



CITY OF BUNKER HILL VILLAGE

THE PLANNING AND ZONING COMMISSION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON TUESDAY, AUGUST 26, 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/82792255272?pwd=CAYmBJX19QWWuSbbhLD8tIJLcF5elT.1>

Meeting ID: 827 9225 5272

Passcode: 320713

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 CHAIR AND VICE-CHAIR TO SERVE FOR A TWO-YEAR PERIOD**
- IV. ORIENTATION – ROLES AND RESPONSIBILITIES OF THE PLANNING AND ZONING COMMISSION**
- V. PUBLIC COMMENTS**
- VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 24, 2025, MEETING MINUTES**
- VII. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 46 CAROLANE TRAIL**
- VIII. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING APPENDIX A, ARTICLE II, DEFINITIONS OF A CORNER LOT OF THE CITY'S CODE OF ORDINANCES**
- IX. ADJOURN**

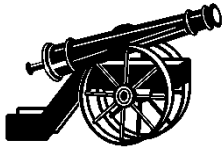
I, Gerardo Barrera, City Administrator/ Acting City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, by Friday, August 22, 2025, by 12:00 p.m.

(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.



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

Agenda Date: August 26, 2025

Agenda Item: II

Subject: Oath of Office

Exhibits: Statement of Officer
Oath of Office

Presenter(s): Gerardo Barrera, City Administrator
Loren Smith, City Attorney

Executive Summary

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*

The Statement of Officer and Oath of Office will be administered to the Planning and Zoning Commission at the meeting.

Recommended Action

Staff recommends the Planning and Zoning Commission receive the Statement of Officer and Oath of Office.

Form 2201 - Statement of Officer (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

A Statement of Officer required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

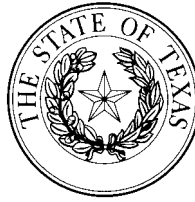
Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office. **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:*** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

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Revised 05/2020

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, **Dan Blake**, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Planning and Zoning Commission

City of Bunker Hill Village, Texas

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: **August 26, 2025**

Signature of Officer

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

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Commentary

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Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

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All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

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All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, **Dan Blake**, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of **Planning and Zoning Commission, City of Bunker Hill Village** of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of **Texas**

County of **Harris**

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name

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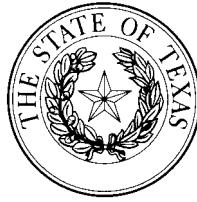
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Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Hunter Cameron, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Planning and Zoning Commission
City of Bunker Hill Village, Texas

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: August 26, 2025

Signature of Officer

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FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Hunter Cameron, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Planning and Zoning Commission, City of Bunker Hill Village of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

County of Harris

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name

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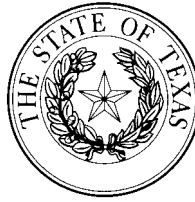
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STATEMENT OF OFFICER

Statement

I, John Gillette, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: **Planning and Zoning Commission**
City of Bunker Hill Village, Texas

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: **August 26, 2025**

Signature of Officer

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All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, **John Gillette**, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of **Planning and Zoning Commission, City of Bunker Hill Village** of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of **Texas**

County of **Harris**

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name

Form 2201 - Statement of Officer (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

A Statement of Officer required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

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Revised 05/2020

The seal of the State of Texas is a circular emblem. It features a five-pointed star in the center, surrounded by a wreath of olive and oak branches. The words "THE STATE OF TEXAS" are inscribed around the perimeter of the seal.

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

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Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

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Revised 9/2017

Form #2204 Rev 9/2017

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Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, **William Going**, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of **Planning and Zoning Commission, City of Bunker Hill Village** of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of **Texas**

County of **Harris**

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name

Form 2201 - Statement of Officer (General Information)

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Execution and Delivery Instructions

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Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

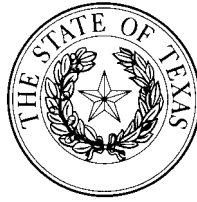
Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

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Revised 05/2020

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, **Megan Parker**, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: **Planning and Zoning Commission**
City of Bunker Hill Village, Texas

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: **August 26, 2025**

Signature of Officer

Form 2204 - Oath of Office (General Information)

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Execution and Delivery Instructions

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Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

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Revised 9/2017

Form #2204 Rev 9/2017

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Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, **Megan Parker**, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of **Planning and Zoning Commission, City of Bunker Hill Village** of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of **Texas**

County of **Harris**

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name

Form 2201 - Statement of Officer (General Information)

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Fax: (512) 463-5569.

Email: Scanned copies of the executed Statement may be sent to register@sos.texas.gov

NOTE: The Statement of Officer form, commonly referred to as the “Anti-Bribery Statement,” must be executed and filed with the Office of the Secretary of State before taking the Oath of Office (Form 2204).

Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

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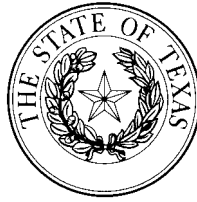
Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

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Revised 05/2020

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Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Paul Reinbolt, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Planning and Zoning Commission
City of Bunker Hill Village, Texas

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: **August 26, 2025**

Signature of Officer

Form 2204 - Oath of Office (General Information)

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512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, **Paul Reinbolt**, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of **Planning and Zoning Commission, City of Bunker Hill Village** of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of **Texas**

County of **Harris**

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name

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Commentary

Article XVI, section 1 of the Texas Constitution requires all elected or appointed state and local officers to take the official oath of office found in section 1(a) and to subscribe to the anti-bribery statement found in section 1(b) before entering upon the duties of their offices.

Elected and appointed state-level officers required to file the anti-bribery statement with the Office of the Secretary of State include members of the Legislature, the Secretary of State, and all other officers whose jurisdiction is coextensive with the boundaries of the state or who immediately belong to one of the three branches of state government. Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions. For more information, see Op. Tex. Att’y Gen. No. JC-0575 (2002) (determining the meaning of “state officer” as it is used in Article XVI).

Effective September 1, 2017, Senate Bill 1329, which was enacted by the 85th Legislature, Regular Session, amended chapter 602 of the Government Code to require the following judicial officers and judicial appointees to file their oath and statement of officer with the secretary of state:

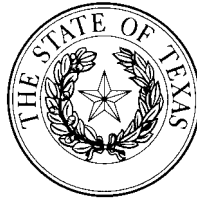
Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas; and
Associate judges appointed under Subchapter B or C, Chapter 201, Family Code.

Local officers must retain the signed anti-bribery statement with the official records of the office. *As a general rule, city and county officials do not file their oath of office with the Secretary of State— these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.* **The Office of the Secretary of State does NOT file Statements or Oaths from the following persons:** Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges, County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD’s).

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov

Revised 05/2020

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Catherine Wile, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Planning and Zoning Commission
City of Bunker Hill Village, Texas

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: August 26, 2025

Signature of Officer

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

An Oath of Office that is required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office. The Oath of Office may be administered to you by a person authorized under the provisions of Chapter 602 of the Texas Government Code. Authorized persons commonly used to administer oaths include notaries public and judges.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.

The Office of the Secretary of State does NOT file Statements or Oaths from the following persons: Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD's). Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Catherine Wile, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Planning and Zoning Commission, City of Bunker Hill Village of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas

County of Harris

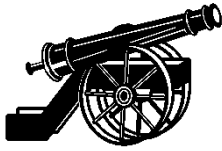
Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Jamee Lynn Gonzalez

Printed or Typed Name



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

Agenda Date: August 26, 2025
Agenda Item: III
Subject: Election of Chair and Vice-Chair
Exhibits: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

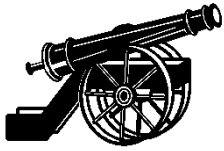
Chapter 2, Section 2-117 of the City's Code of Ordinances requires the Planning and Zoning Commission to elect a chair and vice-chair to conduct the business of the commission.

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	

Recommended Action

Staff recommends the Planning and Zoning Commission elect a Chair and Vice-Chair for the 2025-2027 term.



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

Agenda Date:	August 26, 2025
Agenda Item:	IV
Subject:	Orientation
Exhibits:	N/A
Presenter(s):	Gerardo Barrera, City Administrator Loren Smith, City Attorney

Executive Summary

Staff will provide a presentation to familiarize members with the roles and responsibilities of the Planning and Zoning Commission, including an overview of relevant legal and procedural aspects.

Recommended Action

Staff recommends the Planning and Zoning Commission receive the presentation.

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
MARCH 24, 2025**

I. CALL TO ORDER

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:37 a.m. based on a quorum of members present:

Present

Bill Going, Chair
John Gillette, Vice-Chair
Paul Reinbolt, Commissioner
Catherine Wile, Commissioner
Jack Christiansen, Commissioner
Billy Murphy, Commissioner (via Zoom)

Staff in Attendance

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

Absent

Monica Muschalik, Commissioner

II. PUBLIC COMMENTS

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE
FEBRUARY 24, 2025, MEETING MINUTES**

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

The motion carried 5-0

**IV. PRESENTATION, PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION
REGARDING AMENDING THE CITY'S ZONING ORDINANCE**

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

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING ARTICLE V, DISTRICT A REGULATIONS, AND ARTICLE VI, DISTRICT B REGULATIONS OF APPENDIX A, ZONING, OF THE CITY'S CODE OF ORDINANCES BY AMENDING SECTION 5.02 AND 6.02 TO ADD REGULATIONS REGARDING LEASING; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF

Chair Going opened the public hearing at 11:41 a.m.

In response to feedback received from residents and recent events within the City, staff is reviewing the requirements regarding lease lengths, which are currently not regulated by ordinance. The goal is to ensure property leases are safe and compatible with the surrounding environment, address violations, and maintain the integrity of the City.

During the November 26, 2024 meeting, City Administrator Barrera addressed an event where a house was used for a private commercial event that quickly grew into a large event, resulting in rideshares causing congestion in the area and concerns about noise and security. City Attorney Smith stated that minimum lease length cannot be restricted but can be regulated. The Commission proposed that 30-day leases be required to include the City's noise ordinance in the lease agreement, and discussed the advantages and disadvantages of how this could be enforced. Although the commercial event was the catalyst of this discussion, a minimum lease length ordinance alone will not solve the issue of restricting commercial events or corporate leases. This would need to be enforced through other ordinances or potentially drafting a new ordinance for commercial and corporate leases

The intent is to protect community interests while establishing clear, enforceable guidelines that uphold the quality of life for all residents. Staff has reviewed how other municipalities have implemented similar regulations to address concerns effectively. This includes evaluating enforcement mechanisms, potential impacts on property owners and tenants, and ensuring any proposed changes align with the City's long-term goals.

At the January 27, 2025, meeting, staff presented proposed recommendations to the ordinance. The Commission recommended removing the provision that properties cannot be leased or rented for periods exceeding six (6) months. The Commission also discussed the possibility of requiring a permit or City approval for leased properties to host commercial-like events. City Administrator Barrera explained the challenges of enforcing such a permit.

City Attorney Smith stated that enforcement and regulation of short-term rentals are in a state of flux, as it is currently tied up in state legislation and ongoing court cases. There is no guarantee it can be enforced. The Commission recommended that it was better to have some regulations in place rather than none and agreed the ordinance could be revisited as state laws and judicial rulings evolve.

At the February 24, 2025, meeting, City Attorney Smith advised the Commission that property minimum lease length is a rapidly changing area of law and may not be enforceable. However, neighboring municipalities Hunters Creek and Spring Valley have adopted similar language without any challenges thus far. City Administrator Barrera reminded the Commission that

while property lease length cannot be restricted, it can be regulated. The Commission was in favor of amending the City's Zoning Ordinance to include minimum lease length provisions.

A public hearing is required to be held before P&Z, as the proposed ordinance amends the City's Zoning Ordinance.

Public Comments

There were no public comments received.

Chair Going closed the public hearing at 11:42 a.m.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to recommend approval of the ordinance to the City Council.

The motion carried 6-0

Staff stated the ordinance would be presented to City Council for consideration and possible action at the April 15, 2025, Council meeting.

V. PRESENTATION, PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION REGARDING AMENDING THE CITY'S ZONING ORDINANCE

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

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING ARTICLE V, DISTRICT A REGULATIONS, AND ARTICLE VI, DISTRICT B REGULATIONS OF APPENDIX A, ZONING, OF THE CITY'S CODE OF ORDINANCES BY AMENDING SECTION 5.08 AND 6.08 TO ADD REGULATIONS FOR THE CONSTRUCTION OF COVERED WALKWAYS; PROVIDING FOR SEVERABILITY; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR A PENALTY OF AN AMOUNT NOT TO EXCEED \$2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF

Chair Going opened the public hearing at 11:45 a.m.

The purpose of the City's zoning ordinance is to preserve and enhance the desirability of the community by regulating the use and development of land within the city.

During the September 24, 2024 meeting, in response to feedback received from residents and building developers, staff presented a preliminary review of the City's accessory use regulations ordinance to identify areas that may benefit from updates and eliminate any ambiguity in the language. Staff recommended addressing and clarifying discrepancies to ensure that the code is clear, concise, and effective.

§ 5.08. Accessory use regulations.

The following regulations shall apply to all accessory buildings, structures, and uses:

- A. *Limitations on use.* An accessory building, structure, or use shall not be rented, shall not be used for commercial, or manufacturing purposes, and shall not contain any kitchen, living, or sleeping facilities. The foregoing notwithstanding, an accessory building or use subordinate to a main building may contain kitchen or living facilities for use in conjunction with recreational activities only.
- B. *Distance requirements from main building.* No wall of an accessory building or use shall be located less than six (6) feet from an outside wall of the main building. An accessory building or use may be connected to the main building by a covered walkway; provided, however, such covered walkway shall not be more than six (6) feet in width.
- C. *Restrictions on location.* Except as specifically permitted in this section or elsewhere in this ordinance, an accessory building, structure, or use shall not be erected, constructed, installed, placed, or maintained in any required yard. On an interior lot, if an accessory building, structure, or use is not attached to or made a part of the main building and is located in the rear one-third of the lot, it shall be set back at least ten (10) feet from the rear lot line and at least ten (10) feet from each side lot line. On a corner lot, if an accessory building, structure, or use is not attached to or made a part of the main building and is located in the rear one-third of the lot, it shall be set back at least ten (10) feet from the rear lot line; at least ten (10) feet from the interior side yard line (the side yard line farthest removed from the side street); and at least twenty (20) feet or a distance at least equal to the required depth of that yard of the contiguous lot which abuts such side street, whichever is greater, from the interior side lot line (the side lot line which abuts the side street).
- D. *Placement of windows and doors.* Windows and doors shall not be allowed on the side(s) of accessory structures which have less than the required main structure setback. Windows and doors on accessory structures can only face internally to the lot.

The Commission discussed the following during the September meeting:

- Clarify/ specify length and width measurements (6' feet)
- Structure (breezeway) should not be enclosed
- Consider impervious and pervious coverage requirements

During the November 26, 2024 meeting, staff presented proposed revisions to the ordinance that reflect Commission discussion. Public Works Director Elvin Hernandez stated that the updates aim to clarify requirements for covered walkways, restrict the distance an accessory structure/ building can be from the main structure, and provide flexibility with respect to the existing setback requirements.

The Commission was in favor of amending the ordinance, provided the structure is within the existing setback requirements, and the structure is at least 6' ft. minimum from the main structure.

At the January 27, 2025, meeting, the Commission discussed the criteria for determining whether a structure is considered “open” or “closed” and whether the use of screens is allowed. Director Hernandez explained the goal is to allow a walkway connecting a main building and an accessory structure, with the ability to increase the size from the current 6 ft. regulation. However, the space cannot be habitable or climate-controlled. The Commission agreed the space should be limited to recreational uses. Director Hernandez emphasized that the primary use of the space should be transient, serving as a passageway between structures.

At the February 24, 2025, meeting, staff presented the final redline proposed revisions. The Commission did not have any additional feedback and directed staff to draft an ordinance that reflects the Commission's recommendations.

A public hearing is required to be held before P&Z, as the proposed ordinance amends the City's Zoning Ordinance.

Public Comments

Keith Brown, City Council Liaison, 267 Plantation, spoke regarding proposed legislation SB 673 (ADU bill) currently in the 89th Texas Legislative Session. He explained that if passed, the bill would effectively destroy single-family residences and single-family cities like the Memorial Villages. He encouraged the Commission to approve the ordinance, noting it would serve as a strong protection if SB 673 were to pass.

Chair Going closed the public hearing at 11:49 a.m.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to recommend approval of the ordinance to the City Council.

The motion carried 6-0

Staff stated the ordinance would be presented to City Council for consideration and possible action at the April 15, 2025, Council meeting.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING AMENDING CHAPTER 4, ARTICLE IV OF THE CITY'S CODE OF ORDINANCES (THE 50% IMPROVEMENT RULE)

During the June 18, 2024, City Council meeting, staff provided an update on recent appeal requests approved by the Zoning Board of Adjustments (ZBOA) concerning remodel projects exceeding the 50% improvement threshold. At the ZBOA meeting on April 25, 2024, the Board recommended reviewing the ordinance to create an exception for small wall openings, such as those required for installing piping and duct work. They noted that the entire room should not be included in the overall square footage calculation. In response, Council directed staff to review the ordinance for potential amendments.

City staff conducted a thorough review of historical projects and examined where and how the "50%" threshold is referenced in the ordinance, including its context and intent. At the August 2024 meeting, staff, in collaboration with the City's contracted structural engineers, presented proposed amendments designed to allow projects to progress while avoiding any unintended consequences and ensuring the integrity of the reconstruction ordinance.

During the August 27, 2024, meeting, the Commission was in favor of amending the 50% threshold to create an exception for small wall openings to allow/ encourage upgraded piping and duct work without having to include the entire square footage, which could otherwise exceed the 50% improvement of the project. Additionally, the Commission recommended to reclassify ceiling and wall board changes as cosmetic (similar to painting and floor replacement) and not require a permit or inspection.

At the November 26, 2024, meeting, staff presented a redline version of Chapter 4, Sec. 4-3-Definitions (A) that revised the definition of “reconstruction” and adds a new section (B) that includes certain utilities (i.e. re-piping, re-wiring, duct work) that would be considered part of a remodel rather than be classified as reconstruction, which would trigger the 50% threshold requirement.

The Commission was in favor of amending the ordinance to enable property owners to modernize potential outdated utilities or replace sheet rock/ wall board without meeting the City’s current reconstruction requirements. Additionally, the Commission discussed including language to ensure installation methods comply with applicable codes.

At the January 27, 2025, meeting, staff presented proposed revisions to the ordinance that incorporated Commission feedback from the November 26, 2024 meeting. Commission discussion included the following:

- Consider establishing/ implementing policy to ensure consistent interpretation of the ordinance across different city administrations.
- Incorporate language specifying that the “smaller room” should be included in the square footage calculation (i.e., if a small closet is removed without impacting structural integrity, only the closet should count and not the entire room square footage).
- Keep language that states properties are allowed to remodel only once every two (2) years.
- City Council Liaison Keith Brown inquired if this would reduce the number of required inspections and subsequently decrease revenue for the City. Director Hernandez clarified inspections would still be required as this work requires a permit.
- Remove “auxiliary items” language

Director Hernandez noted that these exceptions will lead to fewer reconstruction projects, but an increase in remodel projects is expected. The 24-month requirement for any additional remodel projects will remain unchanged.

At the February 24, 2025, meeting, the Commission was in favor of allowing property owners to modernize outdated utilities for safety upgrades and replace/ remove wall or ceiling boards without triggering the City’s reconstruction requirements. Director Hernandez clarified that for non-cosmetic utility work improvements to be excluded from the reconstruction calculation, a signed and certified letter from a licensed professional would be required. The Commission was in favor of the revisions and had no additional recommendations.

During the March 24, 2025, meeting, Commissioner Reinbolt emphasized the importance of establishing clear language to ensure the ordinance is interpreted consistently by both current and future city administrations.

Director Hernandez addressed the Commission that the proposed amendment keeps the spirit of the ordinance while allowing updates to be made for safety purposes.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to recommend approval of the ordinance to the City Council.

The motion carried 6-0

Staff stated the ordinance would be presented to City Council for consideration and possible action at the April 15, 2025, Council meeting.

VII. ADJOURN

Chair Going adjourned the meeting at 12:10 p.m.

Approved and accepted on August 26, 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:	August 26, 2025
Agenda Item:	VII
Subject:	Final Plat
Exhibits:	Final Plat
Presenter(s):	Elvin Hernandez, Public Works Director

Executive Summary

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 find that it meets all requirements of the City's Code of Ordinances.

Recommended Action

Staff recommends the Planning and Zoning Commission recommend approval of the final plat to the City Council.

THE STATE OF TEXAS
COUNTY OF HARRIS

We, **MURAD AJANI AND SANOBAR AJANI**, owners hereinafter referred to as Owners (whether one or more) of the 0.4383 acres tract described in the above and foregoing map of **AJANI WOODLAND AT CAROLANE TRAIL**, do hereby make and establish said subdivision and development plan of said property according to all lines, dedications, restrictions, and notations on said maps or plat, and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements, and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title on the land so dedicated.

FURTHER, owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever an unobstructed aerial easement five feet in width from a plane sixteen feet (16') above the ground level upward, located adjacent to all public utility easements shown hereon.

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; we further certify that no portion of the area covered by the previous plat was limited by deed restrictions to residential use for not more than one (1) residential unit per lot.

WITNESS our hands in the City of Bunker Hill Village, Texas, this _____ day of _____, 2025.

By: _____ By: _____
MURAD AJANI **SANOBAR AJANI**

STATE OF TEXAS
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared **MURAD AJANI AND SANOBAR AJANI**, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed.

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

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

PRINT NAME: _____

MY COMMISSION EXPIRES: _____

STATE OF TEXAS
COUNTY OF HARRIS

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 **AJANI WOODLAND AT CAROLANE TRAIL** 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 **GERARDO BARRERA**
Chair Acting City Secretary

This is to certify that the City Council of the City of Bunker Hill Village, Texas has approved this plat and subdivision of **AJANI WOODLAND AT CAROLANE TRAIL** 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 **GERARDO BARRERA**, Acting City Secretary
City of Bunker Hill Village, Texas

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.



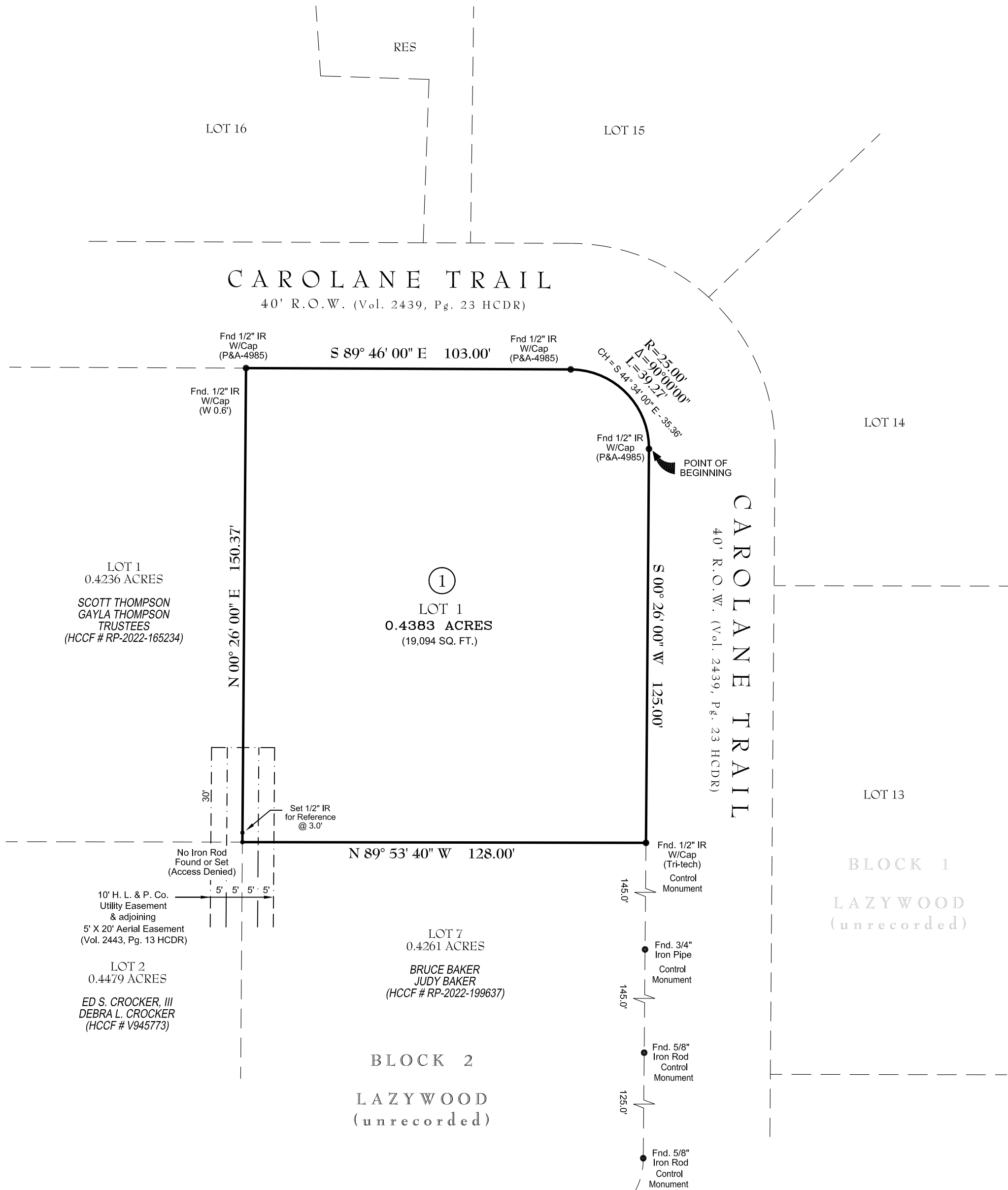
MATHEW J. PROBSTFELD
Registered Professional Land Surveyor
State of Texas no. 4985

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 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



46 Carolane Trail

A tract or parcel of land containing 0.4383 acres (19,094 square feet) located in the John D. Taylor Survey, Abstract 72, City of Bunker Hill Village, Harris County, Texas, and being known as Lot 8, in Block 2, of Lazywood, an unrecorded addition in Harris County, Texas, said 0.4383 acre tract being that same certain tract of land conveyed to Leonard S. Chalkind and Eleanor Chalkind as recorded under Harris County Clerk's File No. 20130018478, said 0.4383 acre tract being more particularly described by metes and bounds as follows with bearings based on the West right of way line of Carolane Trail:

BEGINNING at a found 1/2 inch iron rod with cap (P&A-4985) marking the South end of a curve in the West right of way line of Carolane Trail, (40 feet in width as recorded in Volume 2439, Page 23 of the Deed Records of Harris County, Texas), said found 1/2 inch iron rod with cap marking the most Easterly Northeast corner of Lot 8 of Lazywood unrecorded, said found 1/2 inch iron rod also marking the **POINT OF BEGINNING** and the most Easterly Northeast corner of the herein described tract;

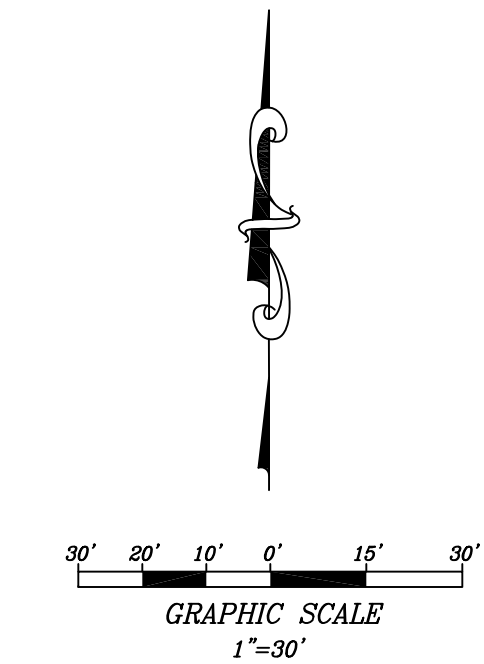
THENCE South 00 degrees 26 minutes 00 seconds West, along the said West right of way line of Carolane Trail, a distance of 125.00 feet to a found 1/2 inch iron rod with cap (Tri-tech) marking the Southeast corner of said Lot 8, same being the Northeast corner of Lot 7 conveyed to Bruce Baker and Judy Baker as recorded under Harris County Clerk's File No. RP-2022-199637, said found 1/2 inch iron rod with cap also marking the Southeast corner of the herein described tract;

THENCE North 89 degrees 53 minutes 40 seconds West, (call North 89 degrees 46 minutes 00 seconds West), along the common lot line of said Lot 8 and Lot 7, a distance of 128.00 feet to a point for corner being the common corner of Lot 8, Lot 7, Lot 1 and Lot 2, said point for corner being the Southeast corner of Lot 1, conveyed to Scott Thompson and Gayla Thompson, Trustees, as recorded under Harris County Clerk's File No. RP-2022-165234, said point for corner being the Northwest corner of said Baker Lot 7, said point for corner also being the Southwest corner of said Lot 8, and the Southwest corner of the herein described tract;

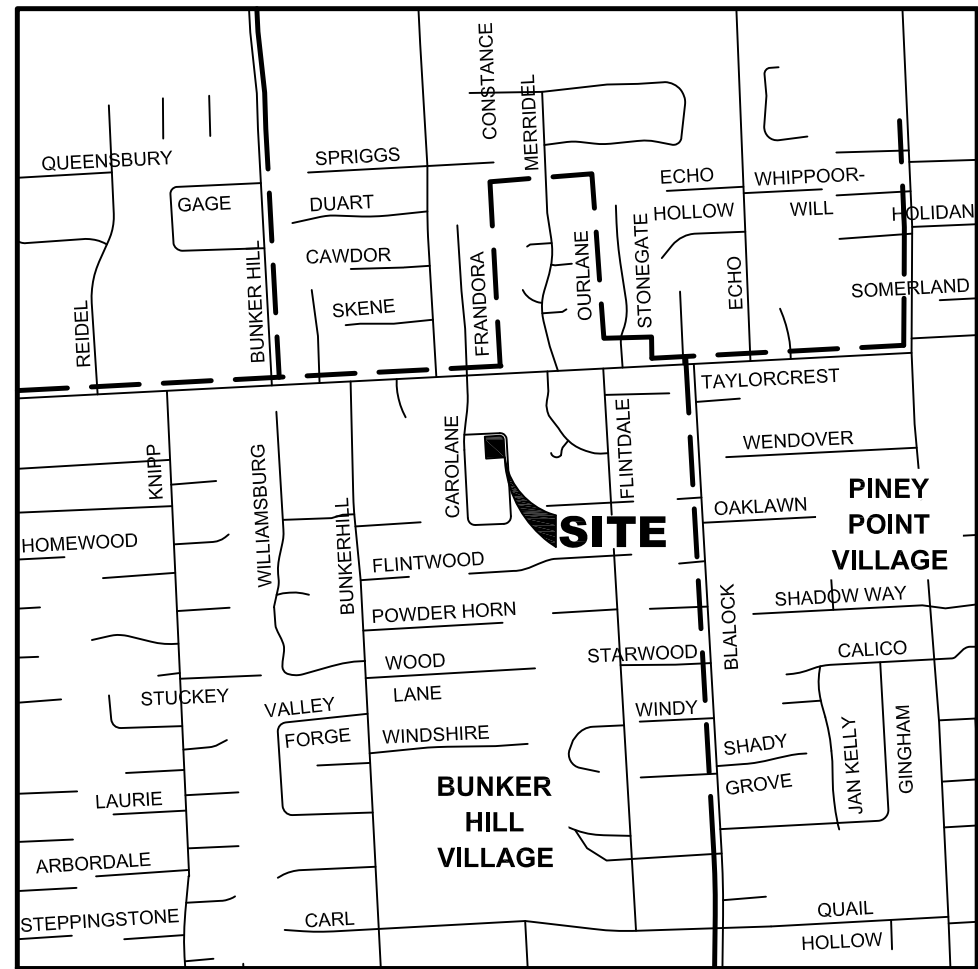
THENCE North 00 degrees 26 minutes 00 seconds East, along the common lot line of said Lot 8 and Lot 1, passing at 3.00 feet a set 1/2 inch iron rod for reference, continuing a total distance of 150.37 feet, (call 150.00 feet), to a found 1/2 inch iron rod with cap (P&A-4985) lying in the South right of way line of Carolane Trail and marking the Northeast corner of said Thompson Lot 1, same being the Northwest corner of said Lot 8, said found 1/2 inch iron rod with cap also marking the Northwest corner of the herein described tract;

THENCE South 89 degrees 46 minutes 00 seconds East, along the said South right of way line of Carolane Trail, a distance of 103.00 feet to a found 1/2 inch iron rod with cap (P&A-4985) marking the most Northerly Northeast corner of said Lot 8, and also marking the beginning of a curve to the right;

THENCE in a Southeasterly direction along the said West right of way line of Carolane Trail with said curve to the right having a radius of 25.00 feet, a central angle of 90 degrees 00 minutes 00 seconds, an arc length of 39.27 feet, a chord that bears South 44 degrees 34 minutes 00 seconds East, a distance of 35.36 feet to the **POINT OF BEGINNING** and containing 0.4383 acres, (19,094 square feet), of land.



JOHN D. TAYLOR SURVEY
ABSTRACT NO. 72
Harris County, Texas



0 1/8 1/4 3/8 1/2
MILE
**VICINITY MAP
KEY MAP 490F**

GENERAL NOTES & LEGEND

- H.C.M.R. denotes HARRIS COUNTY MAP RECORDS.
- H.C.D.R. denotes HARRIS COUNTY DEED RECORDS.
- H.C.C.F. No. denotes HARRIS COUNTY CLERK'S FILE NUMBER.
- UTIL. ESMT. OR U.E. denotes UTILITY EASEMENT.
- BLDG. LINE OR B.L. denotes BUILDING LINE.
- W.L.E. denotes WATER LINE EASEMENT.
- S.S.E. denotes SANITARY SEWER EASEMENT.
- O.P.R.O.R.P. denotes OFFICIAL PUBLIC RECORDS OF REAL PROPERTY.
- A.E. denotes AERIAL EASEMENT.
- ① denotes BLOCK NUMBER.
- 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)
- Information shown on this plat was based on City Planning Letter issued by Abstract Services of Houston, GF# 7910-25-3215 with an effective date of June 11, 2025.
- 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 Article V of the Code of Ordinances.

FINAL PLAT OF AJANI WOODLAND AT CAROLANE TRAIL

A SUBDIVISION BEING OUT AND PART OF THAT CERTAIN 0.4383 ACRE TRACT BEING MORE COMMONLY KNOWN AS LOT 8 N BLOCK 2 OF LAZYWOOD, AN UNRECORDED ADDITION IN HARRIS COUNTY, TEXAS

BEING A PLAT OF 0.4383 ACRES, (19,094 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

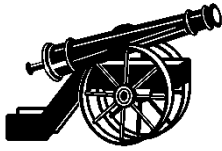
REASON FOR PLATTING:
TO CREATE ONE SINGLE FAMILY RESIDENTIAL LOT IN AN
UNRECORDED SUBDIVISION

OWNER:
MURAD AJANI AND SANOBAR AJANI
7822 WEDGEWOOD LANE
HOUSTON, TX 77055

CITY OF BUNKER HILL VILLAGE, TEXAS
AUGUST 20, 2025

PROBSTFELD & ASSOCIATES
PROFESSIONAL LAND SURVEYORS

515 PARK GROVE DRIVE, SUITE 102 ▲ KATY, TEXAS 77450 ▲ (281) 829-0034 ▲ FIRM #10066100



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

Agenda Date:	August 26, 2025
Agenda Item:	VIII
Subject:	Corner Lot Definition
Exhibits:	N/A
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.

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

Recommended Action

Staff recommends the Planning and Zoning Commission review the ordinance and provide feedback and direction.