

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
MONDAY, JULY 15, 2019 AT 8:30 A.M.**

I. CALL TO ORDER

Chairman Bill Purifoy called the Planning and Zoning Commission Meeting to order at 8:30 a.m. based on a quorum of members present:

Present:

William Purifoy, Chairman
Catherine Wile, Vice Chair
Jack Christiansen
Bill Going
John Gillette
Jean Krivan

Absent:

Monica Muschalik

Also in Attendance:

Robert Lord, Mayor
Councilmember Keith Brown, P&Z Liaison
Loren Smith, City Attorney
Steve Smith, Dir of Public Works/Bldg Official
Karen Glynn, City Administrator

Mayor Robert Lord introduced City Councilmember Keith Brown as the new Planning and Zoning Commission Liaison following his election as Mayor in May.

II. OATH OF OFFICE

Loren Smith, City Attorney administered the annual Oath of Office to the following members:

- Bill Purifoy
- Jack Christiansen
- John Gillette
- Jean Krivan
- Catherine Wile
- Bill Going

III. ELECTION OF CHAIRMAN AND VICE CHAIRMAN TO SERVE FOR A ONE YEAR TIME PERIOD

Bill Purifoy asked if anyone would be interested in serving as Chairman or Vice Chairman for the next one year term. John Gillette noted that he felt the current Chairman and Vice Chairman were doing a good job and made the motion to elect Bill Purifoy as Chairman and Catherine Wile as Vice Chairman for another one year term. Jack Christiansen seconded the motion.

The motion carried 6-0.

IV. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 7, 2019 MINUTES

A motion was made by John Gillette to approve the minutes for March 7, 2019. The motion was seconded by Catherine Wile. The motion carried 6-0.

V. CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL A VACANT HOUSE/PROPERTY ORDINANCE - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/ Building Official presented this item.

Mr. Smith has taken the input received from the previous meeting and has worked with City Attorney Loren Smith to develop a draft ordinance. Mr. Smith also shared an exhibit of the vacant houses and vacant properties in the City. This included 5 vacant houses and 23 vacant properties. The vacant house report was based on the number of houses that did not have utility or solid waste services.

The Commission discussed several items including:

- The definition of owner
- The contact information of the owner, specifically it cannot be the property address
- The timeframe required for registering the property and securing the property
- The understanding and clarification for enclosing and securing the property and structures
- The effective date for implementing the ordinance and grandfather requirements

A motion was made by Jean Krivan for staff to make the discussed changes to the proposed vacant property ordinance to be recommended to the City Council and to bring back a redraft to the Commission for approval. The motion was seconded by Jack Christiansen. The motion carried 6-0.

VI. CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND AN ORDINANCE TO THE CITY COUNCIL SETTING A TIME LIMIT FOR PERMITS - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/ Building Official presented this item

Mr. Smith shared that there are also needed amendments to the Zoning Ordinance as a result of the vacant building discussion. This involved the length of time for a building permit. Currently there is no time limit for building permits.

Mr. Smith stated that it typically takes 18 – 24 months to complete a new house. The proposed amendment would set a 24 month timeframe on the permit. The ordinance would allow the Building Official to approve one – six month extension. Extensions beyond one would require the request to go before the City Council for approval.

The Commission discussed whether the extension should be for 3 months versus 6 months. In addition, a fee or fine was discussed.

It was the consensus of the Commission that a 6 month extension would be best and no fee or fine would be included.

A motion was made by Catherine Wile to approve an amendment to the Zoning Ordinance to set a timeframe on building permits issued in the City of Bunker Hill Village. The motion was seconded by John Gillette. The motion carried 6-0.

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

Karen Glynn outlined a few activities for the Commission:

- The next regular City Council meeting will be August 20, 2019; The Council will be holding a budget workshop on August 13, 2019 to begin the 2020 Budget Process.
- The City is hosting a “Street Party” for the Taylorcrest, Bunker Hill, Williamsburg, Cobblestone East and West, and Broken Bough residents to thank them for their patience during the drainage project. The party is this evening.
- Construction continues on Warrenton, Kilts and Valley Star for new pavement, drainage and water lines.
- Roadway/Pavement Repairs have been completed for Bunker Hill Road, Memorial, Forest Glen, and other point repairs city-wide. There are a few more that will be completed in July.
- The City continues to anticipate the agreements with the other Cities for Fire / EMS Services.
- The City is filling positions on the City’s Public Safety and Technology Committees.

Karen Glynn thanked the Commission for their continued service and commented on the improvements made as a result of such excellent input and the work of these volunteers/ residents.

The next meeting was set for Tuesday, July 23, 2019 at 8:30 a.m.

Chairman Purifoy thanked Councilmember Brown for being the City Council Liaison and said he appreciated having the liaison attend the meetings and be able to share Council views and update Council on the activities of the Commission.

VIII. ADJOURN

A motion to adjourn was made by John Gillette and seconded by Jean Krivan.
The motion passed 6 – 0.

The meeting closed at 9:54 a.m.

Approved and accepted on July 23, 2019.



William Purifoy, Chairman - Planning and Zoning Commission

Attest:



Britique Williams, City Secretary