



**CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
Agenda Request**

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**Agenda Date:** November 18, 2021

**Agenda Item No:** IV

**Subject/Proceeding:** PUBLIC HEARING

**CONSIDERATION AND POSSIBLE ACTION ON AN AMENDMENT TO THE EXISTING SPECIFIC USE PERMIT FOR PARATUS MEMORIAL, A SCHOOL LOCATED AT 11750 MEMORIAL DRIVE (MEMORIAL DRIVE CHRISTIAN CHURCH) TO MODIFY THE PLAYGROUND AREA(S) AND ADD FENCING AND GATES TO SECURE THE PROPERTY**

**Exhibits:** Proposed Ordinance Amending Ordinance No. 20-528 Specific Use Permit for Paratus Memorial  
Specific Use Permit Application and Site Plans  
Ordinance No. 20-528 Specific Use Permit for Paratus Memorial  
Notification to Residents within 200 feet of the Property

**Clearance:** Steve Smith, Director of Public Works/Building Official  
Karen Glynn, City Administrator

### **Executive Summary**

A Specific Use Permit for Paratus Memorial, a private school located at 11750 Memorial Drive, was approved by the City Council (as recommended by the Planning and Zoning Commission) on August 18, 2020. Paratus Memorial has submitted an application to amend the Specific Use Permit to modify the playground areas and to add fencing and a gate to secure the property and improve the safety of their students. This request requires an amendment to the existing Specific Use Permit to update the site plan.

#### *Analysis*

The purpose of the SUP process and regulations is to allow the proper integration of uses which may be suitable only in specific locations within the City.

Future requests by applicants must meet the existing Specific Use Permit or an amendment is required.

As stated in the Code of Ordinances, before any specific use is permitted in the applicable zoning district, a report from the Planning and Zoning Commission must be directed to the City Council accompanied by the Commission's recommendation for approval or denial. The report shall include, but need not be limited to, the impact of the amendment on items such as:

- *Ingress and egress:* Ingress and egress to the property and proposed structures thereon, with particular reference to automobile and pedestrian safety and convenience, traffic flow and control, and access in the event of fire or other catastrophe.
- *Screening and buffering:* Screening and buffering, either or both, with reference to type, dimensions, and character.
- *Trees, yards and open spaces:* Landscaping and required yards, open spaces, and building setback lines.
- *Compatibility:* General compatibility with adjacent properties and other properties in the district and city.
- *Conformity:* The conformity of the proposed use with the requirements and intent of this ordinance and the comprehensive plan of the city.

The purpose of the SUP Process is to look at individual sites on a case-by-case basis and determine if the proposal would negatively impact adjacent properties and the City as a whole.

The SUP Process provides for conditions to be included to ensure specific concerns are addressed for the various factors.

### ***Process***

The Specific Use Permit (SUP) requires a recommendation by the Planning and Zoning Commission and approval by City Council.

The Planning and Zoning Commission held a workshop On September 30, 2021.

As part of the process, this public hearing has been set before the Planning and Zoning Commission. Notifications to adjacent properties within 200 feet were provided. The notice of the public hearing was provided in the City's newspaper of record and on the City's website. No comments have been received to date.

### ***Conclusion***

The purpose of this meeting is to hold a public hearing with consideration and possible action on a recommendation to the City Council to approve an Ordinance to Amend the Specific Use Permit for Paratus Memorial.