

**MINUTES OF PLANNING & ZONING  
REGULAR MEETING  
AUGUST 9, 2005**

Following the Public Hearing on August 9, 2005, Chairperson Crawford opened the regular Planning and Zoning meeting at the Civic Center, 175 Johns Hill Road.

**PRESENT:** Chairperson Crawford, Commissioners Melody Eifert, Audrey Koester, Charles McMannon, John McNabb, Scott Reincke. **ALSO PRESENT:** City Attorney Steve Franzen, City Engineer/Zoning Administrator David Whitacre, and City Planner David Shaw.

**ABSENT:** Commissioners Krebs and Wright. Mr. Krebs had a prior commitment. Mr. Wright was in the hospital.

**ANNOUNCEMENT:** None.

**MINUTES OF THE REGULAR PLANNING & ZONING MEETING OF JULY 12, 2005:** The minutes of the regular Planning and Zoning meeting were previously distributed to the Chairperson, Commissioners and City Staff for review.

**ACTION TAKEN: MEMBER McNABB MOVED TO ACCEPT THE MINUTES OF THE REGULAR PLANNING AND ZONING MEETING OF JULY 12, 2005, SECONDED BY MEMBER REINCKE. DISCUSSION: NONE. ROLL CALL: REINCKE, AYE; McMANNON, AYE; KOESTER, ABSTAIN; CRAWFORD, AYE; McNABB, AYE; EIFERT, AYE. 5 -- AYES; 1 – ABSENTION. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED.**

**CORRESPONDENCE:** None.

**GUESTS/CITIZENS/DELEGATIONS: COUNCILMEMBER ROSE PFAFF RE: KEY BANK SIGN:** Mrs. Pfaff presented a drawing of the Highland Heights Key Bank Community Center Sign. A copy thereof is attached to these minutes. She said that Key Bank signed an agreement with the City for this signage. She stated that Key Bank is paying the City for the sign. She further stated that the City will provide the landscaping around the sign. She said there would be lights that would shine on the sign. She said the lights are on a timer and will turn off at 10:00 p.m.

**COMMENTS FROM CITY PLANNER.** Mr. Shaw stated he told Mrs. Pfaff, since this is a City sign, that he did not think it would have to come before the Planning and Zoning commission for approval. He said Mrs. Pfaff is here as a courtesy. He said it is his opinion that the character and the size of the sign fit that area.

City Attorney Franzen stated the City signed an agreement with Key Bank for the sign. He said part of the agreement was that Planning and Zoning approve the sign. He said Planning and Zoning needs to determine whether or not the sign is aesthetic and whether

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or not it is a legal sign. He said if Planning and Zoning is satisfied with these conditions, they should approve the sign. He said if not, Planning and Zoning should not approve the sign.

**COMMENTS FROM ZONING ADMINISTRATOR:** Mr. Whitacre reviewed the Sign Ordinance regulations. He stated that the sign did have to come before Planning and Zoning.

**ACTION TAKEN: COMMISSIONER KOESTER MOVED TO ACCEPT THE KEY BANK SIGN FOR THE HIGHLAND HEIGHTS COMMUNITY CENTER AS PRESENTED, SECONDED BY MEMBER McMANNON. DISCUSSION: NONE. ROLL CALL: EIFERT, AYE; McNABB, AYE; CRAWFORD, AYE; KOESTER, AYE; McMANNON, AYE; REINCKE, AYE. 6 -- AYES. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED.**

There was a brief discussion about allowing advertising banner signs on the City's ball field fence. **OUTCOME:** Mrs. Pfaff stated she will bring this issue to Council to find out whether or not it is allowed to place banner signs on the ball field fence.

**ID PLAT SUBMITTED BY HOWARD RICHTER FOR 19 AND 20 ROSE AVENUE.** Mr. Richter stated the ID Plat that was submitted in 1998 had been approved, but that it was not been signed by the Chairperson at that time. He said he is requesting that Planning and Zoning authorize the Chairperson to sign the ID Plat.

**COMMENTS FROM CITY ATTORNEY:** Attorney Franzen stated that he had no problem with the Planning and Zoning Chairperson signing the ID Plat.

**COMMENTS FROM ZONING ADMINISTRATOR:** Mr. Whitacre reported he had a copy of the 1998 ID Plat in his files, but it was not signed. He further stated that he did not have a problem with the Planning and Zoning Chairperson signing the ID Plat.

**ACTION TAKEN: MEMBER KOESTER MOVED TO AUTHORIZE CHAIRPERSON CRAWFORD TO SIGN THE PLAT AS SUBMITTED BY MR. RICHTER THAT WAS ALREADY APPROVED IN 1998, SECONDED BY MEMBER McMANNON. DISCUSSION: NONE. ROLL CALL; EIFERT, AYE; McNABB AYE; CRAWFORD, AYE; KOESTER, AYE; McMANNON, AYE; REINCKE, AYE. 6 -- AYES. CHAIRPERSON CRAWFORD DECLARED THE MOTION PASSED.**

**FOR THE RECORD:** The ID Plat signed at this meeting, 08-09-2005, was given to Mr. Richter. Mr. Richter will have this ID Plat recorded. A copy of the signed ID plat

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was given to Zoning Administrator Whitacre for his file. A copy of the signed ID plat is made a part of the file, and a copy thereof is made a part of these minutes.

**UNFINISHED BUSINESS: COMPREHENSIVE PLAN:** Mr. Shaw presented a copy of the first changes to the Comprehensive Plan. There was a lengthy discussion about the changes to the Comprehensive Plan., Mr. Shaw stated he will add an addendum that will address the Technology Triangle. He will also make the other changes that were discussed. Chairperson Crawford suggested that Mr. Shaw submit the changes to the commissioners. **OUTCOME:** Mr. Shaw stated he would e-mail the changes to the commissioners.

Mr. Shaw stated the next section to be discussed will be the Land Use Plan, Section III. He stated this will be discussed at the next meeting.

Chairperson Crawford stated that he will contact Mary Paula Schuh from Northern Kentucky University and invite her to attend the September 13, 2005 Planning and Zoning meeting. He said he will ask Mrs. Schuh to give an update report on the New Lake Complex and the proposed Sports Complex. He said this meeting would begin at 7:00 p.m. He said immediately following the meeting, the regular Planning and Zoning meeting would begin. Chairperson Crawford asked Mrs. Rauf to invite the Mayor, Council members and the public to this meeting.

**STAFF REPORT: CITY ENGINEER/ ZONING ADMINISTRATOR:**

**NO THRU TRAFFIC SIGNS – KEY BANK:** Mr. Whitacre stated the No Thru Traffic signs have been removed. He stated that stop signs have been placed on this property.

**SIGNAGE FOR COMPLETE WIRELESS:** Mr. Whitacre reported that the sign that Complete Wireless had mounted on their building did not meet the sign requirements. He stated he did not approve this size sign for the building. He said the sign will be removed.

**CITY ATTORNEY:** No report.

**CITY PLANNER:** No further report.

**CONTINUING EDUCATION:** No report.

**NEW BUSINESS:** None.

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

The meeting adjourned at 9:15 p.m.

**SUBMITTED BY: \_\_\_\_\_  
JEAN A. RAUF, CITY CLERK TREASURER. CMC  
SECRETARY PLANNING & ZONING**

**SIGNED: \_\_\_\_\_  
STEVE CRAWFORD, CHAIRPERSON  
PLANNING & ZONING**