

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
ON
THURSDAY, FEBRUARY 6, 2014 AT 11:30 A.M.**

I. CALL TO ORDER

Chairman Purifoy called the meeting to order at 11:38 a.m.

Present:

William Purifoy, Chairman
Eric Herleth
Andrew Newton

Robert G. Croyle, Vice Chairman
Jean Krivan
Gerald Teel

Absent:

Catherine Wile

Others Present:

Karen Glynn, City Administrator
Steve Smith, Dir of Public Wrks/Bld Official
Councilman John Glover

Kelly Johnson, City Secr./Dir of Finance
Loren Smith, City Attorney

II. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JANUARY 9, 2014 MINUTES

Motion was made by Jean Krivan and seconded by Andrew Newton to approve the minutes of January 9, 2014 as submitted. The motion carried 6-0.

III. WORKSHOP TO REVIEW AND DISCUSS A WORKPLAN AND POSSIBLE RECOMMENDATIONS TO THE MAYOR AND CITY COUNCIL FOR AMENDMENTS TO THE CURRENT SUBDIVISION AND ZONING ORDINANCES AND OTHER PROVISIONS OF THE CODE OF ORDINANCES

Karen Glynn introduced the workshop discussion and powerpoint presentation, continuing the dialogue and recommendations from the past workshops.

TOP CONCERNS:

1. Drainage/Lot Coverage
2. Trees – “Green Space”
3. Pre-Development Planning – Requirement
4. “Cul-de-sac” Lots versus “Radial” Lots

SUMMARY OF WORK TO DATE:

1. Recommend Mandatory Pre-Development Meetings with Owner and Reps: Formalize meeting; Provide/Share City Requirement; No approvals
2. Develop Drainage Ordinance – Recommend provisions for residential, non-residential and replats as discussed; require existing conditions for impervious

cover calculations; require proposed conditions and calculations for increased run off.

3. Recommend adding to Proposed Site Plan Submittal
 - a. Continue to require existing Tree Survey
 - b. Require Proposed Site Plan with setbacks in addition to Proposed Tree Count including Tree Preserved and Additional Plantings
4. Recommend amending to the Tree Ordinance – Under review with Beautification Committee
 - a. Keep tree ratio at 1:1000
 - b. Change definition of trees to 3”
 - c. Provide for incentives to keep or plant large, mature trees WITH the approval of a certified Forester/Arborist:

Proposed /Existing Tree Size	Tree Count
10-15 inch diameter	2 Trees
> 15 inch diameter	3 Trees

- d. Minimum number of trees/trunks
 - Zone A = 10 Trunks
 - Zone B = 5 Trunks
 - e. Require minimum number of Trees or Trunks in front yard – 25% (no Green Space)
 - f. Require a one year review/maintenance provision for Tree Count
 - g. If healthy tree(s) over 15 inches are removed, must replace inch for inch. Minimum size of replacement tree is 10 inches
5. Recommend the City require construction fencing during project.
 6. No change recommended for Current Construction Hours.
 - a. M-F 7:00 a.m. to 6:00 p.m.
 - b. Sat. 8:00 a.m. to 5:00 p.m.
 - c. No Sunday or Holidays
 7. Propose the radial lot concept/provision and tie to the provision for alignment of structure.
 - a. Define Radial Lot – A lot along a curved roadway or cul-de-sac or at the end of a dead end street where the main building will be constructed “radial” or along the curve and/or at an angle to the dead end. Minimum requirements should be set for radial lots to “complement/be built in accordance with “adjacent homes or lots creating a consistent neighborhood base.

- b. Radial Lots may have a 40 foot setback but must have 40 feet of right-of-way or street frontage as well.
 - c. All lots must have the minimum lot width at the setback line.
8. Further develop Design Standards for new pavement (also includes ability to add to existing public streets)
- a. Must serve 3 or more lots
 - b. Length must be more than 250 feet
 - c. Cannot dedicate right-of-way and “NOT” pave on it
 - d. Define cul-de-sacs; Cul-de-sacs can only be constructed with a 35 foot radius and no island; Grandfather clause but not new pavement
 - e. Recommend it be noted that the City utilizes the Harris County Design Standards.
9. Recommend adding in Zoning Ordinance Article IX – Nonconforming Uses:
- a. Therefore, the fifty percent (50%) increase in valuation benchmark shall be cumulative of all remodeling or modification work to the structure within any consecutive twenty-four (24) month period.
10. No change recommendation for lighted/neon signs - the process is still to request a Specific Use Permit.
11. Recommending no change on front yard fencing adjacent to major roads or fencing along major thoroughfares.

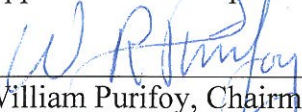
Planning and Zoning discussed the possibility of adding street lighting. The Commission decided to refer the discussion to the Beautification Committee for their recommendations.

The Commission discussed the covering of drainage ditches. As part of the current city policy it requires complete sides of a section of a street from intersection to intersection of sides to be covered. Since this was an issue about drainage and what potential impact it would have on the city the commission agreed to refer this to the Drainage Committee for further discussion and recommendations.

IV. ADJOURN

Chairman Purifoy announced the closing of the Planning and Zoning Meeting at 1:29 p.m.

Approved and accepted on April 1, 2014



William Purifoy, Chairman

Attest:



Kelly Johnson, City Secretary