

**MINUTES OF THE ANNUAL MEETING  
OF THE  
LOUISVILLE METRO PLANNING COMMISSION  
January 16, 2014**

A meeting of the Louisville Metro Planning Commission was held on Thursday, January 16, 2014 at 12:30 P.M. p.m. at the Old Jail Building, located at 514 W. Liberty Street, Louisville, Kentucky.

**Commission members present:**

Donnie Blake, Chair  
David Proffitt, Vice Chair (left at 1:30 p.m.)  
Jeff Brown  
David Tomes  
Vince Jarboe  
Robert Kirchdorfer  
Chip White  
Clifford Turner (arrived at 12:38 p.m.)

**Commission members absent:**

Tawana Hughes

**Staff Members present:**

Emily Liu, Director, Planning & Design Services  
Jim Mims, Director, Codes and Regulations  
John G. Carroll, Legal Counsel  
Jonathan Baker, Legal Counsel  
Joseph Reverman, Planning Supervisor  
Julia Williams, Planner II  
Rebecca Simmons, Management Assistant (sign-ins)  
Chris Cestaro, Management Assistant (minutes)

**Others Present:**

Pat Barry, MSD

The following matters were considered:

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12:39:33 Commissioner Blake called the Annual Meeting to order and opened the floor for nominations for Chairman of the Planning Commission.

**Election of Chairman**

Commissioner Tomes nominated Commissioner Blake for Chairman.

Commissioner Proffitt seconded the motion.

On a motion by Commissioner Tomes, the following resolution was adopted.

**RESOLVED**, that the Louisville Metro Planning Commission does hereby **ELECT** Commissioner Donnie Blake as Chairman of the Planning Commission.

**The vote was as follows:**

**YES: Commissioners Proffitt, Brown, Tomes, Jarboe, Kirchdorfer, and White.**

**NO: No one.**

**NOT PRESENT: Commissioners Turner and Hughes.**

**ABSTAINING: Commissioner Blake.**

**Election of Vice Chairman**

Commissioner Tomes nominated Commissioner Proffitt for Vice Chairman.

Commissioner White seconded the motion.

On a motion by Commissioner Tomes, the following resolution was adopted.

**RESOLVED**, that the Louisville Metro Planning Commission does hereby **ELECT** Commissioner David Proffitt as Vice Chairman of the Planning Commission.

**The vote was as follows:**

**YES: Commissioners Blake, Brown, Tomes, Jarboe, Kirchdorfer, and White.**

**NO: No one.**

**NOT PRESENT: Commissioners Turner and Hughes.**

**ABSTAINING: Commissioner Proffitt.**

\*NOTE: Commissioner Turner arrived at 12:38 p.m.

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**Director's Remarks**

12:41:50 Emily Liu, Director of Planning and Design Services, presented the Annual Report for 2013. She thanked the Commission for their hard work and continued support.

Ms. Liu reviewed the numbers from the past year [for a verbatim presentation, see the Annual Report.] She reviewed the Commissioners that have served over the past year, as well as the Committees on which they served.

She said the total number of meetings has not increased since last year, but the meetings have been getting longer (approximately one hour longer, on the average, than last year.) There were a total of five off-site meetings/night hearings in 2013. The number of cases has also gone up.

The housing sector has apparently recovered from the recession. In 2012 there was a significant increase in the number of units approved (apartments, as well as single-family) There was a slight decrease in that number for 2013, but it is still up from the recession years; there was an increase in apartment units.

She reviewed the meeting times and statistics for the LD&T and DRC Committees and explained that DRC cases can now be heard at the LD&T meetings (see Annual Report for statistical details.)

Ms. Liu discussed the changes that have been made to allow Commissioners to sign up for Site Inspections that are located closer to their homes.

She reviewed staffing changes and notable projects/actions taken over the last year.

Ms Liu also described the changes that have been made to the PDS website, primarily with citizen users in mind. The rezoning process was also streamlined in the beginning of 2013, which has been very successful and has now been implemented with all other case types.

01:01:18 Commissioner Blake said he had spoken with Ms. Liu and Joseph Reverman regarding the procedures for the Site Inspection Committee, and gave a brief description of how the Committee had worked in years past as opposed to how it is organized now. He said that Commissioner Jeff Brown has agreed to Chair this Committee. Commissioner Tomes agreed, and said that assigning Commissioners to inspect sites that are closer to their homes/workplaces/etc. makes these inspections more efficient for Commissioners and staff.

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01:05:20 Mr. Reverman and Commissioner Blake discussed the assignment of site inspection visits among all of the Commissioners. Commissioner White suggested having the site inspection form online. Mr. Reverman said this could be done. Commissioner Blake said he had his as a Word document.

01:07:44 In response to a question from Commissioner Proffitt, Commissioner Blake said that Mr. Rob Peterson, the newest Commissioner, would be assigned to the DRC Committee.

01:08:30 Jim Mims, Director of Codes and Regulations, thanked the Commissioners for their service and discussed the vision for Planning and Design Services in the future. He emphasized the goal of making services available online, particularly in respect to licenses and coordinating inspections.

01:10:19 Commissioner Tomes said he appreciated staff's service to the Commission. He discussed budget issues and asked to go on record as stating his hope that the departmental budget and staff's salaries could be competitive with competing cities. Commissioner Blake said he completely agreed. Commissioner Jarboe said he had attended a continuing education seminar yesterday that included representatives from Philadelphia, Miami and Minneapolis. The representatives were asked about their budgets. Commissioner Jarboe said the representatives spent as much on changing their zoning plan/s as the budget is for Louisville Metro. He stated that Louisville Metro needs to budget more money for Planning and Design Services. Commissioner Blake said he agreed.

01:15:28 In response to a question from Commissioner Turner, Ms. Liu said PDS currently has 28 staff members, smaller than other comparable cities. Commissioner Turner also asked how many cases were reversed by Metro Government after they had been approved or denied by the Planning Commission. Ms. Liu said there were two last year.

01:17:56 Ms. Liu and the Commissioners discussed the upcoming renovation to the Old Jail Courtroom and where Planning Commission meetings would be held until the renovations were complete.

01:19:23 Commissioner Blake commended Mike Hill, Planning Supervisor, for his work on the Land Development Code revisions. He also commended John Carroll and Jonathan Baker, legal counsels for the Planning Commission, for their work.

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**The Annual Meeting was adjourned at 1:20 p.m.**

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**Chairman**

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**Division Director**