Planning and Development Services Management Board
Meeting Minutes: November 16, 2017

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>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>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<tr>
<td>Beth Sewell</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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Also present were: James Parsons, Keating, Muething & Klekamp, PLLC; Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Emi Randall, AICP, RLA, Director of Planning and Zoning; Andy Videkovich, AICP, Current Planning Manager; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive 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 October 19, 2017 meeting were acceptable or if anyone had any additions/corrections.
With none, he asked if there was a motion regarding the minutes. Mayor Meier made a motion to accept the minutes of the October 19, 2017 meeting as presented; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Carran, Moriconi, Sewell, and Chairman Litzler in favor of the motion with Mayor Mattone present but not voting. The motion passed unanimously.

Ms. Crabb indicated that One Stop Shop revenue for October was above projections. She noted that fees for services was at 44.4%.

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

Chairman Litzler asked that an update on the reserve accounts be added to a future meeting agenda. Discussion followed.

Chairman Litzler asked for a motion regarding the financial reports. Mr. Moriconi made a motion to accept the October financial reports subject to audit; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Moriconi, Sewell, Carran, Mattone, Meier, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of proposed Resolution 842-2017 approving a pledge of the incremental increase in real property taxes and authorizing the execution of a local participation agreement relating to the pledge to pay for infrastructure and site development costs within the Houston Road/Erlanger Road Development Area. It was noted that the PDS Council recommended approval of such a pledge at its October meeting.

Mr. Parsons thanked the Board for supporting the previous four Kenton County TIF districts – Covington, Fort Wright, Fort Mitchell, and Walton. Since members are familiar with how TIF districts work, Mr. Parsons stated that he would skip the basics of TIF and provided details regarding the Erlanger TIF district (handout attached to the original minutes).

Mr. Parsons stated that the property being developed is the old Erlanger cinema site and the Houston Road area on the north side of Donaldson Road. He indicated that the Cinema site would be separate from the north side of Donaldson Road and would be funded separately by City and Fiscal Court payroll taxes. He outlined the tax revenue generated by the remaining property on the north side of Donaldson Road in 2016 and estimated the tax revenues that would be gained by the development of the property.

Mr. Parsons advised members that the Kenton County Fiscal Court has pledged 60% of its incremental tax increases for 30 years and the City of Erlanger is pledging 80%. Mr. Parsons stated that the city is asking PDS for 50% of its incremental tax increase for 30 years which is the same it has pledged on each of the four other TIF districts.
Mr. Parsons briefly outlined what the TIF money would be used for – site development and infrastructure costs to develop the area. He stated that the City/County TIF revenue from the cinema site would be used to address the street access and utility issues.

There was a lengthy discussion regarding the makeup of the TIF Board and PDS having a seat on it.

Mayor Meier noted that Exhibit B shows the Houston Road and cinema sites separately and asked that it be used as the attachment to Resolution 842-2017. He also suggested that language be added regarding PDS having a seat on the TIF Board.

Chairman Litzler asked for a motion regarding Resolution 842-2017. Mayor Meier made a motion to approve Resolution 842-2017 as amended – changing Exhibit A to Exhibit B and adding language guaranteeing PDS a seat on the TIF Board; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Sewell, Carran, Mattone, 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 noted that he works closely with Roy Cox at the Fiscal Court on the TIF calculations. He also stated that PDS would be receiving a credit at the end of the fiscal year due to an error in the Covington base calculation.

Mr. Gordon asked if members were more comfortable with the new format of the financial report. Members stated that they like the new format and that it is like the format the cities use for their budgets and financial reports.

Mr. Gordon stated that he and Mr. Edmondson have been working on a proposed wording change to KRS 100.217 (2) to better provide for a joint county board of adjustment, similar to the joint code enforcement board.

(2) A board of adjustment shall consist of an odd number of no less than either three (3), five (5), or seven (7) members, all of whom must be citizen members, and not more than two (2) of whom may be citizen members of the planning commission. In the case of a joint board of adjustment, each appointing authority shall be entitled to appoint one (1) member to represent that jurisdiction.

Mr. Gordon noted that Judge-Executive Kris Knochelmann is supportive of the proposed change and that Rep. Adam Koenig has agreed to carry it in the House. He stated that Senators McDaniel and Thayer will carry it in the Senate. With the Board’s blessing, Mr.
Gordon stated that he would be presenting this proposed language to the Mayors Group on Saturday. Discussion followed.

Mr. Gordon suggested moving to item 13 of the agenda and finishing his report later in the meeting since Mayor Mattone and Commissioner Sewell needed to leave.

With Members agreeing, Chairman Litzler asked for review of a recommendation from the executive director and HR administrator regarding health insurance benefits for CY18 and beyond. Mr. Gordon stated that he and Ms. Crabb were recommending that PDS stay with the Fiscal Court since the cost for CY18 would be the same as CY17. He also asked Members to authorize automatic renewal going forward from year to year provided the overall annual cost doesn’t increase more than ten percent—the understanding being that any proposed overall increase ten percent or larger would require Board review and approval. Discussion followed regarding the numbers provided by Ms. Crabb (a copy of which are attached to the original minutes).

Chairman Litzler asked for a motion regarding CY18 health insurance benefits. Mayor Meier made a motion to approve the recommendation from the executive director and HR administrator to stay with the Kenton County Fiscal Court indefinitely for health insurance benefits so long as each single-year proposed cost does not exceed ten percent; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Sewell, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for reports/comments from members of the Board. There were none. Mayor Mattone and Commissioner Sewell excused themselves from the meeting (6:15 PM).

Mr. Gordon continued his report to the Board stating that there has been progress between the LINK-GIS Partnership and the Kenton County PVA. He stated that Daniel Braun, the Campbell County PVA, has been talking to his counterpart Kenton County PVA and appears to have had a bit of success. He proposed that the Kenton County PVA come back to the partnership and that the Campbell County partnership would pursue a joint flight with Kenton County in 2018 instead of 2019 and would fly three-inch rather than four-inch pixels. The Kenton County PVA is considering this offer.

Mr. Gordon noted that staff will be uploading data into the Accela Right-of-Way Management program for any jurisdiction that would like to be part of the program. Following discussion regarding the process, Mr. Moriconi asked that staff send periodic email reminders to local staff due to periodic staffing changes.

Finally, Mr. Gordon stated that the Fiscal Court had declared Wednesday, November 15th, GIS Day in Kenton County and had issued a Proclamation. He indicated that this was sponsored by Judge Knochelmann and Commissioner Sewell and thanked them for their efforts.

Chairman Litzler asked for an update report on Z21 from the current planning staff.
Mr. Videkovich stated that he would first like to update members on the status of the new sign regulations. He indicated that action letters had been sent out to all jurisdictions by October 31st and that staff has heard from Covington, Erlanger, and Kenton County. He noted that he had attended a recent Fort Mitchell City Council meeting at which the new sign regulations were presented and stated that the first reading would be in December. Mr. Videkovich stated that staff would start reaching out soon to the other jurisdictions.

Mr. Videkovich updated Members on the Z21 initiative. He stated that staff is looking at how to move forward once zoning ordinance audit materials are received and how to reach the goal of state-of-the-art ordinances.


Mr. Videkovich indicated that staff is also addressing several additional factors:

- the extent of jurisdiction involvement in the initiative and what comes next;
- staffing issues – a new planner is starting on Monday; and
- the current consultants and the trust they have earned with the community.

Mr. Videkovich stated that there will be a taskforce meeting once the audit results have been received. The taskforce will be looking at:

- the timeframe for crafting a new ordinance framework;
- if a consultant is used, how much interaction will there be between the jurisdictions and consultant; and
- who are the best players for working toward updated language – staff who is familiar with the jurisdictions or the consultant who may be more objective.

He stated that the Management Board would have final approval regarding how the project moves forward because of the money involved and asked what Members would need from staff to make them comfortable. Discussion followed regarding making sure the new ordinances were in line with Direction2030. Chairman Litzler stated that Members would need to know where the project is going and the cost. There was additional discussion regarding reserve funds that would be available for use to complete the project.

Ms. Randall asked if an RFP would be necessary if the decision was made to use outside services. Mr. Edmondson stated that there would need to be an RFP.
NEW BUSINESS

Chairman Litzler asked for an initial review of a proposed addition to the *PDS Personnel, Regulations, Policies, and Procedures Manual* relating to the disposal of obsolete / surplus items. Mr. Gordon provided background regarding the proposed policy and stated that, with the upcoming move, he thought it would be best to have a policy in place.

Discussion followed and Mr. Edmondson stated that the County follows a policy crafted by the Department of Local Government. Members agreed to table this issue until more research could be done.

Chairman Litzler asked for review of a recommendation to reappoint the executive director to a one-year term representing PDS on the OKI Board of Trustees and Executive Committee.

Following a brief discussion, Mayor Meier made a motion recommending reappointment of the executive director to a one-year term representing PDS on the OKI Board of Trustees and Executive Committee; Mr. Moriconi 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, Moriconi, Carran, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if there was any other new business to come before the Board. There was none. Chairman Litzler moved to adjourn the meeting and Mr. Moriconi seconded the motion. With all in favor, the meeting adjourned at 7:04 p.m.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary