

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
Tuesday, August 22, 2023, at 11:30 A.M.**

I. CALL TO ORDER

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:32 a.m. based on a quorum of members present:

Present:

Catherine Wile, Chair
Bill Going, Vice-Chair
John Gillette, Commissioner
Billy Murphy, Commissioner
Monica Muschalik, Commissioner
Jack Christiansen, Commissioner
Paul Reinbolt, Commissioner

Also in Attendance:

Gerardo Barrera, City Administrator
Elvin Hernandez, Director of Public Works
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary

II. PUBLIC COMMENTS

Julia Herzog with BGE Inc. signed in, however, did not provide any comments. No other public comments were made.

III. OATH OF OFFICE

Jennifer Namie, Assistant to the City Secretary, administered the Oath of Office to the Planning and Zoning Commissioners.

IV. ELECTION OF CHAIR AND VICE-CHAIR TO SERVE FOR A TWO-YEAR TIME PERIOD

At the May 2023 meeting, the City Council appointed members to the Planning and Zoning Commission. Appointments are a two-year term beginning in July of odd-numbered years.

A motion was made by Commissioner Gillette to appoint Commissioner Wile as Chair. The motion failed for lack of a second.

Commissioner Wile addressed the Commission wishing to step down as chair but remain on the Commission.

A motion was made by Commissioner Reinbolt and seconded by Commissioner Wile to appoint Commissioner Going as Chair and Commissioner Gillette as Vice-Chair.

The motion carried 7 – 0

V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JUNE 6, 2023, MEETING MINUTES

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to approve the minutes for the June 6, 2023 meeting.

The motion carried 7 – 0

VI. CONSIDERATION AND POSSIBLE ACTION TO GRANT A TIME EXTENSION FOR THE PRELIMINARY PLAT AT 11730 WOOD LANE

At the April 2023 meeting, the Commission approved a preliminary plat at 11730 Wood Lane.

Per Section 14-5 of Chapter 4 of the City’s Code of Ordinances, a final plat of an approved preliminary plat or a portion thereof shall be submitted to the commission within six (6) months of the date of approval of the preliminary plat, by the commission, otherwise the preliminary plat approval of the commission shall become null and void, unless an extension of time is applied for and granted by the commission.

The approved preliminary plat will expire October 2023. The property representatives requested a six-month time extension to finalize engineering plans in preparation for the final plat submittal.

Staff recommended the Commission grant a time extension.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to grant a time extension to April 30, 2024 for the preliminary plat at 11730 Wood Lane.

The motion carried 7 – 0

VII. REVIEW, DISCUSSION AND DIRECTION ON AMENDING THE CITY’S ZONING ORDINANCE:

A. AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A”, ZONING, OF ITS CODE OF ORDINANCES BY AMENDING SECTION 2.01, GENERAL, OF ARTICLE II, DEFINITIONS, TO AMEND THE DEFENITION OF PERMEABLE; BY AMENDING SECTION 5.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE V, DISTRICT A REGULATIONS, AND SECTION 6.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE VI, DISTRICT B REGULATIONS, OF APPENDIX A, ZONING, TO ADD THAT SYNTHETIC TURF SHALL BE CONSIDERED A PERMEABLE SURFACE AND SHALL BE PROHIBITED IN THE FRONT YARD; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

At the June 2023 City Council meeting, staff presented a synthetic turf ordinance as recommended by the Planning and Zoning Commission. Council noted concerns with lot coverage limitations and the definition of permeability; the motion to adopt the ordinance failed 3-2. Council directed staff to bring the ordinance back to the Commission and Drainage Committee for additional review, discussion, and recommendations based on the following feedback:

- Define turf installation requirements
- If turf satisfies installation requirements and is fully permeable, turf should be considered landscaping and not counted towards 55% of lot coverage. However, if turf is impermeable, then turf should be included in the 55% lot coverage calculation.

Based on this feedback, the Commission discussed this item in three categories:

1. Optics:

- Synthetic turf cannot be placed in the front yard nor in any portion of the side or backyard that is visible from any private or public road.
- There should be no color restriction of turf in the backyard.
- The City will not replace turf that is placed in a utility easement should the City require access to the easement for maintenance and/or repair.

2. Definition:

- Synthetic turf is currently defined as permeable in the Drainage Criteria Manual.
- Turf should allow drainage exactly as grass does.

3. Installation standards:

- No impermeable material should be installed underneath synthetic turf. Turf placed over an existing impermeable area (i.e. concrete flatwork, patio, sidewalks) will remain as impermeable unless concrete base is removed.

The Commission recommended that staff reach out to builders about turf installation standards. Staff will continue to review guidelines/ ordinances from other jurisdictions to determine synthetic turf best practices.

No action was taken on this item.

- B. AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS AMENDING APPENDIX “A” OF ITS CODE OF ORDINANCES, THE SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY, TO ADD A NEW SECTION 7.17, SCREENING OF GROUND EQUIPMENT, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, TO ADD REGULATIONS REQUIRING SCREENING OF ALL GROUND EQUIPMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

No action was taken on this item.

VIII. UPDATE ON ACTIVITIES

A. Update on Events and Projects – City Administrator Gerardo Barrera reported the following:


- Memorial Drive Presbyterian Specific Use Permit (SUP) application status – The Church will perform a noise study for the proposed pickleball courts and will present the results to the Commission at a later date.

IX. ADJOURN

A motion was made by Commissioner Muschalik and seconded by Commissioner Christiansen to adjourn the meeting at 12:51 p.m.


The motion carried 7 – 0

Approved and accepted on September 26, 2023.



Bill Going, Chair

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary