

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
Tuesday, September 26, 2023, at 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Bill Going called the Planning and Zoning Commission Meeting to order at 11:29 a.m. based on a quorum of members present:

Present

Bill Going, Chair  
John Gillette, Vice-Chair  
Catherine Wile, Commissioner  
Monica Muschalik, Commissioner  
Jack Christiansen, Commissioner

Also in Attendance

Gerardo Barrera, City Administrator  
Elvin Hernandez, Director of Public Works  
Councilmember Keith Brown, Council Liaison  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Mallory Pack, Management Analyst

Absent

Billy Murphy, Commissioner  
Paul Reinbolt, Commissioner

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE AUGUST 22, 2023, MEETING MINUTES**

**A motion was made by Vice-Chair Gillette and seconded by Commissioner Wile to approve the minutes for the August 22, 2023 meeting.**

**The motion carried 5 - 0**

**IV. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAT FOR 11831 STUCKEY LANE**

During the plan review of a new home at 11831 Stuckey Lane, it was discovered that no final plat was ever recorded with Harris County. The property owner's representatives submitted a preliminary plat for the Planning and Zoning Commission and ultimately, the City Council's approval. The property does not qualify for a short term final plat as the property is on a private street and not within an existing public street circulation.

Staff and the City's platting consultant have reviewed the plat and determined that it meets all requirements of the City's Ordinances. Staff recommended that the Planning and Zoning Commission approve the preliminary plat to allow for the submission of a final plat.

City Attorney Loren Smith reported that preliminary plats are no longer required per State legislation effective September 1, 2023. Preliminary plats have been a City standard per ordinance. Staff and the City Attorney will draft an amendment to the ordinance to account for the new requirements in the platting process and bring it to the Commission at a future meeting date.

**A motion was made by Commissioner Muschalik and seconded by Commissioner Wile to approve a preliminary plat for 11831 Stuckey Lane.**

**The motion carried 5 - 0**

**V. REVIEW, DISCUSSION AND ADDITIONAL 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. A 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 45% lot coverage calculation.

At the August 2023 meeting, the Drainage Committee discussed the following:

- Turf is already defined as permeable if installed per City and manufacturer specifications (with a minimum infiltration rate of 10" in. p/hr). Any changes may require an update to the definition in the Drainage Criteria Manual.

Based on this feedback, the Commission focused on three points of interest:

A. Definition

- Synthetic turf is defined as permeable in the Drainage Criteria Manual.
- Lot coverage restrictions (if applicable)

- Drainage calculation of turf versus natural grass

B. Optics

- Restricted in the front yard and side rear yard
- Cannot be visible from public or private street
- No color restrictions in back yard
- Not allowed in designated green space in rear yards. Turf placed in utility easements or over city utilities will not be replaced if removed during needed repair. Restoration will be the responsibility of the property owner.

C. Permeable

- Standard for installation is based on manufacturer specifications
- Restrict impermeable base material
- Ensure proper drainage

Additionally, the Commission discussed requiring a drainage plan in the synthetic turf application to ensure compliance with all City drainage requirements.

The Commission recommended that staff and the City Attorney update the proposed turf ordinance to reflect this feedback.

**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

Staff recommended a general screening requirement for all ground utility equipment, similar to the requirement for generators.

Discussion considered the following:

- Replace “ground equipment” language with “utility equipment”
- Screening requirements should be similar to generator screening requirements
- Set a defined requirement for addition or rebuild.


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

**VI. ADJOURN**

**A motion was made by Vice-Chair Gillette and seconded by Commissioner Muschalik to adjourn the meeting at 12:35 p.m.**

**The motion carried 5 - 0**

Approved and accepted on October 24, 2023.

  
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Bill Going, Chair

**ATTEST:**

  
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Gerardo Barrera, City Administrator/ Acting City Secretary