

**CITY OF HIGHLAND HEIGHTS
PLANNING AND ZONING
MINUTES AUGUST 14, 2018**

On Tuesday, August 14, 2018 Chairperson Steve Crawford called the regular Planning and Zoning meeting to order at 176 Johns Hill Road at 7:00pm.

PRESENT: Chairperson Steve Crawford, Commissioners: Chuck Pettit, Joe Krebs, John McNabb, Audrey Koester, Gene White and Scott Reincke. A quorum is present.

ALSO PRESENT: City Planner Dave Geohegan, City Engineer/Zoning Administrator Dave Whitacre, City Attorney Steve Franzen and Jean A. Rauf, City Clerk/Treasurer.

PRESENTATION OF THE MINUTES OF THE REGULAR PLANNING AND ZONING MEETING CONDUCTED ON MAY 8, 2018: These minutes had been previously emailed to the Commissioners and City Staff for review.

ACTION TAKEN: COMMISSIONER KREBS MOVED TO APPROVE THE MINUTES OF THE MAY 8, 2018 PLANNING & ZONING MEETING, SECONDED BY COMMISSIONER REINCKE. DISCUSSION: NONE. ROLL CALL: PETTIT, AYE; WHITE, AYE; KOESTER, AYE; CRAWFORD, AYE; McNABB, AYE; REINCKE, AYE; KREBS, AYE. 7- AYES. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED UNANIMOUSLY.

PRESENTATION OF THE PUBLIC HEARING MINUTES CONDUCTED ON MAY 8, 2018. These minutes had been previously e-mailed to the Commissioners and City Staff for review.

ACTION TAKEN: COMMISSIONER PETTIT MOVED TO APPROVE THE MINUTES OF THE PUBLIC HEARING CONDUCTED ON MAY 8, 2018, SECONDED BY COMMISSIONER WHITE. DISCUSSION: NONE. ROLL CALL: PETTIT, AYE; WHITE, AYE; KOESTER, AYE; CRAWFORD, AYE; McNABB, AYE; REINCKE, AYE; KREBS, AYE; 7 – AYES. 0 – NAY. CHAIRPERSON DECLARED THE MOTION PASSED UNANIMOUSLY.

GUESTS: Mr. Adam Branscomb – Fairmount Properties - Mr. Branscomb announced that Mr. Nolt would not be able to attend this meeting.

FOR THE RECORD: As previously requested, a notice was sent on August 1, 2018 to the residents on Faren Drive informing them that Mr. Branscomb and Mr. Mark Nolt would be at this meeting to give an update on the development.

At this time, Mr. Branscomb announced he is here to give updates on the development and where it stands. He stated he attended the City Council meeting in July and gave a similar presentation. He stated he is happy to be here on an as needed basis and will continue to do so if other updates are needed.

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Mr. Branscomb gave an overhead presentation and an in depth explanation on the latest updates, tasks that have been completed as well as a recap of the Goals and Visions of the development. He stated the City of Highland Heights has a web site regarding this development.

Mr. Branscomb reported they have created an e-mail distribution list and they will be sending out e-mail updates about the development. He said they have sent letters to the Faren Drive and Sunset residents that are proximate to the site.

Mr. Branscomb further reported they did not have the traffic study completed, but should have a report at the next meeting.

COMMENTS FROM CITY STAFF: CITY PLANNER GEOHEGAN - NO COMMENT.

ZONING ADMINISTRATOR DAVE WHITACRE - NO COMMENT.

CITY ATTORNEY STEVE FRANZEN: Mr. Franzen asked Mr. Branscomb if they have a signed lease with St. Elizabeth. Mr. Branscomb responded that they are not going to sign with St. Elizabeth, that at the end of the construction period St. Elizabeth will own the building.

Mr. Franzen asked Mr. Branscomb if St Elizabeth has a signed lease with N.K.U. He responded that he didn't believe so, but the latest he heard they are close. He reported that it is fully negotiated and they are waiting for some exhibits to be "wrapped up".

Commissioner McNabb asked if they heard any progress about the utilities re-location underground. Mr. Branscomb stated there is nothing new to report today. He explained what they need to do is complete the feedback from the Transportation Cabinet. He explained what might impact this decision would be requests for improvements to turn lanes or lane additions. He stated they will continue to work on this issue and hope to have more to report at the next month's meeting.

Chairperson Crawford stated that the Mayor, Attorney Franzen and he, will be talking to St. Elizabeth because what Mr. Franzen previously asked, does change the dynamics since St. Elizabeth decided to own the building. He reported St. Elizabeth is Non-Profit; therefore, they will not be subject to the real estate taxes or occupational taxes that the developer would have been subject to paying. He said they will be talking with St. Elizabeth about the possibility of a tax in lieu. He explained this is important because TIF had money available for utilities and infrastructure.

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Chairperson Crawford referred to an aerial photo shown on the presentation. He asked Mr. Branscomb if this is a part of Faren Drive that officially has been abandoned by the State. Mr. Branscomb stated this is City right of way. He stated they (Fairmount) would want to utilize some of this to keep further traffic away from Faren Drive and use some of it for landscaping to create a buffer.

Mr. Branscomb stated this would be a great use of this real estate to beautify the edge of this project and to use some of it for landscaping to create a buffer. He further stated they are talking to Mr. Geohegan and Mr. Whitacre about this process.

Commissioner Koester asked about the current N.K.U. corner sign at the entrance to Northern Kentucky. Mr. Branscomb stated this sign will be removed.

Mr. Randy Fowee, 60 Faren Drive, addressed the commission regarding the amount of water his yard gets when there is a heavy rain. He said his back yard gets flooded with gallons of water. He said he has talked to the Sanitation District about this issue. He wants to know who put the line in on Faren Drive. Mr. Crawford asked Mr. Whitacre to check on this problem. Mr. Whitacre stated the Sanitation District will take over anything that the City owned and maintained. He said in all his years he has been with the City, he has not seen any drawings that indicates the City has any kind of easement on that property, but he will check on this matter.

CORRESPONDENCE: NONE.

STAFF REPORTS:

CITY PLANNER DAVE GEOHEGAN: NO REPORT.

CITY ENGINEER/ZONING ADMINISTRATOR - DAVE WHITACRE: A copy of his report was previously distributed to the commissioners, and a copy thereof is attached to these minutes.

ATTORNEY STEVE FRANZEN: NO REPORT.

COMMENTS FROM THE COMMISSIONERS: NONE.

OLD BUSINESS: NONE.

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NEW BUSINESS: Mr. Geohegan stated he has been reviewing the City's 1984 Highland Heights Subdivision Regulations. He stated he has produced a draft of a new set of regulations for the commissioners' review; he will also make it available on the City's web site. He would like P&Z to schedule a Public Hearing for September 11, 2018.


ACTION TAKEN: COMMISSIONER WHITE MOVED THAT PLANNING AND ZONING CONDUCT A PUBLIC HEARING ON TUESDAY, SEPTEMBER 11, 2018 AT 7:00PM FOR THE SPECIFIC PURPOSE TO REVIEW THE NEW DRAFT OF THE SUBDIVISION REGULATIONS, SECONDED BY COMMISSIONER KOESTER. DISCUSSION NONE: ROLL CALL: PETTIT, WHITE, KOESTER, CRAWFORD, McNABB, REINCKE, and KREBS. 7 – AYES; 0 – NAY. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED UNANIMOUSLY.

Chairperson Crawford announced that the City of Wilder is in the process of an update to their Comprehensive Plan. He stated they have invited the City's Planning and Zoning Commissioners to their meeting. He stated the meeting is scheduled for August 20, 2018 at the City of Wilder City Building at 6:30pm.

Chairperson Crawford reported that Jean Rauf had forwarded an email to the Planning and Zoning Commissioners regarding Planning & Zoning Commissioners Continued Education. He stated this is an opportunity to get the required HB55 Continuing Education hours. He stated this is 7.5 credit hours. He reported it is scheduled for October 5, 2018 at the Hilton Netherland Plaza in Cincinnati from 8:00am - 3:30pm. He reported they need to know by August 31st who plans to register. He reported the commissioners may contact Jean for reservations on or before August 31st.

There being no further business, **COMMISSIONER KREBS MOVED TO ADJOURN, SECONDED BY COMMISSIONER McNABB. AYE, ALL. MOTION CARRIED.**

The meeting adjourned at 8:40 p.m.

SUBMITTED: 

**JEAN A. RAUF, CITY CLERK TREASURER
RECORDING SECRETARY**

SIGNED: 

**STEVE CRAWFORD, CHAIRPERSON
PLANNING & ZONING**

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CITY ENGINEER/ZONING ADMINISTRATOR REPORT
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ZONING ENFORCEMENT ISSUES – Currently there are several zoning ordinance violations that have taken a considerable amount of my time. These violations are requiring weekly inspections and the writing of citations – some of them are getting multiple citations each week. I anticipate that these issues will be resolved in the next few weeks, as there will be a Code Enforcement Board meeting on September 5th that will likely result in considerable fines being levied against the property owners.

ZONING ORDINANCE SECTION 9.21 – Not long ago we had a plumber attempt to park a box truck at his house on Hope Lane. (A letter to him was enough to get him to sell the truck and not use it). Currently we have one that is being parked on Bon Jan, and I believe there is another one on Towanda. We have an ordinance that prohibits anything over $\frac{3}{4}$ ton from being parked/stored on the street unless it is in an active delivery, service call or construction project. We don't however have anything that specifically prohibits "box" trucks that are under 16,000 pounds or 27 feet in length. I believe we need to include "Box Truck" in the vehicles that are specifically prohibited.

Dave Whitacre, PE