

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning**  
**Regular Meeting Minutes**  
**October 10, 2023**  
**Approved: November 14, 2023**

Chairperson Crawford called to order the regular meeting of the Planning and Zoning Commission on October 10, 2023, 7:00 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

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

**Absent:** Commissioners Scott Reincke and Christie Fillhardt notified the city they would not be in attendance.

**Staff Present:** Cindy Minter, Zoning Administrator; Jeanne Pettit, City Clerk/Treasurer; Michelle Eviston, Attorney.

**Absent:** Dave Geohegan notified the city he would not be in attendance.

**Minutes for Approval**

- **Planning & Zoning Regular Meeting minutes from September 12, 2023:** These minutes were previously e-mailed to the Commissioners and Staff.
- **Action Taken:** Commissioner Krebs made a motion to approve the Planning and Zoning regular meeting minutes of September 12, 2023. Seconded by Commissioner McNabb. Discussion: None.
- **Roll Call:** Chairperson Crawford, abstain; Commissioners Krebs, yes; McNabb, yes; Koester, yes; White, abstain. Chairperson Crawford declared the minutes approved.

**Announcements:** None

**Correspondence:** None

**Scheduled Guests:** None

**Staff Reports**

- City Planner – Dave Geohegan
  - Chairperson Crawford read Mr. Geohegan's report giving a status update of the 2024 Comprehensive Plan process.
  - The process was outlined, as well as KRS Chapter 100.
  - Commissioners McNabb and Fillhardt have agreed to serve on the Steering Committee.
  - Dates and times for the community to review the 2019 goals and objects and provide input for the 2024 goals and objectives were announced. These will be posted on the city's website calendar. An official comment form will be used to keep track of input.
  - Information and updates for the 2024 Comprehensive Plan will be posted in the city's website.
  - A calendar with target dates was also provided. Once dates are confirmed, they will be added to the city's website.
- Zoning Administrator – Cindy Minter
  - Text Change – Adding an Institutional Zone

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- **Action Taken:** Commissioner Krebs made a motion to reopen case PZ-23-038, Seconded by Commissioner White. Discussion: None.
- **Roll Call:** Commissioners Krebs, yes; McNabb, yes; Chairperson Crawford, yes; Commissioners Koester, yes; White, yes. Chairperson Crawford declared the motion passed.
- Ms. Minter reviewed changes to Articles 8, 11, and 14. Article 10 added Section 10.23 Institutional Zone (INST).
- Changes and Additions:
  - Article 8 – *Establishment of Zones*. Institutional Zone (INST) is added.
  - Article 11 – *Fences, Walls, and Obstruction to View Regulations*. INST requirements would match Residential Zones.
  - Article 14 – *Sign Regulations*. INST are included in the regulations for Commercial/Retail and Office Buildings.
  - Article 10 – *Zoning Districts*. Section 10.23 is added to include Institutional Zone (INST). The Purpose, Uses Permitted, Accessory Uses, Conditional Uses, Area and Height Regulations, and Other Developmental Controls were discussed in detail.
  - Changes to Recommended Text:
    - A. Uses Permitted. Item 7 – Strike “and homes for the Aged” from the list.
    - B. Accessory Uses. Item 4 – Add “Child Care Facility.”
    - C. Conditional Uses. Item 1 – Change wording to “Dwelling units for the owner/operator, resident manager, residential staff, or employees when the primary use involves an onsite workforce.”
    - D. Area and Height Regulations. Items 4 and 5 – Increase Side Yard and Rear Yard Depth to 50 feet.
- **Action Taken:** Commissioner White made a motion to table PZ-23-038 to give legal counsel time to review and edit the document. Seconded by Commissioner McNabb. Discussion: None.
- **Roll Call:** Commissioners Krebs, yes; McNabb, yes; Chairperson Crawford, yes; Commissioners Koester, yes; White, yes. Chairperson Crawford declared the motion passed.
- City Attorney – Michelle Eviston – No Report

**Commissioner Comments:** None

**Audience Comments:** None

**Unfinished Business**

Continuing Education Opportunities

- Book – Planning Commissioners Guide – Commissioners Fillhardt and McNabb have a copy.

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- Planning Magazine.
- Open Meetings/Open Records webinar on November 8 at 2:00 p.m. Clerk Pettit will register those interested in attending.
- Northern Kentucky Area Development District Housing Study was distributed via email to Commissioners.

**New Business:** None


**Continuing Education:** See above

**Adjournment**

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

Meeting adjourned at 8:00 p.m. on Tuesday, October 10, 2023.

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

**Signed:** \_\_\_\_\_  
  
Steve Crawford, Chair, Planning & Zoning Commission