



## **CITY OF BUNKER HILL VILLAGE**

**THE PLANNING AND ZONING COMMISSION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON TUESDAY, MARCH 24, 2026, AT 11:30 A.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

**This meeting agenda and the agenda packet are posted online at [www.bunkerhilltx.gov](http://www.bunkerhilltx.gov)**

### **NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:**

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Board members may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Planning and Zoning Commission will be physically present at the location noted above on this agenda.

#### **Zoom Meeting:**

<https://us06web.zoom.us/j/84582989691?pwd=x1pmnVnWG6aKJCzqHZFMKMmgtMDmRc.1>

**Meeting ID:** 845 8298 9691

**Passcode:** 506935

**Dial by your location:** +1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS**
- III. **CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE FEBRUARY 24, 2026, MEETING MINUTES**
- IV. **CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO AMEND CHAPTER 4, SECTION 4-10 OF THE CITY'S CODE OF ORDINANCES REGARDING NOTIFICATION REQUIREMENTS FOR THE CONSTRUCTION OF A NEW BUILDING OR AN ADDITION**
- V. **ADJOURN**

**I, Gerardo Barrera, City Administrator/ Acting City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on March 18, 2026, by 11:30 a.m.**

(SEAL)



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Gerardo Barrera  
City Administrator/ Acting City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to public meetings. Please contact the office of the City Secretary at 713-467-9762 for further information.

**MINUTES OF A PUBLIC MEETING  
OF THE CITY OF BUNKER HILL VILLAGE  
PLANNING AND ZONING COMMISSION  
FEBRUARY 24, 2026**

**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  
Dan Blake, Commissioner  
Megan Parker, Commissioner  
Paul Reinbolt, Commissioner  
Catherine Wile, Commissioner (arrived at 11:32 a.m.)

Staff in Attendance

Gerardo Barrera, City Administrator  
Elvin Hernandez, Public Works Director  
Loren Smith, City Attorney  
Mallory Pack, Management Analyst

Absent

Hunter Cameron, Commissioner  
Josh Pratt, City Council Liaison

**II. PUBLIC COMMENTS**

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE DECEMBER 2, 2025, MEETING MINUTES**

**A motion was made by Commissioner Gillette and seconded by Commissioner Blake to approve the December 2, 2025, meeting minutes.**

**The motion carried 5-0**

**IV. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING AMENDING CHAPTER 4, SECTION 4-10 OF THE CITY'S CODE OF ORDINANCES REGARDING NOTIFICATION REQUIREMENTS FOR THE CONSTRUCTION OF A NEW BUILDING OR AN ADDITION**

At the October 28, 2025, Planning and Zoning Commission meeting, a public comment was received regarding how residents are notified when new home construction is planned on their street. In response, the Commission recommended reviewing the process and requirements for issuing notices to adjacent property owners when construction of a new home or addition is proposed.

Chapter 4, Sec. 4-10 of the City’s Code of Ordinances outlines the notification process:

**Sec. 4-10. Notification of permit applications; process.**

(a) *Definitions.* For the purposes of this section, the following words or terms shall have the meanings ascribed thereto, unless the context clearly indicates otherwise:

*Recorded restriction* shall mean a restriction that is contained or incorporated by reference in any properly recorded plan, plat, replat or other instrument affecting a subdivision.

*Restriction* shall mean a limitation that:

- (1) Affects the use to which real property may be put;
- (2) Fixes the distance that a building must be set back from property lines, street lines, or lot lines; or
- (3) Affects the size of a lot or the size, type or number of buildings that may be built on a lot.

(b) *Affidavit required.* No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.

(c) *Form of notice; method of delivery.* Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.

(d) *Waiting period; stop work orders.* The building official shall not issue a building permit for construction on a lot subject to a recorded restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

At the December 2, 2025, meeting, Director Hernandez explained how the City currently notifies area residents of construction. However, this is limited to new construction and additions to existing buildings that extend beyond the footprint of the building prior to the proposed construction. Smaller remodels and drainage projects are not subject to the notification requirement. Notification requirements are discussed during the mandatory pre-development meetings and are intended to inform adjacent and nearby property owners of upcoming development on a lot near them. The notices provide the contractor’s name and contact information, should surrounding property owners have questions regarding the project. Area property owners may also contact the City to review new development plans

The Commission directed staff to draft language amending the ordinance to require contractors to notify all surrounding properties within at least 200 feet of a proposed development site for both new construction and remodel projects.

At the February 24, 2026, meeting, the Commission discussed the definition of “major development,” as presented by staff in the redline revisions. Director Hernandez explained that major development includes new construction and construction that adds additional square footage to an existing building (i.e., additions). The Commission directed staff to specify major development to include new construction and construction that adds additional square footage in the final ordinance.

Additionally, staff recommended that when construction occurs within a deed restricted subdivision governed by a Homeowners Association (HOA), notice of construction should be provided to both the HOA and individual property owners to ensure that all adjacent properties within 200 ft. receive consistent notification. The Commission was in favor of the revisions and had no additional feedback.

This item will be presented at the March meeting for formal approval and recommendation to the City Council.

**No action was taken on this item.**

**V. ADJOURN**

**Chair Going adjourned the meeting at 11:52 a.m.**

Approved and accepted on March 24, 2026.

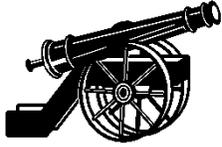
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William Going, Chair

ATTEST:

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Gerardo Barrera, City Administrator/ Acting City Secretary



**City of Bunker Hill Village  
Planning and Zoning Commission  
Agenda Request**

<b>Agenda Date:</b>	March 24, 2026
<b>Agenda Item:</b>	IV
<b>Subject:</b>	Notification Requirement for New Construction
<b>Exhibits:</b>	Proposed Redline Ordinance
<b>Presenter(s):</b>	Elvin Hernandez, Public Works Director

**Executive Summary**

At the October 28, 2025, Planning and Zoning Commission meeting, a public comment was received regarding how residents are notified when new home construction is planned on their street. In response, the Commission recommended reviewing the process and requirements for issuing notices to adjacent property owners when construction of a new home or addition is proposed.

Chapter 4, Sec. 4-10 of the City’s Code of Ordinances outlines the notification process:

**Sec. 4-10. Notification of permit applications; process.**

(a) *Definitions.* For the purposes of this section, the following words or terms shall have the meanings ascribed thereto, unless the context clearly indicates otherwise:

*Recorded restriction* shall mean a restriction that is contained or incorporated by reference in any properly recorded plan, plat, replat or other instrument affecting a subdivision.

*Restriction* shall mean a limitation that:

- (1) Affects the use to which real property may be put;
- (2) Fixes the distance that a building must be set back from property lines, street lines, or lot lines; or
- (3) Affects the size of a lot or the size, type or number of buildings that may be built on a lot.

(b) *Affidavit required.* No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification

that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.

- (c) *Form of notice; method of delivery.* Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.
- (d) *Waiting period; stop work orders.* The building official shall not issue a building permit for construction on a lot subject to a recorded restriction until the expiration of five (5) business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.

At the December 2, 2025, Commission meeting, Director Hernandez explained the current notification process of how residents are made aware of new construction occurring near them. However, notification is limited to new construction and additions to existing buildings that extend beyond the footprint of the building prior to the proposed construction. Smaller remodels and drainage projects are not subject to the notification requirement. Notification requirements are discussed during the mandatory pre-development meetings and are intended to inform adjacent and nearby property owners of upcoming development on a lot near them. The notices provide the contractor's name and contact information should surrounding property owners have questions regarding the project. Area property owners may also contact the City to review new development plans.

Following discussion, the Commission was in favor of amending the ordinance to require contractors to notify surrounding properties within 200 feet of a proposed development site for both new construction and remodel projects.

At the February 24, 2026, meeting, the Commission further discussed which construction projects are considered "major development," as presented by staff in the redline revisions. Director Hernandez explained that major development includes new construction and construction that adds additional square footage to an existing building (i.e., additions). The Commission recommended that "major development" be clearly specified in the final ordinance to include new construction and construction that adds additional square footage.

Additionally, staff recommended that when construction occurs within a deed restricted subdivision governed by a Homeowners Association (HOA), notice of construction should be provided to both the HOA and individual property owners to ensure consistent notification to all adjacent properties within 200 feet. The Commission was in favor of the proposed revision and had no additional feedback.

Staff and the City Attorney have drafted proposed revisions that reflect Commission feedback and discussion. These revisions are presented for further review and discussion.

### **Recommended Action**

Staff recommends the Planning and Zoning Commission recommend the proposed ordinance for approval to the City Council.

**ORDINANCE NO. 26-XXX**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 4-10, NOTIFICATION OF PERMIT APPLICATIONS; PROCESS, OF ARTICLE I, IN GENERAL, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION TO AMEND ITEM B; 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.**

\* \* \* \* \*

**WHEREAS**, Chapter 4 of the City of Bunker Hill Village Code of Ordinances contains certain requirements related to the location of generators in respect to other housing structures; and

**WHEREAS**, the City Council of the City of Bunker Hill Village finds it to be in the best interest of the health, safety and welfare of the citizens to amend these requirements; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS:**

**Section 1.** The facts and matters contained in the preamble are hereby found to be true and correct.

**Section 2.** Section 4-10, Notification of permit applications; process, of Article I, In General, of Chapter 4, Development, Building and Construction, of the Code of Ordinance of the City of Bunker Hill Village, Texas, is hereby amended by deleting therefrom the language struck through below and adding thereto the language underscored below:

**“Sec. 4-10. - Notification of permit applications; process.**

(a) *Definitions.* For the purposes of this section, the following words or terms shall have the meanings ascribed thereto, unless the context clearly indicates otherwise:

*Recorded restriction* shall mean a restriction that is contained or incorporated by reference in any properly recorded plan, plat, replat or other instrument affecting a subdivision.

*Restriction* shall mean a limitation that:

- (1) Affects the use to which real property may be put;
- (2) Fixes the distance that a building must be set back from property lines, street lines, or lot lines; or
- (3) Affects the size of a lot or the size, type or number of buildings that may be built on a lot.

~~(b) — Affidavit required. No building permit shall be issued for the construction of a new building, or for any addition to an existing building that would extend such building beyond the footprint of the building prior to the proposed addition, on a lot subject to a recorded restriction, unless the permit applicant has submitted an affidavit certifying that notice of the permit application has been delivered to the owner, as shown on the current tax roll, of each lot within the subdivision that is subject to the recorded restriction. Provided however, if the instrument(s) establishing the recorded restriction provides for creation of a committee or association with authority to enforce the recorded restriction, and there is a committee or association duly organized and operational in accordance with such instrument, certification that notice has been served on an authorized agent or officer of the committee or association may be given in lieu of notice to all individual property owners within the subdivision other than owners of property adjacent to the lot subject to the permit. If the permit application is for construction on a lot that is not subject to a recorded restriction, the applicant shall certify such fact by affidavit. The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.~~

**(b) Affidavit Required; Notice of Major Development**

No building permit shall be issued for the construction of a new building or any addition to an existing building that expands the building footprint, unless the permit applicant submits an affidavit certifying that notice of the permit application has been delivered to the owners, as shown on the current tax roll, of all properties located within two hundred (200) ft of the subject property, regardless of whether such properties are subject to recorded deed restrictions.

If the subject property is located within a subdivision governed by a duly organized and operational committee or association, notice shall also be provided to an authorized agent or officer of such committee or association and its members; however, such notice shall not substitute for notice to adjacent or surrounding property owners within the required radius.

If the permit application does not constitute a new building or any addition to an existing building that expands the building footprint, the applicant shall certify such fact by affidavit.

The city administrator is authorized to promulgate affidavit forms for use in the implementation of this section.

- (c) *Form of notice; method of delivery.* Any notice required in paragraph (b) above shall include a general description of the proposed construction, the name of the subdivision, and the lot and block number and street address of the lot subject to the permit. Such notice, as outlined below, shall be delivered by depositing the same, properly addressed and postage prepaid, in the United States mail, registered or certified, return receipt requested.
- (d) *Waiting period; stop work orders.* The building official shall not issue a building permit for construction on a lot subject to a recorded restriction until the expiration of five (5)

business days following the receipt of an executed affidavit that fully complies with paragraph (b) above.”

**Section 4.** Penalty. Any person who shall intentionally, knowingly, recklessly or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000. Each day of violation shall constitute a separate offense.

**Section 5.** Severability. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bunker Hill Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

**PASSED, APPROVED, AND ADOPTED** this the \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Keith Brown  
Mayor

ATTEST:

\_\_\_\_\_  
Gerardo Barrera  
City Administrator/ Acting City Secretary