

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, MARCH 26, 2024**

I. CALL TO ORDER

Chair Bill Going called the Planning and Zoning Commission Meeting to order at 11:35 a.m. based on a quorum of members present:

Present

Bill Going, Chair
John Gillette, Vice-Chair
Jack Christiansen, Commissioner
Billy Murphy, Commissioner
Monica Muschalik, Commissioner
Paul Reinbolt, Commissioner
Catherine Wile, Commissioner

Staff in Attendance

Gerardo Barrera, City Administrator
Elvin Hernandez, Director of Public Works
Loren Smith, City Attorney
Keith Brown, City Council Liaison
Mallory Pack, Management Analyst

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE FEBRUARY 27, 2024 MEETING MINUTES

A motion was made by Vice-Chair Gillette and seconded by Commissioner Wile to approve the February 27, 2024, meeting minutes.

The motion carried 7-0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 349 KNIPP ROAD

During the plan review of a new home at 349 Knipp, 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 has reviewed the plat and found that it meets all requirements of the City's Code of Ordinance.

A motion was made by Vice-Chair Gillette and seconded by Commissioner Wile to recommend approval of a final plat for 349 Knipp Rd. to the City Council.

The motion carried 7-0

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 formally approve the amendment.

MDPC is requesting to replace existing signs in three (3) locations along Memorial Dr. and Blalock Rd. with electronic signs. At the February 2024 meeting, MDPC made a presentation that illustrated 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

The City has granted 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 that the sign can be illuminated.

Katherine Tees, the architect for the project, presented the results of the light study and an updated site plan.

The Commission expressed concerns regarding the size of the signage. MDPC representatives stated that the intent is to avoid flashing and or/ scrolling text, ensuring that the entire message can be displayed at once.

After discussion, the Commission recommended the following:

- The LED screens not be illuminated between the hours of 10:00 p.m. and 6:00 a.m.
- The LED screens be standardized to 0.3 ambient light
- The screen size may not exceed 50 square feet

The Commission directed staff and the City Attorney to draft a proposed ordinance that reflects this feedback for the April meeting and public hearing.

No action was taken on this item.

VI. PRESENTATION, PUBLIC HEARING AND CONSIDERATION AND ACTION ON AMENDING THE CITY'S ZONING ORDINANCE

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:

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 DEFENITION 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, SHALL BE PROHIBITED IN THE FRONT YARD, SHALL NOT BE VISIBLE FROM A PRIVATE OR PUBLIC STREET, AND MUST BE INSTALLED IN ACCORDANCE WITH CERTAIN MANUFACTURER'S AND CITY SPECIFICATIONS; 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:

- No changes to the current Drainage Criteria Manual
- 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, Commission discussion focused on 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 should be delegated back to the Drainage Committee for further review and be evaluated on a case-by-case basis, using the Drainage Criteria Manual as the standard for assessment.

Chair Going opened the public hearing at 12:18 p.m.

RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE FOLLOWING:

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The following people spoke at the public hearing:

There were no speakers at the public hearing.

Chair Going closed the public hearing at 12:19 p.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING THE FOLLOWING:

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 DEFENITION 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, SHALL BE PROHIBITED IN THE FRONT YARD, SHALL NOT BE VISIBLE FROM A PRIVATE OR PUBLIC STREET, AND MUST BE INSTALLED IN ACCORDANCE WITH CERTAIN MANUFACTURER’S AND CITY SPECIFICATIONS; 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

A motion was made by Vice-Chair Gillette and seconded by Commissioner Muschalik to recommend approval of the ordinance to the City Council as written.


The motion carried 7-0

VII. ADJOURN

A motion was made by Vice-Chair Gillette and seconded by Commissioner Muschalik to adjourn the meeting at 12:35 p.m.


The motion carried 7-0

Approved and accepted on April 23, 2024.



William Going, Chair

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary