

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, FEBRUARY 25, 2020 AT 11:30 A.M.**

I. CALL TO ORDER

Vice Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:32 a.m. based on a quorum of members present:

Present:

Catherine Wile, Vice Chair
Jack Christiansen, Commissioner
Bill Going, Commissioner
John Gillette, Commissioner
Jean Krivan, Commissioner
Monica Muschalik, Commissioner

Absent:

William Purifoy, Chairman

Also in Attendance:

Councilmember Keith Brown, P&Z Liaison
Karen Glynn, City Administrator/City Secretary
Steve Smith, Dir of Public Works/Bldg Official
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JANUARY 14, 2020 MINUTES

A motion was made by Commissioner Gillette to approve the minutes for January 14, 2020. The motion was seconded by Commissioner Krivan.

The motion carried 6 – 0.

IV. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE, TEXAS CODE OF ORDINANCES, VACANT PROPERTY ORDINANCE TO ALLOW FOR A FEE ADJUSTMENT

Karen Glynn, City Administrator, presented this item.

The City approved the Vacant Properties Ordinance effective January 1, 2020. Staff sent out letters to all affected properties informing them of the new ordinance. The City Council received a request from Charlotte and Bob Chovanec who own a vacant lot at 16 Greyton Lane.

Mrs. Chovanec called and said she appreciated the intent of the New Vacant Property Ordinance; however, she requested that the fee of \$500.00 be waived for her property as this property is in the Greyton Place Subdivision and homeowner's association dues of \$750.00 are required as well.

This item was on the City Council Agenda in January. The City Council directed staff to bring this back to the Planning and Zoning Commission for discussion on whether to modify the fee requirements.

Staff reviewed the ordinance and suggested that the fee could possibly be reduced to 50% if the property falls within the jurisdiction of an active homeowner's association that collects an annual fee. However, should the property be the subject of any code violations, the City would bill the Property Owner the full amount. The fee waiver would not be transferable with the sale of the property.

Commission members discussed the different ways homeowner's associations are established in the City and what the fees include. Commissioner Krivan noted that the homeowner's association in her neighborhood only maintains her pool and does not have anything to do with her lot. It was the consensus of the Commission that the various homeowners' associations in the City handle different aspects and are not consistent. Therefore, the Commission was not in support of recommending a fee waiver to the City Council.

The discussion did include a possible understanding by the Commission Members for a fee waiver based on hardship; however, the Commission does not agree to adjust because a homeowner's association exists for the property.

A motion was made by Commissioner Gillette to recommend to the City Council that no modification be made to the fee requirements of the City's Vacant Properties Ordinance.

The motion was seconded by Commissioner Christiansen.

The motion carried 6 – 0.

V. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE, TEXAS CODE OF ORDINANCES, TO AMEND THE CONSTRUCTION PARKING FOR THE 30 MINUTE EXCEPTION PROVISION

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

The City has been receiving more citizen concerns regarding construction parking. In addition, the City's inspectors have also been seeing concerns regarding delivery parking. Currently the Ordinance states that "vehicles parked temporarily for a period of thirty minutes or less are not required to meet this requirement. The intent of this provision was to allow for the delivery of materials. Unfortunately, the City is seeing more and more contractors taking advantage of this provision.

The Building Official proposed an amendment to this Ordinance as follows:

Delivery vehicles parked temporarily for a period of thirty (30) minutes or less are not required to meet this requirement. Blocking of

a street so that less than fifteen (15) feet of width for access is not allowed under any circumstance.

To be deemed a Delivery Vehicle, the vehicle must indicate by lettering or signage that it is a vehicle providing for the delivery of construction materials, equipment, etc. to the site.

After a thorough discussion, the Commissioners agreed to further discuss this issue. The Commission did not think that vehicle signage would fully address the situation. In addition, other parking amendments may also be warranted. A recommendation was suggested to amend the ordinance to stress that a vehicle be actively engaged in the business of delivery in order to park for the 30 minute timeframe.

No action was taken. The City Attorney will review the ordinance further and discuss at a future meeting.

VI. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE, TEXAS CODE OF ORDINANCES, APPENDIX A TO INCLUDE A CONDITIONAL ZONING PERMIT AND PROCESS FOR RESIDENTIAL DEVELOPMENT

Karen Glynn, City Administrator and Loren Smith, City Attorney presented this item.

As discussed with the Planning and Zoning Commission at the December 2019 Meeting, the City Administrator has been working with the City Attorney to develop a means of providing for special conditions for residential uses for challenging lots in the City. Staff has identified several lots whereby due to certain parts of the City's Code of Ordinances, have remained vacant as it is challenging for redevelopment.

After discussion with the Planning and Zoning Commission, the City Administrator and City Attorney presented this item and a list of pros and cons for various code changes to the City Council for discussion and direction. The City Council discussed this item at the January and February Meetings. At the February Meeting, the City Council directed staff to return to the Planning and Zoning Commission to develop an amendment to establish a Conditional Zoning Permit and Process for residential development. Councilmember/P&Z Liaison Keith Brown indicated that it was the consensus of Council that the Conditional Zoning Permit and Process would be a pro-active approach to these challenging lots and would provide opportunity for public comment at the Planning and Zoning Commission and City Council.

A draft ordinance was presented for review and discussion by the Commission. This ordinance follows the process for the Specific Use Permit that is for non-residential uses.

The Commissioners indicated that they wanted the language of the ordinance to be general enough for all lots to qualify but not so general that builders will be able to take advantage. Steve Smith, Director of Public Works/Building Official, will do more

research to determine which lots in the City would qualify for a conditional zoning permit.

Loren Smith will draft an ordinance and bring to the next Planning and Zoning Commission meeting for further review and discussion.

VII. UPDATE ON ACTIVITIES – Karen Glynn, City Administrator

Karen Glynn noted that the next regular City Council meeting will be March 24, 2020.

The Commission set the next Commission Meeting for March 31, 2020 at 11:30 a.m.

Ms. Glynn shared the following updates:

- Two items from the City Council in January included:
 1. A request for an extension to the Building Permit for 201 Mayerling was approved
 2. The Off-Site Tree Program was approved; Some fees have been collected
- The City will be holding an Election on May 2, 2020; Position 1 is opposed.

VIII. ADJOURN

A motion to adjourn was made by Commissioner Gillette and seconded by Commissioner Wile. The motion passed 6 – 0.

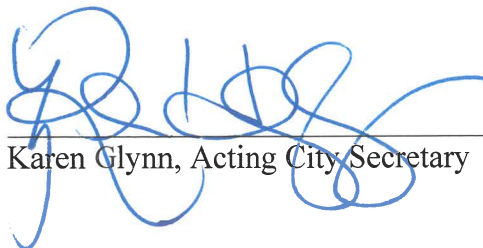
The meeting adjourned at 1:12 p.m.

Approved and accepted on April 15, 2020.



Catherine Wile, Vice Chairman - Planning and Zoning Commission

Attest:



Karen Glynn, Acting City Secretary