

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
ON
THURSDAY, JUNE 26, 2014 AT 7:30 A.M.**

I. CALL TO ORDER

Chairman Purifoy called the meeting to order at 7:35 a.m.

Present:

William Purifoy, Chairman
Andrew Newton
Catherine Wile

Robert G. Croyle, Vice Chairman
Gerald Teel – arrived at 7:46 a.m.

Absent:

Eric Herleth and Jean Krivan

Others Present:

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

Kelly Johnson, City Secr./Dir of Finance
Councilman John Glover

II. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES OF THE APRIL 1, 2014 WORKSHOP MEETING.

Motion was made by Andy Newton and seconded by Catherine Wile to approve the minutes of April 1, 2014 as submitted. The motion carried 5-0.

III. DISCUSSION AND POSSIBLE ACTION REGARDING RATIFICATION OF THE CANCELLATION OF THE APRIL 7, 2014 WORKSHOP MEETING.

Motion was made by Andy Newton and seconded by Catherine Wile to approve the ratification of the cancelled minutes of April 7, 2014 as submitted. The motion carried 5-0.

IV. DISCUSSION AND POSSIBLE ACTION REGARDING RATIFICATION STATING A NON-OFFICIAL MEETING WITH THE CITY COUNCIL ON APRIL 15, 2014 FOR LACK OF A QUORUM.

Motion was made by Andy Newton and seconded by Catherine Wile to approve the ratification of the non-official meeting minutes of April 15, 2014 as submitted. The motion carried 5-0.

V. WORKSHOP TO REVIEW AND DISCUSS 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.



Planning & Zoning

Commission

Ordinance Review

June 26, 2014

7:30 am

Follow Up from previous Meetings

Vision of the City:

“To preserve the present residential character of Bunker Hill Village and the public improvements therein”

“The very purpose of the city's being was and is to provide and perpetuate a quiet, tranquil, safe, and orderly community of single-family homes, with abundant greenery and open spaces, clean air and water, a safe environment, and other amenities conducive to the development and enjoyment of family life”

Goals for the Meeting:

- Maximum Percentage of Impermeable and Permeable Cover
- Definitions
- Committee Recommendations:
 - Tree Ordinance
 - Drainage Ordinance
- Street Lights and Underground Utility Service Lines
- Variance Provision to Subdivision Ordinance
- Comments on Draft Ordinances and Placement

- Next Steps

PERMEABLE COVER RECOMMENDATION:

Are the City’s basic requirements “enough”?

	Existing	Proposed
Set backs	Dist A Front 50’; Side 20’ ; Rear 25’; 2 nd story 40” Dist B Front 25’; Side 10’ ; Rear 10’ 2 nd Story 25’	Same
Lot Coverage Impermeable Cover	45%	Same
Lot Coverage Permeable Surfaces	No Limit City Council agrees we need a limit	The delta (minus impermeable) up to 60%
Total Max Lot Coverage	N/A Impermeable max at 45%	60%
Green Space	Strip along side and rear; 5 foot for Dist A; 2 ½ feet for Dist B; Ties to Tree Ordinance	Same

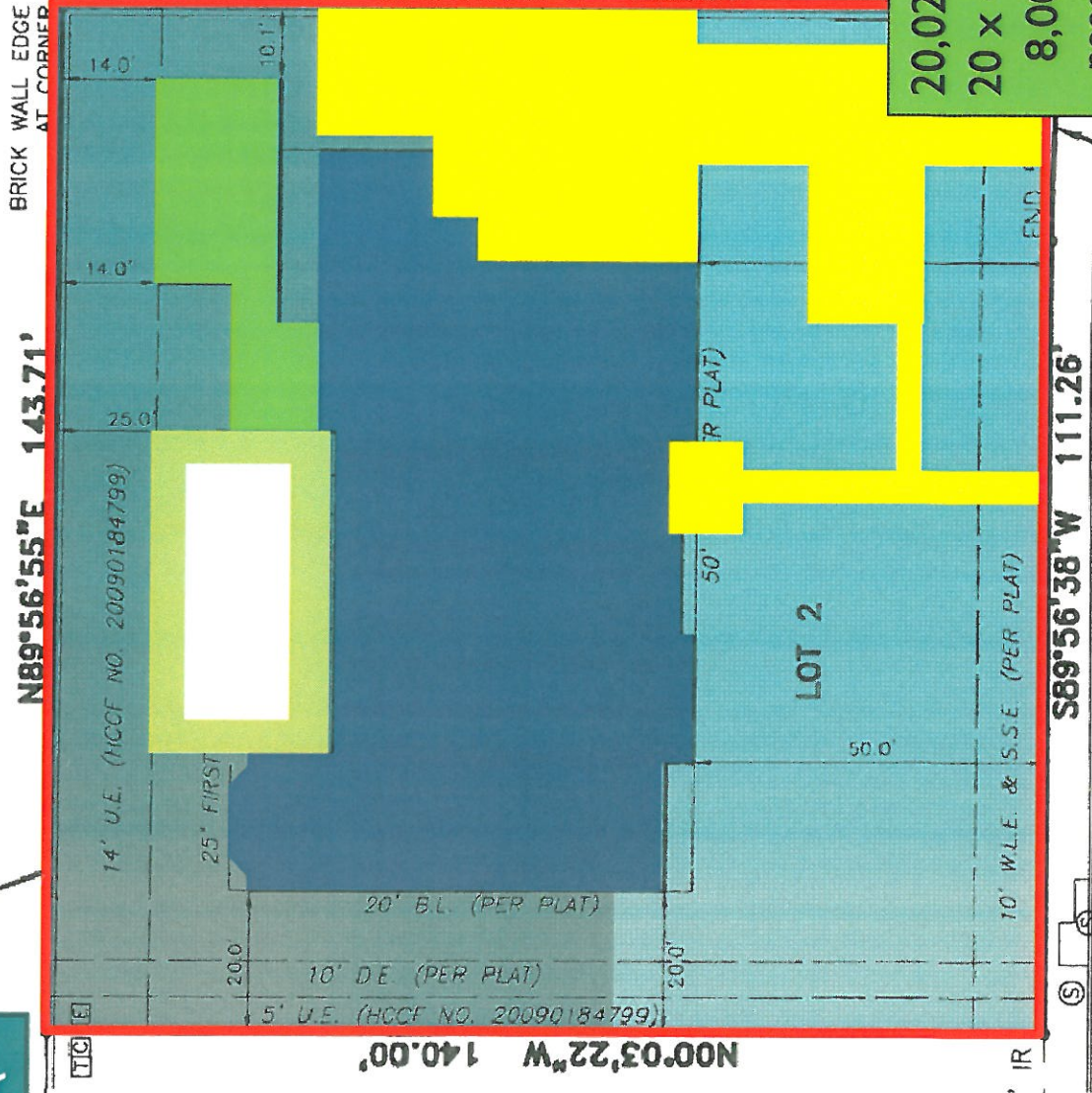
Other Villages:

	Piney Point	Hedwig	Hunter's Creek	Spring Valley	Hilshire
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Lot Coverage	Building Area 30%	Buildings 25%	Buildings (includes courts) 25%	60% Behind front building line	60% Behind front building line
Impermeable Cover	Total w/ Drives and Pools 50% (includes permeable – all hard surfaces)	Total w/Drives 40%	No limit on driveways	50% In front of front building line	50% In front of front building line

All have tree ordinances

Zoning District A



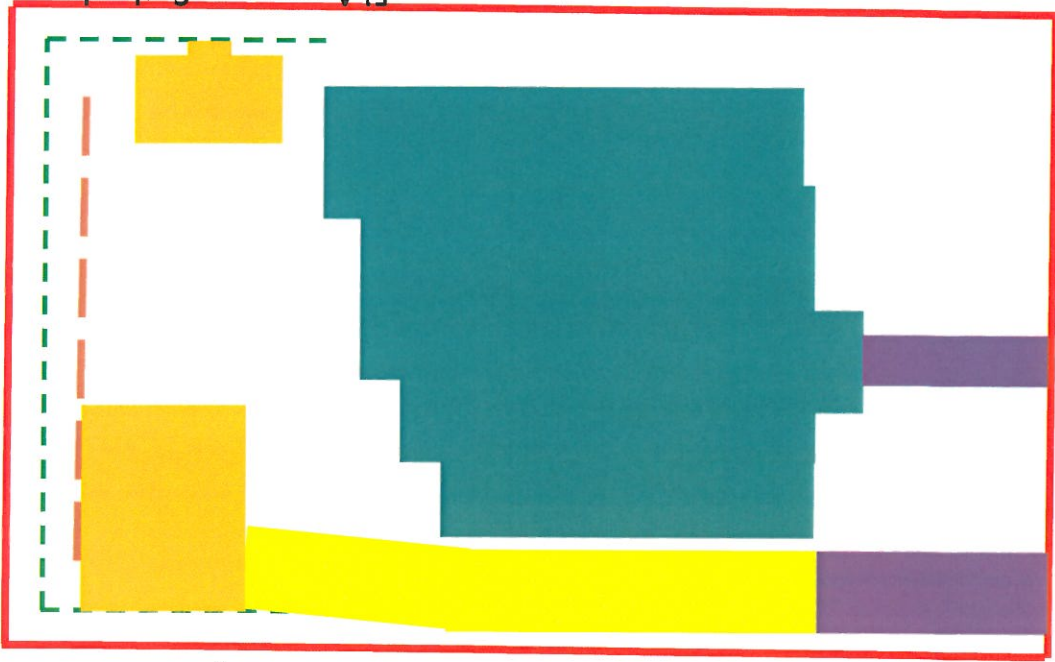
House	25%
Accessory	2%
Drives	12%
Pool Decking	3%
Total	43%

MAXIMUM 45%
Total
20,020 sf

20,020 sf = 20 trees
 20 x 400 = 8000
 8,000/20,000 = 40%
 needed green space for
 trees

GREYTON LANE
(40' PUBLIC R.O.W.)

Zoning District B

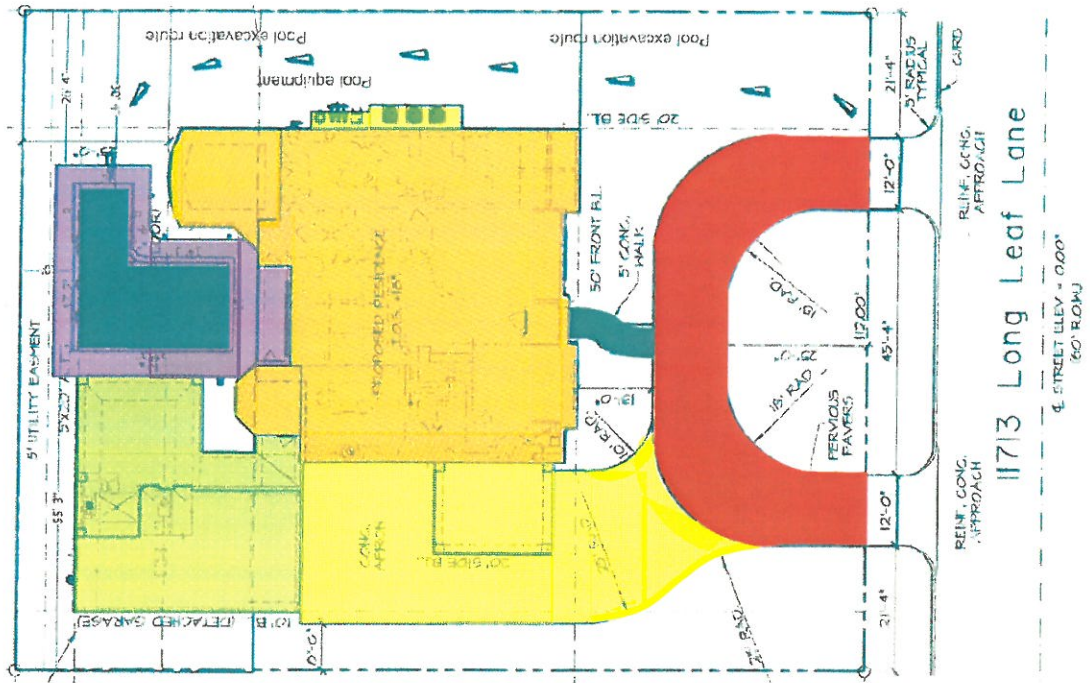


• Lot Size	11,900 sf
• House Foundation	3,584 sf
• Garage	594 sf
• Cabana	248 sf
• Driveway	381 sf
• Walkway	197 sf

42% Total

5,004 sf

11,900 sf = 12 trees
 12 x 400 = 4800
 4800/11,900 = 40%
 needed green space for trees



Lot Size	16240
• Non Permeable	6821
• Permeable Driveway	975
• Pool Area	465
• Total	8261
Trees Required	17
Tree Area Required	6800
	42%

11713 Long Leaf Lane

4' STREET WLEV. + 0.00'
60' R.O.W.

Definitions

In Kind/Same Kind - A reconstruction of **accessory or driveway structures** whereby the new project consists of the same land use, location, and size as previously in place.

i.e. Reconstruction of a garage or swimming pool.
Reconstruction of the main structure requires all non-conforming aspects of the lot to be resolved.

Note: Your copy is different!

Zoning Ordinance **ARTICLE II.- DEFINITIONS**

Accessory *building* and *accessory use*. A building or use which is clearly subordinate and customarily incidental to and serves the principal or main building or use; is subordinate in area, extent, and purpose to the principal or main building or use served: contributes to the comfort, convenience or necessity of the occupant of the principal or main building or use; and is located on the same lot as the principal or main building or use. Notwithstanding the foregoing or any other provision contained in this appendix "A" to the contrary, **no building, or any part thereof, constructed, altered, improved or used for the purpose of human habitation shall be deemed an accessory building** hereunder. For the purposes hereof, a building or part thereof shall be deemed **habitable if it is constructed, altered or improved so as to be suitable for, or used for, sleeping or any other living purposes. Provided further, any building, or part thereof, equipped with heating, air conditioning, or any other form of climate control shall be deemed suitable for habitation.** (Ord. No. 01-256, § 1, 2-20-01)

Zoning Ordinance –

Article IV. - Compliance With Regulations

One building per lot. Every building or structure hereafter erected, constructed, reconstructed, converted, enlarged, moved, or structurally altered shall be located on a lot as herein defined and, unless specifically authorized herein, there shall not be more than one (1) main building on a lot.

**Article V and VI (District A and B)
Accessory use regulations.**

The following regulations shall apply to all accessory buildings, structures, and uses:

A.

Limitations on use. An accessory building, structure, or use shall not be rented, shall not be used for business, commercial, or manufacturing purposes, and shall not contain any kitchen, **living or sleeping** facilities. The foregoing notwithstanding, an accessory building or use subordinate to a main church-building may contain kitchen **or living** facilities for use in conjunction with church-related recreational activities only. ~~Neither such accessory building or use shall be rented or used for business, commercial, or manufacturing purposes.~~

Multi - Story Accessory Structures

- Should the 40' Setback Apply with windows or doors above the first floor?

Cul-de-sac/Radial Lot

- **Cul-de-sac** – The curved “bulb” at the end of a dead end street
- **Radial lot** means a lot having a front property line that includes the shape of a curve or is positioned at the end of a dead end street (having no cul-de-sac bulb), and having side property lines that either intersect each other beyond the rear or front line of the lot, if they were extended past the rear or front line of the lot.
- **Radial lots** shall have a minimum right-of-way frontage of forty (40) feet. These lots shall also have a minimum width and depth consistent with the City's Zoning Ordinance. The width shall be measured at the front building line. The lot depth shall be measured taking the average of the side lot lines and the maximum radial depth. The side lot lines of residential lots shall be radial to the street or curve of the front lot line of such lot. The main building orientation shall complement adjacent homes creating a consistent neighborhood look

All lots, regardless if radial or parallel to the street, must have the minimum lot width at the front setback line.

COMMITTEE RECOMMENDATIONS

- **Drainage Ordinance**
- **Tree Ordinance**

Drainage Ordinance

Non- Residential

Property Owner(s) is responsible for detaining **100%** of stormwater runoff calculated from the proposed reconstruction and/or new development:

- (1) If the proposed improvements are less than 50% of the value or area of the entire property/site, the stormwater calculated shall be based on the impacted area only.
- (2) If the proposed improvements are greater than 50% of the value or area of the entire site, the stormwater calculated shall be based on the entire site including associated ancillary facilities such as parking.

The impact, as a result of redevelopment, shall be evaluated and required as part of the Specific Use Permit Process. Although, 100% of detention will be required, the onsite/private system will continue to be tied to the City's system at existing or designated connect points.

Tree Drainage

These requirements apply to all situations including planning for New Construction and Remodeling/Expansion/Additions as well as proposed tree removal by existing property owners. Any homeowner in continuous ownership of their home since before February 20, 1996 can remodel or expand without meeting the provisions of this section. However, all new construction and reconstruction must meet these requirements.

Tree(s) Proposed for Removal On the Approved Tree Planting List	Required Replacement	Replacement Number & Size Replacement Tree Must be on the Approved Tree Planting List
Any Tree (Healthy or Diseased) 5 - 10 inch diameter DBH	Must be replaced if the lot tree count does not meet minimum requirement; Does not need to be replaced if tree count is met	1 Tree per every 1 removed Must be 3" or greater caliper
Over 5 Healthy Qualified Trees (10-15 inch diameter)	Must be replaced regardless of meeting minimum tree requirement; Can count toward minimum tree requirement	1 Tree per every 5 removed Must be 5" caliper and least 15' feet tall

Healthy Protected Tree
> 15 inch diameter

Must be replaced regardless of meeting minimum tree requirement; Can count toward minimum tree requirement

2 Trees per every 1 removed
Must be 5" caliper and least 15' feet tall

Summary

Event	Zoning	Building	Drainage	Trees
New Construction	Yes	Yes	Yes	Yes
Reconstruction	Yes	Yes	Yes	Yes
Expansion/Addition ➤ 200 sf;	Yes	No to Existing; Yes to new; No to Sprinklers	Yes	Yes * See provision for tenured ownership of home
< 50% over 24 months (>50% is deemed "Reconstruction")	Yes	No	No	No
< 200 sf	Yes	No	No	No
Re-Model/ Maintenance	No	No	No	No

Non - Main Structure - In Kind/Same Kind - Plan review and a permit is required; "In Kind/Same Kind" considered as a maintenance project.

Variations to the Subdivision Ordinance?

- Currently no variance opportunity.
- Should there be?

Lot size? Lot dimensions?

Cul-de-sac?

Recommendation: No Variations

Underground Utilities

Section 4 - 7 Underground Utilities

All utility service lines for electricity, telephone, gas, cable television and any other such service for individual lots shall be underground.

Street Lights

Street lighting. Street lighting is allowed for new development and shall conform to the latest edition of the Illuminating Engineering Society Handbook. Street light fixtures must be a CenterPoint Standard. Decorative fixtures are allowed if provided by CenterPoint.



Comments on Placement, Miscellaneous Edits, and Draft Ordinances

Number of Animals

CHAPTER 3 – ANIMALS ARTICLE II – DOGS AND CATS

- Sec. 3-29. - Maximum number to be kept.

No person shall harbor, at any time, more than three (3) dogs or cats over the age of six (6) months each in any place in the city within one hundred fifty (150) feet of any dwelling house in use and occupied by human beings other than the dwelling house of the owner of such dogs or cats.

(Ord. No. 169, § 16, 12-3-73)

- Sec. 3-46. - License required.

Every person owning, keeping or having in his possession, in the city, a dog or cat, **shall be required to obtain an annual license** therefore. The license shall be obtained prior to January 31 of each calendar year and shall be valid for a twelve-month period. Each dog or cat shall have a current rabies vaccination, as required by state law, and evidenced by a valid rabies certificate issued by the veterinarian who performed the vaccination as a requisite to licensing; provided however, a license issued within sixty (60) days prior to the expiration of any calendar year shall be valid through and including the calendar year next following such issuance. The city shall issue a permit and license tag upon payment of applicable license fees as may be established from time to time by the city council.

Number of Animals

Summary:

Have received concerns regarding number of animals outside and noise; Have new residents with lots of animals.

Currently registering animals.

Piney Point and Hunter's Creek do not register animals.

NEXT STEPS

- Questions/Comments

Thank YOU!

<i>Existing</i>	<i>Recommended Changes and Placement</i>
<p>Chapter 4 BUILDING AND CONSTRUCTION</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p>Sec. 4-1. Proof of insurance required.</p> <p>Secs. 4-2—4-20. Reserved.</p> <p><u>ARTICLE II. - RESERVED</u></p> <p><u>ARTICLE III. - SUBSTANDARD BUILDINGS OR STRUCTURES</u></p> <p><u>ARTICLE IV. - CONSTRUCTION CODES</u></p>	<p>Chapter 4 DEVELOPMENT, BUILDING AND CONSTRUCTION</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p>Sec. 4-1. Proof of insurance required. existing</p> <p>Sec. 4-2 Application and filing new</p> <p>Sec. 4-3 Definitions new</p> <p>Sec 4-4 Mandatory Pre-Development Meeting new</p> <p>Sec 4-5 Hours of Construction existing</p> <p>Sec 4-6 Construction Fencing new</p> <p>Sec 4-7 Underground Utilities new</p> <p>Sec 4-8 Site Plans new</p> <p>Sec 4-9 Notification of Permit Applications; Process existing</p> <p>Sec 4-10 Work Site Conditions; Clean-Up new</p> <p>Sec 11-20. Reserved.</p> <p><u>ARTICLE II. - RESERVED</u></p> <p><u>ARTICLE III. - SUBSTANDARD BUILDINGS OR STRUCTURES</u> existing</p> <p><u>ARTICLE IV. - CONSTRUCTION CODES</u> existing</p> <p><u>ARTICLE V. - Chapter 7</u> FLOOD DAMAGE PREVENTION existing with inclusion of NEW Drainage Ordinance</p> <p><u>ARTICLE VI PRESERVATION OF TREES</u> - revised</p> <p><u>ARTICLE VII. - OUTDOOR LIGHTING</u> existing</p>
<p><i>Existing</i></p>	<p><i>Recommended Changes and Placement</i></p>
<p>Chapter 7 FLOOD DAMAGE PREVENTION (add Drainage Ordinance and move entire Chapter to Chapter 4)</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p><u>ARTICLE II. - STATUTORY AUTHORIZATION; FINDINGS OF FACT; PURPOSE; METHODS</u></p> <p><u>ARTICLE III. - ADMINISTRATION</u></p> <p><u>ARTICLE IV. - FLOOD HAZARD REDUCTION</u></p>	<p>Chapter 7 - RESERVED</p>

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<i>Existing</i>	<i>Recommended Changes and Placement</i>
<p>Chapter 10 OFFENSES AND MISCELLANEOUS PROVISIONS</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p>ARTICLE II. - OUTDOOR LIGHTING (move to Chpt 4)</p> <p><u>ARTICLE III. - CONDITION OF PREMISES</u></p> <p><u>ARTICLE IV. - MISCELLANEOUS NUISANCES</u></p> <p>ARTICLE V. - DRAINAGE DITCHES, STORM SEWERS (move to Chpt 13 Streets)</p> <p>ARTICLE VI. - PRESERVATION OF TREES (move to Chpt 4)</p> <p><u>ARTICLE VII. - REGULATION OF SEX OFFENDER RESIDENCY</u></p>	<p>Chapter 10 OFFENSES AND MISCELLANEOUS PROVISIONS</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p>ARTICLE II. - RESERVED</p> <p><u>ARTICLE III. - CONDITION OF PREMISES</u></p> <p><u>ARTICLE IV. - MISCELLANEOUS NUISANCES</u></p> <p>ARTICLE V. - RESERVED</p> <p>ARTICLE VI. - RESERVED</p> <p><u>ARTICLE VII. - REGULATION OF SEX OFFENDER RESIDENCY</u></p>
<p>Chapter 13 STREETS AND SIDEWALKS</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p><u>ARTICLE II. - EXCAVATION PERMIT</u></p> <p><u>ARTICLE III. - SIGNS ACROSS STREETS</u></p> <p><u>ARTICLE IV. - VEGETATION ALONG PRIVATE STREETS</u></p> <p><u>ARTICLE V. - USE OF CITY RIGHTS-OF-WAY BY PROVIDERS OF TELECOMMUNICATIONS SERVICES</u></p>	<p>Chapter 13 STREETS AND SIDEWALKS</p> <p><u>ARTICLE I. - IN GENERAL</u></p> <p><u>ARTICLE II. - EXCAVATION PERMIT</u></p> <p><u>ARTICLE III. - SIGNS ACROSS STREETS</u></p> <p><u>ARTICLE IV. - VEGETATION ALONG PRIVATE STREETS</u></p> <p><u>ARTICLE V. - USE OF CITY RIGHTS-OF-WAY BY PROVIDERS OF TELECOMMUNICATIONS SERVICES</u></p> <p>ARTICLE VI. - DRAINAGE DITCHES, STORM SEWERS</p>

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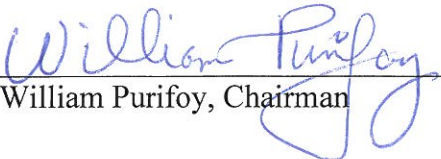
<i>Existing</i>	<i>Recommended Changes and Placement</i>
<p>Chapter 14 SUBDIVISIONS</p> <p>Sec. 14-1. Definitions.</p> <p>Sec. 14-2. General provisions.</p> <p>Sec. 14-3. Special provisions.</p> <p>Sec. 14-4. Preliminary plat and accompanying data.</p> <p>Sec. 14-5. Final plat.</p> <p>Sec. 14-6. Fees.</p> <p>Sec. 14-7. Standards and specifications.</p> <p>Sec. 14-8. Construction of public improvements.</p> <p>Sec. 14-9. Certification of completion of public improvements.</p> <p>Sec. 14-10. Liability of city to furnish improvements.</p> <p>Sec. 14-11. Approval of final plat.</p> <p>Sec. 14-12. Recorded plat.</p> <p>Sec. 14-13. Penalty.</p>	
<p>Appendix A - ZONING</p> <p>ARTICLE I. - ENACTMENT</p> <p>ARTICLE II. - DEFINITIONS</p> <p>ARTICLE III. - ESTABLISHMENT OF DISTRICTS AND BOUNDARIES</p> <p>ARTICLE IV. - COMPLIANCE WITH REGULATIONS</p> <p>ARTICLE V. - DISTRICT A REGULATIONS</p> <p>ARTICLE VI. - DISTRICT B REGULATIONS</p> <p>ARTICLE VII. - SUPPLEMENTARY DISTRICT REGULATIONS</p> <p>ARTICLE VIII. - SPECIFIC USE PERMITS</p> <p>ARTICLE IX. - NONCONFORMING USES</p> <p>ARTICLE X. - ADMINISTRATION</p> <p>ARTICLE XI. - BOARD OF ADJUSTMENT</p> <p>ARTICLE XII. - SCHEDULE OF FEES, CHARGES, AND EXPENSES</p> <p>ARTICLE XIII. - AMENDMENTS</p> <p>ARTICLE XIV. - VIOLATIONS AND PENALTIES</p> <p>ARTICLE XV. - LEGISLATIVE INTENT</p>	

Next step was for the City Attorney to make the changes in the ordinances and schedule a public hearing.

VI. ADJOURN


Chairman Purifoy announced the closing of the Planning and Zoning Meeting at 9:32 a.m.

Approved and accepted on September 18, 2014



William Purifoy, Chairman

Attest:



Kelly Johnson, City Secretary