Issue Paper

DATE:
11/19/2025

AGENDA ITEM (ACTION ITEM):
Consider / Approve the Design Development and Construction Documents for the River Ridge Elementary School Site Expansion Project (BG 24-173).

APPLICABLE BOARD POLICY:
01.1 Legal Status of the Board; 04.31 Authority to Encumber and Expend Funds; 702 KAR 4:160

HISTORY/BACKGROUND:
On December 4, 2023, the Board approved a Site Development (SD) Plan for the River Ridge Elementary School site expansion project. A revised SD plan was approved by the Board at the September 9, 2025 regular board meeting. After a final review of the project by the District's Operations team and the Emboss Architecture team, it is time to consider approval of the Design Development plan (DD) and Construction Documents (CD) so the bidding process may occur in December 2025, a bid award may be made in January 2026, and construction may begin in March, 2026 with completion scheduled for August, 2026. Additional concrete sidewalk and curb replacement was added to the scope of work from the original design in 2023, which increased the project estimate by $500,000. The revised plan still addresses the original goals of enhanced site circulation, additional parking, and ending unsafe car stacking on Amsterdam Road during the start and end of school days.

FISCAL/BUDGETARY IMPACT:
Estimated project cost of $4,500,000.00

RECOMMENDATION:
Approve the Design Development and Construction Documents for the River Ridge Elementary School Site Expansion Project (BG 24-173)

CONTACT PERSON:
Matt Rigg, Chief Operations Officer

Principal/Administrator	*District Administrator*	*Superintendent*

Design that *Breaks* Records.

Site Expansion Project
River Ridge Elementary School

2772 Amsterdam Road
Villa Hills, KY, 41017
BG# 24-173

EMBOSS
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(859)431-6612
906 Monmouth Street,
Newport, KY 41071

EMMA ADKISSON
REGISTERED
No.
7610

Drawing List

DRAWING LIST	
Sheet Number	Sheet Name
GENERAL	
G00[illegible]	[illegible] SHEET
[illegible]01	[illegible]ITE LOGISTICS AND SEQUENCING
ARCHITECTURAL SITE	
AS100	[illegible]CTURAL SITE PLAN - DEMOLITION
AS101	[illegible]ECTURAL SITE PLAN - NEW WORK
AS102	[illegible]LARGED ARCHITECTURAL SITE PLANS / DOOR SCHEDULE / [illegible] & FRAME ELEVATIONS
AS200	[illegible]ECTURAL SITE DETAILS & SECTIONS
CIVIL	
[illegible]1	[illegible] TITLE SHEET
[illegible]	[illegible]STING CONDITIONS / DEMOLITION PLAN
[illegible]	[illegible]ITE PLAN
[illegible]	[illegible]TILITY PLAN
[illegible]1	[illegible]TORM SEWER PROFILES & [illegible]AILS
[illegible]	[illegible]G PLAN
[illegible]01	[illegible]TAILED GRADING PLAN
[illegible]	[illegible]AILED GRADING PLAN
[illegible]	[illegible]TORM WATER POLLUTION PREVENTION PLAN
[illegible]	[illegible] NOTES & DETAILS
STRUCTURAL	
[illegible]1	[illegible] STRUCTURAL NOTES
[illegible]100	[illegible]ITE RETAINING WALL FOUNDATION PLAN
[illegible]30	[illegible]OUNDATION SECTIONS
ELECTRICAL	
[illegible]	[illegible]ECTRICAL LEGEND
[illegible]100	ELECTRICAL SITE UTILITY PLAN - DEMO
[illegible]101	[illegible]ECTRICAL SITE UTILITY PLAN - NEW
[illegible]0	ELECTRICAL RISER & PANEL SCHEDULES
[illegible]	ELECTRICAL DETAILS

Code Notes

Note to Reviewer:

Limited construction work is occurring inside the building. That work consists of replacement of a single storefront at the Gym Entrance and routing of electrical / low voltage wire. Principle general construction consists of exterior [illegible] replacement, a marquee sign, and site retaining walls.

No changes to building interior.

