

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
AND
ZONING BOARD OF ADJUSTMENT
ON
THURSDAY, APRIL 21, 2016 AT 6:00 P.M.**

I. CALL TO ORDER

Chairman Purifoy called the Planning and Zoning Commission Meeting to order at 6:02 p.m. based on a quorum of members present:

Present:

William Purifoy, Chairman
Catherine Wile
Bill Going
Jean Krivan
Jack Christiansen

Absent:

Andrew Newton
Monica Muschalik

Chairwoman Rigamonti called the Zoning Board of Adjustment Meeting to order at 6:02 p.m. Those present at the beginning of the meeting, including alternates, constituted a quorum.

Present:

Jennifer Rigamonti, Chairwoman
David Light
John Gillette
David Marshall
Patricia Shuford

Absent:

Michelle Belco (Came later)
Carter Breed (Came later, left early)
Mark Allen
Louie Crapitto

Also in Attendance:

Karen Glynn, City Administrator
Britique Williams, City Secretary/Dir of Finance
Steve Smith, Dir of Public Works/Bldg Official
Loren Smith, City Attorney
Councilman Robert Lord

II. INTRODUCE NEW MEMBERS

- Board of Adjustment
- Planning and Zoning Commission

Karen Glynn acknowledged the newly appointed members for each board:

Zoning Board of Adjustment: John Gillette, David Marshall and Patricia Shuford who were present and Louis Crapitto who was absent.

Planning and Zoning Commission: Jack Christiansen

III. OATH OF OFFICE AND STATEMENT OF AUTHORITY

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

- Jack Christiansen - Planning and Zoning Commission
- John Gillette - Zoning Board of Adjustment, Alternate Member
- David Marshall - Zoning Board of Adjustment, Alternate Member
- Patricia Shuford - Zoning Board of Adjustment, Alternate Member

IV. ELECTION OF CHAIRMAN AND VICE CHAIRMAN TO SERVE FOR A ONE YEAR TIME PERIOD FOR THE BOARD OF ADJUSTMENT

A motion was made by David Light and seconded by Patricia Shuford to appoint Jennifer Rigamonti as Chairwoman of the Board of Adjustment. The motion carried 5-0.

A motion was made by Jennifer Rigamonti and seconded by David Marshall to appoint David Light as Vice Chairman of the Board of Adjustment. The motion carried 5-0.

V. ELECTION OF CHAIRMAN AND VICE CHAIRMAN TO SERVE FOR A ONE YEAR TIME PERIOD FOR THE PLANNING AND ZONING COMMISSION

This item was suspended as the Chair and Vice Chair were set in June of 2015.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 24, 2015 MINUTES FOR THE BOARD OF ADJUSTMENT

A motion was made by David Light and seconded by David Marshall to approve the minutes of March 24, 2015 as submitted. The motion carried 5-0.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JUNE 22, 2015 MINUTES FOR THE PLANNING AND ZONING COMMISSION

A motion was made by Bill Goings and seconded by Jack Christiansen to approve the minutes of March 24, 2015 as submitted. The motion carried 5-0.

VIII. JOINT WORKSHOP WITH THE ZONING BOARD OF ADJUSTMENT AND PLANNING AND ZONING COMMISSION:

A. Outline roles and responsibilities - *Loren Smith, City Attorney*

Loren Smith presented the attached presentation on the roles and responsibilities of both boards.

B. Review development ordinances - *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official*

Karen Glynn and Steve Smith presented the attached presentation on the update to the development related ordinances that were effective January 1, 2015 including amendments that have since been approved and concerns expressed since that time.

IX. CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND AMENDMENTS TO THE CITY COUNCIL -- *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official*

- A. Nuisance Ordinance regarding Noise
- B. Building Permits - Compliance with all Applicable Previous Permits
- C. Traffic Enforcement on Private Streets

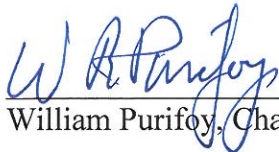
This item was introduced by Karen Glynn; however, no action was taken. Because of time constraints, the Planning and Zoning Commission agreed to set another meeting to follow up on these items. Karen Glynn will poll the Commission for a time to set a meeting during the next month.

X. ADJOURN

Chairman Purifoy announced the closing of the Planning and Zoning Meeting at 8:30 p.m.


Chairwoman Rigamonti announced the closing of the Zoning Board of Adjustment at 8:30 p.m.

Approved and accepted on May 24, 2016



William Purifoy, Chairman - Planning and Zoning Commission

Attest:



Britique Williams, City Secretary

Attachments:

Orientation PowerPoint

Ordinance Review PowerPoint