

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, APRIL 26, 2022, AT 11:30 A.M.**

I. CALL TO ORDER

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

Present:

Catherine Wile, Chairman – *via Zoom*
Bill Going, Vice-Chairman
John Gillette, Commissioner
Jack Christiansen, Commissioner
Monica Muschalik, Commissioner
Paul Reinbolt, Commissioner
Billy Murphy, Commissioner

Also in Attendance:

Karen Glynn, City Administrator/Acting City Secretary
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary
Councilmember Keith Brown
Councilmember Laurie Rosenbaum

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.
- Liz Franklin residing at 11719 Providence Park (*Liz Swain spoke on her behalf*).

The following residents spoke in support of 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:

- Jason Guan residing at 303 Tamerlaine.
- Stephen Shaw residing at 12007 Homewood Lane.
- Beau Dollins, Paratus Memorial.

III. 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 – Karen Glynn, City Administrator

City Administrator, Karen Glynn, 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 submitted an application to amend the Specific Use Permit to modify the playground areas and to add fencing and gates to secure the property and improve the safety of their students. The request requires an amendment to the existing Specific Use Permit to update the site plan.

The Planning and Zoning Commission held a workshop On September 30, 2021 and a Public Hearing on November 18, 2021. There were 3 residents that reside on Providence Park, adjacent to the school, that spoke at the public hearing with concerns regarding the perimeter fence. It was the Staff's intent to meet with the residents to understand the concerns; however, a meeting never came to fruition. Written comments were requested from the residents by the staff so these could be shared with the Commission at the next meeting. Resident, Liz Franklin, contacted the staff via email and recommended a design for the fence which included brick columns. No other comments were received.

Minor modifications for safety purposes were approved and constructed for the existing playground fencing as discussed with the Commission in November. In addition, the Fire Marshall performed a safety inspection, and the site met all code requirements.

A Planning and Zoning Commission Meeting was held on Wednesday, January 26, 2022. Residents once again spoke at the meeting and opposed the proposed SUP Application. The Commission discussed the concerns presented under public comment and shared concerns with the applicant. No action was taken at the January 2022 Meeting.

Paratus Memorial requested to continue the process for the current application and submitted an amended proposal for the design of the fence. The design included brick columns, with an exhibit that shows the location of the proposed columns.

The Commission discussed the application, concerns raised by residents, and concerns for the existing SUP.

A motion was made by Commissioner Muschalik to look at the Specific Use Permit in broader terms. The motion was seconded by Commissioner Gillette.

Commissioner Muschalik amended her motion to recommend that City Council not approve the amendment to the existing Specific Use Permit until the existing SUP is fully in compliance.

Commissioner Gillette agreed to the amendment.

The motion carried 7 to 0.

IV. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE SHORT FORM FINAL PLATS FOR THE FOLLOWING PROPERTIES – Karen Glynn, City Administrator

- A. 11 Valley Forge**
- B. 16 Valley Forge**

Plans for construction of new homes were submitted for review. During the plan review, it was found that the Subdivision had received approval, but there were no final plats ever recorded with Harris County. As a result, the property owner's representatives submitted final plats for the Planning and Zoning Commission and ultimately, the City Council's approval.

The plats proposed are considered as short form final plats under the City's Subdivision Ordinance whereby the plat(s) can be considered without a preliminary plat since it is only one lot and does not include or alter any public right of way or have any zoning changes.

Staff, as well as the City's platting consultant, reviewed the plats and after revisions, finds the plats meet all requirements of the City's Ordinances. Staff recommended that the Planning and Zoning Commission recommend the plats be approved by the City Council.

A motion was made by Commissioner Gillette to approve the plat at 11 Valley Forge with the caveat that it be changed from "preliminary" to "final" plat. The motion was seconded by Commissioner Reinbolt.

The motion carried 7 to 0.

A motion was made by Commissioner Gillette to approve the plat at 16 Valley Forge. The motion was seconded by Commissioner Reinbolt.

The motion carried 7 to 0.

V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JANUARY 25, 2022, MINUTES

A motion was made by Commissioner Gillette to approve the minutes for January 25, 2022. The motion was seconded by Commissioner Murphy.

The motion carried 7 to 0.

VI. 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 is well underway. The Summer will be very busy as SBISD prepares to open the new school in August.
- Chapel Belle Reconstruction is underway and also, going very well.
- The City's Public Works and Disaster Operations Building is currently under final design. Funding and plans include construction to be completed by early 2023.
- Mayor Lord shared the "State of the City" at the April 19, 2022 City Council Meeting. The presentation will be provided on the website.


VI. ADJOURN

A motion to adjourn was made by Commissioner Muschalik and seconded by Commissioner Gillette.

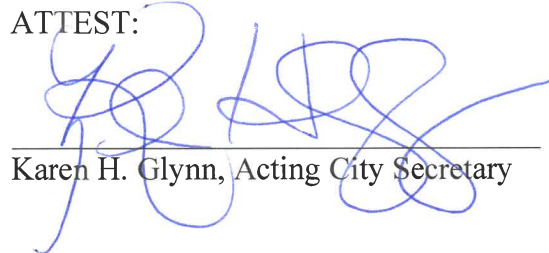
The motion carried 7 to 0.

The meeting adjourned at 12: 40 p.m.

Approved and accepted on June 7, 2022.



Catherine Wile, Chairman
Planning and Zoning Commission

ATTEST:


Karen H. Glynn, Acting City Secretary