

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, JANUARY 25, 2022, AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:37 a.m. based on a quorum of members present:

Present:

Catherine Wile, Chairman  
Bill Going, Commissioner  
John Gillette, Commissioner  
Jack Christiansen, Commissioner  
Jean Krivan, Commissioner  
Monica Muschalik, Commissioner  
Paul Reinbolt, Commissioner

Absent:

Billy Murphy, Commissioner

Also in Attendance:

Karen Glynn, City Administrator/Acting City Secretary  
Steve Smith, Director of Public Works/Building Official  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Councilmember Keith Brown

**II. PUBLIC COMMENTS**

The following residents spoke in opposition to the amendment to the Specific Use Permit for Paratus Memorial to modify the playground area(s) and add fencing and gates to secure the property:

- Liz and Tyler Swain residing at 11723 Providence Park
- Karen Beach residing at 11718 Providence Park

Beau Dollins, Paratus Memorial, spoke in support of the project.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE NOVEMBER 18, 2021, MINUTES**

**A motion was made by Commissioner Gillette to approve the minutes for November 18, 2021. The motion was seconded by Commissioner Muschalik.**

**The motion carried 6 to 0.**

**IV. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE DECEMBER 7, 2021, MINUTES**

**A motion was made by Commissioner Gillette to approve the minutes for December 7, 2021. The motion was seconded by Commissioner Muschalik.**

**The motion carried 6 to 0.**

**V. OATH OF OFFICE**

Assistant to the City Secretary, Jennifer Namie administered the Oath of Office to Commissioner Paul Reinbolt.

**VI. PRESENTATION TO OUTGOING COMMISSIONER JEAN KRIVAN**

Council Liaison Keith Brown and City Administrator Karen Glynn thanked Jean Krivan for her 10 years of service on the Planning and Zoning Commission. Commissioner Krivan had also served on the Zoning Board of Adjustment and the City's Beautification Committee. Commissioner Krivan was presented with a proclamation of thanks and a gift from the City.

**VII. CONSIDERATION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL CONCERNING THE REQUEST FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR PARATUS MEMORIAL, A SCHOOL LOCATED AT 11750 MEMORIAL DRIVE, TO MODIFY THE PLAYGROUND AREA(S) AND ADD FENCING AND GATES TO SECURE THE PROPERTY – *Steve Smith, Director of Public Works/ Building Official***

*This item was taken out of order.*

Steve Smith, Director of Public Works/ Building Official introduced the Project:

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.

The Commission held a public hearing at the November 18, 2021 Meeting. There were three residents that spoke against the request. Staff recommended that Paratus Memorial Representatives, staff, and neighbors meet to discuss and understand the resident concerns. This understanding may allow for the applicant to design the fence in a way that would be aesthetically pleasing to the neighbors but also keep the children safe.

The Commission had also asked staff to work with Mr. Dollins on any short-term opportunities to ensure the safety of the children attending the school.

Steve Smith and Karen Glynn reported that a meeting with the residents had not taken place due to schedule conflicts. However, staff received input from resident, Liz Franklin regarding the location and the design for the fence. This was presented to the Commission.

In addition, the installation of small sections of fence connecting to the existing fencing was discussed with Paratus and allowed to better secure the playground short term. The area was then inspected and approved by the Fire Marshall. Staff also shared pictures of fencing around other schools in the areas to discuss other design options.

The Commission discussed the concerns presented under public comment and shared concerns with the applicant. Mr. Dollins with Paratus Memorial will consider an amended proposal to re-submit to the Commission.

**No action was taken on this item.**

#### **VIII. UPDATE ON ACTIVITIES - *Karen Glynn, City Administrator***

##### **A. Update on Events and Projects**

Karen Glynn reported that there are many projects underway in the City:

- Bunker Hill Elementary School Reconstruction, Water Well No. 5 and associated transmission line and additional detention that was recently approved by the City Council.
- Chapel Belle Reconstruction will soon begin as well as a section of Tamerlaine Drive.
- The City's Public Works and Disaster Operations Building is currently under design. Funding and plans include construction to be completed by the end of 2022.
- The City Council will be seeking input from the Planning and Zoning Commission on some quality of life and code concerns. This will be presented at a later meeting.
- Mayor Lord will be sharing the "State of the City" at the April 19, 2022 City Council Meeting.

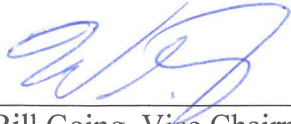
#### **VI. ADJOURN**

**A motion to adjourn was made by Commissioner Krivan and seconded by Commissioner Gillette**

**The motion carried 6 to 0.**

The meeting adjourned at 1:15 p.m.

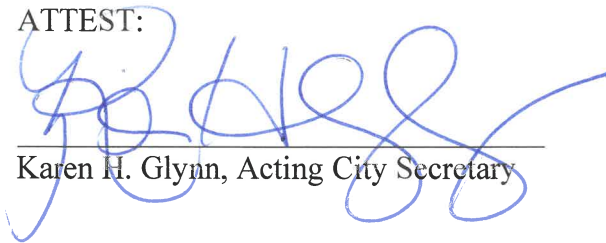
Approved and accepted on April 26, 2022.



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Bill Going, Vice Chairman  
Planning and Zoning Commission

ATTEST:



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Karen H. Glynn, Acting City Secretary