

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
TUESDAY, February 21, 2023, AT 11:30 A.M.**

**I. CALL TO ORDER**

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:31 a.m. based on a quorum of members present:

Present:

Catherine Wile, Chairman  
Bill Going, Vice-Chairman  
John Gillette, 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 & Liaison to the Commission

Absent:

Paul Reinbolt, Commissioner  
Billy Murphy, Commissioner

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 8 VALLEY FORGE – *Karen Glynn, Acting City Secretary/ Community Development***

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

A Preliminary Plat for this property was presented to the Commission on January 24, 2023. The Commission recommended that the platting process move forward to the next step with the submission of a Final Plat.

Plans for construction of a new home at 8 Valley Forge were submitted for review. During the plan review process, it was found that no final plat was ever recorded with Harris County. 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 a private street.

Staff, as well as the City's platting consultant, reviewed the Final Plat and found the plat meets all requirements of the City's Ordinances. Staff recommended that the Planning and Zoning Commission recommend approval to the Council for the Final Plat.

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

**The motion carried 5 – 0**

**IV. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE JANUARY 24, 2023 MEETING**

**A motion was made by Commissioner Gillette and seconded by Commissioner Going to approve the minutes for the January 24, 2023 meeting.**

**The motion carried 5 – 0**

**V. UPDATE ON ACTIVITIES - *Karen Glynn, Acting City Secretary/ Community Development***

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

- Water Well No. 5 is in service.
- 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 is scheduled to meet on March 28, 2023 if needed.

B. Drainage Committee Review on Synthetic Turf

- The City has received requests to lay synthetic turf. City Staff will meet with the Drainage Committee to review the use of synthetic turf and how it will work in conjunction with the City's Code of Ordinances, specifically the drainage ordinance.

**VI. ADJOURN**

**A motion was made by Commissioner Muschalik and seconded by Commissioner Christiansen to adjourn the meeting at 11:55 a.m.**

**The motion carried 5 – 0**

Approved and accepted on April 25, 2023.

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Catherine Wile, Chairman  
Planning and Zoning Commission

ATTEST:

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Karen H. Glynn, Acting City Secretary