

**CITY OF HIGHLAND HEIGHTS
PLANNING AND ZONING
MINUTES OF APRIL 10, 2018**

On Tuesday, April 10, 2018 Chairperson Steve Crawford called the regular Planning and Zoning meeting to order at 7:00 p.m. at 176 Johns Hill Road.

PRESENT: Chairperson Steve Crawford, Commissioners: Chuck Pettit, Joe Krebs, John McNabb, Audrey Koester, Gene White and Scott Reincke. A quorum is present.

ALSO PRESENT: City Planner Dave Geohegan, City Engineer/Zoning Administrator Dave Whitacre, Jean A. Rauf, City Clerk/Treasurer and City Attorney Steve Franzen.

PRESENTATION OF THE REGULAR PLANNING AND ZONING MEETING CONDUCTED ON MARCH 13, 2018: These minutes had been previously emailed to the Commissioners and City Staff for review.

ACTION TAKEN: COMMISSIONER KREBS MOVED TO APPROVE THE MINUTES OF THE MARCH 13, 2018 PLANNING & ZONING MEETING, SECONDED BY COMMISSIONER KOESTER. DISCUSSION: NONE. ROLL CALL: PETTIT, AYE; WHITE, AYE; KOESTER, AYE; CHAIRPERSON CRAWFORD, AYE; MCNABB, AYE; REINCKE, AYE; KREBS, AYE. 7- AYES. CHAIRPERSON CRAWFORD DECLARED THE MOTION CARRIED.

GUESTS: NONE

STAFF REPORTS:

CITY ENGINEER/ZONING ADMINISTRATOR - DAVE WHITACRE: Mr. Whitacre reported a "box truck" that was unlicensed and being used for a home occupation business was parked on Hope Lane. After talking to the owner he agreed to remove the truck and he was told the City would likely amend the ordinance to specifically include this type of truck. After discussion Mr. Whitacre will review this issue.

Mr. Whitacre also reported that NKU has 8 parcels of property that needs to be consolidated. It meets all the requirements and he recommends approval of the consolidation.

ACTION TAKEN: COMMISSIONER PETTIT MADE A MOTION TO ACCEPT THE RECOMMENDATION OF DAVE WHITACRE, THE CITY ENGINEER/ZONING ADMINISTRATOR TO CONSOLIDATE THE EIGHT (8) PARCELS OF LAND INTO ONE PLAT, SECONDED BY COMMISSIONER WHITE. DISCUSSION: NONE. ROLL CALL VOTE: KREBS, AYE; REINKE, AYE; MCNABB, AYE; CRAWFORD, AYE; KOESTER, AYE; WHITE, AYE; PETTIT, AYE. 7 - AYES. CHAIRMAN CRAWFORD DECLARED THE MOTION CARRIED.

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CITY PLANNER – DAVE GEOHEGAN: Mr. Goehegan reported that the Comprehensive Plan will need to be reviewed to see if they need to be updated. The Subdivision Regulations also need to be updated. Mr. Geohegan provided the Commissioners with a timeline and would like to do Subdivision Regulations first in the next couple of months. He suggested that we start the Comprehensive Plan this summer and complete it by September. The Zoning Regulations should be reviewed and updated also. A Public Hearing is required for Zoning Regulations changes.

ACTION TAKEN: MEMBER PETTIT MADE THE MOTION TO PROCEED WITH THE TIME LINE PROPOSED BY CITY PLANNER DAVE GOEHEGAN WITH THE DATES PROVIDED, SECONDED BY MEMBER MCNABB. DISCUSSION: NONE. ROLL CALL: PETTIT, AYE; WHITE, AYE; KOESTER, AYE; CRAWFORD, AYE; MCNABB, AYE; REINCKE, AYE; KREBS, AYE. CHAIRMAN CRAWFORD DECLARED THE MOTION CARRIED.

Mr. Goehegan announced that he is working with our Police Department and NKU on a computer program for a citizen survey. He will submit questions to help with the Comprehensive Plan review. He will keep the Committee informed and may have the presentation in June.

ATTORNEY STEVE FRANZEN: Mr. Franzen had nothing to report but asked if the residents on Faren Drive requested the rezoning of the whole area. Chairman Crawford reported no one step forward to propose the change.

COMMENTS FROM THE COMMISSIONERS: None.

COMMENTS FROM THE AUDIENCE: None

OLD BUSINESS: Chairman Crawford reported Mrs. Rauf sent a guideline template to the Commissioners on motions. Chairman Crawford asked if they had received them. This is just to help with the motion process. Mr. Franzen will review them again.

Chairman Crawford reminded the Commissioners about the Public Hearing scheduled for May 8th regarding the zoning of the property approved tonight.

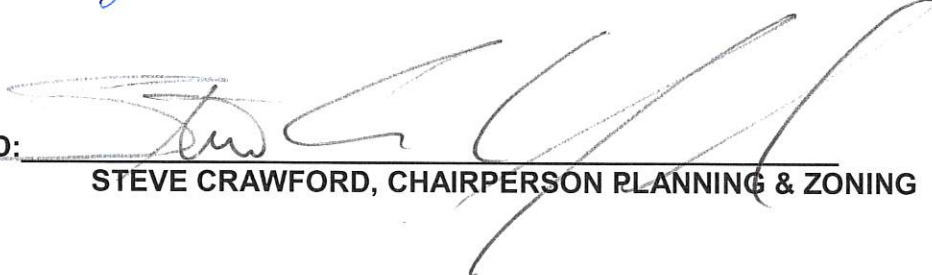
NEW BUSINESS: None.

ADJOURNMENT: There being no further business, **COMMISSIONER WHITE MOVED TO ADJOURN, SECONDED BY COMMISSIONER MCNABB. AYE - ALL. MOTION CARRIED.**

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The meeting adjourned at 7:40 p.m.

SUBMITTED: 
JEAN A. RAUF, RECORDING SECRETARY

SIGNED: 
STEVE CRAWFORD, CHAIRPERSON PLANNING & ZONING

City Planner Report April 10, 2018
Highland Heights Planning Commission

Highland Heights Comprehensive Plan and other P&Z Documents

The following is a flowchart of the major documents that the Planning Commission needs to review and update in the near future. This chart and schedule gives the previous document dates and accommodates the public hearing that the Planning Commission has scheduled on May 8th to examine the zoning of the northwest corner of Nunn Dr. and US 27.

Proposed City of Highland Heights Planning Commission Documents Timelines

2018 update of '84 Subdivision Reg.

Staff Review April, May 2018
P&Z Adoption June 2018

2012 Comprehensive Plan

Started 2011
Adopted May 2013



2018 Comprehensive Plan

Review July 2018
Adopt September 2018

2015 Zoning Regulations

Started October 2013
Adopted May, June 2015



2019 Zoning Regulations

Review Jan., March 2019
Adopt April, May 2019

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Citizen Survey

The Highland Heights Police Department has partnered with the IT Department of Northern Kentucky University to perform a survey of 350 city residents. This survey would contain a number of questions that concentrate on quality of life topics, and would be formatted and tabulated using a new computer program. Officer Greg Haigis will be working with me to develop the actual questions. The results can be referenced by our upcoming Comprehensive Plan update.

Respectfully Submitted,

David A. Geohegan, City Planner

CITY OF HIGHLAND HEIGHTS – PLANNING COMMISSION
CITY ENGINEER/ZONING ADMINISTRATOR REPORT
APRIL 10, 2018

COMMERCIAL VEHICLE PARKING – I believe it may be necessary to make amendments to Section 9.21 of the Zoning Ordinance. Recently a truck was parked on Hope Lane that was unlicensed. The owner had purchased the truck to use in a “home occupation” plumbing business. He bought the truck believing that is complied with Section 9.21 of the Zoning Ordinance with states in part:

“It shall be unlawful for a property owner or a resident to park or keep in any residential district any truck and/or trailer, such as wreckers, dump trucks, tracked vehicles, buses, construction vehicles, and equipment carriers, bottle delivery trucks, and refrigerated trucks. No truck longer than 27 feet or in excess of 15,000 pounds GVWR (gross vehicle weight rating) may be parked in a residential district, regardless of whether it is a commercial vehicle, except in the case of Recreational Vehicles as permitted in this Section 9.21”

✓ The truck shown in the attached photograph is often called a “box” truck, and it is rated at 12,000 pounds GVWR, it is less than 27’ long, and a “box truck” was not included as a prohibited truck in the ordinance. I believe at a minimum we should add “box trucks”, “ramp trucks” and “step vans” to the examples of prohibited trucks.

I also found that Section 72.12(B) of the Code of Ordinance prohibits any truck or recreation vehicle larger than ¾ ton from being parked on a street for more than 30 minutes of any day – unless it is on an active service call. This can be used to keep large trucks from being parked on the street, and can likely remain as written.

NKU CONSOLIDATION/ID PLAT AT NUNN/FAREN – A plat has been submitted to consolidate the 8 individual parcels into a single parcel. The plat as submitted does not create any new boundaries and only combines 8 existing parcels into a single parcel.

The plat complies our ordinance requirements and I recommend approval.

Dave Whitacre, PE