

**GEORGETOWN-SCOTT COUNTY PLANNING COMMISSION
AGENDA**

**March 12, 2015
6:00 p.m.**

I. COMMISSION BUSINESS

- A. Approval of February invoices
- B. Approval of February 12, 2015 minutes
- C. Approval of February 26, 2015 special meeting minutes
- D. Approval of March agenda
- E. Items for postponement or withdrawal
- F. Consent Agenda

II. NEW BUSINESS

- A. PSP-2015-02 Singer Property – Preliminary Subdivision Plat for the subdivision of the approximately 42-acre parent tract into four (4) tracts, located on the southwest corner of Stamping Ground Road (KY 227) and Galloway Road.
- B. PSP-2015-03 Thoroughbred Acres Unit 6-C – Preliminary Subdivision Plat for 14 single-family units on 3.82 acres zoned R-3 PUD, located on the west side of Pavilion Way between Back Stretch Drive and Furlong Court. POSTPONED
- C. ZMA-2015-04 Cox-Smith Zone Change – Rezoning request for 2.173 acres from A-1 to B-1, located on the southwest corner of Cynthiana Road (U.S. 62) and Muddy Ford Road. POSTPONED

III. OTHER BUSINESS

- A. Landscape Ordinance Amendment – PUBLIC HEARING
- B. Subdivision Regulations Amendment – Digital Submittal – PUBLIC HEARING
- C. Election of Officers
- D. Update of previously approved projects and agenda items

**GEORGETOWN-SCOTT COUNTY PLANNING COMMISSION
REGULAR MEETING
MINUTES
February 12, 2015**

The regular meeting was held in the Scott County Courthouse on February 12, 2015. The meeting was called to order by Vice Chairman Rob Jones at 6:00 p.m. Present were Commissioners Jeff Caldwell, Janet Holland, Regina Mizell, Byron Moran, John Shirley, Steve Smith, Mark Sulski, and Frank Wiseman, Director Joe Kane, Planners Megan Chan and Matt Summers, Engineer Brent Combs, and Attorney Charlie Perkins.

Motion by Shirley, second by Holland, to approve the January invoices. Motion carried.

Motion by Mizell, second by Moran, to approve the January 8, 2015 minutes. Motion carried.

Motion by Caldwell, second by Smith, to approve the February agenda. Motion carried.

Postponements/Withdrawals

The Hill-n-Dale Zone Change application was withdrawn.

Consent Agenda

Representatives of the Everybody's Auto Sales North and Taco Bell applications agreed to their respective conditions of approval and there were no concerns expressed by the Commission or public. Motion by Smith, second by Holland, to approve the two items on the Consent Agenda. Motion carried.

ZMA-2014-36 Winding Oaks Cluster Subdivision – Rezoning request for a cluster subdivision with twenty-seven (27) residential cluster lots, three (3) preserved tracts, and two (2) non-buildable HOA lots on 150.51 acres zoned A-1, located on the south side of Ironworks Road, east of Cane Run Road. PUBLIC HEARING

Acting Chairman Jones continued the public hearing from the December meeting.

Mr. Kane stated that a traffic study and a geotechnical report were requested at the last meeting from the applicant. Those reports were provided to the Commission and posted on our website. He stated that the Level of Service was

not decreased at the proposed entrance to the subdivision, and the geotechnical study conclusion was that any sinkholes or karst features can be mitigated on the site and would not affect the constructability of the subdivision. He stated that after a meeting with the State on site to determine if there is a better location for the entrance, the State suggested moving the entrance to the east. Based on that, the application submitted a revised preliminary plat. The entrance is now located where a section of an historic rock fence will have to be removed and relocated on site.

Mr. Kane reported that a section of the Zoning Ordinance requires that septic tanks be located at least 500' from any sinkhole. He discussed the issue with Gene Thomas of the Health Department, and Mr. Thomas stated that State regulations require septic tanks to be at least 70' from any sinkhole, and State regulations are the final authority on septic issues.

Mr. Kane then reviewed the revised plan, including the drainage and sinkhole issues. Regarding traffic, he noted that the minimum acceptable Level of Service in the Comprehensive Plan is Level of Service C for unsignalized intersections and for rural roads.

Those intending to speak before the Commission were then sworn in by Mr. Perkins. It was also noted that the new Planning Commissioner, Mark Sulski, was sworn in.

Bruce Lankford, representing the applicant, introduced Tony Barrett, landscape architect for the project, and submitted his resume for the record.

Mr. Barrett of Barrett Partners reviewed the changes in the plan since the December meeting, including moving the entrance location and reconfiguring several lots to better address the sinkhole areas.

Diane Zimmerman of the Jacobs Group prepared the traffic impact study and reviewed the highlights. She stated that the proposed entrance will operate at a Level of Service A in both the a.m. and p.m. peak hours. Therefore, no improvements, including turn lanes, are needed at the intersection. She explained the Levels of Service, Level of Service A being the optimum service.

Malcolm Barrett of Malcomb Barrett, LLC, completed the geotechnical report. He presented a map showing nine possible sinkhole areas. They performed tests for open cavities on the several that are near the area of development. He explained their method of study and stated that they found stable rock that can be built upon.

Andy Holmes, Midwest Engineering, addressed the drainage issue. He stated that two questions were asked of him: could the area be developed in a manner as to not discharge stormwater to the north across Ironworks Road and to the

property to the east. He stated that it can be developed without discharging water in those directions. He explained that a swale can be made that will intercept water before it crosses the property line in both directions.

Bruce Simpson, attorney representing Kim Jedlicki, adjacent property owner, questioned Mr. Holmes about the stormwater management plan. He addressed the application's conformance with the Comprehensive Plan and Zoning Ordinance. He cited the Zoning Ordinance provision that a Development Plan is required for all zone changes, and stated that a Preliminary Subdivision Plat was submitted for this zone change application instead of a Development Plan.

Mr. Simpson addressed the karst topography, stating that a presentation will be made that shows that 27 septic tanks in an area with sinkholes is environmentally hazardous. He cited recommendations in the 2011 Comprehensive Plan that he felt had not been considered, including stormwater management practices, protection of karst topography, and protection of environmental aesthetics and historic character.

Brad Johnson, CDM Engineers, reviewed his traffic study. He stated that approximately 500' of stone fence would need to be removed in order to ensure adequate sight distance. He showed photographs illustrating driving concerns and habits on Ironworks Road.

Sara Smith, President of Smith Management Group, environmental consulting firm, reviewed her environmental study of the property. She stated that three issues were identified in our regulations: 1) protection of surface and ground water, 2) preservation of features that define Scott County, and 3) preservation of high quality farmland. She addressed each of those issues and how they are not promoted by this proposed development.

Bruce Lankford, representing the applicant, stated that Mr. Simpson asserted that a development plan was required, but the regulation states that it is at the Commission's discretion whether a development plan is required. Mr. Kane replied to Mr. Lankford that he was satisfied with what the applicant submitted. Mr. Lankford addressed the application's compliance with the Comprehensive Plan, stating that it only has to comply with one of three conditions, which it does. He further stated that the applicant's traffic engineer and geotechnical engineer found that the traffic issue and the sinkhole issue can be mitigated without adverse impacts.

Mr. Lankford asked Mr. Johnson if he had worked with Mr. Simpson prior to this work. He replied that he had many times.

Malcolm Barrett stated that his study was begun in October/November of 2014, so that it was not a short-term effort. He stated that through design and engineering, they make septic tanks work in the poor soils for septic systems typical in

Kentucky. He stated that stormwater runoff can be mitigated, as well as soil erosion.

John Manning, Locksley Court resident, was concerned about the safety of and traffic on Ironworks Road.

Daniel Nohum, Cane Run Road resident, expressed concern about the stormwater runoff and the sinkholes. He also wished that the rural character of the area be preserved.

Andrew Burgoon, Locksley Court resident, felt that the applicant did not do enough to prove to the area residents that there would be no adverse impacts from the development.

Sandy Jors, Knight Court resident, stated that she wants to retire in her home and cannot afford to move.

Emily Gammon, Enid Court resident, stated that there are more people opposed to the development than are at the meeting. She distributed a petition to the Commission signed by those opposed and asked the Commission to consider the wishes of the people who live in the area.

Theresa Morton, Cane Run Road resident, stated that it is a farming community and the farmers/farmland need to be respected.

Kim Jedlicki, adjacent property owner, stated that the information presented was in the interest of transparency and more information. She noted points in the staff report with which she disagreed.

Lynn Martin, Moores Mill Road resident, felt that the cluster concept does not preserve viable farmland.

Troy Rankin, Stone Road resident and future farmer of the Jedlicki property, felt that the karst areas are stable because the area has been farmed. But twenty-seven (27) foundations requiring digging and blasting, and the eroding stormwater runoff created by those homes, can change the stability of the karst area. He also agreed with Mr. Martin that cluster development does not preserve farmland, and that the runoff will have a negative impact on agriculture.

Mr. Simpson stated that some of his points in arguing against the proposed development were not rebutted by the applicant's witnesses.

Acting Chairman Jones closed the public hearing.

Commissioner Holland asked staff if, based on Mr. Simpson's comments, the matter was at a point where it can be voted upon. Mr. Perkins replied that the

main determination the Commission needs to make is whether the application is consistent with the Comprehensive Plan. Regarding that and other conflicting evidence, the Commission must decide what side is more credible. He added that he was not comfortable not having more time to work through some of the conflicting issues, but that however the Commission votes, they need to state the reasons why they are voting as they are.

Commissioner Smith expressed concern about the testimony regarding the preserved tracts not being viable farmland. He preferred to see the preserved tracts in one contiguous tract, and did not want to set a precedent for that situation. He reminded those present that the application can still develop 30 five-acre tracts without needing a zone change.

Commissioner Shirley asked Mr. Kane if the applicant's Preliminary Subdivision Plat conforms to the Comprehensive Plan. Mr. Kane replied that it does conform because of the guiding principle of the rural element of the plan, which is to manage growth in a manner that balances the needs of development associated with community growth and the continuing need to preserve prime farmland. That balance is implemented through the five-acre minimum lot size and the cluster ordinance, and other ordinances regulate the protection of farmland and karst areas. He added that the utilities are in place, the road functions at the level of service that was established in the Comprehensive Plan, it's adjacent to developed residential areas, and being a cluster subdivision, it protects 90+ acres of open space. He stated that the rock fence will have to be rebuilt, and the Health Department will need to be approve the location of the septic systems.

Commissioner Smith asked if 500' of rock wall will have to be moved because of sight distance. Tony Barrett stated that he did not have a measurement, but he felt that distance would be close. He stated that the wall would probably be incorporated into their entrance.

Commissioner Wiseman felt that more development is not needed in Scott County, that the need for farmland preservation trumps the need for development.

Commissioner Holland felt that the plan does conform with the Comprehensive Plan, but that clearly adjustments can be made to reflect the current conditions and concerns.

Motion by Holland, second by Mizell, to recommend approval of the rezoning request from A-1 to A-5 on the basis that it complies with the Comprehensive Plan. By roll call vote, motion denied with Wiseman, Moran, Shirley, Smith, and Jones dissenting.

With that motion failing, Mr. Perkins advised the Commission on sending a recommendation or no recommendation to Fiscal Court.

Motion by Smith, second by Wiseman, to deny the rezoning request from A-1 to A-5 on the basis of the proposed Findings of Fact (presented by the opposition's attorney and entered into the record) 2.b and 2.c, 3.a and 3.b (omitting 1, 2.d, 3.a.1 and 3.b.1). By roll call vote, motion carried 5-4 with Sulski, Holland, Caldwell, and Mizell dissenting.

Landscape Ordinance Amendment

Mr. Summers presented the proposed changes and historical changes to the VUA landscaping standards. Currently, 10% of the VUA area is required to be landscaped, and 2 trees are required for every 250 sq. ft. of landscape area within the VUA. This translates to one tree in the interior VUA for every 1,250 sq. ft. of VUA.

He briefly reviewed the VUA landscape requirements in other cities in Kentucky and also canopy coverage standards.

The amendment being recommended is to reduce the number of required trees in the VUA landscape area from 2 trees for every 250 sq. ft. to one tree per 250 sq. ft.; to enact a tree canopy standard similar to the Louisville standard to encourage protection of existing trees and promoting additional canopy area; and to require a tree protection plan or landscape plan with all development plans.

The amendment also recommends strengthening the language in the Landscape Ordinance and the Subdivision Regulations to require a landscape plan or a tree protection plan with all development plans and subdivision plats when they are initially submitted. This will give staff more time to review the plan and provide comments at the Technical Review Committee meeting. It will also allow time to identify existing trees that can be preserved, which will be recorded on the final plat.

Discussion continued on the proposed amendment. Commissioner Smith felt that preserving trees should reduce the number of trees a developer has to plant.

Commissioner Shirley felt the current regulations may be requiring too many trees in some cases.

It was agreed that staff would put the recommendation into writing and advertise as a public hearing for the March meeting.

Subdivision Regulations Amendment – Digital Submittal

Mr. Kane reported that digital submittals with certain layers are currently required for all plats and plans before they are recorded so that they can be entered into

the GIS system. The current digital submittal ordinance needs to be amended to address outdated practices such as allowing floppy disks and not allowing email submittals, to require additional layers (such as stormwater structures), and to also require digital submittals for minor plats. These additional requirements should not be a burden on engineers/surveyors because all plats and plans are digitally drawn.

Mr. Kane stated that a public hearing on the proposed amendments will be held at the March meeting.

Mr. Combs added that the change will affect surveyors in that minor plat surveys will have to use state plane coordinates to tie into the county's monument system. It will be an extra cost that will be passed on to the property owner. He estimated that it will cost approximately \$200 more for a survey.

FY 15-16 Budget

Mr. Kane reported that the FY 15-16 budget needs to be submitted to the County by March 3, which is before the next regular meeting. He reviewed the budget process for the new Commissioners, and stated that a special meeting will need to be held to review and approve the new proposed budget.

Motion by Smith, second by Shirley, to hold a special meeting on Thursday, February 26 at 4:30 p.m. in the Planning Office. Motion carried.

Ms. Chan reminded the Commission of the public meeting on the bike and pedestrian plan on Wednesday, February 25 at 6:00 p.m. Chairman Jones encouraged the Commission to attend.

Respectfully,

Rob Jones, Vice-Chairman

Attest:

Charlie Perkins, Secretary

**GEORGETOWN-SCOTT COUNTY PLANNING COMMISSION
SPECIAL MEETING
MINUTES
February 26, 2015**

The special meeting was held in the Planning Office on February 26, 2015. The meeting was called to order by Acting Chairman Rob Jones at 4:30 p.m. Present were Commissioners Janet Holland, Regina Mizell, Byron Moran, John Shirley, Steve Smith, Mark Sulski, and Frank Wiseman, and Director Joe Kane. Absent was Commissioner Jeff Caldwell.

FY 15-16 Budget

Mr. Kane reviewed the proposed FY 15-16 budget, noting changes from FY 14-15, including fifty cent raises (as directed by the County Judge Executive), replacing the funding for a receptionist with funding for two part-time, temporary interns (one each for the GIS and Planning sections), and reinstatement of the sick leave compensation benefit. He noted that the budget is slightly lower than the previous year, except for \$20,000 requested for the Comprehensive Plan update.

Commissioner Shirley suggested decreasing the Commissioners' salary by one half, but his suggestion was met with opposition.

Mr. Kane stated that the decrease in office expenditures from FY 14-15 is attributed to the elimination of IT costs to move the GIS server from City Hall to our office. Added is funding for one new desktop computer for the interns, two new laptop computers for the Inspectors to use in the field, along with two mobile hotspots for wireless internet access in the field.

Purchase of a used vehicle to replace the vehicle that was wrecked in 2014 was discussed. It was agreed to purchase a sedan (Camry) for use by the Planners and GIS staff instead of an SUV, and that it could be purchased using insurance proceeds and funds from the current year's budget.

Mr. Kane stated that funding for needed building repairs and maintenance was not included in the budget because typically the County has paid for major repairs. However, the Judge Executive advised him earlier in the day that he wishes funding for repairs to be part of the budget. Discussion continued on the work needing done, which is repair of the portico, outside window painting, and interior painting with some plaster repair. Mr. Kane stated that he had received an estimate of \$9,000 for the outside work, and estimated that the total cost for outside and inside repairs and painting would cost

between \$25,000 and \$30,000. The Commissioners felt that \$30,000 is a reasonable request for the work.

Motion by Wiseman, second by Sulski, to include a \$30,000 line item in the budget for building repairs and maintenance. Motion carried.

After brief discussion on the overall budget, **motion by Sulski, second by Mizell, to approve the proposed FY 15-16 budget. Motion carried.**

Respectfully,

Rob Jones, Acting Chairman

Attest:

Charlie Perkins, Secretary

SINGER PROPERTY
Staff Report to the Georgetown-Scott County Planning Commission
March 12, 2015

FILE NUMBER: PSP-2015-02

PROPOSAL: Preliminary Subdivision
Plat for the subdivision of
the parent tract of roughly
42 acres into four (4) lots.

LOCATION: 2308/2316 Stamping
Ground Road

APPLICANTS: Jeff Singer
2316 Stamping Ground
Road, Georgetown, KY
40324

ENGINEER: Joel Day
120 E. Main Street
Georgetown, KY 40324



STATISTICS:

| | |
|-----------------------|--|
| Zone | A-1 |
| Surrounding Zones | A-1 |
| Acreage | 42.43-acres |
| Water/sewer available | Yes/No |
| Access | Lot 1: Stamping Ground Road, Lots 2-4: Galloway Road |
| Variance Requested | None |

BACKGROUND:

The parent tract is a 42.43-acre parcel, zoned A-1. The proposed subdivision would divide this parent tract into four (4) separate lots. Lot 1 would be 12.01 Acres. Lot 2 would be 5.42 acres. Lot 3 would be 5.00 acres, and Lot 4 would be 20.00 acres.

This property has not been subdivided since 1999, but more than three (3) lots are being created by this subdivision. There are structures on lots 2 and 3 that do not meet the current setback requirements, but these non-conformities existed prior to and were not altered by this application.

The Applicant will need to update the purpose statement on the plat prior to final approval to reflect the appropriate number of lots being subdivided.

RECOMMENDATION:

Staff recommends **Approval** of the Preliminary Subdivision Plat for the subdivision of the parent tract into four (4) lots as shown on the submitted plat. As part of that approval, staff suggests that the Planning Commission attach the following conditions:

Conditions of Approval:

1. Any revisions or amendments to the approved subdivision must be reviewed and approved by the Planning Commission staff (minor) or by the Planning Commission (major).
2. All applicable requirements of the *Subdivision & Development Regulations*.
3. All applicable requirements of the *Zoning Ordinance*.
4. Prior to (as part of) the Final Subdivision Plat approval, the applicant shall provide the Planning Commission staff (GIS division) with a digital copy of the approved plan. Two control points in the Kentucky North State Plane system are required.

LEGEND

- 1/2" x 18" STEEL REBAR W/ID CAP MARKED "MERIDIAN/2536" SET
- ⊠ IRON BAR FOUND-AS NOTED
- ⊙ SURVEYOR'S MAG-NAIL W/STEEL WASHER SET
- ⊕ SURVEYOR'S MAG-NAIL-FOUND
- ⊗ R.O.W. MONUMENT-FOUND



Ex. R.O.W. 20'
COMMONWEALTH OF KENTUCKY
D.B. 54, Pg. 451

EXISTING RESIDENCE PREDATES CURRENT
SETBACK REQUIREMENTS.

FRANKLIN PRICE SMITH
ANN MILTON ADAMS
D.B. 269, Pg. 419
PLAT CAB. 10, SLIDE 188

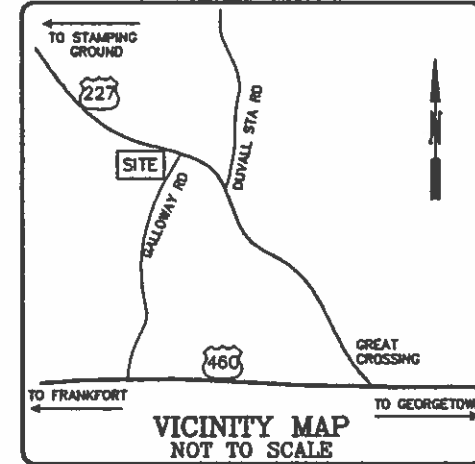
T. VANARSDALL
D.B. 337, Pg. 150
PLAT CAB. 10, SLIDE 239

W. KATZ
D.B. 337, Pg. 385
PLAT CAB. 10, SLIDE 239

JAMES W. SINGER
ANN M. SINGER
D.B. 188, Pg. 122
TRACT No. 1

JAMES W. SINGER
ANN M. SINGER
D.B. 188, Pg. 122
TRACT No. 2

42.448 ACRES
AGGREGATE



I HEREBY ATTEST TO THE FOLLOWING TO THE BEST OF MY KNOWLEDGE, BELIEF, AND ABILITY: THIS PLAT DEPICTS A CLASS "B" (RURAL) SURVEY MADE BY MYSELF USING THE METHOD OF RANDOM TRAVERSE WITH AN ERROR-OF-CLOSURE OF 1:123,474 AND AN ANGULAR ERROR OF 00-00'-04". BEARINGS AND DISTANCES HAVE NOT BEEN ADJUSTED FOR CLOSURE. BASIS OF BEARINGS SHOWN IS RECORD. DATE OF FIELD SURVEY WAS NOVEMBER 11, 2008. LAST DATE OF FIELD SURVEY WAS JULY 21, 2010.

PRELIMINARY ONLY-NOT FOR RECORDING OR USE IN TRANSFER
Wm. JOEL DAY, P.L.S. No. 2538 DATE

THE PURPOSE OF THIS PLAT IS TO DEPICT THE SUBDIVISION OF THE PARENT TRACT INTO SEVEN LOTS.

FURTHER SUBDIVISION OF THIS PROPERTY WILL REQUIRE REVIEW AND APPROVAL BY THE GEORGETOWN-SCOTT COUNTY JOINT PLANNING COMMISSION.

NEW ENTRANCES OFF COUNTY MAINTAINED ROADS MUST MEET LOCAL SEPARATION AND SITE-DISTANCE REQUIREMENTS.

NEW ENTRANCES OFF STATE MAINTAINED ROADS WILL REQUIRE A KY DOT ENTRANCE PERMIT.

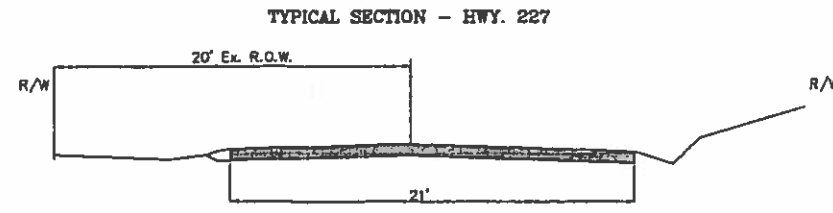
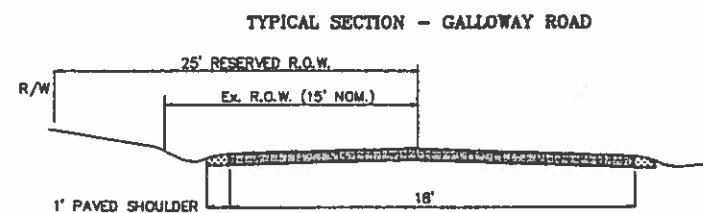
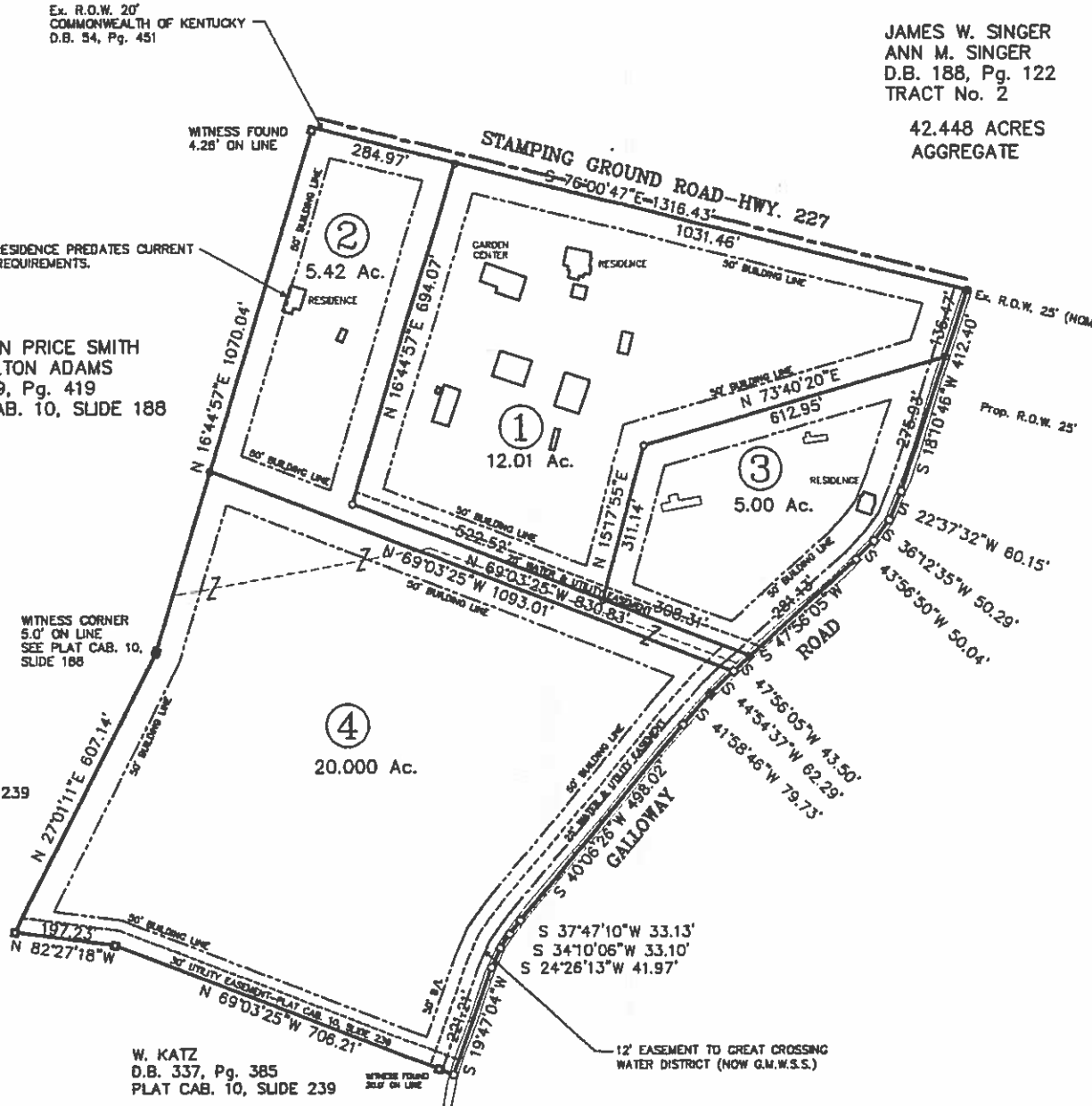
CURRENT ZONING OF THE SUBJECT PROPERTY IS AGRICULTURAL (A-1).

NO PREVIOUSLY ESTABLISHED UTILITY EASEMENTS OR DRAINAGE EASEMENTS ARE ELIMINATED OR OTHERWISE ALTERED BY THIS DIVISION.
NO TEMPORARY OR PERMANENT STRUCTURES ARE TO BE CONSTRUCTED IN NOR ENCR OACH UPON ANY DRAINAGE EASEMENT.

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION, ESTABLISH SETBACK LINES, AND DEDICATE ANY PUBLIC RIGHTS-OF-WAY AND/OR EASEMENTS INDICATED UPON THIS PLAT OF MY OWN FREE WILL AND CONSENT.
PRELIMINARY ONLY-NOT FOR RECORDING OR USE IN TRANSFER
JEFFREY SINGER-EXECUTOR DATE

I CERTIFY THAT THE SEWAGE DISPOSAL SYSTEM(S) INSTALLED OR PROPOSED FOR INSTALLATION ON THE PROPERTY SHOWN HEREON MEETS THE REQUIREMENTS OF THE KENTUCKY STATE HEALTH DEPARTMENT AND IS HEREBY APPROVED.

PRELIMINARY ONLY-NOT FOR RECORDING OR USE IN TRANSFER
HEALTH DEPARTMENT REPRESENTATIVE DATE



MERIDIAN ASSOCIATES, LLC
SURVEYORS
120 EAST MAIN STREET, GEORGETOWN, KY 40324
TELEPHONE (502) 863-8070 - FACSIMILE (502) 883-0019

JANUARY 27, 2015
FEBRUARY 22, 2015



PRELIMINARY SUBDIVISION PLAT
SINGER PROPERTY
ESTATE OF JAMES W. SINGER, Jr. & ANN M. SINGER - D.B. 188, Pg. 122
2308/2316 STAMPING GROUND ROAD, STAMPING GROUND, SCOTT COUNTY, KENTUCKY
THIS PLAT REPRESENTS A BOUNDARY SURVEY & COMPLIES WITH 201 KAR 18:150



LANDSCAPE ORDINANCE SUMMARY

The updates to the Landscape Ordinance in 1999 have made it difficult for developers to fit the required number of trees into the vehicular use area (VUA).

Reducing the trees in the interior VUA landscaped areas will increase the health of the trees planted in these typically constrained areas. Enacting canopy requirements will ensure there is adequate tree coverage throughout the community to ensure pleasing aesthetics while also reducing the heat island effects associated with developed areas. Requiring a landscape plan/tree protection plan with all Preliminary Development Plans and Preliminary Subdivision Plats will give staff the necessary time and information to work with developers to protect existing trees and ensure the landscaping will meet all requirements.

The following is a summary of the existing and proposed regulations:

- Existing:
 - Two (2) trees are required to be planted for every 250 ft² of landscaped area in the interior VUA.
 - There are no canopy requirements for the Cities of Georgetown, Sadieville, or Stamping Ground. Additionally there are no canopy requirements for Scott County.
 - Landscape plans may be requested by planning staff, but are not required at the submission of development or subdivision plans.
- Proposed
 - One (1) tree required to be planted for every 250 ft² of landscaped area in the interior VUA.
 - Set minimum canopy requirements for Scott County, Georgetown, Sadieville, and Stamping Ground. (See the following page for the table)
 - Landscape Plans/Tree Protection Plans will be required with all Preliminary Development Plans and Preliminary Subdivision Plats.

The changes proposed at this time are very similar to those enacted in nearby communities, so Scott County, Georgetown, Sadieville, and Stamping Ground will not be at a 'competitive disadvantage' compared to neighboring communities.

The following table represents the minimum canopy coverage required at mature growth for each zoning classification:

| Land Use | Preserved Tree Canopy Coverage Area | New Tree Canopy Coverage Area | Total Tree Canopy Coverage Area Required |
|---|-------------------------------------|-------------------------------|--|
| Commercial* | 20% | 0% | 20% |
| | 15% | 6% | 21% |
| | 10% | 12% | 22% |
| | 5% | 18% | 23% |
| | 0% | 24% | 24% |
| Multi-Family Residential | 15% | 0% | 15% |
| | 12% | 4% | 16% |
| | 9% | 8% | 17% |
| | 6% | 12% | 18% |
| | 3% | 16% | 19% |
| | 0% | 20% | 20% |
| Agricultural** / Single Family Residential | 10% | 0% | 10% |
| | 8% | 3% | 11% |
| | 6% | 6% | 12% |
| | 4% | 9% | 13% |
| | 2% | 12% | 14% |
| | 0% | 15% | 15% |
| Industrial | 5% | 0% | 5% |
| | 4% | 2% | 6% |
| | 3% | 4% | 7% |
| | 2% | 6% | 8% |
| | 1% | 8% | 9% |
| | 0% | 10% | 10% |

* B-3 District is exempt from these standards.

** The standard shall not be considered as applicable to bona-fide agricultural and silvicultural uses exempted from zoning restrictions by state statute.

**CITY OF GEORGETOWN
ORDINANCE NO. 2015-_____**

**AN ORDINANCE RELATED TO THE AMENDMENT
OF THE GEORGETOWN/SCOTT COUNTY SUBDIVISION & DEVELOPMENT
REGULATIONS REGARDING ARTICLE V & VII – SPECIFICATIONS FOR DIGITAL
SUBMITTALS FOR SUBDIVISION PLATS AND DEVELOPMENT PLANS &
REQUIREMENTS FOR CONTENT AND FORMAT**

WHEREAS: The existing Subdivision & Development Regulations requirements are not satisfying the community's needs. The regulation requirements must be updated to reflect the current professional thinking, computerized mapping and best management practices to address continuous updates of the Geographic Information System. The purpose of these specifications is to form a standardized approach to the way a digital drawing submittal is collected, retrieved, stored and analyzed, affording the Georgetown-Scott County Planning Commission office the ability to share data among multiple agencies and to reduce redundancy. This new requirement will allow the Geographic Information System (GIS) to be as current as possible, making the information more valuable to all the agencies involved.

WHEREAS: The Georgetown-Scott County Planning Commission (GSCPC) will require subdivision plats and development plans to be submitted in digital format upon adoption and publication. This requirement will call for delivery of the digital submittal at the final recording of the plat and certification of the plan. This requirement is in addition to the existing requirements outlined in the *Subdivision and Development Regulations for Georgetown, Sadieville, Stamping Ground, and Scott County, Kentucky*.

The intent of a digital submittal requirement is to enable the required hard copy and the digital submission to be produced from the same digital data without any modification by the firms submitting the data or the GSCPC staff. The digital submittal is not required to have engineering notes or engineering stamp/certification per 201 KAR 18:102 as it relates to KRS 322.340.

A basis of structure is required, such as layer elements and the use of the same geographic/geodetic base by the firms and GSCPC. However, there are no database linkage requirements. The digital submittal structure requirements are subject to change.

The hard copy will continue to be the official document.

The intent of this proposed ordinance is to provide an appropriate means to maintain the integrity and accuracy of the existing computerized database and base mapping within the Geographic Information System.

WHEREAS: This proposed amendment to the Georgetown-Scott County Subdivision & Development Regulations has been submitted to the citizens through a properly advertised public hearing before the Georgetown-Scott County Planning and Zoning Commission conducted at their

[DATE], public meeting. The Commission voted unanimously to recommend the adoption of this amendment to the City Council of Georgetown;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF GEORGETOWN, KENTUCKY, as follows:

SECTION ONE: NEW PROVISIONS. [New language is **bold**. Language which is unchanged is not marked. Superseded language is shown as ~~stricken~~.]

720 **CONTENT & FORMAT REQUIREMENTS FOR SUBDIVISION PLATS AND DEVELOPMENT PLANS IN DIGITAL FORM**

1. **PURPOSE**

The purpose is to describe the minimum content and format of digital files of **minor and major** subdivision plats and development plans before they are officially filed. ~~This requirement does not include minor plats and/or boundary line adjustments.~~

Submittals of preliminary and construction plans for the subdivision plat or development plan are an optional delivery (requested), but not required.

This document applies to **major and minor** subdivision plats and development plans that are being officially filed **with the Planning Commission**.

2. **SUPPORTED CAD DRAWING FILE FORMATS**

MicroStation® stores its drawing in a design file format with the .DGN extension. The GSCPC will accept files generated by MicroStation® ~~up to Release MJ~~.

AutoCAD® stores its drawing in a proprietary drawing file format with the .DWG extension. The GSCPC will accept files generated by AutoCAD® Release 14 and higher.

In addition to .DWG files, AutoCAD® supports DXF (Drawing Interchange file) format, an industry standard interchange file format used to transfer data between CAD and GIS applications. However, when using this format the information put into the drawing may not completely transfer as it was drawn. The GSCPC will accept files generated by AutoCAD® DXF.

The preferred format for digital submissions to the GIS office will be .DWG. The GSCPC may waive or adjust this requirement as specified herein.

File names will **logically correspond to the project name** ~~be eight or more characters, alpha-numeric,~~ followed by the drawing software's extension.

The GIS software, **ESRI® ArcInfo and ArcView ArcGIS for Desktop**, can read the .DGN, .DWG, and .DXF file formats. **Any ESRI® file formats will be accepted as well.**

3. DATA LAYERING & SUBMISSION REQUIREMENTS

- a) Data Feature/Layer Requirement:
 - (1) Parcel Line – required to be snapped at common/shared feature.
 - (2) Buildings – required to be “closed” with closed command as performed by AutoCAD or similar software.
- b) Annotation Requirement: Annotation submitted digitally will be identical to annotation submitted on the hard copy maps. ~~The section on Data Layering Requirements defines requirements for submission of annotation.~~
- c) Coordinates Displayed as Text Requirement: When displaying x and y (and z) coordinates, the whole number for the coordinate will be shown to two (2) decimal positions, i.e., no constants will be applied.
- d) The layer names must be identifiable by another person. **Valid layer names are listed in the table below.** ~~For example, layer names created like the following are acceptable mon_pnt, lot_num, drng_area, ex_row, san_lin, swr_txt, wtr_lin.~~
- e) Each layer must have only its element on it. For example, a water line must be on a water line layer versus the stormwater line or right-of-way line layers. In addition, with Microstation®, each layer number needs to have a layer name associated with it. ~~Or with other CAD software, the layer names must be identifiable like mon_pnt, lot_num, drng_area, ex_row, san_lin, swr_txt, wtr_lin.~~
- f) All External reference files (xref) must be “bound” into the .DWG CAD file prior to submittal or included with the submittal.
- g) Public domain and custom AutoCAD® (.shx) fonts are permitted in the drawing files only if the latest copies of each of these fonts are provided to the Georgetown-Scott County Planning Commission with the submittal of the .DWG file.
- h) Text for any layer will be on its own layer. The layer name is requested to end in “txt.”

- i) The following table displays the data features, elements and requirements *REQUIRED* in a digital submittal. Additional layers are encouraged, but **must be on separate layers**.
- j) If appropriately named layers cannot be provided, GSCPC will accept an ASCII text file that specifically designates each layer within the file to a specific name.
- k) Text layers will be used to provide attribute data on each structure where text is requested. These layers are designated by a superscript numeral (example¹). The specifications are listed below the following table.

| Category | Layer Name | Data Feature/Layer | Element | Preliminary Plan or Plat Requirements | Final Plan or Plat Requirements |
|-----------|-----------------|--|-----------------|---------------------------------------|---------------------------------|
| Basic | ADDNUM_TXT | Address Numbers | Text | | X |
| Basic | BEARING | Bearings | Text | X | X |
| Basic | STREET_TXT | Street Names | Text | X | X |
| Basic | BLDG | Structure (Buildings) | Polygon | X | X |
| Boundary | CITY_LIMIT | City Limits (Annexations) | Line or Polygon | X | X |
| Monument | MONUMENT | Monument (Control and others) | Point symbol | X | X |
| Monument | MON_TXT | Monument Description (x,y,z) | Text | X | X |
| Parcel | BNDY | Boundary/Lot Lines | Line | X | X |
| Parcel | SETBACK | Building Set Back Line | Line | X | X |
| Parcel | LOTNUM_TXT | Lot Numbers | Text | X | X |
| Parcel | STARTPOINT | Starting Point of Legal Description | Text | X | X |
| Street | CL | Centerline | Line | X | X |
| Street | CBL | Curb Line | Line | X | X |
| | EDGE_PAVE | Edge of Pavement | Line | X | X |
| Street | ROW | Right of Way | Line | X | X |
| Street | STREET_NAME_TXT | Street Name (proposed to, accepted by GSCPC) | Text | X | X |
| | STREET_SIGN | Street Signs | Point Symbol | X | X |
| | STREET_SIGN_TXT | Street Sign Text ⁴ | Text | X | X |
| | SDWLKCL | Sidewalks | Polygon | X | X |
| | SDWLK_TXT | Sidewalk Text ¹ | Text | X | X |
| | HNDI_RMP | Handicap Ramps | Point | X | X |
| Utilities | DRNG_AREA | Drainage Area | Polygon | X | X |
| Utilities | DRNG_ESMT | Drainage Easements | Line or Polygon | X | X |

| Category | Layer Name | Data Feature/Layer | Element | Preliminary Plan or Plat Requirements | Final Plan or Plat Requirements |
|------------|----------------|---------------------------------------|-----------------|---------------------------------------|---------------------------------|
| Utilities | DRNG_BASIN | Drainage Basins (retention/detention) | Polygon | X | X |
| | OUTLET_CTRL | Outlet Control Structures | Point Symbol | X | X |
| Utilities | EXIST_ESMT | Existing Easements | Line | | X |
| Utilities | SANITARY_ESMT | Sanitary Easements | Line or Polygon | X | X |
| Utilities | SANITARY_MAIN | Sanitary Sewer Main | Line | X | X |
| Utilities | SANITARY_MNHL | Sanitary Sewer Manhole | Point symbol | X | X |
| Utilities | STORM_INLET | Stormwater Catch Basins & Inlets | Point symbol | X | X |
| Utilities | STORM_PIPE | Stormwater Mains Pipe | Line | X | X |
| | STORM_PIPE_TXT | Stormwater Pipe Text ² | Text | X | X |
| | STORM_HDWLL | Stormwater Headwalls | Point Symbol | X | X |
| | STORM_BMP | Stormwater BMPs | Point Symbol | X | X |
| | STORM_BMP_TXT | Stormwater BMP Text ³ | Text | X | X |
| | STORM_SWALE | Stormwater Swale/Ditch | Line | X | X |
| Utilities | UTILITY_POLE | Utility/Street Poles | Point symbol | X | X |
| Utilities | UTILITY_ESMT | Utility Easements | Line or Polygon | X | X |
| Utilities | WATER_HYDRANT | Water Hydrants | Point symbol | X | X |
| Utilities | WATER_LINE | Water Mains Lines | Line | X | X |
| Utilities | WATER_METER | Water Meter | Point symbol | X | X |
| Vegetation | TREE | Trees | Point symbol | X | X |

¹ Sidewalk descriptions should label the width of the sidewalk.

² Stormwater Pipe Descriptions should label pipe diameter.

³ Stormwater BMP descriptions should label the BMP type. If the BMP is mechanical include the brand and model number. If the BMP is not mechanical designate its type, examples are sand filter, vegetated swale, detention basin, retention basin, wetlands, etc.

⁴ Street Sign Text should label the type of street sign.

KEY:

| | |
|---|--|
| Category | Broad groups of data to help organize this table |
| Layer Name | Name of layer in submitted file |
| Data Feature/Layer | Layers that are required for delivery in digital submittal |
| Element | The symbol that the element typically should be drawn with. |
| **Preliminary** Plan or Plat Requirement (Requested, not required) | This column indicates the preferred layers requested for preliminary plan or plat approval by GSCPC. |
| Final Plan or Plat Requirement | This column indicates if the final plan or plat shall have this layer for GSCPC approval. |

4. MEDIA REQUIREMENTS

- a) The following media are considered acceptable for digital submission of subdivision plats and development plans.

| | | |
|---------------------|---------------------------|---------------------|
| DOS 3.5" | DSHD diskettes | (1.44mb) |
| CD-R | Data disk | (650 – 700 MB) |
| DVD | Digital Versatile Disk | (4.7 GB) |

~~Files requiring less than one diskette for transmission will be written to diskette using the Copy Command in Windows or Windows NT.~~

~~Files requiring more than one diskette for transmission will be written to diskette using WinZip, to a tape using the Tape Backup utility, or onto a CD-R.~~

~~The software name and version used to create the copied data will appear on the diskette or CD label (see item (b) below).~~

Files may be electronically submitted via email to the appropriate GIS personnel or to the main email address for the GSCPC office.

No other files will exist on the media.

No additional information will exist in the file aside from data being specifically transmitted to the GSCPC office.

- b) ~~All media will be submitted with labels indicating the following data (see example) and will be signed by the firm's authorized agent submitting the map. The purpose of the signature is to verify the transmittal of the data, not professional responsibility for the data. It is understood by GSCPC that the digital data is not a certified, legal document (201 KAR 18:102 as it~~

relates to KRS 322.340). It is the responsibility of the GSCPC staff to refer to the recorded map for the corrected information.

EXAMPLE:

| | |
|------------------------------|--------------------------|
| Project or Subdivision Name: | Big Tree Acres |
| File Name: | bigtreacrs.dwg |
| Date: | July 1, 1998 |
| Company Name: | Jones & Associates, Inc. |
| LS / PE: | John Doe |
| Reg. No.: | L.S. 7804 |
| Format: | DWG/DXF/DOS/4 Backup |
| Signature: | John Doe |

c) The media delivered to GSCPC can be returned upon request.

d) **MEDIA SUBMISSION TIMELINE**

The digital file must be submitted at the time the GSCPC certifies the plat/plan for recording in the County Clerk's Office.

5. CONVENTIONAL HARD COPY SUBMISSION REQUIREMENTS

The following requirements pertain to hard copy maps that are submitted in conjunction with a digital submittal. In order to facilitate the map checking process and to enable direct correlation between the hard copy map and the digital submission, the following points should be noted.

- ◆ Any distance, on or internal to, the boundary of the map must meet National Map Accuracy Standards.
- ◆ The following convention for symbolization of monumentation is the preferred and recommended convention. Three monument symbols will be used.
 - Control points - represented by a solid triangle
 - Found monuments - represented by a solid circle
 - Set Monuments - represented by a solid square

A control or set monument description (x, y, and z) will be called out separately as required by the Kentucky State Plane Coordinate System North Zone NAD 1983 in U.S. survey feet (see also Section 7.b).

6. DATA INTEGRITY REQUIREMENTS

The following requirements pertain to the mathematical integrity of the geometric

data.

REQUIRED STANDARD:

The requirement is to follow the 201 KAR 18.150 "The Standards of Practice for Professional Land Surveyors," Section 7, Measurement Specifications, (5) Table of Specifications by Class: Classification of Surveys, or current edition (latest).

RECOMMENDED STANDARDS:

- a) The maximum error allowable between theoretically coincident points will be 9 mm (.03 feet).
- b) The maximum error allowable between points on line and the line will be 6 mm (.02 feet).
- c) The difference between distances calculated by inverting between the coordinates of points in the digital submission and the annotated distances shall not exceed 3 mm (.01 feet).
- d) The difference in seconds between bearings calculated by inverting between the coordinates of points in the digital submission and the annotated bearings shall not exceed the maximum of $(1031/\text{dist (ft)}, 1")$.

| Examples: Distance | Allowable Error in Bearing (seconds) |
|--------------------|--------------------------------------|
| 50 | 21 |
| 100 | 11 |
| 200 | 6 |
| 1200 | 1 |

7. TIES TO HORIZONTAL CONTROL

GSCPC will provide a DWG file of the control monument locations and point identification text. A control monument book of the monuments located in Scott County is available for viewing in the GSCPC office. These monuments use the horizontal datum NAD83 and vertical datum 1929 unless otherwise noted.

- a) The surveyor or engineer will be required to reference horizontal control monuments in accordance with the *Subdivision and Development Regulations*. Coordinates for these control monuments shall be shown on the digital file as required by the Data Layering and Submission Requirements section of this document.
- (1) In areas where the minimum control monuments are not available, the use of two (2) boundary monuments located in opposite sides

of the plan/plat can be referenced for horizontal control and x/y position.

- (2) Upon review with the surveyor/engineer, GSCPC may waive this requirement.
 - b) The boundary of the submitted plan shall be tied into the Kentucky State Plane Coordinate System North Zone NAD 1983 in U.S. survey feet in at least two (2) locations or on opposite sides of the subdivision boundary as agreed upon by GSCPC staff.
 - c) The basis of bearings of the plat shall be the Kentucky State Plane Coordinate System North Zone NAD 1983 in U.S. survey feet, or latest revision of adjustment in at least two locations, preferably on opposite sides of the subdivision boundary as mutually agreed upon by the GSCPC staff.
 - d) If the boundary of the development is a parcel or lot of a plat already tied to the Kentucky State Plane Coordinate System North Zone NAD 1983, the requirements of paragraph (c) shall be waived with the stipulation that the surveyor or engineer be required to show existing monumentation and coordinates on the plan/plat.

8. CHECKING OF DIGITAL DATA

- a) The digital data will be checked for the following criteria:
 - i. Identifiable layer names
 - ii. Closure or the geometry of the features in the submittal
 - iii. Verification that digital and hard copy maps are consistent
 - iv. Correct geographic /geodetic position, i.e. correct coordinate system
- b) The developer will be given ten (10) working days from the day of notification of errors to correct and resubmit the corrected digital file.

Once the digital data is corrected, resubmitted, and verified to be in accordance with the "Specifications for Digital Submittals and Requirements for Content and Format" document through the GSCPC's GIS Office, GSCPC staff will be issued a copy of the plat generated by the digital submittal. GSCPC staff will check it against the hard copy received to verify they coincide, and then proceed with the process of ensuring the information complies with the *Subdivision and Development Regulations for Georgetown, Sadieville, Stamping Ground, and Scott County, Kentucky* and make a recommendation to the Planning Commission.

9. ADJUSTMENTS TO THESE REQUIREMENTS

- a) The Georgetown-Scott County Planning Commission may waive or adjust requirements specified herein, upon a finding that the strict adherence of the requirements does not apply or is contrary to the long-term maintenance of the GIS of Georgetown and Scott County.

- b) The GSCPC staff may upon review of the subdivision or development require submittal of the 'as-built' in accordance with these regulations based on minor or major amendments.

(Section 720 adopted by Ordinance 2003-24 by the City of Georgetown, 8/21/2003; Scott County Ordinance 2003-07, 9/25/2003)