MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, JANUARY 14, 2020 AT 11:30 A.M.

I. CALL TO ORDER

Chairman Bill Purifoy called the Planning and Zoning Commission Meeting to order at 11:33 a.m. based on a quorum of members present:

Present:
William Purifoy, Chairman
Catherine Wile, Vice Chair
Jack Christiansen, Commissioner
Bill Going, Commissioner
John Gillette, Commissioner
Jean Krivan, Commissioner
Monica Muschalik, Commissioner

Absent:

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

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE DECEMBER 4, 2019 MINUTES

A motion was made by Commissioner Gillette to approve the minutes for December 4, 2019. The motion was seconded by Commissioner Wile.

The motion carried 6 – 0.

Commissioner Monica Muschalik arrived after the minutes were approved.

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*

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

As discussed with the Planning and Zoning Commission at the December Meeting, there were several issues which resulted in the review of the City's Tree Ordinance.

These included the following:

1. The removal of trees should be at the ground level.

2. The required tree count as a result of the removal of large trees. The required tree count can exceed the minimum count of 1:1000 sf ratio making it difficult to fit the extra trees within the space available. The establishment of an "Off-Site Tree Program" has been a concept that other cities are utilizing.

Mr. Smith reminded the Commission that these items were discussed in December; however, it was the consensus of the Commission to bring this item back at the next meeting for further discussion.

Mr. Smith went on to present a draft for a proposed ordinance which included amendments to the current ordinance:

1. If a tree is removed, the tree must be removed at ground level defined as within 6" of the surrounding ground. This change is in response to a resident who removed only the top portion of several dead trees.

2. The establishment of an Offsite Tree Replacement Program for the City. If the number of trees required will exceed the minimum required tree count (1:1000 sf) as a result of large tree removal(s), the property owner may participate in an Offsite Tree Replacement Program. This Program is proposed to be established and would allow the required trees to be planted at offsite City identified locations. In order to qualify to participate in this program, the tree count must meet the minimum required count for that particular lot. The permit holder could then elect to pay a fee for each required tree above the lot minimum. The City would plant trees at various locations around the City on City property. This program would help reforest the City when trees are required to be planted on lots which already meet the City's goal for the minimum tree count. The Program would be coordinated with the Beautification Committee.

   The suggested fee for each offsite tree is $1,000.

3. When a resident needs to remove a tree, the tree permit will include a place whereby the resident will confirm that their lot will continue to meet the required tree count after removal. This will be approved based on the honor system. This has been an area of concern when dealing with existing residents.

The Commission discussed the proposed changes. In addition, there was discussion regarding birds/endangered species that could be nesting in trees and if this should be a part of the tree ordinance and site planning process.

After an extensive discussion, a motion was made by Commissioner Gillette to recommend to the City Council the proposed amendments to the Tree Ordinance with the following changes:

1. Correct the typo on Page 4
2. Move the note on endangered species from the Tree Survey to the Tree Site Plan.

The motion was seconded by Commissioner Wile.

The motion carried 7 – 0.

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

Karen Glynn noted that the next regular City Council meeting will be January 21, 2020. The Tree Ordinance will be put on the City Council Agenda for action.

The Commission set the next meeting for February 25, 2020 at 11:30 a.m.

Ms. Glynn shared the following update:

- In reviewing the agenda for this meeting, it was recommended that Staff bring the challenging lots back to the City Council for direction.

- There are two items going to the City Council in January:
  - Vacant Property Ordinance Fee Waiver
  - Request for an Extension to the Building Permit for 201 Mayerling

VI. ADJOURN

A motion to adjourn was made by Commissioner Muschalik and seconded by Commissioner Christiansen. The motion passed 7 – 0.

The meeting adjourned at 12:39 p.m.

Approved and accepted on February 25, 2020.

Catherin Wile, Vice Chairman - Planning and Zoning Commission

Attest:

Karen Glynn, Acting City Secretary