

**AGENDA
URBAN COUNTY PLANNING COMMISSION
ZONING ITEMS PUBLIC HEARING**

February 28, 2013

- I. **CALL TO ORDER** – The meeting will be called to order at 1:30 p.m. in the Council Chamber, 2nd Floor LFUCG Government Center, 200 East Main Street, Lexington, Kentucky.
- II. **APPROVAL OF MINUTES** – The minutes of the January 31, 2013, Planning Commission meeting will be considered at this time.
- III. **POSTPONEMENTS AND WITHDRAWALS** – Requests for postponement and withdrawal will be considered at this time.
- IV. **LAND SUBDIVISION ITEMS** - The Subdivision Committee met on Thursday, February 7, 2013, at 8:30 a.m. The meeting was attended by Commission members: Will Berkley, Eunice Beatty, Mike Owens, Carolyn Plumlee and Karen Mundy. Committee members in attendance were: Hillard Newman, Division of Engineering; and Jeff Neal, Division of Traffic Engineering. Staff members in attendance were: Bill Sallee, Tom Martin, Cheryl Gallt, Chris Taylor, David Jarman and Denice Bullock, as well as Captain Charles Bowen, Division of Fire & Emergency Services and Tracy Jones, Law Department. The Committee made recommendations on plans as noted.

General Notes

The following automatically apply to all plans listed on this agenda unless a waiver of any specific section is granted by the Planning Commission.

1. *All preliminary and final subdivision plans are required to conform to the provisions of Article 5 of the Land Subdivision Regulations.*
2. *All development plans are required to conform to the provisions of Article 21 of the Zoning Ordinance.*

- V. **ZONING ITEMS** - The Zoning Committee met on Thursday, February 7, 2013, at 1:30 p.m. in the Division of Planning Office. The meeting was attended by Commission members Carla Blanton, Mike Cravens, Lynn Roche-Phillips, and Bill Wilson. The Committee reviewed applications, and made recommendations on zoning items as noted.

A. ABBREVIATED PUBLIC HEARINGS ON ZONE MAP AMENDMENTS AND RELATED PLANS

The staff will call for objectors to determine which petitions are eligible for abbreviated hearings.

Abbreviated public hearings will be held on petitions meeting the following criteria:

- The staff has recommended approval of the zone change petition and related plan(s)
- The petitioner concurs with the staff recommendations
- Petitioner waives oral presentation, but may submit written evidence for the record
- There are no objections to the petition

- B. FULL PUBLIC HEARINGS ON ZONE MAP AMENDMENTS AND RELATED PLANS** – Following abbreviated hearings, the remaining petitions will be considered.

The procedure for these hearings is as follows:

- Staff Reports (30 minute maximum)
- Petitioner's report(s) (30 minute maximum)
- Citizen Comments
 - (a) proponents (10 minute maximum OR 3 minutes each)
 - (b) objectors (30 minute maximum) (3 minutes each)
- Rebuttal & Closing Statements
 - (a) petitioner's comments (5 minute maximum)
 - (b) citizen objectors (5 minute maximum)
 - (c) staff comments (5 minute maximum)
- Hearing closed and Commission votes on zone change petition and related plan(s)

Note: Requests for additional time, stating the basis for the request, must be submitted to the staff no later than two days prior to the hearing. The Chair will announce its decision at the outset of the hearing.

1. KIRK & CAROL SNYDER ZONING MAP AMENDMENT & MICHAEL GENTRY PROPERTY ZONING DEVELOPMENT PLAN

- a. MAR 2013-1: KIRK & CAROL SNYDER (2/28/13)* - petition for a zone map amendment from a Professional Office (P-1) zone to a Highway Service Business (B-3) zone, for 0.6138 net (0.9857 gross) acre, for property located at 3270 Richmond Road.

LAND USE PLAN AND PROPOSED USE

* - Denotes date by which Commission must either approve or disapprove request.

The 2007 Comprehensive Plan (Sector 9a) recommends Professional Services (PS) future land use for the subject property. The petitioner proposes to rezone the property to a B-3 zone, and to maintain the existing veterinary clinic and associated off-street parking on the site.

The Zoning Committee Recommended: **Approval**, for the reasons provided by staff.

The Staff Recommended: **Approval** for the following reasons:

1. The requested Highway Service Business (B-3) zoning for the subject property will allow the property to develop for uses that are compatible in terms of use, intensity, and character with those on the adjoining properties. The veterinary clinic is a principal permitted use in the B-3 zone; thus, the property can continue to operate as a principal permitted use for the foreseeable future.
2. Recent changes in zoning and to the Richmond Road Traffic and Safety Ordinance, as well as the subsequent development of the area, constitute major changes of a physical and economic nature that have altered the basic character of the area that were not anticipated by the 2007 Comprehensive Plan. These have increased the permitted intensity of land use in this area over that recommended by the Plan.
3. This recommendation is made subject to approval and certification of ZDP 2013-9: Michael Gentry Property prior to forwarding a recommendation to the Urban County Council. This certification must be accomplished within two weeks of the Planning Commission's approval.
4. Under the provisions of Article 6-7 of the Zoning Ordinance, the subject property shall be restricted with the following prohibited uses:

PROHIBITED USES:

- a. Adult entertainment establishments, adult bookstores, and adult video stores.
- b. Drive-through windows accessory to restaurants.
- c. Cocktail lounges not associated with restaurants.
- d. Nightclubs.
- e. Billboards.
- f. Cellular telephone towers.
- g. Amusement parks and fairgrounds.
- h. Outdoor loud speakers or music.
- i. Hotels and motels.

These use restrictions are necessary and appropriate for the subject property to lessen the intensity of the uses due to the size of the property and to its lack of direct access onto Richmond Road.

- b. ZDP 2013-9: MICHAEL GENTRY PROPERTY (2/28/13)* - located at 3270 Richmond Road.
(Foster-Roland)

The Subdivision Committee Recommended: **Approval**, subject to the following conditions:

1. Provided the Urban County Council rezones the property B-3; otherwise, any Commission action of approval is null and void.
2. Urban County Engineer's acceptance of drainage, storm and sanitary sewers and floodplain information.
3. Urban County Traffic Engineer's approval of parking, circulation, access and street cross-sections.
4. Building Inspection's approval of landscaping and landscape buffers.
5. Urban Forester's approval of tree inventory map.
6. Denote requested zone in site statistics.
7. Denote adjoining final record plat information.
8. Denote: This property shall be developed in accordance with the Richmond Road Access and Landscape Ordinance.
9. Remove extraneous soils information from plan.
10. Correct date in Commission's certification.
11. Denote name and address of developer and/or owners.
12. Denote topographical information and source.
13. Denote construction access location.
14. Denote height of building in feet.

2. PATRICIA DONOGHUE ZONING MAP AMENDMENT & ETHINGTON AND ETHINGTON PROPERTY (BOWMAN HOUSE) (AMD.) ZONING DEVELOPMENT PLAN

- a. MARV 2013-3: PATRICIA DONOGHUE (AMD.) (4/7/13)* - an amended petition for a zone map amendment from a Single Family Residential (R-1D) zone to a Townhouse Residential (R-1T) zone, for 0.95 net (1.28 gross) acres, for property located at 4145 Harrodsburg Road (a portion of). Dimensional variances are also requested with this zone change.

LAND USE PLAN AND PROPOSED USE

* - Denotes date by which Commission must either approve or disapprove request.

The 2007 Comprehensive Plan (Sector 11) recommends Low Density Residential future land use for the subject property. The petitioner proposes to remove the existing residence and construct three townhouse units, for a density of 3.16 dwelling units per net acre.

The Zoning Committee Recommended: **Approval**, for the reasons provided by staff.

The Staff Recommended: **Approval**, for the following reason:

1. The requested Townhouse Residential (R-1T) zone is in agreement with the 2007 Comprehensive Plan, for the following reasons:
 - a. The Plan recommends Low Density Residential (LD) future land use for the subject property, defined as 0-5 dwelling units per net acre. This would suggest a maximum of 4 dwelling units for the subject property.
 - b. The applicant proposes 3 townhouse dwelling units on the 0.95-acre subject property, at an overall residential density of 3.16 units per net acre.
2. This recommendation is made subject to approval and certification of ZDP 2013-15: Ethington & Ethington Property (Bowman House) (Amd.), prior to forwarding a recommendation to the Urban County Council. This certification must be accomplished within two weeks of the Planning Commission's approval.
3. Under the provisions of Article 6-7 of the Zoning Ordinance, the property shall be subject to the following use and buffering restrictions via conditional zoning:
 - a. Existing trees shall be preserved for the area within thirty (30) feet of the southern and eastern property lines in the R-1T zone.
 - b. Within these areas, only damaged or diseased trees may be removed, but only with the permission of the Urban Forester. If removed, they shall be replaced in equal number to preserve the existing tree canopy and buffer.

These conditional zoning restrictions are appropriate and necessary for the following reasons:

1. Preservation of the existing tree canopy located adjacent to the Ethington & Ethington property will be ensured.
2. These conditions will minimize the impacts of new development on the remaining agricultural use adjacent to the subject property.

b. REQUESTED VARIANCES

1. Reduce the required rear setback from 25 feet to 10 feet along the northwestern edge of the property.
2. Reduce the required side setback from 25 feet to 15 feet along the southwestern edge of the property for Lot 8.
3. Reduce the required front setback from 30 feet to 10 for Lot 9.

The Zoning Committee Recommended: **Approval of the requested variances**, for the reasons provided by staff.

The Staff Recommended: **Approval**, for the following reasons:

- a. Granting the requested variances should not adversely affect the public health, safety or welfare, nor alter the character of the general vicinity. In particular, granting the requested front yard variance for Lot 9 will allow the character to be consistent between the single family home and the surrounding townhouses. Adequate vegetative buffers will remain to mitigate the need for an increased setback along the northwestern and southwestern property lines.
- b. Granting these requests will not allow an unreasonable circumvention of the Zoning Ordinance, but rather a design response to the existing site characteristics, such as the existing tree line along the shared property boundary.
- c. The special circumstances that apply to the subject property that serve to justify the variances are the existing trees and the fact that the one detached unit will be of similar size and layout as the surrounding townhomes, except that it will not share a common wall with another dwelling unit.
- d. Strict application of the requirements of the Zoning Ordinance would create an unnecessary hardship to the applicant, and would not likely lead to a better design of the property. Approval of the requested variances will actually lessen the impact on the adjoining agricultural property by eliminating the approved driveways which were originally proposed at the rear of the new structures.
- e. The circumstances surrounding this request are not the result of actions taken by the applicant since the adoption of the Zoning Ordinance, as both the subject and surrounding properties are currently vacant in this vicinity.

This recommendation of approval is made subject to the following conditions:

- a. Provided the Urban County Council rezones the property R-1T; otherwise, any Commission action of approval of this variance is null and void.
 - b. Should the property be rezoned, it shall be developed in accordance with the approved Development Plan, as amended by a future Development Plan approved by the Commission, or as a Minor Amendment permitted under Article 21-7 of the Zoning Ordinance.
 - c. A note shall be placed on the Zoning Development Plan indicating the variances that the Planning Commission has approved for this property (under Article 6-4(c) of the Zoning Ordinance).
- c. ZDP 2013-15: ETHINGTON & ETHINGTON PROPERTY (BOWMAN HOUSE) (AMD) (4/7/13)* - located at 4145 Harrodsburg Road.
(Wheat & Ladenburger)

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Note: The purpose of this amendment is to rezone the property and add six additional townhouse units.

The Subdivision Committee Recommended: Postponement. There were questions regarding the detached dwelling unit proposed in the R-1T zone.

Should this plan be approved, the following requirements should be considered:

1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
2. Urban County Traffic Engineer's approval of street cross-sections and access.
3. Building Inspection's approval of landscaping and landscape buffers.
4. Addressing Office's approval of street names and addresses.
5. Urban Forester's approval of tree preservation plan.
6. Division of Fire, Water Control Office's approval of fire hydrants, fire department connections and fire service features locations.
7. Division of Waste Management's approval of refuse collection.
8. Correct notes #6 and #7.
9. Indicate that this is an amended plan in the title block.
10. Add purpose of amendment note.
11. Denote variances approved by the Commission, as necessary, prior to plan certification.
12. Clarify existing and provided tree canopy information and calculations.
13. Addition of conditional zoning restrictions, as necessary.
14. Discuss proposed driveway widths.
15. Discuss proposed screening along R-1D property line.
16. Discuss sidewalks and possible need for waiver.

3. STEVE & CATHY SNOWDEN ZONING MAP AMENDMENT & HENRY CLAY SUBDIVISION #2 ZONING DEVELOPMENT PLAN

- a. MAR 2013-4: STEVE & CATHY SNOWDEN (4/7/13)* - petition for a zone map amendment from a Single Family Residential (R-1C) zone to a Neighborhood Business (B-1) zone, for 0.309 net (0.403 gross) acre, for property located at 708-712 Henry Clay Boulevard.

LAND USE PLAN AND PROPOSED USE

The 2007 Comprehensive Plan (Sector 2) recommends Retail Trade and Personal Services (RT) and Medium Density Residential (MD) future land use for the subject property. The petitioner has requested a Neighborhood Business (B-1) zone in order to expand a neighborhood shopping center and to provide additional off-street parking.

The Zoning Committee Recommended: Approval, for the reasons provided by staff.

The Staff Recommended: Approval, for the following reasons:

1. The requested Neighborhood Business (B-1) zone is in agreement with the land use recommendation of the 2007 Comprehensive Plan for a portion of 712 Henry Clay Boulevard, since it is recommended for Retail Trade and Personal Services land use. This portion of the zone change will bring the existing parcel into one zoning category for consistency.
2. The 2007 and 2012 Goals and Objectives of the Comprehensive Plan are supportive of sustainable small neighborhood centers, which can provide for a better quality of life within the immediate area and reduce travel demands (Themes A.2.a. and A.3.b.).
3. The requested Neighborhood Business (B-1) zone, with conditional zoning restrictions, is more appropriate than the existing zoning for 708 Henry Clay Boulevard for the following reasons:
 - a. The adjoining neighborhood shopping center and the single-family residence share a gravel driveway. Additionally, there is no landscape buffer or other separation between the business and residential uses. Deliveries to the shopping center utilize the access point and driveway, as do solid waste service vehicles.
 - b. The requested B-1 zoning will allow for a landscape buffer to be installed along the southwest property line, and will permit an adequate service and delivery area to be installed to the rear of the existing shopping center rather than deliveries being made from the public right-of-way.
 - c. The requested B-1 zone will permit a small addition to the shopping center and the addition of off-street parking to accommodate the current and proposed use of the shopping center.
 - d. Shifting the R-1C zone line to the south approximately 50 feet will provide adequate space to allow buffering and maneuvering on the site for improved circulation; this will improve the quality of life for the residential properties that will remain in the area along Henry Clay Boulevard, Liberty Road and Clayton Avenue.
4. This recommendation is made subject to approval and certification of ZDP 2013-16: Henry Clay Subdivision #2, prior to forwarding a recommendation to the Urban County Council. This certification must be accomplished within two weeks of the Planning Commission's approval.
5. Under the provisions of Article 6-7 of the Zoning Ordinance, only the following use restrictions are recommended via conditional zoning for the subject property:

Prohibited Uses

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- a. Automobile service stations.
- b. Tattoo parlors.
- c. Miniature golf courses.
- d. Carnivals and circuses, even on a temporary basis.
- e. Community centers.
- f. Drive-through facilities.
- g. Outdoor live entertainment.

Landscaping and Lighting Restrictions

- a. A landscape buffer shall be installed along the southwest and southeast property lines, which shall adhere to the Article 18 zone perimeter screening requirements, with the addition of 3-foot shrubs located between any required trees.
- b. No pole lighting may be installed on the subject property; however, ground-level lighting, lighting for pedestrian paths and sidewalks and indirect lighting shall be permitted.

Signage Restrictions

- a. No free-standing signs shall be erected within 25' of a residential zone.
- b. No directional signs shall be installed within 20' of a residential zone.

These restrictions are appropriate and necessary in order to ensure that the subject property can be appropriately buffered and to limit the intensity of the land use nearest to residential uses at the edge of an existing residential subdivision.

- b. ZDP 2013-16: HENRY CLAY SUBDIVISION #2 (4/7/13)* - located at 708-712 Henry Clay Boulevard.
(Barrett Partners)

The Subdivision Committee Recommended: **Approval**, subject to the following conditions:

1. Provided the Urban County Council rezones the property B-1; otherwise, any Commission action of approval is null and void.
2. Urban County Engineer's acceptance of drainage, storm, sanitary sewers and floodplain information.
3. Urban County Traffic Engineer's approval of parking, circulation, access and street cross-sections.
4. Building Inspection's approval of landscaping and landscape buffers.
5. Urban Forester's approval of tree inventory map.
6. Division of Fire, Water Control Office's approval of fire hydrants, fire department connections and fire service features locations.
7. Division of Waste Management's approval of refuse collection.
8. Clarify height of building in feet.
9. Denote existing tree canopy to remain as a TPA.
10. Resolve parking arrangement backing onto Henry Clay Boulevard right-of-way.
11. Discuss plan status.
12. Addition of conditional zoning restrictions, as necessary.
13. Resolve water quality improvements proposed for new parking lot.

VI. COMMISSION ITEMS

- A. INITIATION OF TEXT AMENDMENTS RELATED TO THE SANITARY SEWER CAPACITY ASSURANCE PROGRAM** – The staff will request Planning Commission initiation of text amendments to Articles 5-2 and 21-4 of the Zoning Ordinance, and Sections 4-5 and 6-2 of the Land Subdivision Regulations. These amendments are related to the new LFUCG Capacity Assurance Program that will be fully implemented in July of this year. If initiated, the Commission's requisite public hearing on these amendments would be scheduled for the spring.
- B. PLANNING COMMISSION WORK SESSION** – At the conclusion of today's meeting, the Commission will conduct a work session with the Long Range Planning staff related to the ongoing update to the Comprehensive Plan.

VII. STAFF ITEMS

A. Planning Services Activity Report

- During the month of January, the Planning Services staff processed 8 zoning map amendments and 3 text amendments to the Zoning Ordinance. Also, 11 Board of Adjustment cases were processed for the Board's January meeting. All of the new written staff reports for these items were forwarded to those appellants at least five working days in advance of the scheduled public hearings.
- Processing of the above items included attendance and/or preparation of materials and presentations for the following: Technical, Subdivision and Zoning Committee meetings, one Planning Commission public hearing, one Planning Com-

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mission public meeting, one Planning Commission work session and one Board of Adjustment public hearing. In addition, the staff held 5 pre-application conferences for zoning applications, and several other pre-application meetings for subdivision plans, development plans and appeals to the Board of Adjustment.

- In January, there were 30 updates made to the Registered Neighborhood Association data base, and Planning Services staff assisted 157 unscheduled “walk-in” visitors to the office, 154 of which were served within 15 minutes of their arrival. Those office visitors were placed with a professional planning staff member in an average of 2.54 minutes. Much of the remainder of the staff’s time was spent answering numerous telephone and e-mail inquiries from people concerning zoning regulations, subdivision plans, Board of Adjustment (BOA) appeals, development plans and related items, or posting applications and submitted plans on the Division of Planning web-page.
- Planning Services issued 2 BOA referrals for various development proposals, 10 zoning verification letters, and 88 Zoning Compliance Permits were issued during the month of January.
- On January 9, Planning Director Chris, King, Administrative Officer Barbara Rackers and Senior Planner Jimmy Emmons attended the regular monthly meeting of the Infill & Redevelopment Steering Committee. This Committee, co-chaired by Councilmember Steve Kay and Landscape Architect Tony Barrett, this group meets monthly to consider issues and work to improve numerous local activities in the identified Infill & Redevelopment Area of Lexington-Fayette County, as defined by the Comprehensive Plan.
- On Thursday, January 3, Barbara Rackers attended the regular work group meeting for the Newtown Pike Extension project at District 7 office.
- On Monday, January 14, Administrative Specialist Stephanie Cunningham, Zoning Inspector Jim Hume and Barbara Rackers attended the quarterly meeting of the Paris Pike Corridor Commission meeting, held in Paris.
- In January, Subdivision Planner Cheryl Gallt worked with Chris King and the Division of Finance to balance some exaction totals in the defined Expansion Area. This is a prerequisite activity in order to review possible rate changes to the exaction tables.
- On Wednesday, January 16, Barbara Rackers attended a meeting of the Town & Gown Commission, held at Maxwell Presbyterian Church.

B. Zoning Enforcement Activity Report

- The winter slowdown in complaint activity continued in January, as only 27 citizen complaints about zoning issues were received. Those 24 new cases were in addition to 43 unresolved complaints that were carried over from December. Of the 70 complaint cases worked on in January only one was determined not to be a zoning violation. A total of 23 cases were resolved, meaning that the necessary actions were taken by a property owner and/or tenant to bring a property into compliance.
- The entire ZE Team worked hard during January preparing for a major sign enforcement initiative targeting illegal “feather signs” on New Circle Road. These signs, about 10 to 14 feet tall with moving feather-shaped flags (typically placed very close to or actually within the street right-of-way), have proliferated over the past few years. They do not qualify for any type of permitting. The first phase of this enforcement effort, to be initiated in February, will focus on New Circle Road between Richmond Road and Georgetown Road.
- ZE staff presented information to the Board of Adjustment at the January 25 revocation hearing for a commercial composting and quarrying operation on the north side of Lexington off of Georgetown Road. A conditional use for composting there was approved by the BOA in 1990, but the quarrying conditional use request was disapproved in 2010, which resulted in a complicated array of circumstances since both activities are taking place within the same 22-acre site. The BOA revoked the composting conditional use, and ZE subsequently filed a criminal complaint with the County Attorney’s Office for land disturbances resulting from quarrying activity, with the goal of getting the disturbed land reclaimed. Mediation has been scheduled by Fayette District Court to take place starting in February.
- Monitoring of conditional use permits that have been granted by the Board of Adjustment or by the Planning Commission (in conjunction with a zone change request) was continued in January. By law, every conditional use is required to be inspected for compliance at least once per year. During January 68 conditional uses were inspected, and all were determined to be in substantial compliance.

C. Long Range Planning Activity Report

- East End Small Area Plan – The Division of Planning staff was invited to participate in a directed six-month public input process to continue implementation of the East End Small Area Plan. Organized by former First District Councilmember

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Andrea James, the process will provide a platform to reaffirm the important recommendations from the EESAP and to seek solutions to the recommendations. At the first meeting, staff presented the background and process to create the EESAP, including the Planning Commission's role in first recommending and later adopting the Plan. Over 30 concerned citizens attended the evening meeting at the Charles Young Center. The public meetings will continue on the second Tuesday of each month through June at 6:30 at the Charles Young Center. The public is encouraged to participate.

- Greenspace Commission – The Greenspace Commission finalized its input for the Green Infrastructure Element of the 2012 Comprehensive Plan. The Commission has spent the last year in discussions with community leaders from a variety of fields related to green infrastructure. In other business, the Greenspace Commission voted to permanently change their meeting date and location to the first Wednesday of each month in the Division of Planning Conference Room.
- Bluegrass Regional Planning Council – Staff attended the bimonthly meeting of the Bluegrass RPC at the Bluegrass ADD. Kitty Dougoud, Executive Director for Historic Georgetown, Inc. and leader of Georgetown's Main Street Program, spoke about her recent experiences revitalizing the Main Street program in Georgetown and a number of issues related to historic preservation.
- Development Review – Staff conducted a variety of development review duties and meetings, conducted field work, and coordinated greenway and greenspace development issues.
- General Work Activities – Using GIS, and Census data, staff created maps and data sets for the Urban County Council, other LFUCG Departments, and agencies and officials outside the government. Staff also attended LFUCG-sponsored trainings and presentations by other local officials. Staff attended a Housing Market presentation about the state of the housing market and emerging trends.

D. Transportation Planning Activity Report

1.1 Surveillance –

- The MPO staff continues to monitor the Comprehensive Plan(s) and land development activities through participation in the LFUCG Division of Planning activities and monitoring Fayette and Jessamine County news media and their legal ads on a daily, weekly, and monthly basis.
- Staff attended KYTC's statewide planning meeting.
- Staff attended a meeting with KYTC to discuss the Downtown Traffic Movement and Revitalization Study and its relationship with the new MAP-21 goals.

1.2 Title VI/ADA –

1.3 Participation Process –

- MPO Website Development – In January, the MPO website had 166 unique visitors; 216 visits; and 726 page views.
- The MPO's Twitter site increased its followers to 1,408 at the end of January up from 1,364 at the end of December.
- The MPO's Facebook fan page had 558 likes, reached 7,180 unique users and had 5,002 total daily impressions in January.
- The Lexington Area MPO Youtube channel has a total of 28 videos. The videos have had a total of 29,849 lifetime views with 407 views in January, and the channel has 18 subscribers.
- The Lexington Area MPO Public Participation/Involvement Access Database continues to be updated. The database now includes 1,215 records.
- The Participation Plan public comment period was completed and the TPC approved the document.
- Distributed KYTC's "You Turn" surveys digitally and to several locations throughout Lexington and Jessamine County.

1.4 Staff Development –

- Staff continues to monitor the latest information from planning, engineering, and traffic engineering publications.
- Staff attended the Kentuckians for Better Transportation Meeting.

2.1 Congestion Management Process (CMP) –

- Staff continued to work with the Kentucky Transportation Center (KYTC) and Kentucky Transportation Cabinet (KYTC) staff to process the GPS-probe speed data and calculate congestion management criteria and performance measures.
- Staff continued to work on developing the congestion management road segment list and database that are used for documenting corridor congestion management performance measures.
- Staff continued to participate in the administration of the Downtown Traffic Movement and Revitalization Study.

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- Staff reviewed MAP-21's seven (7) transportation-planning-focused national goals that include congestion reduction requirements, documenting congestion reduction benefits, and its impact on the MPO's congestion management process.

2.2 Transportation Plan Update –

- Staff coordinated 1-on-1 meetings with County Judges, Mayors, and their designated transportation stakeholder groups to ascertain transportation needs.

2.3 Air Quality Activities –

- Staff continued to monitor air quality issues.
- Staff attended an Empower Lexington Plan meeting.
- Staff informed various potential project sponsors of a possible CMAQ funding application cycle.

3.1 Transportation- Land Use Impact Analysis

- Reviewed three (3) zone changes, 10 Board of Adjustment cases (to include the review of two (2) variance appeals, six(6) conditional use/variances, and two(2) administrative reviews; two (2) Zone Map Amendments and two (2) zoning ordinance text amendments.
- Monitored Urban County Zoning and Subdivision Regulations as submitted as part of Planning Services Section continual and on-going procedural and infrastructure improvement process; meet once a month to discuss traffic, land-use, on-site/off-site issues, and related regulatory requirements.
- Continued to monitor the Central Baptist Hospital–University of Kentucky Traffic Impact Study. Important issues remain and will be revisited at a future meeting.
- Reviewed the Jessamine Journal's legal ads for Jessamine, the City of Nicholasville, and the City of Wilmore's proposed land use changes and zoning proposals, and monitored for transportation and related traffic issues in January. Noted land annexation proposals.
- Traffic counts were provided to four (4) and roadway functional classification information were provided to two citizens in January.
- Drafted the Transportation Element of the Comprehensive Plan and attended the related LFUCG Planning Commission work session.

3.2 Multimodal / Transportation Enhancement Planning –

- Responded to citizen/agency requests for information on bike and pedestrian issues.
- Continued to participate in the work activities for Versailles Road Multimodal Enhancement Design Alternatives Study.
- Distributed 5,000 copies of the bike map.
- Worked on the spring launch of the Share the Road Campaign including message development and an accompanying enforcement campaign.
- Kicked off Bike Lexington and Bike Month planning activities.
- Completed semi-annual reports for bike/ped related CMAQ grants.
- Completed interviews for the Bicycle & Pedestrian Coordinator position.

3.3 Transit Planning –

- Staff coordinating with KYTC, CDP, and landowners to establish CMAQ funded bus shelter on Southland Dr. and Lee-stown Rd to be built in spring 2013. Working with Div. of Water Quality on encroachment permit.
- Staff attends Local Food Percolator meetings concerning local food distribution.
- Staff attended LexTran board meeting.
- Staff attended coordination meeting at Bluegrass Community Foundation concerning Food Bus project with LexTran donated bus.
- Staff attended 1st update meeting for Mass Transit Alternative Analysis (Nicholasville Rd. corridor) being conducted by Parson's Brinkerhoff for LexTran.

3.4 Mobility Coordination –

- Staff continued to provide administrative services for LexVan program and sent 9 bills in January and worked to complete transfer of the program to Lextran.
- Staff made and received 37 phone calls this month: 23 vanpools, 3 carpools, 2 Lextran, 1 parking, 1 Greyhound, and 7 others. .

3.5 Travel Demand Modeling and Project Forecasting –

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4.1 Program Administration –

- Committee meeting packets were drafted for Transportation Planning/MPO meetings held in the month: the Bicycle Pedestrian Advisory Committee (BPAC), the Transportation Policy Committee (TPC), and the Project Coordination Team (PCT).

4.2 Transportation Improvement Programming (TIP) –

- Staff began the process of developing the next TIP.

4.3 Unified Planning Work Program (UPWP) –

- Staff reviewed their UPWP sections for content for the upcoming UPWP update.

VIII. **AUDIENCE ITEMS** – Citizens may bring a planning related matter before the Commission at this time for general discussion or future action. Items that will NOT be heard are those requiring the Commission’s formal action, such as zoning items for early re-hearing, map or text amendments; subdivision or development plans, etc. These last mentioned items must be filed in advance of this meeting in conformance with the adopted filing schedule.

IX. **MEETING DATES FOR MARCH, 2013**

Subdivision Committee, Thursday, 8:30 a.m., Planning Division Office (101 East Vine Street).....	March 7, 2013
Zoning Committee, Thursday, 1:30 p.m., Planning Division Office (101 East Vine Street).....	March 7, 2013
Subdivision Items Public Meeting , Thursday, 1:30 p.m., 2 nd Floor Council Chambers.....	March 14, 2013
Work Session, Thursday, 1:30 p.m., 2 nd Floor Council Chambers.....	March 21, 2013
Technical Committee, Wednesday, 8:30 a.m., Planning Division Office (101 East Vine Street).....	March 27, 2013
Zoning Items Public Hearing , Thursday, 1:30 p.m., 2 nd Floor Council Chambers.....	March 28, 2013

X. **ADJOURNMENT**

TLW/TM/CT/BJR/BS/src

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