

1. **Physical Map Revision** – Staff will continue to work with the AECOM to update the Digital Flood Insurance Maps. At least one public meeting will be held, and the Planning Commission will be closely involved with the entire process. In addition to these maps, staff will work with the Kentucky Division of Water to collect data that can be used in the next generation of flood maps known as Rick Maps.
2. **Continued Education** – Staff will continue to work with all Board Members to obtain their 8 hours of continued education for the 2-year (2017-2018) reporting period, as per KRS 147A.027.
3. **Site Plan Inspection** - The staff will conduct on-site inspections of all developments approved by the Henderson City- County Planning Commission.
4. **City/County Thursday Morning Preliminary Conference meetings**. These meetings are attended by all City-County technical staff which provides a one stop shop for developers, builders, etc. These meetings have become very well received with developers and they acknowledge that they love the “one stop shop” arrangement. These meetings contribute to our objective to ensure that the Henderson City-County Planning Commission is dedicated to being business friendly in every way possible.
5. **Budget Preparation** – Early in 2017, staff will begin to prepare for the 2017-2018 Planning Commission and GIS budgets. Typically the budgets are required to be submitted to the City of Henderson and Henderson County in April.
6. **Zoning Ordinance Updates**– Staff will continue to research and update the Zoning Ordinances throughout the year.
7. **Community Outreach** – Staff, including the Executive and Assistant Director will be more focused on outreach to the community to foster the reputation of the Planning Commission. Staff will attend social clubs such as Rotary and the Lions Club to foster better relationships with the private sector.
8. **Training**—Staff will host required training sessions for the Planning Commission and Boards of Zoning Adjustment members, as well as seek to identify professional development opportunities for Planning Commission staff.
9. **Innovate/Streamline**— Staff will continue to research and explore ways to innovate and streamline the development process, as well as GIS.
10. **Office Operations** –
 - a. Continue to improve customer/citizen service in all potential matters.
 - b. Provide sound stewardship on all financial matters of the organization.
 - c. Create a cost saving plan for future purchase of all office equipment and supplies.
 - d. Continue to explore measures to increase office efficiency.

- e. Operate and maintain the office filing systems, and continue the digitization and scanning of all documents.
- f. Continue to improve all Planning Commission documents and work products.
- g. Quickly process all applications for Re-zonings, Subdivisions, Site Plans, etc. to assist applicants and developers, and to create a more streamlined process.
- h. Bi-weekly Staff meetings to coordinate calendars for meetings, deadlines, vacations, etc.