

**CITY OF HIGHLAND HEIGHTS**  
**Planning and Zoning Minutes**  
**April 9, 2019**

Commissioner McNabb called the regular Planning and Zoning meeting to order on April 9, 2019 at City Building, 176 Johns Hill Road at 7:00pm. Commissioner McNabb ran the meeting in the absence of Chairperson Crawford.

**Roll Call:** Commissioner Forge, Commissioner Koester, Commissioner Krebs, Commissioner McNabb, Commissioner Pettit, Commissioner Reincke, Commissioner White. A quorum is present.

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

**Absent:** Chairperson Crawford notified the city of his absence prior to the meeting.

**Public Hearing Planning & Zoning minutes from February 12, 2019.** These minutes were previously e-mailed to the Commissioners and City Staff for review.

**Action Taken:** Commissioner Krebs moved to approve the Planning and Zoning Public Hearing minutes of February 12, 2019, seconded by Commissioner Reincke.

Discussion: None. Roll Call: Krebs, yes; Reincke, yes; McNabb, yes; Koester, yes; White, yes; Forge, yes; Pettit, abstain. Commissioner McNabb declared the motion carried.

**Regular Planning & Zoning minutes from February 12, 2019.** These minutes were previously e-mailed to the Commissioners and City Staff for review.

**Action Taken:** Commissioner Reincke moved to approve the Planning and Zoning minutes of February 12, 2019, seconded by Commissioner Koester. Discussion: None.

Roll Call: Pettit, abstain; Forge, yes; White, yes; Koester, yes; McNabb, yes, Reincke, yes; Krebs, yes. Commissioner McNabb declared the minutes approved.

**Announcements:** None

**Guests:** None

**Correspondence:** None

**Staff Reports:**

- City Planner – Dave Geohegan – Notes and Explanations for 2019 Comprehensive Plan are attached to these minutes

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- Mr. Geohegan explained that, as he was working on the Explanatory Notes for the front page of the 2019 Comprehensive Plan, he believed it could be confusing to a citizen if the explanations were not within the plan. Mr. Geohegan, therefore, made updates to 5 different locations within the plan.
- Changes:
  - Cover: The year and city seal were updated.
  - Title Page: The year and city seal were updated; and 3 lines of text under the city seal were added. Additionally, a reference to Schwab Planning Group as the originator of the 2012 plan is included.
  - Page i: The city seal will be on this page and every page of the 2019 Comprehensive Plan. Acknowledgments were updated to reflect the current membership of City Council, the Planning Commission, and City Staff.
  - Page IN1: The year was updated. Additional updates are underlined on the report included with these minutes.
  - Page IN2: The underlined portion under Mandatory Updates is a change in the report included with these minutes.
  - AP2: Underlined portion in the report included with these minutes.
- Mr. Geohegan told the commissioners that, once the Comprehensive Plan is complete, they will receive a flash drive with the 2019 Comprehensive Plan, subdivision regulations and the zoning regulations.

**Action Taken:** Commissioner Reincke moved to accept the notes for the Comprehensive Plan as presented; they fulfill the requirements indicated during the February 12, 2019 regular Planning and Zoning meeting. Seconded by Commissioner Krebs.

**Discussion:** Commissioner White asked about the updated city seal. It seemed he was not aware of the change and asked if the mayor knew of the change. After some discussion, it was determined that the mayor was part of the creation of the new seal. The mayor also asked Mr. Geohegan, in December, to make sure the new seal was on the Sub-Division Regulations.

**Roll Call:** Krebs, yes; Reincke, yes; McNabb, yes; Koester, yes; White, yes; Forge, yes; Pettit, yes. Commissioner McNabb declared the motion carried.

- City Engineer and Zoning Administrator – Dave Whitacre – The report is attached to these minutes.
  - Question about Mr. Kremer’s demolished properties on US 27. Mr. Whitacre stated that the sanitation district needs to inspect the sewers that have been disconnected. He also stated that we need to document if the

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fill is or is not compacted once Mr. Kremer has approval to fill-in the foundation. Discussion then turned to removal of footers and foundation walls off the site. Mr. Whitacre will check into this.

- City Attorney – Steve Franzen: No Report

**Commissioner Comments:** None

**Audience Comments:** None

**Old Business:** None

**New Business:** None

**Continuing Education:**

City Clerk/Treasurer Pettit reported the hours completed and/or needed by each commissioner. She will check with the Northern Kentucky Planning Commission for continuing education opportunities and research other opportunities available.

**Adjournment:**

**Action Taken:** Commissioner White made a motion to adjourn the meeting. Seconded by Commission Krebs. Yes: All. Commissioner McNabb declared the meeting adjourned.

Meeting adjourned at approximately 7:30 p.m.

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

**Signed:**   
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John McNabb, Planning & Zoning Commissioner