

CITY OF HIGHLAND HEIGHTS  
PLANNING AND ZONING  
MINUTES  
NOVEMBER 11, 2014

On Tuesday, November 11, 2014 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, John McNabb, Melody Eifert, Scott Reincke and Joe Krebs. A quorum is present.

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

**ABSENT:** Commissioner Audrey Koester.

**MINUTES OF THE SEPTEMBER 11, 2014 REGULAR PLANNING AND ZONING MEETING:** These minutes had been previously e-mailed to the Commissioners and City Staff for review.

**ACTION TAKEN: COMMISSIONER McNABB MOVED TO ACCEPT THE MINUTES OF THE SEPTEMBER 11, 2014 P&Z MEETING, SECONDED BY COMMISSIONER BLOCHER. DISCUSSION: NONE. ROLL CALL: BLOCHER, AYE; PETTIT, ABSTAIN; REINCKE, AYE; CRAWFORD, AYE; McNABB, AYE; EIFERT, AYE; KREBS, ABSTAIN. 5 - AYES; 2 - ABSTENTIONS. CHAIRPERSON CRAWFORD DECLARED THE MOTION CARRIED.**

**ANNOUNCEMENT:** Chairperson Crawford announced the October meeting had been canceled due to the lack of business to conduct.

**SCHEDULED GUEST/S. NONE.**

**STAFF REPORTS:**

**REPORT FROM CITY PLANNER DAVID GEOHEGAN:** Mr. Geohegan announced that he and Mr. Whitacre have been discussing about having the Zoning Ordinance ready for review in January. He further stated that instead of having a workshop, they are proposing to have office hours during the week, and some hours in the evenings at the City Building. He stated the reasons for this is so that the citizens will be involved and may look at the proposals and what their property shows on the map.

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**OUTCOME:** Chairperson Crawford asked Mr. Geohegan if he thinks the changes to the draft will be finished in January. Mr. Geohegan stated it depends on the input from the citizens. Chairperson Crawford suggested that Mr. Geohegan prepare a schedule and give it to him and he will give it to the Mayor.

**REPORT FROM ZONING ADMINISTRATOR WHITACRE:** A copy of Mr. Whitacre's report was previously submitted to the Chairperson, Commissioners and City Staff and a copy thereof is attached to these minutes

Mr. Whitacre addressed the following:

**SIGNAGE FOR NORTHERN KENTUCKY DENTAL CARE:** Whitacre stated he reviewed the sign application submitted by Northern Kentucky Dental Care. A copy of his report regarding this request is attached to these minutes.

Mr. Whitacre recommended approval of the two signs as requested by the applicant.

**COMMENTS FROM THE COMMISSIONERS: NONE**

**COMMENTS FROM THE AUDIENCE: NONE.**

**ACTION TAKEN: COMMISSIONER BLOCHER MOVED TO APPROVE THE TWO SIGNS SUBMITTED BY NORTHERN KENTUCKY DENTAL CARE BASED ON THE RECOMMENDATION OF THE ZONING ADMINISTRATOR, SECONDED BY COMMISSIONER EIFERT. DISCUSSION: NONE. ROLL CALL: KREBS, AYE; EIFERT, AYE; McNABB, AYE; CRAWFORD, AYE; REINCKE, AYE; PETTIT, AYE; BLOCHER, AYE. 7 – AYES; 0 – NAYS. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED.**

Mr. Whitacre also addressed the following. A copy of his report is attached to these minutes:

**ZONING ORDINANCE UPDATES:** Mr. Whitacre stated that we should try and get the Zoning Ordinance with the updates and corrections in January. He also stated that currently we don't have any businesses submitting applications for signage. He stated that the Hancock Building is looking to add a second sign to their site, and that Abby's Day Care would also like to add a sign panel to the existing pole at the EJ Plaza, but the current ordinance does not allow this.

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**ATTORNEY FRANZEN:** No report.

**OLD BUSINESS:** Mr. Crawford announced that Mr. Franzen has prepared templates for the commissioners when making a motion.

Mr. Franzen reported Mr. Crawford has been working with him about having a template for motions. The purpose of the templates is for the commissioners to refer to when making a motion is a guide for them to state their motion. A copy of the templates were distributed to each Commissioner.

**NEW BUSINESS:**

**CONTINUING EDUCATION:** Chairperson Crawford announced that the Certificate for Completion for the period of January 1, 2014 – December 31, 2015 have been presented to the following:

BLOCHER, HAROLD	*6 HOURS
CRAWFORD, STEVE	8 HOURS
EIFERT, MELODY	*6 HOURS
KOESTER, AUDREY	*6 HOURS
KREBS, JOE	8 HOURS
McNABB, JOHN	8 HOURS
PETTIT, CHARLES	*4 HOURS
REINCKE, SCOTT	6 HOURS


- **Need to attend more Continuing Education, this will be arranged for some time in 2015**

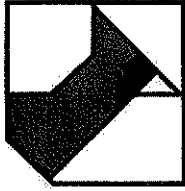
**ADJOURNMENT:** There being no further business, **COMMISSIONER BLOCHER MOVED TO ADJOURN, SECONDED BY COMMISSIONER McNABB. AYE, ALL. MOTION CARRIED.**

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The meeting adjourned at 7:30pm.

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

  
SIGNED: \_\_\_\_\_  
STEVE CRAWFORD, CHAIRPERSON  
PLANNING & ZONING



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### REPORT TO PLANNING AND ZONING 11-11-14

NORTHERN KENTUCKY DENTAL CARE SIGNAGE - The proposed signs are 24.09 square feet in area, and do fall within the 1 square foot of sign for each lineal foot of building wall that we approved when the Site Plan was approved for this development. The applicant has shown that 2 signs will be mounted on the building, and the Planning Commission has the authority to grant a second sign – and when the Stage 2 Site Plan was reviewed the Commission allowed all buildings to have a 1/2 square foot per lineal foot of building wall on the rear of the buildings. In this case the applicant does not want a rear mounted sign – but does want one on the south building wall. The Planning Commission has allowed this same scenario to occur for ICY Swirl, City BBQ and Firehouse Subs.

I recommend approval of the 2 signs as requested by the applicant.

ZONING ORDINANCE UPDATES – This winter the City should try and get the updates and correction to the Zoning Ordinance completed. Currently the City does not have the Zoning Ordinance available on the City's website, and the one that is available on the Northern Kentucky Area Planning Commission's website is not fully up to date. I also believe the section that controls signage really needs some attention.

Currently we don't have any businesses seeking new signage – however the Hancock Building is looking to add a second sign to their site as they have one remaining business space that is for lease and does not have any available signage, and Abby's Day Care would like to added a small panel to the existing Pole Sign at the E.J. Plaza – but the current ordinance does not allow that.

I would suggest that January might be a good time to discuss the needed and proposed changes to the Zoning Ordinance.

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