MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
THURSDAY, NOVEMBER 9, 2017 AT 11:30 A.M.

I. CALL TO ORDER

Chairman Purifoy called the Planning and Zoning Commission Meeting to order at 11:36 a.m. based on a quorum of members present:

Present:
William Purifoy, Chairman
Jack Christiansen
Bill Going
Jean Krivan
John Gillette
Monica Muschalik

Absent:
Catherine Wile

Also in Attendance:
Councilman Robert Lord, P&Z Liaison - Absent
Loren Smith, City Attorney
Steve Smith, Dir of Public Works/Bldg Official
Karen Glynn, City Administrator
Britique Williams, City Secretary/Dir of Finance
Ray Schultz, Police Chief Memorial Villages Police Dept.

II. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE OCTOBER 3, 2017 MINUTES

A motion was made by John Gillette and seconded by Jean Krivan to approve the minutes of October 3, 2017 adding Chief Schultz on the list of Also in Attendance. The motion carried 6-0.

III. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE PUBLIC HEARING

A PUBLIC HEARING WILL BE HELD REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 7.11, SIGNS, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, OF APPENDIX A, ZONING TO LIMIT "FOR SALE" OR "FOR RENT" SIGNS TO BE LOCATED NO HIGHER THAN FIVE FEET (5') ABOVE THE NATURAL GROUND LEVEL, AND TO LIMIT NONCOMMERCIAL SIGNS LESS THAN ONE SQUARE FOOT (1') IN SIGN AREA TO BE LOCATED NO HIGHER THAN EIGHT FEET (8') ABOVE THE NATURAL GROUND LEVEL AND NONCOMMERCIAL SIGNS GREATER THAN ONE SQUARE FOOT (1') IN SIGN AREA TO BE LOCATED NO HIGHER THAN FIVE FEET (5') ABOVE NATURAL GROUND LEVEL; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000.00 FOR ANY VIOLATION OF THIS ORDINANCE, WITH EACH DAY OF VIOLATION CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING FOR SEVERABILITY.

Karen Glynn presented the following:

At the October 3, 2017 Planning and Zoning Commission Meeting, the Commission reviewed and discussed an amendment to the City's Code of Ordinances.

Currently, the sign ordinance includes a height requirement for Contractor Signs, Institutional Signs, and Subdivision Signs; however, there is no height requirement for "for sale or rent" signs or non-commercial signs. The maximum height requirement is five (5) feet above the natural ground level for those signs noted.

The Planning and Zoning Commission agreed that a height requirement would be beneficial to the City. However, the Commission wanted to ensure smaller signs such as warnings, alarms, or animals would not be negatively impacted.

The ordinance presented for public comment addresses these items.

Per the Local Government Code, a Public Hearing must be held before the Planning and Zoning Commission to amend the Zoning Ordinance for signage requirements.

OPEN THE PUBLIC HEARING

Chairman Purifoy opened the public hearing at 11:39 a.m.

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED ABOVE

No one spoke at the hearing.

IV. CLOSE THE PUBLIC HEARING

Chairman Purifoy closed the public hearing at 11:40 a.m.

V. DISCUSSION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL ON AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL, TEXAS AMENDING THE SIGN ORDINANCE

Chairman Purifoy asked the Commission if there was any further discussion. Jack Christiansen asked if the term "lease" was comprehensive enough to cover rental properties. Loren Smith indicated that it would. Mr. Christiansen also asked how lost dogs signs would be affected. Steve Smith shared that any signs for lost animals are not allowed in the right of way. These signs will need to be on private property and meet these requirements.

A motion was made by John Gillette and seconded by Jack Christiansen to approve the recommendation to the City Council. The motion carried 6-0.

VI. DISCUSSION AND DIRECTION TO RECOMMEND TO THE CITY COUNCIL AN UPDATE TO THE CITY'S NUISANCE ORDINANCE REGARDING NOISE AND ESTABLISHMENT OF A SPECIAL EVENT PERMIT – *Karen Glynn, City Administrator*

This item was introduced by Karen Glynn. Ms. Glynn reviewed the Commission's previous meeting discussion:

The Police Department responds to approximately one call a week regarding noise complaints that are not construction related. Statistics show that 34% of the calls to MVPD happen from 11:00 p.m. to 7:00 a.m. The Chief also outlined MVPD's current practice to address.

The Commission concluded that the goal of this task is to set reasonable expectations to be "good, respectful neighbors" and to provide a tool to MVPD for enforcement.

The idea of a permit was the majority of the discussion at the previous meeting. Ms. Glynn proposed moving forward with the quiet hours and expectations and waiting on the permit concept at this time.

The Commission asked Chief Schultz if this would help his Department with enforcement and Chief Schultz confirmed that it would help set expectations of what Officers do at this time. Chief Schultz did add that the work day time should ~~b~~ be 10:00 and not 10:30.

Karen Glynn shared that she would be sharing the ordinance with Piney Point and Hunters Creek following approval by the City Council.

Chairman Purifoy called for a motion on the following:

- Review and "update" the Ordinance to remove older terms and add the new, i.e. remove phonograph, jukebox, nickelodeon adding items such as electronic devices, i-pod systems, etc.
- Add "reasonable timeframes" to the Ordinance whereby a common understanding is provided for the City as a whole. This is currently shared and used by the MVPD verbally when they are dispatched to a noise complaint.

  - Sunday thru Thursday (evenings prior to work days) 10:00 p.m. – 7:00 a.m.
  - Friday thru Saturday and the day before recognized holidays 12:00 a.m. to 8:00 a.m.

The morning hours align with the City's morning construction hours

- Add a provision that special events with over 50 invitees should contact their neighbors and MVPD to address event expectations including the time of the event, noise, and parking concerns.

A motion was made by John Gillette and seconded by Jack Christiansen to approve the recommendation to the City Council. The motion carried 6-0.

VII. DISCUSSION AND DIRECTION TO RECOMMEND TO THE CITY COUNCIL AN ORDINANCE ADDRESSING THE USE OF DRONES IN THE CITY – *Steve Smith, Building Official/Director of Public Works and Ray Schultz, Chief of Police*

City Attorney Loren Smith presented this item. The Texas Legislature has approved law on unmanned aircraft regarding images. No one can capture people or private property without consent or stated purposed. In addition, the Federal Aviation Administration also has certain requirements. As a result, there is nothing the City can really add to this topic. As a result, no further action will be needed on this topic.

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

Karen Glynn gave a brief update on end of the year activities planned and reminded the Commission about the City's Appreciation Reception to be held on December 19, 2017 from 5:00 to 7:00 pm at Eddie V's. The City will also be closed for the week of Christmas through New Years.

IX. ADJOURN

Chairman Purifoy accepted a motion to adjourn by Monica Muschalik, seconded by Jean Krivan.

The meeting closed at 12:44 p.m.

Approved and accepted on June 26, 2018.

Catherine Wille, Vice Chair for

William Purifoy, Chairman - Planning and Zoning Commission

Attest:

Britique Williams

Britique Williams, City Secretary