



AGENDA REQUEST
City of Bunker Hill Village
Planning and Zoning Commission

Agenda Date:	April 25, 2023
Agenda Item:	IV
Subject:	Application for an Amendment to Specific Use Permit (SUP)
Exhibits:	SUP Application
Presenter(s):	Karen Glynn, Acting City Secretary/ Community Development

Executive Summary

Background/ History

The Memorial Drive Presbyterian Church is located at 11612 Memorial Drive and has operated under a “specific use permit” for many years. The SUP outlines a detailed site plan and specific conditions. The latest amendment was approved in 2013 when the Church added a Columbarium to their site.

A proposed change to the site plan would trigger the Specific Use Permit (SUP) Process which requires a recommendation by the Planning and Zoning Commission and approval by City Council.

The Church has submitted the attached application for an amendment to their existing SUP for the following:

1. Replacement of Existing Signs – 3 Locations
2. New Pickleball Courts (2 Total) with Covered Structure and Site Amenities

SUP/ Amendment Process

The purpose of the SUP process and regulations is to allow the proper integration of uses which may be suitable in specific locations within the City. Any future requests by the applicant must meet the existing Specific Use Permit or an amendment is required.

As stated in the Code of Ordinances, before any specific use is permitted in the applicable zoning district, a report from the Planning and Zoning Commission must be directed to the City Council accompanied by the Commission's recommendation for approval or denial. The report shall include, but need not be limited to, the following:

- A. *Ingress and egress:* Ingress and egress to the property and proposed structures thereon, with particular reference to automobile and pedestrian safety and convenience, traffic flow and control, and access in the event of fire or other catastrophe.
- B. *Off-street parking:* Off-street parking and loading areas where required, with particular attention to the items set forth in subsection A of this section, and the economic, noise, glare, and other effects of the specific use on adjoining properties and other properties generally in the district and city.

- C. *Service area*: Refuse and service areas, with particular reference to the items set forth in subsections A and B of this section.
- D. *Utilities*: Utilities include water and wastewater with reference to location, availability, and compatibility.
- E. *Drainage*: Drainage plans proposed to meet requirements of the city's drainage ordinance and criteria manual.
- F. *Screening and buffering*: Screening and buffering, either or both, with reference to type, dimensions, and character.
- G. *Signs and lighting*: Sign location and size, proposed exterior lighting with reference to glare and traffic safety and compatibility and harmony with adjacent property and other properties generally in the district and city.
- H. *Trees, yards and open spaces*: Landscaping and required yards, open spaces, and building setback lines.
- I. *Compatibility*: General compatibility with adjacent properties and other properties in the district and city.
- J. *Conformity*: The conformity of the proposed use with the requirements and intent of this ordinance and the comprehensive plan of the city.

In reviewing the application, it is recommended that the following items be considered for approval:

- Signs and Lighting and Ingress and Egress for proper site distance
- Compatibility
- Conformity

The purpose of the SUP Process is to look at individual sites on a case-by-case basis and determine if the proposal would negatively impact adjacent properties and the City as a whole.

The SUP Process provides for conditions to be included to ensure specific concerns are addressed for the various factors.

Amendment Application

As indicated on the submitted Specific Use Permit Application, Memorial Drive Presbyterian Church has requested an amendment to the existing S.U.P. for the following:

1. Replacement of Existing Signs – 3 Locations
2. New Pickleball Courts (2 Total) with Covered Structure and Site Amenities

Staff is providing the City's Code of Ordinances for signage as well as game courts and exterior lighting allowed in the City.

The items are summarized separately, and the ordinances are listed below:

Replacement of Existing Signs – 3 Locations

The Church currently has signage at 3 locations on the site:

1. Memorial Drive
2. Briar Forest
3. Blalock Lane

The City's Code for Signage includes the following:

§ 7.11. - SIGNS.

It shall be unlawful for any person to erect, construct, install, or maintain any sign within the city except one specifically permitted by this section. No sign, except one authorized or required by governmental authority, shall be placed or allowed to project in, along, or over a public street, sidewalk, easement, or other public property. Only the following type signs, of the size and dimensions specified, shall be permitted in the city:

D. Institutional signs. Institutions located within the city shall be allowed to erect one (1) permanent freestanding ground sign within each yard of the lot or parcel of land on which such institution is situated which fronts or is adjacent to a street. No such sign shall exceed fifty (50) square feet in total area, including the supporting structure, and the sign face, or "message area," shall not exceed twenty (20) square feet. No such sign shall exceed five (5) feet in height above the immediately adjacent natural grade, or be placed within one (1) foot of a roadway right-of-way. Such signs shall not impede traffic visibility or constitute a traffic hazard. In addition to the foregoing, such signs shall comply with, and be subject to, the following:

1. All institutional signs shall be subject to approval by the city council, upon recommendation of the Planning and Zoning Commission. The institution requesting approval shall submit to the commission a drawing of the proposed sign, together with a description and other information sufficient to determine whether the sign is in compliance with this section. The commission shall, as soon as practicable following submission of the request for approval of a proposed sign, advise the applicant whether it recommends approval or disapproval and, if disapproval is recommended, the reasons therefor. The applicant may revise the proposal and resubmit it for review by the commission. After review, the commission shall deliver its written recommendation to city council.
2. Institutional signs may be illuminated if by means which do not include neon, strobe, blinking, moving, or other similar attention-arresting lighting devices. Any such sign shall be constructed of materials substantially similar to the existing design, construction and appearance of the institution to which such sign pertains. The structural portion of the sign, same being that portion other than the sign face or "message area," shall be constructed of stone, brick or wood. The message portion of any such sign, including lettering or logos, shall be of subdued natural earth colors, such as white, black, gray, brown or dark green.

The Church has submitted the attached application for renovating their existing signage. They propose to replace the existing signs with new electronic signage.

The City has approved electronic signs for Frostwood Elementary School, Bunker Hill Elementary School and Memorial Drive Lutheran Church.

All approved SUPs for electronic signs have included conditions including time of day and colors.

Pickleball Courts with Covered Structures and Amenities

The proposed Pickleball Courts and Amenities will be constructed over the existing asphalt parking lot. Additional asphalt will be removed so that there will not be any added impervious cover. There will be a small pavilion added for sunshade. The parking calculations will still be met with the removal of 19 spaces. Lighting is proposed.

The City's current Ordinances for construction would apply including drainage requirements. Court and Lighting falls under the following:

ARTICLE VII. - OUTDOOR LIGHTING

Sec. 4-202. - Indirect illumination.

All outdoor lighting in the city consisting of spotlights, floodlights, or similar illuminating devices shall be installed, hooded, regulated and maintained by the owner or person in control thereof in such a manner that the direct beam of any such light shall be cast downward so that it will not glare upon any lot, tract, or parcel of land other than that upon which it is situated and so that it will not cause or permit any illumination from indirect lighting in excess of one-half (½) footcandle in, on, or over the ground at or beyond the boundary of the lot, parcel, or tract.

(Ord. No. 14-444, § 8, 10-21-14)

Sec. 4-201. Not to disturb others.

It shall be unlawful for any person to cause or permit to be energized on property under his possession or control any outdoor lighting including, but not limited to, spotlights, floodlights or similar illuminating devices which project a glare or brightness, directly or indirectly, upon any lot, tract, or parcel of land, other than that upon which such outdoor lighting is situated, which shall annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of others, within the limits of the city.

(Ord. No. 14-444, § 8, 10-21-14)

Sec. 4-202. Indirect illumination.

All outdoor lighting in the city consisting of spotlights, floodlights, or similar illuminating devices shall be installed, hooded, regulated and maintained by the owner or person in control thereof in such a manner that the direct beam of any such light shall be cast downward so that it will not glare upon any lot, tract, or parcel of land other than that upon which it is situated and so that it will not cause or permit any illumination from indirect lighting in excess of one-half (½) footcandle in, on, or over the ground at or beyond the boundary of the lot, parcel, or tract.

(Ord. No. 14-444, § 8, 10-21-14)

Sec. 4-203. Location at game courts.

Notwithstanding any other provision of this article, it shall be unlawful for any person to construct or install any outdoor lighting designed or used for the illumination of a tennis court, paddle ball court or other type game court unless all of the area occupied by such court is at least twenty-five (25) feet from all boundary lines of the property upon which such court is situated.

(Ord. No. 14-444, § 8, 10-21-14)

Sec. 4-205. Hours of operation at game courts.

All outdoor lighting designed or used for the purpose of illuminating tennis courts, paddle ball courts, or other type game courts shall be extinguished not later than 10:00 p.m. and shall not be turned on again until after 8:00 a.m. of the following day.

(Ord. No. 14-444, § 8, 10-21-14)

The Church has submitted the attached application for the Pickleball Courts and Amenities.

The City has approved SUPs recently regarding lighting for Frostwood Elementary School Ball Fields and Memorial Forest Club. Both SUPs included detailed conditions and exhibits including the location of the lights, hooding requirements, and hours of operation.

Recommended Action

The purpose of this meeting is to review and discuss the proposed amendment with the Planning and Zoning Commission and gain direction prior to beginning the process for more details, notifications and public hearings.

Location Map

Memorial Drive Presbyterian Church
11612 Memorial Drive
Church Property

