



# Regular Council Meeting Agenda

Tuesday, May 21, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

---

**The City Council of Hilshire Village, Texas will meet on Tuesday, May 21, 2024, at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055.**

Individuals may personally engage with the City Council during the meeting at City Hall or through written communication. Please ensure your comments are submitted in advance to [Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com). Participants attending the meeting via videoconference will not have audio or video functionalities enabled.

View Zoom Meeting:

<https://us06web.zoom.us/j/88139745838?pwd=BscZ2beg0h5UtTHQwjIRKPKmG79B36.1>

Meeting ID: 881 3974 5838

Passcode: 0123

+1 346-248-7799, 881 3974 5838#, \*0123# (Houston)

## **1. CALL TO ORDER**

**1.A.** Invocation (Council Member Gordy)

**1.B.** Pledge of Allegiance

**1.C.** Roll Call

## **2. CITIZEN'S COMMENTS**

This is an opportunity for citizens to speak to Council about agenda and non-agenda items. Comments are limited to up to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers must address the council at the microphone and give their name and address before voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on a future City Council agenda. A copy of any prepared remarks or notes to be used and distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.

## **3. REPORTS TO COUNCIL**

**3.A.** Spring Valley Police Report

- [3.B.](#) Fire Commissioner's Report (Mayor Buesinger)
- [3.C.](#) City Engineer's Report
- [3.D.](#) Building Official's Report
- [3.E.](#) Mayor Buesinger's Report
- [3.F.](#) City Secretary's Report: (City Secretary Stephens)  
Complaint Log  
Consent Agenda
- [3.G.](#) City Treasurer's Report (City Secretary Stephens)  
HCAD Certified Estimates

#### **4. CONSENT AGENDA**

- [4.A.](#) Approve Disbursements
- [4.B.](#) Approve Minutes from the Regular Council Meeting
- [4.C.](#) Approve Check Registers
- [4.D.](#) Approve Proclamation for Police Week

#### **5. DISCUSSION AND POSSIBLE ACTION**

- [5.A.](#) Approve Resolution 2024-259 appointing Mike Garofalo as the Fire Commissioner and appointing Mayor Buesinger as the alternate.
- [5.B.](#) Discussion and possible action to appoint a new member to the Board of Adjustments.
- [5.C.](#) Discussion and possible action to secure energy rates.
- [5.D.](#) Discussion and possible approval of Resolution 2024-260 prohibiting the carrying of a handgun into any public city meeting.
- [5.E.](#) Discussion and possible action to allow an existing circular driveway to remain in the same size and location after new construction at 1201 Archley Drive in addition to a single access driveway to the garage. Hilshire Code of Ordinances Section 4.623 (Permitted Driveway and Pedestrian Access within Public Rights-of-Way).

#### **6. DISCUSSION**

- [6.A.](#) Discuss amendments to Hilshire Village Tree Ordinance #745.

#### **7. FUTURE AGENDA TOPICS**

2023 - 2024 Budget Workshop Calendar  
Debt Planning

#### **8. ADJOURNMENT**

## NOTES:

\*Agenda items may be considered in any order.

\* In the event a quorum of the city council is not present, the members who are present may meet as a sub-committee of the council to discuss the agenda items above.

\*City Council may recess into a closed meeting at any time during the open meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters).

**I, Cassie Stephens, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible May 17, 2024 at 3:00 p.m.**

This facility is wheelchair-accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours before this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.

# SPRING VALLEY POLICE DEPARTMENT

## Calls - By Type

04\01\2024  
thru 04\30\2024  
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
22	ALARM	6
23	AMBULANCE CALL	2
24	ANIMAL CALL	5
43	ASSIST OUTSIDE AGENCY	1
135	BUSINESS CHECK	685
53	DEBRIS IN ROADWAY	2
68	HOUSE CHECK	39
70	INFORMATION	3
76	LOUD NOISE	1
81	OPEN DOOR	2
86	PUBLIC RELATIONS	52
96	SOLICITOR	1
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	4
108	TRAFFIC CONTROL	1
11	TRAFFIC STOP	32
Total		838

# **SPRING VALLEY VILLAGE POLICE DEPARTMENT**

**MONTHLY NEWSLETTER:  
MAY 2024**

**1025 CAMPBELL ROAD  
HOUSTON, TX 77055  
PHONE: 713-465-8323**



**COMMUNITY MATTERS.  
WE ARE A TEAM.**

# INTRODUCTION

*Hilshire Village Residents,*

May is here and soon school will be out. As warmer weather approaches, let's not forget pool safety.

***KEEP IN MIND:***

- Be sure to lock all doors and windows in your home, when you are not on the premises.
- Bring all packages inside as soon as possible.
- Lock your vehicle when it is unoccupied.
- Be aware of increased activity regarding children playing outside.

As always we are here if you need us!

*Sincerely,*  
**Chief M. Schulze**



## Police Officer Memorial Week May 12<sup>th</sup> – 18<sup>th</sup>

National Police Week was created in 1962; after then-president of the United States, John F. Kennedy signed Public Law 87-726. The law designated May 15 as Peace Officers' Memorial Day and stated that the week in which the day falls should be National Police Week. Every year, the National Law Enforcement Officers organize a Memorial Service to honor police officers who lost their lives in the line of duty.

The goal of National Police Week is to honor and celebrate these officers.

*Sincerely,  
Chief M. Schulze*



1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL: [DISPATCH@SPRINGVALLEYTX.COM](mailto:DISPATCH@SPRINGVALLEYTX.COM)



**Shout out to our Municipal Court. We work together because our Community matters. We are a team!**

**Celebrating the 55th Annual Professional Municipal Clerks Week**

May 5 through May 11, 2024 will be the 55th Annual Professional Municipal Clerks Week. Initiated in 1969 by IIMC and endorsed by all of its members throughout the United States, Canada and 15 other countries, the week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May.



**COMMUNITY MATTERS.  
WE ARE A TEAM.**

A Big Shout Out  
& Thank you



1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL:  
DISPATCH@SPRINGVALLEYTX.COM



# MAY 2024

DATE	DAY	SPECIAL DAYS FOR THIS MONTH
05-02-2024	THURSDAY	NATIONAL DAY OF PRAYER
05-12-2024	SUNDAY	MOTHER'S DAY
05-12-2024	SUNDAY	POLICE WEEK BEGINS
05-27-2024	MONDAY	MEMORIAL DAY



**COMMUNITY MATTERS.  
WE ARE A TEAM.**



# SPRING VALLEY POLICE DEPARTMENT

## HILSHIRE VILLAGE

CALLS BY TYPE: 04-01-2024 THRU 04-30-2024

TYPE	DESCRIPTION	#OF
22	ALARM	6
23	AMBULANCE CALL	2
24	ANIMAL CALL	5
43	ASSIST OUTSIDE AGENCY	1
135	BUSINESS CHECK	685
53	DEBRIS IN ROADWAY	2
68	HOUSE CHECK	39
70	INFORMATION	3
76	LOUD NOISE	1
81	OPEN DOOR	2
86	PUBLIC RELATIONS	52
96	SOLICITOR	1
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	1
105	SUSPICIOUS VEHICLE	4
108	TRAFFIC CONTROL	1
11	TRAFFIC STOP	32
TOTAL		838



**COMMUNITY MATTERS.  
WE ARE A TEAM.**

1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL:  
DISPATCH@SPRINGVALLEYTX.COM

# SPRING VALLEY VILLAGE POLICE DEPARTMENT

## OFFICER'S TIP OF THE MONTH

Summer break is just around the corner, which means people will start to travel.

It is important that people be careful, especially on vacation.

Here are some travel safety tips to help enjoy those vacation moments:

1. Contact the police department to be placed on the "Vacation House Watch"
2. Set your alarm.
3. Turn on some lights in the house.
4. Let your friends or neighbors know when you will be away and your emergency contact numbers.
5. Make copies of your ID and Passport: Make two copies of your licenses and passport in case either lost or stolen.
6. Travel like a Local: Make sure to know your surroundings by planning a route in advance.
7. Travel with a Buddy or in groups!
8. Avoid "OVERSHARING" Online: Posting photos or checking in on social media sites advertises your absence from home. Real-time updates can be tempting, but wait until you return safely home before sharing your adventures.

Have a safe and fun summer!

Officer R. Moore



**COMMUNITY MATTERS.  
WE ARE A TEAM.**

1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL:  
DISPATCH@SPRINGVALLEYTX.COM





**COMMUNITY MATTERS.  
WE ARE A TEAM.**

1025 CAMPBELL ROAD, HOUSTON, TX 77055

PHONE: 713-465-8323 / EMAIL:  
DISPATCH@SPRINGVALLEYTX.COM

## TIPS TO PREP BEFORE LEAVING

- ☐ Close windows, blinds, curtains, shutters, lock all doors and garage.
  - ☐ Set timers on interior lights. This goes a long way in deterring burglars, who often look for crimes of opportunity.
  - ☐ Set your thermostat accordingly, for unnecessary energy cost, but can also help avoid unforeseen problems with you HVAC equipment.
  - ☐ Take out the trash.
  - ☐ Run garbage disposal until clear.
  - ☐ Secure all valuables.
  - ☐ Lock all vehicles that are at home.
  - ☐ Turn on home security system.
- Item 3.A. nge for pets left at home.



## HOUSE WATCH FORM

Please fill out the form below and **EMAIL to [Dispatch@springvalleytx.com](mailto:Dispatch@springvalleytx.com)**

Drop Off at Spring Valley Village Police Department @ 1025 Campbell Rd., Houston, Tx 77055

OR Call Us @ 713-465-8323 with all the necessary information.

If you have any changes while your home is on House Watch , please contact us with any updates.