Building Code
2018 KENTUCKY BUILDING CODE

Chapter 3
Use Group — Existing Building = E - Educational
No Change to Use Group

Chapter 5
Construction Type — Assumed IIB
Allowable Height and Building Area — 3 Stories / (3M) 43,500 SF

	Building 1	Building 2
Frontage increase factor	= [[illegible]]	= [[illegible]]
	= .52	= .54
Frontage increase	= 14,500 * .52	= 14,500 * .44
	= [illegible] SF	= [illegible]
Tabular allowable (3M)	= 43,500 SF	= 43,500 SF
Allowable Area (per story)	= 63,[illegible] SF	= 62,[illegible] SF

Existing Height
2 Stories
No Change to Building Height

Existing Building Areas

	Building 1	Building 2
Lower Level =	1,190 SF	22,380 SF
First Floor =	57,140 SF	33,179 SF
Second Floor =	22,940 SF	none
Mech Mezz =	1,587 SF	none

No Change to Building Area

Chapter 6
Table 601 - Fire Resistance Rating Requirements for Building Elements.
Type IIB — Structural Frame = 0 hours
Bearing walls = 0 hours (but not less than Table 602)
Nonbearing exterior walls = 0 hours (but not less than Table 602)
Nonbearing interior walls = 0 hours
Floor construction = 0 hours
Roof construction = 0 hours

Table 602
X greater than or equal to 30', occupancy E = 0 hours

Chapter 7

No Changes to Fire and Smoke Protection Features.
See floor plans for existing rated construction

Chapter 9
The building is fully equipped with an automatic sprinkler system.

Chapter 10
No Changes to Occupant Load

Section 1005
Table 1005.1 Egress width per occupant (automatic sprinkler system)
Stairways, with sprinkler system — 0.2 inches
Other egress components with sprinkler system — 0.15 inches

Section 1020
Table 1020.1 states corridors serving occupant load greater than 30 with an automatic sprinkler system shall have a 0 hr fire-resistance rating

Chapter 17
Special Inspections are required,
See Sheet S001

Chapter 29
No Changes to Plumbing Fixtures

Team

Owner:
KENTON COUNTY SCHOOL DISTRICT
1055 Eaton Drive, Fort Wright, KY 41017
Ph: 859.344.1531

Architect:
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906 Monmouth Street, Newport, KY 41071
Ph: 859.431.6612

Civil Engineer:
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Ph: 859.261.1113

Structural Engineer:
ADVANTAGE
1527 Madison Road, Cincinnati, OH 45206
Ph: 513.396.8900

MEP Engineer:
CMTA
1100 Sycamore St.; Suite 400, Cincinnati, OH 45202
Ph: 513.429.4404

General Project Notes

DIVISION 01 – GENERAL REQUIREMENTS

013100 – ADMINISTRATIVE REQUIREMENTS

1. Contractor shall be responsible for verification and coordination of sub-contractors work to secure compliance with the drawings and specifications.
2. Safety: In accordance with generally accepted construction practices, Contractor will be solely and completely responsible for conditions of job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal working hours.
3. The Architect shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor.

014000 – QUALITY REQUIREMENTS

1. The Contractor shall obtain and pay for all required permits and inspections unless indicated otherwise.
2. All work shall conform to the current building code, and all applicable laws, rules, regulations and ordinances or governing authorities. In case of conflict the most restrictive shall not limit their applicability.
3. The term "provide" when used shall mean "furnish and install" unless noted otherwise.
4. Provide blocking in walls, ceilings, etc. wherever items will be attached to these surfaces (i.e. toilet accessories, wall mounted door stops, fixtures, casework, handrails, A/V equipment, etc.).
5. Provide firestopping at all locations required by governing codes and authorities. Contact building inspector for inspection of all firestopping prior to installation of any material which may conceal the firestopping.
6. All steel exposed to the exterior shall be galvanized and painted, unless noted to be stainless steel or galvanized (unpainted).

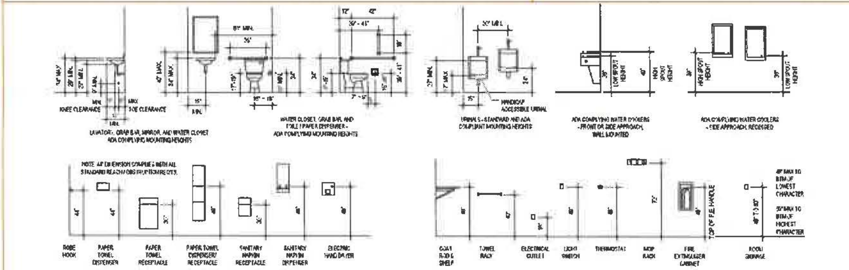
015000 – TEMPORARY FACILITIES AND CONTROLS

1. Contractor is responsible for providing any temporary water, electrical service, heating and trash removal as needed to complete the work.
2. Contractor shall collect and remove all rubbish, surplus material, tools and scaffolding pertaining to his work on a regular basis throughout the construction in order to maintain an orderly working environment.
3. Temporarily brace structural components as required to maintain stability until complete and functioning as a designed unit.
4. Fumes and dust shall be controlled so as to prevent any harmful or undesirable effects in the surrounding area.

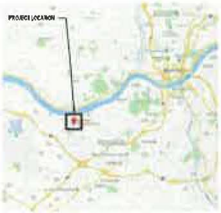
DIVISION 02 – EXISTING CONDITIONS

[illegible] – ASSESSMENT

1. Commencement of work by the Contractor or Trade shall signify the acceptance of the site conditions.
2. Area and dimensions: It shall be the responsibility of the Contractor(s) or Trade(s) to verify all area takeoffs and dimensions by making their own field measurements before starting work or ordering materials.
3. The Contractor shall verify at the job site, all dimensions and conditions shown on the drawings and within the Contract Documents and shall notify the Architect of any discrepancies, omissions and/or conflicts before proceeding with the project. All discrepancies shall be resolved before starting work or ordering materials.
4. The Contractor shall not scale drawings, written dimensions shall govern. Large scale drawings shall govern over small scale drawings. Field verify existing conditions where no dimensions exist.
5. All dimensions to existing construction are to the finished face. All dimensions to new construction are to face of concrete, face of masonry, face of stud or column centerline unless noted otherwise. Any dimension noted as "CLEAR" or "CLR" is from finished face to finished face.
6. Contractor shall verify location of all existing utilities. Take precautions as necessary to protect them. Repair all utilities damaged during construction at no cost to the Owner.
7. Contractor shall replace topsoil and seeded lawn areas disturbed by construction.
8. The removal and installation of mechanical, electrical, plumbing and architectural items may require the penetrations or removal of existing floors, ceilings, and walls. Patch and finish all existing surfaces that are disturbed during construction unless noted otherwise.

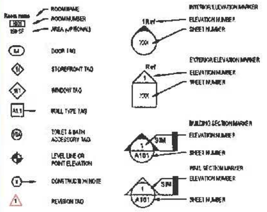

KNEE CLEARANCE
TOE CLEARANCE
LAVATORY, GRAB BAR, MIRROR, AND WATER CLOSET ADA COMPLIANT MOUNTING HEIGHTS
WATER CLOSET, GRAB BAR, AND TOILET PAPER DISPENSER - ADA COMPLIANT MOUNTING HEIGHTS
HANDICAP ACCESSIBLE URINAL
URINALS - STANDARD AND ADA COMPLIANT MOUNTING HEIGHTS
ADA COMPLIANT WATER COOLERS - FRONT OR SIDE APPROACH, WALL MOUNTED
ADA COMPLIANT WATER COOLERS - SIDE APPROACH, RECESSED
ROBE HOOK
PAPER TOWEL DISPENSER
PAPER TOWEL RECEPTACLE
PAPER TOWEL DISPENSER/ RECEPTACLE
SANITARY NAPKIN RECEPTACLE
SANITARY NAPKIN DISPENSER
ELECTRIC HAND DRYER
COAT RACK & SHELF
TOWEL RACK
ELECTRICAL OUTLET
LIGHT SWITCH
THERMOSTAT
MOP RACK
FIRE EXTINGUISHER CABINET
ROOM SIGNAGE

Standard Accessibility Mounting Heights


PROJECT LOCATION

Vicinity Map

Location Map


Room name
101
150 SF
ROOM NAME
ROOM NUMBER
AREA (OPTIONAL)
DOOR TAG
STOREFRONT TAG
WINDOW TAG
A1.1
WALL TYPE TAG
TOILET & BATH ACCESSORY TAG
LEVEL LINE OR POINT ELEVATION
CONSTRUCTION NOTE
1
REVISION TAG
INTERIOR ELEVATION MARKER
1 Ref
XXX
ELEVATION NUMBER
SHEET NUMBER
EXTERIOR ELEVATION MARKER
Ref
BUILDING SECTION MARKER
SIM
A101
WALL SECTION MARKER

AFF	ALIGN FINISH FACE
A.F.F.	ABOVE FINISH FLOOR
C.L.	CENTERLINE
CLG.	CEILING
C.J.	CONTROL JOINT
E.J.	EXPANSION JOINT
EQ.	EQUAL
EFTR	EXISTING FINISH TO REMAIN
ETR	EXISTING TO REMAIN
FE	FIRE EXTINGUISHER MOUNTED W/ WALL BRACKET
FEC	FIRE EXTINGUISHER IN CABINET
TYP.	TYPICAL
O.C.	ON CENTER
U.N.O.	UNLESS NOTED OTHERWISE

Symbol Legend & Abbreviations

Site Expansion Project
River Ridge Elementary School
2772 Amsterdam Road
Villa Hills, KY, 41017
BG# 24-173

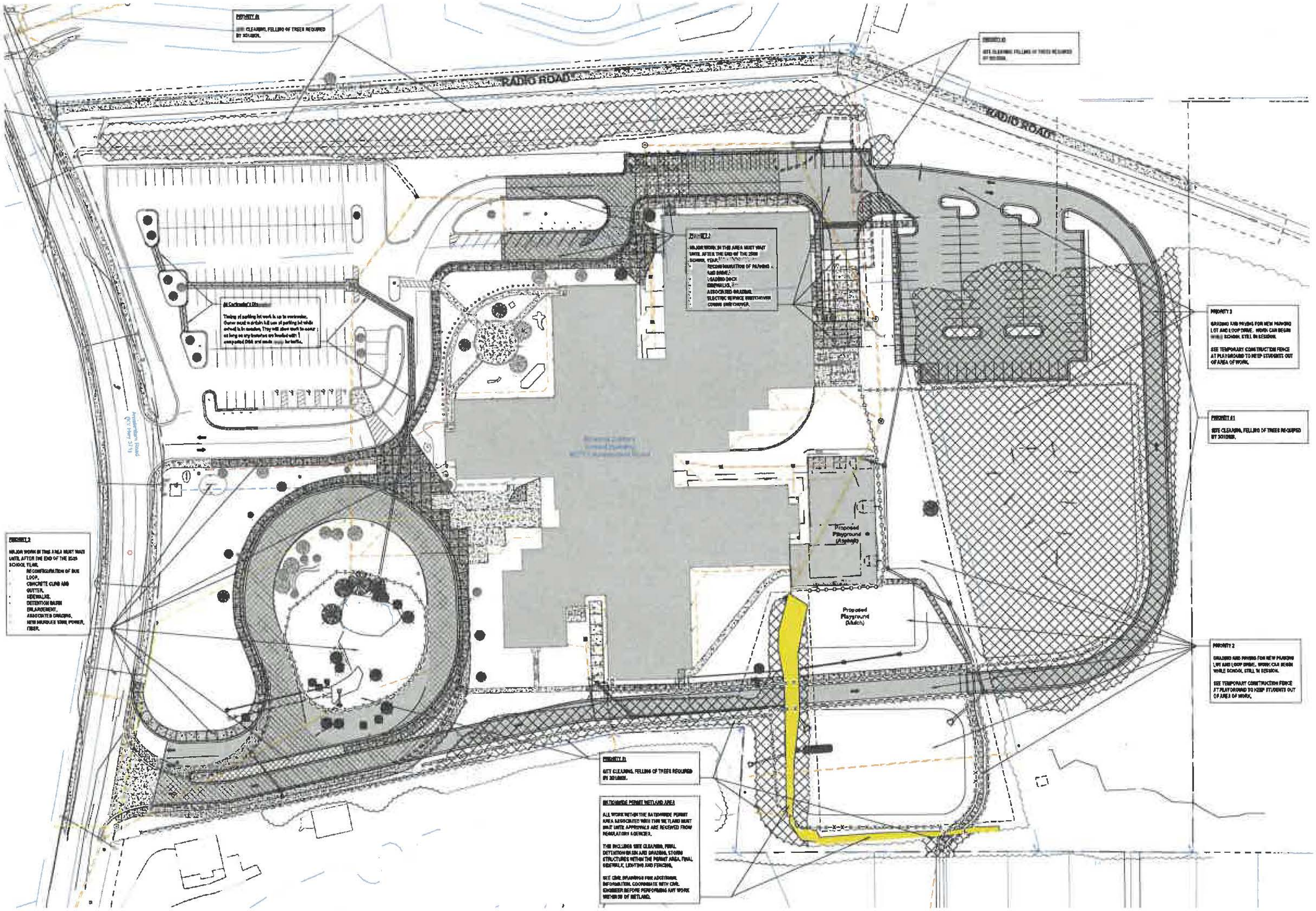
NO.	DESCRIPTION	DATE
	DD / CD APPROVAL	11/17/2025

COVER SHEET

22-105

G000

PRINT DATE 11/18/2025 10:47:35 AM



PRIORITY #1

[illegible] CLEARING, FELLING OF TREES REQUIRED BY 3/1/2026.

[illegible]

SITE CLEARING, FELLING OF TREES REQUIRED BY [illegible]

At Contractor's Discretion

Timing of parking lot work is up to contractor. Owner must maintain full use of parking lot while school is in session. They will allow work to occur as long as any trenches are backfilled with compacted DGA and made [illegible] for traffic.

[illegible]

MAJOR WORK IN THIS AREA MUST WAIT UNTIL AFTER THE END OF THE 2026 SCHOOL YEAR.

- RECONFIGURATION OF PARKING AND DRIVE.
- LOADING DOCK
- SIDEWALKS.
- ASSOCIATED GRADING.
- ELECTRIC SERVICE SWITCHOVER COMING SWITCHOVER.

PRIORITY 3

GRADING AND PAVING FOR NEW PARKING LOT AND LOOP DRIVE. WORK CAN BEGIN WHILE SCHOOL STILL IN SESSION.

SEE TEMPORARY CONSTRUCTION FENCE AT PLAYGROUND TO KEEP STUDENTS OUT OF AREA OF WORK.

PRIORITY #1

SITE CLEARING, FELLING OF TREES REQUIRED BY 3/1/2026.

PRIORITY 2

MAJOR WORK IN THIS AREA MUST WAIT UNTIL AFTER THE END OF THE 2026 SCHOOL YEAR.

- RE-CONFIGURATION OF BUS LOOP.
- CONCRETE CURB AND GUTTER.
- SIDEWALKS.
- DETENTION BASIN ENLARGEMENT.
- ASSOCIATED GRADING.
- NEW MARQUEE SIGN, POWER, FIBER.

PRIORITY 2

GRADING AND PAVING FOR NEW PARKING LOT AND LOOP DRIVE. WORK CAN BEGIN WHILE SCHOOL STILL IN SESSION.

SEE TEMPORARY CONSTRUCTION FENCE AT PLAYGROUND TO KEEP STUDENTS OUT OF AREA OF WORK.

PRIORITY #1

SITE CLEARING, FELLING OF TREES REQUIRED BY 3/1/2026.

NATIONWIDE PERMIT WETLAND AREA

ALL WORK WITHIN THE NATIONWIDE PERMIT AREA ASSOCIATED WITH THIS WETLAND MUST WAIT UNTIL APPROVALS ARE RECEIVED FROM REGULATORY AGENCIES.

THIS INCLUDES SITE CLEARING, FINAL DETENTION BASIN AND GRADING, STORM STRUCTURES WITHIN THE PERMIT AREA, FINAL SIDEWALK, LIGHTING AND FENCING.

SEE CIVIL DRAWINGS FOR ADDITIONAL INFORMATION. COORDINATE WITH CIVIL ENGINEER BEFORE PERFORMING ANY WORK WITHIN 50' OF WETLAND.

1	SITE LOGISTICS AND SEQUENCING PLAN
G001	SCALE: 1" = 40'-0"

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Site Expansion Project
River Ridge Elementary School

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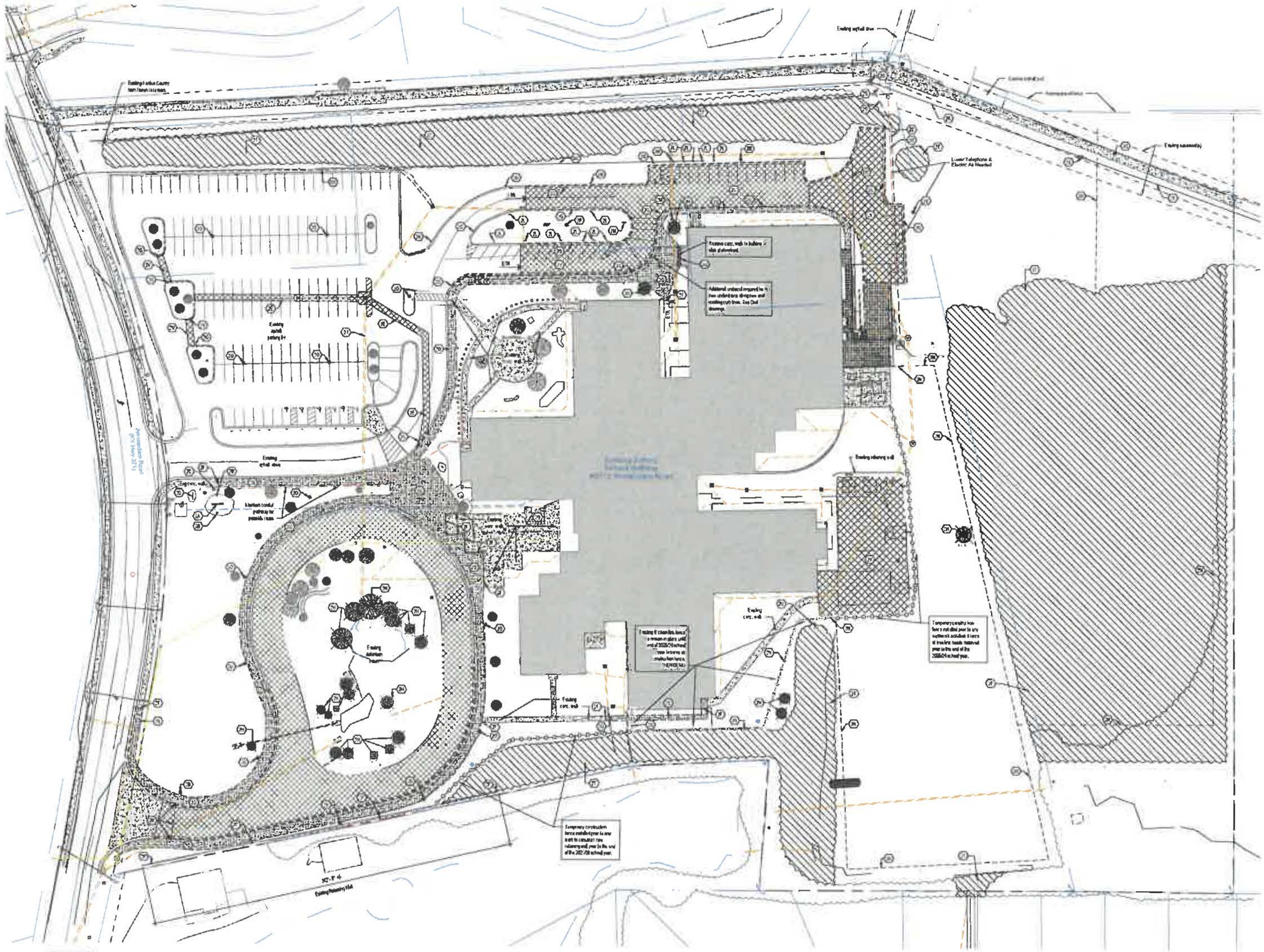
SITE LOGISTICS AND SEQUENCING

22-105

G001



SHEET KEYNOTES

[illegible]

1 | AS100

ARCHITECTURAL SITE PLAN - DEMOLITION

SCALE: 1" = 40'-0"

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ARCHITECT

Site Expansion Project
River Ridge Elementary School

2772 Amsterdam Road
Villa Hills, KY, 41017
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ARCHITECTURAL SITE PLAN - DEMOLITION

22-105

AS100

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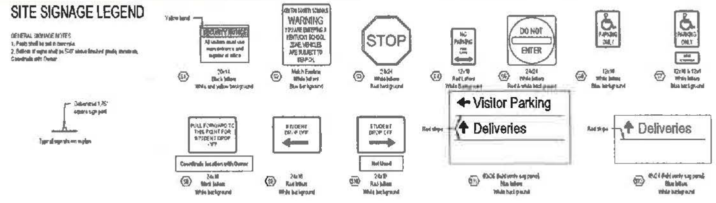
SITE SIGNAGE LEGEND

GENERAL SIGNAGE NOTES
1. Posts shall be set in concrete.
2. Bottom of signs shall be 5'-0" above finished grade, minimum. Coordinate with Owner.

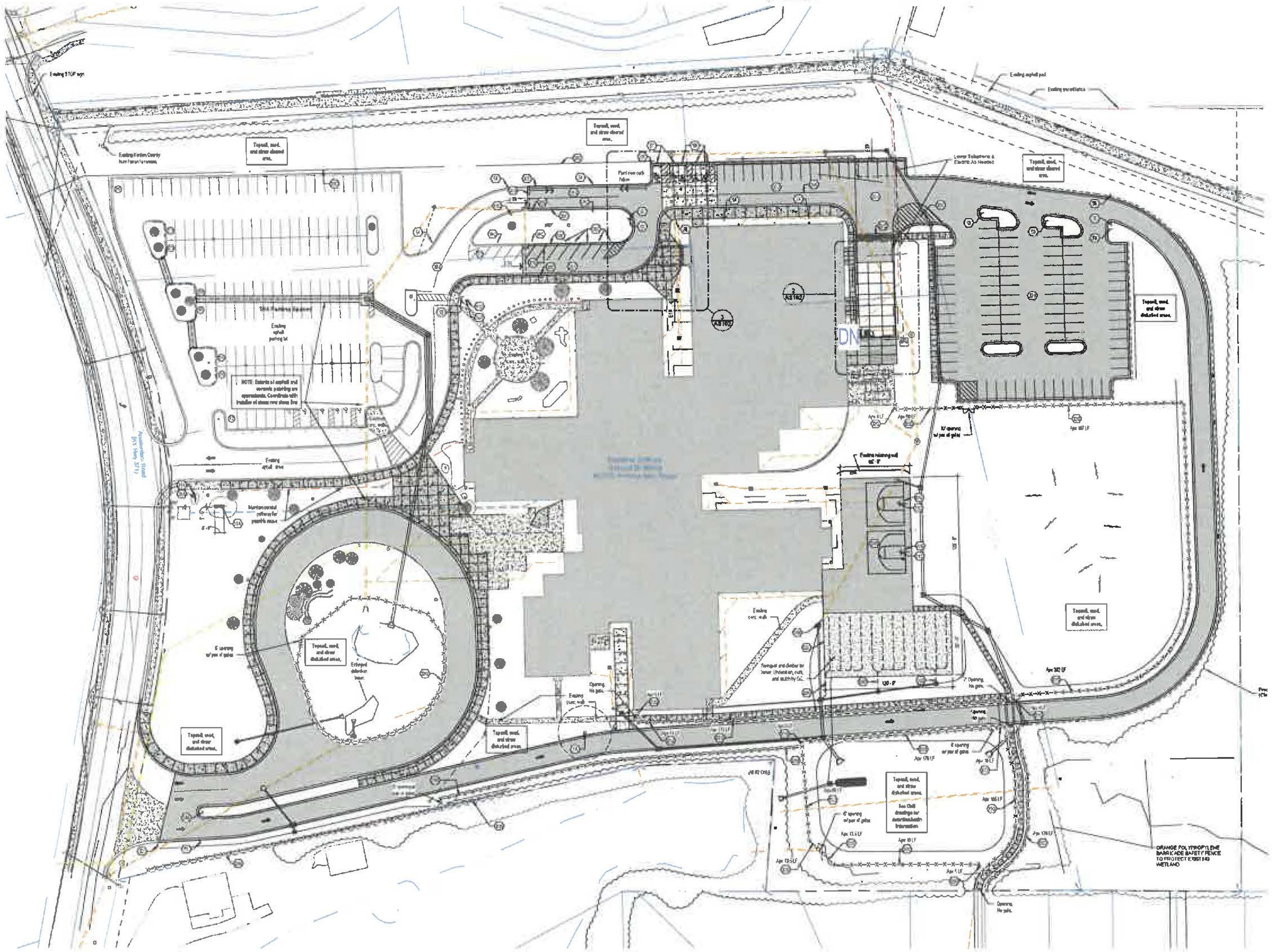

Yellow band
SECURITY NOTICE
All visitors must use main entrance and register at office
S1
20x14
Black letters
White and yellow background
KENTON COUNTY SCHOOLS
WARNING
YOU ARE ENTERING A KENTUCKY SCHOOL ZONE VEHICLES ARE SUBJECT TO SEARCH
S2
Match Existing
White letters
Blue background
STOP
S3
24x24
White letters
Red background
NO PARKING FIRE LANE
S4
12x18
Red Letters
White Background
DO NOT ENTER
S5
24x24
White letters
Red & white background
PARKING ONLY
S6
12x18
White letters
Blue background
PARKING ONLY
S7
12x18 & 12x6
White letters
Blue background
Galvanized 1.75" square sign post
Typical sign shown on plan
PULL FORWARD TO THIS POINT FOR STUDENT DROP OFF
Coordinate location with Owner
S8
24x18
Black letters
White background
STUDENT DROP OFF
S9
24x18
Red letters
White background
STUDENT DROP OFF
Not Used
S10
24x18
Red letters
White background
Red stripe
Visitor Parking
Deliveries
S11
60x36 (Add vinyl to sign panel)
Blue letters
White background
Red stripe
Deliveries
S12
60x24 (Add vinyl to sign panel)
Blue letters
White background

2 SITE SIGNAGE LEGEND

AS101 SCALE: 1/2" = 1'-0"

SHEET KEYNOTES

6A New Car Rider Pro [illegible] CFCI [illegible] by Contractor. See 3 on AS201 for additional information. See also Electrical drawings.
24B Remove tree. See Civil drawings.
10A New directional signage decal applied in place to existing panel sign. Remove existing decals prior to installing new.
10C Reinstall salvaged sign and post. Set post in concrete. Coordinate with Owner. Contractor option to install new post matching existing in lieu of salvaged post.
11A New dual face digital message board and base.
11C New adjustable fixed mount, outdoor basketball goal, backboard, and concrete foundation. Goalsetter 54" Prodigy or equal.
32B New asphalt playground. See Civil Drawings.
32C Provide plastic perimeter curb with 12" thick wood mulch over landscape fabric. Embed plastic curb 2" below grade.
32D Provide 2" wide white pavement paint markings for free throw line and court edge for half-court elementary basketball.
32E Paint curb to match adjacent.
32F New concrete walk. See Civil drawings.
32G New 8' tall vinyl coated chain link fence. Vertical support posts set in concrete. [illegible] opening locations with Owner.
32J Full depth asphalt. See Civil drawings.
32K Painted parking lot striping / graphics.
32N New 4' tall vinyl coated chain link fence [illegible] retaining wall. Coordinate fence [illegible] with steps at top of wall.
32Q New 4' tall vinyl coated chain link fence. Vertical support posts set in concrete.
32R Painted crosswalk [illegible] 2' [illegible] 6" wide solid stripes spaced 2' apart.
33A New storm drain. See Civil drawings.
33P Existing gas service. See Civil drawings.


Existing STOP sign
Existing Kenton County fuel/school
Topsoil, seed, and straw disturbed area.
Existing asphalt parking lot
NOTE: Extents of asphalt and concrete patching are approximate. Coordinate with location of storm new drain line
Existing asphalt pad
Existing retaining wall
Relocate Dumpsters & Electric As Needed
Existing retaining wall
DN
Existing grid area
Remove and dispose
Entrapped detention basin
Opening No gate.
ORANGE POLYPROPYLENE BARRICADE SAFETY FENCE TO PROTECT EXISTING WETLAND
6' opening w/ pair of gates
Opening No gate.

1 ARCHITECTURAL SITE PLAN - NEW WORK

AS101 SCALE: 1" = 40'-0"

emboss

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ARCHITECT

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ARCHITECTURAL SITE PLAN - NEW WORK

22-105

AS101