

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning**  
**Regular Meeting Minutes**  
**February 14, 2023**  
**Approved: March 14, 2023**

Chairperson Crawford called to order the regular meeting of the Planning and Zoning Commission on February 14, 2023, 7:00 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

**Roll Call:** Chairperson Crawford, Commissioners Joe Krebs, John McNabb, Gene White, Audrey Koester, Scott Reincke, Christie Fillhardt, and Chuck Pettit via Zoom. A quorum was present.

**Staff Present:** Dave Geohegan, City Planner; Cindy Minter, Campbell County Planning & Zoning; Jeanne Pettit, City Clerk/Treasurer; Michelle Eviston, Attorney.

**Announcements**

- Christy Fillhardt, new member of the Planning and Zoning Commission, was introduced. She has been sworn in and received her first 4 hours of training.

**Correspondence:** None

**Scheduled Guests:** None

**Minutes for Approval**

- **Planning & Zoning Regular Meeting minutes from December 13, 2022:** These minutes were previously e-mailed to the Commissioners and Staff.
  - **Action Taken:** Commissioner Krebs made a motion to approve the Planning and Zoning regular meeting minutes of December 13, 2022. Seconded by Commissioner McNabb. Discussion: None.
  - **Roll Call:** Commissioner Reincke, abstain; Fillhardt, abstain; McNabb, yes; Pettit, yes; White, yes; Chairperson Crawford, yes; Krebs, yes; Koester, yes. Chairperson Crawford declared the minutes approved.

**Staff Reports**

- City Planner – Dave Geohegan
  - Update on Sunset Drive. City Administrator, Michael Giffen, sent letter to KYTC in December, to release funding for the project. Interviews are being scheduled with engineering firms and the plan is to have one selected in March. The firm selected will guide the design of the Sunset Drive project. This is the intersection at US 27 and will extend to Miller Avenue.
  - Timeline: Design will begin in May; right of way acquisition will be complete in 2024; and construction is scheduled to begin in 2025. Taking dog leg out of Sunset will be difficult to accomplish without taking out a lot of development area.
- Zoning Administrator – Cindy Minter
  - **By-Laws:** Ms. Minter reviewed proposed revisions to the Planning and Zoning By-Laws. Commissioner changes to the proposed revisions included:
    - Article III:
      - Increase membership to 8 members.
      - Elected officials should not serve on the planning commission.
      - All members should be citizen members who reside in the City.
    - Article VI: Remove “an opportunity for”.

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- Article VII: Paragraph 6, p. 3, change “or due to the lack of an individual request...” to “or due to withdrawal of an individual request”.
- **Election of Officers**
  - **Action Taken:** Commissioner Krebs made a motion to appoint Steve Crawford as Chair and John McNabb as Vice Chair of the Planning and Zoning Commission. Seconded by Commissioner White Discussion: None.
  - **Roll Call:** Commissioner Krebs, yes; Reincke, yes; McNabb, abstain; Pettit, yes; White, yes; Koester, yes; Fillhardt, yes; Chairperson Crawford, abstain. Chairperson Crawford declared the motion passed.
- City Attorney – Michelle Eviston: No report.

**Commissioner Comments:** None

**Audience Comments:** None

**Unfinished Business:** None

**New Business**

- Financial Disclosure Statements are due April 16 to the Northern Kentucky Regional Ethics Authority. NKREA has assumed the responsibilities of the Highland Heights Ethics Board.

**Continuing Education**

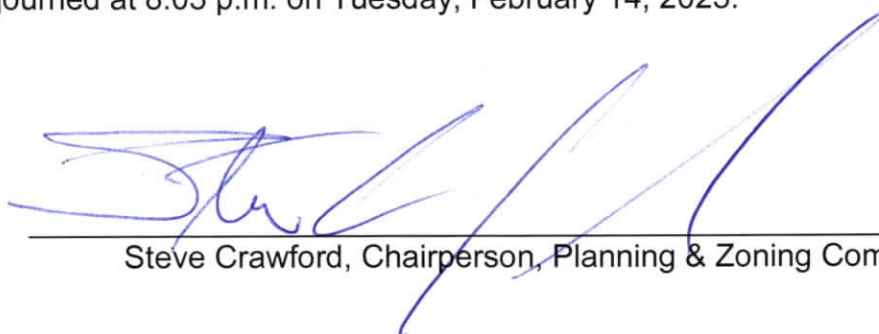
- The David J Allor Planning and Zoning workshop on March 10 will fulfill the 8 hours of continuing education requirement.

**Adjournment**

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

Meeting adjourned at 8:03 p.m. on Tuesday, February 14, 2023.

**Signed:**

  
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Steve Crawford, Chairperson, Planning & Zoning Commission

**Submitted:**

  
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Jeanne M. Pettit, City Clerk/Treasurer