



CITY OF BUNKER HILL VILLAGE

THE ZONING BOARD OF ADJUSTMENT OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, WILL MEET ON WEDNESDAY, OCTOBER 1, 2025, AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE 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

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 Zoning Board of Adjustment will be physically present at the location noted above on this agenda.

Zoom Meeting:

<https://us06web.zoom.us/j/88683918411?pwd=KKIfSGb5UgMdxnUJechjCGCancAC2g.1>

Meeting ID: 886 8391 8411

Passcode: 358124

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. OATH OF OFFICE**
- III. ELECTION OF CHAIR AND VICE-CHAIR TO SERVE FOR A TWO-YEAR TERM**
- IV. PUBLIC COMMENT**
- V. ORIENTATION – ROLES AND RESPONSIBILITIES OF THE ZONING BOARD OF ADJUSTMENT**
- VI. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE APRIL 30, 2025, MEETING MINUTES**
- VII. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING MEETING DATE AND TIME**
- VIII. ADJOURN**

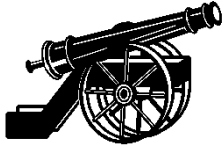
I, Gerardo Barrera, City Administrator/ Acting City Secretary, for the City of Bunker Hill Village, certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on September 25, 2025, by 5:00 p.m.

(SEAL)



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.



**City of Bunker Hill Village
Zoning Board of Adjustment
Agenda Request**

Agenda Date: October 1, 2025

Agenda Item: II

Subject: Oath of Office

Exhibits: Statement of Officer & Oath of Office forms (will be provided at meeting)

Presenter(s): Gerardo Barrera, City Administrator
Loren Smith, City Attorney

Executive Summary

Following the election of Mayor held in May of each odd-numbered year, City Council formally appoints members to the City’s Board and Commissions. At the June 17, 2025, meeting, City Council appointed the following members to the Zoning Board of Adjustment for a two-year term (2025-2027):

| Zoning Board of Adjustment 2025-2027 5 Members, 4 Alternates |
|--|
| Appointed Members |
| Michelle Belco |
| Scott Lamoreaux* |
| David Light |
| David Marshall |
| Laurie Rosenbaum** |
| Louis Crappito (alternate) |
| Ryan West (alternate) |

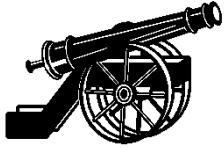
*Appointed August 19, 2025

**Appointed September 16, 2025

The Statement of Officer and Oath of Office will be administered to the Board at the meeting.

Recommended Action

Staff recommends the Zoning Board of Adjustment receive the Statement of Officer and Oath of Office.



**City of Bunker Hill Village
Zoning Board of Adjustment
Agenda Request**

Agenda Date: October 1, 2025
Agenda Item: III
Subject: Election of Chair and Vice-Chair
Exhibits: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

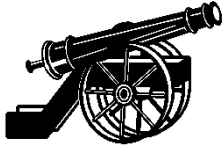
The Zoning Board of Adjustment is established in accordance with Chapter 211 of the Local Government Code and as outlined by Appendix A, Article XI of the City’s Code of Ordinances. Staff recommends that the Board elect a Chair and Vice-Chair to conduct the business of the Board.

City Council has appointed the following members to the Zoning Board of Adjustment for a two-year term (2025-2027):

| Zoning Board of Adjustment 2025-2027 5 Members, 4 Alternates |
|--|
| Appointed Members |
| Michelle Belco |
| Scott Lamoreaux |
| David Light |
| David Marshall |
| Laurie Rosenbaum |
| Louis Crappito (alternate) |
| Ryan West (alternate) |

Recommended Action

Staff recommends the Zoning Board of Adjustment elect a Chair and Vice-Chair for the 2025-2027 term.



**City of Bunker Hill Village
Zoning Board of Adjustment
Agenda Request**

Agenda Date: October 1, 2025
Agenda Item: V
Subject: Orientation
Exhibits: N/A
Presenter(s): Gerardo Barrera, City Administrator
Loren Smith, City Attorney

Executive Summary

Staff will provide new and returning members with a comprehensive review of the Zoning Board of Adjustment's functions, rules, and procedures.

Recommended Action

Staff recommends the Zoning Board of Adjustment receive the presentation.

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
ZONING BOARD OF ADJUSTMENT
APRIL 30, 2025**

I. CALL TO ORDER

Chair David Light called the Zoning Board of Adjustment Meeting to order at 5:07 p.m. based on a quorum of members present:

Present

David Light, Chair
Josh Pratt, Member
Michelle Belco, Member
Louis Crappito, Alternate Member (voting member)
Ryan West, Alternate Member (voting member)

Staff in Attendance

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

Absent

Patricia Shuford, Vice-Chair
David Marshall, Member

II. PUBLIC COMMENT

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MARCH 26, 2025, MEETING MINUTES

A motion was made by Board Member Pratt and seconded by Board Member Crappito to approve the March 26, 2025, meeting minutes.

