

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, September 14, 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.

- 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 ITEM
 - 1. Discussion and possible action to consider approval of the minutes of the regular meeting on August 24, 2026.
 - D. PUBLIC HEARING
 - A. Amending the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.
 - E. AGENDA ITEMS
 - 2. Discussion and possible action to make a Final Report and recommendation to City Council to amend 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.
 - F. Adjourn Open Meeting.
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CERTIFICATION

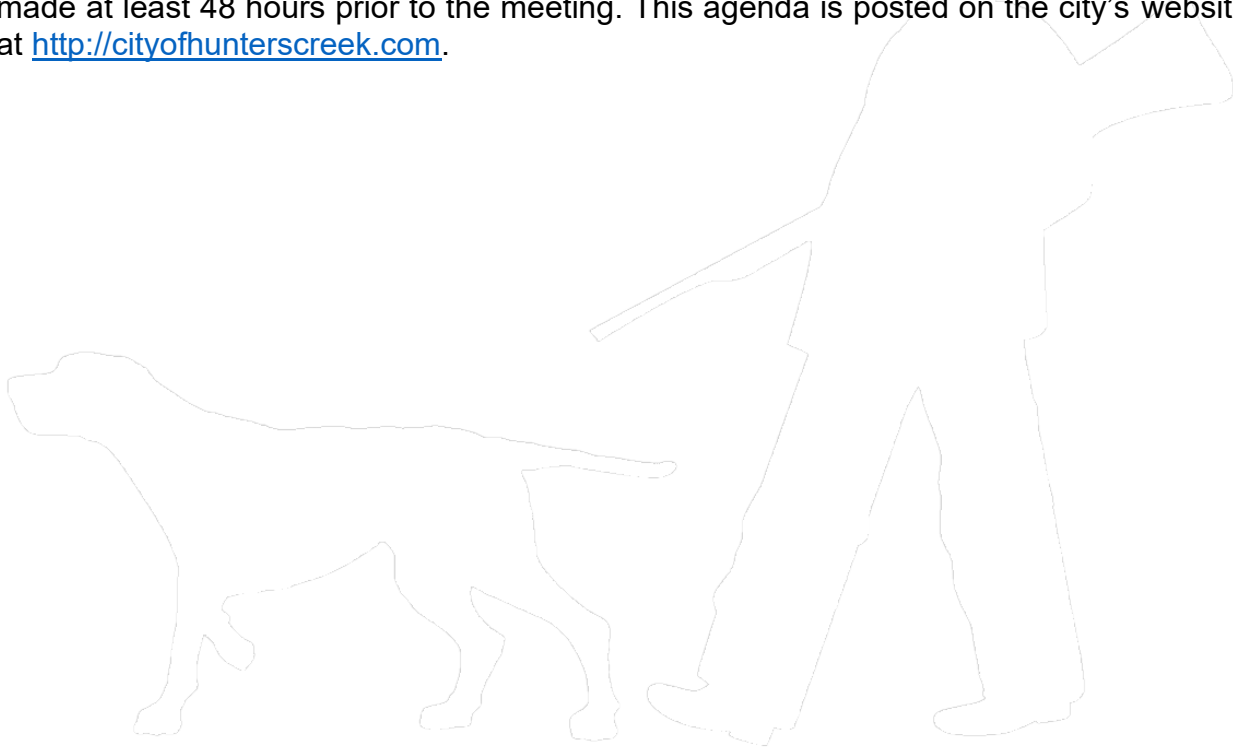
I, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: September 8, 2026, at 4:00 pm, and remained so posted continuously for at least three business days 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 website at <http://cityofhunterscreek.com>.





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

AGENDA DATE: September 14, 2026
AGENDA SUBJECT: Discussion and possible action to consider approval of the minutes of the regular meeting on August 24, 2026.
EXHIBITS: Draft Minutes

**CITY OF HUNTERS CREEK VILLAGE, TEXAS
MINUTES OF THE
PLANNING & ZONING COMMISSION
August 24, 2026**

The Planning and Zoning Commission of the City of Hunters Creek Village, Texas, convened a regular meeting on August 24, 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 6:01 p.m. by Chairman Bill Dalton. In attendance were Commissioners Bill Dalton, David Childers, John Abercrombie, and Brent Fredricks. Also, in attendance were Tom Fullen, City Administrator, and Jessica Pierce, Assistant City Secretary.**

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

No Comments.

C. AGENDA ITEMS

1. Discussion and possible action to consider approval of the minutes of the regular meeting on July 6, 2026.

Commissioner Childers made a motion to approve the minutes of the regular meeting on July 6, 2026. Commissioner Abercrombie seconded the motion, and the motion was carried unanimously.

2. Discussion and possible action to make a Preliminary Report to amend the City's Zoning Ordinance, regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.

Commissioner Fredricks made a motion to approve the Preliminary Report to amend the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security, with one minor typographical correction. Commissioner Abercrombie seconded the motion, and the motion carried unanimously.

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

No Action.

D. ADJOURN OPEN MEETING

The meeting adjourned at 6:13 p.m.

Respectfully Submitted,

Tom Fullen, City Administrator
Acting City Secretary

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

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

NOTICE OF PUBLIC HEARING CITY OF HUNTERS CREEK VILLAGE, TEXAS

Notice is hereby given that a Public Hearing will be held before the Hunters Creek Village Planning & Zoning Commission on September 14, 2026, at 6:00 p.m., in City Hall at #1 Hunters Creek Place, Hunters Creek Village, Texas, 77024, for the purpose of receiving testimony for or against the following proposed amendments to the zoning chapter:

- A. Amending the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.

Written comments may be submitted during normal business hours in the office of the City Secretary at #1 Hunters Creek Place, Hunters Creek Village, Texas 77024, or at the public hearing. For more information, you may call (713) 465-2150 during normal business hours.

Tom Fullen, City Administrator
Acting City Secretary

Jessica Pierce

From: Tom Fullen
Sent: Wednesday, September 9, 2026 3:19 PM
To: Jessica Pierce
Subject: FW: Public Hearing Comment – Proposed Amendments Regarding Certificates of Occupancy and Unfinished Construction

From: Pilar Klein [REDACTED]
Sent: Wednesday, September 9, 2026 3:04 PM
To: Tom Fullen <tfullen@cityofhunterscreek.com>
Subject: Public Hearing Comment – Proposed Amendments Regarding Certificates of Occupancy and Unfinished Construction

Because I am unable to attend the hearing in person, please accept the attached comments and enter them into the official record for the public hearing.

Dear Members of the Hunters Creek Village Planning & Zoning Commission,

I am writing to submit my comments regarding the proposed amendments to the City's Zoning Ordinance concerning certificates of occupancy, temporary certificates of occupancy, and financial security requirements.

I support the City's efforts to strengthen its regulations and to ensure that construction projects are completed responsibly and in a manner that protects neighboring property owners and the character of the community.

I would also respectfully ask the Commission to consider how the City addresses residential construction or remodeling projects that remain unfinished for extended periods of time before reaching the certificate-of-occupancy stage.

Within my subdivision, there is a residential property located in a highly visible area near the neighborhood entrance that has been undergoing remodeling for more than three years. The home remains unoccupied, the exterior has been neglected, and there has been very little visible construction activity for an extended period. Because of its prominent location, the condition of the property has an impact beyond the individual lot. It affects the appearance of the neighborhood and the first impression presented to residents, visitors, and prospective buyers.

I understand that the owner has expressed an intention to complete the project by December 2026, and I sincerely hope that occurs. However, given the length of time the property has already remained unfinished, I believe this situation raises a broader policy question that deserves consideration.

Financial security associated with a temporary certificate of occupancy may provide an important safeguard once a project reaches that stage. However, it may not fully address situations in which a property remains vacant and unfinished for years without progressing to a certificate of occupancy.

I therefore respectfully encourage the Commission and City staff to consider whether the City's regulations provide sufficient mechanisms to address prolonged or dormant construction projects, including:

- reasonable and enforceable construction completion timelines;
- meaningful requirements when building permits are renewed or extended;
- ongoing exterior property-maintenance standards during construction;
- periodic inspections of projects that remain incomplete for extended periods;
- measures to mitigate adverse effects on surrounding property owners and the neighborhood; and
- financial security or other enforcement tools where appropriate to encourage timely completion.

I would also appreciate clarification regarding the City's current enforcement authority when a residential remodeling project has continued beyond the normal permit period and remains visibly unfinished.

More specifically, I respectfully ask:

What mechanisms does the City currently have to ensure that a residential construction or remodeling project that remains unfinished for several years is either completed within a reasonable period or properly maintained so that it does not adversely affect neighboring properties and the surrounding community?

I would further ask the Commission to consider whether the proposed amendments should be strengthened, if necessary, so that the City has effective tools not only at the certificate-of-occupancy stage, but also during prolonged periods of construction preceding occupancy.

My concern is not directed toward preventing homeowners from improving their properties, nor toward imposing unreasonable deadlines on legitimate construction. Rather, it is to ensure an appropriate balance between a property owner's right to renovate and the community's legitimate interest in preventing construction projects from remaining indefinitely unfinished, neglected, or detrimental to the surrounding neighborhood.

Thank you for considering these comments as part of the public hearing record.

Respectfully,

Pilar Klein
10815 Oak Hollow St.



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

AGENDA DATE: September 14, 2026
AGENDA SUBJECT: Discussion and possible action to make a Final Report and recommendation to City Council to amend the City's Zoning Ordinance regarding rules and regulations for certificates of occupancy, temporary certificates of occupancy, and requiring financial security.
EXHIBITS: Draft Ordinance

DIVISION 2. FINAL AND TEMPORARY CERTIFICATES OF OCCUPANCY

Sec. 44-55. Requirements.

Final ~~C~~ertificates 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 final certificate of occupancy therefor shall have been issued by the building ~~inspector~~official.

(Ord. No. 340, § 11-1, 5-20-1980)

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

Written application for a final 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 final certificate shall be issued within ten days after a written request for the same has been made to such building ~~inspector~~official or his agent after the erection or alteration of such building or part thereof has been completed and building ~~official~~inspector finds that such building is in conformity with the provisions of this chapter and all other applicable ordinances.

(Ord. No. 340, § 11-2, 5-20-1980)

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

Written application for a final 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~~official. If the proposed use is in apparent conformity with the provisions of this chapter and all other applicable ordinances, the final 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 final 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 final certificates of occupancy shall be kept on file in the office of the building ~~inspector~~official 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)

[New section below]:

Sec. 44-59. Temporary Certificates of Occupancy.

1. The city may issue a temporary certificate of occupancy to the property owner (applicant) if:
 - a. The applicant posts \$25,000.00 cash security with the city; and
 - b. Occupancy of the building is not hazardous to life, health, or public safety; and
 - c. The structure has successfully passed all mechanical, electrical, plumbing, fire sprinkle, driveway, drainage, and swimming pool requirements; and
 - d. If the building permit will expire during the temporary certificate of occupancy period, the applicant must secure a building permit extension from the city council before the temporary certificate of occupancy will be issued.
2. The city may issue the applicant a 90-day temporary certificate of occupancy to complete all required work if the property owner and builder affirm, in writing, that the property will be able to receive a final certificate of occupancy within 90 days of the issuance of the temporary certificate of occupancy.
3. The applicant may request one forty-five (45) day extension if the applicant can establish that extraordinary circumstances exist that will reasonably prevent the property from being ready to receive a final certificate of occupancy after the initial 90-day temporary certificate of occupancy period. The applicant shall have the burden to establish that extraordinary events have occurred that prevented timely compliance with the 90-day temporary certificate of occupancy period or any approved extension thereof. 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 final 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 denial may be appealed to the city council, whose decision shall be final.
4. If the applicant receives a final certificate of occupancy in the timeframe as provided for herein, the city shall return the financial security to the applicant. If the applicant does not receive a final certificate of occupancy in the timeframe as provided for herein, the city shall retain the financial security and may pursue any available legal remedies against any person or entity to ensure the structure obtains a final certificate of occupancy.

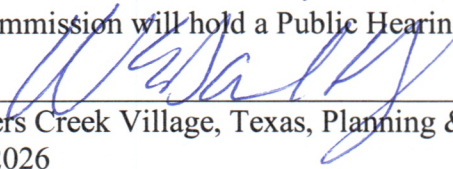
Secs. 44-~~6059~~—44-89. Reserved.

City of Hunters Creek Village, Texas, Planning and Zoning Commission
Preliminary Report on Zoning Text Amendment

The City of Hunters Creek Village, Texas, Planning and Zoning Commission considered the following Zoning Text Amendment on August 24, 2026:

- Amending Sections 44-55, 44-56, 44-57, and 44-58 of the Zoning Code of Ordinances regarding temporary and final certificates of occupancy.
- Providing a new Section 44-59 of the Zoning Code of Ordinances regarding temporary and final certificates of occupancy.

At such meeting, the Planning & Zoning Commission considered this Preliminary Report with proposed Ordinance to amend the City of Hunters Creek Village Zoning Ordinance. The Planning & Zoning Commission will hold a Public Hearing on this Preliminary Report in September 2026.

Chairman: 
City of Hunters Creek Village, Texas, Planning & Zoning Commission
Dated: 8/24/2026

City of Hunters Creek Village, Texas, Planning and Zoning Commission
Final Report on Zoning Text Amendment

The City of Hunters Creek Village, Texas, Planning and Zoning Commission considered the following Zoning Text Amendment on September 14, 2026:

- Amending Sections 44-55, 44-56, 44-57, and 44-58 of the Zoning Code of Ordinances regarding temporary and final certificates of occupancy.
- Providing a new Section 44-59 of the Zoning Code of Ordinances regarding temporary and final certificates of occupancy.

At such meeting, the Planning & Zoning Commission held a Public Hearing on the Preliminary Report to amend the City of Hunters Creek Village Zoning Ordinance and recommends forwarding this Final Report to City Council.

Chairman: _____
City of Hunters Creek Village, Texas, Planning & Zoning Commission
Dated: 9/14/2026