

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, JUNE 22, 2021, AT 11:30 A.M.**

**I. CALL TO ORDER**

Vice Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:30 a.m. based on a quorum of members present:

Present:

Catherine Wile, Vice Chairman  
Jack Christiansen, Commissioner  
Bill Going, Commissioner  
John Gillette, Commissioner  
Jean Krivan, Commissioner  
Monica Muschalik, Commissioner

Also in Attendance:

Billy Murphy, New P&Z Appointee July 1, 2021  
Karen Glynn, City Administrator/Acting City Secretary  
Steve Smith, Director of Public Works/Building Official  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary (via Zoom)

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE APRIL 7, 2020, MINUTES**

**A motion was made by Commissioner Christiansen to approve the minutes for April 7, 2021. The motion was seconded by Commissioner Krivan.**

**The motion carried 6 to 0.**

**IV. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A SHORT FORM FINAL PLAT FOR RAYDON ESTATES SECTION 2 (1 RAYDON LANE) CREATING TWO (2) SINGLE FAMILY LOTS - *Steve Smith, Director of Public Works/Building Official***

Probstfeld & Associates, Inc., on behalf of Frank Y. and Michele G. Yang, have submitted a Short Form Final Plat for Raydon Estates Section 2 located at 1 Raydon Lane. The Plat would create two (2) single family lots.

This application is considered to be “a short form final plat” under Chapter 14, Subdivisions:

**Sec. 14-5.1. – Short form final plats.**

A short form platting procedure may be requested if the final plat is authorized by the administrative officer and meets the following requirements:

- (1) No more than four (4) lots, tracts or reserves are included.
- (2) The area to be platted lies within an existing public street circulation system already approved by the city council;
- (3) The proposed development meets all the requirements of the existing zoning district;
- (4) The plat does not propose to vacate public street rights-of-way or easements;
- (5) The plat does not propose creation or extension of public rights-of-way;
- (6) The proposed development does not require any significant drainage improvements;
- (7) The proposed development is consistent with the thoroughfare plan and creates no significant traffic congestion on the existing public street system;
- (8) The proposed development creates no variance requests.

The City's Consultant has reviewed the plat on behalf of the City. The plat meets all of the City's requirements. Currently, there is one home existing on the lot.

**A motion was made by Commissioner Muschalik to approve a Short Form Final Plat for Raydon Estates Section 2 (1 Raydon Lane), creating two (2) single family lots. The motion was seconded by Commissioner Christiansen.**

**The motion carried 6 to 0.**

**V. UPDATE ON ACTIVITIES - *Karen Glynn, City Administrator***

Karen Glynn thanked the Commissioners for agreeing to serve for another term. She informed the Commission that Commissioner Krivan has indicated that she is ready to step down once a replacement is found. William (Billy) Murphy will replace Bill Purifoy in July, 2021. The Commissioners will take the Oath of Office at the next meeting.

**A. Zoning Board of Adjustment Meetings**

The Zoning Board of Adjustment has had two recent meetings and voted on the following final decisions:

**11646 Memorial Drive** – A final decision was reached by the Zoning Board of Adjustment to allow construction of a wall in the front yard with the construction of a new house at this location. This approval was contingent upon the house being demolished in the next 6 months. The house has since been demolished. There are a few other details listed in the decision regarding the placement of the wall, landscaping, maintenance, and the front fencing for the new house.

**512 Knipp Road** – A final decision was reached regarding an interpretation of the City's Code by the Building Official. There were three points discussed for this item:

*1. Definition of Appliance and placement/location thereof.*

The Board voted unanimously that the Building Official's interpretation is correct in both the definition and location and that the building is not in the green space and that the air conditioner is an appliance and not an accessory structure.

2. *Height Requirement for an Accessory Structure and Definition for a sleeping structure.*

The Board voted unanimously that the Building Official correctly interpreted the City's Code regarding the 18-foot and 10-foot height requirement of the accessory structure and that that the detached garage is not improved or used for the purpose of human habitation or sleeping purposes, and as prohibited in the definition of Accessory Building. The Board agreed that the Building Official correctly interpreted the City's Code as to what constitutes a sleeping structure.

In addition, a certification of the height of the accessory structure will be required at final inspection.

3. *The Guard Shack*

The Board agreed that the **guard shack structure must be removed at the final inspection before an issuance of the Certificate of Occupancy.**

**B. Upcoming Planning and Zoning Commission Topics**

Karen Glynn, City Administrator commented that the issues raised at the ZBOA Meeting are being reviewed and may come before the Commission for further review and recommendation to the City Council for any improvements to wording in the Code of Ordinances:

- (1) Review the definition of "structure" (Section 2.01 – Appendix A) to specifically exclude appliances, as defined in the International Code(s),
- (2) Review and clarify the height regulations for accessory buildings and structures (Section 5.03 C); should the ten (10) foot wall limitation apply to the interior wall of a separated floor, and
- (3) Review the definition of "sleeping purposes" to clarify the specific criteria used to determine if an accessory building or structure is "improved or used for the purpose of human habitation." Currently the Building Official considers the following definition for *Sleeping purposes*: A building shall be considered to be improved or used for *sleeping purposes* if such building is constructed with a restroom and a closet.

**Staff has been made award of two potential Specific Use Permit Applications:**

- Memorial Forest Club – An application has been submitted for review.
- Paratus Memorial – The Applicant has met with the Building Official regarding the desire to add a fence to the site for safety needs at the school.

**C. Development Activity** – Steve Smith shared that the development activity in the City is very busy; Pre-Development Meetings and Permits have increased this year.

**D. Capital Projects**

- Water Well – The City’s new well project is underway at Bunker Hill Elementary School. There is a lot of work planned for the summer. The City hopes to drill the final well the week of July 5, 2021.
- Bunker Hill Elementary School – Construction is progressing very well and also, the site is very busy this summer.
- Added Detention at Bunker Hill Elementary School – the City Council approved additional funding to pursue adding detention on the school site as recommended by the Drainage Committee.
- Chapel Belle Street and Drainage Reconstruction – The final design for this project was approved with construction for the street to begin in 2022.

**E. Set Planning and Zoning Commission Meeting**

The Commission set the next Planning and Zoning Commission Meeting to be held on August 24, 2021, at 11:30 am.

**VI. ADJOURN**

**A motion to adjourn was made by Commissioner Christiansen and seconded by Commissioner Gillette**

**The motion carried 6 to 0.**

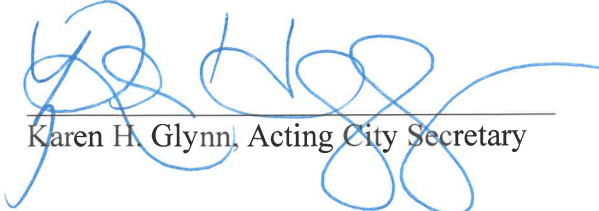
The meeting adjourned at 12:10 p.m.

Approved and accepted on August 24, 2021.



Catherine Wile, Vice Chairman  
Planning and Zoning Commission

ATTEST:



Karen H. Glynn, Acting City Secretary