Vice Chairman Paul Meier 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>
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<td>Chairman Tom Litzler</td>
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<td>Vice Chairman Paul Meier</td>
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<td>Treasurer Chris Moriconi</td>
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<td>Sherry Carran</td>
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<td>Matt Mattone</td>
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<td>Beth Sewell</td>
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<td>Bernie Wessels</td>
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Also present were: Cynthia Bowen, Zachary Lutz, and Adam Peaper with Rundle Ernstberger and Associates (REA); Carol Rhea with Orion Planning Group; Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Gary Forsyth, Associate Building Official; Ryan Hermann, Associate GIS Specialist; 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.

Vice Chair Meier 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**

Vice Chair Meier asked if there were any necessary changes to the agenda. With none, Ms. Carran made a motion to accept the agenda as presented; Commissioner Sewell 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.

**DISCUSSION**

Mr. Gordon advised the Board that the Z21 consultants have been inhouse working with staff for the last three days. He reminded members that staff has been providing updates for the
last six months regarding the group’s efforts. He acknowledged that several of the members have met with the consultants but for the benefit of those who hadn’t, he introduced two of the team members.

Cynthia Bowen, AICP, Rundle Ernstberger and Associates (REA)
Carol Rhea, FAICP, Orion Planning Group

Ms. Bowen introduced two other members of her team, Zachary Lutz and Adam Peaper. She stated that PDS is ahead of the curve by undertaking the Z21 project and that most communities’ nationwide zoning codes aren’t up with the times and/or the future needs of communities. She noted that most communities are just now starting to realize the need for review.

Ms. Bowen indicated that their team has met with 12 jurisdictions that expressed interest in updating their zoning codes. They have met with those committee to review the team’s 48-page draft report. When asked if those communities wanted to move ahead with Phase II, the question was met with a resounding yes!

Ms. Rhea stated that her work has focused on Unincorporated Kenton County, Independence, and Taylor Mill and that this has been a great experience. She indicated that this is the first time she has encountered an organization like PDS to represent multiple jurisdictions. She commended the Board for its capabilities.

Ms. Bowen and Ms. Rhea asked if the Board has any questions or concerns regarding the process so far. Ms. Carran expressed concern about incorporating flexibility to allow for economic development while still maintaining the uniqueness/character of each jurisdiction. Ms. Bowen indicated that they are working closely with staff and each jurisdiction to make sure the jurisdiction’s goals are met and that their character maintained. She stated that there will be general recommendations and specific elements in the Blueprint Code and that each jurisdiction will pick what they want in their individual zoning ordinance. Ms. Rhea added that each jurisdiction will be able to pick what is appropriate for its community and then tweak sections to better suit its long-term needs.

Mayor Mattone stated that he has been involved in the process as a member of the Board and as a member of the taskforce. He indicated that the consultants have worked as one unit with staff and that it has been a very successful partnership as well as a great venture. Ms. Rhea responded that working with Mr. Gordon and staff has been pleasurable.

Commissioner Sewell asked if either REA or Orion has used PDS as an example. Ms. Bowen indicated that they have held PDS up to others as an example and how the Blueprint will be tailored to each jurisdiction.
ONGOING BUSINESS

Vice Chair Meier asked if the minutes of the December 21, 2017 meeting were acceptable or if anyone had any additions/corrections.

With none, he asked if there was a motion regarding the minutes. Commissioner Sewell made a motion to accept the minutes of the December 21, 2017 meeting as presented; Mr. Moriconi seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Sewell, Moriconi, and Vice Chair Meier in favor of the motion with Ms. Carran and Mayor Mattone present but not voting. The motion passed unanimously.

Ms. Cullum reviewed the December financial report and outlined revenues/expenses and stated that there was one budget exception due to timing – Contracts/Services. Ms. Cullum indicated that One Stop Shop (OSS) revenue for December was above projections. She noted that, halfway through the year, fees for services were at 58.1% and that overall expenses were below projections at 44.7% with OSS at 43.1%.

Ms. Cullum noted that several amendments needed to be made to the budget due to the Kenton County Planning Commission using GIS services more than anticipated. Discussion followed.

Vice Chair Meier then asked for a motion regarding the financial reports. Ms. Carran made a motion to accept the December 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 Carran, Sewell, Mattone, Moriconi, 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 to report.

Vice Chair Meier asked for a report from the executive director.

Mr. Gordon noted that the request for assistance letters have been sent to all jurisdictions and that these would help plan for the FY19 work program. He briefly explained the priority/ranking process and stated that he would keep the Board up to date on the requests received.

Mr. Gordon stated that the proposed Board of Adjustment, Chapter 100 language has been submitted to LRC and filed as HB138. He and Mayor Reinersman will be traveling to Frankfort on Wednesday to testify. Mayor Meier noted that KLC is supporting the change.

Mr. Gordon updated members on the building codes class scheduled for January 26th and stated that 38 reservations have been received so far.
Mr. Gordon reminded members that information has been sent out regarding the National APA Conference and asked if any of the members were interested in attending. Commissioner Sewell and Mr. Moriconi indicated that they were interested. Mr. Gordon asked them to contact Ms. Remley once they have reviewed the conference schedule/workshops.

Vice Chair Meier asked for reports from staff. Mr. Gordon provided background regarding the customer satisfaction survey and introduced Ryan Hermann and Gary Forsyth.

Mr. Hermann reviewed how current compliments and complaints are handled and then demonstrated how the QR code works and reviewed the survey which consists of ten questions.

Mr. Forsyth explained how the feedback would be analyzed and how it would provide a clearer picture of the service level provided. He stated that reports could be run weekly or monthly and could be customized. He noted that staff isn’t pushing the survey yet but that it is out there for testing.

Commissioner Sewell stated that most people only respond to complain and asked how they are going to balance the results. Mr. Forsyth noted that they are going to help build a culture in PDS to push out the survey to as many customers as possible prefacing it with “How can we serve you better?” Discussion followed.

Vice Chair Meier asked for the report on PDS by the Numbers. Mr. Gordon stated that Ms. Cullum has been working on uploading financial information and PDS by the Numbers to OpenGov and that there will be a link on the website to access it. He stated that this will provide a comprehensive look at PDS including the current budget as well as those for 2015, 2016, and 2017. He indicated that they hope to have everything up and running by next month’s PDS Council meeting. Discussion regarding the public access level and administrative level followed.

Ms. Cullum then demonstrated how the monthly reports could be run and the various graphs and filters that could be used. She noted that the reports could be run by PDS program and stated that the OSS services could be shown by program totals or by jurisdiction.

Mr. Gordon stated that the OpenGov site would be updated each month after the Board approves the monthly financial report. Discussion followed.

Vice Chair Meier opened discussion regarding the consideration of an appointment to PDS’ seat on the Fort Mitchell Economic Development Authority following Bill Goetz’s resignation. He stated that, if no one else was available to fill this seat, Mr. Litzler had said that he would.

Following a brief discussion, Ms. Carran made a motion to appoint Tom Litzler to fill PDS’ seat on the Fort Mitchell Economic Development Authority; 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 took the opportunity to thank Mr. Goetz for his service.

Vice Chair Meier asked for reports/comments from members of the Board. Commissioner Sewell noted that, while she thought the GIS calendars were lovely, she wanted to provide one complaint she received. She indicated that the comment had been made that it was a waste of money in a digital age. Mr. Gordon thanked Commissioner Sewell providing the feedback and stated that only about 125 calendars had been printed to commemorate the 20th anniversary of PlanNet’s first calendar. He also noted that the cost for the calendars was paid by the LINK-GIS partnership not PDS.

Commissioner Sewell asked if there would be a legal review of the proposed zone changes / Z21 recommendations by Mr. Edmondson before they are sent to the jurisdictions. Mr. Gordon indicated that this will be done, and that Mr. Edmondson has the expertise but it could be left up to the city attorneys depending on their comfort level.

NEW BUSINESS

Vice Chair Meier asked for review of the draft Resolution 843-2018 updating the substance and intent of Resolution 832-2015 regarding PDS’ reserve funds. Mr. Gordon reviewed the additional changes to the resolution as discussed at the last meeting.

- Renaming the Insurance Reserve Fund to Personnel Reserve Fund
- Changing the goal of the Operations Reserve Fund from ten to 20 percent as recommended by the auditors
- Changing the intended life of the Planning Excellence Reserve and the Building Maintenance Reserve Funds

Mr. Gordon noted that by the end of 2019 the number of reserve funds would drop from eight to six.

There was discussion regarding moving funds within the reserve accounts and how these moves are documented. Mr. Gordon provided additional background as to why the resolution is being amended and stated that any movements of funds would be documented within the resolution.

Vice Chair Meier expressed concern about the Personnel Reserve and Operations Reserve Funds listing health insurance coverage and pension coverage as a purpose/qualifying expense.

Following additional discussion, Mr. Gordon indicated that he would amend the language for the Personnel Reserve Fund as follows –
Personnel Reserve Fund

Purpose: to segregate funds that may be necessary for single-event personnel needs such as payroll, health insurance coverage, or pension coverage benefits, or educational opportunities

Intended Life: Ongoing

Goal: $100,000

Approximate FY18 Balance: $100,000

Intended Annual Contribution: $10,000 until the goal is met

Intended Qualifying Expenses: include but are not limited to transitioning new staff into the payroll as incumbents prepare to leave; unexpected new staff moving expenses, unexpected staff educational opportunities; special wellness incentive programs; and/or unexpected assessments or payments to the pension system

Restrictions: Internal

Vice Chair Meier asked for a motion regarding Resolution 832-2015. Mr. Moriconi made a motion to approve Resolution 832-2015 as amended, including the changes to the Personnel Reserved Fund; Vice Chair Meier seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Moriconi, Meier, Carran, Mattone, and Sewell in favor of the motion. The motion passed unanimously.

Vice Chair Meier asked for review of a recommendation from the executive director to accept the proposal from REA/Orion Planning + Design as the low/best bid and to amend the contract with that vendor to pursue Phase II of the Z21 Initiative for a total cost not to exceed $157,000 with funding to come from the Planning Excellence Reserve Fund.

Mr. Gordon advised members that only one bid had been received in response to the RFP published. He stated that staff recognized that this might be the case since the RFP was for the second phase of the project and the original company would seem to have a leg up. Mr. Gordon indicated that he had expected bids in the $100,000 to $200,000 range and the bid received was for $157,000.

Mr. Gordon outlined the steps for the second phase and stated that staff would be attending city meetings to help carry the ball during this part of the project. There was discussion regarding the cost of the two phases ($103,000 + $157,000) and the number of jurisdictions (12) participating in the review. Members noted that other jurisdictions may join after the Blueprint Code is complete. There was additional discussion regarding the timeline, tweaking the blue print for each jurisdiction, and pulling money from reserves to cover the costs.

Vice Chair Meier asked for a motion regarding the proposal from REA/Orion Planning + Design. Mr. Moriconi made a motion to accept the lowest and best proposal from REA/Orion Planning + Design and to amend the contract with that vendor to pursue Phase II of the Z21 Initiative for a total cost not to exceed $157,000 with funding to come from the Planning Excellence Reserve Fund; Mayor Mattone seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Moriconi, Mattone, Sewell, Carran, and Vice Chair Meier in favor of the motion. The motion passed unanimously.
There was a brief discussion regarding the Planning Commission’s recent hearing regarding Villa Hills’ text and map amendments as well as waivers for the Sanctuary project. Mr. Gordon noted that the votes regarding the text amendment and waivers were unanimous and that the map amendment motion passed by a vote of 14 to 2. He also stated that he was extremely proud of the way staff handled themselves.

Vice Chair Meier asked for review of the executive director’s reimbursement request for the second quarter of FY18.

Following a brief discussion, Vice Chair Meier asked for a motion regarding the executive director’s second quarter expenses. Mayor Mattone made a motion to approve reimbursement of the executive director’s FY18 second quarter expenses as submitted; Mr. Moriconi seconded the motion. Vice Chair Meier asked for a roll call vote on the motion which found Board Members Mattone, Moriconi, Sewell, Carran, and Vice Chair Meier in favor of the motion. The motion passed unanimously.

Vice Chair Meier asked if there was any other new business to come before the Board. There was none. Ms. Carran moved to adjourn the meeting and Commissioner Sewell seconded the motion. With all in favor, the meeting adjourned at 7:11 p.m.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary