



BOURBON COUNTY JOINT PLANNING OFFICE

**525 High Street
Paris, KY, 40361
859.987.2150**

DATE: October 3, 2018
TO: Bourbon County Joint Planning Commission
FROM: Andrea S. Pompei Lacy, Planning Administrator
RE: Agricultural Land Division Review Procedure

Planning Commissioners:

As you are aware, this month we have one agricultural land division (ALD) application on the Planning Commission agenda. Consequently, this is an opportune time to have an informed discussion about how to improve our review processes and save money for the taxpayers of Bourbon County.

Currently, ALDs are reviewed in three stages: 1) Staff/administrative review, 2) Technical review, and 3) Planning Commission review. From application submittal to approval, a typical application takes 30 days for processing. The cost for processing is (at a minimum) \$1,000 each time a Planning Commission meeting is held. Over the past 2+ years, 7 Planning Commission Meetings were held that reviewed just ALDs costing the Bourbon County taxpayers an additional \$7,500.

In-house, we have strict checklists for plat review. Given the current multi-tiered review structure, I believe that this type of review is redundant and costly. I propose that the Planning Commission explore committing to a new policy. My recommendation is to continue conducting staff-level review, then technical review with a final signature by the Chair of the Planning Commission. If an application involves complexities that do not fit the checklist, it should go to the full Commission for consideration.

The following pages contain supporting documentation to help guide a discussion on October 18th about improving our review processes for this type of application. Thank you for your consideration in this matter.

Sincerely,

Andrea S. Pompei Lacy, AICP
Planning Administrator
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859.987.2150

Attachment 1: Procedural Comparisons

COUNTY	PROCEDURE
Scott	Staff-level review. Chair of the Planning Commission signs off on final plat.
Harrison	Staff-level review. Staff signs off on final plat.
Clark	Staff-level review. Staff signs off on final plat.
Jessamine	Staff-level review. Staff signs off on final plat.
Fayette	Full Commission review. Chair of Planning Commission signs final plat.
Woodford	May offer courtesy review. Otherwise, division goes directly to Clerk.

Attachment 2: Generalized Expenditures (2016 – Present)

GENERALIZED EXPENDITURES - AGRICULTURAL LAND DIVISION REVIEW								
Meeting Date	Agenda Item(s)	Legal Notice Average	Member Salary Average	Staff Report Average	Staff Technician Average	Postage, Copies Average	Legal Fees \$120/hr	TOTAL
Oct-18	1 - ALD	63	600	300	100	18	480	1081
Dec-17	1 - ALD	63	600	300	100	18	480	1081
Oct-17	1 - ALD	63	600	300	100	18	480	1081
Sep-17	2 - ALD	63	600	300	100	18	480	1081
Sep-16	1 - ALD	63	600	300	100	18	480	1081
Jul-16	1 - ALD	63	600	300	100	18	480	1081
Feb-16	2 - ALD	63	600	300	100	18	480	1081
		\$ 441.00	\$ 4,200.00	\$ 2,100.00	\$ 700.00	\$ 126.00	\$ 3,360.00	\$ 7,567.00

Attachment 3: Existing Informational Materials and Checklists

AFFIDAVITS	
<input type="checkbox"/> OWNER (<i>signed</i>)	<input type="checkbox"/> NOTARIZED
<input type="checkbox"/> PURCHASER (<i>signed</i>)	<input type="checkbox"/> NOTARIZED
PLATS	
<input type="checkbox"/>	Five (5) copies of Plat received with application (<i>preliminary</i>)
Plat Requirements	
<input type="checkbox"/>	SIZE: No larger than 8.5" by 14"
<input type="checkbox"/>	The directional and length of each line, except where the parent tract is too large, then as much of the parent tract shall be platted with dotted lines as possible, with the remaining acreage shown as per the survey. Geometrically curved lines must be identified with sufficient data to define the curve.
<input type="checkbox"/>	The area of the land being surveyed.
<input type="checkbox"/>	A description of all the monuments, including a notation as to whether found or set.
<input type="checkbox"/>	Distance from one corner to nearest road, street intersection, railroad crossing, bridge.
<input type="checkbox"/>	Names of roads and ad-joiners and/or subdivision lot designations and the references
<input type="checkbox"/>	Encroachments discovered in the course of the survey.
<input type="checkbox"/>	A north point or reference meridian
<input type="checkbox"/>	A vicinity map of sufficient detail to show the land being surveyed.
<input type="checkbox"/>	A statement as to the basis of the reference meridian used to determine the directions of survey lines. If a magnetic meridian is used, this meridian should be related to objects not affected by this survey.
<input type="checkbox"/>	Written and graphic scale.
<input type="checkbox"/>	Location, dimensions and purpose of any easements.
<input type="checkbox"/>	Minimum building setback line
<input type="checkbox"/>	Names of record owners of adjoining land
<input type="checkbox"/>	A title block containing the following:
<input type="checkbox"/>	(1) title of the survey
<input type="checkbox"/>	(2) location of the land being surveyed
<input type="checkbox"/>	(3) name and address of the land surveyor or the surveying firm
<input type="checkbox"/>	The date, signature and seal of the land surveyor responsible for the survey.
<input type="checkbox"/>	Owner's Certification block
<input type="checkbox"/>	Signature block for the chair of the planning commission
<input type="checkbox"/>	Bourbon County Road Proposed Entrance Certification Block: certification from an authorized representative of the Bourbon County Road Department as follows: "I hereby certify that the Bourbon County Road Department has inspected the site of the entrance proposed on this plat and found it to meet all current safety standards including the time/site distance standards of Secants 345 (A) 4 (1) in these Bourbon County Subdivision Regulations."
<input type="checkbox"/>	Kentucky State Highway Proposed Entrance: the proposed entrance for which is on a Kentucky State Highway or U.S. Route will require an Encroachment Permit from the Kentucky Department of Highways District Office. Planning Commission requires a copy of the signed permit.
<input type="checkbox"/>	All plats shall bear the following notation: "This plat shall be deemed invalid if not recorded within one year of the Planning Commission Chair's signature being affixed."

TRC

Monday @ 1:30 following the Application Deadline in the Commissioner's Chambers

- Review of Application
- Conditional Approval, application forwarded on to Planning Commission
- Additional information and/or changes to plats:

APPLICATION CORRECTION DEADLINE

Friday of the week following the Technical Review Committee Meeting

- 17 copies of the final plat. Same format as preliminary, but with any changes as requested by TRC

PLANNING AND ZONING WORKSHOP

4:30 p.m. on the Monday before the Public Hearing

PLANNING AND ZONING PUBLIC HEARING

6:30 on the 3rd Thursday of each month, City Commissioner's Chambers

- APPROVED DENY
- FINDINGS: _____

- 5 FINAL COPIES OF PLATS, SIGNED BY OWNER AND WITNESSED
- SIGNED BY CHAIR OF P&Z COMMISSION
- RETURNED TO APPLICANT

AGRICULTURAL LAND DIVISION PROCESS



BOURBON COUNTY
JOINT PLANNING
COMMISSION
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Planning Commission Staff

Andrea Pompei Lacy, AICP
Planning Administrator

Michelle Thornsborg
Building Inspector
Code Enforcement Officer

Micki Sosby
Planning Technician

This is intended to be used as a reference for the Agricultural Land Division Process. It is not intended to replace or amend the existing regulations governing the review process, but to assist you in your application for an Agricultural Land Division. For additional information on the regulations, please refer to the Subdivision Regulations of the Bourbon County Joint Planning Commission or contact our office.

AGRICULTURAL LAND DIVISION PROCESS

1. Have a survey prepared by a registered land surveyor. Your surveyor is responsible for preparing a survey that meets both your specifications, 201 KAR 18:150 and all requirements of the Subdivision Regulations and Zoning Ordinance.

Ask your surveyor what services they provide such as submitting the survey for review and attending the review meetings. Some surveyors will include these tasks in their standard fee, while some will perform the services for an extra cost.

2. Complete and submit the application.

This is normally due the 3rd Monday of each month, but it is recommended that you check with the office for the application filing deadline and any future deadlines. You will need to submit:

- Complete Application
- Filing Fee
- List of adjoining property owners
- Legal Description of Property – typically a copy of your Deed
- Plat of Division - 5 preliminary copies
- Narrative of Proposed Use – tell us what you are planning to do

3. Technical Review Committee. Meets at

1:30 p.m. on Monday following the Application Deadline. If the TRC grants conditional approval, the application will be forwarded on to the full Planning Commission for final review. At this time, the TRC may request additional information and/or changes to the plats. You or your representative may attend this meeting.

4. Application Correction Deadline. Friday

of the week following the Technical Review Committee meeting. Any changes requested by the TRC must be to the office by this deadline for the application to be on the agenda at the next Planning and Zoning Meeting.

You must provide 17 copies of the final plat to be distributed to the Commission.

After this a legal notification will be placed in the local paper to notify the community of your plans to divide your property. Staff will review your application, prepare a report and make recommendations that will be presented to the Commission.

5. Planning and Zoning Workshop. 4:30

p.m. on the Monday before the Public Hearing. Opportunity for Staff and Commissioners to review the application in preparation for the Public Hearing. You or your representative may attend this meeting.

6. Planning and Zoning Public Hearing.

6:30 on the 3rd Thursday of each month. All applications will go before the Commission in the order of the agenda. You or your representative may be present to answer any questions. This is also an opportunity for any persons who oppose your application to speak. Commission will vote on the application.

7. Final Recording of the Plat. You will

need to provide five (5) final plats with all signatures. They will be signed by the Chair of the Commission and you will be notified when they are ready. We will keep one (1) for our records. You take one (1) to the Bourbon County Courthouse to record the plat. The additional copies are for your records.

OTHER THINGS YOU SHOULD KNOW

- All lots will require an entrance. If the entrance is on to a State Road, it will require an encroachment permit from the KY Transportation Cabinet – District 7. If the entrance is on a County Road, approval is by the County Road Supervisor.
- Minimum lot size is 5 acres
- Minimum road frontage is 250 feet

This is for Agricultural Land Division review and is intended to provide brief direction for submitting the application. It should not be construed as definitive instructions for your submittal. These instructions are general in nature and the Bourbon County Joint Planning Commission Staff reserves the right to request additional information on any specific plat or application.