



## **CITY OF BUNKER HILL VILLAGE**

**THE PLANNING AND ZONING COMMISSION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON TUESDAY, FEBRUARY 24, 2026, 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/81245305946?pwd=qJQmKmhMNRHEtK9FgUvRcP2tapJfxV.1>

**Meeting ID:** 812 4530 5946

**Passcode:** 882949

**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 DECEMBER 2, 2025, MEETING MINUTES
- IV. 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
- V. ADJOURN

I, Gerardo Barrera, City Administrator/ Acting City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on February 18, 2026, by 11:30 a.m.

(SEAL)



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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  
DECEMBER 2, 2025**

**I. CALL TO ORDER**

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:32 a.m. based on a quorum of members present:

Present

*(Zoom audio was not working)*

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  
Josh Pratt, City Council Liaison (via Zoom)

**II. PUBLIC COMMENTS**

There were no public comments.

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

**A motion was made by Commissioner Gillette and seconded by Commissioner Reinbolt to approve the October 28, 2025, meeting minutes.**

**The motion carried 7-0**

**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 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.**

*Chair Going opened the public hearing at 11:38 a.m.*

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.

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.

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

### **Public Comments**

No public comments were received.

*Chair Going closed the public hearing at 11:39 a.m.*

Director Hernandez reiterated that the language provides flexibility to the Zoning Official when making an interpretation. The goal of the ordinance is to maintain the aesthetics of the neighborhood when approving the orientation of the "front" of the home to ensure consistency with surrounding homes whenever possible.

**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 7-0**

**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**

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.

Director Hernandez explained how the City currently notifies area residents of construction. However, this is limited to new construction and additions to existing buildings that extend beyond the footprint of the building prior to the proposed construction. Smaller remodels and drainage projects are not subject to the notification requirement. Notification requirements are discussed during the mandatory pre-development meetings and are intended to inform adjacent and nearby property owners of upcoming development on a lot near them. The notices provide the contractor's name and contact information should surrounding property owners have questions regarding the project. Area property owners may also contact the City to review new development plans

Following discussion and feedback, the Commission directed staff to draft language amending the ordinance to require contractors notify all surrounding properties within at least 200 feet of a proposed development site for both new construction and remodel projects. The proposed language will be presented at a later meeting for further discussion and direction.

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

**VI. ADJOURN**

**Chair Going adjourned the meeting at 12:05 p.m.**

Approved and accepted on February 24, 2026.

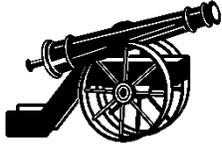
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William Going, Chair

ATTEST:

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Gerardo Barrera, City Administrator/ Acting City Secretary



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

<b>Agenda Date:</b>	February 24, 2026
<b>Agenda Item:</b>	IV
<b>Subject:</b>	Notification Requirement for New Construction
<b>Exhibits:</b>	Proposed Revisions
<b>Presenter(s):</b>	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.

At the December 2, 2025, Commission meeting, Director Hernandez explained the current notification process of how residents are made aware of new construction occurring near them. However, notification is limited to new construction and additions to existing buildings that extend beyond the footprint of the building prior to the proposed construction. Smaller remodels and drainage projects are not subject to the notification requirement. Notification requirements are discussed during the mandatory pre-development meetings and are intended to inform adjacent and nearby property owners of upcoming development on a lot near them. The notices provide the contractor's name and contact information should surrounding property owners have questions regarding the project. Area property owners may also contact the City to review new development plans.

The Commission was in favor of amending the ordinance to require contractors notify surrounding properties within 200 feet of a proposed development site for both new construction and remodel projects.

Staff has drafted proposed revisions that reflect Commission feedback and discussion. These revisions are presented for further review and discussion.

### **Recommended Action**

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

## Current Ordinance

### 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.

## Proposed Revisions

(b) Affidavit.Required.Notice.of.Major.Development. No building permit shall be issued for **major development**, including the construction of a new building or any addition to an existing building that expands the building footprint, unless the permit applicant submits an affidavit certifying that notice of the permit application has been delivered to the owners, as shown on the current tax roll, **of all properties located within two hundred (200) feet of the subject property, regardless of whether such properties are subject to recorded deed restrictions.**

If the subject property is located within a subdivision governed by a duly organized and operational committee or association, notice shall also be provided to an authorized agent or officer of such committee or association and its members; **however, such notice shall not substitute for notice to adjacent or surrounding property owners within the required radius.**

If the permit application does not constitute major development, 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.

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(c).Form.of.Notice.Method.of.Delivery; Any notice required by paragraph (b) shall include a general description of the proposed construction, the street address of the subject property, and applicable lot and block information. Such notice shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, certified or registered, return receipt requested.

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(d) Waiting.Period.Stop.Work.Orders; The building official shall not issue a building permit subject to this section until the expiration of five (5) business days following receipt of an executed affidavit that fully complies with paragraph (b). **Failure to comply shall be grounds for issuance of a stop work order.**