

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, APRIL 23, 2024**

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

Bill Going, Chair
John Gillette, Vice-Chair
Jack Christiansen, Commissioner
Billy Murphy, Commissioner (arrived at 11:41 a.m.)
Monica Muschalik, Commissioner
Catherine Wile, Commissioner

Staff in Attendance

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

Absent

Paul Reinbolt, Commissioner

II. PUBLIC COMMENTS

Douglas Conklin, 11611 Blalock Ln, asked about the lighting plans for the proposed signs at Memorial Drive Presbyterian Church.

While the Board cannot answer questions during the Public Comment period, Mr. Conklin was advised to stay to hear the presentation in which his question would likely be answered.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 26, 2024, MEETING MINUTES

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to approve the March 26, 2024, meeting minutes.

The motion carried 5 - 0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 421 BLALOCK ROAD

The City received a plat application for the subdividing of a single lot for the development of two single-family residential lots at 421 Blalock Road. No final plat has been recorded with Harris County.

At the October 2023 Zoning Board of Adjustment meeting, the Board granted a variance to the property owner on the condition that any home or homes constructed on the property face and obtain street access from Blalock Road.

Representatives of the property owner submitted the plat for approval by the Planning and Zoning Commission and ultimately, City Council. After variance approval, the final plat has satisfied all requirements of the City's ordinances.

The Commission requested a condition be added before approving the plat to ensure the final plat document includes the correct language referencing "Article V (5)" of Appendix A of the City's Zoning Ordinance.

A motion was made by Commissioner Murphy and seconded by Commissioner Wile to recommend approval of a final plat for 421 Blalock to the City Council on the condition that the language on the plat be revised to "Article V (5) of Appendix A of the City's Zoning Ordinance."

The motion carried 5 - 1

V. PRESENTATION, PUBLIC HEARING, AND CONSIDERATION AND POSSIBLE ACTION ON AN APPLICATION FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE

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 APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH TO ALLOW REPLACEMENT SIGNS, PROVIDE FOR HOURS OF OPERATION, BRIGHTNESS STANDARDS AND OTHER RELATED MATTERS; PROVIDING FOR REPEAL; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY

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 on MDPC property.

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

The City received a plat application for the subdividing of a single lot for the development of two single-family residential lots at 421 Blalock Road. No final plat has been recorded with Harris County.

At the October 2023 Zoning Board of Adjustment meeting, the Board granted a variance to the property owner on the condition that any home or homes constructed on the property face and obtain street access from Blalock Road.

Representatives of the property owner submitted the plat for approval by the Planning and Zoning Commission and ultimately, City Council. The final plat has satisfied all requirements of the City's ordinances.

The Commission requested a condition be added before approving the plat to ensure the final plat document includes the correct language referencing "Article V (5)" of Appendix A of the City's Zoning Ordinance.

A motion was made by Commissioner Murphy and seconded by Commissioner Wile to recommend approval of a final plat for 421 Blalock to the City Council on the condition that the language on the plat be revised to "Article V (5) of Appendix A of the City's Zoning Ordinance."

The motion carried 5 - 1

V. PRESENTATION, PUBLIC HEARING, AND CONSIDERATION AND POSSIBLE ACTION ON AN APPLICATION FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE

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At the April 2023 Planning and Zoning Commission 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 and recommended separating the two requests. In discussions with the Commission and staff, MDPC representatives expressed that the pickleball courts were the highest priority and would pursue replacing the signage at a later time.

At the November 2023 meeting, the Commission held a public hearing on the proposed pickleball courts and voted 6-1 to recommend approval to the City Council of amending the SUP for MDPC to install new pickleball courts with a covered structure and site amenities as presented. Council voted 3-1 to formally approve the amendment at the February 2024 meeting.

At the February 2024 Commission meeting, MDPC presented the second request to replace existing signs with electronic signs in three (3) locations along Memorial Dr. and Blalock Rd. The presentation illustrated the proposed electronic signage, including LED screen sizes, locations, and height. Commission discussion included the following:

- The number of lumens permitted for electronic signs
- Permissible hours for sign illumination
- Frequency of/ timing intervals for changing the displayed message on the screen

The City has granted SUPs in the past for electronic signs at Frostwood Elementary School, Bunker Hill Elementary School, and Memorial Drive Lutheran Church. The SUPs incorporate conditions related to color and hours of operation that the sign can be illuminated.

The Commission directed the applicants to complete a formal light study prior to any final decision. No action was taken.

MDPC presented the results of the light study and an updated site plan during the March 2024 meeting. MDPC stated that the intent is to avoid flashing and or/ scrolling text to ensure that the entire message can be displayed at once.

The Commission directed staff and the City Attorney to draft a proposed ordinance with the following provisions to hold a formal public hearing at the April 2024 meeting:

- The LED screens not be illuminated between the hours of 10:00 p.m. and 6:00 a.m.
- The LED screens be standardized to 0.3 ambient light
- The screen size may not exceed 50 square feet

Chair Going opened the Public Hearing at 12:05 p.m.

RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE FOLLOWING:

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The following people spoke at the Public Hearing:

There were no public comments.

Chair Going closed the Public Hearing at 12:05 p.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

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A motion was made by Commissioner Gillette and seconded by Commissioner Christiansen to open discussion regarding an amendment to the Specific Use Permit.

City Council Liaison Keith Brown commented that City Council might have concerns regarding the hours the screens can be illuminated when the proposed ordinance is presented for formal action at the City Council meeting.

A motion was made by Commissioner Wile and seconded by Commissioner Murphy to recommend approval of amending the Specific Use Permit for Memorial Drive Presbyterian Church to install electronic signage to the City Council.

The motion carried 6 - 0

VI. ADJOURN

A motion was made by Commissioner Gillette and seconded by Commissioner Muschalik to adjourn the meeting at 12:17 p.m.

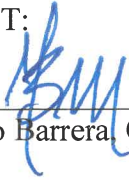
The motion carried 6 – 0

Approved and accepted on May 28, 2024.



William Going, Chair

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary