

CITY OF HIGHLAND HEIGHTS
Planning and Zoning
Regular Meeting Minutes
September 13, 2022
Approved: October 11, 2022

Chairperson Crawford calls to order the regular meeting of the Planning and Zoning Commission on September 13, 2022, 7:00 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

Roll Call: Commissioners Audrey Koester, Steve Crawford, John Braun, Joe Krebs, Scott Reincke, John McNabb, Gene White, Chuck Pettit via Zoom. A quorum was present.

Staff Present: Dave Geohegan, City Planner; Michael Giffen, City Administrator; Jeanne Pettit, City Clerk/Treasurer.

Staff Absent: Steve Franzen, Attorney.

Minutes for Approval

- **Planning & Zoning Regular Meeting minutes from May 10, 2022:** These minutes were previously e-mailed to the Commissioners and City Staff.
 - **Action Taken:** Commissioner Krebs made a motion to approve the Planning and Zoning regular meeting minutes of May 10, 2022. Seconded by Commissioner White. Discussion: None.
 - **Roll Call:** Commissioner Reincke yes; Krebs, yes; McNabb, yes; Braun, yes; Pettit, yes; White, yes; Koester, abstain; Chairperson Crawford, abstain. Chairperson Crawford declared the minutes approved.

Announcements: None

Correspondence: None

Scheduled Guests: None

Staff Reports

- City Planner – Dave Geohegan
 - The Comprehensive Plan is 3 years old and the 2013 plan was readopted in 2019. May want to consider going through a public process for the next plan, with a stakeholders committee, beginning early 2023. Much has changed since 2019 – projects, timelines, new infrastructure coming up, etc. Additionally, NKU has completed its master plan and there is new census information from the 2020 census.
 - Chairperson Crawford requested Mr. Giffen discuss with the Mayor budgeting for this process. He also requested Mr. Giffen research standards small cities are using to get input from all the right parties.
 - Zoning map on hold until we have zoning expertise on board.
- City Attorney – Steve Franzen – No Report

Commissioner Comments: None

Audience Comments: None

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Unfinished Business: None

New Business

- Introduction of Michael Giffen, City Administrator.
 - Dave Whitacre, Zoning Administrator, has retired and the City is looking into having the county take over the day-to-day zoning responsibilities; the county is already handling our building permits. The City's Planning and Zoning Commission would continue their responsibilities.
 - The grant to realign Sunset came through. The next step is to hire a design firm and a draft of an RFP to contract a firm is in the works.

Continuing Education

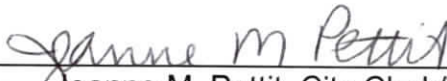
- Russ Gogzheyman, IT Director, has found a platform and educational information can be uploaded to it. I am hoping to use this and provide continuing education materials for Planning and Zoning and Board of Adjustment commissioners.

Adjournment

- **Action Taken:** Commissioner White made a motion to adjourn the meeting. Seconded by Commissioner Koester. Discussion: None. Ayes: All. Chairperson Crawford declared the motion passed.

Meeting adjourned at 7:26 p.m. on Tuesday, September 13, 2022.

Submitted:



Jeanne M. Pettit, City Clerk/Treasurer

Signed:



Steve Crawford, Chairperson, Planning & Zoning Commission