

**CITY OF HIGHLAND HEIGHTS
MINUTES PLANNING & ZONING
MEETING
NOVEMBER 13, 2007**

Chairperson Crawford opened the Planning and Zoning meeting on November 13, 2007 at 7:30 p.m.

PRESENT: Chairperson Crawford, Commissioners Harold Blocher, Melody Eifert, Joseph Krebs, John McNabb, Jeanne Pettit, Scott Reinke. **ALSO PRESENT:** Attorney Steve Franzen and Zoning Administrator Dave Whitacre.

ABSENT: Commissioner Audrey Koester.

PRESENTATION OF THE REGULAR MEETING MINUTES OF OCTOBER 9, 2007: These minutes had been previously distributed to the Chairperson, Commissioners, and City Staff for review.

ACTION TAKEN: COMMISSIONER KREBS MOVED TO ACCEPT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2007, SECONDED BY COMMISSIONER EIFERT. DISCUSSION: NONE. ROLL CALL: KREBS, AYE; EIFERT, AYE; McNABB, AYE; CRAWFORD AYE; PETTIT, ABSTAIN; REINCKE, AYE; BLOCHER, AYE. 6 - AYES; 1 - ABSTENTION. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED.

ANNOUNCEMENT: Chairperson Crawford welcomed Jeanne Pettit as the new Planning and Zoning commissioner.

FOR THE RECORD: PRIOR TO THIS MEETING THE OATH OF OFFICE WAS ADMINISTERED TO COMMISSIONER PETTIT BY CITY CLERK/TREASURER JEAN RAUF.

SCHEDULED GUEST/S: None.

CORRESPONDENCE: None.

STAFF REPORTS: CITY ATTORNEY FRANZEN: None.

CITY PLANNER: None.

ZONING ADMINISTRATOR: CONVEYANCE PLAN APPLICATION SUBMITTED BY SANDY ROBINSON, 164 STEELMAN AVENUE. Mr. Whitacre stated he reviewed the conveyance application and it is in compliance with the Highland Heights Planning and Zoning Subdivision Regulations.

ACTION TAKEN: COMMISSIONER BLOCHER MOVED TO ACCEPT THE IDENTIFICATION PLAT AS SUBMITTED AND AUTHORIZE CHAIRPERSON CRAWFORD TO SIGN THE PLAT, SECONDED BY MEMBER PETTIT. DISCUSSION: NONE. ROLL CALL: BLOCHER, AYE; REINCKE, AYE; PETTIT, AYE; CRAWFORD, AYE; McNABB, AYE; EIFERT, AYE; KREBS, AYE. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED UNANIMOUSLY.

CONTINUING EDUCATION: Chairperson Crawford announced that, Commissioner Melody Eifert attended the Annual Fall Meeting sponsored by Northern Kentucky Area Planning.

Commissioner Eifert stated the session was titled Protecting First Amendment Rights and was informative.

FOR THE RECORD: CHAIRPERSON CRAWFORD ANNOUNCED THAT COMMISSIONER MELODY EIFERT EARNED 1.5 CREDIT HOURS OF CONTINUING EDUCATION.

UNFINISHED BUSINESS: STATUS OF BP GAS STATION REMODELING: Chairperson Crawford asked if Mr. Whitacre followed up on this issue. Mr. Whitacre stated he had. He stated he was informed that, at this time, nothing is scheduled with their Construction Department and they do not have the financing for the project. He stated he informed them the Building Permit and Site Plan has expired.

NEW BUSINESS: CONCRETE CURBS AT PERKINS RESTAURANT - Commissioner Krebs stated that all the concrete curbs are worn down all the way to the sidewalk.
OUTCOME: Mr. Whitacre stated he would check on this matter.

NEW FEE SCHEDULE. Chairperson Crawford stated it is his understanding that Council is working on updating the fee schedule. He stated once this is completed he would like to have a copy of the updated fee schedule.

CITIZENS TO ADDRESS THE COMMISSIONERS: None.

Being no further business, **COMMISSIONER McNABB MOVED TO ADJOURN, SECONDED BY COMMISSIONER KREBS. AYE, ALL. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:45pm.

SUBMITTED BY:


JEAN A. RAUF, CITY CLERK TREASURER, CMC,
RECORDING SECRETARY PLANNING & ZONING

SIGNED:


STEVE CRAWFORD, CHAIRPERSON
PLANNING & ZONING

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