CITY OF HIGHLAND HEIGHTS
Planning & Zoning Regular Meeting Minutes
September 8, 2026
Approved: November 10, 2026

On Tuesday, September 8, 2026 at 7:00 p.m. Chairperson Crawford called the regular meeting of the Planning and Zoning Commission to order at 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: City Clerk/Treasurer, Jeanne Pettit; Attorney, Michelle Eviston, Zoning Administrator, Cindy Minter.
Staff Absent: City Planner, Dave Geohegan.

Minutes for Approval

- **Planning & Zoning regular meeting minutes from May 12, 2026**: These minutes were previously e-mailed to the Commissioners and City Staff.
  - **Action Taken**: Commissioner Krebs made a motion to approve the Planning & Zoning regular meeting minutes of May 12, 2026. Seconded by Commissioner Reincke. Discussion: None.
  - **Roll Call**: Commissioners Fillhardt, yes; White, yes; Crawford, yes; McNabb, yes; Reincke, yes; Krebs, yes; Koester, abstain. Chairperson Crawford declared the motion passed.

Announcements: None

Correspondence: None

Scheduled Guests: None

New Business

Case #1

FILE NUMBER: PZ-26-024
APPLICANT: City of Highland Heights
REQUEST: Zone text amendments related to qualified manufactured homes.

Notification: Notification of the public hearing was published in LINKnky on August 14, 2026.

Presentation from Staff

- Zoning Administrator – Cindy Minter – Report is attached to these minutes.
- City Attorney – Michelle Eviston

Public Comments: None

Close Public Comments

Commissioner Discussion

- What is the reason for the change? A push for affordable, attainable housing and a strong lobby by the manufactured home industry.
- How are qualified manufactured homes built? It varies. Some may be 2x4 stick built, some may be aluminum studs. They are built at the factory.

- Are there any qualified manufactured homes the area? Southwest of the airport there are some subdivisions of qualified manufactured homes. People are interested in building these homes and looking for sites.

Additional Public Comment: None

- **Action Taken**: Commissioner McNabb made a motion to approve the text amendments Articles VII and X of the Official Zoning Ordinance, and forward the recommendation to City Council for adoption including sections of the following sections of the Zoning Ordinance: 7.0, 9.32, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, as referenced in the staff report. The basis for this recommendation is per Kentucky Revised Statutes KRS 100.207and KRS100.211, the planning commission has the authority to recommend the adoption of text changes to the City, proper notice of the public hearing has been given in accordance with KRS 424 and Article XVII Amendment Procedures. Seconded by Commissioner Fillhardt. Discussion: None.
- **Roll Call**: Commissioners Fillhardt, yes; White, yes; Koester, yes; Crawford, yes; McNabb, yes; Reincke, yes; Krebs, yes. Chairperson Crawford declared the motion passed.

Case #2

FILE NUMBER: PZ-25-031
APPLICANT: ZRB Development
REQUEST: Modification of roadway related to VA Clinic development at 2326 Alexandria Pike.

Notification: Notification of the public hearing was published in LINKnky on August 14, 2026.

Presentation from Staff

- Zoning Administrator – Cindy Minter – Report is attached to these minutes.
- City Attorney – Michelle Eviston

Public Comments: None

Close Public Comments

Commissioner Discussion: None

Additional Public Comment: None

- **Action Taken**: Commissioner White made a motion to approve the modification of the roadway related to the VA Clinic development at 2326 Alexandria Pike based on the staff recommendations. The submitted request is appropriate for this site since it is in compliance with the Comprehensive Plan, Zoning Ordinance and subdivision regulations. Seconded by Commissioner Krebs. Discussion: None.
- **Roll Call**: Commissioners Fillhardt, yes; White, yes; Koester, yes; Crawford, yes; McNabb, yes; Reincke, yes; Krebs, yes. Chairperson Crawford declared the motion passed.

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Unfinished Business

- Short Term Rentals – Attorney Eviston reported that she and City Administrator Giffen continue working on an ordinance for short term rentals. Additionally, she is monitoring the general assembly's consideration of the issue.

Continuing Education

Adjournment

- **Action Taken**: Commissioner White made a motion to adjourn the September 8, 2026 meeting. Seconded by Commissioner Koester. Discussion: None. Yes: All. The motion passed.

Meeting adjourned at 7:39 p.m. on Tuesday, September 8, 2026.

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

Signed:
Steve Crawford, Chairperson

CAMPBELL COUNTY | KY

Memorandum

September 1, 2026

From: Kirk Hunter, Principal Planner, Campbell County Planning Department as Staff

The Highland Heights Planning & Zoning Commission will hold a public hearing on Thursday, September 9, 2026 at 7:00 P.M. ET (6:00 P.M. CT) at the Highland Heights City Building located at 176 Johns Hill Road for the purpose of continuing the following case:

FILE NUMBER: PZ-26-024
APPLICANT: City of Highland Heights, Council
REQUEST: Zoning text amendments to the Highland Heights Zoning Ordinance related to Qualified Manufactured Homes

This public hearing was advertised with NKY LINK Reader (linknky.com).

LEGISLATIVE BACKGROUND

House Bill 160 was signed by the Governor on April 1, 2025. This bill, codified in Kentucky Revised Statute (KRS) 100.348, becomes effective on July 1, 2026.

This statute:

Amends KRS 100.348 to include additional language regarding legislative purpose of the statute.

a. Redefines "qualified manufactured home" to remove date of manufacture but require that the manufactured home must be installed within five years of it being built and have all parts related to transport removed.

b. Requires compliance with KRS 227.570.

c. Prohibits a local government from adopting or enforcing zoning regulations that treat qualified manufactured homes differently from single-family homes.

d. Allows only regulation of certain architectural features of qualified manufactured homes and requires that those same standards be applied to single family homes.

e. Allows a local government to permit the placement of a qualified manufactured home with smaller dimensions if a larger qualified manufactured home could not be situated on the lot.

STATUTORY REGULATIONS - Kentucky Revised Statute (KRS) 100.211(3), reads as follows:

"A proposal to amend the text of any zoning regulation which must be voted upon by the legislative body or fiscal court may originate with the planning commission of the unit or with any fiscal court or legislative body which is a member of the unit. Regardless of the origin of the proposed amendment, it shall be referred to the planning commission before adoption. The planning commission shall hold at least one (1) public hearing after notice as required by KRS Chapter 424 and make a recommendation as to the text of the amendment and whether the amendment shall be approved or disapproved and

shall state the reasons for its recommendation. In the case of a proposed amendment originating with a legislative body or fiscal court, the planning commission shall make its recommendation within sixty (60) days of the date of its receipt of the proposed amendment. It shall take an affirmative vote of a majority of the fiscal court or legislative body to adopt the proposed amendment."

STAFF COMMENTS

- **Definitions** - Manufactured homes, nor qualified manufactured homes are not specifically defined in the Zoning Regulations.

The term "mobile home(s)" appears in numerous places:

"DWELLING, DETACHED, SINGLE-FAMILY." A dwelling standing by itself and containing only one dwelling unit, separate from other dwellings by open space, but shall not include mobile homes.

"DWELLING, TRAILER." See "MOBILE HOME".

"HOUSE TRAILER." See "MOBILE HOME".

"MOBILE HOME." Any coach, cabin, mobile home, or other mobile structure in a single unit which is intended, designed, and used for the fixed residence of a person, family, or a household, mounted upon wheels or supports, or supported or capable of being moved or transported by another vehicle. For the purpose of this appendix, the removal of wheels or the attachment of a foundation to the mobile structure shall not change its classification.

MOBILE HOME PARK: An[SIC] *lot, parcel or premises, subdivided, designed, maintained, intended or used for the purpose of supplying a location or accommodation for mobile homes; or any lot parcel or premises on which is parked, standing or located two (2) or more mobile homes for a longer period then twenty-four (24) hours; or one (1) or more mobile homes connected to either electrical lines, or water or sewer pipes; or any mobile home being utilized on the premises on which it is located. For the purpose of this Ordinance, any lot or premises used for the wholesale or retail sale of mobile homes shall not be included with this definition.*

STRUCTURE: Anything constructed or erected, the use of which requires more or less permanent location in or on the ground or attachment to something having a permanent location in or on the ground, including buildings, mobile homes, signs, and fences, but not including earthworks, ditches, canals, dams, reservoirs, pipelines, telephone or telegraph or electric power lines, driveways or curbs.

General Regulations – Mobile homes are mentioned briefly in Article IX; however, they are not specifically mentioned within the section.

SECTION 9.21 PARKING OR STORING OF TRAILERS, MOBILE HOMES, CAMPERS, INOPERABLE VEHICLES, AND OTHER SUCH TYPE EQUIPMENT. IN A RESIDENTIAL DISTRICT:

Mobile homes are not a permitted use in any zone in Highland Heights.

The amended KRS 100.348 does allow municipalities to regulate certain architectural

features of qualified manufactured homes. It requires that those same standards be applied to single family homes as well.

- **Zone Regulations**

Single-family dwellings are identified as a permitted use within the following districts:

Section 10.1 R-RE (Residential Rural Estate and Agriculture Zone);
Section 10.2 R-1B (Residential One-B);
Section 10.3 R-1C (Residential One-C);
Section 10.4 R-1D (Residential One-D);
Section 10.5 R-1E (Residential One-E);
Section 10.6 R-1EF (Residential One-EF);
Section 10.7 R-1F (Residential One-F);
Section 10.8 R-1G (Residential One-G);
Section 10.9 R-1H (Residential One-H);
Section 10.12 PUD (Planned Unit Development);
Section 10.22 ROD (ROD Redevelopment Overlay District Zone)

- Single-family dwellings are identified as an accessory use within the following district:

Section 10.17 PO (Professional Office Building);

The proposed amendments would:

1. Provide a clear distinction between mobile home, manufactured home, and qualified manufactured home.
2. Regulate qualified manufactured homes the same as single-family dwelling units.

Recommendation:

To approve the text amendments Articles VII and X of the Official Zoning Ordinance, and forward the recommendation to City Council for adoption including sections the following sections of the Zoning Ordinance:

- Section 7.0 Words and Phrases
- Section 10.1 R-RE (Residential Rural Estate and Agriculture Zone);
- Section 10.2 R-1B (Residential One-B);
- Section 10.3 R-1C (Residential One-C);
- Section 10.4 R-1D (Residential One-D);
- Section 10.5 R-1E (Residential One-E);
- Section 10.6 R-1EF (Residential One-EF);
- Section 10.7 R-1F (Residential One-F);
- Section 10.8 R-1G (Residential One-G);
- Section 10.9 R-1H (Residential One-H);

Bases for Staff Recommendation:

1. 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.
2. Proper notice of the public hearing has been given in accordance with KRS 424 and Article XVII Amendment Procedure.

Respectfully submitted

Kirk Hunter, AICP
Principal Planner

Text amendment additions and renumbering in blue underline and deletions in ~~red strike-out.~~

ARTICLE VII - DEFINITIONS

SECTION 7.0 - WORDS AND PHRASES:

"MANUFACTURED HOME". A single-family residential dwelling constructed after June 15, 1976, in accordance with the National Manufactured Home Construction and Safety Standards Act of 1974, 42 U.S.C. Section 5401, et seq., as amended, and designed to be used as a single-family residential dwelling with or without permanent foundation when connected to the required utilities, and which includes the plumbing, heating, air conditioning, and electrical systems contained therein.

"MANUFACTURED HOME, QUALIFIED". A manufactured home that meets all of the following criteria:

A. Manufactured on a date not to exceed five (5) years prior to the date of installation and has all parts that operate only during transport removed.

B. Is affixed to a permanent foundation and is connected to the appropriate facilities and is installed in compliance with KRS 227.570.

C. Has a width of at least twenty (20) feet at its smallest width measurement or is two (2) stories in height and oriented on the lot or parcel s that its main entrance door faces the street.

D. Has a minimum total living area of nine hundred (900) square feet.

"MOBILE HOME." ~~Any coach, cabin, mobile home, or other mobile structure in a single unit which is intended, designed, and used for the fixed residence of a person, family, or a household, mounted upon wheels or supports, or supported or capable of being moved or transported by another vehicle. For the purpose of this appendix, the removal of wheels or the attachment of a foundation to the mobile structure shall not change its classification.~~ A structure manufactured on or prior to June 15, 1976 composed of one or more components substantially assembled in a manufacturing plant and designed to be transported to a building site on its own chassis for placement on a supporting structure. A mobile home is constructed in accordance with the standards established in the U.S. Department of Housing and Urban Development's building code for manufactured housing. A mobile home is not constructed in accordance with the standards established in the state and local building codes that are applicable to site-built homes. The removal of a mobile home's wheels and/or the attachment to a permanent foundation shall not change its classification. Mobile homes do not include modular homes, dwelling units with automotive capabilities, or recreational vehicles.

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ARTICLE 9 – GENERAL PERFORMANCE STANDARDS

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SECTION 9.32 COMPATIBILITY STANDARDS

The following compatibility standards are designed to ensure that all homes placed in Single-family residential zones (R-RE, R-1B, R-1C, R-1D, R-1E, R-1EF, R-1G, R-1H) are compatible, in terms of assessed value, with existing housing located within a one eighth (1/8) mile or less radius from the proposed location of any new home. All new homes must comply with the following compatibility standards:

A. All new single-family homes must be oriented to face the street.

B. All new single-family homes must meet at least **three** of the following criteria:

1. Incorporate a minimum 4:12 roof pitch;
2. Contain a covered front porch containing at least 24 sq. ft. under roof;
3. Include a building foundation with 5 or more corners (not including porches);
4. Incorporate an attached garage;
5. Has an upper story, finished walk-out basement, or half story with conditioned living space.
6. Incorporate the same or higher quality exterior materials compared to existing residential structures within 1/8 a mile.

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ARTICLE 10 – ZONING DISTRICTS

SECTION 10.1 R-RE (RESIDENTIAL RURAL ESTATE AND AGRICULTURE ZONE);

A. USES PERMITTED

. . .

4. Manufactured Home, Qualified

SECTION 10.2 R-1B (RESIDENTIAL ONE-B);

A. PERMITTED USES

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2. Manufactured Home, Qualified

SECTION 10.3 R-1C (RESIDENTIAL ONE-C);

A. PERMITTED USES

. . .

2. Manufactured Home, Qualified

SECTION 10.4 R-1D (RESIDENTIAL ONE-D);

A. PERMITTED USES

. . .

2. Manufactured Home, Qualified

SECTION 10.5 R-1E (RESIDENTIAL ONE-E);

A. PERMITTED USES

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2. Manufactured Home, Qualified

SECTION 10.6 R-1EF (RESIDENTIAL ONE-EF);

A. PERMITTED USES

. . .

2. Manufactured Home, Qualified

SECTION 10.7 R-1F (RESIDENTIAL ONE-F);

A. PERMITTED USES

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2. Manufactured Home, Qualified

SECTION 10.8 R-1G (RESIDENTIAL ONE-G);

A. PERMITTED USES

. . .

2. Manufactured Home, Qualified

SECTION 10.9 R-1H (RESIDENTIAL ONE-H);

A. PERMITTED USES

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2. Manufactured Home, Qualified

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September 3, 2026

Mr. Steve Crawford, Chair
City of Highland Heights Planning & Zoning Commission
176 Johns Hill Road
Highland Heights, KY 41076

Mr. Crawford,

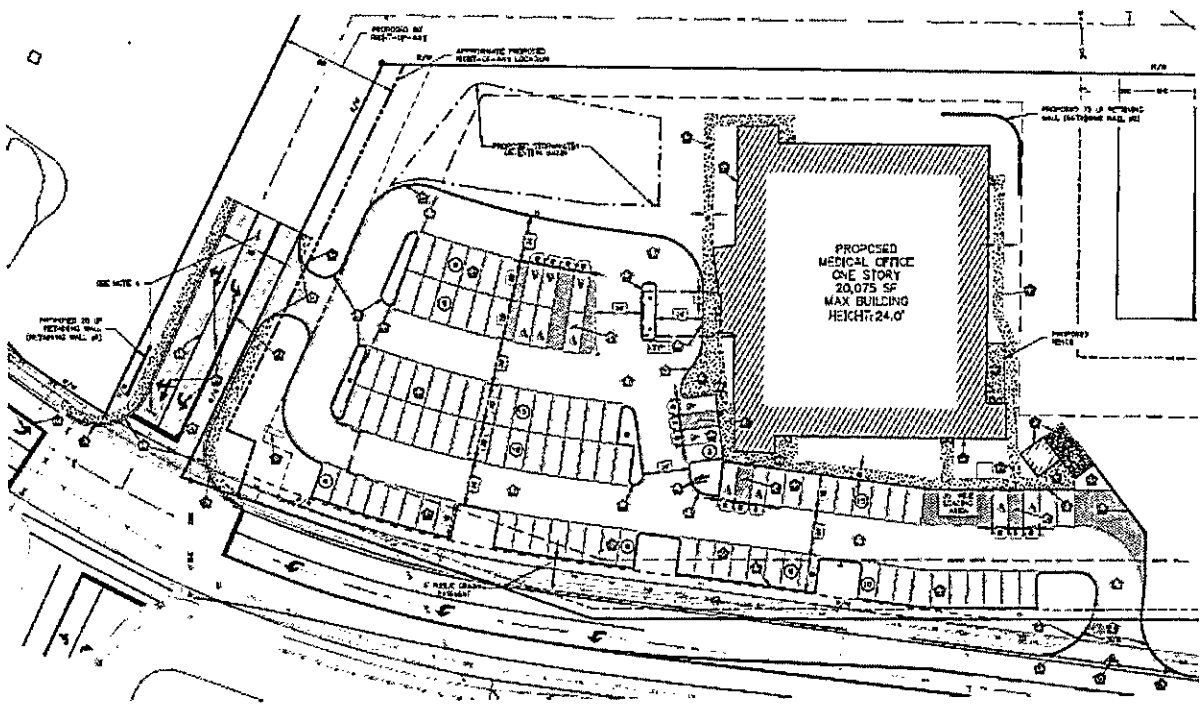
The Campbell County staff respectfully submits the attached recommendation for review. The Highland Heights Planning & Zoning Commission will hold a public hearing / meeting on Tuesday, September 8, 2026 7:00 PM ET [6:00 PM CT] at 176 Johns Hill Rd, KY for the following case:

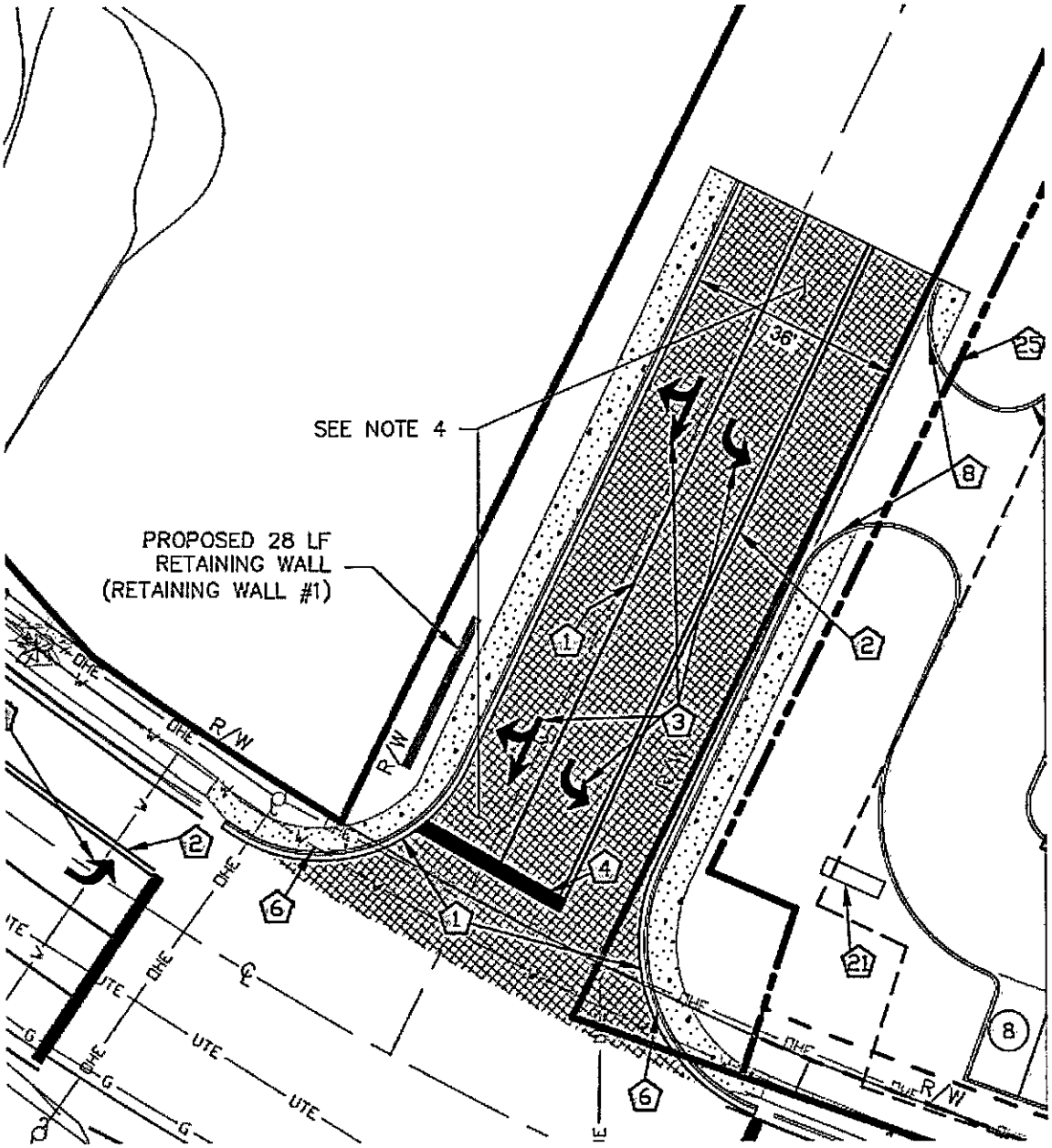
FILE NUMBER:	PZ-25-031
APPLICANT:	ZRB Development
REQUEST:	Modification of roadway related to VA Clinic development at 2326 Alexandria Pike

Overview:

ZRB Development is in the process of developing the site along the west side of the 2300 block of Alexandria Pike in Highland Heights to build a Veterans Administration (VA) Clinic. The site requires adjustments to the plan for the primary roadway entrance at the light.

The changes are necessary because the developer has been unable to come to terms with the property owner to the south on construction easements that would be required to build per the previously submitted plans.





KYTC has verbally concurred with these revisions. The City engineer has also reviewed this concept.

Changes/coordination items include:

- Shift of road centerline 3' north toward the VA Clinic parcel.
- Adjusted the dedicated right-of-way to avoid the adjacent to the south. A minimum width of 60' will be maintained.
- Addition of 28 LF, 30" maximum height retaining wall to avoid a grading easement

As a result of this modification, the intersection drainage accordingly.

- The retaining wall will also serve as headwall to maintain existing road drainage patterns.
- The drainage to the swale to the south is reduced compared to pre-existing conditions by the routing of stormwater to the proposed VA Clinic detention basin. This drainage has been approved through SD-1.

Taller utility poles will be required to bring electric over the intersection. This allows the signal poles to be located within the right of way lines.

Staff Recommendation:

To approve the modification of roadway related to VA Clinic development at 2326 Alexandria Pike

Bases for Staff Recommendation:

1. The submitted request is appropriate for this site since it is in compliance with the City of Highland Heights Comprehensive Plan, Zoning Ordinance and subdivision regulations.

If you need additional information or clarification prior the meeting, you may contact us at 859-292-3880.