



CITY OF BUNKER HILL VILLAGE

THE ZONING BOARD OF ADJUSTMENT OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON WEDNESDAY, OCTOBER 7, 2026, 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/81520459751?pwd=u0faLC6bFuufBB1hVusCc9lSgUQs1z.1>

Meeting ID: 815 2045 9751

Passcode: 865044

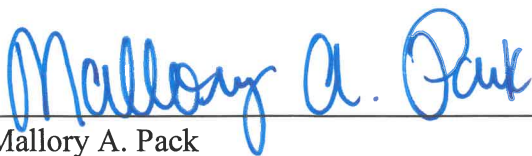
Dial by your location: +1 346 248 7799 US (Houston)

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. OATH OF OFFICE**
- III. ELECTION OF A CHAIR AND VICE-CHAIR TO SERVE FOR A TWO-YEAR TERM**
- IV. PUBLIC COMMENT**
- V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE APRIL 30, 2025, MEETING MINUTES**
- VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE OCTOBER 1, 2025, MEETING MINUTES**
- VII. PUBLIC HEARING, CONSIDERATION, AND POSSIBLE ACTION REGARDING A REQUEST FROM VALERIE LOWE AND LESLIE WISE FOR A VARIANCE FROM APPENDIX A, SECTION 5.06(A) OF THE CITY'S CODE OF ORDINANCES REQUIRING A FIVE-FOOT-WIDE GREENSPACE ALONG THE LOT LINES WITHIN THE REQUIRED FRONT YARD OF A LOT FOR THE PROPERTY LOCATED AT 335 KNIPP FOREST STREET**
- VIII. ADJOURN**

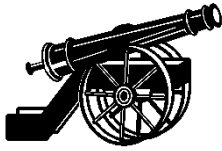
I, Mallory Pack, City Secretary for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on September 14, 2026, by 5:00 p.m.

(SEAL)



Mallory A. Pack
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.



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

Agenda Date: October 7, 2026
Agenda Item: II
Subject: Oath of Office
Exhibits: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

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

Zoning Board of Adjustment 2025-2027 5 Members, 4 Alternates
Appointed Members
Michelle Belco
Scott Lamoreaux*
David Light
David Marshall
Laurie Rosenbaum**
Louis Crappito (alternate)
Ryan West (alternate)

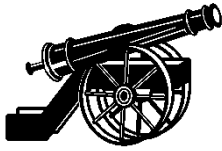
**Appointed by Council on August 19, 2025*

***Appointed by Council on September 16, 2025*

City Attorney Smith administered the Statement of Appointed Officer and Oath of Office to members present at the October 1, 2025, meeting. Members who were absent from the October 1, 2025, meeting will receive the Statement of Appointed Officer and Oath of Office at the October 7, 2026, meeting.

Recommended Action

No action is required from the Zoning Board of Adjustment.



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

Agenda Date: October 7, 2026
Agenda Item: III
Subject: Election of Chair and Vice-Chair
Exhibits: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The Zoning Board of Adjustment is established in accordance with Chapter 211 of the Local Government Code and as outlined by Appendix A, Article XI of the City's Code of Ordinances. Staff recommends that the Board elect a Chair and Vice-Chair to conduct the business of the Board.

City Council has appointed the following members to the Zoning Board of Adjustment for a two-year term (2025-2027):

Zoning Board of Adjustment 2025-2027 5 Members, 4 Alternates	
Appointed Members	
Michelle Belco	
Scott Lamoreaux	
David Light (current Chair)	
David Marshall	
Laurie Rosenbaum	
Louis Crappito (alternate)	
Ryan West (alternate)	

Recommended Action

Staff recommends the Zoning Board of Adjustment elect a Chair and Vice-Chair for the 2025-2027 term.



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

Agenda Date: October 7, 2026

Agenda Item: V-VI

Subject: Meeting Minutes

Exhibits: April 30, 2025, Meeting Minutes
October 1, 2025, Meeting Minutes

Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

April 30, 2025, Meeting Minutes – This item was presented for consideration at the October 1, 2025, meeting. No action was taken due to a lack of quorum.

October 1, 2025, Meeting Minutes – The minutes of the October 1, 2025, meeting are provided for the Board's review and consideration.

Recommended Action

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

1. Approve the Meeting Minutes of the April 30, 2025, ZBOA Meeting.
2. Approve the Meeting Minutes of the October 1, 2025, ZBOA Meeting.

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
ZONING BOARD OF ADJUSTMENT
APRIL 30, 2025**

I. CALL TO ORDER

Chair David Light called the Zoning Board of Adjustment Meeting to order at 5:07 p.m. based on a quorum of members present:

Present

David Light, Chair
Josh Pratt, Member
Michelle Belco, 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

Patricia Shuford, Vice-Chair
David Marshall, Member

II. PUBLIC COMMENT

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE
MARCH 26, 2025, MEETING MINUTES**

A motion was made by Member Pratt and seconded by Member Crappito to approve the March 26, 2025, meeting minutes.

The motion carried 5-0

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

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. City Attorney Smith informed the applicant that in such events, the board must vote unanimously for or against. The applicant rescinded the application prior to the start of the meeting until a later meeting date when more members could be present for a decision.

Chair Light opened the public hearing at 5:08 p.m.

Applicant’s Request

Keith Williams, applicant and property owner, presented a request for a variance to install a generator in the required front yard of his property located at 11651 Greenbay St.

Mr. Williams has lived at the property for 32 years. He stated City codes and ordinances serve an important purpose; however, they cannot be applied in a “one size fits all” manner, such as in this case.

The lot is 1.5 acres in size, 153 feet in width and 415 feet in depth, and is considered non-conforming. The property is located within a subdivision that is subject to deed restrictions but currently no homeowner’s association exists. He explained that the home was built in the 1950s and is set back 275 feet from the street in accordance with the subdivision’s deed restrictions at the time, which required a minimum 200 foot setback to preserve the wooded character of the area. Due to the deep setback, the home is heavily screened by trees and situated near the rear of the lot, with all utility connections at the front. The options of where to install the generator on the lot are limited due to the small size of the backyard, and a driveway along one side of the home and a wine cellar on the other. He stated that relocating utilities and installing the generator at the rear of the property is not economically feasible.

Mr. Williams stated there have been no complaints from neighbors regarding the previous generator site, nor any complaints made to the City. Neighbors are aware of the new proposed placement and have no objections. Former Mayor Robert Lord and current Councilmember and Mayor-Elect Keith Brown support the variance.

Public Comment

There were no public comments.

Chair Light closed the public hearing at 5:17 p.m.

The Board inquired about the dimensions and visibility of the generator. Mr. Williams explained the generator would be located 160 feet from the roadway and screened by existing vegetation, making it not visible from the street. He stated the generator is custom painted green to match the surrounding landscape. Public Works Director Hernandez confirmed that

generators and related equipment are required to be screened and must not be visible from the right-of-way.

Member Belco inquired whether granting a variance to allow the generator in the front yard could set a precedent for similar future cases. City Attorney Smith clarified that decisions made by ZBOA do not set precedent and each case is evaluated individually.

A motion was made by Member Pratt and seconded by Member Crappito to grant 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.

Roll Call Vote

David Light.....YES

Michelle Belco.....YES

Louis Crappito..... YES

Ryan West.....YES

Josh Pratt..... YES

The motion carried 5-0

V. ADJOURN

Chair Light adjourned the meeting at 5:30 p.m.

Approved and accepted on October 7, 2026.

