

CITY OF HIGHLAND HEIGHTS
Planning and Zoning Commission
Regular Meeting Minutes
September 12, 2023
Approved: October 10, 2023

Chairperson Pro-Tem McNabb called to order the regular meeting of the Planning and Zoning Commission on September 12, 2023, 7:01 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

Roll Call: Chairperson Pro-Tem McNabb, Commissioners Joe Krebs, Scott Reincke, Audrey Koester, Christie Fillhardt. A quorum was present.

Absent: Chairperson Crawford and Commissioner White notified the city they would be unable to attend.

Staff Present: Dave Geohegan, City Planner; Cindy Minter, Zoning Administrator; Jeanne Pettit, City Clerk/Treasurer; Michelle Eviston, Attorney.

Minutes for Approval

- **Planning & Zoning Regular Meeting minutes from May 9, 2023:** 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 May 9, 2023. Seconded by Commissioner Reincke. Discussion: None.
 - **Roll Call:** Commissioners Krebs, yes; Reincke, yes; McNabb, yes; Koester, yes; Fillhardt, yes. Chairperson Pro-Tem McNabb declared the minutes approved.

Announcements: None

Correspondence: None

Scheduled Guests: None

Staff Reports

- **City Planner: Dave Geohegan**
 - Mr. Geohegan discussed the history of the current comprehensive plan and his recommendations for updating the 2024 Comprehensive Plan. The scope would be somewhere between the 2013 complete re-write and the 2019 re-adoption. There will be a steering committee to assist with the development of the 2024 plan.
- **Zoning Administrator: Cindy Minter**
 - Ms. Minter discussed the need for a text amendment to add an Institutional Zone to the Zoning Ordinance, and her recommendations for defining such a zone.
 - Land on the north west corner of NKU's campus is currently zoned institutional.
 - A public hearing is required for the text change.
 - A current map of NKU's campus was requested.
 - **Action Taken:** Commissioner Krebs made a motion to table action on the Institutional Zone until the October meeting. Seconded by Commissioner Fillhardt. Discussion: None.
 - **Roll Call:** Commissioners Reincke, yes; McNabb, yes; Koester, yes; Fillhardt, yes; Krebs, yes. Chairperson Pro-Tem McNabb declared the motion passed.
- **City Attorney: Michelle Eviston – No Report**

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Commissioner Comments: None

Audience Comments: None

Unfinished Business: None

New Business: None

Continuing Education

- An update on hours completed was given and reading materials were distributed to commissioners.


Adjournment

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

Meeting adjourned at 7:28 p.m. on Tuesday, September 12, 2023.

Submitted: 

Jeanne M. Pettit, City Clerk/Treasurer

Signed: 

John McNabb, Chair Pro-Tem, Planning & Zoning Commission