

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, October 12, 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 September 14, 2026.
 - 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.
 - 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: October 6, 2026, at 4:30 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, TEXAS
MINUTES OF THE
PLANNING & ZONING COMMISSION
September 14, 2026**

The Planning and Zoning Commission of the City of Hunters Creek Village, Texas, convened a regular meeting on September 14, 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 Chairman Bill Dalton. In attendance were Commissioners Bill Dalton, John Abercrombie, and Brent Fredricks. Also, in attendance were Tim Kirwin, City Attorney, 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 August 24, 2026.

Commissioner Fredricks made a motion to approve the minutes of the regular meeting on August 24, 2026. Commissioner Abercrombie seconded the motion, and the motion was carried unanimously.

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.

Public Hearing Opened at 6:01 p.m.

Comments: No comments.

Public Hearing Closed at 6:02 p.m.

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.

Commissioner Abercrombie made a motion to approve the Final

Report and to send the 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, with the minor typographical correction made from the Preliminary Report. Commissioner Fredricks seconded the motion, and the motion carried unanimously.

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

No Action.

F. ADJOURN OPEN MEETING

The meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Tom Fullen, City Administrator
Acting City Secretary

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



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

AGENDA DATE: October 12, 2026
AGENDA SUBJECT: 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.
EXHIBITS: HRC Letter & Council Requests

Amendment to Special Use Permit
to permit parking lot on designated property

Council respectfully requests Planning & Zoning Commission to consider and report on the desirability or necessity of Special Use Permit limitations or restrictions regarding, among others, the following matters:

- Restrictions on access to parking lot to only designated types of passenger vehicles, such as exclusions at all times of
 - delivery trucks or other commercial vehicles
 - vehicles designated in Code of Ordinances 18-168 (boats, buses, recreational vehicles, trailers, tarp-covered vehicles and the like)
 - junked or inoperable vehicles designated in Code of Ordinances Section 18-190
 - food trucks
 - storage containers
- Designated 15 or 20-foot buffer zones or other setbacks for paved surfaces from adjoining properties and from Voss Road
- Required planting and maintenance (with sprinkler systems) of dense vegetative screen in buffer zones or other setbacks
- Requirement of installation and maintenance of two-ply fencing between parking lot and adjoining properties to insulate neighbors from view of headlight beams
- Requirements for trash receptacles
- Prohibition of over-night parking or other curfew limitations on parking lot access
- Enhanced tree requirements beyond tree ordinance requirements
- Drainage requirements
- Parking lot light restrictions, including:
 - required full shielding of light sources to prevent direct view of light sources from adjoining properties or Voss Road
 - enhanced restrictions on height, beam direction and brightness of light sources beyond HCY light ordinance to prevent light spill onto adjoining properties or Voss Road
 - requirements for timers to automatically turn off parking lot lights during designated “curfew” no lights hours
- Prohibition of conduct of Club activities other than parking, such as member car wash or detailing services
- Prohibition of parking on unimproved or unpaved surfaces
- Restrictions on time and manner of access to parking lot from Voss Road
- Installation of masonry wall or fence along border of property with Voss Road of 9 feet in height and otherwise in compliance with Code of Ordinances Section 44-163
- Requirement that any gate to Voss Road from the property be 9 feet in height and be opaque in construction, all to the effect that parking lot is shielded from sight from Voss Road



Est. 1965

September 25, 2026

Tom Fullen
City Administrator/Acting City Secretary
City of Hunters Creek Village
1 Hunters Creek Place
Houston, Texas, 77024

Dear Mr. Fullen:

Please accept this letter as the Houston Racquet Club's formal request to amend a zoning district regulation pursuant to the Code of City Ordinances of Hunters Creek Village, Section 44-255.

In this regard, the Houston Racquet Club hereby requests an amendment to the Specific Use Permit granted to it by Ordinance no. 2019-896, issued on August 27, 2019.

More specifically, the Houston Racquet Club is requesting approval for the addition of a parking lot with emergency access to Voss, as detailed in Exhibit A.

Enclosed herewith is a check payable to the City of Hunters Creek Village in the amount of Five Hundred Dollars (\$500.00) which represents the fee for this request.

Should you have any questions concerning this request, please do not hesitate to contact me at (713) 906-4870 or the Houston Racquet Club's COO, Thomas Preuml, at (832) 677-7776.

Thank you in advance for your support and cooperation.

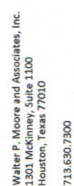
Sincerely,


Lydia Mabry
President
Houston Racquet Club

Encls.

HOUSTON RACQUET CLUB

10709 Memorial Drive • Houston, Texas 77024 • 713-464-4811 F: 713-464-1364



HOUSTON RACQUET CLUB

PROJECT NO.	DATE	REVISION	REVIEWED BY	DATE	REVIEWED BY	DATE
MOJ-2602-2-00	KES		KES	TR		
ORIGINAL ISSUE	KES					07/29/2018
SCHEMATIC DESIGN						

24' DRIVE AISLES - 102 SPACES

EXHIBIT A



ADDRESS : 214 VOSS ROAD
HOUSTON, TX 77024

BUYER : DARRO SCHROEDER

TITLE CO. : N/A

GF NO. : N/A

LENDER : N/A

LINE	LENGTH	BEARING
1	145.42'	N 89°57'00" E
2	149.60'	N 89°11'00" W
3	128.86'	S 89°54'30" W
4	138.37'	S 49°53'30" W
5	240.23'	S 00°03'00" E

CURVE	CURVE LENGTH	RADIUS
1	145.42'	1000.00'
2	149.60'	1000.00'
3	128.86'	1000.00'
4	138.37'	1000.00'

LEGEND
 1" = 100'
 R.O.W. - RIGHT OF WAY
 C.C.F. - COUNTY CLERK FILE
 B.L. - BUILDING LINE
 E.M. - ELECTRIC METER



Firm No: 10133000
 2417 NORTH FREEDWAY
 HOUSTON, TX 77009
 713-864-2400
www.primetexasurveys.com

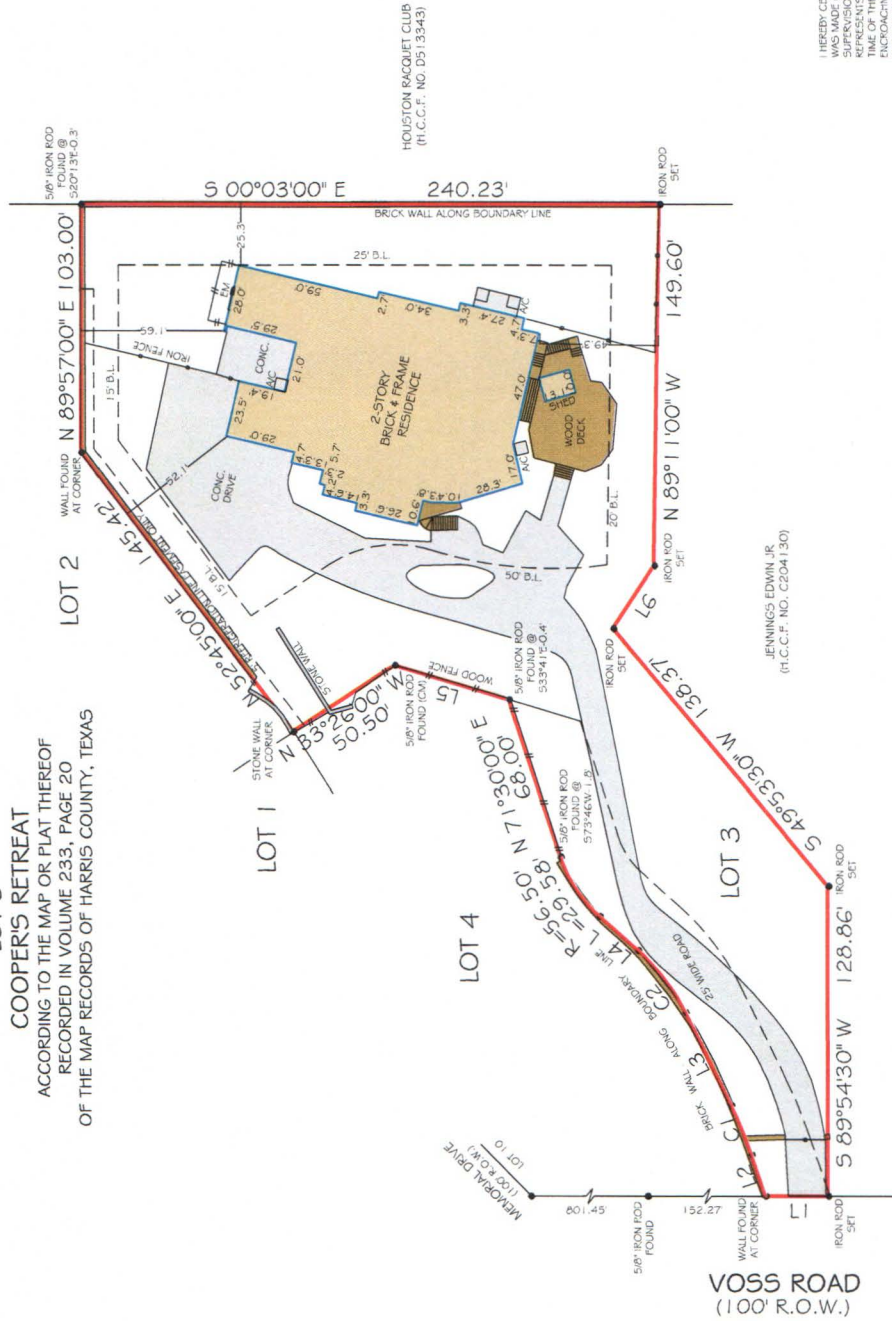
NOTES:
 1) ALL BEARINGS SHOWN ARE REFERENCED PER RECORDED PLAT.
 2) THIS SURVEY WAS PREPARED WITHOUT A TITLE COMMITMENT.
 OTHER EASEMENTS AND/OR BUILDING LINES MAY AFFECT THIS TRACT.

FLOOD INFORMATION
 PART OF THIS TRACT DOES APPEAR TO BE WITHIN THE 100 YEAR FLOOD PLAIN AND
 IS IN ZONE "X SHADDED" AND ZONE "AE" AS PER F.E.M.A. FLOOD INSURANCE RATE
 PANEL NO. 46201C0645L, DATED JUNE 16, 2007.

A STANDARD LAND SURVEY OF LOT 3 COOPER'S RETREAT ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 233, PAGE 20 OF THE MAP RECORDS OF HARRIS COUNTY, TEXAS



SCALE:
 1" = 20'



HOUSTON RACQUET CLUB
 (H.C.C.F. NO. D513343)

JENNINGS EDWIN JR.
 (H.C.C.F. NO. C204130)

I HEREBY CERTIFY THAT THIS SURVEY
 WAS MADE ON THE BASIS OF THE
 REPRESENTATIONS AND THAT I CORRECTLY
 REPRESENTS THE FACTS FOUND AT THE
 TIME OF THE SURVEY. THERE WERE NO
 ENCUMBRANCES APPARENT ON THE
 GROUND EXCEPT AS SHOWN HEREON.



P. A. DUBOW, R.P.L.S., NO. 5502
 JOB NO. 13109-01
 DATE: JANUARY 3, 2014