David Light
Chair

ATTEST:

Gerardo Barrera
City Administrator/ Acting City Secretary

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
ZONING BOARD OF ADJUSTMENT
OCTOBER 1, 2025**

I. CALL TO ORDER

Chair David Light called the Zoning Board of Adjustment Meeting to order at 5:05 p.m. based on a quorum of members present:

Present

David Light, Chair
Michelle Belco, Member
Scott Lamoreaux, Member
Laurie Rosenbaum, Member
Louis Crappito, Alternate Member

Staff in Attendance

Gerardo Barrera, City Administrator
Elvin Hernandez, Public Works Director
Loren Smith, City Attorney
Mallory Pack, Management Analyst
Susan Schwartz, City Council Liaison

Absent

David Marshall, Member
Ryan West, Alternate Member

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 Zoning Board of Adjustment for a two-year term (2025-2027):

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Appointed Members	
Michelle Belco	
Scott Lamoreaux*	
David Light	
David Marshall	
Laurie Rosenbaum**	
Louis Crappito (alternate)	
Ryan West (alternate)	

*Appointed August 19, 2025

**Appointed September 16, 2025

City Attorney Smith administered the Statement of Officer and Oath of Office to the members present.

No action was required for this item.

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

The Zoning Board of Adjustment is established in accordance with Chapter 211 of the Local Government Code and as outlined by Appendix A, Article XI of the City's Code of Ordinances.

City Attorney Smith explained that although new members had been sworn in, they could not be counted toward a quorum because their oaths had not yet been formally notarized. It was recommended to elect a Chair and Vice-Chair when more members were in attendance. No action was taken.

Staff noted that this item would be brought back at the next scheduled meeting date.

No action was taken on this item.

IV. PUBLIC COMMENT

There were no public comments.

V. ORIENTATION – ROLES AND RESPONSIBILITIES OF THE ZONING BOARD OF ADJUSTMENT

City Attorney Smith presented a comprehensive review of the Zoning Board of Adjustment's functions, rules, and procedures to both new and returning board members.

No action was required for this item.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE APRIL 30, 2025, MEETING MINUTES

Staff stated that this item would be brought back at a later meeting date when a quorum was present.

No action was taken on this item.

VII. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING MEETING DATE AND TIME

City Administrator Barrera addressed the board that the Zoning Board of Adjustment (ZBOA) meets on an as-needed basis. When new business arises that requires a meeting to be held – such as a request for a variance or an appeal – City staff coordinates with board members to schedule a meeting date and confirm quorum.

Meetings of the ZBOA must be coordinated not only with members' availability but also with all other City meetings (e.g., City Council, Planning and Zoning Commission, and various committees), state law posting requirements under the Texas Open Meetings Act, and the availability of the contracted City Attorney.

To streamline scheduling and ensure quorum, staff recommended that the Board establish a standing monthly meeting date. If there is no new business to consider in a given month, the meeting will be canceled.

The Board discussed possible meeting dates and times. City Administrator Barrera recommended scheduling the meetings on the fourth Wednesday of the month at 5:00 p.m.

No action was required for this item.

VIII. ADJOURN

Chair Light adjourned the meeting at 5:50 p.m.

Approved and accepted on October 7, 2026.

David Light
Chair

ATTEST:

Gerardo Barrera
City Administrator/Acting City Secretary



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

Agenda Date: October 7, 2026
Agenda Item: VII
Subject: Variance Request
Exhibits: Application
Presenter(s): Elvin Hernandez, Public Works Director

Executive Summary

The applicants request a variance from Appendix A, Section 5.06(A) of the City's Code of Ordinances for the property located at 335 Knipp Forest St.

§ 5.06. Area regulations, size of yards.

The following regulations shall apply to all yards:

- A. ***Front yard, standard lot.*** On a standard lot there shall be a front yard with a depth of at least fifty (50) feet. Alongside lot lines within a required front yard, a five-foot-wide green space shall be maintained.
- B. ***Front yard, cul-de-sac lot.*** A cul-de-sac lot shall abut a portion of the front street line which forms the bulb or arc of the cul-de-sac. Such lot shall have a front yard depth of at least forty feet (40), and shall complement adjacent homes creating a consistent neighborhood look as approved by the zoning official. Alongside lot lines within a required front yard, a five-foot-wide green space shall be maintained.
- C. ***Side yards.*** There shall be two (2) side yards on each lot. Each side yard shall have a depth of at least twenty (20) feet. Alongside lot lines within a required front yard a five-foot wide green space shall be maintained.
- D. ***Rear yard.*** Each lot shall have a rear yard with a depth of at least twenty-five (25) feet. In addition to this requirement, if a two-story main building is hereafter erected, constructed, or placed on a lot or if a second story is hereafter added to an existing one-story main building, the second story of such building shall be set back from the rear lot line of the lot on which it is situated a distance of at least forty (40) feet. As used herein, the term "second story" shall be deemed to include all portions of the building above the point where the top of the floor of the second story intersects or, if extended on a horizontal plane, would intersect the wall or roof of such building. Along rear lot lines a five-foot-wide green space shall be maintained.
- E. ***Overhang and encroachments into yard space prohibited, with exceptions.*** No balcony, cornice, eave, roof overhang, or protrusion of any kind or character from the walls or roof of a building or structure, other than uncovered and unenclosed driveways, walkways, steps, and porches, shall extend into or beyond any required yard or building line a distance of more than thirty (30) inches.

- F. In the event of a reconstruction of an existing structure (50% or more) as an "In Kind/Same Kind" as defined by the City's subdivision ordinance, meaning there is no modification to the existing footprint or exterior structural components of the structure, the foregoing regulations relating to the size of yards shall not prohibit the reconstruction of a single-family residence provided that the reconstruction is in compliance with all other provisions of the City's zoning ordinance.

The applicants will present the variance request. City staff will be available to address any questions or comments from the Board regarding the City's Code of Ordinances.

Recommended Action

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

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



**CITY OF BUNKER HILL VILLAGE
APPLICATION FOR
BOARD OF ADJUSTMENT REQUEST**

Owner's Name: Valerie Lowe & Leslie Wise Phone: 832.942.3511 & 832.712.2458

Mailing Address: 335 Knipp Forest St. Houston, Texas Zip: 77024

Property Address (If Different): _____

Action Requested: Variance ☒ Appeal ☐ Special Exceptions ☐ Zoning District ☒ A ☐ B

Project Description and Request: We are proposing to build a new single family home on this lot. As part of the project, we need to pour
a new driveway and the existing driveway connection to the city street does not comply with the ordinance. Due to how the city street connects to the
lot, we do not have a way to make the connection comply with the ordinance and still make the lot accessible. We ask for approval to replace the
driveway connection at the street in the same configuration as it was before to still allow access to the site.

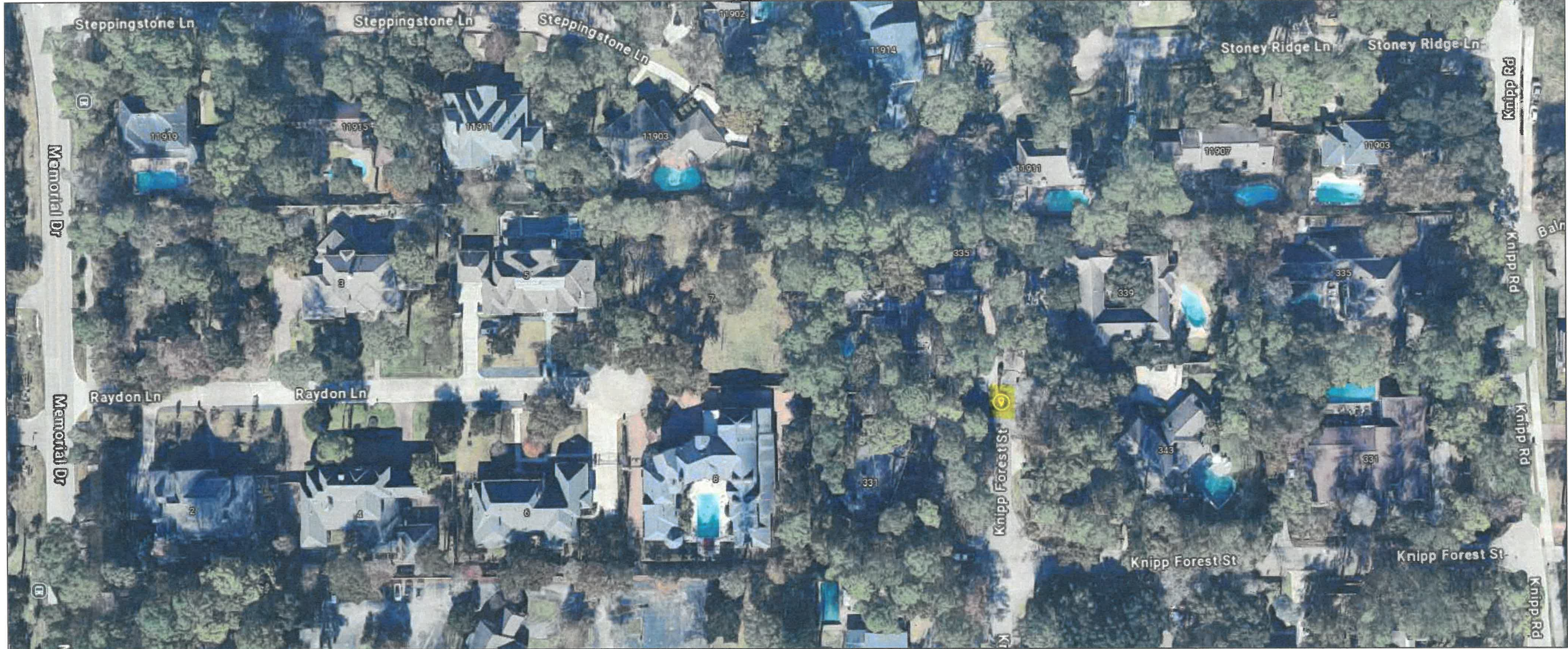
Section of Code at Issue: Appendix A - Zoning, Artical V - District A Regulations, 5.06 - Area Regulations,
Size of Yards, A. Front Yard, Standard Lot, Requirement for 5' wide greenspace alongside the side
lot line.

Attachments as applicable:

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

A fee of \$300.00 is required for processing

Signature of Applicant: Les Wise Date: 14 Aug 2026



EXISTING VACINITY AERIAL PHOTO

SCALE: NTS

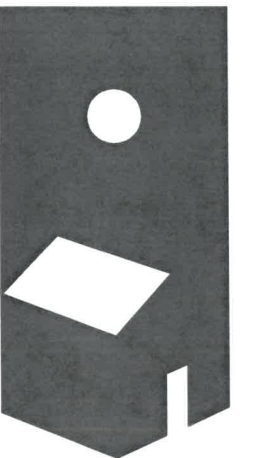
08.14.26

335 KNIPP FOREST ST.

WISE RESIDENCE

REVIEWED BY: JOEL JAMES, AIA

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION





EXISTING SITE PHOTO

SCALE: NTS

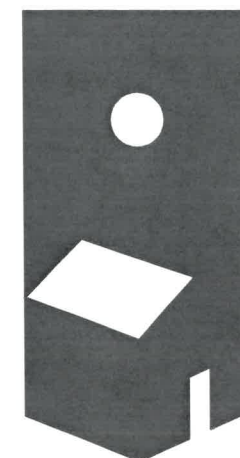
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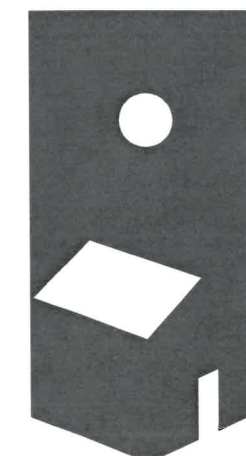
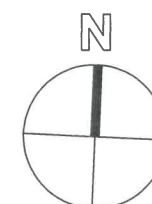
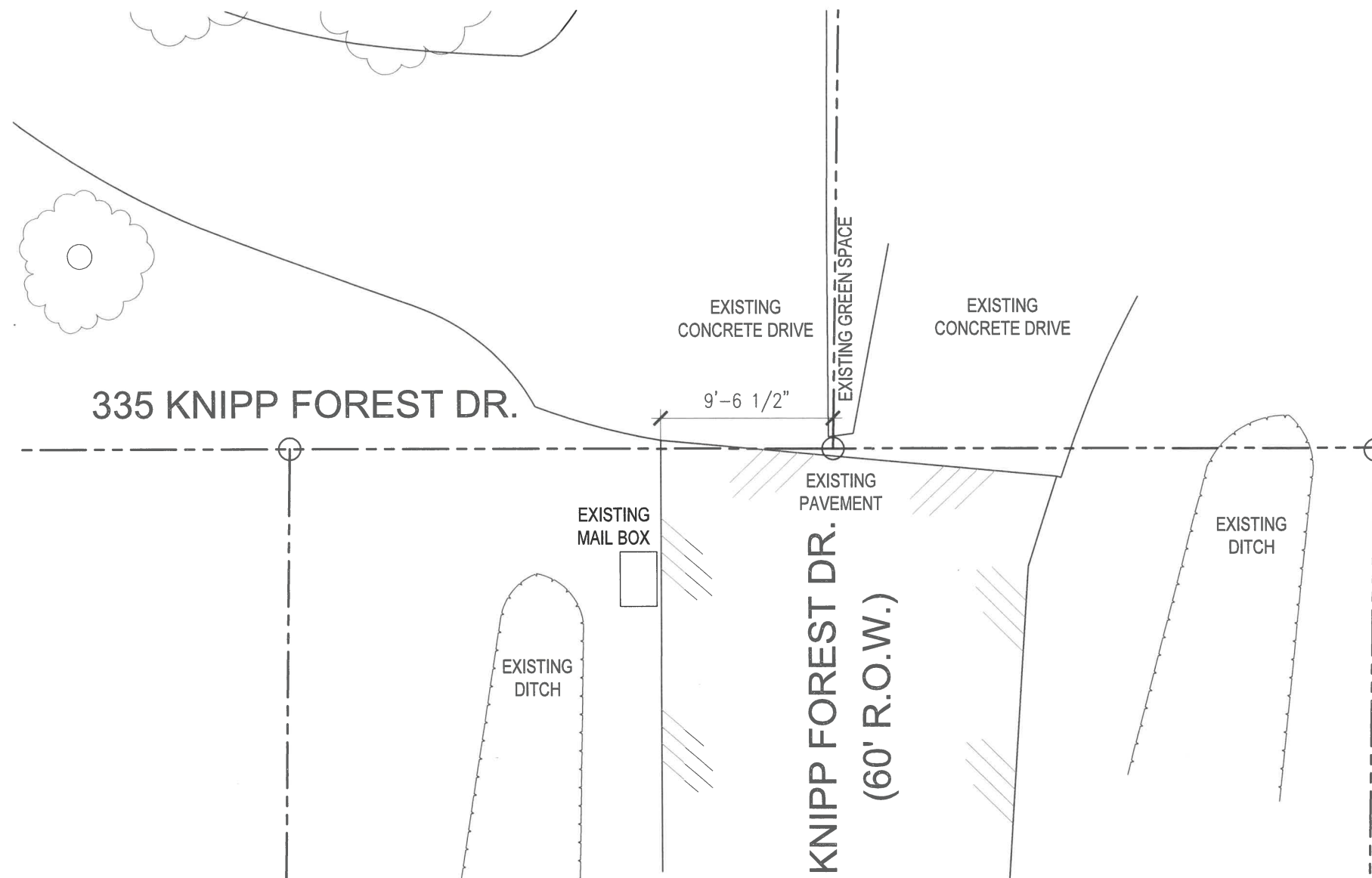
335 KNIPP FOREST ST.

WISE RESIDENCE

REVIEWED BY: JOEL JAMES, AIA

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION





EXISTING SITE PLAN DETAIL

SCALE: 1/8" = 1'-0"

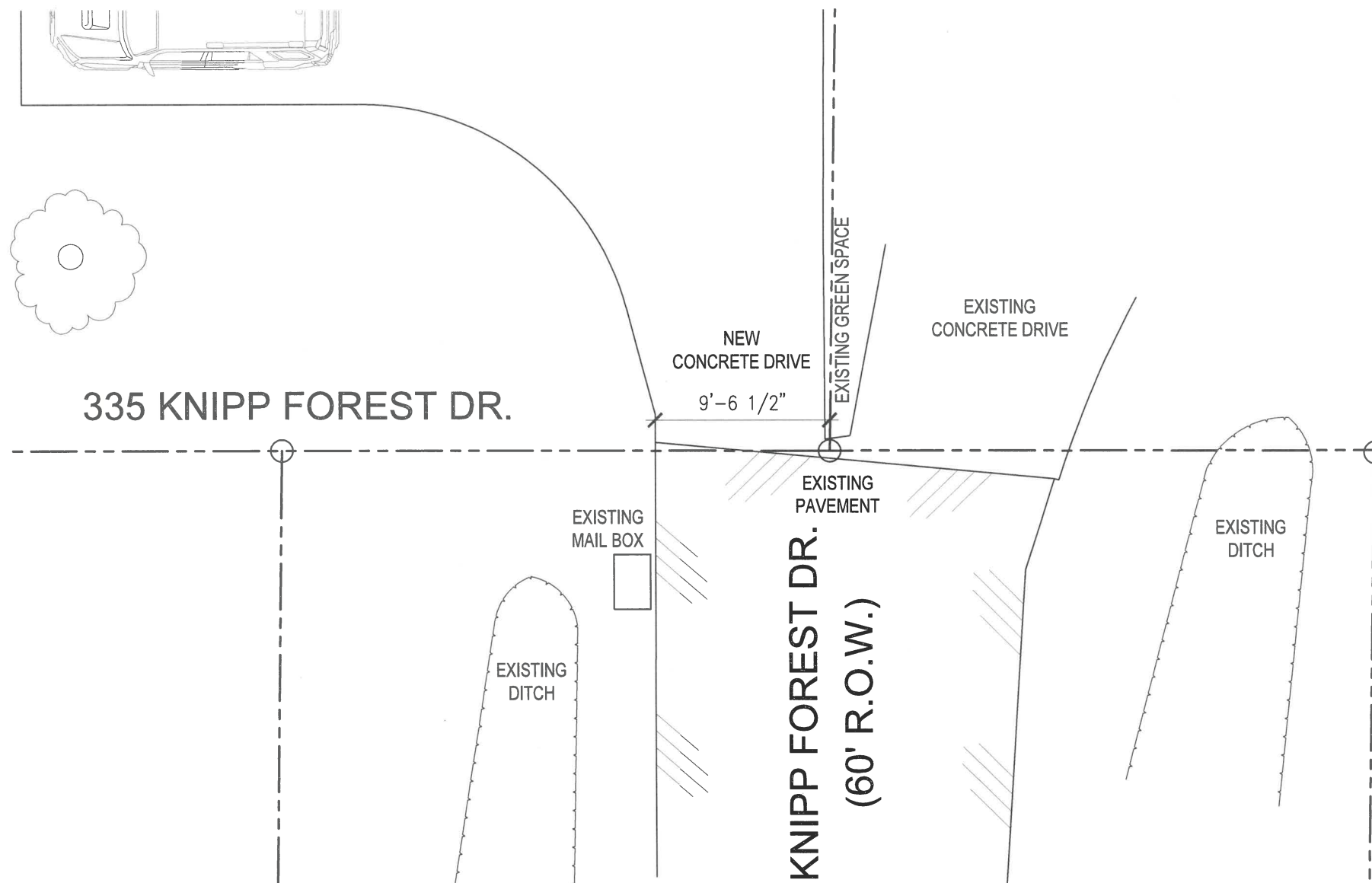
08.14.26

335 KNIPP FOREST ST.

WISE RESIDENCE

REVIEWED BY: JOEL JAMES, AIA

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION



PROPOSED SITE PLAN DETAIL

SCALE: 1/8" = 1'-0"

08.14.26

335 KNIPP FOREST ST.

WISE RESIDENCE

REVIEWED BY: JOEL JAMES, AIA

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

