



CITY OF BUNKER HILL VILLAGE

THE PLANNING AND ZONING COMMISSION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON TUESDAY, OCTOBER 27, 2026, AT 11:30 A.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, 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/88165281893?pwd=a3mtZTRmb3F6RuFl7pHhDb4W77fY3j.1>

Meeting ID: 881 6528 1893

Passcode: 118774

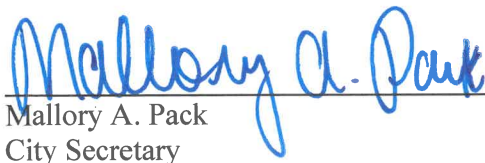
Dial by your location: +1 346 248 7799 US (Houston)

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 MARCH 24, 2026, MEETING MINUTES**
- IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A PLAT FOR 11612 MEMORIAL DRIVE**
- V. ADJOURN**

I, Mallory Pack, City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on October 20, 2026, by 12:00 p.m.

(SEAL)


Mallory A. Pack
City Secretary

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



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

Agenda Date:	October 27, 2026
Agenda Item:	III
Subject:	Meeting Minutes
Exhibits:	March 24, 2026, Meeting Minutes
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

The minutes of the March 24, 2026, meeting are provided for the Commission's review and consideration.

Recommended Action

Staff recommends that the Planning and Zoning Commission approve the minutes of the March 24, 2026, meeting.

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
MARCH 24, 2026**

I. CALL TO ORDER

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:31 a.m. based on a quorum of members present:

Present

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

Staff in Attendance

Gerardo Barrera, City Administrator
Elvin Hernandez, Public Works Director
Mallory Pack, Management Analyst
Phil Boedeker, City Attorney, Olson & Olson

Absent

Dan Blake, Commissioner
Loren Smith, City Attorney
Josh Pratt, City Council Liaison

II. PUBLIC COMMENTS

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE
FEBRUARY 24, 2026, MEETING MINUTES**

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to approve the February 24, 2026, meeting minutes.

The motion carried 6-0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO AMEND 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.

At the December 2, 2025, meeting, 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

The Commission directed staff to draft language amending the ordinance to require contractors to notify all surrounding properties within at least 200 feet of a proposed development site for both new construction and remodel projects.

At the February 24, 2026, meeting, the Commission discussed the definition of "major development," as presented by staff in the redline revisions. Director Hernandez explained that major development includes new construction and construction that adds additional square footage to an existing building (i.e., additions). The Commission directed staff to specify major development to include new construction and construction that adds additional square footage in the final ordinance.

Additionally, staff recommended that when construction occurs within a deed restricted subdivision governed by a Homeowners Association (HOA), notice of construction should be provided to both the HOA and individual property owners to ensure that all adjacent properties within 200 ft. receive consistent notification. The Commission was in favor of the revisions and had no additional feedback.

At the March 24, 2026, meeting, staff presented the final redline ordinance. To ensure the ordinance encompasses all projects that could alter building dimensions, the Commission directed staff to clarify that notification is required for the construction of a new building or any addition to an existing building that expands the square footage and/ or building footprint. The Commission recommended the ordinance be presented to City Council for final consideration and approval.

Staff noted the ordinance would be presented to City Council for consideration and possible action at the April 21, 2026, Council meeting.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to approve the ordinance with the changes discussed by the Commission and recommend approval by the City Council.

The motion carried 6-0

V. ADJOURN

Chair Going adjourned the meeting at 11:40 a.m.

Approved and accepted on October 27, 2026.

William Going
Chair

ATTEST:

Gerardo Barrera
City Administrator/ Acting City Secretary



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

Agenda Date: October 27, 2026
Agenda Item: IV
Subject: Plat for 11612 Memorial Drive
Exhibits: Application
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

In January 2025, City staff met with representatives from Memorial Drive Presbyterian Church (MDPC) to discuss the proposed MDPC Master Plan. During the meeting, MDPC presented conceptual drawings and indicated the project was in the exploratory phase but was anticipated to move forward.

On October 8, 2026, MDPC representatives provided City staff with an update on the project, including a proposal to combine its existing tracts of land into a single plat. During the meeting, City staff recommended platting the property as one Restricted Reserve ‘A’ plat, which designates the property for specific, approved uses, such as church, school, or associated institutional facilities. The proposed plat will not change the existing property footprint.

Under the applicable provisions of the Texas Local Government Code, a replat request does not require a public hearing or notification to surrounding property owners. However, in keeping with the City’s commitment to transparency and keeping residents informed, City staff issued courtesy notices to property owners within 200 feet of the MDPC property to notify them of the request and review process.

The proposed plat is subject to review and approval by the Planning and Zoning Commission, followed by final consideration and approval by the City Council. Staff and the City’s consultant have reviewed the proposed plat and determined that it meets all requirements of the City’s Code of Ordinances.

Recommended Action

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



October 13, 2026

City of Bunker Hill Village
Attn: Gerardo Barrera
11977 Memorial Drive,
Houston, TX 77024

Dear Gerardo,

Memorial Drive Presbyterian Church (MDPC) is seeking to combine our existing properties into one plat. Attached please find our application along with copies of the proposed replat.

MDPC is also the owner of the property.

Please let me know if you have any questions regarding our application or the survey.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Vajdos", is written over a faint, light blue circular watermark.

Marcus Vajdos, COO



CITY OF BUNKER HILL VILLAGE

Plat / General Plan Submittal Application

(Please type or print legibly)

Fees: Planning & Zoning Application - \$1000 (one lot) plus
\$100/lot Specific Use Permit Application - \$1000
Board of Adjustment Application - \$300.00 Each

Submittal Requirements:

Ten (10) packets, each one shall include all of the items listed below:

- ☐ Application
- ☐ Letter stating the applicant's reasons for request, the type of request, and other pertinent information
- ☐ Letter from property owner
- ☐ Metes and bounds of the site and county slide number of plat (if recorded)
- ☐ Scale drawings, on 24" x 36" paper (1@ = 100=), blue line/black line copies of plat, re-plat or amending plat, and a vicinity/key map
- ☐ Final Plat Checklist
- ☐ A pdf of the entire packet submitted to gbarrera@bunkerhilltx.gov

Subdivision / Development Name: Memorial Drive Presbyterian Church

Geographical Location: Memorial Drive, Blalock St, Bylane Subdivision

(List specific address, major streets, bayous, creeks, and adjacent subdivisions)

Survey/Abstract No.: JOHN D. TAYLOR SURVEY, ABSTRACT NO. 72

Submittal Type:

- ☐ Final Plat (Short Form)
- ☐ Amending Plat
- ☐ Preliminary Replat
- ☐ Final Replat
- ☐ Specific Use Permit
- ☐ Specific Use Permit Amendment

Reason for Replat or Amending Plat:

To create 1 reserve from several separate lots

Type of Plat:

- ☐ Single Family Residential
- ☐ Zero Lot Line Patio Homes
- ☐ Planned Area Development District
- ☐ Planned Area Development
- ☒ Amendment to Planned Area Development

Plat Data:Total Acreage: 17.66 AC Typical Lot Size: 17.66 ACNumber Lots: 1 Number of Streets: 0Numbers and Types of Reserves: 1 Total Acres in Reserve: 17.66 AC

Restricted Reserve 'A' – Church, School, and Associated Institutional Facilities

Zoning District: District AApplicant: Memorial Drive Presbyterian ChurchContact Name: Marcus VajdosAddress: 11612 Memorial Drive, Houston, TX 77024Phone: 713-953-2551

Fax: _____

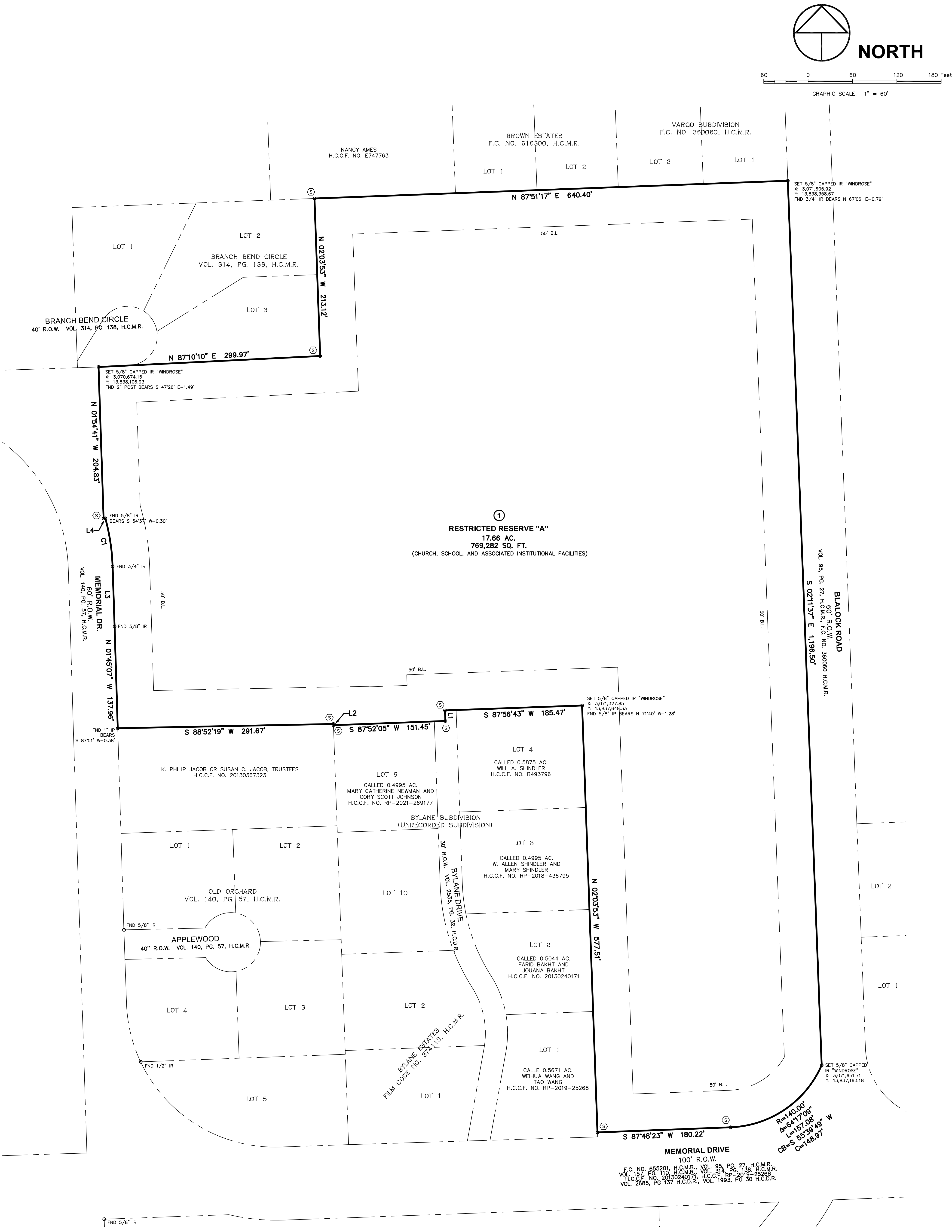
Email: mvajdos@mdpc.orgOwner: Memorial Drive Presbyterian ChurchContact Name: Marcus VajdosAddress: 11612 Memorial Dr, Houston, TX 77024Phone: 713-953-2551 Fax: _____Email: mvajdos@mdpc.orgEngineer or Planner: Windrose Surveying & Land Services, LLCContact Name: JP AndersAddress: jp.anders@windroseservices.comPhone: 346-998-3793 Fax: _____Email: jp.anders@windroseservices.com**Authorization:**

My signature below certifies that I am authorized to submit this application and that the information on the application is COMPLETE, TRUE, and CORRECT.


Applicant's Signature10-13-26
Date

FILE INFO: Z:\59401-Memorial Drive Presbyterian Church\PLAT\20261009-PLAT-MDPC-59401-P138171.dwg JPAnders Oct 09, 2026 1:17pm

FILE INFO: Z:\9401-Memorial Drive Presbyterian Church\PLAT\2026\009-PLAT-MDPC-59401-F138171.dwg @Anders Oct 09, 2026 11:59am



ABBREVIATIONS

- A.E. = AERIAL EASEMENT
- D.E. = DRAINAGE EASEMENT
- ESMT. = EASEMENT
- FND = FOUND
- H.C.C.F. = HARRIS COUNTY CLERK FILE
- H.C.D.R. = HARRIS COUNTY DEED RECORDS
- H.C.M.R. = HARRIS COUNTY MAP RECORDS
- IP = IRON PIPE
- IR = IRON ROD
- NO. = NUMBER
- PG. = PAGE
- R.O.W. = RIGHT-OF-WAY
- AC. = ACRES
- SQ. FT. = SQUARE FEET
- VOL. = VOLUME
- B.L. = BUILDING LINE
- W.L.E. = WATER LINE EASEMENT
- S.S.E. = SANITARY SEWER EASEMENT
- U.E. = UTILITY EASEMENT
- (S) = SET 5/8" CAPPED IR "WINDROSE"

MEMORIAL DRIVE PRESBYTERIAN CHURCH

17.66 AC./ 769,282 SQ. FT. BEING A REPLAT OF
LOTS 1 AND 2, MC NITT SUBDIVISION, VOL. 157, PG. 110, H.C.M.R., LOTS 5-8, BYLANE
SUBDIVISION (UNRECORDED), AND 13.0736 AC. / 569,488 SQ. FT. SITUATED IN THE JOHN
D. TAYLOR SURVEY, ABSTRACT NO. 72, BUNKER HILL VILLAGE, HARRIS COUNTY, TEXAS

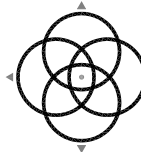
1 BLOCK 1 RESERVE

OCTOBER 2026

REASON FOR REPLAT: TO CREATE ONE (1) RESTRICTED RESERVE

Owner
Memorial Drive Presbyterian Church,
a Texas non-profit corporation
11612 Memorial Drive
Houston, TX 77024
713-782-1710

Surveyor



WINDROSE
LAND SURVEYING | PLATTING

3200 WILCREST, SUITE 325 | HOUSTON, TX 77042 | 713.458.2281
FIRM REGISTRATION NO. 10108800 | WINDROSESERVICES.COM