

**CITY OF HIGHLAND HEIGHTS**  
**Planning & Zoning Regular Meeting Minutes**  
**August 12, 2025**  
**Approved: December 9, 2025**

Chairperson Crawford called to order the regular meeting of the Planning and Zoning Commission on August 12, 2025, 7:00 p.m. at the Highland Heights City Building, 176 Johns Hill Road.

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

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

**Minutes for Approval**

- **Planning & Zoning regular meeting minutes from May 13, 2025:** These minutes were previously emailed to the Commissioners and City Staff.
  - **Action Taken:** Commissioner Krebs made a motion to accept the Planning and Zoning regular meeting minutes of May 13, 2025 without reading. Seconded by Commissioner Reincke. Discussion: None.
  - **Roll Call:** Chairperson Crawford, yes; Commissioners McNabb, abstain; Krebs, yes; Fillhardt, yes; Reincke, yes; Koester, yes; White, yes. Chairperson Crawford declared the minutes approved.

**Announcements:** None

**Correspondence:** None

**Scheduled Guests:** None

- Nate Templeton, Northern Kentucky University Property Manager. Introduced himself and briefly discussed his background and experience.

**Staff Reports**

- Zoning Administrator – Kirk Hunter
  - Stage II Development Plan, Veterans Clinic.
  - Legal notice was published in the Link Reader on July 30, 2025 and sent to adjoining properties.
  - Mr. Hunter presented his staff report (attached to these minutes) via a PowerPoint presentation.
  - The developer is requesting a reduction in parking from 110 spaces to 101 spaces. Article 12 of the Zoning Ordinance allows the zoning administrator to use a traffic study to justify a reduction in parking. There is a study in the works that would probably support a reduction in parking to allow for more greenspace.
  - A signage plan was not included. Signs will have to be permitted with separate sign permits and staff approval.
- Cardinal Engineering, Zac Clark
  - Addressed the Hale Avenue right away paper street at the back of the site – City did not want to abandon it, but is granting a temporary grading easement. There are no paper streets that need to be abandoned.

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- Discussion about the grass strip between the sidewalk along US 27 and the parking lot curb. Instead of trees, would it be better to build a berm to provide a better visual from US 27? Losing 9-10 parking spaces will provide greenspace to include staggered, stone walls and other landscaping features along US 27. The developers indicated that they would submit a revised landscape and parking plan for review to address concerns.
- Dave Geohegan – City Planner
  - Mr. Geohegan reviewed his staff report (attached to these minutes), distributed to the commissioners at the meeting.
  - The report outlines conditions that need to be met for the development to meet the city's zoning regulations, comprehensive plan requirements, and subdivision regulations.
  - Discussion about a buffer toward the north and northwest areas of the development. Residents expressed concerns at the public hearing about noise from generators, lighting, and future condition of the buffer areas. They are asking if the proposed tree screening is sufficient or should it be embellished.
- ZRB Development – Zack Burns
  - The shed, attached to the dumpster enclosure, is for on-site maintenance and long-term care of the building. It will mirror the exterior finishes of the building.
  - Exterior facade materials will be metal paneling, architectural stone, and wood panel siding.
  - Discussion of buildings having a consistent look throughout the city so that developments appear well thought out. Mr. Burns stated that color selections for the exterior finishes of the building will tie into community.
  - Air handler units will be rooftop mounted. Discussion of a screening wall to hide the units. The developers indicated that they were in agreement with providing these features which are discussed in more detail in the staff reports.
- **Action Taken:** In reference to file #PZ-25-031, Commissioner White made a motion to accept the Site Development Plan/Stage II Development Plan subject to the staff reports presented, it is consistent with the current zoning regulations and comprehensive plan. This motion is subject to all the conditions agreed upon by the developer as presented by staff at the August 12 meeting. Conditions include a final landscape and buffering plan; building materials list; and lighting plans be submitted to Campbell County Planning and Zoning for final approval. Seconded by Commissioner Krebs. Discussion: None.
- **Roll Call:** Commissioner Krebs, yes; Reincke, yes; Crawford, yes; McNabb, yes; Koester, yes; White, yes; Fillhardt, yes. Chairperson Crawford declared the motion passed.
- City Attorney – Michelle Eviston
  - Discussion – Decrease Planning and Zoning Commission membership to 7 members.
  - City Council approved the change, by ordinance, at the June 3, 2025 city council meeting.

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- **Action Taken:** Commissioner Krebs made a motion to amend Article III of the Planning and Zoning By-Laws, reducing the membership to seven (7) commissioners. Seconded by Commissioner Reincke. Discussion: None.
- **Roll Call:** Commissioner Krebs, yes; Reincke, yes; Crawford, yes; McNabb, yes; Koester, yes; White, yes; Fillhardt, yes. Chairperson Crawford declared the motion passed.

**Additional Commissioner Comments:** None

**Audience Comments:** None

**Unfinished Business**

- Commissioners now have 4 years, instead of 2, to complete 8 hours of continuing education.

**New Business:** None

**Adjournment**

- **Action Taken:** Commissioner White made a motion to adjourn the August 12, 2025 meeting. Seconded by Commissioner McNabb. Discussion: None. Yes: All. Chairperson Crawford declared the motion passed.

Meeting adjourned at 8:17 p.m. on Tuesday, August 12, 2025.

**Submitted:**

  
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Jeanne M. Pettit, City Clerk/Treasurer

**Signed:**

  
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Steve Crawford, Chair, Planning & Zoning Commission