

**CITY OF HIGHLAND HEIGHTS
PLANNING AND ZONING
MINUTES
JANUARY 13, 2015**

On Tuesday, January 13, 2015 Chairperson Steve Crawford called the regular Planning and Zoning meeting to order at 7:00pm at 176 Johns Hill Road.

PRESENT: Chairperson Steve Crawford and Commissioners Harold Blocher, Charles (Chuck) Pettit, Gene White, Audrey Koester, John McNabb, Melody Eifert, Joe Krebs. A quorum is present.

ALSO PRESENT: City Attorney Steve Franzen, City Engineer/Zoning Administrator Dave Whitacre and City Planner David Geohegan.

ABSENT: None.

Chairperson Crawford welcomed Gene White as the new member on Planning and Zoning. He further stated that council approved the Mayor's nomination of Gene White to Planning and Zoning.

FOR THE RECORD: The Oath of Office was previously administered to Mr. White by Mrs. Rauf.

MINUTES OF THE DECEMBER 9, 2014 REGULAR PLANNING AND ZONING MEETING: These minutes had been previously e-mailed to the Commissioners and City Staff for review.

ACTION TAKEN: COMMISSIONER KREBS MOVED TO ACCEPT THE MINUTES OF THE DECEMBER 9, 2014 P&Z MEETING, SECONDED BY COMMISSIONER McNABB. DISCUSSION: NONE. ROLL CALL: BLOCHER, AYE; PETTIT, AYE; WHITE ABSTAIN; KOESTER, ABSTAIN; CRAWFORD, AYE; McNABB, AYE; EIFERT, AYE; KREBS, AYE. 6 - AYES; 2 - ABSENTIONS. MOTION CARRIED.

ANNOUNCEMENT: NONE.

SCHEDULED GUEST/S. Mr. Russell Poe, S. Main Avenue. Mr. Pope stated he is here to observe the meeting and listen to some of the P&Z issues. Chairperson Crawford welcomed him to the meeting.

STAFF REPORTS:

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REPORT FROM CITY PLANNER DAVID GEOHEGAN: Mr. Geohegan gave a report on the Highland Heights Zoning Ordinance 2015. A copy thereof was previously distributed to the Chairperson and Commissioners. A copy thereof is attached to these minutes.

REPORT FROM ZONING ADMINISTRATOR WHITACRE: A copy of Mr. Whitacre's report was previously submitted to the Chairperson, Commissioners and City Staff. Mr. Whitacre gave a verbal report on the following: Hancock Building and Highland Village. A copy of his report is attached to these minutes.

HIDDEN VALLEY DRIVE: Mr. Whitacre reported he is meeting on Wednesday, (January 14, 2015) at 10:00am with some of the businesses owners in the area for Hidden Valley. He reported they will discuss the privately maintained roadway and who is going to maintain this roadway and they will set some form of agreement. He also reported that the BP property is included in this discussion.

ATTORNEY FRANZEN: Mr. Franzen announced that the Mayor and he will be meeting with the Neighborhood Housing Authority next Thursday to talk about moving forward with this development.

COMMENTS FROM COMMISSIONERS:

OLD BUSINESS: NONE.

NEW BUSINESS: Chairperson Crawford distributed the Employee Assistance Program cards to each commissioner. This is a benefit to all employees and to all City Commission members. He read the letter that explained the program.

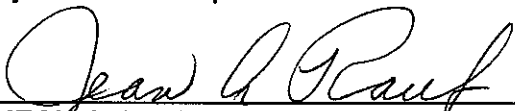
Member Pettit addressed his concerns about the congestion on Alexandria Way that is caused by the traffic light at US 27 and Alexandria Way. He would like the State to re-program the light. Considerable discussion ensued about this matter. **OUTCOME:** Mr. Whitacre reported he will be meeting with the Highway Department about another City street and he will bring this matter to their attention. Reincke submitted his letter of resignation. Chairperson Crawford accepted his resignation and will forward it to Mayor Meyers.

CONTINUING EDUCATION: NO REPORT.

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ADJOURNMENT: There being no further business, **COMMISSIONER BLOCHER
MOVED TO ADJOURN, SECONDED BY COMMISSIONER KOESTER.
AYE, ALL. MOTION CARRIED.**

The meeting adjourned at 7:30pm.

SUBMITTED: 

**JEAN A. RAUF, CITY CLERK TREASURER, CMC,
RECORDING SECRETARY PLANNING & ZONING**

SIGNED: 

STEVE CRAWFORD, CHAIRPERSON *John Mc Nabb, Vice Chair*
PLANNING & ZONING

City Planner Report February 10, 2015
Highland Heights Planning Commission

1. Highland Heights Zoning Ordinance 2015

- The Planning Commission sponsored city planner office hours during January to meet with and answer questions for all interested parties regarding an early draft of proposed revisions to the official zoning regulations and map. Over 20 citizens have visited, called, and emailed the city planner, resulting in some minor changes to the draft materials. Staff believes that the drafted materials are now in suitable condition to schedule a formal public hearing review. The drafts of the proposed revisions that are on the city website, www.hhky.com, and in the city offices will be revised and available during the public notification period. March 10, 2015 is the recommended public hearing date. The city planner can be reached at 859-441-8575, 859-462-1319, or DaveGeohegan@hhky.com, or davidgeohegan@yahoo.com.

2. Transportation

- **Staff has met with Kentucky Transportation Cabinet officials on several items:**
Elblaine, Alexandria Way left turn – only a problem during the holiday season. Evaluate more when NKU proposes their development at Nunn Drive.

US 27 southbound left turn onto Alexandria Way and pavement markings on Alexandria Way – KYTC recommends a “wait and see” approach until the planned NKU development on the old Thriftway site is available for review and traffic analysis of the area can be conducted. Currently, the lane markings on the Alexandria Way exit cannot be changed because of the alignment across from the exit lanes on Marshall.

Sunset/Wilson area – Any future planned development in this area will need to submit a formal Traffic Impact Analysis for review by both the city and KYTC. KYTC has commented that a four-way intersection at Wilson will not work properly because of the proximity to US 27.

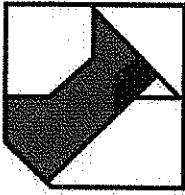
Excess lane near Marshall on SB US 27 – “Wait and see” approach again because of the planned NKU development at Nunn Dr.

Johns Hill and US 27 intersection – KYTC traffic analysis has recommended no changes to the geometrics or signal timing.

Zoning Ordinance new business - Feb 10 Business Meeting:

2015 Highland Heights Zoning Regulations Update

As set forth in the Kentucky Revised Statutes, Chapter 100, this is a request of the Zoning Update Committee for the Highland Heights Planning and Zoning Commission to schedule a public hearing to review and hear comments on proposed changes to the Highland Heights Zoning Ordinance and Official Zoning Map. These proposed changes are pursuant to the adoption of the 2012 Highland Heights Comprehensive Plan and consultation with members of the general public, businesses, land owners, and public officials. The proposed changes affect both administrative requirements and substantive requirements to the zoning districts, as well as recommended changes to the official zoning map. The public hearing is recommended to be scheduled for March 10, 2015 at 7:00 pm in the City of Highland Heights Council Chambers.



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REPORT TO PLANNING AND ZONING

1-13-15

HANCOCK BULDING – There is a potential tenant of the remaining small office space in the Hancock Building. It will be a facial/skin therapy spa, and they are currently seeking the approval of the location by the regulating licensing agency. Signage will be needed, and they will be coming to the P&Z Commission for signage approval sometime in the near future. It would be best if they could wait for the amendments to the current ordinance, and they may put up temporary signage if needed.

HIGHLAND VILLAGE – The housing project by Neighborhood Foundations is still actively working on this project, and is currently working to secure an architect for the project.

David Whitacre, PE. PLS.
City Engineer/Zoning Administrator