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.

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<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>Sherry Carran</td>
<td>May 2017 through April 2019</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 2017 through April 2019</td>
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<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
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Also present were: Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Emi Randall, AICP, RLA, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; Andy Videkovich, AICP, Current Planning Manager; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked Ms. Remley 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 September 21, 2017 meeting were acceptable or if anyone had any additions/corrections.
With none, he asked if there was a motion regarding the minutes. Mr. Moriconi made a motion to accept the minutes of the September 21, 2017 meeting as presented; Councilman Wessels seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Moriconi, Wessels, Carran, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb reviewed the September financial report and outlined revenues/expenses and stated that there was one budget exception due to timing – Contracts/Services.

Ms. Crabb indicated that One Stop Shop revenue for September was above projections. She noted that fees for services was at 34.5%.

There was discussion regarding balances and possibly investing some of the money. Mr. Edmondson indicated that there are restrictions on what PDS can invest in. Mr. Gordon indicated that Ms. Cullum periodically looks at acceptable options.

Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the September 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 Meier, Carran, Moriconi, Sewell, Wessels, 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 to report.

Chairman Litzler asked for a report from the executive director. Mr. Gordon stated that he had several update reports.

- The City of Bromley has hired someone on a 90-day trial to replace Joe Schutzman. The City Council decision was split and the new mayor, Mike Denham, was in favor of signing with PDS.
- The floor plan for the Bavarian building is complete and working on furniture, fixtures and equipment.
- The electronic plan review software has been installed and Rick Masters is working on building the bridge between it and TRAKiT. Staff will start reviewing plans electronically in January and will start accepting plans electronically in April. Zoning and Building officials will be able to review plans concurrently.
- The Lou Noll Symposium will be held on Saturday and the Fiscal Court will be addressing the 911 fee assessment.
- KCPC acted on the sign regulations and approved all three versions. Discussion regarding the timeline and process to get the new sign regulations in place followed.

Chairman Litzler asked for the update report from Building Codes staff on Chapter 34 of the building code. Mr. Gordon provided background information. Mr. Sims stated that PDS administers the Kentucky Building Code with regard to “existing” buildings. He explained
Chapter 34.01 – 34.11 and stated that plans should follow these chapters first and then the new code. He stated that it is a compliance alternative method and is evaluated based on use.

Mr. Sims indicated that the 2013 code left in use in the existing building code but in November the State of Kentucky is going to the 2015 building code which doesn't have Chapter 34. He stated that the details are still in the code which is longer but there isn’t a Chapter 34.

Mr. Sims indicated that “existing” building code is addressed in three chapters of the 2015 building code which address alterations. He stated that the KBC is a “mini / maxi code” – meaning local jurisdictions can’t allow anything less than its requirements and can’t require anything more than its requirements.

Mr. Sims advised the Board that the ICC didn’t include Chapter 34 and that they stay as close to ICC code as possible.

Discussion followed regarding the code and getting the word out, providing training, and whether a grace period would be given. A lengthy discussion regarding the 17-member advisory board followed.

Chairman Litzler asked for the update report from the current planning staff. Mr. Videkovich stated that they are looking at what the next steps would be after the zoning audit. He advised the Board that the taskforce had met with the consultants last month and that there is momentum building.

Mr. Videkovich indicated that, with the departure of Mr. Ionna, staff is short and that they are in the process of hiring someone. There was a lengthy discussion regarding the cost and time involved in changing the ordinances and what PDS should provide under KRS 147.

Chairman Litzler asked for reports/comments from members of the Board. Commissioner Sewell thanked staff for its help in the south end of the county and stated that KCPC had approved text amendments to the RC (Rural Commercial) district in the County’s Zoning Ordinance. She reported that Mr. Gordon had sent a very nice note of congratulations to the residents who participated for over a year to get this accomplished. She said it isn’t very often that a group of citizens work together on something like this but that they did it because the citizens want to keep the south end of the county rural.

Chairman Litzler stated that he would be out of town the next two weeks and would be missing the Lou Noll Symposium, the Council meeting, and the Staff Appreciation Breakfast. He encouraged others to attend these events.

**NEW BUSINESS**

Chairman Litzler asked for review of the executive director’s reimbursement request for the first quarter of FY18.
Following a brief discussion, Chairman Litzler asked for a motion regarding the executive director’s first quarter expenses. Mayor Meier made a motion to authorize reimbursement of the executive director’s claims for FY18 first-quarter expenses; Commissioner Sewell seconded the motion. Chairman Litzler asked if there any questions; there were none. He then asked for a roll call vote which found Board Members Meier, Sewell, Wessels, Carran, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if there was any new business to come before the Board. There was none. Councilman Wessels made a motion to adjourn the meeting and Ms. Carran seconded the motion. With all in favor, the meeting adjourned at 6:38 p.m.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary