

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, JANUARY 24, 2023, AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:32 a.m. based on a quorum of members present:

Present:

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

Also in Attendance:

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

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PRELIMINARY PLAT FOR 8 VALLEY FORGE – *Karen Glynn, City Administrator***

Karen Glynn, Acting City Secretary/Community Development, presented the item:

Construction of a new home at 8 Valley Forge is currently underway. During the plan review, it was found that no final plat was ever recorded with Harris County. As a result, the property owner's representatives have submitted the attached 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 does not lie within an existing public street circulation. Valley Forge is considered as a private street.

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

Staff, as well as the City's platting consultant, have reviewed the plat and after revisions, has found the plat meets all requirements of the City's Ordinances. Staff recommended that the Planning and Zoning Commission approve the Preliminary Plat and allow the submission of a final plat for consideration and action.

**A motion was made by Commissioner Going and seconded by Commissioner Muschalik to approve a preliminary plat at 8 Valley Forge.**

**The motion carried 7 – 0**

**IV. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE OCTOBER 25, 2022 MEETING**

**A motion was made by Commissioner Gillette and seconded by Commissioner Christiansen to approve the minutes for the October 25, 2022 meeting.**

**The motion carried 7 – 0**

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

- A. Introduction of New City Administrator, Gerardo Barrera
- B. Update on Events and Projects - Karen Glynn reported that there are many projects underway in the City:
- Water Well No. 5 is near completion. The punch list items have been completed and city staff is troubleshooting technical issues to allow the City the ability to pump remotely.
  - Sidewalk construction at 11626 Memorial Drive will begin soon.
  - The Public Works and Disaster Operations Building is under construction.
  - The fence approved for Paratus Memorial is under review for compliance with the Specific Use Permit.
  - The Commission set the next meeting on February 21, 2023, which will be needed to complete the final plat for City Council recommendation.

**VI. ADJOURN**

**A motion was made by Commissioner Gillette and seconded by Commissioner Muschalik to adjourn the meeting at 11:56 p.m.**

**The motion carried 7 – 0**

Approved and accepted on February 21, 2023

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Catherine Wile, Chairman  
Planning and Zoning Commission

ATTEST:

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Karen H. Glynn, City Administrator/ Acting City Secretary