

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
WEDNESDAY, AUGUST 12, 2020 AT 11:30 A.M.**

I. CALL TO ORDER

Chairman Bill Purifoy asked Vice Chair Catherine Wile to preside at the meeting. Vice Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:38 a.m. based on a quorum of members present:

Present:

Catherine Wile, Vice Chairman (via Zoom)
Jack Christiansen, Commissioner (via Zoom)
Bill Going, Commissioner (at City Hall)
William Purifoy, Chairman (via Zoom)
Monica Muschalik, Commissioner (via Zoom)
John Gillette, Commissioner (via Zoom)

Absent:

Jean Krivan, Commissioner

Also in Attendance:

Councilmember Keith Brown, P&Z Liaison (via Zoom)
Karen Glynn, City Administrator/City Secretary (at City Hall)
Steve Smith, Director of Public Works/Building Official (at City Hall)
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 JULY 7, 2020 MINUTES

A motion was made by Commissioner William Purifoy to approve the minutes for July 7, 2020. The motion was seconded by Commissioner John Gillette.

The motion carried 6 to 0.

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

Karen Glynn outlined the proposed Ordinance and Exhibits and introduced Representatives of Spring Branch Independent School District, Jennifer Hendrickson, Gary Dunn and Travis Stanford to present the proposed project and Specific Use Permit:

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 scheduled 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 public hearings, a recommendation by the Planning and Zoning Commission and approval by City Council. The SUP Process provides for conditions to be included to ensure specific concerns are addressed for the various factors as outlined in the ordinance.

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 BUNKER HILL ELEMENTARY SCHOOL FOR EDUCATIONAL PURPOSES

Vice Chairman Wile opened the public hearing at 12:13 p.m.

The following people had questions or made comments:

Stan Kuper who resides at 8 Rain Hollow Place had the following comments/questions:

1. There is a swale draining flow from North to South. Will that continue to be the same?
2. There are pavers in this area. Will he be able to continue to use the pavers to walk across the drainage?

Elaine and Steve Roach who reside at 1 Huntington Park Court had the following comments/questions:

1. How will the lighting compare with the current lighting going across the lot line across the street at the intersection of Strey Lane and Taylorcrest?
2. How will construction traffic be managed?
3. How will sanitary hookups affect neighboring homeowners?
4. They do not want on-campus drop off to be on the South side as it creates safety problems for the children.
5. They would like to keep the entry point as it currently is for pedestrian access coming North on Strey Lane.
6. They had concerns about the two-story structure but appreciate the efforts of the design team to scale it back and not create a cookie cutter building. They would appreciate seeing a rendering of what it would look like from the middle of intersection of Taylorcrest and Strey Lane.
7. They worry that the parking ordinance is not being enforced.

Additionally, Mr. and Mrs. Roach submitted the following questions via e-mail which were forwarded to the Commissioners:

1. How does the height compare with Frostwood, which seems massive. Frostwood is on a busy corner and not surrounded by homes; Bunker Hill Elementary is nestled into a neighborhood with residences on all four sides, and so, hopefully, has been scaled back to fit in. Frostwood has residences in only 1 side and most of those do not abut the school property.
2. How far is the closest point of the new building from the Taylorcrest and Strey intersection, and how does it compare to the current building's closest point? And, what are the current and new building heights at that point? How visible is the new building versus the current one, given the different height and mass?
3. Will the existing trees on the property, especially those on the south side, all be preserved? What is the plan and requirements for trees and other planting that can help screen noise and shield the building size?
4. How does the number of lights, their intensity, and height compare to the current lighting? Lighting is good, for safety and security, but we are concerned that the new lighting plan may be more obtrusive to the neighborhood.
5. With a seemingly larger impermeable footprint due to increased parking lot size, how will the storm water detention and management compare with the current school?
6. When would construction start and end?
7. How will construction trucks access the site? Access from the north would be much less disruptive to the neighborhood, being closer to the freeway, etc.

Carol Sandvick, who resides at 12011 Taylorcrest Court, had the following questions/comments:

1. The cul de sac has long been used as a drop off for the school. She would like the Ordinance that exists regarding parking be extended to the smaller streets as well.
2. What will the hard surface to permeability area be as opposed to how it currently is?
3. What will the lighting be like from the South? She would like to see a rendering.
4. How will construction traffic be managed?
5. She would like to see a rendering of the intersection at Taylorcrest and Strey Lane. It's very vague what option number 4 will do to her cul de sac. How will readjusting the radii of intersection impact her street?

Harlow Farmer who resides at 679 Strey Lane had the following comments/questions:

1. He echoes the previous comments/questions and would like for all answers to be sent to everyone who spoke at the public hearing.
2. Will lights at school be on all the time or is there a way to have them turned off at night at a reasonable time after all school activities have ended?
3. Would like drop-off to be moved to campus only.
4. Would like there to be some motivation to reduce traffic or at least the idling of cars during drop-off and pick-up.

5. What is the stop bar that is going to be added on Taylorcrest Court at the southeast intersection?
6. Will the playing fields be restricted to public when not in use by school?

Vice Chairman Wile closed the public hearing at 12:35 p.m.

V. CONSIDERATION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL CONCERNING A SPECIFIC USE PERMIT FOR BUNKER HILL ELEMENTARY SCHOOL FOR EDUCATIONAL PURPOSES - Karen Glynn, City Administrator

Karen Glynn, City Administrator re-introduced Jennifer Hendrickson, Gary Dunn and Travis Stanford to further discuss the proposed project, public comment and details of the proposed ordinance.

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

Catherine Wile provided the following comments and recommended the changes:

- Section 2 – make the parking regulations applicable to Strey Lane and other streets by the school.
- Section C – lighting language should also reference building lighting.
- Section 4 – in the penalty section clarify that “person” includes entity. Loren Smith, City Attorney confirmed that it does.
- Exhibit A-2 – label cover play.
- Exhibits A-2 and B – clarify or label the AT&T communication box.
- Exhibit 2F – label gym.
- Exhibit A6 – just below the drawing on the right, “west neighbors” should be “east neighbors.”

Commissioners concurred with these recommendations.

A motion was made by Commissioner John Gillette to recommend approval to the City Council for the proposed Ordinance for Bunker Hill Elementary School Specific Use Permit with the above-referenced corrections made. Commissioner Going seconded the motion.

The motion passed 6 to 0.

VI. REVIEW AND DISCUSSION ON A PRELIMINARY PLAT FOR BUNKER HILL ELEMENTARY SCHOOL 11950 TAYLORCREST ROAD - Karen Glynn, City Administrator

The site for Bunker Hill Elementary School was never platted. Plans for the reconstruction of Bunker Hill Elementary School are currently being developed for review. As a result, Jones and Carter, the property owner’s representative, has submitted a preliminary plat to the Planning and Zoning Commission to begin the platting process.

In discussion with Spring Branch ISD, Representatives from Jones and Carter, and the City Attorney, there are some complexities regarding the plat as property development took place surrounding the school. There are several access easements that have been recorded and are shown on the plat. Staff is working with the various entities to understand and resolve the issues.

The process for platting includes a Preliminary Plat approved by the Planning and Zoning Commission followed by a Final Plat which is then recommended to City Council. Preliminary Plats shall be effective for 6 months.

This was a discussion only item for the Commission. No action was taken.

VII. UPDATE ON ACTIVITIES – Karen Glynn, City Administrator

Karen Glynn shared the following updates:

The Paratus Memorial Specific Use Permit will go before City Council for approval at the August 18th City Council Meeting.

The City Council will file the 2021 Budget at the August 18th City Council meeting.

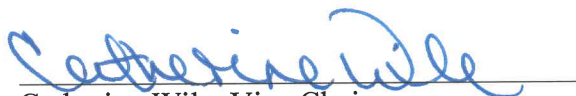
VIII. ADJOURN

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

The motion carried 6 to 0.

The meeting adjourned at 1:26 p.m.

Approved and accepted on April 7, 2021.



Catherine Wile, Vice Chairman
Planning and Zoning Commission

ATTEST:



Karen H. Glynn, Acting City Secretary