Vice Chair Paul Meier 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<tr>
<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<tr>
<td>Sherry Carran</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
<td>5:18</td>
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<tr>
<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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Also present were: Craig Bohman, City of Villa Hills; John Chamberlin, CPA, MBA, VanGorder, Walker & Co., Inc.; Garry Edmondson, Legal Counsel; Sister Deborah Harmeling, St. Walburg Monastery; Sister Christa Kreinbrink, St. Walburg Monastery; Sister Mary Catherine Wenstrup, St. Walburg Monastery; Kris Knochelmann, Kenton County Judge/Executive; Joe Shriver, Kenton County Administrator; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; James Fausz, AICP, Senior Planner; Gary Forsyth, II, Associate Building Official; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Vice Chair Meier asked Ms. Remley to call the roll. Following roll call, he asked that the record reflect that a quorum was present.

**ACCEPTANCE OF AGENDA**

Vice Chair Meier recommended moving item 15 to follow item 7 and asked if there were any other changes to the agenda. With none, Mr. Moriconi made a motion to accept the agenda as amended; Ms. Carran seconded the motion. A voice vote found unanimous approval.

Vice Chair Meier asked if there were any comments from the public and noted that there were none.
Vice Chair Meier asked for presentation of the FY2016 financial audit report by John Chamberlin of VanGorder Walker CPAs.

Mr. Chamberlin thanked members for the opportunity to speak with them. He reviewed the Auditor’s Opinion, a ten-year comparison of balance sheets, and the cash position for the past ten years. There was discussion regarding having one quarter expenses in cash reserve versus two quarters.

Mr. Chamberlin reviewed the Budget to Actual – Revenue. He indicated that revenue figures looked good and that PDS had a conservative budget.

When reviewing the Budget to Actual – Expenditures, Mr. Chamberlin stated that expenditures were up. Vice Chair Meier indicated that the increase in revenue and expenditures was due to the increase in permits. A brief discussion followed.

Mr. Chamberlin reviewed expenditures by function paid from the general fund and GIS fund.

Mr. Chamberlin then reviewed a letter from VanGorder, Walker & Co., Inc. dated November 9, 2016 (a copy of which is attached to the original minutes).

Mr. Chamberlin gave a brief overview of the financial report (a copy of which is attached to the original minutes).

- Statement of Net Position – page 7
- Balance Sheet – page 9
- Statement of Revenues, Expenditures and Changes – page 11
- Notes to Financial Statements – pages 13 – 25, Mr. Chamberlin briefly summarized the notes and commented that staff has done a good job regarding internal controls.
- Budgetary Comparison – page 26
- Pension Information – page 28
- Internal Control and Compliance – pages 29 – 30, no deficiencies.

Mr. Chamberlin asked if members had any additional questions. There were none.

With no additional questions, Vice Chair Meier asked if there was a motion regarding the audit report. Mayor Mattone made a motion to accept the audit report; Mr. Moriconi seconded the motion. A roll call vote found Mayor Mattone, Mr. Moriconi, Ms. Carran,
Commissioner Sewell, and Vice Chair Meier in favor of the motion. The motion passed unanimously.

Vice Chair Meier asked for review of an amendment to the Direction 2030: Your Voice. Your Choice. areawide comprehensive plan requested by the City of Villa Hills. Mr. Gordon provided background information and advised members that KRS 147 requires that the Board act on any changes to the comprehensive plan as well as approval by the Kenton County Planning Commission.

Mr. Fausz introduced Sister Deborah Harmeling, Sister Christa Kreinbrink, and Sister Mary Catherine Wenstrup from St. Walburg Monastery along with Craig Bohman, City Administrator for the City of Villa Hills. He then provided members with background information regarding the Villa Hills Small Area Study and the five sections of the study document.

Focusing on the fourth and fifth sections – Recommendations and Implementation, Mr. Fausz indicated that Traditional Neighborhood Design (TND) would be used. He outlined the current land uses for each of the five areas to be developed and the proposed uses under the study.

Mr. Fausz provided information about the mixed uses for commercial, housing, and amenities as well as recommendations regarding transportation, green infrastructure, and utilities.

Mr. Fausz indicated that the Sisters have been working on an RFP that will be issued to developers interested in the project.

Mr. Fausz cited language from the comprehensive plan –

“\textit{This comprehensive plan recommends a new policy for future small area studies. All the traditional elements required per KRS in the preparation of the Comprehensive Plan, including, but not limited to, land use, transportation, community facilities, natural resources and historic preservation, shall be incorporated in their entirety as part of the Comprehensive Plan, pursuant to the completion of the study.}”

He stated that the Villa Hills Small Area Study is the first study since Direction 2030 was adopted and that Direction 2030 was used as the foundation for the study.

Under KRS 100.183 and 100.187, the planning commission must prepare a comprehensive plan and that specific subjects must be covered in the plan. Mr. Fausz outlined the requirements under KRS 100.197 and stated that it is staff’s recommendation that the officially approved Villa Hills Study be adopted as an amendment to the Direction 2030: Your Voice. Your Choice. and that it be included within the comprehensive plan.

Following a brief discussion, Vice Chair Meier asked for a motion regarding the amendments requested by the City of Villa Hills. Ms. Carran made a motion based on staff’s recommendation and as required under KRS 100.197, that the approved Villa Hills Small Area Study be adopted as an amendment to the Direction 2030: Your Voice. Your Choice. and that it
be included as part thereof; Mr. Moriconi seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Carran, Moriconi, Mattone, Sewell, and Vice Chair Meier in favor of the motion. The motion passed unanimously.

ONGOING BUSINESS

Vice Chair Meier asked if the minutes of the January 19, 2017 meeting were acceptable or if anyone had any additions/corrections.

With no changes, Vice Chair Meier asked if there was a motion regarding the minutes. Ms. Carran made a motion to accept the minutes of the January 19, 2017 meeting as presented; Mayor Mattone seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Carran, Mattone, Moriconi, and Vice Chair Meier in favor of the motion with Commissioner Sewell present but not voting. The motion passed unanimously.

Ms. Crabb provided the January month-end financial and fee-based revenue reports. She outlined revenues/expenses to date and stated that there are five budget exceptions most of which were due to timing. Ms. Crabb indicated that One Stop Shop revenue is 16.3% above projection and 8% over last year.

With no further discussion, Vice Chair Meier asked for a motion regarding disposition of the financial reports. Mr. Moriconi made a motion to accept the January 2017 financial reports subject to audit; Commissioner Sewell seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Moriconi, Sewell, Carran, Mattone, and Vice Chair Meier in favor of the motion. The motion passed unanimously.

Vice Chair Meier asked for a report from legal counsel. Mr. Edmondson stated that he had nothing new to report. A brief discussion regarding the model nuisance code followed.

Vice Chair Meier asked for a report from the executive director. Mr. Gordon provided members with a copy of the Zoning for the 21st Century strategy and indicated that this has the recommendation of the Kenton County Administrators and Managers. He updated members regarding the RFQ for review of the zoning ordinances and stated that the four bids received have been narrowed down to two by the review committee. He noted that, in addition to staff, the committee included Ludlow City Administrator Elisha Chamberlain and Villa Hills City Administrator Craig Bohman. Mr. Gordon stated that an RFP will be sent to the two firms and a recommendation will be made to the Board once the proposals are received/reviewed.

Mr. Gordon advised members that Mayor Lenhof has indicated that the City of Elsmere will be joining the Kenton County Joint Code Enforcement Board which will bring the number of jurisdictions participating in the joint board to 14.

Mr. Gordon provided members with a copy of January’s PDS by the Numbers report and the proposed changes to the One Stop Shop (OSS) program. He indicated that the By the Numbers report now shows over a year of information and that the proposed changes to the OSS
program had been presented to the PDS Council last week. He stated that the OSS review committee consisted of Mayor Lenhof, Mayor Link, City Administrator Chris Moriconi and County Administrator Joe Shriver. Mr. Gordon advised members that the proposed changes would treat the jurisdictions equally and noted that some will pay more while others will pay less.

Mr. Gordon noted that Ms. Carran notified him that it would probably be in everyone’s best interest if she didn’t serve as PDS’ representative on the Covington TIF Board. However, Commissioner Sewell, who is a resident of Covington, has agreed to serve in Ms. Carran’s place.

Following a brief discussion, Vice Chair Meier asked if there was a motion. Mayor Mattone made a motion to appoint Commissioner Sewell as PDS’ representative on the Covington TIF Board; Mr. Moriconi seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Mattone, Moriconi, Carran, and Vice Chair Meier in favor of the motion with Commissioner Sewell present but not voting. The motion passed unanimously.

Mr. Gordon reminded members that they would need to appoint a representative to the Walton TIF Board once that project starts to move forward.

Vice Chair Meier asked for reports/comments from members of the Board. There were none.

**NEW BUSINESS**

Vice Chair Meier suggested that item 14 be moved up and asked for review of proposed technical amendments to the *Direction 2030: Your Voice. Your Choice.* areawide comprehensive plan.

Mr. Fausz supplemented his Villa Hills Small Area Study report and stated that the Kenton County Planning Commission has already approved several technical amendments to the comprehensive plan.

Mr. Fausz provided information regarding the two updates:

- Amending the functional classification information on electronic GIS maps within the Mobility and Recommended Land Use Elements; and
- Adding a link on the homepage to the *Direction 2030* Implementation webpage; amending the homepage video and link; adding “Amendments” and “Implementation” links under the “About” menu tab; and creating a disclaimer pop-up for links leaving the site.

He provided additional information in support of staff’s recommendation which regard to both updates.
With no further discussion necessary, Vice Chair Meier asked for a motion regarding the proposed technical amendments. Ms. Carran made a motion to approve Updates 1 and 2 as presented and incorporate them as part *Direction 2030: Your Voice. Your Choice.*; Commissioner Sewell seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Carran, Sewell, Mattone, Moriconi, and Vice Chair Meier in favor of the motion. The motion passed unanimously.

Vice Chair Meier asked for review of the proposed Memorandum of Understanding with Kenton County Fiscal Court recommended by the County Attorney and the executive director regarding PDS’ responsibility for administering the Vacant Foreclosed Property Registry. Mr. Gordon provided background information regarding the Registry and the MOU. He stated that the MOU has been reviewed by Mr. Edmondson.

With no further discussion, Vice Chair Meier asked for a motion regarding the MOU. Mayor Mattone made a motion to approve and authorize the signing of the Memorandum of Understanding as presented regarding PDS’ responsibility for administering the Vacant Foreclosed Property Registry; Mr. Moriconi seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Mattone, Moriconi, Carran, Sewell, and Vice Chair Meier in favor of the motion. The motion passed unanimously.

Due to the time, Mr. Gordon asked that the review of a recommendation from staff regarding the rate of reimbursement PDS pays its building and engineering inspectors for use of private vehicles for construction inspection travel be tabled. He indicated that, if necessary, the new rate could be made retroactive.

Mr. Gordon then recommended that members go into executive session to discuss potential real estate issues.

At 6:28 PM, Commissioner Sewell made a motion that members go into executive session to discuss potential real estate issues pursuant to KRS 61.810(1)(b); Ms. Carran seconded the motion. Vice Chair Meier asked for a voice vote which found unanimous approval. The motion passed. Ms. Remley left the meeting at this time.

At 7:12 PM, Mr. Moriconi made a motion to come out of executive session and noted that no action had been taken during the executive session; Commissioner Sewell seconded the motion. Vice Chair Meier asked for a voice vote which found unanimous approval. The motion passed unanimously.

Vice Chair Meier asked if there was any other new business to come before the Board. There was none.

With no other business to come before the Board, Mr. Moriconi made a motion to adjourn the meeting and Ms. Carran seconded it motion. With all in favor, the meeting adjourned at 7:14 PM.