

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, AUGUST 24, 2021, AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:33 a.m. based on a quorum of members present:

Present:

Catherine Wile, Chairman  
Jack Christiansen, Commissioner (via Zoom arrived at 11:54 a.m.)  
Bill Going, Commissioner  
John Gillette, Commissioner  
Jean Krivan, Commissioner  
Monica Muschalik, Commissioner  
Billy Murphy, Commissioner (via Zoom – left at 12:23 p.m.)

Also in Attendance:

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

**II. PUBLIC COMMENTS**

There were no public comments.

**III. OATH OF OFFICE AND STATEMENT OF AUTHORITY**

Jennifer Namie of Olson and Olson administered the Oath of Office to the members present.

**IV. ELECTION OF CHAIRMAN AND VICE CHAIRMAN TO SERVE FOR A ONE YEAR TIME PERIOD FOR THE ZONING BOARD OF ADJUSTMENT.**

**A motion was made by Commissioner Muschalik and seconded by Commissioner Gillette to appoint Catherine Wile as Chair.**

**The motion carried 6-0.**

**A motion was made by Commissioner Gillette and seconded by Commissioner Krivan to appoint Bill Going as Vice Chair.**

**The motion carried 6-0.**

**V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JUNE 22, 2021, MINUTES**

**A motion was made by Commissioner Krivan to approve the minutes for June 22, 2021, as amended. The motion was seconded by Commissioner Going.**

**The motion carried 6 to 0.**

**VI. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR BUNKER HILL ELEMENTARY SCHOOL LOCATED AT 11950 TAYLORCREST ROAD - *Steve Smith, Director of Public Works/Building Official***

The reconstruction of Bunker Hill Elementary School is currently underway. As discussed with the Commission in August 2020, the site for Bunker Hill Elementary School was never platted. The District began this process in April 2021 with the submittal of the preliminary plat. The preliminary plat was approved by the Planning and Zoning Commission on April 7, 2021.

Jones and Carter, the property owner's representative, has submitted the attached final plat to the Planning and Zoning Commission for recommendation to the City Council.

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.

The City's Consultant has reviewed the plat on behalf of the City. The plat is recommended for recommendation to the City Council.

**A motion was made by Commissioner Gillette to approve a Final Plat, as presented, for Bunker Hill Elementary School Located at 11950 Taylorcrest Road. The motion was seconded by Commissioner Muschalik.**

**The motion carried 6 to 0.**

**VII. REVIEW, DISCUSSION AND DIRECTION ON A SPECIFIC USE PERMIT APPLICATION BY MEMORIAL FOREST CLUB TO CONTINUE EXISTING USES AT 11121 MEMORIAL DRIVE - *Karen Glynn, City Administrator and Memorial Forest Club***

City Administrator Karen Glynn introduced the Project:

Memorial Forest Club, a non-profit club established in the 1950's at its current location of 12122 Memorial Drive has applied for a Specific Use Permit. There is no Specific Use Permit for the site. The Club is considered a legal non-conforming use in the City of Bunker Hill Village. The desired Specific Use Permit would officially recognize the physical layout of the Club as indicated on the attached site plan, and the uses associated therewith.

Ordinance No. 49 was approved and memorialized a Settlement Agreement between the City of Bunker Hill and the Club in 1958. The Settlement Agreement expired on its terms in June 2008 (50 years). As noted in the application, it is intended that the Special Use Permit will supersede Ordinance No. 49 and the Settlement Agreement in all respects. In addition, the City's Zoning Board of Adjustment approved a variance on April 23, 1998, to replace a 100-foot section of a six-foot fence behind the volleyball

court with a fence nine feet high. A memorandum of understanding was also approved in May 2014 regarding landscaping, irrigation, and associated maintenance in the City right of way at Plantation and Memorial.

Mr. Tom Van Arsdale, outside counsel for Memorial Forest Club presented the application on behalf of the Memorial Forest Club. Doug Smith, President of the Board of Directors also provided input.

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

Steve Smith asked about the flow of traffic and how the exit driveway connects to Memorial Drive and asked if there were any plans to look at this configuration further.

Audrey and Matthew Adams, who reside at 12115 Tara Drive, addressed the Commission regarding noise concerns which they feel have not been enforced.

Commissioner Going asked if there would be a lot for overflow parking for the club to keep people from parking on the street.

Commissioner Murphy asked if, in 2008, there was a discussion leading up to the expiration of the agreement. He asked about whether or not membership is expected to increase and how would that affect parking.

Commissioner Going spoke regarding the parking situation. He explained that when members work together with residents to manage overflow parking on streets, there are typically no issues. There are usually a group of volunteers that get together during swim meets and other competitions to direct people to park on only one side of the street, etc. There is also a gentleman's agreement between SBISD and the Club to share parking lots between the club and Frostwood Elementary. Commissioner Murphy recommends a means of memorializing this agreement.

Commissioner Murphy also suggested that the club to use inclusive language in their application description, in order to give them room to expand their offering of outdoor sports.

Commissioner Christiansen asked about permeable surfaces for the tennis courts and was informed that the new courts were built on top of the old ones. Steve Smith commented that the reconstruction of the courts was in line with City standards and with the City's approval.

City Staff and the Commission agreed it is necessary to have a clear set of parameters in place in the Specific Use Permit such as a set time for activities in terms of regulating noise and lighting, in order for residents and club members to peacefully co-exist.

At the next meeting, September 30, 2021, Staff will set the Public Hearing. Staff will also present a draft Specific Use Permit Ordinance for the Commission to discuss and modify for recommendation to City Council.

**VIII. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND TO THE CITY COUNCIL AN AMENDMENT TO THE CITY OF BUNKER HILL VILLAGE CODE OF ORDINANCES, APPENDIX A FOR DEFINITIONS FOR ACCESSORY BUILDING AND ACCESSORY USE AND APPLIANCES AND HEIGHT REQUIREMENT FOR ACCESSORY BUILDING OR STRUCTURE - Steve Smith, Building Official and Loren Smith, City Attorney**

The Zoning Board of Adjustment has recently met regarding a request from a resident requesting an interpretation of the zoning laws pertaining to the location of an air condition condenser and height and use of an accessory building for a new home under construction. The ZBOA voted to support the Building Official's interpretation of the zoning law; however, the ZBOA asked Staff to consider clarifying these items in the zoning ordinance. As a result, a draft amendment has been developed for discussion and possible recommendation to the City Council to provide this clarification.

The following items were discussed:

1. Definitions of Accessory Buildings and Uses

The definition of "structure" (Section 2.01 – Appendix A) was recommended to specifically note that appliances are referenced and defined in the current adopted Building Code. In addition, appliances cannot be placed in the required perimeter green space.

The definition of "sleeping purposes" was reviewed and discussed to determine if an accessory building or structure is "improved or used for the purpose of human habitation." Currently the Building Official considers the following definition for sleeping *purposes*: A building shall be considered to be improved or used for *sleeping purposes* if such building is constructed with a restroom and a closet.

2. Height of Accessory Structures and Uses

The height regulations for accessory buildings and structures (Section 5.03 C); was discussed. The reference to the ten (10) foot wall limitation was recommended to be removed.

**A motion was made by Commissioner Gillette to pass the proposed ordinance with the two changes, adding the word "required" and referencing the City's current adopted building code. The motion was seconded by Commissioner Going.**

**The motion carried 6 to 0.**

**IX. UPDATE ON ACTIVITIES - Karen Glynn, City Administrator**

Karen Glynn thanked the Commissioners for agreeing to serve for another term. She informed the Commission that Commissioner Krivan has indicated that she is ready to

step down once a replacement is found. Ms. Glynn also welcomed William (Billy) Murphy to the Commission.

A. Upcoming Planning and Zoning Commission Topics

Karen Glynn, City Administrator commented on upcoming topics including continuing the SUP process for the Memorial Forest Club. In addition, Paratus Memorial has submitted an amendment to the SUP to add a fence to the site for safety needs at the school.

B. Development Activity – Mrs. Glynn shared that the development activity in the City is very busy; Pre-Development Meetings and Permits have increased this year.

C. Capital Projects

The first day of school went very well. Especially at Bunker Hill Elementary School and the well site. The new driveway on the north end was opened and is working very well. There is no work at the well site this week. There are about 6 more weeks of work left on the well and it may be noisy to complete this last phase.

The City's Water Well No. 5 Drilling Project will be completed in the next 6 weeks. The Site Work Project has been advertised for bidding. Bids will be opened next week (a one-week delay). This work will take place in 6 months.

Karen Glynn noted that she really wanted to take a moment and recognize Steve Smith, Langford Engineering and the SBISD Team. The well project has gone very well considering the magnitude of the project. The very noisy part was completed in time for school and the City received excellent water samples. The time and communications in planning and scheduling paid off. Next summer, the City will focus on the transmission line.

Staff is working with SBISD and will be discussing a possible detention project at Bunker Hill Elementary. This will be presented to the school board in September

RPS has provided a report regarding Northbound Bunker Hill Road Repairs. Core samples were taken. It appears to be a compaction issue at various joints. Staff is working with the City's contractor to schedule repairs.

Staff has identified 20 sites on the City Right of Way Side along the major roadways that have dead vegetation as a result of the Winter Storm that needs to be removed. The City sent letters to the property owners. Staff revisited the City today and there are 9 of the 20 areas that need to be addressed. Staff will get with the City's contractor to get a proposal and schedule for removal.

The final design for Chapel Belle was approved with construction for the street to begin in 2022.

D. Set Planning and Zoning Commission Meeting

The Commission discussed setting the next Planning and Zoning Meeting. Ms. Glynn will send an email to the Commissioners to find a suitable date the week of September 27.


**VI. ADJOURN**

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

**The motion carried 6 to 0.**

The meeting adjourned at 1:22 p.m.

Approved and accepted on September 30, 2021.



Catherine Wile, Chairman  
Planning and Zoning Commission

ATTEST:



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Karen H. Glynn, Acting City Secretary