

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Linda Knox
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

PLANNING AND ZONING COMMISSION MEETING AGENDA

Notice is hereby given of a regular meeting of the Planning and Zoning Commission of Hunters Creek Village, Texas, to be held on **Monday, June 2, 2025, at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, Hunters Creek, Texas 77024 for the purpose of considering the following agenda items.

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- A. Call the meeting to order and the roll of appointed officers will be taken.
 - B. PUBLIC COMMENTS Public comments are limited to three (3) minutes.
 - C. AGENDA ITEMS
 - 1. Discussion and possible action to consider approval of the minutes of the regular meeting on March 31, 2025.
 - 2. Discussion and possible action to amend the Zoning Ordinance regarding residential district regulations including dwelling and parking regulations.
 - 3. Discussion and possible action to consider a potential amendment to the City's Zoning Ordinance to add a definition for the term "masonry"—including applicable materials and manner of construction—as used in Section 44-163(4) of the Ordinance, thereof concerning the walls required along the side or rear property lines adjacent to Voss or Memorial Roads.
 - 4. Discussion and possible action to consider any future agenda items.
 - H. Adjourn Open Meeting.
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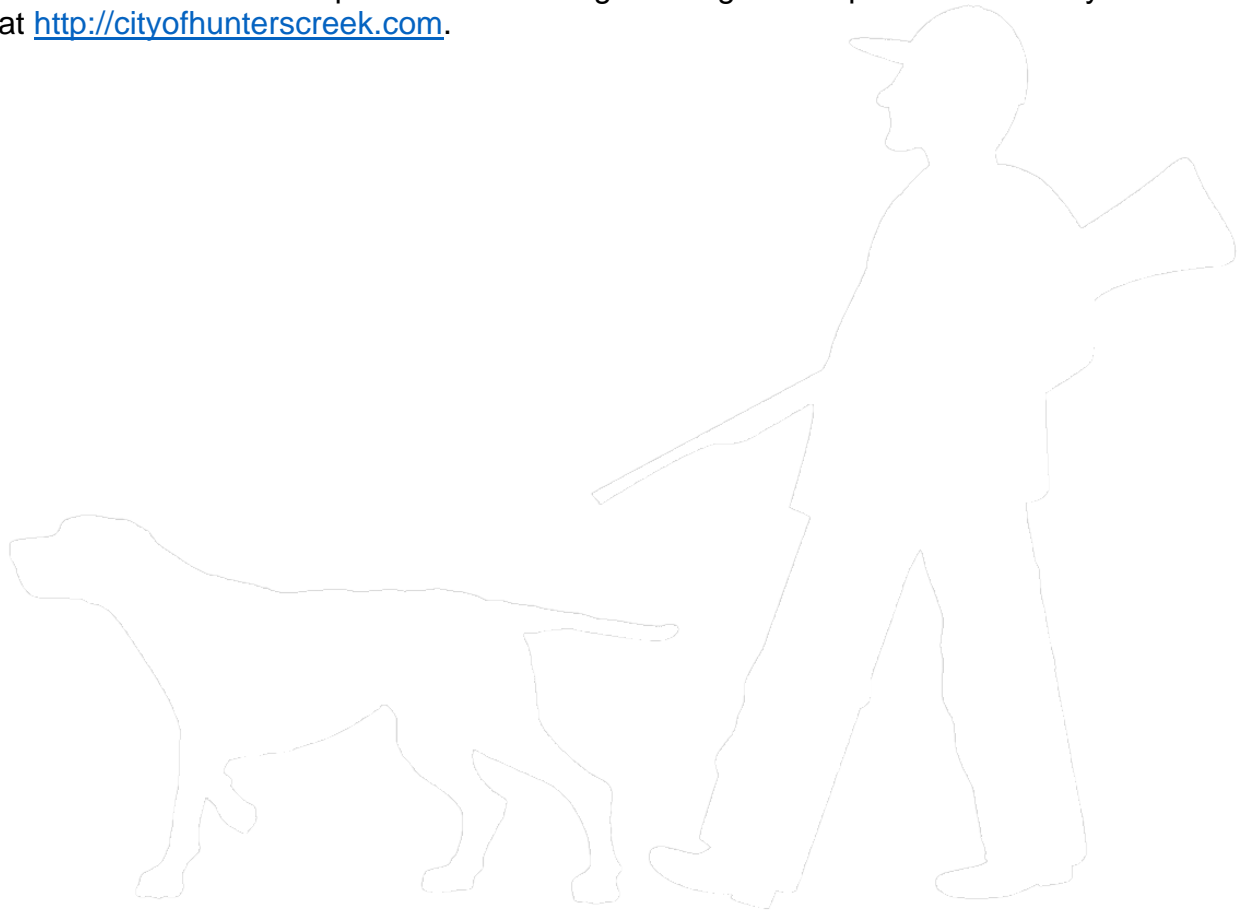
CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: May 30, 2025 at 3:00 pm, and remained so posted continuously for at least 72 hours before said meeting was convened.

/s/

Tom Fullen, City Administrator
Acting City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Administrator's Office at 713.465.2150, by fax at 713.465.8357, or by email at tfullen@cityofhunterscreek.com. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://cityofhunterscreek.com>.





**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: June 2, 2025
AGENDA SUBJECT: Discussion and possible action to consider approval of the minutes of the regular meeting on March 31, 2025.
EXHIBITS: Minutes

CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE
PLANNING & ZONING COMMISSION
March 31, 2025

The Planning and Zoning Commission of the City of Hunters Creek Village, Texas, convened a regular meeting on March 31, 2025, at 6:00 p.m. in the City Hall at #1 Hunters Creek Place, Hunters Creek Village, Texas. Members of the public were invited to attend the meeting in person.

- A. **The meeting was called to order at 6:00 p.m. by Chairman Bill Dalton. In attendance were Commissioners Bill Dalton, David Childers and John Abercrombie. Also, in attendance were Tim Kirwin, City Attorney, and Tom Fullen, City Administrator.**

- B. PUBLIC COMMENTS Public comments are limited to three (3) minutes

No Comments.

- C. Discussion and possible action to consider approval of the minutes of the special meeting on March 10, 2025.

Commissioner Childers made a motion to approve of the minutes of the March 10, 2025, meeting. Commissioner Abercrombie seconded the motion, and the motion was carried unanimously.

- D. Planning & Zoning Commission to make a Preliminary Report regarding a request from First Congregational Church to amend their Specific Use Permit to install a plaza cover.

Commissioner Abercrombie made a motion to make a Preliminary Report regarding a request from First Congregational Church to amend their Specific Use Permit to install a plaza cover. Commissioner Childers seconded the motion, and the motion was carried unanimously.

- E. PUBLIC HEARING Public hearings will be held before the Planning and Zoning Commission for the purpose of receiving testimony for or against the following:

- a. A request from First Congregational Church to amend their Specific Use Permit to install a plaza cover.

Open Public Hearing: 6:05 p.m.

Comments: no comments.

Close Public Hearing: 6:06 p.m.

- F. Planning & Zoning Commission to make a Final Report to submit to City Council regarding a request from First Congregational Church to amend their Specific Use Permit to install a plaza cover.

Commissioner Abercrombie made a motion to make a make a Final Report to submit to City Council regarding a request from First Congregational Church to amend their Specific Use Permit to install a plaza cover. Commissioner Childers seconded the motion, and the motion was carried unanimously.

- G. Discussion and possible action to consider any future agenda items.

No Action.

- H. ADJOURN OPEN MEETING

The meeting adjourned at 6:08 p.m.

Respectfully Submitted,

Tom Fullen, City Administrator
Acting City Secretary

These minutes were approved on the ____ day of June 2025.



**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: June 2, 2025
AGENDA SUBJECT: Discussion and possible action to amend the Zoning Ordinance regarding residential district regulations including dwelling and parking regulations.
EXHIBITS: Draft Update

ADU or accessory dwelling unit means a single-family dwelling located on the same lot as the main dwelling and constituting either (i) a separate structure detached from the main dwelling or (ii) a portion of the structure containing the main dwelling that has been dedicated as a separate residential dwelling. With respect to two or more dwellings on a single lot, the dwelling with the greatest enclosed living area shall be considered the main dwelling and any dwelling with a smaller enclosed living area shall be considered an ADU.

Accessory structure means a structure (other than any dwelling) on the same lot with, and of a nature customarily incidental and subordinate to, ~~the principal structure~~any dwelling on that lot.

Building area means the area covered by all ~~building~~buildings (including the main dwelling and any ADUs) and the surface of any tennis court, paddle court or other type of game court, but excluding driveways, walkways and uncovered patios.

Dwelling, single-family, means a detached residential dwelling, other than a mobile home or trailer or any structure converted from a mobile home or trailer, designed and used exclusively for residential occupancy and having accommodations for and occupied by only one family and no portion of which may be used for the conduct of a business, trade or profession; provided that a main dwelling and an ADU on the same lot may be attached to each other and form part of the same structure.

Yard means an open space at grade between a building and the adjoining lot lines or street right-of-way line, unoccupied and unobstructed by any portion of a structure from the ground upward, except for signs in compliance with ~~section 44-157~~(section 44-157)(3), detached garages in compliance with ~~section 44-161~~(section 44-161)(2)(a), accessory structures not attached to the dwelling in compliance with ~~section 44-162~~, section 44-162, dish antennas in compliance with ~~section 44-164~~, section 44-164, roof-mounted and ground-mounted solar energy devices in compliance with ~~section 44-167~~, section 44-167, emergency electric generators in compliance with ~~section 44-166~~, section 44-166 and fences in compliance with ~~section 44-163~~, section 44-163. In measuring a yard for the purpose of determining the width of a side yard, the depth of a front yard, or the depth of a rear yard, the minimum horizontal distance between the lot line and the edge of the structure or main ~~building~~dwelling or any ADU shall be used. For the ~~purpose~~purposes of such measurement, the eave line of a roof may project a maximum of 30 inches into the required yards.

Yard, front, means a yard extending across the front of a lot between the side lot lines and being the minimum horizontal distance between the street right-of-way line and any portion of the main building~~dwelling or any ADU~~.

Yard, rear,-_means a yard extending across the rear of a lot and being the required minimum horizontal distance between the rear lot line and the rear of any portion of the main buildingdwelling or any ADU or any projections thereof other than the projections of uncovered steps, uncovered patios and decks that do not exceed one foot in height above finished grade, or unenclosed and uncovered balconies not more than four feet in depth, supported only by the main buildingdwelling or ADU to which such balconies are attached with no additional independent supports. On all lots, the rear yard shall be to the rear of the front yard.

Yard, side,-_means a yard between any portion of the main buildingdwelling or any ADU and the adjacent side line of the lot and extending from the required front yard to the required rear yard, and being the minimum horizontal distance between an adjacent side lot line and any edge or face of any portion of the main buildingdwelling or any ADU.

Sec. 44-55. - Requirements.

Certificates of occupancy shall be required for any of the following:

- (1) Occupancy and use of a building hereafter erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Occupancy and use of vacant land.
- (4) Change in the use of land to a use of a different classification.
- (5) Any change in the use of a conforming use.

(6) Occupancy and use of a portion of a structure as an ADU.

No such occupancy, use or change of use shall take place until a certificate of occupancy therefor shall have been issued by the building inspector.

Sec. 44-128. - Compliance with the regulations.

(7) Every building hereafter erected or structurally altered shall be located on a lot as herein defined and, except as hereinafter provided, ~~there shall not be more than one main building on one lot.~~(i) there shall not be more than one main dwelling on one lot and (ii) there shall not be any ADU on one lot unless such ADU complies with all the requirements of this chapter applicable to the main dwelling on such lot (or, in the case of the requirements of Section 44-160(b), the requirements of that section applicable to any ADU).

Sec. 44-159. - Height and front yard regulations

(d) *Structures in front yard.* Except for signs in compliance with [section 44-157](#)(3) and fences in compliance with [section 44-163](#). ~~No structure~~(i) no dwelling, regardless of height, shall be constructed or placed on any lot in front of the front building line of that lot; and (ii) no structure (other than any dwelling), regardless of height, shall be constructed or placed on any lot in front of the residencefront line of the dwelling on that lot that is closest to the front street.

Sec. 44-160. - Area regulations.

(3) Size of building.

a. Building area. The building area, inclusive of all dwellings on a lot but exclusive of outdoor swimming pools, shall not exceed 25 percent of the lot area. Tennis courts, paddle ball and game courts are included in the computation of building area.

b. Dwelling area. Each single-family dwelling ~~must~~(including the main dwelling and each ADU) must each be so designed and constructed that it shall have a minimum space of enclosed living area of 2,000 square feet; ~~(or, in the case of any ADU, 850 square feet).~~ exclusive of porches and automobile shelters. At least ~~1,500 square feet~~ 75% of such required enclosed living area (that is, 1,500 square feet in the case of the main dwelling or 637 square feet in the case of any ADU) shall be contained on the ground floor. Living area shall be computed from the exterior wall surface.

c. Living space. Each single family dwelling (including the main dwelling and each ADU) must each be so designed and constructed that it contains (i) at least four qualifying bedrooms; (ii) an indoor kitchen having enclosed living space of at least _____ square feet; and (iii) at least either (a) four qualifying bathrooms or (b) both (x) three qualifying bathrooms and (y) an additional bathroom (A) having enclosed living space of at least _____ square feet and (B) containing (i) a sink and (ii) a toilet.

(4) Definitions. When used in this section 44-160, the following special definition shall apply:

Qualifying bathroom means a bathroom (a) having enclosed living space of at least _____ square feet and (b) containing (i) a sink; (ii) a toilet and (iii) either a tub or a shower.

Qualifying bedroom means a room (i) having enclosed living space of at least _____ square feet; (ii) that is accessible to other portions of the dwelling only through one or more fully operational doors; (iii) having at least one fully operational exterior window; and (iv) that has a closet (a) having enclosed living space of at least _____ square feet and (b) that is accessible from within that room or an adjoining qualifying bathroom.

Sec. 44-161. - Automobile shelters

(1) Generally. Every single-family dwelling (including the main dwelling and each ADU) must have each be so designed and constructed that that dwelling has, dedicated solely for the use of that dwelling and not for the use of any other dwelling on the same lot, either (a) at least a 200 square foot garage; or (b) both (i) a 200 square foot carport and (ii) a 100 square foot completely enclosed storage room with an outside door.

Sec. 44-162. ~~-Accessory- Dwellings and accessory~~ structures.

The following shall apply to all dwellings and accessory structures, except as specifically permitted by this chapter:

- (1) No dwelling shall be erected on any lot in front of the front building line of that lot. No accessory structure or basketball goal shall be erected on any lot in front of the front line of the ~~residence.dwelling on that lot that is closest to the front street.~~
- (2) No dwelling shall be erected on any lot within ____ feet of any other dwelling; provided that a main dwelling and an ADU on the same lot may be attached to each other and form part of the same structure. No structure that is (x) a separate accessory structure or (y) a separate automobile shelter detached from a dwelling shall be erected within five feet of any property line or other building.
- (3) Any dwelling or other servants' quarters or structure containing living space must comply with building line setbacks of ~~the main structure.~~Section 44-160(2).
- (4) No dwelling or accessory structure may exceed the height limitations specified in section 44-159. A garage detached garagefrom a dwelling on any lot may include habitable space, not including kitchen facilities, above the first floor, if the detached garage complies with the same yard, setback, and other location requirements ~~as the main residenceapplicable to a dwelling on that lot.~~
- ~~(5)~~(5) No dwelling is permitted in a required side or rear yard. An accessory structure is permitted in a required side or rear yard only if the accessory structure is not attached to ~~theany~~ dwelling.

Sec. 44-183. - Maximum height of structures.

The maximum height of structures in district B shall not exceed 35 feet. The height of a structure shall be the vertical distance as measured from the finished floor elevation to the highest point of the roof of ~~the main building located on the lot.that structure.~~ The top of slab may be up to 24 inches higher than required by all other applicable codes and may be added without affecting the maximum allowed height. For any elevation amount exceeding the 24 inches allowance above, the allowed height of the building shall be diminished by an equal amount. Aerial antennas shall not exceed a height of 45 feet as measured from the top of slab.



CITY OF HUNTERS CREEK VILLAGE AGENDA DISCUSSION FORM

AGENDA DATE: June 2, 2025
AGENDA SUBJECT: Discussion and possible action to consider a potential amendment to the City's Zoning Ordinance to add a definition for the term "masonry"—including applicable materials and manner of construction—as used in Section 44-163(4) of the Ordinance, thereof concerning the walls required along the side or rear property lines adjacent to Voss or Memorial Roads.

EXHIBITS:

Sec. 44-163. - Fences and walls.

(4) Special rules for fences and walls on rear or side property lines facing Voss or Memorial. A fence or wall of a minimum of seven feet in height shall be required along the rear or side property line where the rear or side line of the property involved is adjacent to Voss Road or Memorial Drive. Such fence or wall along Voss Road or Memorial Drive shall be not less than seven feet nor more than nine feet from the top of the natural grade of the property. Piers, pillars or columns used for such fence or wall supports or architectural enhancement shall be allowed to exceed the nine feet allowable height, but shall not be used to violate the nine-foot maximum allowable height specified in this chapter. Where a curb-and-guttered street is adjacent to the fence or wall or property line, the height restriction shall, however, be measured for the purposes of this chapter from the top of natural grade or the top of the abutting curb, whichever is higher. Any rear or side property line fence or wall along Voss Road or Memorial Drive shall be of brick or masonry construction.

(5) Special rules for fences and walls on or behind front property lines facing Voss or Memorial. A fence or wall shall be permitted, subject to the following limitations, along or behind the front property line of any property fronting on Voss Road or Memorial Drive, Such fence or wall may be of wrought iron, brick or masonry construction. There shall be applicable the height limitations and the same requirements outlined above for side and rear fences or walls, with the exception that no minimum requirements for fence or wall height shall be applicable.







**CITY OF HUNTERS CREEK VILLAGE
AGENDA DISCUSSION FORM**

AGENDA DATE: June 2, 2025
AGENDA SUBJECT: Discussion and possible action to consider any future agenda items.

EXHIBITS:
