

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
AUGUST 26, 2025**

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
Dan Blake, Commissioner
Hunter Cameron, Commissioner
Megan Parker, Commissioner
Paul Reinbolt, Commissioner
Catherine Wile, Commissioner

Staff in Attendance

Gerardo Barrera, City Administrator
Elvin Hernandez, Public Works Director
Loren Smith, City Attorney
Mallory Pack, Management Analyst
Josh Pratt, City Council Liaison (via Zoom)

II. OATH OF OFFICE

Following the election of Mayor held in May of each odd-numbered year, City Council formally appoints members to the City's Board and Commissions. At the June 17, 2025, meeting, City Council appointed the following members to the Planning and Zoning Commission for a two-year term (2025-2027):

Planning & Zoning Commission 2025-2027 7 Members	
Appointed Members	
Dan Blake*	
Hunter Cameron*	
John Gillette	
Bill Going	
Megan Parker* (appointed August 19, 2025)	
Paul Reinbolt	
Catherine Wile	
City Council Liaison	
Josh Pratt*	

**First term*

City Attorney Smith administered the Statement of Officer and Oath of Office to members of the Planning and Zoning Commission.

No action was required for this item.

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

Chapter 2, Section 2-117 of the City’s Code of Ordinances requires the Planning and Zoning Commission to elect a chair and vice-chair to conduct the business of the commission.

At the June 17, 2025, meeting, City Council appointed the following members to the Planning and Zoning Commission for a two-year term (2025-2027):

Planning & Zoning Commission 2025-2027 7 Members	
Appointed Members	
Dan Blake	
Hunter Cameron	
John Gillette (current Vice-Chair)	
Bill Going (current Chair)	
Megan Parker (appointed August 19, 2025)	
Paul Reinbolt	
Catherine Wile	

Commissioner Going and Commissioner Gillette both stated their interest in continuing to serve as Chair and Vice-Chair, respectively.

A motion was made by Commissioner Wile and seconded by Commissioner Reinbolt to elect Bill Going as Chair of the Planning and Zoning Commission for a two-year period.

The motion carried 7-0

A motion was made by Commissioner Wile and seconded by Commissioner Cameron to elect John Gillette as Vice-Chair of the Planning and Zoning Commission for a two-year period.

The motion carried 7-0

IV. ORIENTATION – ROLES AND RESPONSIBILITIES OF THE PLANNING AND ZONING COMMISSION

City Attorney Smith presented new and returning members with a comprehensive review of the functions, rules, and procedures of the Planning and Zoning Commission.

No action was required for this item.

V. PUBLIC COMMENTS

There were no public comments.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 24, 2025, MEETING MINUTES

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to approve the March 24, 2025, meeting minutes.

The motion carried 7-0

VII. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 46 CAROLANE TRAIL

This item was taken out of order and presented after item III.

During the plan review of a new home at 46 Carolane Trail, it was discovered that no final plat had been recorded with Harris County. Representatives of the property owner have submitted the plat for approval by the Planning and Zoning Commission and ultimately, City Council.

Staff and the City's consultant have reviewed the plat and found that it meets all requirements of the City's Code of Ordinances.

A motion was made by Commissioner Gillette and seconded by Commissioner Wile to recommend approval of a final plat for 46 Carolane Trail to City Council.

The motion carried 7-0

VIII. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING APPENDIX A, ARTICLE II, DEFINITIONS OF A CORNER LOT OF THE CITY'S CODE OF ORDINANCES

In response to feedback received from residents and recent events within the City, staff is reviewing the definition of a "corner lot" as defined in Appendix A, Article II Definitions (Corner Lot) of the City's Code of Ordinances.

The ordinance reads:

Lot. A parcel of land occupied or intended for occupancy by a use permitted by this ordinance and being of sufficient size to meet the minimum applicable requirements for use, coverage, area, width, depth, and parking and to provide such yards and other open spaces as are required herein. A lot shall have the minimum required frontage on a public street or on an existing private street.

Lot measurements:

1. *Lot area.* The net area of the lot, expressed in square feet. Lot area shall not include any portion of a public street or alley.
2. *Lot depth.* The distance measured from the mid-point of the front lot line to the midpoint of the rear lot line or, in the event of a radial lot, the lot depth shall be measured taking the average of the side lot lines and maximum radial depth.
3. *Lot width.* The average horizontal distance between the side lot lines.

Lot types:

1. **Corner lot. A lot abutting two (2) or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has the least dimension, unless otherwise specified by the zoning official.**
2. *Interior lot.* A lot other than a corner lot with only one street frontage and which does not have a side lot line or lines which abut a street.
3. *Double frontage lot.* A lot other than a corner lot which abuts more than one street.

At the June 17, 2025, City Council meeting, Mayor Brown reported meeting with residents regarding a new home build on the corner lot at the intersection of Blalock Rd. and Blalock Ln. The previous home on the lot faced Blalock Ln., while the new home has been constructed to face Blalock Rd. to maximize square footage. Additionally, the garage is now accessed from Blalock Ln.

Council recommended reviewing the ordinance and its application to new residential construction on corner lots. It was also recommended that current regulations regarding the allowable proximity of garages to the roadway be reviewed.

Council directed this item to the Planning and Zoning Commission for further review and discussion of potential amendments to Appendix A, Article II Definitions (Corner Lot), of the City's Code of Ordinances.

At the August 26, 2025, meeting, staff recommended the Commission review the ordinance and provide feedback and direction regarding potential amendments to the City's Zoning Ordinance regarding corner lots. Staff also presented redlined proposed revisions to facilitate discussion.

The Commission inquired about the purpose and significance of this matter. Staff explained that City Council directed this item to the Planning and Zoning Commission for review and potential amendments. Additionally, this item also involves considerations of property safety, aesthetics, and lot setbacks. The Commission also discussed the importance of establishing clear language to ensure ordinances are interpreted consistently by both current and future city administrations.

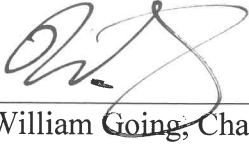
The Commission was in favor of combining the original ordinance with elements of option #2 presented by staff and directed staff to present a revised version reflecting both approaches for further discussion at a future meeting.

No action was taken on this item.

IX. ADJOURN

Chair Going adjourned the meeting at 1:01 p.m.

Approved and accepted on October 28, 2025.



William Going, Chair

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary