

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
WEDNESDAY, APRIL 7, 2021, AT 11:30 A.M.**

I. CALL TO ORDER

Vice Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order 11:35 a.m. based on a quorum of members present:

Present:

Catherine Wile, Vice Chairman (via Zoom)
Jack Christiansen, Commissioner (via Zoom)
Bill Going, Commissioner (at City Hall)
John Gillette, Commissioner (at City Hall)
Jean Krivan, Commissioner (at City Hall)

Absent:

Monica Muschalik, Commissioner

Also in Attendance:

Councilmember Keith Brown, P&Z Liaison (at City Hall)
Karen Glynn, City Administrator/Acting City Secretary (at City Hall)
Steve Smith, Director of Public Works/Building Official (at City Hall)
Loren Smith, City Attorney (at City Hall)
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 AUGUST 12, 2020, MINUTES

A motion was made by Commissioner John Gillette to approve the minutes for August 12, 2020, with suggested changes. The motion was seconded by Commissioner Bill Going.

The motion carried 5 to 0.

IV. CONSIDERATION AND POSSIBLE ACTION ON A PRELIMINARY PLAT FOR BUNKER HILL ELEMENTARY SCHOOL LOCATED AT 11950 TAYLORCREST ROAD - Steve Smith, Director of Public Works/Building Official

The reconstruction of Bunker Hill Elementary School is currently underway. As discussed with the Commission in August 2020, the site for Bunker Hill Elementary School was never platted. The district is now ready to begin this process.

Jones and Carter, the property owner's representative, submitted the preliminary plat to the Planning and Zoning Commission to begin the platting process. The process for platting includes a Preliminary Plat approved by the Planning and Zoning Commission followed by a Final Plat which is then recommended to City Council. Preliminary Plats shall be effective for 6 months.

The city now owns a parcel of land on the Bunker Hill Elementary School Site for the City's new water well. As a result, the City is a property owner on this plat. The City's Consultant reviewed the plat on behalf of the city. The plat is recommended for approval to prepare for the Final Plat.

A motion was made by Commissioner John Gillette to approve the preliminary plat. The motion was seconded by Commissioner Jean Krivan.

The motion carried 5 to 0.

V. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE AN AMENDING PLAT, ADJOINING TWO ADJACENT LOTS LOCATED AT 78 AND 82 WILLIAMSBURG LANE - *Steve Smith, Director of Public Works/Building Official*

Probstfeld & Associates, Inc., on behalf of Neal A. and Amitha N. Verma, submitted an adjoining plat requesting to combine multiple tracts (two lots) into one. These lots are located at 78 and 82 Williamsburg Lane. Mr. & Mrs. Verma intend to build one house on the new lot.

This application was considered to be an "amending plat" under Chapter 14, Subdivisions:

Sec. 14-5.2. - Amending plat.

Amending plats only are applicable to residential land uses. Amending plat procedure shall be in accordance with the current Texas Local Government Code:

- (9) Relocate one or more lot lines between one or more adjacent lots if:
 - a. The owners of all those lots join in the application for amending the plat.
 - b. The amendment does not attempt to remove recorded covenants or restrictions.
 - c. The amendment does not increase the number of lots.

- (10) To replat one or more lots fronting on an existing street if: the owners of all those lots join in the application for amending the plat; the amendment does not attempt to remove recorded covenants or restrictions; the amendment does not increase the number of lots; and the amendments does not create or require the creation of a new street or make necessary the extension of municipal facilities.

The plat meets all of the City's requirements. Currently, there are two homes existing on the two lots. If approved, at least one house would need to be demolished prior to the plat being recorded.

The Commission discussed the plat and the process for Adjoining Plats. Although the Planning and Zoning Commission understood and supports property owners wanting to join lots, the Commission felt that public comment or notification for adjacent properties may be appropriate for adjoining plats. The Commission asked Staff to seek Council direction on this topic.

A motion was made by Commissioner John Gillette to recommend the City Council approve an amending plat, contingent upon demolition of one of the two existing homes. The motion was seconded by Commissioner Bill Going.

The motion carried 5 to 0.

VI. UPDATE ON ACTIVITIES – *Karen Glynn, City Administrator*

Karen Glynn shared the following updates:

- A Bench was placed on Memorial Drive at Meyerling in honor of Bill Purifoy.
- The P&Z appointments will be made in June 2021. New officers will be appointed after appointments are made. Catherine Wile will continue serving as Vice Chair until this time.
- There have been 15 Vacant Properties identified in the City. Twelve (12) have registered and paid the required fee. One building permit has been issued. Two properties have had predevelopment meetings. It was noted that a permit is required within 60 days or the properties without permits will need to be registered.
- Construction plans were submitted for the property at Briar Forest and Memorial. The plans were rejected because the applicant proposed a fence in the front yard. The applicant has since applied for a variance. A Zoning Board of Adjustment Meeting has been set for Wednesday, April 28 at 4:00 p.m. The Meeting will begin with orientation and regular business items and the public hearing will take place at 5:00 p.m.
- Progress is being made on Bunker Hill Elementary School and the City's water well project.
- The City permitted four (4) new houses in the month of March totaling \$8.5M in value.
- There will not be an Election on May 1, 2021. All incumbents were unopposed.

VII. ADJOURN

A motion to adjourn was made by Commissioner John Gillette and seconded by Commissioner Jean Krivan

The motion carried 5 to 0.

The meeting adjourned at 12:52 p.m.

Approved and accepted on June 22, 2021.

Catherine Wile, Vice Chairman
Planning and Zoning Commission

ATTEST:

Karen H. Glynn, Acting City Secretary