



BOURBON COUNTY JOINT PLANNING OFFICE

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DATE: January 8, 2018  
TO: Bourbon County Joint Planning Commission  
CC: Brian Privett, Planning Commission Attorney  
Micki Sosby, Planning Technician  
FROM: Andrea S. Pompei Lacy, Planning Administrator  
RE: Preliminary Research on Merging City of Paris, City of Millersburg, City of North Middletown, and Bourbon County Boards of Adjustments

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Planning Commissioners,

As the 18-19 Fiscal Year approaches, we have begun to explore what it would take to merge our four (4) Boards of Adjustment (BOA) and learn what the benefits would be to the Planning Office and our partner local governments.

**To begin, we've compiled the following information:**

- Board Comparison: How does Bourbon County's four (4) BOAs compare to surrounding communities?
- 2017 Expense and Fees Collected: What was the cost for the Planning Office to coordinate BOA meetings in 2017? This includes costs for legal notices, board compensation, staff time, postage, copies.
- Projected Joint BOA Expense and Fees Collected: What is the projected cost for the Planning Office to coordinate BOA meetings if the BOAs were to merge?
- What are the next steps to merge the Board of Adjustments?

**The following pages of this memo contain:**

1. Summary of Findings (Page 2)
2. Detailed Tables
  - A. Board Comparison (Page 3)
  - B. 2017 Expenses for Separate BOA (Page 4)
  - C. Projected Expenses for Joint BOA (Page 5)
3. Proposed Next Steps (Page 6)

# 1. SUMMARY OF FINDINGS

<p><b>BOARD COMPARISON</b></p>	<ul style="list-style-type: none"> <li>• Of the four (4) surrounding communities that are close in population, two (2) are Joint BOAs (Woodford County, Clark County) and two (2) are Separate (Scott County, Harrison County).</li> <li>• The average compensation for Board members among nine (9) surrounding communities is \$78.46.</li> <li>• Two (2) communities have BOA term limits; Scott County at eight (8) years and Fayette County at twelve (12) years.</li> <li>• The average number of Board Members among 17 local BOAs is five (5) members; the least being three (3) members and the most being seven (7) members.</li> </ul>
<p><b>2017 SEPARATE BOA EXPENSES</b></p>	<ul style="list-style-type: none"> <li>• The Planning Office processed 15 applications for the BOA in 2017.</li> <li>• Ten (10) meetings were held; 3 – City of Paris, 7 - Bourbon County.</li> <li>• The Breakdown of Expenses are as follows:             <ul style="list-style-type: none"> <li>○ Gross Expense: \$9,200</li> <li>○ Fees Collected: \$1,800</li> <li>○ Net Expense: \$7,400</li> </ul> </li> <li>• 20% of expenses are covered by fees collected.</li> </ul>
<p><b>PROJECTED JOINT BOA EXPENSES</b></p>	<p>Projecting the same rate of application processing as 2017, the following changes would occur:</p> <ul style="list-style-type: none"> <li>• Seven (7) meetings would be held (3 fewer than 2017)</li> <li>• The Breakdown of Expenses would be as follows:             <ul style="list-style-type: none"> <li>○ Gross Expense: \$10,100</li> <li>○ Fees Collected: \$3,700</li> <li>○ Net Expense: \$6,400</li> </ul> </li> <li>• 36% of expenses are covered by fees collected.</li> <li>• A 13% decrease in net expenses would be experienced.</li> </ul>
<p><b>BENEFITS TO ADOPTING A JOINT BOA</b></p>	<ul style="list-style-type: none"> <li>• More efficient processing of applications by holding fewer meetings (Less legal advertisements, less postage, fewer copies, less staff time).</li> <li>• Fewer Board members to keep up on continuing education hours (e.g. Millersburg and North Middletown BOA members have not documented hours in the past 18 months. Also, these two Boards have not met in at least 18 months time).</li> </ul>

## 2. BOARD COMPARISON

<b>JURISDICTION</b>	<b>Population</b>	<b>Joint or separate boards?</b>	<b>Number of board members?</b>	<b>Board representation (how many from each municipality?)</b>	<b>How much are board members paid?</b>	<b>Term (in years)</b>	<b>Term limit</b>
Bourbon Co/Paris	20,013	Separate	Bourbon County 5 Paris 5 North Middletown 3 Millersburg 3	Bourbon County \$50 Paris \$25 North Middletown Millersburg	4 4 4 4	No No No No	
Cynthiana-Harrison Co-Berry Planning Commission	18,648	Separate	Cynthiana 5 Harrison Co. 5 Berry 4	\$35 \$35 \$35	4 4 4	No No No	
Georgetown/Scott Co	50,178	Separate	Scott Co 5 Georgetown 7 Stamping Ground 3 Sadieville 3	\$150	4	2 terms	
Versailles-Midway-Woodford County	25,137	Joint	5	Versailles 2 Midway 1 County 2	\$100	4	No
Winchester/Clark County	35,657	Joint	5	City 2 County 2 Joint 1	\$50	4	No
Richmond	32,574	Other	5		\$40	4	No
Mt. Sterling	27,167	Other	5		\$50	2-4	No
Madison County	38,810	Other	5		\$75	4	No
LFUCG	314,488	Other	7		Volunteer	4	12 years

How much are board members paid?	\$50.00 Median	\$78.46 Mean	\$150.00 Mode
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### 3. 2017 BOA EXPENSES FOR SEPARATE BOAs

Jurisdiction	Meeting Date	Agenda Item(s)	Legal Notice	Member Salary*	Board Secretary **	Staff Report (est.)***	Staff Technician (est.)***	Postage, Copies	TOTAL	Fees Collected	Net Cost	Comments
County	1/5/2017	1	77.00	-	-	435.00	425.00	12.19	949.19	250.00	699.19	Meeting was cancelled due to weather
County	2/21/2017	1	70.00	250.00		580.00	600.00	18.06	1,518.06	-	1,518.06	
County	4/11/2017	1	66.00	250.00		116.00	200.00	11.16	643.16	150.00	493.16	
County	5/16/2017	1	44.00	250.00		174.00	200.00	20.17	688.17	150.00	538.17	
County	6/20/2017	1	55.00	200.00		145.00	200.00	25.03	625.03	150.00	475.03	
Paris	7/11/2017	1	77.00	125.00	45.00	174.00	200.00	12.07	633.07	50.00	583.07	
County	7/18/2017	2	55.00	200.00		580.00	300.00	24.30	1,159.30	300.00	859.30	
Paris	7/25/2017	2	55.00	100.00	45.00	174.00	300.00	24.39	698.39	100.00	598.39	
County	9/19/2017	1	55.00	250.00		290.00	200.00	8.05	803.05	150.00	653.05	
Paris	11/28/2017	1	55.00	125.00	45.00	116.00	200.00	10.99	551.99	75.00	476.99	
County	12/19/2017	3	55.00	250.00		290.00	300.00	30.68	925.68	450.00	475.68	
<b>Total</b>	<b>10 Meetings</b>		<b>664.00</b>	<b>2,000.00</b>	<b>135.00</b>	<b>3,074.00</b>	<b>3,125.00</b>	<b>197.09</b>	<b>9,195.09</b>	<b>1,825.00</b>	<b>7,370.09</b>	
												0.20

\* Paris members are paid \$25 per meeting; County members are paid \$50. Each group is comprised of 5 members, with one serving as the chair.

\*\*Board Secretary position is Paris only;paid \$15/hour with a minimum of \$45 per meeting. County is Comp time.

\*\*\* Staff Report duties include meeting with applicants, application review with staff attorney, producing a staff report for each application, site visits to subject property, consulting with the road department, wastewater treatment, health department, state authorities and others for necessary input. Time also includes updates to Planning website to include meeting announcement and agenda items.

Staff Technician duties involve taking applications, prepare folders - hard copy and digital, schedule meeting, agenda preparation, legal notice, notify applicant and adjoining property owners, notify BOA members, prepare member packets, attend and record meeting, prepare minutes of meeting, prepare and file Land Use Restriction Forms, archive all meeting materials - hard copy and digitally.

## 4. PROJECTED EXPENSES FOR JOINT BOA

Jurisdiction	Meeting Date	Agenda Item(s)	Legal Notice	Board Member Salary*	Board Secretary**	Staff Report (est.)***	Staff Technician (est.)***	Postage, Copies	TOTAL	Adjusted Fees	Net Expense	
										Applied with 2018 updated fee schedule		
Joint	1	1	77.00	375.00		435.00	425.00	12.19	1324.19	400.00	924.19	
Joint	2	1	70.00	375.00		580.00	600.00	18.06	1643.06	250.00	1,393.06	
Joint	3	1	66.00	375.00		116.00	200.00	11.16	768.16	250.00	518.16	
Joint	4	1	44.00	375.00		174.00	200.00	20.17	813.17	250.00	563.17	
Joint	5	2	55.00	300.00		899.00	400.00	25.03	1679.03	550.00	1,129.03	
Joint	6	4	55.00	300.00		580.00	600.00	24.30	1559.30	900.00	659.30	
Joint	7	2	55.00	375.00		406.00	400.00	8.05	1244.05	400.00	844.05	
Joint	8	3	55.00	375.00		290.00	300.00	30.68	1050.68	650.00	400.68	
<b>Total</b>			477.00	2,850.00	500.00	3,480.00	3,125.00	149.64	10,081.64	3,650.00	6,431.64	
											<b>% change in net expenses</b>	
Projected Change from Existing BOA to Joint BOA	3 less meetings	No change	(187.00)	850.00	365.00	No change	No change	(47.45)	886.55	1,825.00	(938.45)	<b>-13%</b>

\*Proposed \$75 per meeting

\*\*Reflective in proposed increase in Planning Technician Salary from \$31,501 to \$32,000

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**Staff Technician** duties involve taking applications, prepare folders - hard copy and digital, schedule meeting, agenda preparation, legal notice, notify applicant and adjoining property owners, notify BOA members, prepare member packets, attend and record meeting, prepare minutes of meeting, prepare and file Land Use Restriction Forms, archive all meeting materials - hard copy and digitally.

## 5. PROPOSED NEXT STEPS

<b>February 2018</b>	Draft Ordinance Language <ul style="list-style-type: none"> <li>• Determine Board Composition</li> <li>• Adjust Planning Commission 18-19 Budget for Board Expenses</li> </ul>
<b>March 2018</b>	<ul style="list-style-type: none"> <li>• Planning Commission Review of Ordinance Language and Interlocal Agreement (IA)</li> <li>• Planning Commission Approval of 18-19 FY Budget.</li> </ul>
<b>April 2018</b>	<ul style="list-style-type: none"> <li>• Amend IA               <ul style="list-style-type: none"> <li>○ Fiscal Court to review and approve IA</li> <li>○ City of Millersburg to review and approve IA</li> <li>○ City of North Middletown to review and approve IA</li> <li>○ City of Paris to review and approve IA</li> </ul> </li> <li>• Approve 18-19 FY Budget               <ul style="list-style-type: none"> <li>○ Fiscal Court to review and approve budget.</li> <li>○ City of Paris to review and approve budget.</li> </ul> </li> </ul>
<b>May 2018</b>	Appoint Members to Board <ul style="list-style-type: none"> <li>• Fiscal Court to appoint # members</li> <li>• City of Millersburg to appoint # members</li> <li>• City of North Middletown to appoint # members</li> <li>• City of Paris to appoint # members</li> </ul>
<b>July 2018</b>	Adopt bylaws <ul style="list-style-type: none"> <li>• Hold first meeting to adopt bylaws</li> </ul>