

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning Minutes**  
**October 8, 2019**  
**Approved: January 14, 2020**

Chairperson Crawford called the regular Planning and Zoning meeting to order on October 8, 2019 at the City Building, 176 Johns Hill Road at 7:00pm.

**Roll Call:** Commissioner Krebs, Commissioner Reincke, Commissioner McNabb, Commissioner Crawford, Commissioner Koester, Commissioner White, Commissioner Forge, Commissioner Pettit. A quorum was present.

**Also Present:** City Attorney, Steve Franzen; City Engineer/Zoning Administrator, Dave Whitacre; City Planner Dave Geohegan; City Clerk/Treasurer, Jeanne Pettit.

**Absent:** None

**Regular Planning & Zoning minutes from September 10, 2019.** These minutes were previously e-mailed to the Commissioners and City Staff. One correction – change “LED Bulbs” to “LED’s”

- **Action Taken:** Commissioner Krebs moved to approve the Planning and Zoning minutes of September 10, 2019, seconded by Commissioner Forge. Discussion: None. Roll Call: Pettit, yes; Forge, yes; White, yes; Koester, abstain; Crawford, abstain; McNabb, yes; Reincke, yes; Krebs, yes. Chairperson Crawford declared the minutes approved.

**Announcements:** None

**Guests:** None

**Correspondence:** None

**Staff Reports:**

- City Planner – Dave Geohegan – No Report
- City Engineer and Zoning Administrator – Dave Whitacre – Report is attached to these minutes.
  - **Mariner Finance Signage** – Change sign from Personal Finance to Mariner Finance.
    - **Action Taken:** Commissioner White made a motion to approve the Mariner Finance sign. Seconded by Commissioner Reincke. Roll Call: Krebs, yes; Reincke, yes; McNabb, yes; Crawford, yes; Koester, yes; White, yes; Forge, yes; Pettit, yes. Chairperson Crawford declared the motion passed.

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- **Fence request for Morel Construction** – Adolph Zell, Project Manager
  - **Action Taken:** Commissioner McNabb made a motion to reopen the discussion on the Morel Construction fence application.  
Seconded by Commissioner Pettit. Discussion: None. Ayes: All
- Mr. Zell talked to the woman who lives directly behind the Morel Construction building. She said she didn't have a problem with a fence. Her husband wasn't home. Mr. Zell left his card and asked her to call if there were any concerns. He did not receive a call from the residents.
- Fence structure
  - 6-foot fence on the concrete wall, 8-foot fence after the wall.
  - Fence would be cedar; the posts would be facing the Morel construction building.
  - Morel will backfill and plant grass where the bushes are removed.
- Engineer Comments
  - There is no outdoor storage in a professional office zone. A storage building/accessory structure is permitted to store things inside.
  - Screening prefers vegetation, but vegetation is not required to meet the screening requirements in the ordinance.
- Attorney Comments
  - The commission has the authority to approve a fence, if they choose.
- **Action Taken:** Commissioner McNabb made a motion to approve the fence application as submitted with the clarification that the 6-foot fence on top of the concrete wall transition to an 8-foot fence at ground level. Seconded by Commissioner Pettit. Discussion, None. Roll Call: Pettit, yes; Forge, yes; White, yes; Koester, yes; Crawford, abstain; McNabb, yes; Reincke, yes; Krebs, yes. Chairperson Crawford declared the motion passed.
- **Section 14.3 of the Zoning Ordinances**
  - Sign changes and replacements that meet zoning requirements – would the commissioners like those signs to continue to come before the Commission for approval or be approved by the City Engineer/Zoning Administrator. A text amendment would be necessary with approval by council.
  - All zoning ordinances will be reviewed this coming year. This will be added to the review.
- City Attorney – Steve Franzen – No Report

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**Commissioner Comments:** None

**Audience Comments:** None

**Old Business:** None

**New Business:** None

**Continuing Education:** A reminder of the HB 55 training on October 16 was announced.

**Adjournment:**


- **Action Taken:** Commissioner White made a motion to adjourn the meeting. Seconded by Commission McNabb. Ayes: All.

Meeting adjourned at approximately 7:35 p.m. on October 8, 2019.

**Submitted:**

  
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Jeanne M. Pettit, City Clerk/Treasurer

**Signed:**

  
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Steve Crawford, Planning & Zoning Chair