

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning**  
**Regular Meeting Minutes**  
**July 13, 2021**  
**Approved: August 10, 2021**

Chairperson ProTem John McNabb calls to order the regular meeting of the Planning and Zoning Commission on July 13, 2021, 8:00 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

**Roll Call:** Commissioners Chuck Pettit via Zoom, Gene White, Audrey Koester, John McNabb, John Braun, Scott Reincke. A quorum was present

**Commissioners Absent:** Chairperson Steve Crawford and Commissioner Joe Krebs notified the City they would not be present.

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

**Approval of Minutes:**

- **Planning & Zoning Public Hearing minutes from June 8, 2021:** These minutes were previously e-mailed to the Commissioners and City Staff.
  - **Action Taken:** Commissioner White made a motion to approve the Planning and Zoning Public Hearing minutes of June 8, 2021. Seconded by Commissioner Koester. Discussion: None.
  - **Roll Call:** Commissioner Koester, yes; White, yes; Braun, yes; Pettit, yes; McNabb, yes; Reincke, abstain. Chairperson ProTem McNabb declared the minutes approved.
- **Planning & Zoning Regular Meeting minutes from June 8, 2021:** These minutes were previously e-mailed to the Commissioners and City Staff.
  - **Action Taken:** Commissioner Braun made a motion to approve the Planning and Zoning Regular Meeting minutes of June 8, 2021. Seconded by Commissioner White. Discussion: None.
  - **Roll Call:** Commissioner White, yes; Braun, yes; Pettit, yes; Koester, yes; McNabb, yes; Reincke, abstain. Chairperson ProTem McNabb declared the minutes approved.

**Announcements**

Chairperson ProTem McNabb announces that prior to this meeting two public hearings were held.

- The purpose of the first public hearing was to discuss and hear comments regarding an application for a zone change from Industrial (I) to Single Family (R-1G). This request was submitted by Shane Collins for the property located at 114 and 118 Main Avenue.
  - **Action Taken:** Commissioner White made a motion to recommend to council a zone change from Industrial (I) to Single Family (R-1G) at 114 and 118 Main Avenue. The industrial zone is no longer appropriate due to the unanticipated changes of a physical and social nature that have occurred. Additionally, there is a lack of interest in industrialization and, the road access does not support most industrial traffic. Seconded by Commissioner Koester. Discussion: None.

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- **Roll Call:** Commissioner White, yes; Braun, yes; Pettit, yes; Koester, yes; McNabb, yes; Reincke, yes. Chairperson ProTem McNabb declared the motion passed.
- The purpose of the second public hearing was to discuss and hear comments regarding a request to consider additional office-related, service, and/or commercial uses within the Professional Office (PO) zone. This includes permitted uses, accessory uses, conditional uses, area and height regulations and other developmental controls within the PO zone.
  - **Action Taken:** Commissioner Braun made a motion to table the text amendment until next meeting. Seconded by Commissioner McNabb.
    - **Discussion**
      - Consider pet stores added as conditional uses.
      - Further define restrictions of a single-family dwelling units included as part of the professional office building, i.e. number of dwelling units permitted per building. This will make enforcement possible. May want to permit only in MLU and ROD zones.
  - **Roll Call:** Commissioner White, yes; Braun, yes; Pettit, yes; Koester, yes; McNabb, yes; Reincke, yes. Chairperson ProTem McNabb declared the motion passed.
- **Motion to Take from the Table** – action on the application to change the zone from Professional Office (PO) to General Commercial (GC) for 1801-1805 Alexandria Pike.
  - **Action Taken:** Commissioner McNabb made a motion to take from the table the zone change from Professional Office (PO) to General Commercial (GC) for 1801-1805 Alexandria Pike. Seconded by Commissioner White. Discussion: None.
  - **Roll Call:** Commissioner Koester, yes; White, yes; Braun, yes; Pettit, yes; McNabb, yes; Reincke, yes. Chairperson ProTem McNabb declared the motion passed.
  - **Action Taken:** Commissioner Reincke made a motion to deny the zone change from Professional Office (PO) to General Commercial (GC) for 1801-1805 Alexandria Pike. It is not consistent with Comprehensive Plan and some uses in the GC zone would not be compatible with the adjacent residential land uses. Seconded by Commissioner Braun. Discussion: None.
  - **Roll Call:** Commissioner Koester, yes; White, yes; Braun, yes; Pettit, yes; McNabb, yes; Reincke, yes. Chairperson ProTem McNabb declared the motion passed.

**Correspondence:** None

**Guests:** None

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**Staff Reports**

- City Planner – Dave Geohegan – nothing further.
- City Engineer/Zoning Administrator – Dave Whitacre – nothing further.
- City Attorney – Steve Franzen – nothing further

**Commissioner Comments:** None

**Audience Comments:** None

**Old Business:** None

**New Business**

Mr. Geohegan suggested the Commission consider reviewing one section of the Comprehensive Plan per year, as recommended during the continuing education session held May 8, 2021.

**Continuing Education**

**Adjournment**

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

Meeting adjourned at approximately 8:32 p.m. on Tuesday, July 13, 2021.

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

**Signed:**   
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John McNabb, Chairperson ProTem Planning & Zoning Commission