MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
ON
WEDNESDAY, DECEMBER 4, 2013 AT 7:30 A.M.

I. CALL TO ORDER

Chairman Purifoy called the meeting to order at 7:34 a.m.

Present:

William Purifoy, Chairman
Robert G. Croyle, Vice Chairman
Eric Herleth
Jean Krivan
Catherine Wile

Absent:
Andrew Newton
Gerald Teel

Others Present:

Karen Glynn, City Administrator
Kelly Johnson, City Secr./Dir of Finance
Steve Smith, Dir of Public Wrks/Bld Official
Loren Smith, City Attorney
Councilman John Glover

II. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE NOVEMBER 7, 2013 MINUTES

Motion was made by Jean Krivan and seconded by Robert Croyle to approve the minutes of November 7, 2013 as submitted. The motion carried 5-0.

III. UPDATE ON THE CURLEE SUBDIVISION AMENDING PLAT

Chairman Purifoy said that the Curlee Subdivision Plat will need to be resubmitted as an amended Plat for approval. He said Mr. Christenson was correct with his statements regarding the references being incorrect on the plat. Loren Smith, City Attorney, said there was too many little things wrong that it needed to be resubmitted as an amending plat to have it correct for the record. He also said that the ownership of one of the lots changed during the approval process which changes the signatures; however, there are no changes to the actual lot configuration. There are only changes to the text. The amending plat is expected to be process in January.

IV. 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. She reviewed the *"Top Concerns"* from October 17, 2013 meeting:

1. Drainage/Lot Coverage

2. Trees – "Green Space"
3. Pre-Development Planning – Requirement
4. "Cul-de-sac" Lots versus "Radial" Lots

She then presented the recommendations 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
3. Recommend formalizing/adding to Proposed Site Plan Submittal
    a. Continue to require existing Tree Survey
    b. Require Proposed Site Plan with setbacks in addition to proposed trees to be preserved and new plantings
4. Recommend updates to the Tree Ordinance

Karen Glynn stated that at our last meeting on November 7, 2013, a lot of time was spent discussing the Tree Ordinance. She then summarized the discussion from the Planning & Zoning Meeting on November 7, 2013 and shared comments from her discussions with Councilwoman Rosenbaum, who is heading up the Beautification Committee, as well as comments from Mayor Williams. Ms. Glynn also commented on the goals of the P&Z versus the Beautification Committee. The P&Z is focused on the development/redevelopment side and the Beautification Committee is focused on the ongoing/sustainability of these efforts. The following summarizes all:

1. Keep Tree Ratio at 1:1000
2. Change definition of trees to 3"
3. 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

4. Minimum number of trees/trunks
   Zone A = 10 Trunks Zone B = 5 Trunks
5. Require minimum number of Trees or Trunks in front yard – 25% (no Green Space)
6. Require a one year review/maintenance provision for Tree Count
7. If healthy tree(s) over 15 inches are removed, must replace inch for inch. Minimum size of replacement tree is 10 inches

The Commission felt that some of these items may be too much and agreed that the Beautification Committee should review in more detail.

The discussion then continued with new topics. The first topic was introduced by Bob Croyle and included fencing requirements for construction projects. This has been a topic in the past. Staff and the Commission both agreed that the length of time that it takes for construction has increased over time and it is taking well over a year for many of these homes. After the discussion, the commission gave direction to staff to recommend that the City require construction fencing.

The second topic focused on a discussion regarding a new concept, "Radial Lots" to help define the alignment and setbacks for proposed homes along dead end or curved roadways. There are various examples of these type of situations in the City. Examples were presented by Karen Glynn and Steve Smith to further define the concept. In addition, discussion included the recommendation that the proposed "radial lot" should complement/be built in accordance with the adjacent homes or lots existing and regardless of the alignment, all lots must have the minimum lot width at the setback line.

There was also discussion regarding the need to define a cul-de-sac and setting design standards for when the City would accept adding right-of-way or pavement to the public roadway system.

A lengthy discussion continued and the Commission agreed to the concept and recommended staff look into the best approach to present the radial lot concept in an ordinance.

Karen Glynn summarized the Work/Concepts to Date:

1. Recommend mandatory pre-development meetings with owner and reps; formalize meeting; provide/Share City requirements; No approvals
2. Develop Drainage Ordinance – Recommend provisions for residential, non-residential and replats as discussed; Require existing conditions for impervious cover calculations
3. Recommend more detailed Site Plan requirements
4. Recommend amendments to Tree Ordinance
5. Recommend radial lot concept and cul-de-sacs and new right-of-way/ pavement design standards
6. Recommend that it be noted that the City utilizes the Harris County Design Standards

Next meeting was set for January 9, 2013 at 7:30 a.m.

V. ADJOURN

Chairman Purifoy announced the closing of the Planning and Zoning Meeting at 9:48 a.m.

Approved and accepted on January 9, 2014

William Purifoy, Chairman

Attest:

Kelly Johnson, City Secretary