

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
FEBRUARY 24, 2026**

I. CALL TO ORDER

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:30 a.m. based on a quorum of members present:

Present

Bill Going, Chair
John Gillette, Vice-Chair
Dan Blake, Commissioner
Megan Parker, Commissioner
Paul Reinbolt, Commissioner
Catherine Wile, Commissioner (arrived at 11:32 a.m.)

Staff in Attendance

Gerardo Barrera, City Administrator
Elvin Hernandez, Public Works Director
Loren Smith, City Attorney
Mallory Pack, Management Analyst

Absent

Hunter Cameron, Commissioner
Josh Pratt, City Council Liaison

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE DECEMBER 2, 2025, MEETING MINUTES

A motion was made by Commissioner Gillette and seconded by Commissioner Blake to approve the December 2, 2025, meeting minutes.

The motion carried 5-0

IV. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING CHAPTER 4, SECTION 4-10 OF THE CITY'S CODE OF ORDINANCES REGARDING NOTIFICATION REQUIREMENTS FOR THE CONSTRUCTION OF A NEW BUILDING OR AN ADDITION

At the October 28, 2025, Planning and Zoning Commission meeting, a public comment was received regarding how residents are notified when new home construction is planned on their street. In response, the Commission recommended reviewing the process and requirements for issuing notices to adjacent property owners when construction of a new home or addition is proposed.

Chapter 4, Sec. 4-10 of the City’s Code of Ordinances outlines the notification process:

Sec. 4-10. Notification of permit applications; process.

(a) *Definitions.* For the purposes of this section, the following words or terms shall have the meanings ascribed thereto, unless the context clearly indicates otherwise:

Recorded restriction shall mean a restriction that is contained or incorporated by reference in any properly recorded plan, plat, replat or other instrument affecting a subdivision.

Restriction shall mean a limitation that:

- (1) Affects the use to which real property may be put;
- (2) Fixes the distance that a building must be set back from property lines, street lines, or lot lines; or
- (3) Affects the size of a lot or the size, type or number of buildings that may be built on a lot.

(b) *Affidavit required.* No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.

(c) *Form of notice; method of delivery.* Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

(d) *Waiting period; stop work orders.* The building official shall not issue a building permit for construction on a lot subject to a recorded restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

At the December 2, 2025, meeting, Director Hernandez explained how the City currently notifies area residents of construction. However, this is limited to new construction and additions to existing buildings that extend beyond the footprint of the building prior to the proposed construction. Smaller remodels and drainage projects are not subject to the notification requirement. Notification requirements are discussed during the mandatory pre-development meetings and are intended to inform adjacent and nearby property owners of upcoming development on a lot near them. The notices provide the contractor’s name and contact information, should surrounding property owners have questions regarding the project. Area property owners may also contact the City to review new development plans

The Commission directed staff to draft language amending the ordinance to require contractors to notify all surrounding properties within at least 200 feet of a proposed development site for both new construction and remodel projects.

At the February 24, 2026, meeting, the Commission discussed the definition of “major development,” as presented by staff in the redline revisions. Director Hernandez explained that major development includes new construction and construction that adds additional square footage to an existing building (i.e., additions). The Commission directed staff to specify major development to include new construction and construction that adds additional square footage in the final ordinance.

Additionally, staff recommended that when construction occurs within a deed restricted subdivision governed by a Homeowners Association (HOA), notice of construction should be provided to both the HOA and individual property owners to ensure that all adjacent properties within 200 ft. receive consistent notification. The Commission was in favor of the revisions and had no additional feedback.

This item will be presented at the March meeting for formal approval and recommendation to the City Council.

No action was taken on this item.

V. ADJOURN

Chair Going adjourned the meeting at 11:52 a.m.

Approved and accepted on March 24, 2026.



William Going, Chair

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary