

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, JUNE 26, 2018 AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:34 a.m. based on a quorum of members present:

Present:

Catherine Wile, Vice Chair  
Jack Christiansen  
Bill Going  
John Gillette  
Monica Muschalik

Absent:

William Purifoy, Chairman  
Jean Krivan

Also in Attendance:

Councilmember Robert Lord, P&Z Liaison – *Absent*  
Councilmember Susan Schwartz served as Liaison  
Loren Smith, City Attorney  
Steve Smith, Dir of Public Works/Bldg Official  
Karen Glynn, City Administrator

**II. OATH OF OFFICE**

Loren Smith, City Attorney administered the annual Oath of Office to the following members:

- Jack Christiansen
- John Gillette
- Bill Going
- Monica Muschalik
- Catherine Wile

**III. ELECTION OF CHAIRMAN AND VICE CHAIRMAN TO SERVE FOR A ONE YEAR TIME PERIOD**

Vice Chair, Catherine Wile asked if anyone would be interested in serving as Chairman or Vice Chairman for the next one year term. John Gillette noted that he felt the current Chairman and Vice Chairman were doing a good job and made the motion to elect Bill Purifoy as Chairman and Catherine Wile as Vice Chairman for another one year term. Bill Going seconded the motion.

The motion carried 5-0.

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF THE NOVEMBER 9, 2017 MINUTES**

Karen Glynn stated that she corrected the spelling for Eddy V's as requested by Mr. Purifoy. In addition, Jean Krivan had sent an email indicating a typo on Section VI, paragraph 5.

A motion was made by John Gillette to approve the minutes for November 17, 2017 as corrected. The motion was seconded by Jack Christiansen. The motion carried 5-0.

**V. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A SHORT FORM FINAL PLAT FOR THE FOLLOWING PROPERTIES:**

Steve Smith presented the Short Form Plats. Mr. Smith explained that as construction plans are considered for new homes, there is a requirement for documentation of the property. The following three lots are in the development process but have not been platted by records of Harris County. The owners have submitted final plats for documentation to be filed with Harris County. These plats are considered as short form final plats under the City's Subdivision Ordinance whereby the plat can be considered without a preliminary plat since it is only one lot and does not include or alter any public right of way or includes any zoning changes.

Staff and our Consultant have reviewed the plats and after revisions, find the plats meet all requirements of the City's Ordinances.

The Commission discussed each plat separately:

**A. 38 Carolane Trail**

A motion was made by Catherine Wile and seconded by John Gillette to approve the Short Form Final Plat for the property as submitted. The motion carried 5-0.

**B. 721 Ourlane Circle**

Further discussion on this plat included the need to include the building set back lines as included in the deed restrictions. City Attorney, Loren Smith stated that the building set back lines should be removed as the City cannot enforce private deed restrictions and setbacks could change over time.

A motion was made by Monica Muschalik to approve the final plat after removing all set back lines. The motion was seconded by John Gillette. The motion carried 5-0.

**C. 822 Ourlane Circle**

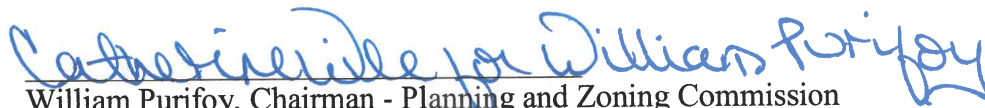
Setbacks were also included on this plat. It was reiterated that the setback lines be removed.

A motion was made by John Gillette to approve the final plat after removing all set back lines. The motion was seconded by Bill Going. The motion carried 5-0.

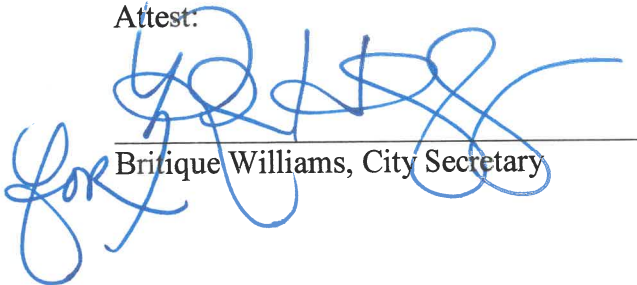
**VI. ADJOURN**

A motion to adjourn was made by John Gillette and seconded by Jack Christiansen.  
The meeting closed at 12:10 p.m.

Approved and accepted on March 7, 2019.

  
William Purifoy, Chairman - Planning and Zoning Commission

Attest:

  
Britique Williams, City Secretary