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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<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 2017 through April 2019</td>
<td>X</td>
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<tr>
<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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<tr>
<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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</table>

Also present were: Garry Edmondson, Legal Counsel; Quentin Campbell, Associate Zoning Official; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Rob Himes, CCEO, Codes Administrator; Emi Randall, AICP, RLA, Director of Planning and Zoning; 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, Mr. Moriconi made a motion to accept the agenda as presented; Councilman Wessels 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 January 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 January 18, 2018 meeting as presented; Mayor Mattone seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Sewell, Mattone, and Moriconi in favor of the motion with Board Member Wessels and Chairman Litzler present but not voting. The motion passed unanimously.

Ms. Cullum reviewed the January financial report and outlined revenues/expenses. She indicated that One Stop Shop (OSS) revenue for January was above projections and noted that fees for services were at 68.6% with overall expenses below projections at 56.6%.

Following a brief discussion, Chairman Litzler asked for a motion regarding the financial reports. Councilman Wessels made a motion to accept the January financial report subject to audit; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Wessels, Moriconi, Sewell, 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 our proposed amendment to the board of adjustment language in KRS Chapter 100 has been approved by the House committee and that Independence Mayor Reinersman had testified in support of the change. The House vote was unanimous and the proposed amendment has been sent to the Senate where it is waiting to be heard by the State and Local Government Committee.

Mr. Gordon announced that he was pleased to report that, for the first time, the City of Walton has appointed a representative and alternate to the PDS Council and will be sending someone to next week’s meeting.

Mr. Gordon stated that there had been an excellent turnout at the Building Codes class hosted by PDS last month and that attendance had exceeded 40. He noted that several of the attendees asked if PDS would consider hosting more sessions in the future and that the feedback received was positive.

Chairman Litzler asked for reports from staff. Mr. Gordon stated that a lot has changed with the One Stop Shop Program since it was started 12 years ago. He noted that code enforcement was a driving factor and that the program started with seven jurisdictions participating. Today, all 20 jurisdictions participate at some level. He pointed out that one jurisdiction is on tonight’s agenda to increase its participation level and that he expects to see others do the same as budgets get tighter and tighter. He then turned the floor over to Ms. Randal and Mr. Himes for a look at the changing face of code enforcement.
Ms. Randall outlined the new services offered through One Stop Shop 2.0 – (lost computer/presentation due to power outage)

- Vacant Foreclosed Properties Registry – 103 properties registered this year with a total of 229 registrations; properties are being maintained; building relationships with mortgage companies
- Model Nuisance Ordinance
- Model Code Enforcement Ordinance
- Expanding Code Enforcement Options – Five jurisdictions now have active code enforcement through OSS and are happy with the services being provided – Edgewood, Elsmere, Taylor Mill, Fort Mitchell, and Crescent Springs.

Ms. Randall introduced members to the most recent addition to the zoning administration team – Quentin Campbell. Mr. Campbell made a brief statement regarding his background.

Ms. Randall updated members on the status of the Z21 Initiative and stated that an audit report on their zoning ordinance has been provided to each of the 12 participating jurisdictions. These reports are unique to each jurisdiction and staff will be attending meetings as needed. She noted that the City of Elsmere has already had its first meeting and that staff was in attendance.

Ms. Randall stated that all feedback has been positive and that the next step is to draft the blueprint code. A contract has been signed and sent to REA/Orion so drafting should start any day. Over the next year, there will be drafting and meetings. Phase III will begin at that point and staff will be working one on one with each jurisdiction.

Mr. Randall indicated that they are asking the jurisdictions to continue through the blueprint process and that everyone seems to be agreeable. She advised members that three short videos have been produced regarding the Z21 process and that she would send the links to members so they could view them.

Following a brief discussion, Chairman Litzler asked if there was an update regarding the new county building. Mr. Gordon stated that there was nothing new but that he had toured the Tower portion about a week or two ago and that is has been cleaned out. He indicated that completion is still anticipated in early 2019 and that the plan review is complete.

Chairman Litzler asked for review of a recommendation from the executive director to establish policy regarding changes to the adopted general fund and reserve fund budgets. Mr. Gordon stated this issue was on the agenda as a result of Mayor Meier’s question at last month’s meeting. He provided background regarding how budget changes have been handled in the past. He stated that an amendment was not needed when moving money from one line item to another within the same program as long as it didn’t change the bottom line. There was discussion regarding how the cities and county handle budget changes. Councilman Wessels indicated that he would like staff to let the Board know at its monthly meeting when
these changes are made. Mr. Moriconi asked how often these changes happen and Mr. Gordon responded that this was the first time in 15 years the issue has come up.

Following additional discussion, Councilman Wessels made a motion to establish policy instructing staff to:

→ simply advise the Board of intra-program budget line changes when the bottom line isn’t impacted; and to
→ request formal budget amendment action by the Board when changes would impact a program’s bottom line or when funds needed to be moved from program to another;

Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Wessels, Moriconi, Mattone, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for reports/comments from members of the Board. With no reports, Chairman Litzler moved on to the next item on the agenda.

**NEW BUSINESS**

Chairman Litzler asked for review of a proposed interlocal agreement with the City of Fairview to join the One Stop Shop Codes Administration Program for building inspection services. Mr. Gordon stated that the former building inspector for Fairview advised a new resident that he was no longer doing inspections for the city any more. The resident, who is wanting to build a new house, contacted the mayor and the mayor contacted PDS for help. Staff helped so the resident’s plans weren’t delayed and is now recommending entering into an interlocal agreement with the City of Fairview to provide building inspection services through the OSS Program.

Following discussion regarding zoning issues, Chairman Litzler asked for a motion. Mr. Moriconi made a motion to enter into the proposed Interlocal Agreement with the City of Fairview to join the One Stop Shop Codes Administration Program; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Moriconi, Sewell, Wessels, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened the initial discussion regarding the FY19 annual work program and budget. Mr. Gordon briefly reviewed background which outlined various FY19 budget issues –

1. Tax Revenue
2. Fee Revenue
3. Staffing
4. CERS
5. Health Insurance Coverage
Mr. Gordon indicated that this information was being provided as a starting point for members to begin thinking about the FY19 work program and budget. Discussion followed.

Chairman Litzler asked if there was any other new business to come before the Board. There was none. Mr. Moriconi moved to adjourn the meeting and Commissioner Sewell seconded the motion. With all in favor, the meeting adjourned at 6:31 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary