



CITY OF BUNKER HILL VILLAGE

THE ZONING BOARD OF ADJUSTMENT OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON WEDNESDAY, APRIL 30, 2025, AT 5:00 P.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 Zoning Board of Adjustment will be physically present at the location noted above on this agenda.

Zoom Meeting:

<https://us06web.zoom.us/j/86557729851?pwd=ugzAKT93QIjbLRillwNUOFNkuSvwJ8.1>

Meeting ID: 865 5772 9851

Passcode: 496316

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 COMMENT**
- III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 26, 2025, MEETING MINUTES**
- IV. PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM KEITH WILLIAMS FOR A VARIANCE TO SECTION 4-75(6)(G) OF THE CITY'S CODE OF ORDINANCES REQUIRING A GENERATOR NOT TO BE LOCATED WITHIN THE REQUIRED FRONT YARD OF A LOT FOR THE PROPERTY LOCATED AT 11651 GREENBAY STREET**
- V. 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, by April 25, 2025, by 12:00 p.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
ZONING BOARD OF ADJUSTMENT
MARCH 26, 2025**

Only four (4) members attended the meeting on March 26, 2025. City Attorney Smith asked the applicants whether they wished to proceed with a four-member board. Although four members constitute a quorum, any request considered with only four members must receive a unanimous vote to be approved. Should one member vote against the request, it would not pass. He stated that a unanimous vote is not guaranteed, and applicants acknowledged this if they chose to proceed. Additionally, if a request is denied due to a lack of unanimous approval, it cannot be resubmitted to the Board at a later date and may only be appealed through the Harris County courts.

City Administrator Barrera offered to reschedule the meeting and informed the applicants of their two options: (1) continue with the meeting as scheduled or (2) defer the request to a future meeting date when additional board members may be present. He explained that the meeting had been scheduled for a month and board members are volunteers appointed by City Council. He stated that the next meeting would be scheduled as soon as possible in consideration of the availability of the board and the 15-day notice requirement.

Following this discussion, Keith Williams chose to rescind his application and reschedule to a later meeting date when additional members were present.

Jon Slagle chose to proceed with presenting his requests.

Due to the absence of both the Chair and Vice-Chair, City Attorney Smith recommended that the Board nominate an interim chair to preside over the meeting.

A motion was made by Board Member Pratt and seconded by Board Member Marshall to name Josh Pratt interim chair to preside over the March 26, 2025, meeting.

The motion carried 4-0

I. CALL TO ORDER

Interim Chair Josh Pratt called the Zoning Board of Adjustment Meeting to order at 5:16 p.m. based on a quorum of members present:

Present

Josh Pratt, Member

David Marshall, Member

Louis Crappito, Alternate Member (voting member)

Ryan West, Alternate Member (voting member)

Staff in Attendance

Gerardo Barrera, City Administrator

Elvin Hernandez, Public Works Director

Loren Smith, City Attorney

Mallory Pack, Management Analyst

Absent

David Light, Chair

Patricia Shuford, Vice-Chair

Michelle Belco, Member

II. PUBLIC COMMENT

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE OCTOBER 30, 2024, MEETING MINUTES

A motion was made by Board Member Marshall and seconded by Board Member Crappito to approve the October 30, 2024, meeting minutes.

The motion carried 4-0

IV. PUBLIC HEARING REGARDING A REQUEST FROM KEITH WILLIAMS FOR A VARIANCE TO SECTION 4-75(6)(G) OF THE CITY'S CODE OF ORDINANCES REQUIRING A GENERATOR NOT TO BE LOCATED WITHIN THE REQUIRED FRONT YARD OF A LOT FOR THE PROPERTY LOCATED AT 11651 GREENBAY STREET

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

The applicant rescinded the application prior to the start of the meeting until a later meeting date.

There was no public hearing.

V. CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM KEITH WILLIAMS FOR A VARIANCE TO SECTION 4-75(6)(G) OF THE CITY'S CODE OF ORDINANCES REQUIRING A GENERATOR NOT TO BE LOCATED WITHIN THE REQUIRED FRONT YARD OF A LOT FOR THE PROPERTY LOCATED AT 11651 GREENBAY STREET

No action was taken on this item.

VI. PUBLIC HEARING REGARDING A REQUEST FROM JON SLAGLE FOR A VARIANCE TO APPENDIX A, SECTION 7.14 OF THE CITY'S CODE OF ORDINANCES REQUIRING LOTS ADJACENT TO A MAJOR STREET AND A MINOR STREET HAVE VEHICULAR DRIVEWAYS CONNECTING WITH THE MINOR STREET ONLY FOR THE PROPERTY LOCATED AT 301 RAINIER DRIVE

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

Interim Chair Pratt opened the public hearing at 5:17 p.m.

Applicant's Request

Jon Slagle, applicant and property owner, presented a request for a variance to keep the existing driveway connection to a major street (Memorial Dr.) rather than relocating it to the adjacent minor street (Rainier Dr.) as required by Appendix A, Section 7.14 of the City's Code of Ordinances. The applicant explained that relocating the existing driveway and garage to the front of the house on Rainier Dr. is not possible, safe, or economically viable without completely demolishing and reconstructing the home. Additionally, the garage is poured on a slab that sits slightly lower than the rest of the house for drainage purposes.

Board Member Pratt inquired how the location of the driveway was not identified as an issue during the City's plan review process. Public Works Director Hernandez clarified that the original project application submitted to the City was for a remodel, and under that classification, the driveway's location was acceptable at time of submittal. However, because the work ultimately exceeded the 50% improvement threshold, the project is now classified as reconstruction. He stated that when the applicant was granted a variance at the October 30, 2024, meeting, the applicant was informed and acknowledged that all non-conforming aspects of the lot applicable for a reconstruction project would need to comply with the City's ordinances.

The applicant stated that the reason the project exceeded the 50% threshold was the need to upgrade outdated and unsafe electrical systems to meet current safety standards and code.

City Administrator Barrera and Public Works Director Hernandez addressed the Board that although the City's Planning and Zoning Commission is actively discussing amendments to the 50% improvement rule, it is the responsibility of City staff to enforce ordinances as written.

Public Comment

There were no public comments.

Interim Chair Pratt closed the public hearing at 5:41 p.m.

VII. CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM JON SLAGLE FOR A VARIANCE TO APPENDIX A, SECTION 7.14 OF THE CITY’S CODE OF ORDINANCES REQUIRING LOTS ADJACENT TO A MAJOR STREET AND A MINOR STREET HAVE VEHICULAR DRIVEWAYS CONNECTING WITH THE MINOR STREET ONLY FOR THE PROPERTY LOCATED AT 301 RAINIER DRIVE

City Attorney Smith addressed the Board that the motion must be made in the affirmative first. This action does not constitute granting the variance but allows for discussion before making a final motion to grant or deny the variance.

The Board discussed support for allowing property owners to safely modernize and upgrade outdated utilities to current code standards without being penalized for doing so.

A motion was made by Board Member West and seconded by Board Member Crappito to grant a variance to Appendix A, Section 7.14 of the City’s Code of Ordinances requiring a lots adjacent to a major street and a minor street have vehicular driveways connecting with the minor street only for the property located at 301 Rainier Drive.

Roll Call Vote

David Marshall.....YES

Louis Crappito..... YES

Ryan West.....YES

Josh Pratt..... YES

The motion carried 4-0

VIII. PUBLIC HEARING REGARDING A REQUEST FROM JON SLAGLE FOR AN APPEAL OF THE BUILDING OFFICIAL’S INTERPRETATION OF SECTION 4-3 (RECONSTRUCTION) OF THE CITY’S CODE OF ORDINANCES FOR THE PROPERTY LOCATED AT 301 RAINIER DRIVE

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

Interim Chair Pratt opened the public hearing at 5:48 p.m.

Applicant’s Request

Jon Slagle, applicant and property owner, presented an appeal of Section 4-3 (Reconstruction) of the City’s Code of Ordinances, requesting that the project be classified as a remodel rather than a reconstruction. He explained that updating the home’s outdated and unsafe electrical and plumbing requires removing drywall, thus triggering the reconstruction definition. He stated that he is willing to do anything economically reasonable to bring the home into compliance with City ordinances.

The applicant noted that he has appeared before the Board three (3) times, and this request intends to avoid having to return to the Board again if any unexpected additional issues arise during the project.

City Attorney Smith addressed the Board regarding whether a true controversy exists in this case, and whether the request should be considered a “blanket request.”

City Administrator Barrera reminded the Board that previous case decisions made by ZBOA do not set precedent, and City staff is responsible for enforcing the ordinance as written. Mr. Slagle was made aware that the project was defined as a reconstruction project when it exceeded the 50% improvement threshold. When the applicant was granted a variance on October 30, 2024, he acknowledged that the project would need to comply with current building standards.

Public Comment

There were no public comments.

Interim Chair Pratt closed the public hearing at 5:57 p.m.

IX. CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM JON SLAGLE FOR AN APPEAL OF THE BUILDING OFFICIAL’S INTERPRETATION OF SECTION 4-3 (RECONSTRUCTION) OF THE CITY’S CODE OF ORDINANCES FOR THE PROPERTY LOCATED AT 301 RAINIER DRIVE

City Attorney Smith addressed the Board that the motion must be made in the affirmative first. This action does not constitute granting the variance but allows for discussion before making a final motion to grant or deny the variance.

The Board discussed the request and that the applicant should be able to accomplish what he wants with the variances that have already been granted.

A motion was made by Board Member Marshall and seconded by Board Member Crappito to grant an appeal of the Building Official’s interpretation of Section 4-3 (reconstruction) of the City’s Code of Ordinances for the property located at 301 Rainier Drive.

Roll Call Vote

David Marshall.....NO

Louis Crappito..... NO

Ryan West.....NO

Josh Pratt..... NO

The motion failed 0-4

X. ADJOURN

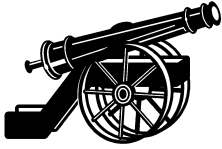
Interim Chair Pratt adjourned the meeting at 6:06 p.m.

Approved and accepted on April 30, 2025.

David Light, Chair

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary



**City of Bunker Hill Village
Zoning Board of Adjustment
Agenda Request**

Agenda Date:	April 30, 2025
Agenda Item:	IV
Subject:	Variance Request
Exhibits:	Application
Presenter(s):	Elvin Hernandez, Public Works Director

Executive Summary

The applicant requests a variance to Chapter 4, Section 4-75 (6)(g) of the City's Code of Ordinances to install a generator at the property 11651 Greenbay. The proposed location of the generator is within the required front yard, which is not permitted by ordinance.

The application was initially submitted for consideration at the March 26, 2025, meeting. Although a quorum was present, only four (4) members attended the meeting. The City Attorney informed the applicant that in such events, the board must vote unanimously for or against. The applicant chose to defer the request to a future meeting date until more members could be present for a decision.

Sec. 4-75. National Electrical Code and International Electrical Code.

The National Electrical Code, 2020 Edition, including all appendices, as published by the National Fire Protection Association, Inc., save and except the administrative provisions contained in Annex "H" thereof, and the 2015 International Code Council Electrical Code, as published by the International Code Council, authentic copies of which has been filed with the city secretary, are hereby adopted and made a part of this Code of Ordinances with the following amendments:

- (1) Minimum wire size for lighting and branch circuits is 12 gage in areas of new construction. Number 14 gage wire is not allowed for any purposes in areas of new construction.
- (2) All wiring beyond the electrical service meter must be copper. No aluminum wiring allowed beyond the electric meter.
- (3) All circuits, except those dedicated for specific appliances are required to be protected by GFCI, must be protected with combination breakers for arc and ground fault protection. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles.
- (4) Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a

- doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).
- (5) Receptacle requirements for kitchen islands. Any kitchen island with a work surface area, inclusive of sinks and appliances, of twelve (12) square feet or more must have a minimum of 4 individual receptacles generally distributed around the island.
 - (6) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2020 and the following restrictions:
 - a. All wiring shall meet all requirements outlined in this code.
 - b. Maximum sound level at anytime shall be 70db or less measured at the property line.
 - c. Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
 - d. Minimum clearance between generator foundation and other structures shall be twenty-four (24) inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than twenty-four (24) inches.
 - e. No portion of the generator or wiring may be located in an easement or right-of-way.
 - f. Generator may not be located in any restricted area or required green space.
 - g. Generator may not be located within the required front yard of a lot.**
 - h. A generator cannot be visible from a public or private street.
 - i. A load analysis, generator specifications and one-line electrical diagram must be posted with the permit on the project site.
 - (7) 680.23 Underwater Luminaires. All underwater luminaires shall be low voltage L.E.D.
 - (8) Wireless smoke detectors are acceptable without a signal communication wire if they meet all of the following:
 - a. All detection devices must be of the same type and brand;
 - b. All detection devices must communicate inter locally;
 - c. All detention devices must sounds simultaneously with an indication as to what area has triggered the alarm.

Recommended Action

Staff recommends the Zoning Board of Adjustment take the following actions:

1. Hold a public hearing
2. Discuss and take any desired action



CITY OF BUNKER HILL VILLAGE
APPLICATION FOR
BOARD OF ADJUSTMENT REQUEST

Owner's Name: Keith Williams Phone: 713 204 9109

Mailing Address: 11651 Greenbay St Zip: 77024

Property Address (If Different): _____

Action Requested: Variance X Appeal Special Exceptions Zoning District A B

Project Description and Request: Request to install new emergency backup generator on my property

Section of Code at Issue: Ordinance 4-75g

Attachments as applicable:

- Site Plan
- Letter of Permit Denial
- Any Additional Information

A fee of \$300.00 is required for processing

Signature of Applicant:  Date: 2/13/25

Keith Williams

From: Elvin Hernandez <ehernandez@bunkerhilltx.gov>
Sent: Monday, October 21, 2024 9:50 AM
To: Keith Williams
Subject: GENERATOR PROJECT

Mr. Williams,

Thank you for taking the time to discuss this matter with me last week. After conducting an additional review of our ordinances and exploring potential options, I regret to inform you that I must stand by my initial decision: this project, in its current form, cannot proceed.

In my review, I revisited key points we discussed, including non-conforming lot use, repairs, modifications, and maintenance. The purpose of non-conforming use provisions is to allow certain existing conditions to remain but not to permit new non-conforming elements to be established, installed, or constructed. Additionally, Section 4-75(g) clearly prohibits the placement of a generator in the front yard of any lot.

I understand this may not be the outcome you were hoping for, but I am bound by the city's ordinances in making this determination. That said, I would be happy to assist you in exploring alternative solutions that would enable you to move forward with the installation of a new generator in compliance with our regulations.

V/r,

Elvin Hernandez, MBA, PMP
Director of Public Works / Chief Building Official
City of Bunker Hill Village
11977 Memorial Drive
Houston, Texas 77024
713-467-9762
www.bunkerhilltx.gov



*Be advised that emails are subject to the Texas Public Information Act.
City emails should not be considered confidential.*

ELECTED OFFICIALS, BOARD AND COMMITTEE MEMBERS:



Untitled Map

11651 Greenbay Aerial View

Legend

📍 11651 Greenbay Dr

GENERATOR IS LOCATED
160' FROM THE ROAD
HOUSE IS LOCATED 275'
FROM THE ROAD

It is completely hidden from
the ROAD