

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

December 17, 2020

I. CALL TO ORDER - The meeting will be called to order at 1:30 p.m. via video teleconference.

Due to the COVID-19 pandemic, state of emergency and Governor Beshear's Executive Orders regarding social distancing, this meeting is being held via teleconference pursuant to Senate Bill 150 (as signed by the Governor on March 30, 2020) and Attorney General Opinion 20-05, and in accordance with KRS 61.826, because it is not feasible to offer a primary physical location for the meeting.

Please utilize the following information to participate in this public hearing:

<https://zoom.us/join>

Webinar ID: 980 0501 0103

Password: 808805

Call in Number

+1 (929) 436-2866

If participants have items to submit for consideration by the Planning Commission (photos, videos, documents, etc.), please email them to planningmailbox@lexingtonky.gov before 10:00 a.m. on the day of the meeting. Information may also be mailed to the Division of Planning, 101 E. Vine Street, Suite 700, Lexington, KY 40507. Members of the public will have the opportunity to speak during the meeting, but will not have the opportunity to share their screens during the video teleconference. If members of the public wish to speak during the meeting, but are unable to connect or have other technical difficulties, please contact the Division of Planning via email at planningmailbox@lexingtonky.gov, or (859) 258-3160.

If you do not feel comfortable participating in a video teleconference meeting, written comments may be sent to the Division of Planning at the above listed email address, and will be distributed to the Planning Commission members.

The media and public may view the public hearing on LexTV Spectrum channel 185, MetroNet channel 3, Windstream channels 3 and 20, or via live stream at the following link: http://lfucg.granicus.com/MediaPlayer.php?publish_id=12

II. APPROVAL OF MINUTES – The minutes of the November 12, 2020 and November 19, 2020 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, December 3, 2020, at 8:30 a.m. The meeting was attended by Commission members: Ivy Barksdale, Headley Bell, Jan Meyer, Frank Penn, and Carolyn Plumlee. Committee members in attendance were: Deepika Eyunni, Division of Traffic Engineering and Vaughan Adkins, Division of Engineering. Staff members in attendance were: Traci Wade, Tom Martin, Hal Baillie, Cheryl Gallt, Lauren Hedge, Stephanie Cunningham, Captain Greg Lengal, Division of Fire & Emergency Services; and Tracy Jones, Department of Law. 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.

A. NO DISCUSSION ITEMS – Following requests for postponement or withdrawal, items requiring no discussion will be considered.

Criteria: (1) the Subdivision Committee recommendation is for approval, as listed on this agenda, and
(2) the Petitioner agrees with the Subdivision Committee recommendation and conditions listed on the agenda, and
(3) no discussion of the item is desired by the Commission, and
(4) no person present at this meeting objects to the Commission acting on the matter without discussion, and
(5) the matter does not involve a waiver of the Land Subdivision Regulations.

B. DISCUSSION ITEMS – Following requests for postponement, withdrawal and no discussion items, the remaining items will be considered.

The procedure for these hearings is as follows:

- Staff Report(s), including subcommittee reports (30 minute maximum)
- Petitioner's report(s) (30 minute maximum)
- Citizen Comments

* - Denotes date by which Commission must either approve or disapprove request, unless agreed to a longer time by the applicant.

- (a) proponents (10 minute maximum OR 3 minutes each)
- (b) objectors (30 minute maximum OR 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)
- Commission discusses and/or votes on the plan.

Note: Requests for additional time, stating the basis for the request, must be submitted to The Subdivision Committee no later than two days prior to the meeting. The Chair will announce his/her decision at the outset of the hearing.

1. **FINAL SUBDIVISION PLANS**

- a. PLN-MJDP-20-00054: HEADLEY, NIVEN & VANCE PROPERTY, LOTS 1, 2 & 3 (CHICK-FIL-A) (AMD) (12/10/20)* - located at 295 WEST NEW CIRCLE RD. and 1500 RUSSELL CAVE RD., LEXINGTON, KY.
Council District 1
Project Contact: GBC Design, Inc.

Note: The purpose of this amendment is to revise the proposed building and parking on the plan.

The Subdivision Committee Recommended: Postponement. There are questions regarding closure of the access point on 313 West New Circle Road per approved plan and lack of required Tree Protection Plan.

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

1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers and floodplain information.
2. Urban County Traffic Engineer's approval of street cross-sections and access.
3. Landscape Examiner'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. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
7. Division of Fire, Water Control Office's approval of the locations of fire hydrants, fire department connections and fire service features.
8. Division of Waste Management's approval of refuse collection locations.
9. KYTC approval of access to Russell Cave Road (KY 353).
10. Delete Notes #9 and #10.
11. Addition of required Tree Protection Plan.
12. Denote FAR in site statistics.
13. Correct plan title.
14. Delete "width varies" from New Circle Road and Russell Cave Road.
15. Delete copy right information note.
16. Denote approval from Royal Springs Aquifer Water Supply Protection Committee.
17. Discuss landscape buffer adjacent to R-1C zone property.
18. Discuss bypass lane for drive-thru.
19. Discuss access point #2 closure on 313 West New Circle per DP 2013-29.
20. Discuss proposed 15' setback along R-1C zone property line (north).
21. Discuss proposed amount of parking, and need for a parking study to document need.

- V. **ZONING ITEMS** - The Zoning Committee met on Thursday, December 3, 2020, at 1:30 p.m. to review zoning map amendments and Zoning Ordinance text amendments. The meeting was attended by Commission members: Zach Davis, Larry Forester, Bruce Nicol, Graham Pohl, and Bill Wilson. Staff members in attendance were: Traci Wade, Tom Martin, Hal Baillie, Donna Lewis, and Debbie Woods, and Tracy Jones, Department of Law. The Committee members reviewed application and made recommendations as noted.

A. **ABBREVIATED PUBLIC HEARINGS ON ZONING MAP AMENDMENTS**

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

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B. FULL PUBLIC HEARINGS ON ZONE MAP AMENDMENTS - 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. WALDEN LAND PROJECT, LLC ZONING MAP AMENDMENT & ATKINS PROPERTY LOT 1 (AMD) ZONING DEVELOPMENT PLAN

- a. PLN-MAR-20-00015: WALDEN LAND PROJECT, LLC (1/31/21)*- a petition for a zone map amendment from a Planned Neighborhood Residential (R-3) zone to a High Density Apartment (R-4) zone, for 0.896 net (1.406 gross) acre, for property located at 3621 Walden Drive. A dimensional variance has also been requested.

COMPREHENSIVE PLAN AND PROPOSED USE

The 2018 Comprehensive Plan, Imagine Lexington, seeks to provide flexible yet focused planning guidance to ensure equitable development of our community's resources and infrastructure that enhances our quality of life, and fosters regional planning and economic development. This will be accomplished while protecting the environment, promoting successful, accessible neighborhoods, and preserving the unique Bluegrass landscape that has made Lexington-Fayette County the Horse Capital of the World.

The applicant is seeking a zone change from the Planned Neighborhood Residential (R-3) zone to the High Density Apartment (R-4) zone for the property located at 3621 Walden Drive. The zone change application is seeking to construct two multi-family residential structures. With a total of 16 dwelling units.

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

The Staff Recommends: **Postponement**, for the following reasons:

1. The zone change application for the subject property, as proposed, does not completely address how they are meeting the Goals and Objectives of the 2018 Comprehensive Plan. The following Goals and Objectives require further discussion by the applicant to address compliance with the Comprehensive Plan:
 - a. Theme B, Goal #3: Apply environmentally sustainable practices to protect, conserve and restore landscapes and natural resources.
 - b. Protection Policy #7: Protect sensitive streams, natural habitats and wildlife in the Urban Service Area; protect the urban forest and significant tree canopies as crucial ecological networks.
 - c. Restoration Policy #1: Follow the LFUCG Urban Forestry Management Plan, protecting and recovering Lexington's urban forest by strategically planting new trees and creating walkable streetscapes.
2. The zone change application for the subject property, as proposed, does not completely address the development criteria for a zone change within the 2nd Tier Urban Place Type, and the Medium-Density Residential Development Type. The following criteria require further discussion by the applicant to address compliance with the Comprehensive Plan:
 - a. A-DS3-1: Multi-family residential developments should comply with the Multi-family Design Standards in Appendix 1.
 - b. A-DS5-3 Development should provide a pedestrian-oriented and activated ground level.
 - c. A-DS7-3 Parking structures should activate the ground level.
 - d. B-PR9-1 Minimize disturbances to environmentally sensitive areas by utilizing the existing topography to the greatest extent possible.
 - e. D-CO1-1 Rights-of-way and multi-modal facilities should be designed to reflect and promote the desired place-type.
 - f. D-CO2-1 Safe facilities for all users and modes of transportation should be provided.
 - g. A-DS4-3 Development should work with the existing landscape to the greatest extent possible, preserving key natural features.
 - h. B-PR7-1: Connections to greenways, tree stands, and stream corridors should be provided.

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- i. E-GR3-2: New focal points should emphasize geographic features unique to the site.
- b. **VARIANCE REQUEST** - a variance to increase the allowable height of the building from forty (40) feet to forty-five (45) feet, while retaining the side and rear yard setbacks defined in the R-3 zone.

The Zoning Committee recommended: **Postponement** to the full Commission.

The Staff Recommends: **Postponement**, for the following reason:

- a. The applicant has not submitted a sufficient application for a variance request. For this reason the staff can not support the request at this time. The applicant must address the following in their justification:
 - 1. The requested variance arises from special circumstances which do not generally apply to land in the general vicinity or in the same zone.
 - 2. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or would create an unnecessary hardship on the applicant; and
 - 3. The circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.
- c. **PLN-MJDP-20-00075: ATKINS PROPERTY LOT 1 (AMD) (1/31/21)*** - located at 3621 WALDEN DR., LEXINGTON, KY.
Project Contact: CMW, Inc. (Council District 4)

Note: The purpose of this amendment is to rezone Lot 1.

Note: The applicant submitted a revised development plan on November 30th to address some of the staff's concerns; however, the staff continues to recommend **postponement** due to concerns about compliance with the Comprehensive Plan and questions regarding the proposed modification of the Tree Protection Area.

The Subdivision Committee Recommended: **Postponement**, There are questions regarding the proposed modified Tree Protection Area, which is currently protected by a development plan note.

- 1. Provided the Urban County Council rezones the property to **R-4**; otherwise, any Commission action of approval is null and void.
- 2. Urban County Engineer's acceptance of drainage, and storm and sanitary sewers.
- 3. Urban County Traffic Engineer's approval of street cross-sections and access.
- 4. Urban Forester's approval of tree inventory map.
- 5. Greenspace Planner's approval of the treatment of greenways and greenspace.
- 6. Department of Environmental Quality's approval of environmentally sensitive areas.
- 7. United States Postal Service Office's approval of kiosk locations or easement.
- 8. Provided the Planning Commission grants the requested height variance.
- 9. Discuss proposed revised Tree Protection Area per note #12.
- 10. Discuss Placebuilder criteria:
 - a. A-DS3-1: Multi-family residential developments should comply with the Multi-family Design Standards in Appendix 1.
 - b. A-DS5-3: Development should provide a pedestrian-oriented and activated ground level.
 - c. A-DS7-3: Parking structures should activate the ground level.
 - d. B-PR9-1: Minimize disturbances to environmentally sensitive areas by utilizing the existing topography to the greatest extent possible.
 - e. D-CO1-1: Rights-of-way and multi-modal facilities should be designed to reflect and promote the desired place-type.
 - f. D-CO2-1: Safe facilities for all users and modes of transportation should be provided.
 - g. A-DS4-3: Development should work with the existing landscape to the greatest extent possible, preserving key natural features.
 - h. B-PR7-1: Connections to greenways, tree stands, and stream corridors should be provided.
 - i. E-GR3-2: New focal points should emphasize geographic features unique to the site.

VI. COMMISSION ITEMS - The Chair will announce that any item a Commission member would like to present will be heard at this time.

VII. STAFF ITEMS – The staff will report at the meeting.

A. Long Range Planning Activity Report

Imagine Lexington

During the month of November, Long Range Planning staff continued to move forward with a number of implementation items related to the 2018 Comprehensive Plan.

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Uncommon Commons

LRP staff continued the Uncommon Commons webinar series "Mornings with Planning," with a discussion titled "Public Engagement in the Development Process: The Division of Planning's Multi-Pronged Approach" which took place on Nov. 4, 2020. Senior Planner Sam Castro participated as a panelist for that discussion; Senior Planner Lauren Well. Weaver served as the moderator. This webinar was determined eligible for 1 CE credit for APA and AICP members.

Planning is underway for future editions of the webinar series, with upcoming topics including urban planning trends for 2021 and infill/redevelopment. Staff also continued work on additional offerings for the Uncommon Commons project, including an Urban Design video series and the Accela Citizen Training Video.

Imagine Lexington Website & Social Media

Staff continued with maintenance and updates to imaginelexington.com in November, with a goal to complete Phases II and III by the spring of 2021.

In the month of November, staff published a set of project pages that feature information related to the various Zoning Ordinance Text Amendments and Subdivision Regulation Amendments that have been set in motion by the recommendation within *Imagine Lexington*. This section is housed under the "Inform" section of the site and the overall Imagine Lexington approach.

Staff also continues to maintain the Imagine Lexington Facebook, Twitter, and Instagram social media accounts. In October, staff created posts for all Planning Commission and Board of Adjustment agendas, and post-meeting summaries of the votes taken during the meetings.

Zoning Ordinance Text Amendments (ZOTAs) and Subdivision Regulation Amendments (SRAs)

In April of 2019, the Planning staff began a division-wide effort to draft and initiate a series of text amendments, many related to the 2018 Comprehensive Plan.

Text amendments that are currently in the "planning and research" phase include: open space (Article 20); Multi-Family Design Standards (multiple locations); parking (multiple locations); street patterns and continuity (multiple locations); complete streets (multiple locations); agritourism (multiple locations); and revisions to the intent statements for multiple articles.

The Open Space ZOTA, which is being led by Senior Planner Valerie Friedmann, was the topic of a virtual stakeholder meeting held for members of both the development and design communities. This virtual presentation and discussion took place on Nov. 11, 2020. There is currently a digital public input form hosted on the Open Space ZOTA project page to collect community feedback as the draft text is developed.

LRP staff has taken on the task of developing informational one-pagers for each of the ZOTAs that summarize the proposed amendments to succinctly communicate the proposed changes and provide additional material resources to Planning Commission members, the Urban County Council, and the public. These are able to be accessed on each of the respective ZOTA or SRA project pages on the website.

Development Handbook

Staff continued meeting with the Development Handbook advisory group in November, using the Nov. 18, 2020 meeting to review, in detail, both long-form and simplified process diagrams that outline the various steps an applicant might take when interested in completing some form of development, zone change, subdivision, etc. Staff also meets bi-weekly to support the advisory group's efforts and prepare for upcoming meetings.

As part of the Development Handbook process, Senior Planner Lauren Well. Weaver has continued working with staff from other sections to continue refining the aforementioned workflows for zone change requests, subdivision and development plans, and Board of Adjustment applications.

Imagine Nicholasville Road

The Imagine Nicholasville project team, including representatives from Long-Range Planning and the Metropolitan Planning Organization (MPO) continued work on this project relative to land use and transportation recommendations for the corridor. Throughout the month of November, the project team hosted an online public input meeting, which gave the public the opportunity to provide detailed feedback on the different possible concepts and plan elements that have emerged from the study thus far. The survey was open until Dec. 2, 2020; the project team will be compiling feedback and determining next steps.

Infill and Redevelopment Steering Committee

Long Range Planning Manager, Chris Woodall, and Senior Planner, Valerie Friedmann, attended the Infill and Redevelopment Steering Committee meeting on Nov. 4, 2020. Chris provided an update on the progress of several *Imagine Lexington* implementation items since the last committee meeting. Valerie gave an introductory presentation for committee members on the upcoming Open Space ZOTA.

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Coordination with Outside Agencies

Chris Woodall attended the meeting for the Sustainable Growth Task Force on Nov. 18, 2020, working with the consultants on strategies for data gathering and preliminary work.

Chris Woodall continued his participation on the FCPS Long Range Planning Committee process.

Valerie Friedmann and Sam Castro served as guest speakers for the UK Landscape Architecture Practice class on Nov. 5, where they discussed planning policy and urban design. They also each participated as a juror for the UK Architecture and Urban Design studio final review on Nov. 20.

Senior Planner Lauren Well. Weaver and Planning Technician Grace Coy continued work with the Communications Committee of the APA Kentucky Chapter, where they contribute to the design and development of the association's quarterly newsletter, which will be released in December. They will then begin work on the chapter's 2020 KY-APA Annual Report.

Study Group

Several Long Range Planning and Planning Services staff members continued their participation in a self-guided "study group" that meets every other week to discuss planning topics. The group was formed in order to develop and enhance the participants' understanding of different planning process, the Zoning Ordinance and Subdivision Regulations, and existing and upcoming studies and plans.

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. In addition, Chris Woodall and Lauren Well. Weaver have continued work on projects related to Lexington demographics and land use classification.

Staff also continued participation in review of zoning applications and development plans.

APA Audio Conferences

For many years, Staff has hosted APA Audio Conferences for continuing-education credits for both LFUCG and AICP. There were six APA Audio Conferences hosted during the month of November, whose titles were:

- *Grass, Desert, or Mixed "Oasis" Landscapes: From What Residents Want to What They Actually Do and Why*
- *Land Use Law Update*
- *The Value of the Curb: Organization, Regulation, and Monetization of Your Precious Right-of-Way*
- *Planning for Resilient Communities in the Midst of Pandemic Social Justice and Climate Change Challenges*
- *Ethics Cases of the Year*
- *Planning for Freight/Logistics and Industrial Development – Lessons Learned*

B. Transportation Planning / MPO Activity Report August 2020

1.1 Inventory/Monitor; Title VI/ADA; Coordination/Consultation

- Attended 4 weekly paving meetings.
- Attended KYTC/LFUCG Maintenance and Operations meeting.
- Attended Commission for People with Disabilities meeting.
- Provided feedback on LFUCG's Title VI Plan.

1.2 Staff Development

- Attended Webinar: - On Your Left!: The transformative power of eCargo bikes in your community's vehicle fleet.
- Attended webinar: Talking freight - curbside deliveries.

2.1 Congestion Management Process (CMP)

- Worked with Congestion Management (CM) Bottleneck Study consultant and LFUCG Grants and Special Programs to obtain Council approval of the Professional Services Agreement. The Agreement received a first and second reading by the Council in November.
- Attended CM Bottleneck Study's Steering Committee meetings to discuss congestion travel time performance measures and metrics.
- Researched federally-required CM Performance Measures/metrics to support the selection and evaluation of performance metrics.
- Prepared for the December's Congestion Management Committee (CMC) meeting agenda and materials.

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2.2 Transportation Plan Update & Implementation

- Continued in-house development of a Freight Plan.
- Promoted Jessamine/Fayette Connectivity study survey and opportunities for public involvement. The project website is <http://www.jessfaystudy.com/>.

3.1 Transportation - Land Use Impact Analysis

- Conducted two project team meetings for the Imagine Nicholasville Road Study. Developed materials for the second round of public input. Launched and promoted public input opportunities via a press release, media interviews, and social media and project newsletters. Conducted four stakeholder meetings. Presented study parameters to a UK Engineering class. Attended UK College of Design project presentations regarding the corridor.
- Provided assistance and answered inquiries on various traffic related issues.
- Attended one pre-application meeting to provide transportation planning input on future land-use applications.
- Assisted LFUCG planning staff on transportation related issues.
- Continued coordination and presented staff recommendations on a traffic impact study for zone change proposals in Fayette County.
- Attended regular LFUCG Subdivision and Zoning Committee meetings.
- Continued work on the Street Continuity SRA, Parking ZOTA, Greenspace ZOTA, Complete Streets SRA and Curbside Management ZOTA.
- Attended a meeting of the I/R Steering Committee to present on the Street Continuity SRA.
- Continued work to update various elements of Traffic Impact Study requirements.
- Continued work on an LFUCG Road Classification evaluation project.

3.2 Multimodal/Transportation Enhancement Planning

- Responded to approx. 23 various citizen/agency requests for information on bike and pedestrian issues.
- Reviewed and submitted comments in Accela for bike/pedestrian circulation requirements.
- Corresponded on plans approved by the Planning Commission for compliance with conditional signoff requirements.
- Responded to 16 inquiries with development groups to work through requirements for multi-modal compliance with the subdivision regulations.
- Continued work on the print version of the Lexington Bike Map.
- Conducted multiple meetings with Shared Mobility providers.
- Continued work with Populus, a third party data-management company platform, to process and evaluate multiple shared mobility companies' data.
- Continued data management tasks for various bike counters on local trails.
- Attended an interview by a University of Kentucky student working on bicycle policy work as a study focus for his class.
- Attended virtual meeting with Winchester advocacy group working on connecting the Brighton Rail Trail to downtown Winchester.
- Continued work on developing curbside management policy and smart city curbside initiatives for council members.
- Continued work on multiple ZOTA's including developing conceptual roadway cross sections for complete streets.
- Continued work on the development of traffic calming roadway interventions for intersections and thru-ways.
- Continued work on parking lot designs interventions for traffic calming and connectivity.
- Continued work to implement Shared Mobility Vehicle permits, managed current licensees, and associated data and enforcement.
- Continued work on developing conceptual level plans for connections to the Town Branch Commons.
- Reviewed paving lists for inclusion and/or refreshing of on-road bicycle facilities during upcoming resurfacing projects.

3.3 Transit Planning

- Attended Lextran virtual board meeting.
- Coordinated with FTSB Director to oversee financial matters.
- Held multiple virtual meetings with Lextran staff concerning transit aspects on submitted plans.
- Met with Lextran and consultants working on Lextran Comprehensive Operational Analysis to discuss progress on the project.

3.4 Public Participation & Outreach

- Conducted several meetings with the Division of Environmental Quality to coordinate outreach activities and completed a budget amendment for the project.
- Continued work on a major update of the MPO website including a revamp of the MPO "Projects" page and related digital Story/Projects Map.
- The MPO website had 449 visits from 384 users (87% new users) and 786 page views in November.
- The MPO's Twitter site had 2,039 followers in November.

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- The MPO's Facebook page had 3,554 followers in November; reached 336 users; and had 67 engaged users.

3.5 Travel Demand Modeling and Project Forecasting

- Performed LAMPO model maintenance.

4.1 Program Administration

- Packets and meeting minutes were prepared for the Bicycle & Pedestrian Advisory Committee.

4.2 Transportation Improvement Programming (TIP)

- Held one Project Coordination Team meeting to track the status of TIP projects.
- Met internally and with KYTC District 7 to work on the biannual purge of the CHAF database.

4.3 Unified Planning Work Program (UPWP)

No activity.

C. Zoning Compliance Planning Activity Report

Zoning Enforcement/Compliance

During the month of November, ten new cases were initiated, with the majority being complaints of illegal businesses operating in residential zones. Eleven complaints were resolved, meaning that necessary actions were taken by the property owner or occupant to correct a zoning compliance problem.

Annual inspections were completed on eight properties with conditional uses, and all were determined to be in substantial compliance with conditions imposed by the Board of Adjustment, or conditions have been permanently satisfied, requiring no further inspections.

Board of Adjustment

Six appeals were considered by the BOA in November 2020. Two of these appeals were requests for variances, both of which were approved by the Board. The remaining four appeals consisted of three requests for conditional uses and one administrative appeal. The board approved the three requests for conditional uses but denied the administrative appeal.

Permitting & Zoning Compliance

Since January 1, 2012 a Zoning Compliance Permit (ZCP) has been required before a building or premises can be occupied for a specific use or a change in use, with some exceptions for agricultural uses and single-family or two-family residences. Zoning Compliance signoff in the ACCELA permitting system may also suffice for a Zoning Compliance Permit. All commercial building and paving permit applications originating in Building Inspection during the month are forwarded to Zoning Compliance for review and approval. During November, a total of 65 commercial, paving and residential permits were reviewed in ACCELA by Zoning Compliance. Due to the continuing restrictions on public access, no commercial plan review sessions are being scheduled by Building Inspection at this time; all construction plan review is performed online.

During the month of November, one Zoning Compliance Permit was issued, which was requested for a Residential Care Facility in a single-family residence. Technical assistance was also provided to customers and Building Inspection with regard to review of second kitchens within residences, interpretation of Article 15 yard requirements, accessory structures, proposed uses within a zone, and review of plans for residential projects within ND-1 areas. A total of 9 zoning certification letters were requested and provided during November to various law offices and due diligence zoning research firms. State forms required for liquor licenses, auto dealerships, and salons are also being managed at this time via e-mail, and 13 of these application forms were reviewed and approved during November. In addition, a number of phone calls from design professionals, investors, real estate agents, attorneys and the general public were taken, and several persons were assisted with navigating through the on-line Accela application process.

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 rehearing, 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.

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IX. MEETING DATES FOR JANUARY 2021

Technical Committee, Wednesday, 8:30 a.m., via teleconference	December 23, 2020
Subdivision Committee, Thursday, 8:30 a.m., via teleconference	January 7, 2021
Zoning Committee, Thursday, 1:30 p.m., via teleconference	January 7, 2021
Subdivision Items Public Meeting , Thursday, 1:30 p.m., via teleconference	January 14, 2021
Work Session, Thursday, 1:30 p.m., via teleconference	January 21, 2021
Technical Committee, Wednesday, 8:30 a.m., via teleconference	January 27, 2021
Zoning Items Public Hearing , Thursday, 1:30 p.m., via teleconference	January 28, 2021

X. ADJOURNMENT

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