The motion carried 5-0

IV. PUBLIC HEARING, CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM KEITH WILLIAMS FOR A VARIANCE TO SECTION 4-75(6)(G) OF THE CITY’S CODE OF ORDINANCES REQUIRING A GENERATOR NOT TO BE LOCATED WITHIN THE REQUIRED FRONT YARD OF A LOT FOR THE PROPERTY LOCATED AT 11651 GREENBAY STREET

The application was initially submitted for consideration at the March 26, 2025, meeting. Although a quorum was present, only four (4) members attended the meeting. City Attorney Smith informed the applicant that in such events, the board must vote unanimously for or against. The applicant rescinded the application prior to the start of the meeting until a later meeting date when more members could be present for a decision.

Chair Light opened the public hearing at 5:08 p.m.

Applicant’s Request

Keith Williams, applicant and property owner, presented a request for a variance to install a generator in the required front yard of his property located at 11651 Greenbay St.

Mr. Williams has lived at the property for 32 years. He stated City codes and ordinances serve an important purpose; however, they cannot be applied in a “one size fits all” manner, such as in this case.

The lot is 1.5 acres in size, 153 feet in width and 415 feet in depth, and is considered non-conforming. The property is located within a subdivision that is subject to deed restrictions but currently no homeowner’s association exists. He explained that the home was built in the 1950s and is set back 275 feet from the street in accordance with the subdivision’s deed restrictions at the time, which required a minimum 200 foot setback to preserve the wooded character of the area. Due to the deep setback, the home is heavily screened by trees and situated near the rear of the lot, with all utility connections at the front. The options of where to install the generator on the lot are limited due to the small size of the backyard, and a driveway along one side of the home and a wine cellar on the other. He stated that relocating utilities and installing the generator at the rear of the property is not economically feasible.

Mr. Williams stated there have been no complaints from neighbors regarding the previous generator site, nor any complaints made to the City. Neighbors are aware of the new proposed placement and have no objections. Former Mayor Robert Lord and current Councilmember and Mayor-Elect Keith Brown support the variance.

Public Comment

There were no public comments.

Chair Light closed the public hearing at 5:17 p.m.

The Board inquired about the dimensions and visibility of the generator. Mr. Williams explained the generator would be located 160 feet from the roadway and screened by existing vegetation, making it not visible from the street. He stated the generator is custom painted green to match the surrounding landscape. Public Works Director Hernandez confirmed that

generators and related equipment are required to be screened and must not be visible from the right-of-way.

Board Member Belco inquired whether granting a variance to allow the generator in the front yard could set a precedent for similar future cases. City Attorney Smith clarified that decisions made by ZBOA do not set precedent and each case is evaluated individually.

A motion was made by Board Member Pratt and seconded by Board Member Crappito to grant a variance to Section 4-75(6)(g) of the City’s Code of Ordinances requiring a generator not to be located within the required front yard of a lot for the property located at 11651 Greenbay Street.

Roll Call Vote

David Light.....YES
Michelle Belco.....YES
Louis Crappito..... YES
Ryan West.....YES
Josh Pratt..... YES

The motion carried 5-0

V. ADJOURN

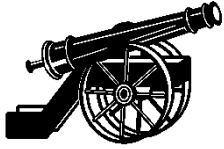
Chair Light adjourned the meeting at 5:30 p.m.

Approved and accepted on October 1, 2025.

David Light, Chair

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary



**City of Bunker Hill Village
Zoning Board of Adjustment
Agenda Request**

Agenda Date: October 1, 2025
Agenda Item: VII
Subject: Meeting Date and Time
Exhibits: N/A
Presenter(s): Gerardo Barrera, City Administrator

Executive Summary

The Zoning Board of Adjustment (ZBOA) currently meets on an as-needed basis. When new business arises that requires a meeting to be held – such as a variance or appeal request – City staff coordinates with board members to schedule a meeting date and confirm quorum.

Meetings of the ZBOA must be coordinated not only with members’ availability but also with all other City meetings (e.g., City Council, Planning and Zoning Commission, and various committees), state law posting requirements under the Texas Open Meetings Act, and the availability of the contracted City Attorney.

To streamline scheduling and ensure quorum, staff recommends that the Board establish a standing monthly meeting date. If there is no new business to consider in a given month, the meeting will be canceled.

Recommended Action

Staff recommends the Zoning Board of Adjustment establish a standing meeting date and time.