

CITY OF HIGHLAND HEIGHTS
Planning and Zoning Minutes
January 14, 2020
Approved: September 8, 2020

Chairperson Crawford called the regular meeting of the Planning and Zoning Commission to order on January 14, 2020, 7:00 p.m., at the Highland Heights City Building, 176 Johns Hill Road.

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

Absent: Commissioner Forge and City Planner Dave Geohegan. Both notified Clerk Pettit they could not attend the meeting.

Staff Present: Attorney Steve Franzen, City Engineer/Zoning Administrator Dave Whitacre, Clerk/Treasurer Jeanne Pettit.

Approval of Minutes:

Regular Planning & Zoning Minutes from October 8, 2019: These minutes were previously e-mailed to the Commissioners and City Staff.

- **Action Taken:** Commissioner White moved to approve the Planning and Zoning minutes of October 8, 2019 with the revision to the Engineer Comments. Seconded by Commissioner Krebs. Discussion: None. **Roll Call:** Pettit, yes; White, yes; Koester, yes; Crawford, yes; McNabb, yes; Reincke, yes; Krebs, yes. Chairperson Crawford declared the minutes approved.

Guests: None

Correspondence: None

Staff Reports:

- City Planner – Dave Geohegan – NKU will host an Open House to present revisions of their Master Plan to the Highland Heights Citizens. Commissioners are encouraged to attend.
- City Engineer and Zoning Administrator – Dave Whitacre
 - Land Addition Plat – Michael and Judith Hollan, 2534 South Main
 - **Action Taken:** Commissioner McNabb moved to approve the revised plat as submitted by Dave Whitacre. Seconded by Commissioner Reincke. **Roll Call:** Krebs, yes; Reincke, yes; McNabb, yes; Crawford, yes; Koester, yes; White, yes; Pettit, yes.
 - Discussion to make Dave Whitacre the designated employee of the Planning Commission to approve/disapprove conveyance plats.
 - **Action Taken:** Commissioner Pettit made a motion approve Dave Whitacre as designated employee of the Planning Commission to review and approve/disapprove conveyance plats. Seconded by Commissioner Krebs. **Roll Call:** Pettit, yes; White, yes; Koester, yes; Crawford, yes; McNabb, yes; Reincke, yes; Krebs, yes.

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- Morel Construction has removed bushes, as approved by the Commission for installation of a fence. They have also replaced their grass with gravel behind the building. Mr. Whitacre notified Mr. Zell the original approval for their building was for an office space, not a contractor office, and there is no outside storage permitted. Mr. Whitacre forwarded the zoning ordinances and offered to meet with Mr. Zell next week.
- City Attorney – Steve Franzen – No report

Old Business:

- Inquiry on Phase II of the project at Nunn Drive and US 27 – will the developer be presenting a plan to the commission soon? The project continues to promote the development to tenants and will get underway once they have enough commitments.

New Business:

- Harold Blocher's father passed away. Harold is a former member of the Commission and his father owned a business in Highland Heights for many years. Request a moment of silence.

Audience Comments: None

Continuing Education: Review of Continuing Education for Commissioners.

Adjournment:

- **Action Taken:** Commissioner White made a motion to adjourn the meeting. Seconded by Commission McNabb. Discussion: None, Ayes: All.

Meeting adjourned at approximately 7:25 p.m. on January 14, 2020.

Submitted: 

Jeanne Pettit, City Clerk/Treasurer

Signed: 

Steve Crawford, Chair Planning & Zoning Commission