

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning Regular Meeting Minutes**  
**November 14, 2023**  
**Approved: January 9, 2024**

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

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

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

**Minutes for Approval**

- **Planning & Zoning Regular Meeting minutes from October 10, 2023:** These minutes were previously emailed to the Commissioners and City Staff.
  - **Action Taken:** Commissioner White made a motion to approve the Planning and Zoning regular meeting minutes of October 10, 2023. Seconded by Commissioner Krebs. Discussion: None.
  - **Roll Call:** Chairperson Crawford, yes; Commissioner Krebs, yes; Reincke, abstain; McNabb, yes; Koester, yes; White, yes; Fillhardt, yes. Chairperson Crawford declared the minutes approved.

**Announcements:** None

**Correspondence:** None

**Scheduled Guests:** None

**Staff Reports**

- City Planner – Dave Geohegan
  - 2024 Comprehensive Plan Update
    - The first series of public open houses have been held and about 8 people attended. Open Houses were advertised in LINKnky, the city website and city Facebook page. Most people who attended had an immediate concern.
    - The first Steering Committee meeting was November 13. The committee went through the goals and objectives of the plan.
    - Information, updates, and materials about the Comprehensive Plan is available on the Highland Heights website.
- Zoning Administrator – Kirk Hunter
  - Text Change – Adding an Institutional Zone
    - **Action Taken:** Commissioner Krebs made a motion to take from the table case PZ-23-038, Seconded by Commissioner McNabb. Discussion: None. Yes: All. Chairperson Crawford declared the motion passed.
      - There is currently 263 acres in the institutional zone, approximately 10 of which are within city zone regulations, the remaining acreage is owned by NKU.
    - **Action Taken:** Commissioner McNabb made a motion to recommend case PZ-23-038 to City Council. This case includes revised text to Article 8, Establishment of Zones; Article 11, Fences, Walls, and Obstruction to View Regulations; Article 14, sign regulations; and an addition to Article 10, Zoning Districts, Section 10.23 Institutional Zone (INST). The basis for this recommendation is:

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- Per Kentucky Revised Statutes KRS 100.207 and KRS 100.211, the Planning Commission has the authority to recommend the adoption of text changes to the City Council.
- Pursuant to the Zoning Ordinance Section 16.0 Amendment Procedure, the Planning and Zoning Commission has the authority to amend the zoning ordinance.
- Proper notice of the public hearing has been given in accordance with KRS 424 and Section 16.0 Amendment Procedure.
- The proposed changes are consistent with the Comprehensive Plan Update and Subdivision Regulations.
- Taking care of an anomaly in the city's zoning ordinance.
- Seconded by Commissioner White. Discussion: None.
- **Roll Call:** Commissioners Krebs, yes; McNabb, yes; Reincke, abstain; Chairperson Crawford, yes; Commissioners Koester, yes; White, yes; Fillhardt, yes. Chairperson Crawford declared the motion passed.
- City Attorney – Michelle Eviston – Reviewed the updated Open Meetings Act as it pertains to video conferencing.

**Commissioner Comments**

- BP needs to clean up, and possibly remove, the car wash. The car wash has not been in operation for several years is unsightly.

**Audience Comments:** None

**Unfinished Business:** None

**New Business:** None

**Continuing Education**

- All commissioners have completed required continuing education through 2023.

**Adjournment**

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


Meeting adjourned at 7:31 p.m. on Tuesday, November 14, 2023.

**Submitted:**



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Jeanne M. Pettit, City Clerk/Treasurer

**Signed:**

  
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Steve Crawford, Chair, Planning & Zoning Commission