Planning and Development Services Management Board
Meeting Minutes: June 28, 2018

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 2020</td>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2020</td>
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<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
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<td>Jessica Fette</td>
<td>May 2018 through April 2020</td>
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<td>Matt Mattone</td>
<td>May 2016 through April 2020</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: Alex Edmondson, Legal Counsel; Nicole Cullum, CB, Accountant; Emi Randall, AICP, RLA, Director of Planning and Zoning; Chris Schneider, AICP, Principal Planner; 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, Councilman Wessels made a motion to accept the agenda as presented; Commissioner Sewell 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.

PRESENTATION

Chairman Litzler opened discussion regarding the adoption of Kenton Connects, a countywide bicycle and pedestrian plan, into Direction2030: Your Voice Your Choice, the area-wide comprehensive plan.
Mr. Schneider provided a handout (a copy of which is attached to the original minutes) and updated members on recent efforts regarding the plan. He noted that the bike and pedestrian plans were last updated in 1999 and 2001 respectively and that the new plan, Kenton Connects, combines these plans into one.

Mr. Schneider indicated that a 15-member advisory committee had overseen the process leading to the draft plan, holding seven meetings and two public input meetings. He stated that the project was started in August of 2017 and will be in the adoption phase in July/August 2018 for inclusion in the mobility element of Direction 2030.

Mr. Schneider stated that over 400 responses were received to the public input survey and the open house was attended by 25+ people and the media. He briefly reviewed the recommendations and other tasks to be included in the comprehensive plan.

Recommendations:

- Increase and improve bicycle and pedestrian connectivity, infrastructure, and facilities to increase mobility opportunities for all users.
- Increase and improve operational safety of bicycling and walking as modes of transportation.
- Create an atmosphere and culture that promotes bicycling and walking in Kenton County and increases the number of users.
- Support and encourage programs and opportunities for bicycle and pedestrian education and awareness.

Other Tasks:

- Regional
- Environment
- 4 Sub Areas
- Mobility
- Community Facilities

Discussion regarding the addition of new sidewalks, multi-use pathways, funding, and grant opportunities followed.

With no addition comments, Chairman Litzler asked if there was a motion regarding the bike and pedestrian plan. Ms. Carran made a motion to recommend the adoption of Kenton Connects, a countywide bicycle and pedestrian plan, into Direction 2030: Your Voice Your Choice, the area-wide comprehensive plan; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Sewell, Wessels, Fette, and Chairman Litzler in favor of the motion. The motion passed unanimously.
Commissioner Sewell, one of the members of the advisory committee, took the opportunity to recognize Mr. Schneider for his hard work and stated that he had done a great job.

**ONGOING BUSINESS**

Chairman Litzler asked if the minutes of the May 1, 2018 meeting were acceptable or if anyone had any additions/corrections.

With none, he asked if there was a motion regarding the minutes. Ms. Carran made a motion to accept the minutes of the May 1, 2018 meeting as presented; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Sewell, Fette, and Chairman Litzler in favor of the motion with Councilman Wessels present but not voting. The motion passed unanimously.

Chairman Litzler asked for a review of the May financial report. Ms. Cullum reviewed the May financial statement (a copy of which is attached to the original minutes). She indicated that, at 91.7% of the way through the year, revenue is above projections at 101.5% and fees for services at 103.4%. She noted that expenses were below projections at 84.2% of budget and that One Stop Shop revenues are over projections at 101.3%.

Chairman Litzler asked for a motion regarding the financial report. Councilwoman Fette made a motion to accept the May 2018 financial report subject to audit; Councilman Wessels seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Fette, Wessels, Carran, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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

Chairman Litzler asked for the report from the executive director. Mr. Gordon stated that staff’s most recent mapLAB project featured Stevenson Road, was a collaborative effort with the City of Erlanger. He noted that Councilwoman Fette had brought the project idea to PDS some time ago and that talks with KYTC were ongoing at that time with KYTC wanting more data.

Mr. Gordon advised members that he had spoken with Matt Kremer, Erlanger City Administrator, after the map and story map/video were presented to KYTC and that Mr. Kremer had stated that KYTC was “blown away” by the products. Mr. Gordon stated that Mayor Hermes was also very complimentary during last week’s PDS Council meeting.

Mr. Gordon asked if Councilwoman Fette would like to make any comments on the City’s good news. Councilwoman Fette reported that KYTC has committed $800,000 in funding for redesign of Stevenson Road this fiscal year and said another $1M would be made available next fiscal year for acquisition. She stated that Stevenson Road has been a problem for years and that citizens have been asking when/what the City was going to do about it.
Councilwoman Fette stated that the visual representation of the need was what helped secure KYTC funding and that she couldn’t thank PDS staff enough for its hard work.

Mr. Gordon indicated that he would provide members with a link to the story map via email.

Councilwoman Fette took the opportunity to say that PDS staff had been amazing to work with.

Chairman Litzler commented on the great work PDS staff does and that many cities don’t realize what staff could do for them. Councilman Fette stated that she was fully aware.

Mr. Gordon then updated members on implementation of the 2018 Building Code and stated that the state is getting close to announcing the effective date. He stated staff expects the new code to go into effect sometime in August/September and to be mandatory in the first quarter of 2019. Discussion regarding the transition process to the new code followed.

Mr. Gordon reminded members that several months ago they had authorized a new Interlocal Agreement with the City of Bromley for One Stop Shop services. He stated that the signed documents have been received from the City along with the necessary ordinances/resolutions and that those will be sent to Frankfort for signature/recording. Mr. Gordon noted that the staff is also waiting for paperwork from the City of Fairview regarding OSS building code services.

Mr. Gordon reported that, in anticipation of approval of the budget and funding for a new building inspector, PDS has advertised the position. He noted that several good resumes have been received and that the new inspector will probably be selected in July.

Mr. Gordon updated members regarding HB138 which facilitates creation of a joint board of adjustment. He stated that the Kenton County Board of Adjustment had met last week and amended its bylaws. The board is now known as the Kenton County Joint Board of Adjustment.

Mr. Gordon stated staff had met with Mr. Edmondson and Ms. Tapke to discuss the process for joining the joint board and that it couldn’t be simpler. He noted that all a jurisdiction has to do is disband its individual board of adjustment. It will automatically become a member of the joint board and be able to appoint a representative for its city. Discussion followed.

Mr. Gordon advised members that the new county administration building is progressing and that there is now steel rising above the ground for the new structure. He noted that the move has been pushed back to May/June 2019.

With no further comments from Mr. Gordon, Ms. Carran recognized the good job he had done presenting the FY19 budget to the Council last week.
Chairman Litzler reported on the PDS Council’s action on the final draft FY19 budget and work program and the tax rate to fund it. He noted that he and Ms. Carran had attended the meeting and that the Council had voted to recommend the budget/work program by a vote of 13 to 1.

During discussion regarding the proposed tax rate (comp +4%), Mr. Gordon stated that the rate won’t be set until Fall, after this year’s assessment numbers have been received from Frankfort. He noted that the Council has recommended the budget as presented with the comp rate plus 4%.

Ms. Carran reported that several Council members expressed concern about PDS staffing levels and the need to make sure staff is being taken care of. They stated that services and service levels need to be maintained and that wages need to remain competitive to keep the quality staff PDS has.

Chairman Litzler stated that members of Council were very complimentary of staff and supportive of the budget as evidenced by the vote of 13 to 1. He noted that Mayor Hermes hadn’t explained his vote in opposition but that he had been complimentary of staff’s work on the Stevenson Road story map.

Chairman Litzler asked for a motion regarding the PDS Council-approved/recommended FY19 Work Program and Budget. Ms. Carran made a motion to approve and adopt the FY19 Work Program and Budget as presented; Commissioner Sewell seconded the motion. Chairman Litzler asked if there were any questions; there were none. He then asked for a roll call vote which found Board Members Carran, Sewell, Wessels, Fette, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler thanked Mr. Gordon, Ms. Cullum, and staff for their hard work on the work program and budget and noted that the Council seemed to understand the new format better than in past years. Mr. Gordon acknowledged Ms. Cullum and stated that not only was the new format her idea but that she had done the bulk of the work.

Chairman Litzler asked for review of a recommendation from staff to increase all One Stop Shop and infrastructure inspection fees by 2.1 percent effective July 1, 2018. Mr. Gordon provided background and stated that the 2.1 percent increase is based on the Kentucky CPI as provided for in the interlocal agreements with all jurisdictions.

Following discussion regarding OSS fees and jurisdiction fees, Chairman Litzler asked for a motion. Councilman Wessels made a motion to approve the increase to all One Stop Shop and infrastructure inspection fees by 2.1 percent effective July 1, 2018; Councilwoman Fette seconded the motion. Chairman Litzler asked if there were any questions; there were none. He then asked for a roll call vote which found Board Members Wessels, Fette, Sewell, Carran, and Chairman Litzler in favor of the motion. The motion passed unanimously.
Chairman Litzler asked for reports from members. Commissioner Sewell thanked members and staff for their support and prayers following her father’s passing. Councilwoman Fette stated again that she couldn’t express enough gratitude for staff’s work on the story map. Councilman Wessels indicated that he had several concerns regarding the Z21 project but has met with Ms. Randall and will hold his comments until he receives additional information from her.

Chairman Litzler complimented staff and Garry Edmondson on the recent continuing education sessions. He noted that board of adjustment members need eight credit hours every two years and that this helps them meet this requirement. A brief discussion regarding continuing education requirements followed.

Chairman Litzler noted that the Fort Mitchell TIF District is moving forward for approval and that Christ Hospital has lost its appeal to build a facility on the old Drawbridge site. He also recommended that, if members hadn’t read Mr. Gordon’s May 4th email regarding PDS’ Founders’ Day, they should because it was very interesting.

NEW BUSINESS

Chairman Litzler asked for review of a recommendation from staff to accept the proposal from VanGorder & Walker CPAs to audit the FY18, 19, and 20 financial records of PDS and Kenton County Planning Commission.

Mr. Gordon stated that an RFP was published on May 26, 2018, with a response deadline of June 21st. He noted that two responses were received with VanGorder & Walker’s being the lowest and best option. He indicated that VanGorder & Walker had been performing the audits since 2003. Discussion followed regarding staying with the same firm. Ms. Cullum noted that VanGorder & Walker sends different people every few years.

Following additional discussion, Chairman Litzler asked for a motion to accept the three-year proposal from VanGorder & Walker for auditing services. Ms. Carran made a motion to accept the proposal from VanGorder & Walker CPAs to audit the FY18, 19, and 20 financial records of PDS and Kenton County Planning Commission; Commission Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Sewell, Wessels, Fette, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of proposed Resolution 844-2018 approving the pledge of the incremental increase in real property taxes and authorizing the chair to execute a local participation agreement relating to the pledge to pay for infrastructure and site development costs within the Sanctuary Village Local Development Area (City of Villa Hills), approval of which was recommended by the PDS Council at its June 21st meeting.

Mr. Gordon stated Jim Parsons had contacted him about a week or so before last week’s Council meeting regarding a new TIF for Villa Hills. Since the Council wouldn’t meet again until
October, Mr. Parsons asked if it could be put on the agenda since the City of Villa Hills would like to get the district created this summer before the developer gets started onsite.

Mr. Gordon noted that the property being developed was not on the tax roll currently since it was owned by the Roman Catholic Church and that there is no base assessment, so everything will be applied to the TIF. He stated that, as pointed out by members of the Council, it is unlikely that the TIF will run for the full 30 years since the funds are only to be used for infrastructure and site development costs.

Mr. Gordon stated that the Council has recommended approving the City’s request that PDS pledge 50 percent of its incremental tax increase for 30 years, the same percentage pledged for the five other TIFs.

Following discussion by the members, Chairman Litzler asked for a motion to adopt Resolution 844-2018. Councilwoman Fette made a motion adopt Resolution 844-2018 and pledge the incremental increase in real property taxes and authorize the chair to execute a local participation agreement relating to the pledge to pay for infrastructure and site development costs within the Sanctuary Village Local Development Area as recommended by the PDS Council at its June 21, 2018 meeting; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Fette, Sewell, Carran, Wessels, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for review of the executive director’s reimbursement request for the third and fourth quarters of FY18. Mr. Gordon noted that the request was only for mileage ($397.85).

Following a brief discussion, Chairman Litzler asked for a motion regarding the executive director’s reimbursement request. Councilman Wessels made a motion to approve and authorize reimbursement of the executive director’s expenses for the third and fourth quarters of FY18; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Wessels, Carran, Fette, Sewell, 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 Councilwoman Fette seconded it. With all in favor, the meeting adjourned at 7:00 p.m.

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Tom Litzler, Chairman