



CITY OF BUNKER HILL VILLAGE

THE PLANNING AND ZONING COMMISSION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON TUESDAY, OCTOBER 28, 2025, AT 11:30 A.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE FOR THE PURPOSE OF DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

This meeting agenda, and the agenda packet, are posted online at www.bunkerhilltx.gov

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Board members may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Planning and Zoning Commission will be physically present at the location noted above on this agenda.

Zoom Meeting:

<https://us06web.zoom.us/j/86318817590?pwd=VW87gyOMqHlmA8f6xOFcmMSWYt9Urf.1>

Meeting ID: 863 1881 7590

Passcode: 743201

Dial by your location: +1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

- I. CALL TO ORDER**
- II. PUBLIC COMMENTS**
- III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE AUGUST 26, 2025, MEETING MINUTES**
- IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 5 POWDERHORN**
- V. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING APPENDIX A, ARTICLE II, DEFINITIONS OF A CORNER LOT OF THE CITY'S CODE OF ORDINANCES**
- VI. ADJOURN**

I, Gerardo Barrera, City Administrator/ Acting City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on October 22, 2025, by 11:30 a.m.

(SEAL)



Gerardo Barrera, City Administrator/ Acting City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to public meetings. Please contact the office of the City Secretary at 713-467-9762 for further information.

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
AUGUST 26, 2025**

I. CALL TO ORDER

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:32 a.m. based on a quorum of members present:

Present

- Bill Going, Chair
- John Gillette, Vice-Chair
- Dan Blake, Commissioner
- Hunter Cameron, Commissioner
- Megan Parker, Commissioner
- Paul Reinbolt, Commissioner
- Catherine Wile, Commissioner

Staff in Attendance

- Gerardo Barrera, City Administrator
- Elvin Hernandez, Public Works Director
- Loren Smith, City Attorney
- Mallory Pack, Management Analyst
- Josh Pratt, City Council Liaison (via Zoom)

II. OATH OF OFFICE

Following the election of Mayor held in May of each odd-numbered year, City Council formally appoints members to the City’s Board and Commissions. At the June 17, 2025, meeting, City Council appointed the following members to the Planning and Zoning Commission for a two-year term (2025-2027):

| Planning & Zoning Commission 2025-2027 7 Members |
|--|
| Appointed Members |
| Dan Blake* |
| Hunter Cameron* |
| John Gillette |
| Bill Going |
| Megan Parker* (appointed August 19, 2025) |
| Paul Reinbolt |
| Catherine Wile |
| City Council Liaison |
| Josh Pratt* |

**First term*

City Attorney Smith administered the Statement of Officer and Oath of Office to members of the Planning and Zoning Commission.

No action was required for this item.

III. ELECTION OF CHAIR AND VICE-CHAIR TO SERVE FOR A TWO-YEAR PERIOD

Chapter 2, Section 2-117 of the City’s Code of Ordinances requires the Planning and Zoning Commission to elect a chair and vice-chair to conduct the business of the commission.

At the June 17, 2025, meeting, City Council appointed the following members to the Planning and Zoning Commission for a two-year term (2025-2027):

| Planning & Zoning Commission 2025-2027 7 Members | |
|--|--|
| Appointed Members | |
| Dan Blake | |
| Hunter Cameron | |
| John Gillette (current Vice-Chair) | |
| Bill Going (current Chair) | |
| Megan Parker (appointed August 19, 2025) | |
| Paul Reinbolt | |
| Catherine Wile | |

Commissioner Going and Commissioner Gillette both stated their interest in continuing to serve as Chair and Vice-Chair, respectively.

A motion was made by Commissioner Wile and seconded by Commissioner Reinbolt to elect Bill Going as Chair of the Planning and Zoning Commission for a two-year period.

The motion carried 7-0

A motion was made by Commissioner Wile and seconded by Commissioner Cameron to elect John Gillette as Vice-Chair of the Planning and Zoning Commission for a two-year period.

The motion carried 7-0

IV. ORIENTATION – ROLES AND RESPONSIBILITIES OF THE PLANNING AND ZONING COMMISSION

City Attorney Smith presented new and returning members with a comprehensive review of the functions, rules, and procedures of the Planning and Zoning Commission.

No action was required for this item.

V. PUBLIC COMMENTS

There were no public comments.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 24, 2025, MEETING MINUTES

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to approve the March 24, 2025, meeting minutes.

The motion carried 7-0

VII. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 46 CAROLANE TRAIL

This item was taken out of order and presented after item III.

During the plan review of a new home at 46 Carolane Trail, it was discovered that no final plat had been recorded with Harris County. Representatives of the property owner have submitted the plat for approval by the Planning and Zoning Commission and ultimately, City Council.

Staff and the City’s consultant have reviewed the plat and found that it meets all requirements of the City’s Code of Ordinances.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to recommend approval of a final plat for 46 Carolane Trail to City Council.

The motion carried 7-0

VIII. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING APPENDIX A, ARTICLE II, DEFINITIONS OF A CORNER LOT OF THE CITY’S CODE OF ORDINANCES

In response to feedback received from residents and recent events within the City, staff is reviewing the definition of a “corner lot” as defined in Appendix A, Article II Definitions (Corner Lot) of the City’s Code of Ordinances.

The ordinance reads:

Lot. A parcel of land occupied or intended for occupancy by a use permitted by this ordinance and being of sufficient size to meet the minimum applicable requirements for use, coverage, area, width, depth, and parking and to provide such yards and other open spaces as are required herein. A lot shall have the minimum required frontage on a public street or on an existing private street.

Lot measurements:

1. *Lot area.* The net area of the lot, expressed in square feet. Lot area shall not include any portion of a public street or alley.
2. *Lot depth.* The distance measured from the mid-point of the front lot line to the midpoint of the rear lot line or, in the event of a radial lot, the lot depth shall be measured taking the average of the side lot lines and maximum radial depth.
3. *Lot width.* The average horizontal distance between the side lot lines.

Lot types:

1. **Corner lot. A lot abutting two (2) or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has the least dimension, unless otherwise specified by the zoning official.**
2. *Interior lot.* A lot other than a corner lot with only one street frontage and which does not have a side lot line or lines which abut a street.
3. *Double frontage lot.* A lot other than a corner lot which abuts more than one street.

At the June 17, 2025, City Council meeting, Mayor Brown reported meeting with residents regarding a new home build on the corner lot at the intersection of Blalock Rd. and Blalock Ln. The previous home on the lot faced Blalock Ln., while the new home has been constructed to face Blalock Rd. to maximize square footage. Additionally, the garage is now accessed from Blalock Ln.

Council recommended reviewing the ordinance and its application to new residential construction on corner lots. It was also recommended that current regulations regarding the allowable proximity of garages to the roadway be reviewed.

Council directed this item to the Planning and Zoning Commission for further review and discussion of potential amendments to Appendix A, Article II Definitions (Corner Lot), of the City's Code of Ordinances.

At the August 26, 2025, meeting, staff recommended the Commission review the ordinance and provide feedback and direction regarding potential amendments to the City's Zoning Ordinance regarding corner lots. Staff also presented redlined proposed revisions to facilitate discussion.

The Commission inquired about the purpose and significance of this matter. Staff explained that City Council directed this item to the Planning and Zoning Commission for review and potential amendments. Additionally, this item also involves considerations of property safety, aesthetics, and lot setbacks. The Commission also discussed the importance of establishing clear language to ensure ordinances are interpreted consistently by both current and future city administrations.

The Commission was in favor of combining the original ordinance with elements of option #2 presented by staff and directed staff to present a revised version reflecting both approaches for further discussion at a future meeting.

No action was taken on this item.

IX. ADJOURN

Chair Going adjourned the meeting at 1:01 p.m.

Approved and accepted on October 28, 2025.

William Going, Chair

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary



**City of Bunker Hill Village
Planning and Zoning Commission
Agenda Request**

| | |
|----------------------|--|
| Agenda Date: | October 28, 2025 |
| Agenda Item: | IV |
| Subject: | Final Plat |
| Exhibits: | Final Plat |
| Presenter(s): | Elvin Hernandez, Public Works Director |

Executive Summary

During the plan review of a new home at 5 Powderhorn, it was discovered that no final plat had been recorded with Harris County. Representatives of the property owner have submitted the plat for approval by the Planning and Zoning Commission and ultimately, City Council.

Staff and the City's consultant have reviewed the plat and find that it meets all requirements of the City's Code of Ordinances.

Recommended Action

Staff recommends that the Planning and Zoning Commission approve the final plat for recommendation to the City Council.

THE STATE OF TEXAS
COUNTY OF HARRIS

We, **PARTNERS IN BUILDING, L.P., A TEXAS LIMITED PARTNERSHIP**, acting by and through **MIKE NIJOKA, VICE PRESIDENT**, of the **NORWOOD HOMES, INC., ITS GENERAL PARTNER**, owners hereinafter referred to as owners of the **1.0688 acre tract (46,557 square feet)** described in the above and foregoing plat of **THE RESERVE AT POWDERHORN** do hereby make and establish said subdivision of said property according to all liens, dedications, restrictions and notations on said plat and hereby dedicate to the use of the public forever, all streets, alleys, parks, watercourses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind myself, my heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional eleven feet, six inches (11' 6") for ten feet (10' 0") perimeter ground easements or seven feet, six inches (7' 6") for fourteen feet (14' 0") perimeter ground easements or five feet, six inches (5' 6") for sixteen feet (16' 0") perimeter ground easements, from a plane sixteen feet (16' 0") above the ground level upward, located adjacent to and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals twenty one feet, six inches (21' 6") in width.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional ten feet (10' 0") ten feet (10' 0") back-to-back ground easements, or eight feet (8' 0") for fourteen feet (14' 0") back-to-back ground easements or seven feet (7' 0") for sixteen feet (16' 0") back-to-back ground easements, from a plane sixteen feet (16' 0") above ground level upward, located adjacent to both sides and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals thirty feet (30' 0") in width.

FURTHER, Owners do hereby declare that all parcels of land designated as lots on this plat are originally intended for the construction of single family residential dwelling units thereon and shall be restricted for same under the terms and conditions of such restrictions filed separately.

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen feet (15' 0") wide on each side of the center line of any and all bayous, creeks, gullies, ravines, draws, sloughs or other natural drainage courses located in said plat, as easements for drainage purposes, giving the City of Bunker Hill Village, Harris County, or any other governmental agency, the right to enter upon said easement at any and all times for the purpose of construction and maintenance of drainage facilities and structures.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, gully, creek or natural drainage way shall hereby be restricted to keep such drainage ways and easements clear of fences, buildings, planting and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

FURTHER, the owners hereby certify that this plat does not attempt to alter, amend, or remove any covenants or restrictions.

IN TESTIMONY WHEREOF, the **NORWOOD HOMES, INC., GENERAL PARTNER** of **PARTNERS IN BUILDING, L.P., A TEXAS LIMITED PARTNERSHIP**, has caused these presents to be signed by **MIKE NIJOKA**, its vice president, thereunto authorized, this _____ day of _____, 2025.

PARTNERS IN BUILDING, L.P., A TEXAS LIMITED PARTNERSHIP
BY: **NORWOOD HOMES, INC., ITS GENERAL PARTNER**

MIKE NIJOKA
VICE PRESIDENT

STATE OF TEXAS
COUNTY OF HARRIS

Before me, the undersigned authority, on this day personally appeared **MIKE NIJOKA**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: _____

This is to certify that the Planning and Zoning Commission of the City of Bunker Hill Village, Texas, has approved this plat and subdivision of **THE RESERVE AT POWDERHORN** in conformance with the laws of the State of Texas and the ordinances of the City of Bunker Hill Village as shown hereon and authorized the recording of this plat this _____ day of _____, 2025.

BILL GOING
Chairman

GERARDO BARRERA
Acting Secretary

This is to certify that the City Council of the City of Bunker Hill Village, Texas has approved this plat and subdivision of **THE RESERVE AT POWDERHORN** as shown hereon. In testimony whereof, witness this official signature of the mayor of the City of Bunker Hill Village, Texas, this _____ day of _____, 2025.

KEITH BROWN, Mayor
City of Bunker Hill Village, Texas

GERARDO BARRERA, Acting Secretary

I, MATHEW J. PROBSTFELD, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and accurate; was prepared from an actual survey of the property made under my supervision on the ground; that, except as shown all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other objects of permanent nature) pipes or rods having an outside diameter of not less than three-quarter inch (3/4") and a length of not less than three (3) feet.



MATHEW J. PROBSTFELD
Registered Professional Land Surveyor
State of Texas no. 4985

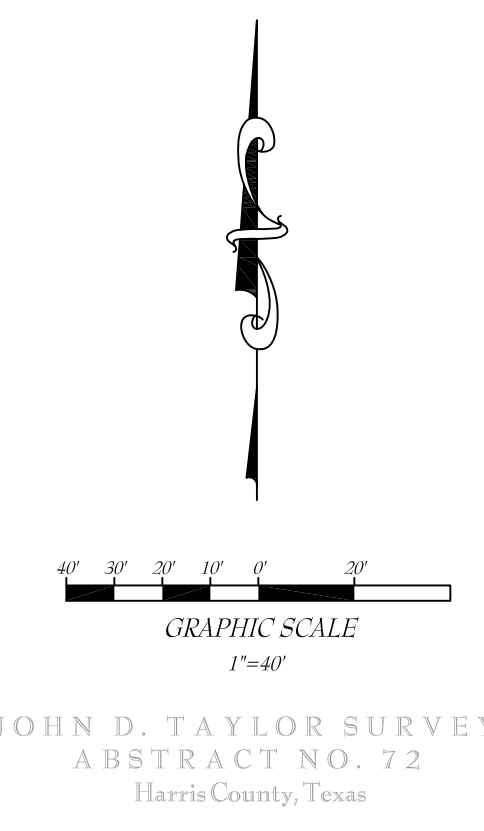
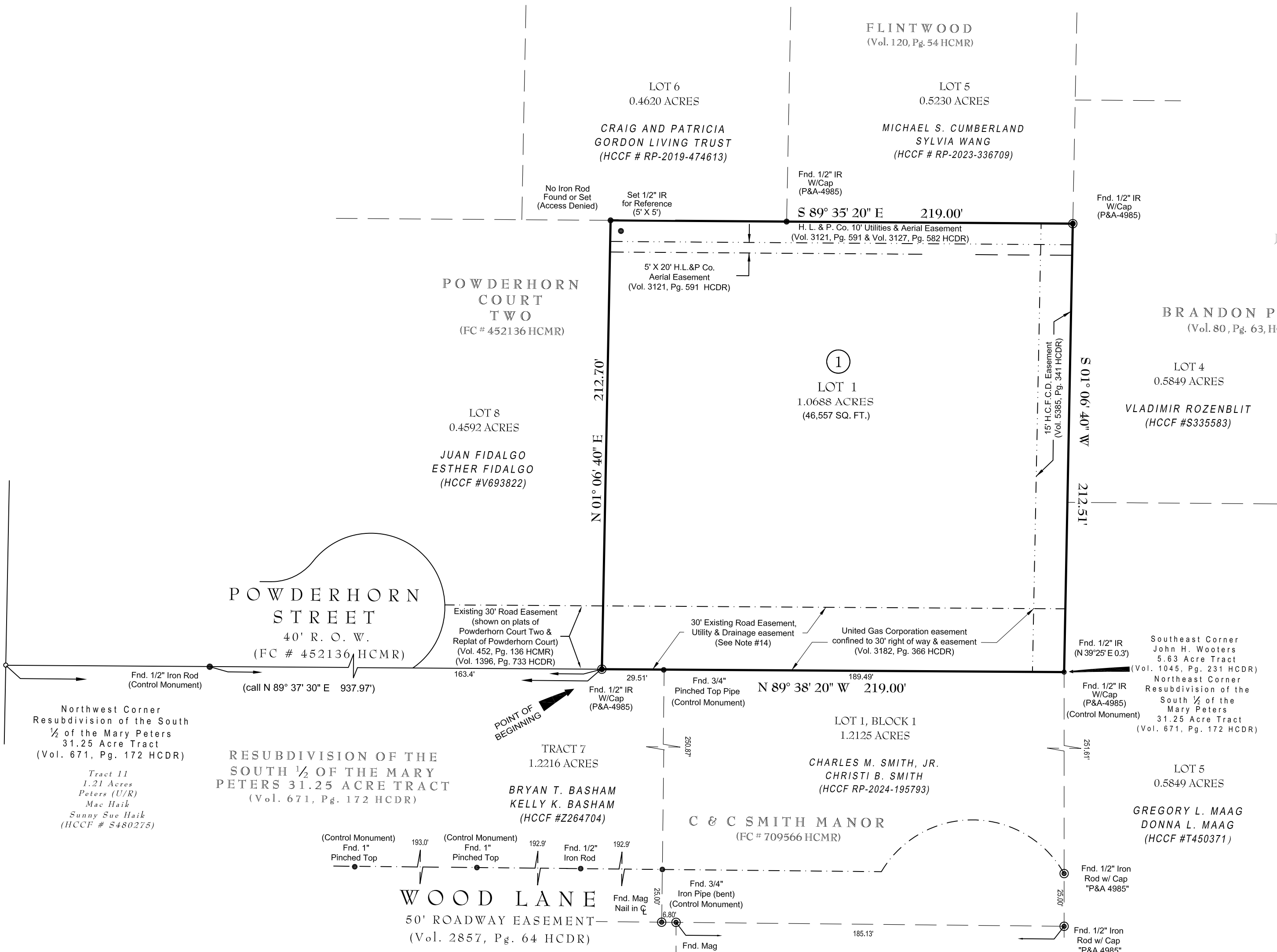
I, TENESHIA HUDSPETH, County Clerk of Harris County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on _____, 2025, at _____ o'clock _____ M., and duly recorded on _____, 2025, at _____ M., and at Film Code Number No. _____ of the Map Records of Harris County for said county.

WITNESS my hand and seal of office, at Houston, this _____ day of _____, 2025.

By: **TENESHIA HUDSPETH**
Clerk of the County Court
Harris County, Texas

By: _____
Deputy

BUNKER HILL ROAD
60' R.O.W.
(Vol. 425, P. 73 HC MR)



- GENERAL NOTES & LEGEND**
- 1. H.C.M.R. denotes HARRIS COUNTY MAP RECORDS.
- 2. H.C.D.R. denotes HARRIS COUNTY DEED RECORDS.
- 3. H.C.C.F. No. denotes HARRIS COUNTY CLERK'S FILE NUMBER.
- 4. UTIL. ESMT. OR U.E. denotes UTILITY EASEMENT.
- 5. BLDG. LINE OR B.L. denotes BUILDING LINE.
- 6. W.L.E. denotes WATER LINE EASEMENT.
- 7. S.S.E. denotes SANITARY SEWER EASEMENT.
- 8. O.P.R.O.R.P. denotes OFFICIAL PUBLIC RECORDS OF REAL PROPERTY.
- 9. A.E. denotes AERIAL EASEMENT.
- 10. ① denotes BLOCK NUMBER.
- 11. Subject Tract **DOES NOT LIE** within the designated 100 year flood plan as shown on FEMA Flood Insurance Rate Map **48201C 0645 L, Dated 6/18/2007. (ZONE X)** (Shown by graphic plotting only)
- 12. Information shown on this plat was based on City Planning Letter issued by Abstract Services of Houston, GF# 7910-25-5526 with an effective date of September 21, 2025.
- 13. Lot subject to any and all zoning ordinances or proposed zoning ordinances of the City of Bunker Hill Village, Texas. Front, side and rear yards for main residence as set forth under Appendix A, Article V of the Code of Ordinances.
- 14. Tract subject to City of Bunker Hill Village Ordinance No. 22-592 vacating and abandoning a right of way and retaining a utility and drainage easement, located along the South 30 feet of the above shown tract, as passed, approved and ordained on October 18, 2022.

FINAL PLAT OF THE RESERVE AT POWDERHORN

A SUBDIVISION BEING OUT AND PART OF THAT CERTAIN 5.63 ACRE TRACT OF LAND CONVEYED TO JOHN H. WOOTERS IN VOLUME 1045, PAGE 231 OF THE DEED RECORDS HARRIS COUNTY, TEXAS

BEING A PLAT OF 1.0688 ACRES, (46,557 SQUARE FEET) LOCATED IN THE JOHN D. TAYLOR SURVEY, ABSTRACT 72 CITY OF BUNKER HILL VILLAGE HARRIS COUNTY, TEXAS

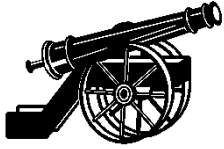
1 LOT 1 BLOCK NO RESERVE

REASON FOR PLATTING:
TO CREATE ONE SINGLE FAMILY RESIDENTIAL LOT OUT OF TRACT IN UNRECORDED SUBDIVISION

OWNER:
PARTNERS IN BUILDING, L.P., A TEXAS LIMITED PARTNERSHIP
NORWOOD HOMES, INC, ITS GENERAL PARTNER
2901 WEST SAM HOUSTON PARKWAY NORTH, SUITE C250
HOUSTON, TX 77043

CITY OF BUNKER HILL VILLAGE, TEXAS
OCTOBER 8, 2025

PROBSTFELD & ASSOCIATES
PROFESSIONAL LAND SURVEYORS



**City of Bunker Hill Village
Planning and Zoning Commission
Agenda Request**

Agenda Date: October 28, 2025
Agenda Item: V
Subject: Corner Lot Definition
Exhibits: Redline Proposed Revisions
Presenter(s): Elvin Hernandez, Public Works Director

Executive Summary

In response to feedback received from residents and recent events within the City, staff is reviewing the definition of a “corner lot” as defined in Appendix A, Article II Definitions (Corner Lot) of the City’s Code of Ordinances.

The ordinance reads:

Lot. A parcel of land occupied or intended for occupancy by a use permitted by this ordinance and being of sufficient size to meet the minimum applicable requirements for use, coverage, area, width, depth, and parking and to provide such yards and other open spaces as are required herein. A lot shall have the minimum required frontage on a public street or on an existing private street.

Lot measurements:

1. *Lot area.* The net area of the lot, expressed in square feet. Lot area shall not include any portion of a public street or alley.
2. *Lot depth.* The distance measured from the mid-point of the front lot line to the midpoint of the rear lot line or, in the event of a radial lot, the lot depth shall be measured taking the average of the side lot lines and maximum radial depth.
3. *Lot width.* The average horizontal distance between the side lot lines.

Lot types:

1. **Corner lot. A lot abutting two (2) or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has the least dimension, unless otherwise specified by the zoning official.**
2. *Interior lot.* A lot other than a corner lot with only one street frontage and which does not have a side lot line or lines which abut a street.
3. *Double frontage lot.* A lot other than a corner lot which abuts more than one street.

At the June 17, 2025, City Council meeting, Mayor Brown reported meeting with residents regarding a new home build on the corner lot at the intersection of Blalock Rd. and Blalock Ln. The previous home on the lot faced Blalock Ln., while the new home has been constructed to face Blalock Rd. to maximize square footage. Additionally, the garage is now accessed from Blalock Ln.

Council recommended reviewing the ordinance and its application to new residential construction on corner lots. It was also recommended to review current regulations regarding the allowable proximity of garages to the roadway.

Council directed this item to the Planning and Zoning (P&Z) Commission for further review and discussion of potential amendments to Appendix A, Article II Definitions (Corner Lot), of the City's Code of Ordinances.

At the August 26, 2025, meeting, staff recommended the Commission review the ordinance and provide feedback and direction regarding potential amendments to the City's Zoning Ordinance regarding corner lots. Staff also presented redlined proposed revisions to facilitate discussion.

The Commission inquired about the purpose and significance of this matter. Staff explained that City Council directed this item to the Planning and Zoning Commission for review and potential amendments. Additionally, this item also involves considerations of property safety, aesthetics, and lot setbacks. The Commission also discussed the importance of establishing clear language to ensure ordinances are interpreted consistently by both current and future city administrations.

The Commission was in favor of combining the original ordinance with elements of option #2 presented by staff. Staff have developed a revised version reflecting both approaches for further discussion.

Recommended Action

Staff recommends P&Z review the ordinance and provide feedback and direction regarding potential amendments to the City's Zoning Ordinance regarding corner lots.

Lot measurements:

1. *Lot area.* The net area of the lot, expressed in square feet. Lot area shall not include any portion of a public street or alley.
2. *Lot depth.* The distance measured from the mid-point of the front lot line to the midpoint of the rear lot line or, in the event of a radial lot, the lot depth shall be measured taking the average of the side lot lines and maximum radial depth.
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3. *Double frontage lot.* A lot other than a corner lot which abuts more than one street.

**POTENTIAL AMENDMENTS
CORNER LOTS**

~~Option 1: Flexible Orientation with Zoning Official Approval:~~

~~Corner Lot. A lot abutting two (2) or more streets at their intersection. The front of a corner lot may face either intersecting street, as determined by the property owner and subject to approval by the zoning official, based on site conditions, access, driveway, and consistency with surrounding development. P&Z determined they did not like this language moving forward during the August 26, 2025, meeting.~~

Option 2: Variant:

Corner Lot. A lot abutting two (2) or more streets at their intersection. The front of a corner lot shall face the side most consistent with surrounding and adjacent development, and subject to approval by the zoning official, based on site conditions, access, and consistency with surrounding development.

Option 3: As directed by P&Z, this is a combination of original ordinance and option #2:

Corner Lot. A lot abutting two (2) or more streets at their intersection. A corner lot shall be deemed to front on the street with the least dimension unless that orientation is not consistent with surrounding community development and orientation; the zoning official may determine the front to face another street if that orientation is more consistent with surrounding and adjacent development, based on public & infrastructure safety, site conditions, and access considerations.

Note: When considering any change or adjustment of orientation, **public safety must remain the primary guiding factor**. All decisions should first be evaluated through the lens of how they impact the health, safety, and well-being of the community. Following that, equal attention should be given to **infrastructure safety in every respect**—ensuring that structural integrity, long-term durability, and system reliability are not compromised. This hierarchy of priorities establishes a balanced approach where the protection of people comes first, and the resilience of infrastructure directly supports that objective.