

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

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:30 based on a quorum of members present:

Present:

Catherine Wile, Chairman  
Bill Going, Vice-Chairman  
John Gillette, Commissioner  
Jack Christiansen, Commissioner  
Paul Reinbolt, Commissioner

Absent:

Monica Muschalik, Commissioner  
Billy Murphy, Commissioner

Also in Attendance:

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

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES OF THE JUNE 7, 2022 MEETING**

**A motion was made by Commissioner Gillette to approve the minutes for June 7, 2022. The motion was seconded by Commissioner Reinbolt.**

**The motion carried 5 to 0.**

**IV. PRESENTATION, PUBLIC HEARING AND CONSIDERATION FOR SPECIFIC USE PERMIT - *Steve Smith, Director of Public Works/ Building Official***

A Specific Use Permit for Frostwood Elementary School, a public school located at 12214 Memorial Drive, was approved by the City Council (as recommended by the Planning and Zoning Commission) on April 17, 2012 as Ordinance No. 12 - 413.

Spring Branch Independent School District submitted an application to amend the Specific Use Permit to add lighting to the existing athletic fields located on the northeastern area of the property. The request requires an amendment to the existing Specific Use Permit to update the site plan.

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 SUP Process provides for conditions to be included to ensure specific concerns are addressed for the various factors.

This application was presented to the Commission as a workshop item at the June 7, 2022 Commission Meeting. Staff provided information regarding the City's current requirements for lighting and the proposed lighting at this site. Council provided input to proceed with the process which included development of a draft ordinance, the public hearing process, and recommendation to the City Council.

A draft ordinance with exhibits was developed and presented to the Commission:

- a. The installation will include two (2) sixty-foot (60') gray steel light poles attached to two concrete footings and bases on the existing athletic fields. The design of the lights shall include recessed, hooded Light-emitting Diode (LED) bulbs facing away from Plantation and down onto the athletic fields. No direct line of sight with the bulbs from adjacent properties shall result from the installation. The result of the lighting at the property line shall meet the City's standard.
- b. The field lights will be connected to a stand-alone meter, may operate 7 days a week throughout the year, and will be controlled by an on/off switch and an automatic timer that will shut off the lights no later than 10:00 p.m.
- c. The site shall be maintained in accordance with the exhibits.
- d. All operations not regulated herein shall comply with all City ordinances.

School Representatives attending included:

- Travis Stanford, Associate Superintendent for Operations, SBISD
- Ricky Wolfean – Outgoing Frostwood Dad's Club Board Member
- Jason Peterson – Putterman Scharck & Associates (commercial lighting)
- Kyle Canfield – Hi-Tech Electric (electrical; Kyle is also a Frostwood Dad's Club representative)

### ***Public Hearing***

**Chairperson Wile opened the Public Hearing at 11:40 a.m.**

*Mike Walker, residing at 12203 Beauregard spoke in opposition to the amended SUP.*

*Rick Wolfean, Frostwood Dad's Club Board Member, spoke on behalf of the Frostwood Dad's Club.*

**Chairperson Wile closed the Public Hearing at 11:45 a.m.**

The Commission discussed the draft ordinance.

Commissioner Gillette asked if there was a way to put a motion sensor on the lights so that if the practice ended prior to the requested 10:00 p.m., the lights would go off earlier. He also asked to add language to the Ordinance stating that when the fields were not in use that the lights would be shut off. Commissioner Gillette suggested that lights be shut off at 9:00 p.m. versus the 10:00 p.m. as recommended. He agreed to the movie nights ending at 10:00 p.m.

Commissioner Christiansen wanted to specify that the lights cannot be turned on earlier than 8:00 a.m. He also wanted to specify in the Ordinance the types of events that would be allowed at the fields. The Frostwood Dad's Club representative explained that the only activities that would be allowed would be practice, scrimmages and occasional movie nights (up to 3 times per year).

Commissioner Going asked if the timer could go off earlier but stay on later in special circumstances.

Karen Glynn added that the Ordinance needs to include language which would prohibit parking on Plantation Road, Rhett Drive, and Tara Drive. The City cannot restrict Beauregard as the street is not within Bunker Hill City limits.

Commissioner Reinbolt asked if there was anything in the Ordinance that would prevent high school students from using the fields and parking. SBISD Representative Travis Stanford noted that the MOU between Spring Branch ISD and the Frostwood Dad's Club specifies that the fields can only be used by elementary aged children.

After discussion among the Commissioners, City Attorney, Loren Smith restated the terms and conditions to the Ordinance which included the following:

- Use of the fields shall be limited to elementary school aged children and associated parents, coaches and guardians. The use of the fields while the lights are on shall be limited to practices and scrimmages. There shall be no amplified sound during practices and scrimmages. The fields may also be used for up to three (3) movie nights per school year. The lights shall be turned off no later than 9:00 on practice nights and 10:00 p.m. on movie nights.
- There shall be no parking by those associated with the use of the athletic fields on Plantation Road, Rhett Drive, and Tara Drive. All parking by those associated with the use of the athletic fields shall be in the Frostwood Elementary School parking lot or the Memorial Forest Club parking lot by permission of the Memorial Forest Club.

**A motion was made by Commissioner Gillette to make a recommendation to the City Council to accept the Ordinance, as amended and restated by City Attorney, Loren Smith. The motion was seconded by Commissioner Going.**

**The motion carried 5 to 0.**

**V. 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 has been extremely 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 being demolished and will begin construction of a new 2 story addition to City Hall.
  - Council has begun the 2023 Budget and will be holding a special meeting to adopt a proposed tax rate on August 4, 2022.
  - Paratus Memorial's signs should be going up soon.
  - Karen Glynn reminded the Commission on the date for the next meeting if needed.

**VI. ADJOURN**

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

**The motion carried 5 to 0.**

**The meeting adjourned at 12:30 p.m.**

Approved and accepted on September 27, 2022

  
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Bill Going, Vice-Chairman  
Planning and Zoning Commission

ATTEST:

  
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Karen H. Glynn, Acting City Secretary