

**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):

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 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.

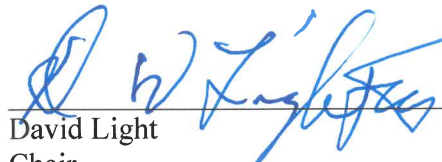
The Board discussed possible meeting dates and times. City Administrator Barrera recommended scheduling the meetings on the fourth Wednesday of the month at 5:00 p.m.

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