

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning**  
**Regular Meeting Minutes**  
**December 13, 2022**  
**Approved: February 14, 2023**

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

**Roll Call:** Chairperson Crawford, Commissioners Joe Krebs, John McNabb, Gene White, Audrey Koester, and Chuck Pettit via Zoom. A quorum was present.

**Absent:** Commissioner Scott Reincke

**Staff Present:** Dave Geohegan, City Planner; Cindy Minter, Campbell County Planning & Zoning; Kirk Hunter, Campbell County Planning & Zoning; Jeanne Pettit, City Clerk/Treasurer

**Staff Absent:** Attorney, Steve Franzen

**Minutes for Approval**

- **Planning & Zoning Public Hearing minutes from November 15, 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 public hearing minutes of November 15, 2022, with changes made by Mr. Geohegan. Seconded by Commissioner Koester. Discussion: None.
- **Roll Call:** Commissioner McNabb, yes; Pettit, yes; White, yes; Chairperson Crawford, yes; Krebs, yes; Koester, yes. Chairperson Crawford declared the minutes approved.
  
- **Planning & Zoning Special Meeting minutes from November 15, 2022:** These minutes were previously e-mailed to the Commissioners and City Staff.
- **Action Taken:** Commissioner White made a motion to approve the Planning and Zoning special meeting minutes of November 15, 2022, with corrections. Seconded by Commissioner Pettit. Discussion: None.
- **Roll Call:** Commissioner McNabb, yes; Pettit, yes; White, yes; Chairperson Crawford, yes; Krebs, yes; Koester, yes. Chairperson Crawford declared the minutes approved.

**Announcements:** None

**Correspondence:** None

**Scheduled Guests**

- Jeremie Theilman – PPD Global Central Laboratories, LLC
- Bob Verdinek – PPD Global Central Laboratories, LLC
- Kevin Dicke – MKSK Studios
- Kevin Hanson – Cardinal Engineering
- Rick Gilbertson – Strang Architects

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**Staff Reports**

- Zoning Administrator – Cindy Minter, Kirk Hunter
  - Mr. Hunter presented the recommendation to accept the Site Develop Plan and the reasons based on the criteria described the Highland Heights Comprehensive Plan and Zoning Ordinance. The Land Disturbance Permit has been received from SD1.
  - **Discussion**
    - Mr. Verdinek clarified that the legal name of the company is PPD Global Central Laboratories, LLC.
    - Mr. Verdinek responded to a question about architectural plans. They are about 30% complete and should be finished by the end of March. This project will expand capacity and allow the company to grow to meet client deliverables. The circular structure and wing to it will be torn down to construct a two-story structure for labs. A single-story office and break room space will also be added. The project will span several years and, when finished, there will be about 114,000 square feet of space. The existing building will remain as 2 stories.
    - The building profiles will be brought back to the Planning Commission for review. No action is necessary; this will be for informational purposes only.
  - **Action Taken:** Commissioner McNabb made a motion that the application for the Site Development Plan, case #PZ-22-035, be approved based on the finding of fact, including the information submitted by the applicant, the staff report, and testimony. The basis being that the submitted plan identifies the proposed use of the site as an office and research facility that is listed as a permitted use in the MLU Zone. Additionally, the submitted request is appropriate for this site since it is in compliance with the City of Highland Heights Comprehensive Plan and Zoning Ordinance. Seconded by Commissioner White. No further discussion.
  - **Roll Call:** Commissioner Pettit, yes; White, yes; Chairperson Crawford, yes; Krebs, yes; Koester, yes; McNabb, yes. Chairperson Crawford declared the motion approved.
- City Planner – Dave Geohegan
  - Commented that it is good to see a project come into the City that is consistent with the Comprehensive Plan and pushes along some of the public infrastructure outlined in the plan. Additionally, it is good to see regional organizations, like SD1, pay attention to storm water run-off that affects other cities downstream.

**Commissioner Comments:** None

**Audience Comments:** None

**Unfinished Business**

- Pickleball Courts are under roof.

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**New Business**

- Two new businesses have opened, Servatii Bakery and Five Guys.

**Continuing Education**

- Commissioners were reminded of the December 16, 2022 City Officials Orientation.
- APA articles are available for continuing education.

**Adjournment**

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

Meeting adjourned at 7:35 p.m. on Tuesday, December 13, 2022.

**Submitted:**   
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Jeanne M. Pettit, City Clerk/Treasurer

**Signed:**   
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Steve Crawford, Chairperson, Planning & Zoning Commission