





# PLANNING COMMISSION


## BOARD DETAILS




OVERVIEW



**SIZE** 10 Seats



**TERM LENGTH** 3 Years



**TERM LIMIT**

Direct the economic growth and physical development of Jefferson County and the communities therein, and to guide such development in such a manner as to assure the prosperity, health, safety, morals and general welfare of the county and its communities



### DETAILS

#### ENACTING RESOLUTION WEBSITE

#### ENACTING RESOLUTION

**STATUTORY AUTHORITY** KRS Ch. 100

**ORDINANCE AUTHORITY<sup>1</sup>** LMCO 32.840

#### POWERS

The goals and objectives of the Planning Commission shall include, but not be limited to, the following:

- A. Management and execution of the business, activities, and affairs of the Commission as prescribed by KRS – Chapter 100 and subsequent amendments and local ordinances and resolutions.
- B. Development, review and maintenance of the Cornerstone 2020 Comprehensive Plan, including recommendation of implementation of the plan to the appropriate legislative bodies.
- C. Planning and regulation without favor or prejudice to any individual, group, class, race, or creed.
- D. Approval of all policies, procedures, and regulations necessary for the management of the affairs of the Commission.
- E. Conducts of public hearings as prescribed in the adopted policies and applicable statutes and ordinances. Those Commissioners present for a public hearing shall act as hearing examiners when a quorum is not available pursuant to KRS 100.171.
- F. Maintenance, publication and retention of minutes and records of all proceedings, including details of all regulations, transactions, findings and determinations for each proceeding, and the number of votes for and against each question, and indicating whether any member is absent or disqualifies from voting.
- G. Delegation of authority, where advisable and within the confines of the KRS and local ordinance, to standing committees and the Director.

H. Provision of public outreach and education regarding planning for the community to the general public and the appropriate agencies and organizations.  
I. Recognition and acknowledgement of national trends in planning theory and practice, and, if appropriate, implementation of such trends in its decision-making process.  
J. Attention to the public interest in the planning process through the provision of full, clear, timely, useable and accurate information on planning issues, and the ability to have a meaningful role in the development of plans and programs.

---

**REMOVAL** May be removed by the appropriate appointing authority for inefficiency, neglect of duty, malfeasance, or conflict of interest. Process and appeal providing in KRS 100.157(1).

---

**BONDING AUTHORITY?** Yes

---

**MEETING** At least 6 regular meetings annually required by KRS 100.163. Regular meetings are on the 1st and 3rd Thursday of each month. Annual meeting is the 3rd Thursday of January.

---

**INCORPORATED?** Yes

---

**OPEN RECORDS INFO RECEIPT REQUIRED UNDER KRS 65.055?** Yes

---

**OATH OF OFFICE REQUIRED?** Yes

---

**SUBJECT TO OPEN MEETINGS LAW?** Yes

---

**BOND REQUIREMENT FOR MEMBERS?** Yes

---

**OFFICERS** Commission elects a chair and any other officers deemed necessary. All officers shall be citizen members, and shall be eligible for reelection at the expiration of a term.

---

**FISCAL AGENT AGREEMENT WITH METRO?** Yes

---

**HOW IS THE DIRECTOR OR EXECUTIVE DIRECTOR APPOINTED/HIRED?** Metro provides all staff, including a Director.

---

**RECORDS & REPORTS**

Adopt bylaws for the transaction of business.  
Keep minutes and records of all proceedings, including regulations, transactions, findings and determinations, the votes, and if any member is absent or disqualified to vote.  
Shall prepare a comprehensive plan, which shall serve as a guide for public and private actions and decisions to assure the development of public and private property in the most appropriate relationships.

---

**AUTOMATIC REAPPOINTMENT UNDER KRS 65.008(2)?**

Yes

---

**VACANCY APPOINTMENT**

Vacancies on the planning commission shall be filled within sixty (60) days by the appropriate appointing authority. If the authority fails to act within that time, the planning commission shall fill the vacancy. When a vacancy occurs other than through expiration of the term of office, it shall be filled for the remainder of that term.  
The Planning Commission shall act within one-hundred twenty days to fill the vacancy.

---

**COUNCIL APPROVAL OF APPOINTMENT?**

Yes

---

**EX OFFICIO MEMBERS**

Mayor or designee,  
Director of public works or designee, or county engineer, as determined by the Mayor. If the director of public works designates a designee, the designee shall be either a civil or highway engineer licensed under KRS Chapter 322, and shall have at least three (3) years' practical road building, road design, or transportation planning experience.

---

**COMPENSATION**

Reimbursed for necessary authorized expenses in addition to \$50 each commission meeting attended but no more than \$1,500 per fiscal year nor for more than 30 meetings per fiscal year. No compensation for Mayor or other official serving by virtue of office.  
Citizen members may not be paid more than \$2,000 per fiscal year of Metro.

---

**TERM OF APPOINTMENT DETAILS**

Three (3) years and until their successors are appointed and qualified, and the term of office of members appointed shall be staggered.  
Terms for appointed citizen members shall be three years, with terms expiring on October 1 of the last year of the term.

---

**VACANCY APPOINTMENT DETAILS**

---

**QUORUM**

5 members of the Commission shall constitute a quorum for the transaction of business.  
Section 4. Quorum. Five members of the Planning Commission shall constitute a quorum.  
The lack of a quorum shall not prevent a scheduled public hearing. Rather, in the absence of a quorum, the Planning Commission members in attendance shall

hereby be appointed as hearing officers pursuant to KRS 100.171. The Commission Chair or Vice-Chair shall preside if present, or in the absence of the Chair or Vice-Chair, the member in attendance with the longest membership on the Commission shall preside over the public hearing and the members shall make recommendations to the Commission in business session at its next regular meeting.

---

**HOW APPOINTED**

Eight (8) members who are residents of the planning unit, appointed by the Mayor, with approval of Council.

---

**QUALIFICATION OF MEMBERS**

(4) of the eight (8) appointees are citizens who have no direct financial interest in the land development and construction industry. All ten (10) members of the planning commission shall be required to disclose any personal or family commercial interest relevant to land use, new development supply, or new development construction. The disclosure shall be a written, signed statement of the general nature of the member's interest. The disclosure shall be filed with the commission's records pursuant to KRS 100.167 and shall be available for public inspection during regular business hours.

---

**PURPOSE**

Direct the economic growth and physical development of Jefferson County and the communities therein, and to guide such development in such a manner as to assure the prosperity, health, safety, morals and general welfare of the county and its communities

---

**ETHICS/CONFLICT OF INTEREST PROVISION**

---

**SOCIAL MEDIA WEBSITE**

---

**SUBCOMMITTEES**

---

**OFFICERS TERM OF OFFICE** Elected annually

---

**ADDRESS**

---

**WEBSITE**

---

**COUNCIL APPROVAL DETAILS**

---

**OFFICERS TERM OF OFFICE**

---

**BOARD REQUIREMENT**

## DETAILS

---