

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, JULY 7, 2020 AT 11:30 A.M.**

**I. CALL TO ORDER**

Vice Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:34 a.m. based on a quorum of members present:

Present:

Catherine Wile, Vice Chairman (via Zoom)  
Jack Christiansen, Commissioner (via Zoom)  
Bill Going, Commissioner (via Zoom)  
William Purifoy, Chairman (via Zoom)  
Monica Muschalik, Commissioner (via Zoom)

Absent:

John Gillette, Commissioner  
Jean Krivan, Commissioner

Also in Attendance:

Councilmember Keith Brown, P&Z Liaison (via Zoom)  
Karen Glynn, City Administrator/City Secretary (via Zoom)  
Steve Smith, Director of Public Works/Building Official (via Zoom)  
Loren Smith, City Attorney (at City Hall)  
Jennifer Namie, Assistant to the City Secretary (via Zoom)

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE APRIL 15, 2020 MINUTES**

A motion was made by Commissioner Christiansen to approve the minutes for April 15, 2020. The motion was seconded by Commissioner Muschalik to approve the minutes after correcting the spelling of Jack Christiansen's name.

The motion carried 5- 0.

**IV. PRESENTATION AND PUBLIC HEARING - *Karen Glynn, City Administrator***

Beau Dollins, the applicant for Paratus Memorial presented his application to the Commission. Karen Glynn outlined the proposed Ordinance and Exhibits.

**ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:**

**A PUBLIC HEARING REGARDING A REQUEST FOR A SPECIFIC USE PERMIT FOR PARATUS MEMORIAL, 11750 MEMORIAL DRIVE FOR RELIGIOUS AND EDUCATIONAL PURPOSES**

Chairman Wile opened the public hearing at 11:54 a.m.

There were no public comments.

Chairman Wile closed the public hearing at 11:55 a.m.

**V. CONSIDERATION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL CONCERNING A SPECIFIC USE PERMIT FOR PARATUS MEMORIAL, 11750 MEMORIAL DRIVE FOR RELIGIOUS AND EDUCATIONAL PURPOSES - *Karen Glynn, City Administrator***

Karen Glynn, City Administrator presented this item.

Paratus Memorial submitted an application for a Specific Use Permit (SUP) to develop a school and to continue the existing uses for religious and pre-school uses at the site. This item was work shopped with the Planning and Zoning Commission in April.

The Memorial Drive Christian Church is located at 11750 Memorial Drive and has operated at this location for over 40 years. The Church also operates a pre-school at the location. There is no Specific Use Permit for the site. Records show that the Church proposed various needs such as lot coverage and signage over the years through the Zoning Board of Adjustments.

The Specific Use Process for the City has evolved over the years. Educational Facilities were added to the list of uses in 2011.

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 Church property has been in operation since the City was established. There is a Church School at the site now. The proposal includes adding a private school to the site.

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

The Commission discussed the details of the ordinance and the exhibits.

A motion was made by Commissioner Purifoy and seconded by Commissioner Going to amend Exhibit B to show a north arrow.

The motion carried 5 to 0.

A motion was made by Commissioner Purifoy and seconded by Commissioner Christiansen to amend Exhibit C by adding an arrow by the second egress.

The motion carried 5 to 0.

A motion to recommend approval to the City Council for the Paratus Memorial Specific Use Permit was made by Commissioner Going and seconded by Commissioner Purifoy.

The motion passed 5 – 0.

**VI. REVIEW, DISCUSSION AND DIRECTION ON A SPECIFIC USE PERMIT APPLICATION BY SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL - Karen Glynn, City Administrator and Spring Branch Independent School District Representatives**

Karen Glynn, City Administrator introduced the project.

The following representatives attended and presented the details of the project:

Travis Stanford – Associate Superintendent of Operations – Spring Branch ISD  
Kris Drosche – Spring Branch ISD  
Jennifer Henrikson – Principal and Architect for Stantec  
Gary Dunn – Architect and Project Manager for Stantec  
Megan Monedero – Architect for Stantec  
Ryan Eurick and Joel Seybert - Engineers

Bunker Hill Elementary School is located at 11950 Taylorcrest. The School was annexed into the City at the request of Spring Branch Independent School District (SBISD) in December 1956 and has continued to operate at this location since that time. The school is currently schedule for reconstruction per the District’s approved 2017 Bond Referendum. There is no Specific Use Permit for the site. The Specific Use Process has evolved over the years. Educational Facilities were added to the list of uses in 2011.

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

The purpose of this meeting was to review and discuss the proposal with the Planning and Zoning Commission and gain direction prior to beginning the actual process which includes notifications and a public hearing.

The Commission asked questions and discussed several items including: the design criteria in regards to the number of students; access to the pedestrian bridge adjacent to the campus; the height of the new school building and the proximity to adjacent residents; drainage and utilities proposed for the site; proposed fencing; and clarity of the details on some of the slides/exhibits.

Karen Glynn concluded the discussion by thanking the Commission for their comments. The next step will include drafting the ordinance outlining the points discussed and detailing the exhibits. The Commission concurred to begin the public process. This will include notification of adjacent properties within 200 feet and placing the notice of public hearing in the newspaper of record in accordance with state law.

**VI. UPDATE ON ACTIVITIES – Karen Glynn, City Administrator**

Karen Glynn shared the following updates:

**COVID -19 Updates:**

The City continues to monitor this interesting time with our Public Safety Departments. City Hall has been back to regular hours and the City is continuing to hold meetings via Zoom.

**Next Meeting:**

The Commission set the next meeting on August 12, 2020 at 11:30 a.m.

**Miscellaneous Items:**

The Commission asked about the Proposed Conditional Use Permit. Ms. Glynn indicated that staff continues to work to evaluate the various lots in the City. This item will come back to the Commission. In addition, Ms. Glynn noted that the Vacant Property Ordinance is working very well and all properties have registered.


**VII. ADJOURN**

A motion to adjourn was made by Commissioner Going and seconded by Commissioner Christiansen.

The motion passed 5 – 0.

The meeting adjourned at 1:17 p.m.

Approved and accepted on August 12, 2020.

  
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Catherine Wile, Vice Chairman  
Planning and Zoning Commission

Attest:   
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Karen Glynn, Acting City Secretary