

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
THURSDAY, NOVEMBER 18, 2021, AT 11:30 A.M.**

**I. CALL TO ORDER**

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, Chairman  
Bill Going, Commissioner  
John Gillette, Commissioner  
Billy Murphy, Commissioner  
Jack Christiansen, Commissioner

Absent:

Jean Krivan, Commissioner  
Monica Muschalik, Commissioner

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 via Zoom

**II. PUBLIC COMMENTS**

There were no public comments.

Memorial Forest Club Representatives Tom Van Arsdale (Legal Counsel) and Donna Brown (Rental Director) spoke with the Commission regarding Club Rentals.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE SEPTEMBER 30, 2021, MINUTES**

**A motion was made by Commissioner Gillette to approve the minutes for September 30, 2021. The motion was seconded by Commissioner Going**

**The motion carried 5 to 0.**

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

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

**PRESENTATION AND PUBLIC HEARING REGARDING A 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**

Steve Smith, Director of Public Works/ Building Official 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 has submitted an application to amend the Specific Use Permit to modify the playground areas and to add fencing and a gate to secure the property and improve the safety of their students. This request requires an amendment to the existing Specific Use Permit to update the site plan.

**Chairwoman, Catherine Wile Opened the Public Hearing at 11:55 a.m.**

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING 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**

*Public Comment:*

The following people spoke regarding this issue:

- Karen Beach, 11718 Providence Park, is opposed to the fence.
- Liz Franklin, 11719 Providence Park, is opposed to the fence.
- Liz Swain, 11723 Providence Park is opposed to the fence as it is currently designed but if the design could be more aesthetically pleasing, she might reconsider.
- Beau Dollins, 11750 Memorial Drive, spoke with Commissioners regarding re-design of fence.

**Chairwoman, Catherine Wile Closed the Public Hearing at 12:02 p.m.**

**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**

The Commission discussed the application and the comments made by the public.

Staff recommended that Paratus Memorial Representatives, staff and neighbors of the school meet to discuss and understand the resident concerns. This understanding may allow for the applicant to design the fence in a way that would be aesthetically pleasing to the neighbors but also keep the children safe.

The Commission also asked staff to work with Mr. Dollins on any short-term opportunities to ensure the safety of the children attending the school.

**No action was taken on this item: however, the Commission suggested that Paratus staff and neighbors of the school meet as recommended.**

**V. CONSIDERATION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL CONCERNING THE REQUEST FOR A SPECIFIC USE PERMIT FOR THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR RECREATIONAL AND SUPPORTING AND INCIDENTAL USES - *Karen Glynn, City Administrator***

Karen Glynn, City Administrator presented the items, answered questions and took comments:

Memorial Forest Club, a non-profit club established in the 1950's at its current location of 12122 Memorial Drive submitted an application 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 and the uses associated therewith.

This item was workshopped with the Planning and Zoning Commission in August 2021. A public hearing and further discussion were held on September 30, 2021.

Public comments from adjacent residents included noise concerns as a result of early morning activities for SBISD Students and Club rentals.

Following discussion with the Memorial Forest Club, the draft ordinance includes the following:

1. The Club confirmed that the normal morning hours of 7:00 a.m. will meet the needs including the use for SBISD Classes.
2. The City recommended that there be a 10:00 p.m. cut-off be included for amplified sound on weekends. Events/Meetings can continue/conclude until the 12:00 midnight normal hours as noted.

Donna Brown, Rental Director and Tom Van Arsdale, Legal Counsel for the club spoke with the Commissioners regarding the rental provisions.

The Commission went through the Ordinance step-by-step and directed City Attorney, Loren Smith to make additional changes to the Ordinance including adjusting the cut-off time to 11:00 p.m.

The Ordinance will be brought back to the Commission on December 7, 2021 for potential action.

**No action was taken on this item.**

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

**A. Update on Events and Projects**

Staff reported that the City and SBISD approved an Interlocal Agreement for additional detention at Bunker Hill Elementary under the ballfields. The school project is going very well.

**B. Set Planning and Zoning Commission Meeting**

The next meeting will be on December 7, 2021 at 11:30 a.m.

The Commission discussed setting regular, monthly, Planning and Zoning Meetings for 2022.

**VI. ADJOURN**

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

**The motion carried 5 to 0.**

The meeting adjourned at 1:42 p.m.

Approved and accepted on January 25, 2022.

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Catherine Wile, Chairman  
Planning and Zoning Commission

ATTEST:

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Karen H. Glynn, Acting City Secretary

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
THURSDAY, DECEMBER 7, 2021, AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile 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  
Bill Going, Commissioner  
John Gillette, Commissioner  
Billy Murphy, Commissioner  
Jack Christiansen, Commissioner  
Jean Krivan, Commissioner  
Monica Muschalik, Commissioner

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

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING A WRITTEN RECOMMENDATION TO THE CITY COUNCIL CONCERNING THE REQUEST FOR A SPECIFIC USE PERMIT FOR THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR RECREATIONAL AND SUPPORTING AND INCIDENTAL USES - *Karen Glynn, City Administrator***

Karen Glynn, City Administrator presented the items, answered questions and took comments:

Memorial Forest Club, a non-profit club established in the 1950's at its current location of 12122 Memorial Drive has submitted an application 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 and the uses associated therewith.

This item was workshopped with the Planning and Zoning Commission in August 2021. A public hearing and further discussion was held on September 30, 2021. The Commission met again on November 18, 2021 to continue discussion.

The Commission went through the revised Ordinance step-by-step.

**A motion was made by Commissioner Gillette to approve the ordinance as revised. The motion was seconded by Commissioner Krivan.**

**The motion carried 6 to 0 with Commissioner Going abstaining.**

**IV. UPDATE ON ACTIVITIES - *Karen Glynn, City Administrator***  
Karen Glynn gave a brief update on upcoming December events.

The Commission thanked Jean Krivan for her service over the years.

**VI. ADJOURN**

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

**The motion carried 7 to 0**

The meeting adjourned at 12:04 p.m.

Approved and accepted on January 25, 2022.

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Catherine Wile, Chairman  
Planning and Zoning Commission

ATTEST:

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Karen H. Glynn, Acting City Secretary

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,  
I, Paul Reinbolt, do solemnly swear (or affirm), that I will faithfully  
execute the duties of the office of The City of Bunker Hill Village - Planning and Zoning of  
Commission  
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws  
of the United States and of this State, so help me God.

\_\_\_\_\_  
Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

County of Harris

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)

\_\_\_\_\_  
Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

Jennifer Namie  
Printed or Typed Name

Submit to:  
SECRETARY OF STATE  
Government Filings Section  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
512-463-5569 - Fax  
Filing Fee: None



**STATEMENT OF OFFICER**

**Statement**

I, Paul Reinbolt, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: The City of Bunker Hill Village - Planning & Zoning Commission

**Execution**

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer