

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
Tuesday, April 25, 2023, at 11:30 A.M.**

I. CALL TO ORDER

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:31 a.m. based on a quorum of members present:

Present:

Catherine Wile, Chairman
Bill Going, Vice-Chairman
John Gillette, Commissioner
Monica Muschalik, Commissioner
Jack Christiansen, Commissioner
Paul Reinbolt, Commissioner *via Zoom*

Also in Attendance:

Karen Glynn, Acting City Secretary/Community Development
Gerardo Barrera, City Administrator
Loren Smith, City Attorney
Mallory Pack, Assistant to the City Administrator
Keith Brown, City Councilmember & Liaison to the Commission

Absent:

Billy Murphy, Commissioner
Jennifer Namie, Assistant to the City Secretary

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAT FOR THE ACKERLEY RESIDENCE AT 11730 WOOD LANE – *Karen Glynn, Acting City Secretary/ Community Development*

During the plan review of a new home at 11730 Wood Lane, it was found 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 not within an existing public street circulation. The northern section of Wood Lane adjacent to the lot is considered a private street.

The plat meets all the requirements of the City's Ordinances. Staff recommended that the Commission approve the preliminary plat to allow for the submission of a final plat for future consideration and action.

A motion was made by Commissioner Gillette and seconded by Commissioner Muschalik to approve a preliminary plat for the Ackerley residence at 11730 Wood Lane.

The motion carried 6 – 0

IV. 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 REPLACEMENT SIGNAGE (3) AND NEW PICKLE BALL COURTS (2) WITH COVERED STRUCTURE AND SITE AMENITIES – Karen Glynn, Acting City Secretary/ Community Development and Representatives for Memorial Drive Presbyterian Church

The Memorial Drive Presbyterian Church (MDPC) is located at 11612 Memorial Drive and operates under a Specific Use Permit (SUP). The SUP outlines a detailed site plan and specific conditions.

MDPC representatives submitted an application for an amendment to the existing SUP for the following:

1. Replacement of Existing Signs (3)
2. New Pickleball Courts (2 total) with Covered Structure and Site Amenities

Michelle Carter presented the proposed signage and design of the pickleball courts. The purpose of replacing the signage is to modernize signage to include digital display and increase visibility. Karen Glynn provided a summary of other facilities within the City that have digital signage and the corresponding SUP guidelines.

The Commission discussed the items presented and provided directions including separating the two requests. MDPC representatives expressed that the construction of the pickleball courts is of highest priority. Comments from the Commission included potential light pollution due to the proposed lighting. MDPC will submit a full SUP application outlining the Pickle Ball Courts and Amenities and will include details for light fixtures, placement, as well as court site plans and parking.

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.

V. REVIEW, DISCUSSION AND DIRECTION ON RECOMMENDATIONS TO AMEND THE CODE OF ORDINANCES:

A. Use, Installation, and Coverage Effects of Synthetic Turf

The City has received various requests regarding the installation and use of synthetic turf. Staff met with the Drainage Committee to review the use of synthetic turf and how it would work in conjunction with the City’s Code of Ordinances regarding lot coverage and drainage. The Drainage Committee recommended that synthetic turf not be considered “grass,” but rather “permeable” if installed properly. The City does limit the amount of coverage to 55% of the lot which includes both impervious and pervious coverage.

Comments from the Commission included the environmental impacts of synthetic turf, consideration of turf color and quality, and limitations regarding installation in the front or back yard.

B. Use and Installation of Solar Panels and Equipment

The City has received various inquiries regarding the regulation of solar panels. Per state law, the City cannot restrict solar panels, but may be able to regulate. The City follows standards as set forth by the 2020 National Electrical Code and CenterPoint Energy.

Items for consideration included:

- Restricting solar panel placement on the front roof of a house
- Visibility of equipment associated with solar panel installation and operations

The Commission discussed a screening requirement for solar panel equipment. It was recommended that a screening requirement for all ground equipment, as is required for the installation and operation of generators, be included.

C. Requirement for Utility Service Lines to be Underground

Section 4-7 of the City's Development Code reads:

Underground utilities.

All utility service lines for electricity, telephone, gas, cable television and any other such service for individual lots shall be underground unless federal or state law or regulations require otherwise.

At the April 2023 Meeting, the City Council heard an appeal from a resident that he not be required to make his electrical service line underground as the work being completed was repairing the panel and not a new service. The City Council voted 4-1 to approve the appeal.

The City Council directed this item to the Planning & Zoning Commission for review and discussion of a potential amendment to the ordinance for these specific situations.

Comments from the Commission included the replacement of electrical panels without the requirement for underground service lines if the service line is already in place and no change to the service line will occur. In addition, the service line must be underground should a property request an electrical permit for remodel or maintenance improvements within 24 months.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE FEBRUARY 21, 2023 MEETING

A motion was made by Commissioner Gillette and seconded by Commissioner Going to approve the minutes for the February 21, 2023 meeting.

The motion carried 6 – 0

VII. UPDATE ON ACTIVITIES - *Karen Glynn, Acting City Secretary/ Community Development*

A. Update on Events and Projects - Karen Glynn reported that there are many projects throughout the City:

- Construction of the Public Works and Disaster Operations Building is underway.
- Water Well No. 5 Ribbon Cutting – *Friday, May 12, 2023* – The event will celebrate the completion of several Capital Improvement Projects, including Water Well No. 5 and the underground detention at Bunker Hill Elementary School.
- Retirement Reception for Karen Glynn, City Administrator – *Tuesday, May 23, 2023* – The event will recognize Karen Glynn for her ten years of committed service to the City.
- Karen Glynn will coordinate with Commission members to schedule the next meeting date, which will be needed to hold a public hearing and take possible action on the MDPC SUP application request.

VIII. ADJOURN

A motion was made by Commissioner Gillette and seconded by Commissioner Muschalik to adjourn the meeting at 1:34 p.m.

The motion carried 6 – 0

Approved and accepted on June 6, 2023.

Bill Going, Vice-Chairman
Planning and Zoning Commission

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary