

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, JUNE 7, 2022, AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:32 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  
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.

**III. REVIEW AND DISCUSS THE CITY'S SPECIFIC USE PERMIT PURPOSE, PROCESS, AND PROCEDURES**

City Administrator, Karen Glynn, presented this item:

There have been a number of Specific Use Permit Applications under review, discussion, and recommendation to the City Council over the past few years. Staff continues to field questions regarding recent discussions.

Ms. Glynn emphasized that the purpose of the SUP regulations is to allow the proper integration of non-residential uses within the city which may be suitable only in specific locations within the city's two (2) residential zoning districts. Each site and use are reviewed on a case-by-case basis through the defined SUP Process which includes public hearings at both the Planning and Zoning Commission and City Council.

This item gave Staff and the Commission an opportunity to discuss the purpose of and clarify the process and procedures regarding the SUP process as well as share comments and concerns.

**No action was taken at this meeting; this was a review and discussion item only.**

**IV. REVIEW, DISCUSSION AND DIRECTION ON AN APPLICATION FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR FROSTWOOD ELEMENTARY SCHOOL LOCATED AT 12214 MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC FIELDS - *Steve Smith, Director of Public Works/ Building Official and Frostwood Elementary School***

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.

***Amendment Application:***

As indicated on the submitted Specific Use Permit Application, S.B.I.S.D. has requested an amendment to the existing S.U.P. for Frostwood Elementary School to add lighting for the existing athletic fields.

Review of the submitted site plan and lighting specifications indicates the following:

- The proposed lighting will be more than 25 feet from any property line.
- All proposed lighting will be directed inward onto the athletic fields/school property.
- All proposed lighting will be hooded/shielded as City ordinance requires. Light shields would be configured so that no direct line of site is possible from the nearest property lines and the actual L.E.D. bulbs.
- The photometric analysis indicates that ambient or spill over lighting from the proposed lighting would be ½ foot candle or less at the property line. It was noted

that the area east of the athletic fields are public street ROWs and are currently illuminated by streetlights which exceed ½ foot candle.

- The proposed lighting would be controlled by a programmable timer to allow conformance to the City’s sports court illumination hours which include no illumination between 10:00 p.m. and 8:00 a.m.

The purpose of agenda item was to review and discuss the proposed amendment with the Planning and Zoning Commission and gain direction prior to beginning the process for notifications and public hearings.

The following people were in attendance on behalf of the Frostwood Dad’s Club and answered questions asked of them by the Commissioners and provided additional information, as necessary.

- Mosby Farrow, member of the Frostwood Dad’s Club
- Jeff Pate, President of the Frostwood Dad’s Club
- Taylor Shark, Lighting Expert in charge of the project

Discussion included parking, turn off time of the lights, and the use of the fields, once lighting is provided, by other entities.

**No action was taken at this meeting; this was a review and discussion item only.**

**V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES OF THE APRIL 26, 2022 MEETING**

**A motion was made by Commissioner Gillette to approve the minutes for April 26, 2022. The motion was seconded by Commissioner Going.**

**The motion carried 5 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.
- Staff is working on the upcoming 2023 Budget and planning for Hurricane Season.

B. Set Next Planning and Zoning Commission Meeting

Karen Glynn suggested some alternative dates for the month of July; however, it appeared the normal meeting date would be best.

**VI. ADJOURN**

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

**The motion carried 5 to 0.**

**The meeting adjourned at 12:55 p.m.**

Approved and accepted on July 26, 2022

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Catherine Wile, Chairman  
Planning and Zoning Commission

ATTEST:

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Karen H. Glynn, Acting City Secretary