

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning**  
**Special Meeting Minutes**  
**November 15, 2022**  
**Approved: December 13, 2022**

Chairperson Crawford called to order the special meeting of the Planning and Zoning Commission on November 15, 2022, 7:31 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

**Roll Call:** Chairperson Crawford, Commissioner Braun, yes; White, yes; Koester, yes; McNabb, yes; Reincke, yes; Krebs, yes; Pettit, yes. A quorum was present.

**Staff Present:** Dave Geohegan, City Planner; Steve Franzen, City Attorney; Jeanne Pettit, City Clerk/Treasurer.

**Announcements**

- Prior to the meeting, a public hearing was held to discuss and hear comments for as Stage One Concept Development Plan submitted by Thermo Fisher, located at 2 Tesseneer Drive. The public hearing was properly noticed.
- Notice of the special meeting, along with an agenda and meeting materials, were emailed to all planning and zoning commissioners. Email notifications and agendas were sent to media organizations, who have requested notification. A notice and the agenda were posted on the door of the City Building. An announcement was also posted on the City's Website and Facebook page.

**Minutes for Approval**

- **Planning & Zoning Special Meeting minutes from October 27, 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 special meeting minutes of October 27, 2022. Seconded by Commissioner Braun. Discussion: None.
  - **Roll Call:** Chairperson Crawford, yes; Commissioner Krebs, yes; McNabb, yes; Braun, yes; Pettit, yes; White, yes; Reincke yes; Koester, abstain. Chairperson Crawford declared the minutes approved.

**Correspondence:** None

**Scheduled Guests**

Jeremie Theilman, Thermo Fisher; Kevin Hanson, Cardinal Engineering; and Robert Hougard, Findorff Construction; presenting a Stage One Concept Development Plan for Thermo Fisher.

At a public hearing held prior to the meeting, the staff and applicant reported on the Stage One Development Plan for Thermo Fisher at 2 Tesseneer Drive. There were no comments from the public.

**Staff Reports**

- City Planner – Dave Geohegan: Report presented at the public hearing, nothing additional to add.
- City Attorney – Steve Franzen: Commissioners need to either approve or deny the request and state reasons why.

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**Action Taken:** Commissioner White made a motion to approve the Stage One Concept Plan. It is consistent with the comprehensive plan, it is in agreement with the objectives of the MLU zone, and is consistent with the infrastructure and character of the area as set forth in Mr. Geoghegan's report and testimony and Mr. Hanson's testimony. Seconded by Commissioner Krebs. Discussion: None.

- **Roll Call:** Commissioner Krebs, yes; Reincke, yes; McNabb, yes; Crawford, yes; Koester, yes; White, yes; Braun, yes; Pettit, yes. Chairperson Crawford declared the motion passed.

The Stage 2 plan will be ready very soon. A Stage Two plan does not require a public hearing, but the planning commission will review it and vote on it.

**Commissioner Comments:** None

**Audience Comments:** None

**Unfinished Business**

- **Sunset Drive Update.** Michael Giffen, City Administrator, is planning to publish an RFP in December for design phase of the project.

**New Business**

- Cindy Minter, Director of Campbell County Planning and Zoning, was introduced. Ms. Minter and her team will be working in the capacity of the city's Zoning Administrator.
- Two new city council members were introduced – John Braun and Alex Bramel.

**Continuing Education**

- Reminder to register for the City Officials Orientation on December 16, 2022.

**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 7:50 p.m. on Tuesday, November 15, 2022.

**Submitted:**



Jeanne M. Pettit, City Clerk/Treasurer

**Signed:**

  
Steve Crawford, Chairperson, Planning & Zoning Commission