

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, OCTOBER 24, 2023, AT 11:30 A.M.**

I. CALL TO ORDER

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:35 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
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary
Mallory Pack, Management Analyst

Absent

Billy Murphy, Commissioner
Paul Reinbolt, Commissioner
Councilmember Keith Brown, Council Liaison

II. PUBLIC COMMENTS

This item was taken out of order.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE SEPTEMBER 26, 2023, MEETING MINUTES

A motion was made by Vice-Chair Gillette and seconded by Commissioner Wile to approve the minutes for the September 26, 2023 meeting.

The motion carried 5 - 0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 11831 STUCKEY LANE

A preliminary plat for this property was presented to the Commission at the September 2023 meeting. The Commission recommended that the platting process move forward to the submission of a final plat.

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 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 recommended the Planning and Zoning Commission recommend approval of the final plat to the City Council.

A motion was made by Commissioner Muschalik and seconded by Vice-Chair Gillette to approve a final plat for 11831 Stuckey Lane.

The motion carried 5 - 0

V. REVIEW, DISCUSSION AND DIRECTION ON AN APPLICATION FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE TO INSTALL NEW PICKLE BALL COURTS WITH COVERED STRUCTURE AND SITE AMENITIES

Memorial Drive Presbyterian Church (MDPC), located at 11612 Memorial Drive, operates under a specific use permit (SUP). The SUP outlines a detailed site plan and specific conditions.

At the April 2023 Meeting, MDPC presented an application for an amendment to the SUP for Commission review, discussion, and direction for the following:

1. Replacement of existing signs (3 total)
2. New pickleball courts (2 total) with covered structure and site amenities

The Commission discussed the items presented and provided directions including separating the two requests. In discussions with the Commission and staff, MDPC representatives expressed that the pickleball courts were the highest priority and will pursue replacing the existing signage at a later time.

As a result, the application and ordinance reflects the pickle ball courts, structure and amenities only.

A public hearing on the proposed pickleball courts was held at the June 2023 meeting. No action was taken. The applicants were instructed to complete a formal sound study and present the results.

The architect and MDPC presented the results of the sound study and an updated site plan.

Commissioner Muschalik asked whether the sound study was completed with or without the sound barrier. MDPC representatives stated that they tested without the sound barrier. Additionally, Commissioner Muschalik inquired about whether ricochet was taken into effect and if the study was completed at the original court location. MDPC stated that the modeling equipment will take these factors into account to determine the final report.

The Commission directed MDPC to submit a full report that includes the sound study for the November meeting and public hearing.

Public Comment

Mary Catherine Newman, 225 Bylane, asked if whether the sound study is sufficient and is concerned about the noise from the court and proposed hours of operation.

No action was taken on this item and will be placed on next agenda as a public hearing for possible action.

VI. 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 a 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

After discussions with the City’s Drainage Engineer, the following “tiered” approach was presented for discussion:

Tier 1 – No additional requirements needed for an area covering 1,000 square feet (s.f.).

- The City currently allows up to 200 s.f. of impervious surface without any detention requirements. Using the 0.75 acre feet/ac detention rate, this calculates 150 cubic feet of “free” detention. Using this calculation for turf, the calculated volume that would be provided on a standard 4” base (rock+gravel layers) x 40% void ratio, this calculates to approximately 133.33 cubic feet for an area of 1,000 s.f.

Tier 2 – Over 1,000 s.f up to 55% lot coverage

- Same requirement that currently exists.

Tier 3 – Over 1,000 s.f. and over 55% lot coverage

- This would require a design of a drainage system draining into an on-site detention system. For coverage over 55% lot coverage detention must be calculated at 0.75 ac-ft/ac. Volume will be included in the rock and gravel layers therefore the designer must provide specifications of volume calculations. If the volume under the base layer is insufficient, additional detention must be provided.

The Commission suggested changing the 1,000 s.f. calculation to a percentage to more accurately account for variations in lot sizes.

The Commission was not in favor of the tiered approach and recommended the manufacturer and city standard for installation should remain a requirement. The goal is to simplify the installation versus complex engineering.

The Commission directed staff to continue discussion with the Drainage Committee on alternatives and update the proposed turf ordinance to reflect this feedback for future meeting.

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 existing screening requirement for generators.

The Commission discussed the following:

- Replace “ground equipment” language with “utility equipment”
- Set a defined requirement for addition or remodel projects
- An electrical panel that is moved less than three feet from current location does not have to be screened

The purpose of this item was for the Commission to review and discuss the proposed amendment and give staff direction prior to beginning the actual amendment process, which includes notifications and public hearings.

No action was taken on this item and will be placed on next agenda as a public hearing for possible action.

VII. ADJOURN

A motion was made by Vice-Chair Gillette and seconded by Commissioner Christiansen to adjourn the meeting at 1:02 p.m.

The motion carried 5 - 0

Approved and accepted on November 28, 2023.



William Going, Chair

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary