



## CITY OF BUNKER HILL VILLAGE

**THE PLANNING AND ZONING COMMISSION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON TUESDAY, DECEMBER 2, 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](http://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/81173279481?pwd=DlrqIkMcPYt3E16gSKbXJ6cpslEmP9.1>

**Meeting ID:** 811 7327 9481

**Passcode:** 704129

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

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

- I. CALL TO ORDER**
- II. PUBLIC COMMENTS**
- III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE OCTOBER 28, 2025, MEETING MINUTES**
- 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 II, DEFINITIONS, OF APPENDIX A, ZONING, OF THE CITY'S CODE OF ORDINANCES BY AMENDING SECTION 2.01, GENERAL, BY AMENDING THE DEFINITION OF CORNER LOT; 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.**

- V. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING CHAPTER 4, SECTION 4-10 OF THE CITY'S CODE OF ORDINANCES REGARDING NOTIFICATION REQUIREMENTS FOR THE CONSTRUCTION OF A NEW BUILDING OR AN ADDITION**

**VI. ADJOURN**

I, Gerardo Barrera, City Administrator/ Acting City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on November 24, 2025, by 5:00 p.m.

(SEAL)

  
Gerardo Barrera, City Administrator/ Acting City Secretary

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

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
OCTOBER 28, 2025**

**I. CALL TO ORDER**

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:30 a.m. based on a quorum of members present:

Present

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

Staff in Attendance

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

**II. PUBLIC COMMENTS**

Ms. Edythe (last name not provided), 511 Flintdale, deferred her comments to item V.

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

**A motion was made by Commissioner Wile and seconded by Commissioner Cameron to approve the August 26, 2025, meeting minutes.**

**The motion carried 7-0**

**IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 5 POWDERHORN**

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

City Attorney Smith addressed the Commission that the right-of-way (ROW) at 5 Powderhorn and 6 Powderhorn was previously vacated and abandoned in 2022. However, after reviewing historical documents, it was determined that the utility and drainage easement was not abandoned. Access is required to be maintained for the property owner.

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

**A motion was made by Commissioner Gillette and seconded by Commissioner Wile to recommend approval of a final plat for 5 Powderhorn to City Council.**

**The motion carried 7-0**

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

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

The ordinance reads:

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

*Lot measurements:*

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

*Lot types:*

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

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

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

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

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

The Commission inquired about the purpose and significance of this matter. Staff explained that City Council directed this item to the Planning and Zoning Commission for review and potential amendments. Additionally, this item also involves considerations of property safety, aesthetics, and lot setbacks. The Commission also discussed the importance of establishing clear language to ensure ordinances are interpreted consistently by both current and future city administrations. The Commission was in favor of revising the ordinance and directed staff to combine the original ordinance with elements of the proposed revisions to promote consistency in how new homes are oriented relative to existing surrounding development.

At the October 28, 2025, meeting, staff presented the final redline proposed revisions that incorporated Commission feedback from the August 26, 2025, meeting. The Commission discussed the importance of allowing staff to exercise a reasonable level of discretion to ensure the orientation of new development remains consistent with surrounding homes. Director Hernandez noted the proposed revisions default to the least dimension, unless that orientation is not consistent with surrounding community development. Additionally, it also provides staff with the flexibility necessary to determine appropriate orientation for new development if needed.

Chair Going paused the meeting to allow for public comment: Ms. Edythe (last name not provided), 511 Flindale, stated she is concerned about the orientation of new homes being built on her street. While she wants people to build, she also wants to preserve the integrity of the community as it is now. She stated that there should be a change in how residents are notified of new builds, and noted that she has never received notice of when a new home is to be constructed on her street.

The Commission directed staff to place notification requirements for new construction as a discussion item on a future agenda.

The Commission was in favor of the revisions and had no additional recommendations. As this is an amendment to the City's Zoning Ordinance, a public hearing will be held at the next Planning and Zoning Commission meeting.

**No action was taken on this item.**

## **VI. ADJOURN**

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

Approved and accepted on December 2, 2025.

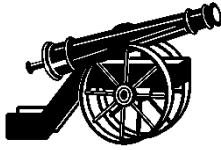
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William Going, Chair

ATTEST:

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Gerardo Barrera, City Administrator/ Acting City Secretary



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

**Agenda Date:** December 2, 2025  
**Agenda Item:** IV  
**Subject:** Corner Lot Definition  
**Exhibits:** Proposed Ordinance  
**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.
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At the June 17, 2025, City Council meeting, Mayor Brown reported meeting with residents regarding a new home build on the corner lot at the intersection of Blalock Rd. and Blalock Ln. The previous home on the lot faced Blalock Ln., while the new home has been constructed to face Blalock Rd. to maximize square footage. Additionally, the garage is now accessed from Blalock Ln.

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

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

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

The Commission inquired about the purpose and significance of this matter. Staff explained that City Council directed this item to P&Z for review and potential amendments. Additionally, this item also involves considerations of property safety, aesthetics, and lot setbacks. The Commission also discussed the importance of establishing clear language to ensure ordinances are interpreted consistently by both current and future city administrations. The Commission was in favor of amending the ordinance and directed staff to combine the original ordinance with elements of the proposed revisions to promote consistency in how new homes are oriented relative to existing surrounding development.

At the October 28, 2025, meeting, staff presented proposed revisions that reflect Commission feedback from the August 26, 2025, meeting. The Commission discussed the importance of allowing staff to exercise a reasonable level of discretion to ensure the orientation of new development remains consistent with surrounding homes. Director Hernandez noted the proposed revisions default to the least dimension, unless that orientation is not consistent with surrounding community development. Additionally, it also provides staff with the flexibility necessary to determine appropriate orientation for new development if needed.

Staff and the City Attorney have drafted a proposed ordinance that reflects Commission feedback and discussion.

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

### **Recommended Action**

Staff recommends that the Planning and Zoning Commission hold a public hearing with possible action on a recommendation to the City Council for approval of the proposed ordinance.

## ORDINANCE NO. 25-XXX

**AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
AMENDING ARTICLE II, DEFINITIONS, OF APPENDIX A, ZONING, OF  
THE CITY'S CODE OF ORDINANCES BY AMENDING SECTION 2.01,  
GENERAL, BY AMENDING THE DEFINITION OF CORNER LOT;  
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.**

\* \* \* \*

**WHEREAS**, the City Council of the City of Bunker Hill Village, Texas finds it to be in the best interest of the health, safety, and welfare of the citizens to amend the zoning regulations of the City in the manner provided for herein; and

**WHEREAS**, the Planning and Zoning Commission and the City Council have conducted, in the time and manner required by law and the Zoning Ordinance of the City, a public hearing on the proposed amendments to the City's Zoning Ordinance; and

**WHEREAS**, the City Council has considered the report of the Commission; and

**WHEREAS**, the City Council now deems it appropriate to adopt the amendments and to approve certain changes as an amendment to the City's Zoning Ordinance as provided herein;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, THAT:**

**Section 1.** The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

**Section 2.** Article II, Definitions, of Appendix A, Zoning, of the City's Code of Ordinances is amended by deleting the struck through language below and adding the underscored language below:

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

**Section 3.** In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bunker Hill Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

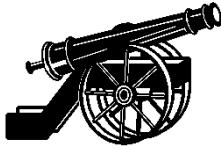
**Section 4.** Any person who shall intentionally, knowingly, recklessly or with criminal negligence violate any provision of this ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Keith Brown, Mayor

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary



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

**Agenda Date:** December 2, 2025

**Agenda Item:** V

**Subject:** Notification Requirement for New Construction

**Exhibits:** N/A

**Presenter(s):** Elvin Hernandez, Public Works Director

### **Executive Summary**

At the October 28, 2025, Planning and Zoning Commission meeting, a public comment was received regarding how residents are notified when new home construction is planned on their street. In response, the Commission recommended reviewing the process and requirements for issuing notices to adjacent property owners when construction of a new home or addition is proposed.

Chapter 4, Sec. 4-10 of the City's Code of Ordinances outlines the notification process:

**Sec. 4-10. Notification of permit applications; process.**

(a) *Definitions.* For the purposes of this section, the following words or terms shall have the meanings ascribed thereto, unless the context clearly indicates otherwise:

*Recorded restriction* shall mean a restriction that is contained or incorporated by reference in any properly recorded plan, plat, replat or other instrument affecting a subdivision.

*Restriction* shall mean a limitation that:

- (1) Affects the use to which real property may be put;
- (2) Fixes the distance that a building must be set back from property lines, street lines, or lot lines; or
- (3) Affects the size of a lot or the size, type or number of buildings that may be built on a lot.

(b) *Affidavit required.* No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual

property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.

- (c) *Form of notice; method of delivery.* Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.
- (d) *Waiting period; stop work orders.* The building official shall not issue a building permit for construction on a lot subject to a recorded restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

#### **Recommended Action**

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