

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, July 6, 2026, at 6:00 p.m.** in the City Hall at #1 Hunters Creek Place, Hunters Creek Village, 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 May 4, 2026.
 - 2. Discussion and possible action to consider potential amendments to the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.
 - 3. Discussion and possible action to consider any future agenda items.
 - D. 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: June 29, 2026 at 4:00 pm, and remained so posted continuously for at least three business days before said meeting was convened.

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 website at <http://cityofhunterscreek.com>.

CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE
PLANNING & ZONING COMMISSION
May 4, 2026

The Planning and Zoning Commission of the City of Hunters Creek Village, Texas, convened a regular meeting on May 4, 2026, 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 Vice Chairman David Childers. In attendance were Commissioners David Childers, Charles Martin, John Abercrombie, and Brent Fredricks. Also, in attendance were Tim Kirwin, City Attorney, and Tom Fullen, City Administrator.**

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

1. Rebecca Hinshaw spoke and opposed the proposed parking lot at the Houston Racquet Club.

2. Taryn Mitcham spoke and opposed the proposed parking lot at the Houston Racquet Club.

C. AGENDA ITEMS

1. Discussion and possible action to consider approval of the minutes of the regular meeting on February 2, 2026.

Commissioner Martin made a motion to approve the minutes of the regular meeting on February 2, 2026. Commissioner Fredricks seconded the motion, and the motion was carried unanimously.

2. Discussion and possible action to consider a request from the Houston Racquet Club to amend the Specific Use Permit granted by the City to add a parking lot.

City Administrator, Tom Fullen, spoke on the Specific Use Permit and the purpose of this meeting being the desire of the Houston Racquet Club to construct a new parking lot on adjacent property. Lydia Mabry with the Houston Racquet Club spoke to drainage compliance, lighting being on 9 light poles with zero lumens beyond 5 feet, fencing and screening will be installed to reduce vehicle headlights, and ingress and egress from Voss Road will be just for emergency vehicle access. She stated that the Club will reach out to neighboring property owners. The Club does not yet own the property.

The Commissioners asked questions about the gate on Voss Road

for ingress and egress, lighting, detention, and erosion impacts.

City Attorney Kirwin explained the Zoning process to the Commission.

Other discussions on using trees for screening, like in other SUP sites in the City.

Also in attendance for the Houston Racquet Club was Leland Putterman.

Commissioner Fredricks made a motion to move forward with a Public Hearing on the SUP application. Commissioner Martin seconded the motion, and the motion was carried unanimously.

3. Discussion and possible action to consider any future agenda items.

No Action.

D. ADJOURN OPEN MEETING

The meeting adjourned at 6:44 p.m.

Respectfully Submitted,

Tom Fullen, City Administrator
Acting City Secretary

These minutes were approved on the ____ day of _____ 2026.



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

AGENDA DATE:	July 6, 2026
AGENDA SUBJECT:	Discussion and possible action to consider potential amendments to the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.
EXHIBITS:	PPV Example Ordinance & Current Ordinance

ORDINANCE NO. 2026.02 - Exhibit "A"

Sec. 74-176. Certificates of occupancy or completion, temporary certificates of occupancy, and related fiscal security.

Before occupancy, use, or change of use, a certificate of occupancy shall be required upon substantial completion for any of the following:

- 1) Occupancy and use of a building 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) A person may file an application with the building official for the installation of gas meters before the issuance of a certificate of occupancy, provided that:
 - a. The proposed use or temporary occupancy, if applicable, is not hazardous to life, health, or public safety; and
 - b. The applicant posts fiscal security with the building official equal to the estimated cost to perform the installation of the gas meter, but in no event shall exceed \$2,000.00. A qualified professional must provide the city building official with an estimate of the cost, and the building official's approval of the estimate is required. The applicant must post the fiscal security as a cash deposit.
- 7) A temporary certificate of occupancy may be obtained if the structure has been completed and the issuance of the final certificate of occupancy is solely dependent upon the successful completion of all exterior improvements, exterior inspections, and the building final, provided that:
 - a. A preliminary final walk-through has been completed and successful passage of such walk-through has been confirmed by two (2) of the following city officials: the building official, the city administrator, or the mayor; and
 - b. Occupancy of the building is not hazardous to life, health, or public safety; and
 - c. The structure has successfully passed all interior inspections, including completion of the interior final; and
 - d. The applicant posts fiscal security with the building official in the amount of \$30,000.00, which shall be posted as a cash deposit; and
 - e. In addition to the fiscal security required herein, the applicant shall pay a non-refundable temporary certificate of occupancy processing fee in the amount of \$5,000.00; and
 - f. The property owner and builder affirm, in writing, that the property will be able to receive a certificate of occupancy within 45 days of the issuance of the temporary certificate of occupancy. The property owner and builder further agree that for each day beyond the forty-five (45) day period, the property owner shall pay \$2,000.00 per day from the fiscal security as liquidated damages for failure to comply with the requirements of this section; provided, however, the property owner and builder may appeal the amount of liquidated damages assessed. The assessment or collection of liquidated damages under this section shall not constitute the City's

- g. The applicant may request a maximum of two (2) 30-day extensions if the applicant can establish that extraordinary circumstances exist that will reasonably prevent the property from being ready to receive a certificate of occupancy within the initial 45-day temporary certificate of occupancy period or within any subsequently approved 30-day extension period, if applicable. For purposes of this section, extraordinary circumstances shall be limited to acts of God or other unforeseeable events that prevent the owner or builder from completing necessary work to receive a certificate of occupancy. Financial hardship does not qualify as an extraordinary circumstance. Requests for an extension must be in writing and on a form approved by the city. The city administrator shall consider any such request and approve or deny the request. The city administrator's determination may be appealed to the city council, whose decision shall be final.
- h. A property owner and builder have the burden to establish that extraordinary events have occurred that prevented timely compliance with the 45-day temporary certificate of occupancy period or any approved extension thereof. City council has absolute discretion as it relates to any relief granted under this subsection. A determination made by the city council on any such appeal shall be final.
- i. *Reserved.*
- j. Notwithstanding any contrary provisions, the 45-day temporary certificate of occupancy period and any approved extensions will be suspended during periods when the applicant is awaiting an inspection, review, approval, or other action by the City, provided that the applicant has timely requested such actions and is not in default of any Code requirements. The suspension will commence upon submission of a complete, compliant request and will end upon the City's return of inspection or review results.

The city shall return any remaining fiscal security to the applicant upon determination by the building official that the applicant has obtained a certificate of occupancy; provided, however, if the building official determines that the applicant has breached the obligations incurred by the fiscal security, such fiscal security shall be paid to the city as liquidated damages.

(Ord. No. 647, § 7.6, 6-25-84; Ord. No. 945, 7-24-06; Ord. No. 2017.09.25B, § 1, 9-25-17; Ord. No. 2021.03.08, § 1, 3-8-21; Ord. No. 2026., § 1, --26

ORDINANCE NO. 2026.02

AN ORDINANCE REVISING THE TEMPORARY CERTIFICATE OF OCCUPANCY PROVISIONS OF DIVISION 6 OF ARTICLE II OF CHAPTER 74 OF THE CODE OF ORDINANCES OF THE CITY OF PINEY POINT VILLAGE, TEXAS; PROVIDING FINDINGS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Piney Point Village, Texas (the “City”), is authorized under state law to regulate building construction and occupancy to protect the public health, safety, and welfare; and

WHEREAS, Division 6 of Article II of Chapter 74 of the City’s Code of Ordinances governs Certificates of Occupancy and Temporary Certificates of Occupancy; and

WHEREAS, the City Council has determined that the existing Temporary Certificate of Occupancy provisions should be revised to strengthen compliance, improve administrative clarity, and ensure timely completion of construction following occupancy; and

WHEREAS, City staff evaluated the administration and enforcement of the current Temporary Certificate of Occupancy framework and identified the need for clearer standards, stronger financial security, and improved accountability; and

WHEREAS, the proposed ordinance revisions were referred to the Planning & Zoning Commission for review and recommendation in accordance with applicable law; and

WHEREAS, the Planning & Zoning Commission reviewed the proposed revisions and recommended amendments designed to promote compliance while avoiding unintended impacts on unrelated property owners; and

WHEREAS, the City Council conducted a duly noticed public hearing and provided an opportunity for public comment regarding the proposed ordinance revisions; and

WHEREAS, the City Council further finds that the amendments adopted herein provide clear standards for applicants and staff, support consistent enforcement, and reduce ambiguity in the administration of Temporary Certificates of Occupancy; and

WHEREAS, the City Council determines that the provisions of this ordinance are necessary to promote orderly development, protect neighborhood conditions, and preserve the integrity of the City’s building and zoning regulations;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE, TEXAS:

Section 1. Amendment. Division 6 of Article II of Chapter 74 of the Code of Ordinances of the City of Piney Point Village, Texas, is hereby amended as set forth in Exhibit “A,” attached hereto and incorporated herein for all purposes.

Section 2. Findings. The City Council hereby adopts and affirms the findings and recitals set forth above and finds that the amendments adopted by this ordinance are reasonable, necessary, and in furtherance of the public health, safety, and welfare.

Section 3. Severability. If any provision of this ordinance or its application to any person or

circumstance is held invalid, such invalidity shall not affect the other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict only.

Section 5. Codification. The City Secretary is authorized to codify this ordinance and make non-substantive formatting, numbering, and cross-reference changes necessary to reflect the intent of this ordinance.

Section 6. Effective Date. This ordinance shall take effect immediately upon adoption and publication, as required by law.

PASSED AND APPROVED by the City Council of the City of Piney Point Village, Texas, on this the 23 day of February 2026.

APPROVED:

Aliza Dutt
Mayor, City of Piney Point Village

ATTEST:

City Secretary
Robert Pennington

APPROVED AS TO FORM:

City Attorney
David Olson

DIVISION 2. CERTIFICATES OF OCCUPANCY

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.

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.

(Ord. No. 340, § 11-1, 5-20-1980)

Sec. 44-56. Procedure for new or altered buildings.

Written application for a certificate of occupancy for a new building or for an existing building which is to be altered shall be made at the same time as the application for the building permit for such building. Such certificate shall be issued within ten days after a written request for the same has been made to such building inspector or his agent after the erection or alteration of such building or part thereof has been completed and building inspector finds that such building is in conformity with the provisions of this chapter.

(Ord. No. 340, § 11-2, 5-20-1980)

Sec. 44-57. Procedure for vacant land or a change in use.

Written application for a certificate of occupancy for the use of vacant land, or for a change in the use of land or a building or for a change in a nonconforming use, as herein provided, shall be made to such building inspector. If the proposed use is in apparent conformity with the provisions of this chapter, the certificate of occupancy therefor shall be issued within five days after the application for same has been made.

(Ord. No. 340, § 11-3, 5-20-1980)

Sec. 44-58. Contents.

Every certificate of occupancy shall state that the building or the proposed use of a building or land complies with all provisions of law. A record of all certificates of occupancy shall be kept on file in the office of the building inspector or his agent and copies shall be furnished on request to any person having proprietary or tenancy interests in the building or land affected.

(Ord. No. 340, § 11-4, 5-20-1980)