open records management. Mrs. Curtis and Mrs. Lauderdale headed up this project, and they did a good job.

We also issued RFP's, which was for the Development Process Analysis and Community Perception Study.

The ongoing projects, and kind of a proposed project; at some point I would like the Planning Commission to take a look at adding a section in the City Zoning Ordinance that would more define golf courses. As of right now, they are permitted use in Agricultural zone; this may need to be something we look at in the future, and making it a Conditional Use or creating a new zone for recreation specifically for golf courses.

The County Zoning Ordinance should be updated in the near future. It has not been completely updated since 1982, there has been some minor revisions here and there but as a whole it's still the same document that was passed in 1982.

The City of Corydon would also need a complete overhaul, in my opinion as well.

One thing that I would really like for us to touch on in the next year is digital submittals. Mr. Raymer is going to be looking into some software that we can purchase where surveyors and engineers can submit digital drawings, that way we can save on paper and these drawings can be emailed and commented on electronically. So that way we are speeding up the process, and making it more efficient.

The Development Process Analysis, and Community Perception study is underway, which I will give you an update here shortly. Staff will also be updating the Apartment Survey that we are in charge of, that has not been done since 2012. So, Mrs. Lauderdale and Mrs. Wayne will be handling that.

I have been working with Mrs. Kyle Hittner from County Tourism on the branding update. The Planning Commission will be participating in that to a degree, and I would envision in the near future I'm going to bring to you guys some suggestions for updating our website and our cards so that way we can keep pace with what the City and County are doing from a branding standpoint.

We are eventually going to see updated flood maps. Those maps should be effective in the summer of 2017. This will cover the area along Canoe Creek that has been cleaned and widened; there's light at the end of the tunnel. As soon as that is done, FEMA is going to start us on a new project called Risk Map, which means we will get more updated, and technically savvy flood maps. Not only will they just be boring paper maps, these will be maps that are in GIS, and will show a depth to the flooding. So we will be dealing with that in the near future as well.

From a GIS standpoint; ongoing projects. Mr. Raymer has been working with hardware and software upgrades. We are increasing the GIS web and mobile technologies. Chris has worked with the 911 dispatch and other departments regarding the 911 update, and making that more intergraded into GIS. We have constantly been working on a right of way layer, and easement layers to keep that update. Again, we will be working with the Division of Water, and their representatives to keep the flood maps updated.

And from a completed project standpoint, we have done a KYTC Road Inventory; Theresa and Chris worked with that. Mr. Raymer has also worked with County Water personnel, they have been scanning in old drawings of the system from 1960 roughly; these are old paper drawings that are torn and falling apart. So, Mr. Raymer and Mr. Conrad from County Water have been working on a system to scan those in to protect those documents, they are the only drawings of the county water system so we are preserving those in a digital format.

The next page, which is thirty (30), you'll see a breakdown of the conferences and training we have attended.

On page thirty-one (31), you're going to see ongoing activities and staff responsibilities. A lot of this is similar to what you've seen before so, if you have any questions I won't waste our time by going thru all of this because there is a total number of twenty-three (23).

Then, on the next page, which is thirty-three (33) you are going to see ongoing activities of staff responsibilities for GIS.

Then on page thirty-four (34) is the Planning Work Program for 2017. The first thing we have on there is the physical map revisions. This is going to be something that is beneficial to the city. Residents will see a cost reduction in flood insurance because of this, and the Planning

Commission will hold a public hearing to allow input on the new flood maps. We will also use that as continuing education, so that way the Planning Commission itself will have a better understanding of how flood maps are created, and how they are used. Then from there, we are going to continue community outreach so that way we have a better relationship with the community itself.

On page thirty-five (35), you're going to see the operations of the staff and the office itself.

Then, on the last page is the GIS work program which you will see Mr. Raymer is going to continue to work with GIS system upgrades. We are going to make the GIS website, the web portion of GIS more prevalent. Chris has done a good job of pushing that out there so people can use GIS. You have the power users, which is what we do, we use the actual program of GIS, and it's real easy for us because do it every day. But, we are going to start working with the general public to make it a more web base service. We have reached out to the Community College to see if they would be interested in hosting a class which we could help. We have reached out to the Tourism Commission so that way we can start using that as a way of marketing Henderson. So we are going to try to make GIS more prevalent in the community.

I know that's a really short way to describe thirty-six (36) pages, are there any questions or anything you would like me to touch on.

Chairman McKee: Questions for staff? The 2017 Program of Work must be approved, correct?

Brian Bishop: Yes sir.

Chairman McKee: The Annual Report does not need to be?

Brian Bishop: Does not, that is for presentation only.

Chairman McKee: Are there any questions, first of all, about the Annual Report, and secondly about the Program of Work?

David Dixon: I do see now that the public perception study is supposed concluded and presented to us in March.

Brian Bishop: It is, that is our goal.

David Dixon: The online survey is concluded?

Brian Bishop: Yes sir that concluded at the end of December.

Rodney Thomas: How many responses did we get?

Brian Bishop: At last check it was a disappointing number, I believe we were at fifty (50), which is disappointing. But I spoke to Amy, and she told me not to be totally disheartened because the Vision Plan, which lasted a lot longer and had a lot more input, only received two hundred (200). So I'm hoping we had a late surge at the end because I sent out mass emails to civic groups such as Rotary, Lions, and the Audubon Area Homebuilders. KYNDLE put it in their newsletter multiple times, so I'm hoping we had a surge.

David Dixon: You're still going to hold public meetings with some of these organizations as well?

Brian Bishop: We are.

David Dixon: There are at least two (2) or three (3) more steps here.

Brian Bishop: Correct. It's probably a good point to go ahead and bring this up; on January 17, TSW Design Group our consultant, is going to hold meetings with KYNDLE. We have asked KYNDLE to invite any of their stakeholders they feel necessary, they have put it in their newsletter. They are also going to meet with the Audubon Area Homebuilders so that way they have as much input as possible, and they

will also meet with any elected officials that would like to attend. It's going to be January 17, and we're going to hold that at the Patrick Lake Board Room which is located in the Sullivan Tech Center at the Community College.

David Dixon: Were there other groups that we talked about them sitting in on?

Brian Bishop: You may be referring to the one on one discussions. If I'm not mistake, there were roughly forty (40) one on one discussions. We originally spoke to about thirty (30), but since some of the folks were from out of town Mrs. Williams was able to do phone interviews, and we were able to increase that number to roughly forty (40).

Chairman McKee: Questions for staff? Comments?

Kevin Richard: I like the way this report was put together, it was easy to follow.

Rodney Thomas: It sure was.

Kevin Richard: That's why I didn't have a lot of questions.

Brian Bishop: I think Mrs. Curtis gets the most credit for that, she worked very hard on it.

Theresa Curtis: You know me and my colors and organization, I have to match everything.

Herb McKee: My reaction is that if it's possible to get the report and the program of work in draft form in the December meeting.

Theresa Curtis: The only problem we have with that is we can't put the figures in until the end of December for the finances, recorded lots, plats all of that information we have to wait until the end of December.

Chairman McKee: I don't know that that's important.

Theresa Curtis: It's not?

Chairman McKee: Just the narrative sections primarily.

Brian Bishop: Why don't we give it a try this year with some of the portions, and we will see if we can improve the process a little bit.

Chairman McKee: Then, perhaps, mid-December have an Executive Committee meeting to talk about it, and then hopefully everyone will have had the opportunity to review by the January meeting, and give comments and input at that point.

Brian Bishop: I see no problem with that. Our main concern is we want to be sure we're giving you guys enough time to review this because there is a lot of information in this document. I don't want you guys to feel like we're throwing it on you in one (1) night, and you have to have it reviewed and have a comment on it immediately.

Chairman McKee: Any other comments or questions? Hearing none, the chair will entertain a motion to approve the 2017 Work Program.

***MOTION WAS MADE BY BOBBIE JARRETT, SECONDED BY DAVID DIXON TO APPROVE THE 2017 WORK PROGRAM AS SUBMITTED.***

Chairman McKee: We have a motion and a second, any discussion? All those in favor signify by saying aye.

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Motion carries. Next on the agenda, other business; update on County Codes staff at the Planning Commission office, Mr. Bishop.

Brian Bishop: Yes sir. You may have read already, I was at Fiscal Court today, and Judge Schneider brought up to the members of the court about Mr. Tasa, who is the County Codes Administrator being housed at the Planning Commission for a short time. This is not necessary but Mr. Tasa is going to help out City Codes while Mr. Ray Nix is going through his training, and help them do some review of projects. And we thought it would be beneficial for Randy to make use of the space that we have. He is going to be in our office temporarily at least, and at some point down the road he will move into another office in the Peabody Building on a permanent basis. We think this is a good thing because it allows more of a one stop shop. If someone comes in, and Randy is not there, I can help or Mrs. Lauderdale can help if it's anything related to the Board of Zoning Adjustment, and this will prevent people from being jostled back and forth from the County Road Department to the Peabody Building. We think this is a good thing, the Fiscal Court approved it today so we will start the process in the near future of having Mr. Tasa in the Peabody Building.

Chairman McKee: I don't know if you're just really good or lucky; we've been talking about this for about ten (10) years.

Brian Bishop: I think lucky.

Chairman McKee: Timing is everything, is it not?

Brian Bishop: It is.

David Dixon: We do have the space?

Brian Bishop: We do. He is going to be in Theresa's old office. If you are familiar with our office, when you come in Heather's portion is the large lobby area, my office is to the right, Claudia's is centered, and Theresa is to the left of Claudia. As you make your way back to the copy machine, there is an empty office on the left where Theresa used to be. The furniture is existing, and Mr. Tasa will go there temporarily. Like I said, hopefully in the near future there will be other space opening up in the Peabody Building which he will have his own space, and be away from us so we don't annoy him too much.

Overall, I think it is a good thing for the community. It gets us closer to the one stop shop that we've always talked about.

Chairman McKee: Any questions on that topic?

Mac Arnold: Sounds good.

Chairman McKee: Next is the update on the Development Process Analysis, and the Community Perception Study; were you going to do that any further?

Brian Bishop: I can answer any questions you may have, and I would like to reiterate that it's January 17, in the Patrick Lake Board Room which is in the Sullivan Technology Center at the Community College. Mrs. Amy Williams will be there, and her representative from TSW Design Group. They are going to have designated times for KYNDLE, they will have designated times for the Audubon Area Homebuilders, we have sent out emails to both of those groups, and it has been in their newsletter. As it gets closer, we will bring it up we are going to repeat it as much as possible.

So, if anyone from the press would like to put it in the article that would be fantastic.

Chairman McKee: What was that date again?

Brian Bishop: January 17.

Chairman McKee: Where is it going to be?

Brian Bishop: The Patrick Lake Board Room at the Sullivan Technology Center.

Chairman McKee: What time?

Brian Bishop: I believe, I will have to double check my numbers; I believe three (3) to four (4) is KYNDLE, and then Audubon Area Homebuilders is from five (5) to six (6).

Chairman McKee: Are there any questions from the press? Is there anything else that needs to come before this Planning Commission tonight? Happy New Year to everybody, and thank you for a good meeting. The chair will entertain a motion to adjourn.

***MOTION WAS MADE BY MAC ARNOLD, SECONDED BY KEVIN RICHARD TO ADJOURN THE JANUARY 3, 2017 MEETING.***

Chairman McKee: We have a motion and a second, all in favor signify by saying aye.

***ALL IN FAVOR: AYE***

***OPPOSED: NONE***

Chairman McKee: Thanks again.

**Meeting adjourned at 6:43 p.m.**

**CERTIFICATE**

**I, HEATHER LAUDERDALE, hereby certify that the foregoing is a true and accurate transcription of the Henderson City-County Planning Commission Meeting of, January 3, 2017, to the best of my ability.**

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**Heather Lauderdale, HCCPC Clerk**