

**CITY OF HIGHLAND HEIGHTS  
COUNCIL MINUTES  
NOVEMBER 7, 2017**

On Tuesday, November 7, 2017 Mayor Meyers called the Council meeting to order at 176 Johns Hill Road at 7:30 p.m.

**PRESENT:** Mayor Meyers. Council Members: Deborah Ball, Gary Chinn, A. J. Moermond, Jeanne Pettit and Dave Ramler. A quorum was present.

**ALSO PRESENT:** Attorney Steve Franzen, Police Chief Bill Birkenhauer, Public Works Director Steve Lehman, City Engineer/Zoning Administrator Dave Whitacre and Jean A. Rauf, City Clerk/Treasurer

**ABSENT:** Councilmember John Hoffert.

Mayor Meyers asked for a moment of silence remembering the people who lost their lives and the people who were injured in the Texas Church shooting.

**PRAYER/PLEDGE OF ALLEGIANCE TO THE FLAG:** After Councilmember Pettit delivered the prayer, everyone said the pledge of allegiance to the flag.

**PRESENTATION OF THE REGULAR COUNCIL MEETING MINUTES OF OCTOBER 17, 2017:** These minutes had been previously distributed to the Mayor, Councilmembers and City Staff for review.

**ACTION TAKEN: MEMBER PETTIT MOVED TO APPROVE THE REGULAR COUNCIL MINUTES OF OCTOBER 17, 2017, SECONDED BY MEMBER BALL. DISCUSSION: NONE. AYE: ALL. MAYOR MEYERS DECLARED THE MOTION PASSED.**

**SCHEDULED GUEST/S: NONE.**

**CORRESPONDENCE:** Mayor Meyer announced that Councilmember John Hoffert was on a business trip and could not attend tonight's meeting.

**STAFF REPORTS:**

**CHIEF OF POLICE:** Chief Birkenhauer presented the monthly report. Chief Birkenhauer stated there were no problems with parking or traffic for the first UC Basketball game held at BB&T Arena. Mayor Meyers reported they have been meeting for several months so everything would be covered for the upcoming season for the UC games.

Member Pettit thanked Chief Birkenhauer for the Police presence throughout the City on Halloween.

Member Ball asked about the business check numbers on Chief's report. Chief said it was the wrong numbers.

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Member Ramler asked Chief Birkenhauer if there will be Police for traffic control at the intersection by 471 during the UC games. Chief stated there will be Police posted for traffic control at the intersection.

**CLERK TREASURER:** Mrs. Rauf gave a report on the tax bills, waste and tangibles billed and what had been collected. Mayor Meyers thanked Mrs. Rauf and her staff for the good job posting and collecting the bills.

**FINANCE DIRECTOR:** No report. Mayor Meyers reported the Finance Committee met and discussed the trial closing of accounts. He also reported the tracking is higher than last year.

**CITY ENGINEER/ZONING ADMINISTRATOR:** Mr. Whitacre presented his monthly report; a copy thereof is attached to these minutes. Mr. Whitacre reported the design for the 2018 Road Projects of Renshaw, Main and Lincoln are being worked on.

Mr. Whitacre announced he received an email from Chief Birkenhauer on the lighting of the crosswalks on Johns Hill Road. He will discuss the issue with NKU.

Mr. Whitacre is working on several zoning issues from inoperable cars to exterior trash.

Attached to his report is a notice explaining regulations to be sent to the rental property owners and local Real Estate Agents.

**PUBLIC WORKS SUPERVISOR:** Mr. Lehman's monthly report was previously presented to Mayor and Council; a copy thereof copy is attached to these minutes. Mr. Lehman reported that the Halloween Party was well attended and has some suggestions for next year to improve the flow of the event.

Mr. Lehman reported that in order for Rumpke to pick-up trash on Lincoln and Baker they will have to come earlier than usual until construction is completed on the Highland Village Project.

Mr. Lehman will contact Duke Energy and NKU about the lighting issues and report back.

The Veterans Ceremony will be held on Saturday, November 11<sup>th</sup> at 8:30 a.m.

**CITY ATTORNEY: ORDINANCE/S FIRST READING: ATTORNEY FRANZEN READ THE FIRST READING OF THE FOLLOWING ORDINANCE.**

**ORDINANCE #05-2017 AN ORDINANCE AMENDING ORDINANCE #06-2016 THE CITY'S PAY CLASSIFICATIONS ORDINANCE FOR THE POLICE DEPARTMENT, THE OFFICE**

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**PERSONNEL, PUBLIC WORKS PERSONNEL AND THE VARIOUS CITY BOARDS BY REQUIRING RECREATION BOARD MEMBERS TO ATTEND THE RECREATIONAL MEETING AND RECREATIONAL EVENTS TO BE ELIGIBLE FOR THEIR \$50.00 PAYMENT.**

**OLD BUSINESS:** Member Chinn asked when the Highland Village Project when would be completed. Mayor Meyers reported they are waiting on the weather to dry up in order to put in the lot. Residents are living in the duplexes, moving in the other residents should begin in December.

**NEW BUSINESS:** Member Ball reported that the Pantry of Hope has a giving tree in the foyer She also reported that anyone is welcomed to take an ornament.

Member Chinn asked if the Council wanted to cancel the second meeting November 21<sup>st</sup> due to the Thanksgiving Holiday.

Mayor Meyer announced Council will decorate the Christmas tree on Sunday, November 26<sup>th</sup> at 1:00 p.m.

**ACTION TAKEN: MEMBER CHINN MADE A MOTION TO CANCEL THE NOVEMBER 21<sup>ST</sup> MEETING, SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYES: 4, NAYS: 1. MAYOR DECLARED THE MOTION CARRIED.**

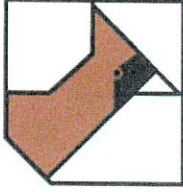
**CITIZENS TO ADDRESS COUNCIL:** None.

There being no further business **MEMBER MOERMOND MOVED TO ADJOURN THE MEETING SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. AYE: ALL. MAYOR MEYERS DECLARED THE MOTION PASSED.**

The meeting adjourned at 8:35 pm.

SUBMITTED BY:   
JEAN A. RAUF, CITY CLERK/TREASURER

SIGNED:   
GREGORY V. MEYERS, MAYOR



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### HIGHLAND HEIGHTS CITY COUNCIL NOVEMBER 7, 2017

#### **ROAD PROJECTS FOR 2017**

**CONCRETE REPAIRS** – The Public Works Department will likely be able to get the concrete panels on Knollwood at the intersection of Hilltop done this week.

#### **ROAD PROJECTS FOR 2018**

With the completion and occupancy of the Highland Village, it is now time to begin the planning and design for road improvements on Renshaw, Main and Lincoln. The design will begin this winter, and City Council can determine when they want to the work done.

#### **STREET LIGHT ALONG JOHNS HILL ROAD**

The Police Department has received complaints about the lack of lighting along Johns Hill Road. The areas of most concern are the intersection and cross walk areas along the new Johns Hill Road alignment between Nunn Drive and Kenton Drive/Meadow Trail...including the intersection with Hilltop Drive and the intersection of Johns Hill Road with Martha Layne Collins Boulevard.

I will investigate the needed changes and cost, and see if there is a funding source for this work that is required along a State Route (KY 2345).

#### **ZONING ENFORCEMENT**

There have been several car/trash/building maintenance related issues being addressed. I have also attached a copy of the notice that will be sent out to all owners of rental housing.

Dave Whitacre  
City Engineer/Zoning Administrator



TO: OWNERS OF RENTAL PROPERTY

FROM: DAVE WHITACRE, CITY ENGINEER/ZONING ADMINISTRATOR

SUBJECT: MAXIMUM OCCUPANCY IN SINGLE FAMILY HOUSING UNITS

DATE: NOVEMBER, 2017

In the last few months, the City has become aware that a few of the rental houses are being occupied by too many people. There are several sections of the Zoning Ordinance and/or building code that could be violated when this occurs. The rental homes are located in a "Single Family" zones, and as such they are restricted to having a single "family" in the home. The Highland Heights Zoning Ordinance defines a family as follows:

*FAMILY: An individual or two (2) or more persons related by blood or marriage, or group of not more than three (3) persons (excluding servants) who need not be related by blood or marriage, living together in a single housekeeping unit as their common home for the time, as distinguished from a group occupying a boarding house, lodging house, hotel, club, fraternity or sorority house.*

(NOTE: Boarding House, Lodging House, hotel, club, fraternity or sorority houses are not permitted uses in residential zones).

There could also be potential problems with the Building Code, and rooms cannot be used for sleeping purposes if they do not have a required "Emergency Escape and Rescue Opening", along with the required Smoke Detector within and outside of each sleeping room. Egress Openings are not permitted that exit into a garage area – they must exit to a public way, yard or court. Before making any changes to add additional sleeping or bathroom areas – the owner must submit an application and obtain a Building Permit.

SUMMARY - The lot sizes, infrastructure, streets, parking, etc. are not capable of supporting an unlimited number of adults in single family home. As NKU grows and the more homes become rental property – this is something the City of Highland Heights will be actively enforcing in order to maintain the quality of life for the residents – both owners and renters. You must limit the occupancy in your rental property to no more than 1 family (3 adults) as defined above, and you must obtain a Building Permit for any new construction (converting existing rooms into sleeping areas or bathrooms). Fines for violation of the Zoning Ordinance can be as much as \$ 2,000 each day.

# **Public Works Department Report**

**November 6, 2017**

- 3 Spring Riders have been installed in the playground area at the City Building
- Sign Replacement is continue throughout the city.
- The park restrooms have been closed for the season. The plumbing to the concession area has been winterized.
- We have received a \$ 1000.00 Grant from Campbell County Extension Center to plant 13 trees along Veterans Drive.
- Plows and spreaders will be placed in 3 trucks this month and brine tanks in 2 trucks. When and if we get enough snow to require 4 plows, the small brine tank will be taken from the GMC and the spreader installed.
- The Halloween Party had a large turnout with approximately 80+ children attending. Thanks to the Council and Recreation Members that assisted.
- The Veterans Day Ceremony and Senior Breakfast is this Saturday, November 11<sup>th</sup> starting at 8:30. Any help from council will be appreciated.