Planning and Development Services Management Board
Meeting Minutes: March 25, 2015

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>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>X</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>X</td>
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<td>Gene Weaver</td>
<td>May 2013 through April 2015</td>
<td>5:40</td>
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Also present were: Mark Kreimborg, PDS Board Member-elect; Jan Crabb, PHR, Finance/HR Administrator; Garry Edmondson, Legal Counsel; 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 were any changes to the agenda. With none, Mr. Moriconi made a motion to accept the agenda as presented; Mayor Meier seconded the motion. A voice vote found unanimous approval.

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 February 26, 2015 business meeting were acceptable or if anyone had any additions/corrections. Mr. Goetz had emailed Ms. Remley prior to the meeting noting a correction on page 2 – the roll call vote for approval of the January minutes included Mr. Goetz in error as he was not present to vote. With no other
changes, Chairman Litzler asked if there was a motion with regard to the minutes. Mayor Carran made a motion to accept the Minutes of the February 26, 2015 business meeting as amended; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Moriconi, Meier, and Chairman Litzler in favor of the motion with Mr. Goetz and Mr. Spoor present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the monthly financial report for the period ending February 28, 2015 (general fund, reserve funds, and fee-based revenue). She advised members that fee-based revenue ended the month $31,003 ahead of projections. After a brief discussion, Chairman Litzler asked for a motion. Mr. Goetz made a motion to accept the February 28, 2015 report as presented subject to audit; Mr. Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Goetz, Spoor, 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 stated that there haven’t been any changes since his last report.

Chairman Litzler asked for the report from the executive director. Mr. Gordon advised members that he had a lengthy report and that things are hopping for staff. He then outlined the following:

1. Permit Fee Review Committee – Findings, Unresolved Issues, and Recommendations (a copy of which are attached to the original minutes).

   Mr. Gordon advised members that the committee found that two of the PDS Council’s recommendations were in direct conflict and that it would be impossible to achieve the 90% cost recovery goal while not having the highest fees in the area. Mr. Moriconi, who served on the committee, indicated that he learned you can’t compare PDS to Boone County and to achieve the 90% goal, fees would have to be astronomical. Mr. Gordon stated that with the yearly increases based on the Kentucky CPI, PDS’s fees are already the highest in the region but that most other jurisdictions haven’t raised their fees in close to a decade. Mayor Meier noted that those jurisdictions are subsidizing the processes from their general funds.

   Mr. Kreimborg joined the meeting at 5:35.

   Discussion regarding the two unresolved issues followed and Mr. Gordon noted that these issues weren’t part of the committee’s charge.

   Mr. Weaver joined the meeting at 5:40.

   Mr. Gordon then reviewed the committee’s recommendation. During discussion, Mr. Moriconi stated that this process has forced him to look at his city’s fees and that they
will be increasing those fees as a result of that review (from 15¢ to 18¢ per square foot for new residential construction).

Mr. Gordon advised members that the committee is recommending that the cost recovery goal be set at 70% with the other 30% covering assessing damaged properties, responding in the wake of storms, providing technical assistance to and on-site inspections for design professionals—particularly when rehabilitation of historic buildings is involved, providing support services to local fire marshals, and pursuing building maintenance at the PDS Building. Additionally, that 30% would cover paid time off and time away for professional development/certification maintenance.

Mr. Moriconi agreed with the goal of 70% and the other 30% being taken out of tax revenue. Discussion followed.

Mr. Goetz made a motion to accept the six recommendations made by the Permit Fee Review Committee and to forward those recommendations to the PDS Council for its April meeting; Mayor Meier (also a member of the committee) seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Goetz, Meier, Spoor, Carran, Moriconi, Weaver and Chairman Litzler in favor of the motion. The motion passed unanimously.

2. Lou Noll Symposium – Mr. Gordon advised members that the symposium has been rescheduled for Saturday, October 17th, and that the Mayors’ Group Meeting scheduled for that day would be cancelled. He indicated that SAVE THE DATE notices will be going out soon.

3. Mr. Gordon reported on project requests received from various jurisdictions over the past several months.
   a. The County and Taylor Mill are wanting some sort of study done to increase the viability of land the city has zoned for economic development.
   b. Taylor Mill is needing additional assistance on their downtown TM zoning districts.
   c. Villa Hills wants some form of a small area study done which would be followed by some updating work on its zoning ordinance.
   d. County Attorney Stacy Tapke has come to us with a request that’s resulted from her meetings with mayors and city administrators.
   e. Elsmere (possibly with Erlanger) wants a Dixie Hwy small area study and zoning code rewrite.
   f. Ludlow wants a small area study and zoning code rewrite.
   g. Bromley wants updates to its zoning code.
   h. Fort Mitchell was on the list for a full zoning code rewrite; Mr. Gordon hasn’t discussed it with Mayor Hehman yet.
   i. Crescent Springs wants to update its zoning code to implement its small area study.
   j. Mayor Mattone of Park Hills has asked about provisions within the city’s zoning code.
k. Covington wants help with a rewrite of its zoning code.

Mr. Gordon noted that a lot of these projects deal with zoning ordinances and that staff is looking at reviving work on the 2020 Sourcebook, a project that was put on the back burner during the recession. Discussion followed with members speaking in support of the 2020 Sourcebook project.

4. Website update – Mr. Gordon stated that Mr. Goetz had asked for an update regarding the status of the website. He then reviewed some of the changes that have been made and noted that additional pages were being added for KCPC. He stated that there is now a KCPC link on the home page and that staff is looking at securing a URL for KCPC but that KCPC would still be a part of the PDS site. Discussion followed.

Mr. Goetz suggested creating an initial screen with links for the cities and KCPC so it is readily visible to members of the public. Discussion regarding the number of steps and the amount of time it takes to find things followed. Mr. Kreimborg suggested making an A-Z directory with links to any topic they could think of. Additional discussion followed and Mr. Gordon thanked members for their feedback.

5. Appraisal – Mr. Gordon stated that he has asked a commercial appraiser to determine the current value of the building but has not received a response yet. He asked members if they knew of any appraisers. Discussion regarding possible candidates followed.

6. Parking Lot Repairs – Mr. Gordon advised members that parking lot repairs would begin in the next few weeks and stated that staff has also been looking at the concrete sidewalks. He showed pictures of sidewalk and step issues and stated that it would be ideal to get these repairs/replacement done before the parking lot work is done. He stated that the contractor doing the parking lot repairs has been asked to provide a bid for the sidewalk work. Discussion followed. Mr. Weaver stated that it is a safety issue so it needs to be addressed and that we can’t cite others for the condition of their property and not hold ourselves to the same standard.

7. News Release – Mr. Gordon stated that members had been provided with a copy of a news release regarding the 18 recipients of Plan4Health grants. A brief discussion followed.

8. Subdivision Regulations – Mr. Gordon advised members that three issues have arisen with the newly-adopted sub regs. He stated that the first issue dealt with pavement quality and KYTC approved vendors. He indicated that one of the major companies, Paul Michels & Sons, has never taken the steps to become KYTC certified but does very good work and that “KYTC certified” may be too specific/strict. The second issue deals with traffic impact study guidelines and the third issue involves access control guidelines being too strict for residential developments.
9. RSVP – Mr. Gordon reminded members to let him know if they would be attending the luncheon for Sharmili Reddy on April 16th.

10. Meeting Dates – Mr. Gordon noted the upcoming meeting dates listed at the bottom of the agenda.

Chairman Litzler opened discussion regarding preliminary steps toward the FY16 budget. Mr. Gordon recommended that they begin today’s discussion with personnel costs, continue the discussion on April 7th with other costs and then discuss the full budget at the April 23rd meeting. Members agreed.

Mr. Gordon indicated that the FY16: Preliminary Personnel Costs (a copy of which is attached to the original minutes) provided to members include 0.08% COLA based on the Kentucky CPI and two positions being re-instated following the 2010 lay-offs. He stated that not all benefits costs are included because staff is still waiting for numbers and that two additional rehires may needed if things continue to pick up. Mr. Gordon indicated that he is looking at a compensating rate plus for the first time since 2009. Discussion followed regarding costs that could possibly be cut, reserve funds, and other ways to not take more than the compensating rate. Members agreed to continue this discussion at the April 7th meeting.

Chairman Litzler asked for reports from committees and members of the Board. Mayor Carran stated that she had attended the KY 536 meeting but was unable to attend the open house and asked how it went. Mr. Gordon stated that approximately 130 people attended and that some indicated that they thought everything had been resolved by in 1999-2000. He indicated that there was a lot of interest in the project. Mr. Moriconi stated that the City of Independence had promoted the meeting and open house on Facebook and that there seemed to be some confusion with regard to phase one of the project.

Mayor Meier stated that, as Mr. Gordon had previously indicated, the new sub regs need to be revised and that this will require another public hearing before the KCPC.

Chairman Litzler advised members that TBNK is working with the City of Covington and the Fiscal Court on monthly shows and asked anyone interested in having a monthly or quarterly show to contact TBNK. He stated that last Saturday’s Mayors’ Group meeting had been held at the Life Learning Center and that the building was impressive.

There was a brief discussion regarding an email received from KCPC Chairman Paul Darpel which questioned some additional charges and requested an executive committee meeting. Chairman Litzler indicated that Mr. Gordon replied explaining the additional charges and that they are waiting to hear if Mr. Darpel still wants to meet.

NEW BUSINESS

Chairman Litzler opened discussion regarding a date for the May Organizational Meeting. Mr. Gordon indicated that there was a conflict with regard to the scheduled May meeting
date and asked members to check their calendars for an alternate date. Mr. Moriconi, Mayor Carran, Mr. Goetz, Mayor Meier, Mr. Kreimborg, and Chairman Litzler indicated that they were all available at 5:15 PM on Tuesday, May 5th. Chairman Litzler asked Mr. Gordon to check Commissioner Sewell’s availability and confirm the date by email.

With no further business, Mr. Moriconi made a motion to adjourn; Mr. Spoor seconded the motion. With no objections, Chairman Litzler adjourned the meeting at 7:02 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary