Planning and Development Services Management Board
Meeting Minutes: August 25, 2014

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:15 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2013 through April 2015</td>
<td>5:27</td>
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<td>Sherry Carran</td>
<td>May 2013 through April 2015</td>
<td>X</td>
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<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<tr>
<td>Chris Moriconi</td>
<td>May 2013 through April 2016</td>
<td>X</td>
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<td>Gene Weaver</td>
<td>May 2013 through April 2015</td>
<td>X</td>
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Also present were: Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Bookkeeper; Garry Edmondson, Legal Counsel; Scott Hiles, CPC, Director of Infrastructure Engineering; Jenna LeCount, AICP, Principal Planner; Sharmili Reddy, AICP, Planning Manager; Martin Scribner, AICP, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silence and then led the Pledge of Allegiance. After Ms. Remley called the roll, he asked that the record reflect that a quorum was present.

ACCEPTANCE OF AGENDA

Chairman Litzler asked if there was a motion on the agenda as presented at the meeting. Mayor Meier made a motion to accept the agenda as presented at the meeting; Mayor Carran seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Litzler asked if there were any comments from the public and noted that there were none.
ONGOING BUSINESS

Chairman Litzler asked if the Minutes of the July 28, 2014 business meeting were acceptable or if anyone had any additions/corrections. With none, he asked if there was a motion with regard to the minutes. Mayor Carran made a motion to accept the Minutes of the July 28, 2014 business meeting as presented; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending July 31, 2014 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month $7,865 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Mr. Moriconi made a motion to accept the July 31, 2014 report as presented subject to audit; Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson advised members that he had nothing new to report with regard to litigation. He also indicated that he had not received clarification regarding HB 275 and stated that the attorney for the Department of Local Government is also reviewing the matter.

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that the advertisement for parking lot repairs had run in Saturday’s paper and that there were four options vendors would be bidding on. The deadline for submittal is September 10th at 3:00 PM.

Mr. Gordon stated that he would be attending tomorrow evening’s Fiscal Court meeting to present PDS’s tax levy resolution and budget pursuant to new state regulations for special purpose governmental entities (SPGE). There was discussion regarding the process. Mr. Edmondson indicated that even if the tax rate was the same or less, the special districts needed to go before the Fiscal Court for hearing.

Mr. Gordon indicated that he had provided members with a copy of an email received this morning. He stated that the email was from Jamie Back, a Latonia Lakes resident, and was very complimentary of staff.

Mr. Gordon reminded members about a request for additional staffing made during the budget process, the intention being to hire an additional building inspector. He indicated that Mr. Sims had suggested that they hire an administrative person to handle the scanning of plans, filing of records, providing scheduling assistance, and backing up the permit clerks. Mr. Gordon stated that as a result of this suggestion a Records/Data Coordinator position has been created and filled from within.
Mr. Gordon advised members that Mr. Wagner, our long-time (25-30 years) Radio Frequency Engineering Consultant, had requested that his contract be updated to include an indemnification clause. Mr. Edmondson indicated that Mr. Wagner had also contacted him to discuss this matter. He stated that public bodies are prohibited from including indemnification clauses and that if this clause was included in the contract, it wouldn’t hold up in court. Mr. Gordon stated that he had received email notification from Jim Wagner that he would no longer be able to review cell tower applications on our behalf.

Mr. Gordon indicated that staff was checking with other planning commissions to see who they use and that he will update members next month regarding a replacement consultant.

Chairman Litzler asked for the report from Infrastructure Engineering. Mr. Hiles updated members on the status of the subdivision regulations and indicated that they are nearing completion. He stated that the regulations for concrete streets have been finalized but that work continues on asphalt streets and earthwork.

Mr. Hiles indicated that they are working to develop options for deviations for asphalt streets and that an agreement regarding earthwork is further out with the question being where to draw the line – how far back from the street do we regulate?

Discussion followed regarding the elimination of expansion joints and adding skewed contraction joints.

Mr. Hiles advised members that the HBA had submitted approximately 600 comments in 2011 and resubmitted 150 of those comments in 2014. He indicated that a meeting with the HBA had been scheduled for August 28th but had to be rescheduled due to a conflict. Mr. Hiles stated that he is working on a new date – possibly September 11th.

There was additional discussion regarding the new curb option (chair back curb) and the length of time staff has been working on the new regulations.

Chairman Litzler asked for the review of the July record for professional services provided to the Kenton County Planning Commission. Mr. Gordon indicated that the record was based on the MOA signed in June and that overhead was included in the hourly rate. Mr. Spoor asked if the room “rental” was included. Mr. Gordon stated that it was not but that it could be easily added since the record was still in draft form and indicated that, based on research, the room would cost approximately $500 per month. Discussion followed.

Chairman Litzler asked for reports from committees or members of the Board. Mayor Meier advised members that he had attended the quarterly HBA meeting last week and that we weren’t the hottest topic. He indicated that there had been a question about the name change and that Mr. Hiles had handled it.
NEW BUSINESS

Chairman Litzler opened discussion regarding proposed Resolution 829-2014 adopting *Direction 2030: Your Voice Your Choice* as the area-wide comprehensive plan and recommending that it be adopted by the Kenton County Planning Commission. Ms. Reddy advised members that staff has been working on the comp plan for almost three years. She indicated that *Direction 2030* was an entirely new plan, not just an update, and that the plan is based on the Statement of Goals and Objectives passed last year.

Ms. Reddy stated that terms have been refreshed in an effort to clarify intent and that policy changes have been made based on the comments and recommendations received throughout the process. She indicated that the plan is a market-based plan and has elements built in to allow for flexibility.

Ms. Reddy announced that *Direction 2030* is entirely web-based and stated that anyone with internet can access it in its entirety. She also advised members that the website was built in-house by our “incredible” GIS staff.

Ms. Reddy briefly outlined the process, the focus of the taskforce and the media effort involved. She then introduced Jenna LeCount.

Ms. LeCount highlighted various aspects of *Direction2030.org* and outlined several term and land use changes.

Ms. Reddy stated that, once the comp plan is adopted, the next step would be to follow up with text amendments to bring ordinances up to date. She indicated that public engagement and discussion would be an ongoing process.

Mayor Meier indicated that the website was worth checking out and Mayor Carran stated that staff has done an amazing job. Mr. Moriconi stated that staff has done a good job of branding and believes it will be very effective. Chairman Litzler indicated that he was very proud of the work staff has done.

Ms. Reddy advised members that the comp plan public hearing is scheduled before the Kenton County Planning Commission at 6:15 PM on Thursday, September 4th at Notre Dame Academy.

After some additional discussion, Chairman Litzler asked for a motion. Mr. Spoor made a motion to approve Resolution 829-2014 adopting *Direction 2030: Your Voice Your Choice* and to recommend *Direction 2030’s* adoption by the Kenton County Planning Commission; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion regarding proposed Resolution 828-2014 setting the 2014 PDS tax levy. Mr. Gordon provided background information regarding the proposed tax rate.
He indicated that the compensating rate would be 3 cents and that staff is recommending 2.933 cents, the same as last year. Mayor Meier asked Mr. Gordon to provide a chart listing the previous rates. Mr. Gordon said he would email it to members.

After some additional discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to adopt Resolution 828-2014 setting the 2014 NKAPC tax levy at 2.933 cents for all real and personal property in Kenton County; Mr. Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion regarding a proposal from the executive director to authorize a GIS data analyst position to be shared by the Planning & Zoning and GIS departments. Mr. Gordon, Mr. Scribner, and Ms. Brush provided information regarding the proposed data analyst position.

Mr. Gordon outlined the benefits of having someone on staff who could manipulate the data we already have in-house and serve it up on a map or website. He indicated that PDS could provide information to the various jurisdictions that could be used to spur economic development. He stated that staff periodically receives request for help from cities and has to pull the information from various sources. The addition of a data analyst would make information more readily available.

Mr. Scribner indicated that staff has been using various information sources over the last three years while working on the comp plan. He spoke about how numbers come together and how they are used. He stated that staff benefited from GIS being able to make the numbers understandable and having this information at hand would be invaluable.

Ms. Brush stated that she had attended an Envista presentation at KYTC in Frankfort and that a data analysis is part of KYTC’s mission. She indicated that having an analyst on staff would allow us to reach out more to cities.

Mr. Gordon reminded members that GIS had lost a staff member in 2008 and that we don’t have anyone on staff who can take this work on. He indicated that the proposed position would be a senior level position with salary and benefits totaling approximately $80,000. Mr. Gordon outlined the various line items that would provide funding of this position.

Following a lengthy discussion, members asked to see a job description before moving forward and no action was taken.

Chairman Litzler stated that he hadn’t received anything regarding the executive director’s FY14 performance review from the other members yet and asked that the discussion be continued until the September meeting.
Chairman Litzler noted that the Governance Committee that he and Mayor Carran serve on will be meeting on December 15th (the third Monday) and asked if the PDS Management Board meeting could be held on December 22nd (the fourth Monday).

After some discussion, Chairman Litzler asked for a motion. Mayor Meier made a motion to amend the regular meeting schedule of the PDS Management Board and change the December 15, 2014 meeting to 5:15 PM on December 22, 2014 in the Commission Chambers; Mr. Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Moriconi, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

With no further business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda. Mayor Carran made a motion to adjourn; Mayor Meier seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 7:31 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary