

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, FEBRUARY 27, 2024**

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
Jack Christiansen, Commissioner
Paul Reinbolt, Commissioner
Catherine Wile, Commissioner
Billy Murphy, Commissioner *via Zoom*

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

Monica Muschalik, Commissioner

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE JANUARY 23, 2024, MEETING MINUTES

A motion was made by Vice-Chair Gillette and seconded by Commissioner Wile to approve the January 23, 2024 meeting minutes.

The motion carried 5-0

Commissioner Murphy did not vote.

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 9 VALLEY FORGE

At the January 2024 meeting, the Planning and Zoning Commission voted to recommend to City Council to amend the subdivision ordinance by removing the preliminary plat process as a result of legislature that imposed time requirements on plat approval. In February 2024,

City Council voted to approve Ordinance No. 24-621, formally amending Chapter 14 of the Code of Ordinances to remove the preliminary plat process.

During the plan review of a new home at 9 Valley Forge, it was found that no final plat had been recorded with Harris County. The property does not qualify for a short-term final plat as the property is on a private street and not within an existing public street circulation. The property owner's representatives submitted the plat for the Planning and Zoning Commission and ultimately, the City Council's approval.

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

A motion was made by Vice-Chair Gillette and seconded by Commissioner Christiansen to recommend approval of a final plat for 9 Valley Forge.

The motion carried 5-0

Commissioner Murphy did not vote.

V. 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

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:

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. At the February 2024 City Council meeting, Council voted 3-1 to approve the amendment.

MDPC is now revisiting the signage request which involves replacing existing signs at three (3) locations along Memorial Dr. and Blalock Rd. The proposed signs are electronic.

The City has approved 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 so that the sign can be illuminated.

Katherine Tees, the architect for the project, presented the proposed electronic signage, including screen locations, size, and sign height, for Commission direction and feedback.

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

To ensure consistency, the Commission directed staff to review the SUP conditions for electronic signs previously approved at Frostwood Elementary School, Bunker Hill Elementary School, and Memorial Drive Lutheran Church. Additionally, the Commission recommended that MVPD review the lumens of the signs, as well as the proposed placement for traffic safety and sight visibility considerations. MDPC stated they also would investigate the process that was followed in Spring Valley Village for a similar request that was approved.

Council Liaison/ Councilmember Brown made a statement that City Council would unlikely approve animations on the screens, and also would request an assessment from MVPD. City Administrator Barrera addressed the Commission that they could also instruct MDPC to commission a traffic study by a licensed traffic engineer to certify that the signs would not impede and/or cause sight visibility and traffic issues.

No action was taken on this item.

VI. REVIEW, DISCUSSION, AND DIRECTION ON AMENDING THE CITY'S ZONING ORDINANCE

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX "A", ZONING, OF ITS CODE OF ORDINANCES BY AMENDING SECTION 2.01, GENERAL, OF ARTICLE II, DEFINITIONS, TO AMEND THE DEFINITION OF PERMEABLE; BY AMENDING SECTION 5.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE V, DISTRICT A REGULATIONS, AND SECTION 6.04, AREA REGULATIONS, SIZE OF LOT, OF ARTICLE VI, DISTRICT B REGULATIONS, OF APPENDIX A, ZONING, TO ADD THAT SYNTHETIC TURF SHALL BE CONSIDERED A PERMEABLE SURFACE AND SHALL BE PROHIBITED IN THE FRONT YARD; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY WITH EACH DAY CONSTITUTING A NEW VIOLATION

At the June 2023 City Council meeting, staff presented a synthetic turf ordinance as recommended by the Planning and Zoning Commission. Council noted concerns with lot coverage limitations and the definition of permeability; the motion to adopt the ordinance failed 3-2. Council directed staff to bring the ordinance back to the Commission and Drainage Committee for additional review, discussion, and recommendations based on the following feedback:

- Define turf installation requirements

- If turf satisfies installation requirements and is fully permeable, turf should be considered landscaping and not counted towards 55% of lot coverage. However, if turf is impermeable, then turf should be included in the 45% lot coverage calculation.

At the August 2023 meeting, the Drainage Committee discussed the following:

- Turf is already defined as permeable if installed per City and manufacturer specifications (with a minimum infiltration rate of 10”in. p/hr). Any changes may need to update the definition in the Drainage Criteria Manual.

Based on the feedback from the August meeting, the Commission focused on three points of interest:

1. Definition

- Synthetic turf is defined as permeable in the Drainage Criteria Manual.
- Lot coverage restrictions (if applicable)
- Drainage calculation of turf versus natural grass

2. Optics

- Restricted in the front yard and side rear yard
- Cannot be visible from public or private street
- No color restrictions in back yard
- Not allowed in designated green space in rear yards. Turf placed in utility easements or over city utilities will not be replaced if removed during needed repair. Restoration will be the responsibility of the property owner.

3. Permeable

- Standard for installation is based on manufacturer specifications
- Restrict impermeable base material
- Ensure proper drainage

After discussions with the City’s Drainage Engineer, staff presented the following “tiered” approach at the October 2023 meeting:

Tier 1 – No additional requirements needed for an area covering 1,000 square feet (s.f.).

- The City currently allows up to 200 s.f. of impervious surface without any detention requirements. Using the 0.75 acre feet/ac detention rate, this calculates 150 cubic feet of “free” detention. Using this calculation for turf, the calculated volume that would be provided on a standard 4” base (rock+gravel layers) x 40% void ratio, this calculates to approximately 133.33 cubic feet for an area of 1,000 s.f.

Tier 2 – Over 1,000 s.f. up to 55% lot coverage

- Same requirement that currently exists.

Tier 3 – Over 1,000 s.f. and over 55% lot coverage

- This would require the design of a drainage system draining into an on-site detention system. For coverage over 55% lot coverage detention must be calculated at 0.75 ac-ft/ac. Volume will be included in the rock and gravel layers therefore the designer must provide specifications of volume calculations. If the volume under the base layer is insufficient, additional detention must be provided.

The Commission did not favor the tiered approach and recommended changing the 1,000 s.f. calculation to a percentage to more accurately account for variations in lot sizes. Additionally, the Commission recommended the manufacturer and city standard for installation remain a requirement.

On January 9, 2024, staff met with the Drainage Committee and presented information based on recent new developments within the City with proposed calculations that illustrated design coverage percentage and the percentage of the remaining that could be utilized for turf. This assumed 55% max lot coverage. The exercise intended to show the amount of turf in square footage and the amount of cubic feet needed for additional detention. After discussion, the Drainage Committee recommended the following:

1. No changes to the current Drainage Criteria Manual
2. Maximum lot coverage to remain at 55% and maintain “no net new” water run-off

At the January 2024 meeting, the Commission instructed staff to work with the City’s Drainage Engineer to review the following at the February meeting:

- Turf installation methods
- Examine how other entities regulate installation
- Calculation between natural grass and turf

Mike McClung, the City’s Drainage Engineer, provided a presentation for additional review and information based on the direction from the January meeting.

After the presentation, the Commission discussed only regulating the location of turf so that it is restricted in the front yard and not visible from any public or private street. The Commission recommended that drainage considerations and potential environmental issues be delegated back to the Drainage Committee for further review and be evaluated on a case-by-case basis utilizing the Drainage Criteria Manual as the standard for these assessments.

No action was taken on this item and will be placed on the next agenda as a public hearing for possible action.

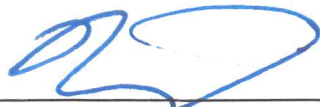
Commissioner Reinbolt left the meeting at 12:50 p.m.

VII. ADJOURN


A motion was made by Vice-Chair Gillette and seconded by Commissioner Wile to adjourn the meeting at 1:07 p.m.

The motion carried 6-0

Approved and accepted on March 26, 2024.



William Going, Chair

ATTEST:


Gerardo Barrera, City Administrator/ Acting City Secretary