

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, JULY 23, 2019 AT 8:30 A.M.**

I. CALL TO ORDER

Chairman Bill Purifoy called the Planning and Zoning Commission Meeting to order at 8:33 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:

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

II. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JULY 15, 2019 MINUTES

A motion was made by John Gillette to approve the minutes for July 15, 2019. The motion was seconded by Catherine Wile. The motion carried 5 - 0.

Jack Christiansen joined the meeting at 8:38 a.m.

III. 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 revised draft ordinance that was sent to the Commission.

The Commission confirmed all comments were included. In addition, the Commission discussed an additional situation regarding vacant properties. Commissioner Catherine Wile questioned how the ordinance and fee would impact residents that have an adjacent vacant lot next to their residence. After a thorough discussion, the Commission agreed to have the City Attorney add a provision that this ordinance does not apply to vacant properties contiguous to another property owned and occupied by the property owner who resides at the adjacent property.

A motion was made by Catherine Wile to recommend the ordinance, including the exclusion provision to the City Council for approval. The motion was seconded by Jack Christiansen. The motion carried 6 - 0.

IV. UPDATE ON ACTIVITIES – Karen Glynn, City Administrator

Karen Glynn noted that 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 next meeting of the Planning and Zoning Commission will be set as needed.

Commissioner Catherine Wile shared two items that she has identified that may be topics for further discussion:

1. Requirements regarding the removal of trees. Do or should trees be required to be removed at “ground level” or as close to the ground as feasible. There is a current situation whereby the trees were cut and trunks of 5 – 6 feet are left standing.
2. Requirements for the installation of a new street with a minimum of 3 lots. Does this requirement negatively impact the City’s desire to see vacant property develop.

Staff and Commissioners shared background information on Item 2. This provision was included with the update to the Subdivision Ordinance in 2014. Private streets are no longer allowed in the City and the installation of new public streets must meet City standards. In addition, flag lots are not available. In conclusion, not all lots are suitable for subdividing. The street standards are critical to provide public safety and utilities to the properties.

Staff will discuss Item 1 with the City Council for further direction.

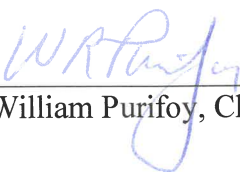
V. ADJOURN

A motion to adjourn was made by John Gillette and seconded by Jean Krivan.

The motion passed 6 – 0.


The meeting adjourned at 9:17 a.m.

Approved and accepted on December 4, 2019.



William Purifoy, Chairman - Planning and Zoning Commission

Attest:



Britique Williams, City Secretary