Planning and Development Services Management Board  
Meeting Minutes: October 27, 2014

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:16 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

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<tr>
<th>Name</th>
<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>
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<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2013 through April 2015</td>
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<td>Sherry Carran</td>
<td>May 2013 through April 2015</td>
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<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
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<td>Chris Moriconi</td>
<td>May 2013 through April 2016</td>
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<td>Gene Weaver</td>
<td>May 2013 through April 2015</td>
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Also present were: Jim Parsons, attorney representing the City of Fort Mitchell with regard to the Fort Mitchell Buttermilk Pike/Royal Drive TIF Development Area; Garry Edmondson, Legal Counsel; Melissa Bradford, Principal Zoning Official; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Ryan Hermann, Associate GIS Specialist; Scott Hiles, CPC, Director of Infrastructure Engineering; Rob Himes, Principal Zoning Official; 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 not present.

**ACCEPTANCE OF AGENDA**

Chairman Litzler noted that a quorum was not present so approval of anything on the agenda would have to wait until Mr. Spoor arrived.

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

Chairman Litzler asked for review of the September financial and fee-based revenue reports.

Ms. Crabb gave an overview of the monthly financial report for the period ending September 30, 2014 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month $20,271 ahead of projections.

Chairman Litzler then asked Ms. Crabb to update members with regard to health insurance (item 17). Ms. Crabb stated that she and Mike Williams of Sherrill Morgan Associates were optimistic that they would have received all of the information in time for tonight’s meeting. Unfortunately, they are still waiting for some information from Anthem.

Ms. Crabb stated that the initial numbers show a 14% increase for health insurance but Mr. Williams is trying to negotiation with Anthem. She indicated that PDS’ current plan is non-compliant with the Affordable Care Act but we can keep it until October 2016.

Ms. Crabb indicated that our dental plan through Dental Care Plus would increase 4% until we take their vision as well and then it would only go up 2%. She indicated that we also had the option to switch to UHC or MetLife for current rates.

Ms. Crabb advised members that we could renew our life insurance coverage with Lincoln National for life and disability insurance at an increase of $840.24 for the year.

Finally, Ms. Crabb indicated that the vision care insurance with Anthem could be renewed at a decrease of 1.75% per year which equates to a decrease of $7.00 per month.

A brief discussion regarding long term care insurance, the renewal date, and open enrollment followed.

Chairman Litzler thanked Ms. Crabb and noted for the record that Mr. Spoor had joined the meeting during her presentation. He asked for everyone’s patience while the members backtracked to address several earlier items on the agenda.

With regard to the agenda, Chairman Litzler suggested that item 17 be moved to follow item 8 and that item 13 be moved to follow item 18. He asked if there was a motion to approve the agenda as amended. Mayor Carran made a motion to accept the agenda as amended; Mayor Meier seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Litzler asked if the Minutes of the September 22, 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 September 22, 2014 business meeting as presented; Mr. Spoor seconded the motion.
Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Spoor, and Chairman Litzler in favor of the. The motion passed unanimously.

Chairman Litzler asked for a motion regarding the monthly financial report. Mayor Meier made a motion to accept the September 30, 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, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson indicated that he had nothing new to report.

Chairman Litzler asked for the report from the executive director. Mr. Gordon reminded members that the Staff Appreciation Breakfast would be held at 8:00 AM tomorrow morning and invited members to attend.

Mr. Gordon provided members with background information regarding the Lou Noll Symposium which has been held on an annual basis in 2009, 2010, and 2011. He indicated that he has spoken to PDS’s co-sponsors - SD1, the Water District, and TANK. They all agreed that it would be a good idea to hold the symposium in 2015 to help educate newly-elected public officials and update existing officials. He stated that the collaborative parties will be hosting another symposium on a Saturday in March and that planning of the symposium will take March Madness into consideration.

Mr. Gordon advised members that, due to the weather, the parking lot repairs have been postponed to the weekend of November 7th. He stated that PDS would be hosting a board of adjustment training session on Saturday, November 1st. He indicated that 58 of the 65 BOA members need continuing education hours and that only 13 people have RSVP’d. He stated that there isn’t much more staff can do. Discussion followed and Mayor Meier asked staff to send another reminder notice to the city clerks. Mr. Gordon indicated that he would take care of that before he left for the evening.

Mr. Gordon indicated that he would be providing members with a copy of the staff time report on a quarterly basis. He stated that he has been providing this report to the PDS Council and that the report outlines how staff is spending its time. He indicated that he would be providing members with a copy of the KCPC financial reports since the board is ultimately funding KCPC with tax dollars.

Mr. Gordon then stated that members had been provided with a chart showing PDS Jurisdictional Responsibilities and that this chart had been provided to the Council at the October 16th meeting. He indicated that this chart shows how much the One Stop Shop Program has grown over the last nine years.

Mr. Gordon reminded members of upcoming meetings noted at the bottom of the agenda. He then turned the floor over to Ms. Brush.
Ms. Brush introduced the newest member of the GIS department, Ryan Hermann. Mr. Hermann is a resident of New Richmond, Ohio and a graduate of the Ohio University. Members welcomed Mr. Hermann to the team and wished him well.

Chairman Litzler asked for the department report from Planning and Zoning. Mr. Scribner advised the board that the zoning team now has five members due to Elsmere and Independence joining the One Stop Shop Program. He introduced two new members of staff - Rob Himes who joined the team in May and that the transition was nice and easy since he came to PDS from the City of Ludlow; and Melissa Bradford who worked at NKAPC from 2006 until 2010 when she was laid off due to the recession.

Mr. Scribner stated that staff (Rob Himes) has been enforcing the International Property Maintenance Code for the City of Elsmere since September and that it is going well.

Mr. Scribner indicated that the City of Independence has offered the use of office space in its building and that beginning November 3rd Dennis Uchtman will be working half-days at that location three days per week. He stated that the City’s fees are different but the OSS fee schedule will be adopted by city council on November 10th. In the meantime, the City will be paying the difference. The City will also be passing two ordinances on November 10th dissolving both its Board of Adjustment and Code Enforcement Board and joining the Kenton County Board of Adjustment and the Kenton County Joint Code Enforcement Board. Discussion regarding building permits, HVAC, and electrical permits followed.

Mr. Scribner advised members that planning staff has been working on how best to move forward now that the comp plan has been adopted.

Ms. Reddy provided a brief outline of what steps staff will be taking to ensure the comp plan is implemented.

- Sub area action strategy which focuses on implementation in urban and rural areas. Ms. Reddy indicated that the citizens of rural Kenton County are ready to go and met last week to form committees, etc. Staff is working on how to implement the plan in the urban areas, i.e. Covington, Ludlow, and Bromley, with each effort being tailored to the jurisdictions’ needs.
- 2020 Sourcebook – working on ideas to address zoning and a way to implement in all 20 jurisdictions.
- Collaboration – working with UC’s School of Planning on the KY 536 project from January through April.
- Partnerships and grants – looking at creating partnerships and obtaining grants to further implementation of the plan.

Ms. Reddy indicated that staff is undertaking this effort in addition to its regular duties and that they don’t have all the answers but at least have a good idea where they are heading. A brief discussion followed.
Chairman Litzler then asked Mr. Hiles if he could review the street construction figures that he provided to the full Council on October 16th. Mr. Hiles outlined the figures from his Activity Report and illustrated the correlation of fees collected with lineal feet of street constructed. Discussion regarding historical trends followed.

Chairman Litzler opened discussion regarding a proposal from the executive director to create a geospatial data analyst position following a presentation to the PDS Council on October 16th. Mr. Gordon advised members that he had taken the creation of this position to the Council and that members didn’t ask any questions or express any opposition. Discussion regarding the benefits of this position followed.

Chairman Litzler asked if there was a motion based on the information provided at the last meeting and the Council not objecting to the creation of this position. Mr. Spoor made a motion to create the position and hire a geospatial data analyst; Mayor Carran seconded the motion. After a brief discussion, Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for reports from committees or members of the Board. Mayor Meier advised members that the Mayors’ Group has expressed concern and frustration over the lack of meetings regarding the subdivision regulations. He stated that mayors believe the committee needs to meet and keep the regulations moving forward. Mayor Meier indicated that several mayors would be writing Paul Darpel to express their concerns.

NEW BUSINESS

Chairman Litzler asked for review of draft Resolution 830-2014 pledging an incremental increase in real property taxes and authorizing the execution of a local participation agreement to pay for project costs and redevelopment assistance within the Buttermilk Pike/Royal Drive Development Area of the City of Fort Mitchell.

Mr. Parsons thanked members for the opportunity to speak and stated that he had presented the proposed TIF to the PDS Council on October 16th. He indicated that the Council voted to recommend that the PDS Management Board support the TIF district.

Mr. Parsons stated that this proposal was the same as the Covington and Fort Wright projects and that the pledge would be based on the incremental tax increase from new development in the 127-acre project area. He indicated that, based on previous discussions, PDS would be provided a seat on the board that decides how the money is spent. He advised members that the City of Fort Mitchell had pledged 80% of the incremental real estate tax and occupational tax for 30 years and that the Kenton County Fiscal Court had recently voted to pledge 60% for 30 years.

After some discussion, Chairman Litzler asked if there was a motion. Mayor Meier made a motion to approve Resolution 830-2014 pledging an incremental increase in real property
taxes and authorizing the execution of a local participation agreement to pay for project costs and redevelopment assistance within the Buttermilk Pike/Royal Drive Development Area of the City of Fort Mitchell. Mr. Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion on proposed Resolution 831-2014 committing PDS to promote the continued development of the Regional Trails Alliance Trail Plan.

Ms. Reddy provided background information regarding the trail plan and stated that James Fausz has been attending the meetings on behalf of PDS. She stated that the Licking River Greenway and River Front Commons were two trails in Kenton County. She indicated that the Alliance is asking for a resolution expressing PDS’s continued support of the trail plan effort.

Mayor Carran indicated that the City of Covington was the first to support and that South Bank Partners is also supporting the effort. There was discussion regarding the trails and tourism.

After a brief discussion, Chairman Litzler asked if there was a motion. Mr. Spoor made a motion to approve Resolution 831-2014 committing PDS to promote the continued development of the Regional Trails Alliance Trail Plan. Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the executive director’s claims for FY15 first-quarter expense reimbursements. Mayor Meier asked for more detail regarding the September 18th expense “Staff for Direction 2030”. Mr. Gordon stated that he had taken the planners and GIS staff who worked on the comp plan and website to a celebratory lunch at TGI Fridays as a thank you for all their hard work. Members asked if any alcohol had been consumed and Mr. Gordon responded “no”.

Following a brief discussion, Chairman Litzler asked if there was a motion. Mayor Meier made a motion to approve reimbursement of the executive director’s FY15 first-quarter expenses in the amount of $139.44. Mayor Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

At this time, Ms. Remley and Mr. Edmondson left the meeting.

Chairman Litzler opened discussion regarding the executive director’s FY14 performance. He stated his own pleasure with what Mr. Gordon had been able to accomplish over the past year. He then provided Mr. Gordon with a copy of the written performance review to which members of the board had contributed. The other members of the board then took time to review with Mr. Gordon their impressions of his performance over the course of FY14. All spoke in positive terms of what he had been able to accomplish.
Mr. Gordon thanked board members for their generous compliments. He also stated that although it’s considered an appropriate thing for someone in his position to state in such situations, he was extremely sincere in expressing thanks and respect for the staff he’s charged with leading. He recounted early discussions with staff that got the prospect of an all-digital comprehensive plan started. He suggested that this project as much as any shows the creativity and dedication that staff brings to its work. He concluded his remarks by thanking members of the board for their support over the last year.

With no further business, Mr. Spoor made a motion to adjourn; Mayor Carran seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 7:15 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary