Planning and Development Services Management Board  
Meeting Minutes: April 27, 2017

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:31 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
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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 2016 through April 2018</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
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<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
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<td>X</td>
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<td>Sherry Carran</td>
<td>May 2015 through April 2017</td>
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<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
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<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
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<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
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Also present were: Garry Edmondson, Legal Counsel; Bernie Wessels, incoming Board member; Jan Crabb, PHR, Finance/HR Administrator; Dennis Andrew Gordon, FAICP, Executive Director; Nicole Cullum, CB, Accountant; Emi Randall, AICP, RLA, Director of Planning and Zoning; Andy Videkovich, AICP, Current Planning Manager; James Fausz, AICP, Long Range Planning Manager and Pamela Messer, Senior Secretary.

Chairman Litzler asked Ms. Messer to call the roll. Following the roll call, he asked that the record reflect that a quorum was present.

ACCEPTANCE OF AGENDA

Chairman Litzler asked if there were any necessary changes to the agenda. With none, Commissioner Sewell made a motion to accept the agenda as presented; Ms. Carran 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 March 23, 2017 meeting were acceptable or if anyone had any additions/corrections. Chairman Litzler noted that a language change was needed at page 6, paragraph 1, line 1 to change ‘With no additional decision,…’ to ‘With no
additional discussion...’. With no additional changes, Chairman Litzler asked if there was a motion regarding the minutes. Mr. Kreimborg made a motion to accept the minutes of the March 23, 2017 meeting as amended; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Kreimborg, Mattone, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb then provided the March month-end financial and fee-based revenue reports. She outlined revenues/expenses to date and stated that there are two budget exceptions due to timing. These include LINK-GIS data service that continues to be utilized more than anticipated, and also an overage on Furniture & Equipment due to the recent replacement of an old copier. Ms. Crabb indicated that One Stop Shop revenue is 21% above projection and 11% over last year.

Chairman Litzler noted that One Stop Shop is showing good development occurring within the county.

With no further discussion, Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the March 2017 financial reports subject to audit; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Kreimborg, Mattone, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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

Chairman Litzler asked for a report from the executive director. Mr. Gordon advised members that the draft of the FY18 Work Program will be ready for review in the next few weeks and that his recent focus has been on the budget. Additionally, he related that the new subdivision regulations have been in effect for two years, and Scott Hiles has completed a report to bring before the PDS Management Board, PDS Council, and the county jurisdictions. This report is supported by information acquired over the last two years and will also contain recommendations on moving forward. This report is in the final editing process and should be in final draft form soon. The findings and recommendations will also go before the Kenton County Planning Commission.

Discussion followed and points were made regarding comments from developers as well as the need for vigorous residential street maintenance. Mr. Gordon advised the Board that a meeting to address some of these issues is scheduled to be held on May 30, 2017 from 11:45 a.m. until 1:00 p.m. and will include a lite lunch. He also mentioned that someone from KYTC would be in attendance to provide comments and noted that the meeting invitation would be extended to all mayors and elected officials.

Further discussion included the Envista program and its current utilization and effectiveness. It was suggested that it be added as an agenda item for the May 30 lunch meeting so as to
increase awareness of the program as a resource. Ms. Carran also mentioned that it would be beneficial to have someone available at PDS to assist with the Envista program for those who do not have access to or are not familiar with the program. Mr. Gordon stated that PDS could make that service available and he will also ask GIS to come in and update the Board on utilization.

Chairman Litzler asked for a report from staff on FY18 requests for planning assistance from member governments. Ms. Randall reviewed the ongoing major projects for current and long range planning. Mr. Fausz then detailed the project requests from different jurisdictions for the FY18 Work Program. These included:

**Long Range Planning**
- 1) Fort Mitchell Downtown Plan
- 2) Villa Hills River Road Study

**Current Planning**
- 1) Crescent Springs Gateway Study
- 2) Ludlow Historic Overlay Zone
- 3) Villa Hills Study Implementation
- 4) Villa Hills Zoning Overhaul

**Potential Project**
- 1) Covington Small Area Study for four neighborhoods

Mr. Fausz then explained the project details and time frames and clarified that the requests exceeded the staff time available for completion in FY18 and recommended that the following projects be approved for the FY18 Work Program:

**Long Range Planning**
- 1) Gateway
- 2) Bicycle/Pedestrian Plan
- 3) Recommended Land Use
- 4) Fort Mitchell Downtown Plan

**Current Planning**
- 1) Z21
- 2) KCPC
- 3) BOAs
- 4) Crescent Springs Gateway Study
- 5) Villa Hills Study Implementation

Discussion followed with questions and further details related to specific projects and small area studies being addressed by Mr. Fausz.

With no further discussion, Chairman Litzler asked for a motion to accept the FY18 Work Program projects as presented by staff. Mayor Meier made a motion to accept the FY18 Work Program projects as presented and recommended by staff; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran,
Kreimborg, Mattone, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then asked for a report from staff on the RFP process for Z21 (Zoning for the 21st Century) consultant support. Mr. Videkovich and Ms. Randall provided a brief review of the project and reported on the selection process and the review of the proposals by the consultant selection team.

Discussion followed related to an explanation of the selection process, the expectations of the selected consultant, the final product, the budget for the project, and the 12 county jurisdictions that expressed interest in having this analysis of their zoning ordinances.

At this time, Mr. Kreimborg stated that he needed to depart and that it would be his last meeting. He stated that he would still be involved as an alternate from Taylor Mill on the PDS Council. Thanks and best wishes were extended by all present and Chairman Litzler presented Mr. Kreimborg with a plaque from the Board in recognition of his service. Mr. Kreimborg departed the meeting at 6:35 p.m.

The meeting then resumed with additional discussion related to the expenses and difference in proposed costs of the submitted proposals from Jacobs and Rundle Ernstberger and Associates (REA). Mr. Gordon reviewed the history of the Planning Excellence Reserve Fund as it was defined and adopted years ago. Mr. Gordon noted that funds are available in this account and the scope of the Z21 project is representative of the intended projects that should be funded using this account.

Chairman Litzler asked for a motion. Commissioner Sewell moved to accept staff’s recommendation to accept the proposal from REA as the best bid for consultation services for the Z21 Project, to use $103,000 from the Planning Excellence Reserve Fund to pursue this initial phase of the project, and to authorize the executive director to sign the contract; Mayor Meier seconded the motion. Discussion then followed and the Board requested that staff provide monthly updates on the progress of the project. With no further discussion, Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Mattone, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

At 6:50 p.m. members took a short break and the meeting resumed at 6:52 p.m.

Chairman Litzler asked for reports/comments from members of the Board. There being nothing to report, Chairman Litzler introduced the topic of the regular meetings being changed to the third Thursday of each month and a list of these dates should be provided to the board to vote on at the next meeting. It was also requested by Mr. Wessels that his meetings be addressed to his email account via Outlook. Mayor Meier asked that his notifications be sent to both of his email addresses.

**NEW BUSINESS**
Chairman Litzler introduced review of an agreement with Kenton County Fiscal Court for the purchase of 2332 Royal Drive and leasing space in the County’s new Administration Building in Covington. Mr. Gordon and Mr. Edmondson noted that some typographical changes had been made since the document was last presented.

Discussion followed and the following points were addressed:
- a few typographical changes were noted;
- discussion and explanation of the PDS tax levy; lease expense fees and rationale;
- sale of the PDS building;
- lease payments and square footage costs were reviewed and explained;
- Page 2, Item 3: “the county’s net proceeds, if any, from the sale shall inure to the benefit of PDS, and be applied as a credit towards all future lease payments in the Bavarian Building as provided for below.” Mr. Edmondson will revise the language to show that “the County” shall benefit from and net sale proceeds; and
- Page 3, Item 4: further explanation of maintenance/utilities lease payment was provided; clarification of the ‘square foot’ language was requested, and a request for a definition of ‘Maintenance’ be included in the document.

With no further discussion, Chairman Litzler asked for a motion regarding the proposed agreement with Kenton County Fiscal Court. Mayor Meier made a motion to approve the agreement with the above-mentioned changes; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Mattone, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the draft FY18 budget. Mr. Gordon and Ms. Cullum provided a line-by-line review and explanation of the FY18 budget (Items A and B attached here for the record). Discussion included explanations of revenues and expenditures and suggestions were made by board members to Ms. Cullum for additional information and revisions for the final draft. It was also noted that the Council’s Budget Committee will attend the next meeting for a joint discussion of the budget.

Chairman Litzler asked if there was any new business to come before the Board. There was none. Mayor Meier made a motion to adjourn the meeting and Mayor Mattone seconded the motion.

With all in favor, the meeting adjourned at 9:00 p.m.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary