

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
WEDNESDAY, DECEMBER 4, 2019 AT 12:00 NOON**

I. CALL TO ORDER

Chairman Bill Purifoy called the Planning and Zoning Commission Meeting to order at 12:00 Noon 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:

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

II. PUBLIC COMMENTS

Resident Audrey Adams, 12115 Tara Drive attended the meeting and asked to speak during Item VI.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JULY 23, 2019 MINUTES

A motion was made by Commissioner Gillette to approve the minutes for July 23, 2019. The motion was seconded by Commissioner Krivan.

The motion carried 6 – 0.

Chair Purifoy asked if the Commission would agree to move to Item VI to accommodate Ms. Adams. The Commission Concurred.

IV. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE CODE OF ORDINANCES, CHAPTER 4 DEVELOPMENT, BUILDING AND CONSTRUCTION, ARTICLE VI TREE PRESERVATION

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

As discussed with the Planning and Zoning Commission at the last meeting, Staff presented the recommendation to review the City’s Tree Ordinance to the City Council for further direction. City Council concurred that the removal of trees at the ground level should be considered in the ordinance. In addition, Council recommended that staff review the Tree Ordinance with the City’s Beautification Committee to review this item and to also discuss the tree ordinance in general. It has been 5 years since the latest adoption. Staff also noted that there have been some concerns regarding the ordinance for redevelopment and in particular the required tree count.

Following review by the Beautification Committee, recommended changes to the ordinance have been drafted. This includes the recommendation regarding the removal of trees at ground level. In addition, an “Offsite Tree Replacement Program” is recommended for discussion with the Commission.

Mr. Smith outlined the proposed “Offsite Tree Replacement Program.” Mr. Smith explained the existing Tree Ordinance and whereby the required tree count can exceed the minimum count. This situation has resulted in the need for the City’s Arborist to inspect the site and specify the limited number of trees that would survive per the various lots. This has resulted in more and more builders requesting the City Arborist to inspect the lot and question the required tree count.

Commissioner Christiansen presented some slides he prepared to share his thoughts on the tree requirements.

There was a thorough discussion and the Commission recommended tabling this item and discussing further at the next meeting.

V. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE CODE OF ORDINANCES, APPENDIX A TO INCLUDE A CONDITIONAL ZONING PERMIT

Karen Glynn, City Administrator and Loren Smith, City Attorney presented this item.

Staff has been contemplating redevelopment considerations for several properties in the City. These include residential sized lots as well as larger tracts.

The City recently received a letter from the new owner of 11646 Memorial Drive (corner of Memorial and Briar Forest) regarding possible sale and re-development of the property. In addition, discussion regarding the recently approved “Vacant Properties Ordinance” also resulted in some discussion for specific situations.

As a result, staff has been working with the City Attorney to develop a means of providing for special conditions for residential uses in the City.

The City Attorney and staff proposed a “Conditional Zoning Permit” process to address these concerns. This process would allow some flexibility to owners of some residential lots, under certain circumstances, on a case-by-case basis, to build to standards somewhat different than the standards set forth in the City’s zoning regulations. The process would be somewhat similar to a “Specific Use Permit” in that it would be an amendment to the zoning ordinance. Specific Use would be for non-residential uses while “Conditional Zoning” would be for residential uses. Accordingly, an applicant for a “Conditional Zoning Permit” would have to receive a recommendation from the Planning and Zoning Commission and the conditional zoning permit would be issued by the City Council.

There was a thorough discussion including the process for approving variances. The Commission recommended tabling this item and discussing further at the next meeting.

VI. REVIEW OF “GOOD NEIGHBOR” ORDINANCE AND DISCUSSION AND POSSIBLE MODIFICATIONS ON IMPACT FOR HOMES ADJACENT TO NON-RESIDENTIAL USES

Resident Audrey Adams, 12115 Tara Drive shared her current experience regarding court lighting at the Memorial Forest Club.

Karen Glynn shared information on the situation. The Memorial Forest Club is considered a legal non-conforming use in the City. There previously was an Ordinance outlining the Memorial Forest Club and allowed uses. The Ordinance has expired. The City authorized a Maintenance Permit to repair/replace the lighting for the tennis courts. The new LED lights have created more spill over to the neighbors. The City is working with the Club to resolve.

Karen Glynn shared that it has been two years since the City Council approved the “Good Neighbor Ordinance” as recommended by the Planning and Zoning Commission. The Police Chief has indicated that this has been a huge help to the Memorial Villages Police Department.

However, as indicated by Mrs. Adams, there are properties adjacent to non-residential areas that have been experiencing some concerns. The question to the Commission: Should the Ordinance address the residential – non-residential with some different or additional provisions.

The Commission concurred that this should be reviewed in more detail. The Staff will review the Specific Use Permits in the City and bring back more information at the next meeting.

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

Karen Glynn noted that the next regular City Council meeting will be January 21, 2020. The Commission set the next meeting for January 14, 2020 at 11:30 a.m.

Ms. Glynn shared the following update:

- Vacant Property Ordinance Update – The Ordinance was approved by City Council with an implementation date of January 2020. The City has mailed letters to 17 property owners in Bunker Hill Village regarding the Vacant Property Ordinance. As a result, three registration forms and fees have been collected to date.
- Holiday Party – The City’s Appreciation Celebration is set for Tuesday, December 17, 2019 at Churrasco’s at Memorial City.
- Twinkle Light Parade - the City’s third annual Twinkle Light Parade is set for Thursday, December 19, 2019 beginning at 6:00 p.m. starting at Frostwood Elementary School and ending at Memorial Drive Presbyterian Church.

VIII. ADJOURN

A motion to adjourn was made by Commissioner Wile and seconded by Commissioner Christiansen.

The motion passed 6 – 0.

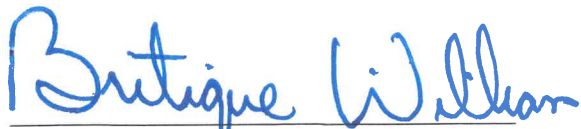
The meeting adjourned at 2:14 p.m.

Approved and accepted on January 14, 2020.



William Purifoy/Chairman - Planning and Zoning Commission

Attest:



Britique Williams, City Secretary