

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, SEPTEMBER 27, 2022, AT 11:00 A.M.**

I. CALL TO ORDER

Vice-Chairman Bill Going called the Planning and Zoning Commission Meeting to order at 11:18 a.m. based on a quorum of members present:

Present:

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

Absent:

Catherine Wile, Chairman
Billy Murphy, Commissioner

Also in Attendance:

Karen Glynn, City Administrator/Acting City Secretary
Steve Smith, Building Official/Public Works Director
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary
Councilmember Keith Brown
Mallory Pack, Administrative Assistant to the City Administrator

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAT FOR 409 BUNKER HILL ROAD - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/ Building Official, introduced the application:

Plans for a new home construction at 409 Bunker Hill Road were submitted to the City for review. During the plan review, it was found that no final plat was ever recorded with Harris County. As a result, the representative for the property owner 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 form final plat as the property is not within an existing public street circulation. Jack Lane is considered as a private street; however, street addresses for properties along Jack Lane has been set as Bunker Hill Road.

Staff and the City's platting consultant have met with the property representatives for the required planning meeting. The Preliminary Plat does not propose any changes to the property.

Mario Colina was present via Zoom representing the homeowners.

A motion was made by Commissioner Gillette and seconded by Commissioner Muschalik to approve a preliminary plat at 409 Bunker Hill Road.

The motion carried 5 to 0

IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAT TO COMBINE 11718 WOOD LANE AND 5 POWDERHORN STREET SUBJECT TO ABANDONMENT OF A 30 FOOT RIGHT OF WAY & ACCESS EASEMENT - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/ Building Official, introduced the application:

The City received a request to plat 11718 Wood Lane and 5 Powderhorn Street as one residential lot that fronts Wood Lane. The address for the property would be 11718 Wood Lane. Staff and the City's consultant have met with the property representatives for the required planning meeting.

A 30-foot City Right-of-Way and Easement is located between the two lots and has never been used for roadway purposes. The City right-of-way will need to be abandoned by City Council for the proposed lots to be combined. There is a utility easement in this area as well. The utility easement will need to remain for existing utilities which include a water and wastewater lines, and storm sewer/ drainage. Staff and the City's platting consultant reported that the plat will meet all requirements of the City's Ordinances once the right-of-way is abandoned.

Predevelopment indicated that the main home will be located at the existing 11718 Wood Lane and accessory structures at 5 Powderhorn Street. Staff shared that no structures are to be located on the remaining easement.

Staff will work through the timing of the Right-of-Way abandonment and platting process. An existing driveway on 6 Powderhorn Street that provides access to 5 Powderhorn Street will need to be removed and the property restored before the abandonment is recorded.

A motion was made by Commissioner Gillette to approve a preliminary plat to combine 11718 Wood Lane and 5 Powderhorn Street subject to abandonment of City Right-of-Way.

The motion died for lack of a second.

The Commission further discussed the plat and process. The City Attorney and Staff responded to questions. Mario Colina was present via Zoom representing the homeowners.

A motion was made by Commissioner Gillette and seconded by Commissioner Going to approve a preliminary plat to combine 11718 Wood Lane and 5 Powderhorn Street subject to the abandonment of a City Right-of-Way.

The motion carried 5 to 0

V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE JULY 26, 2022 MEETING

A motion was made by Commissioner Gillette and seconded by Commissioner Muschalik to approve the minutes for the July 26, 2022 meeting.

The motion carried 5 to 0

VI. UPDATE ON ACTIVITIES - *Karen Glynn, City Administrator*

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

- Bunker Hill Elementary School held a Grand Opening for the new school.
- The City's detention is underway as well as landscaping and restoration of site work. Water Well No. 5 and associated transmission line are nearing completion.
- Chapel Belle Reconstruction project has been successful and is substantially complete. Work continues to complete the punch list items. There was additional work included by change order including: Tamerlaine Pavement; Eaton Court Drainage; and a sidewalk on Memorial at Briar Forest.
- Construction of the new Public Works and Disaster Operations Building has begun.
- Council adopted the 2023 Budget and 2022 Tax Rate at the September 20, 2022 meeting.
- Paratus Memorial's fence has been permitted and is under construction.
- Karen Glynn reminded the Commission on the date for the next meeting, October 25, 2022, which will be needed to complete the final plats for City Council recommendation.

VII. ADJOURN

A motion to adjourn was made by Commissioner Gillette and seconded by Commissioner Muschalik to adjourn the meeting at 12:08 p.m.

The motion carried 5 to 0

Approved and accepted on October 25, 2022

Catherine Wile, Chairman
Planning and Zoning Commission

ATTEST:

Karen H. Glynn, City Administrator/ Acting City Secretary