FIRST & LAST NAME			
ADDRESS			
PHONE # WHILE GONE			
DATE LEAVING		DATE RETURNING	
TIME IF POSSIBLE		TIME IF POSSIBLE	
LIGHTS (INSIDE)	LIGHTS ON <input type="checkbox"/>	TIMERS <input type="checkbox"/>	NO LIGHTS <input type="checkbox"/>
LIGHTS (OUTSIDE)	LIGHTS ON <input type="checkbox"/>	TIMERS <input type="checkbox"/>	NO LIGHTS <input type="checkbox"/>
HOME ALARM SYSTEM	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IF YES: ALARM COMPANY NAME			
CARS LEFT IN DRIVEWAY	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
COLOR / MAKE / MODEL			
ANYONE COMING BY :			
MAID/YARD CREW / PET SITTER ETC.			
LOCAL KEY HOLDER NAME		LOCAL KEY HOLDER PHONE #	
IN CASE OF EMERGENCY			
ANY ADDITIONAL NOTES			
ZONE	1 2 3 4 5 6 (FOR DISPATCH ONLY)		

# IMPORTANT NUMBERS AT A GLANCE

<u>EMERGENCY</u>		<u>NON - EMERGENCY</u>	
911 - FOR ALL EMERGENCY		713-465-8323	
988 – NATIONAL SUICIDE & MENTAL HEALTH			
<u>SPRING VALLEY VILLAGE</u>		<u>VILLAGE FIRE DEPARTMENT</u>	
SPRING VALLEY - CITY HALL	713-465-8308	VILLAGE FIRE DEPARTMENT	713-465-2323
SPRING VALLEY - PD	713-465-8323	VFD - NON-EMERGENCY	713-468-7941
SPRING VALLEY - PD FAX	713-465-3135		
SPRING VALLEY - COURT	713-465-0333		
<u>HILSHIRE VILLAGE</u>			
HILSHIRE VILLAGE – CITY HALL	713-973-1779		



COMMUNITY MATTERS.  
WE ARE A TEAM.





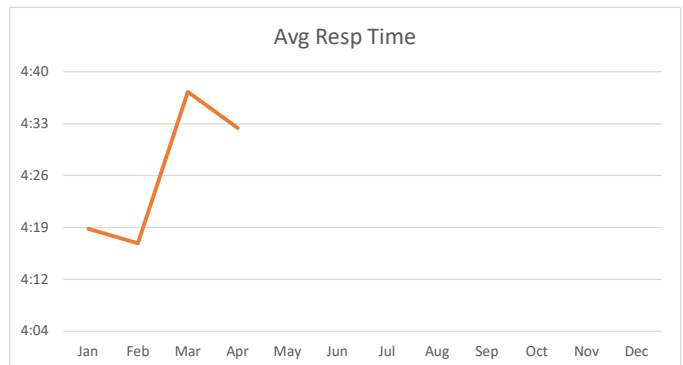
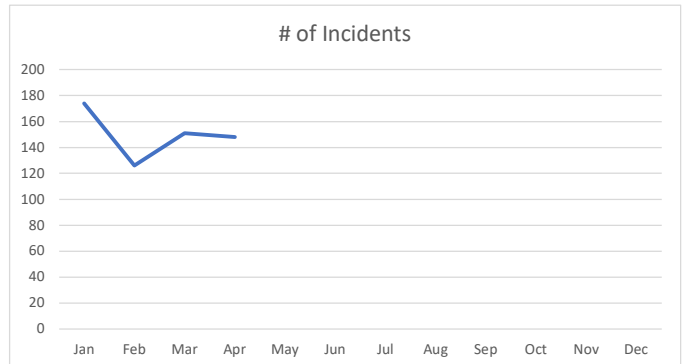
Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

### April 2024 Summary - All Cities

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD
<b>TOTAL</b>	<b>250</b>	<b>181</b>	<b>208</b>	<b>211</b>	<b>850</b>
Abdominal Pain	0	1	1	2	4
Allergic Reaction	2	1	2	2	7
Animal Bite	0	0	1	0	1
Assult	0	1	1	0	2
Automatic Aid	3	2	3	4	12
Automatic Aid- Apartment Fire	13	6	13	10	42
Automatic Aid- Building Fire	4	2	2	3	11
Automatic Aid- Elevator Rescue	3	1	1	0	5
Automatic Aid- Entrapment MVC	1	3	1	0	5
Automatic Aid- Gas Leak	1	1	2	3	7
Automatic Aid- High Rise Fire	0	2	1	0	3
Back Pain	0	0	2	1	3
Carbon Monoxide Detector With Symptoms	0	1	0	0	1
Carbon Monoxide Detector No Symptoms	2	3	3	1	9
Cardiac/Respiratory Arrest	1	1	0	0	2
Check a Noxious Odor	2	1	0	1	4
Check for Fire	0	0	1	0	1
Check for the Smell of Natural Gas	2	3	6	2	13
Check for the Smell of Smoke	2	2	1	2	7
Chest Pain	3	1	4	1	9
Child Locked in a Vehicle Engine Not Running	0	1	0	0	1
Choking	1	1	2	0	4
Diabetic Emergency	1	2	2	1	6
Difficulty Breathing	9	5	8	12	34
Electrical Fire	0	0	1	0	1
Elevator Rescue	1	0	0	0	1
Entrapment- Non MVC	0	0	1	0	1
Fall Victim	10	8	13	9	40
Fire Alarm Business	8	6	3	6	23
Fire Alarm Church or School	10	6	3	4	23
Fire Alarm Residence	36	28	23	25	112
Gas Leak	3	0	5	4	12
Headache- Stroke symptoms not present	0	0	0	2	2
Heart Problems	8	6	4	6	24
Heat/Cold Exposure	1	0	0	0	1
Hemorrhage/Laceration	1	2	1	1	5
House Fire	2	0	1	1	4
Injured Party	4	4	4	3	15
Medical Alarm	6	5	4	2	17
Motor Vehicle Collision	23	15	21	25	84
Motor Vehicle Collision with Entrapment	0	0	1	1	2
Object Down in Roadway	6	1	5	6	18
Oven/Appliance Fire	1	0	0	0	1
Overdose/Poisoning	1	1	2	0	4
Possible D.O.S.	1	0	1	2	4
Powerlines Down Arcing/Burning	3	0	3	6	12
Pregnancy/ Childbirth	1	0	0	0	1
Psychiatric Emergency	3	6	2	2	13
Seizures	4	2	8	4	18
Service Call Non-emergency	14	16	12	15	57
Shooting/Stabbing	1	0	0	0	1
Sick Call	21	15	15	19	70
Smoke in Business	1	0	0	0	1
Smoke in Residence	1	0	1	1	3
Stroke	5	1	3	2	11
Transformer Fire	3	0	2	2	7
Traumatic Injury	1	3	0	1	5
Unconscious Party/Syncope	14	9	7	10	40
Unknown Medical Emergency	1	2	3	5	11
Vehicle Fire	4	3	1	2	10
Wash Down	1	1	1	0	3

Month	# of Incidents	Avg Resp Time
Jan	174	4:19
Feb	126	4:17
Mar	151	4:38
Apr	148	4:33
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
599		4:26

Note: Nat'l Std Fire Response Time: 6:50  
Note: Nat'l Std Fire EMS Time: 6:30



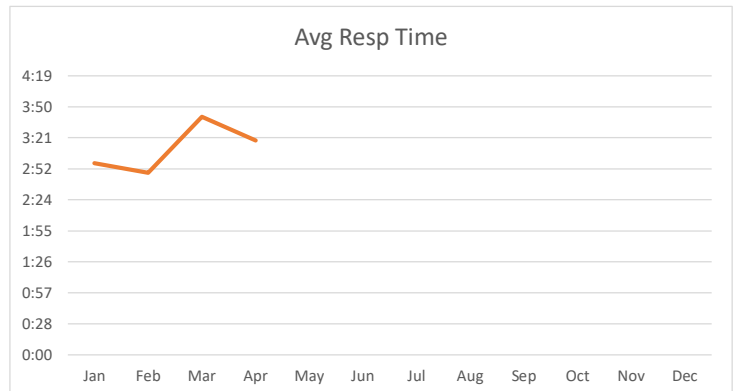
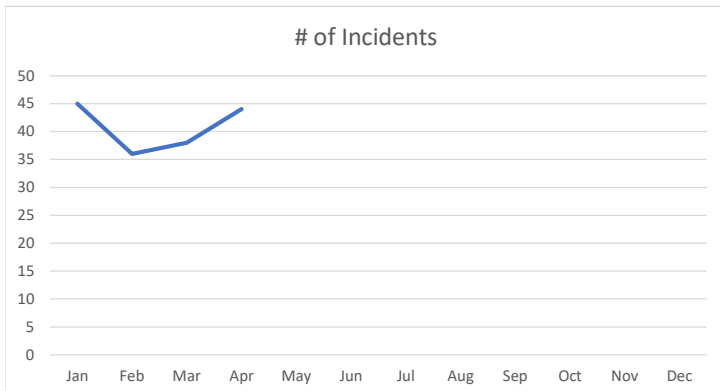


Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

### April 2024 Summary - Hedwig

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD
<b>TOTAL</b>	<b>47</b>	<b>39</b>	<b>47</b>	<b>49</b>	<b>179</b>
Abdominal Pain	0	0	0	2	2
Allergic Reaction	1	0	1	1	
Animal Bite	0	0	1	0	1
Assult	0	0	1	0	1
Back Pain	0	0	1	0	1
Check for the Smell of Natural Gas	0	2	0	1	3
Check for the Smell of Smoke	1	1	0	1	3
Chest Pain	2	1	0	0	3
Choking	0	0	2	0	2
Diabetic Emergency	0	1	2	0	3
Difficulty Breathing	3	0	2	3	8
Elevator Rescue	1	0	0	0	1
Fall Victim	2	3	1	0	6
Fire Alarm Business	4	5	3	4	16
Fire Alarm Church or School	1	3	0	1	5
Fire Alarm Residence	1	0	4	5	10
Gas Leak	0	0	2	0	2
Heart Problems	2	1	0	2	5
Heat/Cold Exposure	1	0	0	0	1
House Fire	0	0	1	0	1
Injured Party	2	0	2	0	4
Medical Alarm	1	0	2	0	3
Motor Vehicle Collision	7	5	4	5	21
Object Down in Roadway	0	1	1	0	2
Oven/Appliance Fire	1	0	0	0	1
Overdose/Poisoning	0	1	0	0	1
Powerlines Down Arcing/Burning	1	0	0	0	1
Psychiatric Emergency	2	5	0	0	7
Seizures	0	0	2	0	2
Service Call Non-emergency	0	1	3	4	8
Shooting/Stabbing	1	0	0	0	1
Sick Call	4	4	6	12	26
Smoke in Business	1	0	0	0	1
Smoke in Residence	0	0	1	0	1
Stroke	0	0	0	2	2
Transformer Fire	0	0	2	1	3
Traumatic Injury	0	1	0	0	1
Unconscious Party/Syncope	6	1	1	3	11
Unknown Medical Emergency	0	1	0	2	3
Vehicle Fire	1	2	1	0	4
Wash Down	1	0	1	0	2

Month	# of Incidents	Avg Resp Time
Jan	45	2:58
Feb	36	2:49
Mar	38	3:41
Apr	44	3:19
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	163	3:11

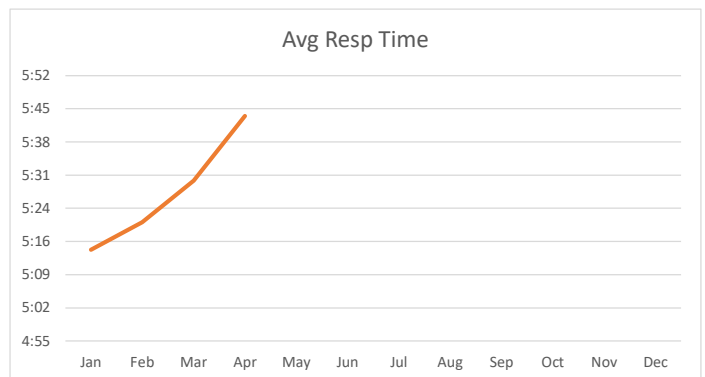
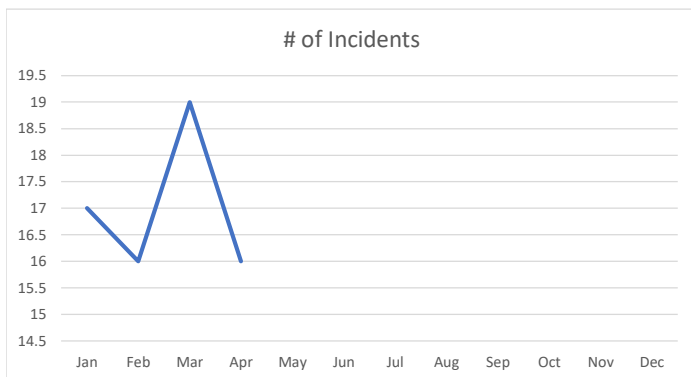


Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

## April 2024 Summary - Bunker Hill

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD
TOTAL	26	25	27	23	101
Assult	0	1	0	0	1
Carbon Monoxide Detector No Symptoms	0	0	1	0	1
Check for Noxious Odor	1	0	0	0	1
Check for the Smell of Natural Gas	2	0	2	0	4
Check for the Smell of Smoke	0	1	1	0	2
Diabetic Emergency	0	1	0	0	1
Difficulty Breathing	0	0	2	4	6
Fall Victim	0	1	4	1	6
Fire Alarm Business	0	1	0	0	1
Fire Alarm Church or School	3	0	1	0	4
Fire Alarm Residence	7	7	4	4	22
Gas Leak	0	0	1	0	1
Heart Problems	1	0	0	0	1
Hemorrhage/Laceration	0	1	1	0	2
House Fire	0	0	0	1	1
Injured Party	1	0	1	1	3
Medical Alarm	0	0	1	1	2
Motor Vehicle Collision	2	1	1	2	6
Object Down in Roadway	1	0	1	3	5
Powerlines Down Arcing/Burning	0	0	0	2	2
Psychiatric Emergency	0	1	0	0	1
Seizures	1	0	0	2	3
Service Call Non-emergency	2	5	3	1	11
Sick Call	2	2	3	1	8
Smoke in Residence	1	0	0	0	1
Stroke	0	1	0	0	1
Unconscious Party/Syncope	1	2	0	0	3
Vehicle Fire	1	0	0	0	1

Month	# of Incidents	Avg Resp Time
Jan	17	5:15
Feb	16	5:21
Mar	19	5:30
Apr	16	5:44
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	68	5:27



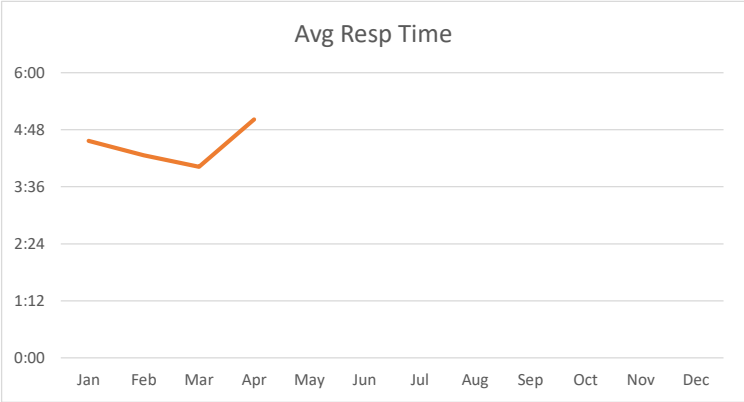
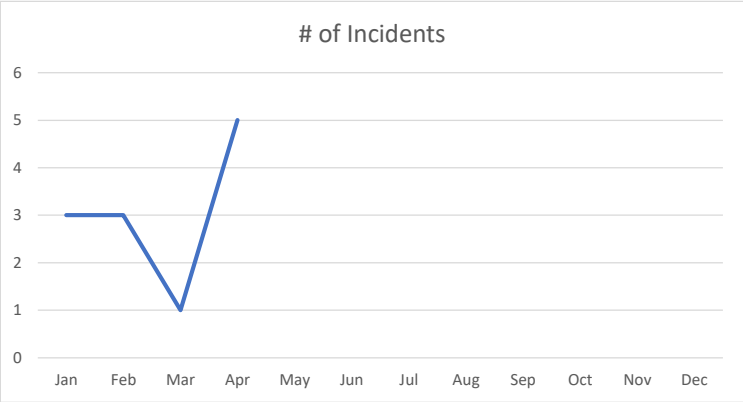


Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

April 2024 Summary - Hilshire

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>16</b>
Difficulty Breathing	1	0	0	0	1
Fall Victim	1	0	0	0	1
Fire Alarm Business	1	0	0	0	1
Fire Alarm Church or School	0	1	0	1	2
Heart Problems	0	1	0	0	1
Injured Party	0	1	0	0	1
Motor Vehicle Collision	0	0	1	0	1
Object Down in Roadway	0	0	0	1	1
Possible D.O.S.	0	0	0	1	1
Seizures	0	0	0	1	1
Service Call Non-emergency	0	0	0	1	1
Stroke	1	0	0	0	1
Traumatic Injury	0	0	0	1	1
Unconscious Party/Syncope	0	0	0	1	1
Unknown Medical Emergency	0	0	1	0	1

Month	# of Incidents	Avg Resp Time
Jan	3	4:34
Feb	3	4:16
Mar	1	4:01
Apr	5	5:01
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
	12	4:28

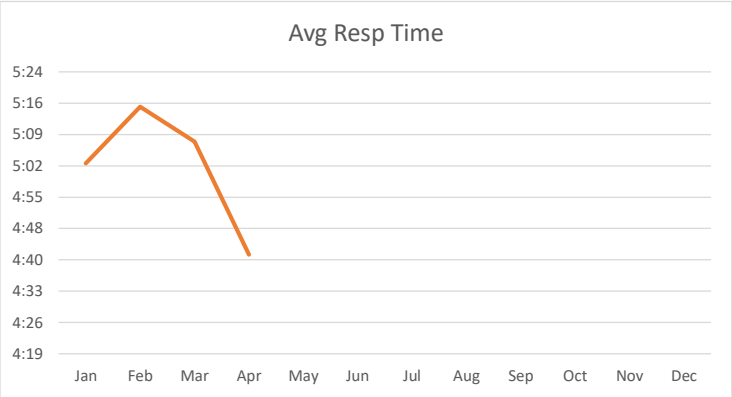
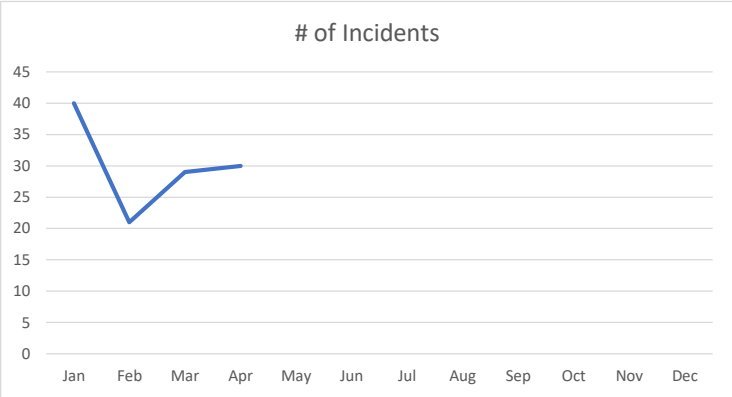




Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

April 2024 Summary - Hunters Creek

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD	Month	# of Incidents	Avg Resp Time
TOTAL	52	33	34	36	155	Jan	40	5:03
Allergic Reaction	0	0	0	1	1	Feb	21	5:16
Back Pain	0	0	0	1	1	Mar	29	5:08
Carbon Monoxide Detector No Symptoms	0	1	0	1	2	Apr	30	4:42
Check a Noxious Odor	1	1	0	0	2	May		
Check for Fire	0	0	1	0	1	Jun		
Check for the Smell of Natural Gas	0	0	1	1	2	Jul		
Check for the Smell of Smoke	1	0	0	0	1	Aug		
Chest Pain	1	0	1	0	2	Sep		
Choking	1	0	0	0	1	Oct		
Diabetic Emergency	1	0	0	1	2	Nov		
Difficulty Breathing	0	2	1	2	5	Dec		
Electrical Fire	0	0	1	0	1		120	5:02
Entrapment- Non MVC	0	0	1	0	1			
Fall Victim	5	2	3	3	13			
Fire Alarm Business	2	0	0	1	3			
Fire Alarm Church or School	0	1	0	0	1			
Fire Alarm Residence	13	13	5	4	35			
Gas Leak	0	0	0	1	1			
Heart Problems	1	2	2	0	5			
Injured Party	1	2	0	1	4			
Medical Alarm	3	1	0	0	4			
Motor Vehicle Collision	3	0	2	2	7			
Motor Vehicle Collision with Entrapment	0	0	1	0	1			
Object Down in Roadway	1	0	0	1	2			
Overdose/Poisoning	1	0	1	0	2			
Possible D.O.S.	0	0	0	1	1			
Powerlines Down Arcing/Burning	0	0	1	3	4			
Psychiatric Emergency	0	0	2	1	3			
Seizures	1	0	1	0	2			
Service Call Non-emergency	5	5	3	3	16			
Sick Call	5	0	2	2	9			
Stroke	1	0	1	0	2			
Transformer Fire	1	0	0	0	1			
Traumatic Injury	0	1	0	0	1			
Unconscious Party/Syncope	4	1	2	3	10			
Unknown Medical Emergency	0	0	2	2	4			
Vehicle Fire	0	0	0	1	1			
Wash Down	0	1	0	0	1			





Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

### April 2024 Summary - Piney Point

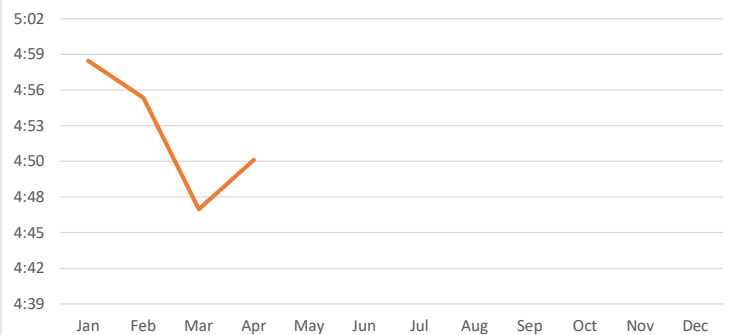
Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD
<b>TOTAL</b>	<b>44</b>	<b>25</b>	<b>36</b>	<b>30</b>	<b>135</b>
Abdominal Pain	0	0	1	0	1
Allergic Reaction	0	1	0	0	1
Back Pain	0	0	1	0	1
Carbon Monoxide Detector No Symptoms	0	0	1	0	1
Cardiac/Respiratory Arrest	0	1	0	0	1
Check for the Smell of Natural Gas	0	1	2	0	3
Chest Pain	0	0	2	0	2
Choking	0	1	0	0	1
Difficulty Breathing	2	2	3	0	7
Fall Victim	1	1	4	1	7
Fire Alarm Church or School	5	0	1	1	7
Fire Alarm Residence	13	7	7	8	35
Gas Leak	3	0	0	3	6
Headache- Stroke symptoms not present	0	0	0	1	1
Heart Problems	0	1	1	1	3
Hemorrhage/Laceration	1	0	0	0	1
Injured Party	0	0	0	1	1
Medical Alarm	2	1	1	1	5
Motor Vehicle Collision	1	1	2	1	5
Object Down in Roadway	3	0	2	1	6
Possible D.O.S.	1	0	1	0	2
Powerlines Down Arcing/Burning	2	0	1	1	4
Psychiatric Emergency	0	0	0	1	1
Service Call Non-emergency	4	4	3	6	17
Sick Call	2	1	1	2	6
Stroke	2	0	2	0	4
Transformer Fire	1	0	0	0	1
Traumatic Injury	1	0	0	0	1
Unconscious Party/Syncope	0	2	0	1	3
Unknown Medical Emergency	0	1	0	0	1

Month	# of Incidents	Avg Resp Time
Jan	23	4:59
Feb	16	4:56
Mar	29	4:47
Apr	18	4:51
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
<hr/>		
	86	4:53

# of Incidents



Avg Resp Time





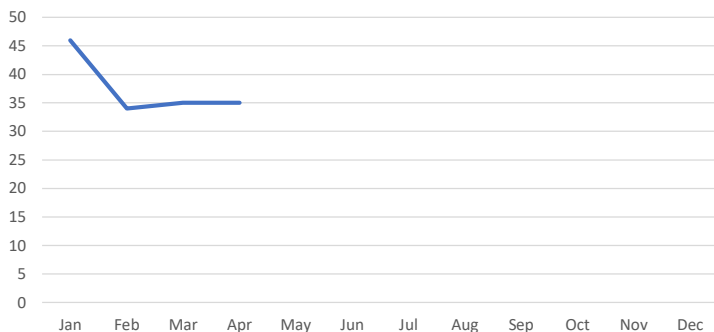


Village Fire Department  
901 Corbindale Rd  
Houston, TX, 77024  
Phone# (713) 468-7941 Fax# (713) 468-5039

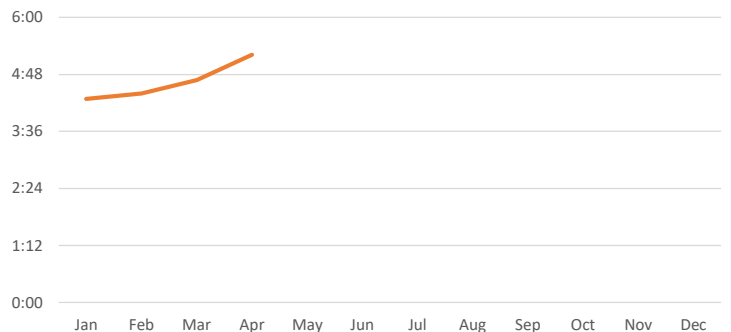
### April 2024 Summary - Spring Valley

Call/Incident Type/Detail	Jan	Feb	Mar	Apr	Total YTD	Month	# of Incidents	Avg Resp Time
<b>TOTAL</b>	<b>49</b>	<b>37</b>	<b>36</b>	<b>40</b>	<b>162</b>	<b>Jan</b>	46	4:17
Abdominal Pain	0	1	0	0	1	<b>Feb</b>	34	4:24
Allergic Reaction	1	0	1	0	2	<b>Mar</b>	35	4:41
Carbon Monoxide Alarm with Symptoms	0	1	0	0	1	<b>Apr</b>	35	5:13
Carbon Monoxide Detector No Symptoms	2	1	1	0	4	<b>May</b>		
Cardiac/Respiratory Arrest	1	0	0	0	1	<b>Jun</b>		
Check a Noxious Odor	0	0	0	1	1	<b>Jul</b>		
Check for the Smell of Natural Gas	0	0	1	0	1	<b>Aug</b>		
Chest Pain	0	0	1	0	1	<b>Sep</b>		
Difficulty Breathing	3	1	0	3	7	<b>Oct</b>		
Fall Victim	1	1	1	4	7	<b>Nov</b>		
Fire Alarm Business	1	0	0	0	1	<b>Dec</b>		
Fire Alarm Church or School	0	1	1	1	3		150	4:38
Fire Alarm Residence	2	1	2	4	9			
Gas Leak	0	0	1	0	1			
Headache- Stroke symptoms not present	0	0	0	1	1			
Heart Problems	4	1	1	3	9			
Hemorrhage/Laceration	0	1	0	1	2			
House Fire	2	0	0	0	2			
Injured Party	0	1	1	0	2			
Medical Alarm	0	3	0	0	3			
Motor Vehicle Collision	10	8	11	13	42			
Motor Vehicle Collision with Entrapment	0	0	0	1	1			
Object Down in Roadway	1	0	1	0	2			
Overdose/Poisoning	0	0	1	0	1			
Powerlines Down Arcing/Burning	0	0	1	0	1			
Pregnancy/ Childbirth	1	0	0	0	1			
Psychiatric Emergency	1	0	0	0	1			
Seizures	2	2	5	1	10			
Service Call Non-emergency	1	1	0	0	2			
Sick Call	8	8	3	2	21			
Smoke in Residence	0	0	0	1	1			
Stroke	1	0	0	0	1			
Transformer Fire	1	0	0	1	2			
Traumatic Injury	0	1	0	0	1			
Unconscious Party/Syncope	3	3	3	1	10			
Unknown Medical Emergency	1	0	0	1	2			
Vehicle Fire	2	1	0	1	4			

# of Incidents



Avg Resp Time





May 20, 2024

Mayor and City Council  
City of Hilshire Village  
8301 Westview Drive  
Houston, Texas 77055

Re: Engineer's Report for May 21, 2024 Council Meeting  
HDR Job No. 10361759

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from April 12, 2024 to May 20, 2024.

1. On-Going Services (10361759):

a. 8002 Anadell Street –

- On April 26, 2024, HDR attended the pre-construction meeting for 8002 Anadell Street. The Contractor was made aware of the pertinent development items for drainage as noted in the City Code of Ordinances.

b. 1311 Friarcreek Lane –

- On May 3, 2024, HDR reviewed and returned comments for the As Built Drainage Plan Resubmittal for 1311 Friarcreek Lane. All previous comments/corrections were addressed by the engineer on April 16, 2024 and the as built drainage plan was approved with exceptions noted.

c. 1315 Friarcreek Lane –

- On May 13, 2024, HDR reviewed and returned comments for the As Built Drainage Plan for 1315 Friarcreek Lane. The as built drainage plan shall be revised and resubmitted to address all comments.

d. 1222 Glourie Drive –

- On May 16, 2024, HDR received a Drainage Plan resubmittal for 1222 Glourie Drive. The drainage plan is currently being reviewed for comments.

e. 1117 Guinea Drive –

- On May 2, 2024, HDR received a Drainage Plan submittal for 1117 Guinea Drive. The drainage plan is currently being reviewed for comments.

hdrinc.com 4828 Loop Central Drive, Suite 800  
Houston, Texas 77081  
T 713-622-9264 F 713-622-9265  
Texas Registered Engineering Firm F-754

- f. 1123 Guinea Drive –
  - On May 20, 2024, HDR received a Pool Drainage Plan submittal for 1123 Guinea Drive. The pool drainage plan is currently being reviewed for comments.
- g. 1210 Ridgeley Drive –
  - On May 10, 2024, HDR reviewed and returned comments for the As Built Drainage Plan resubmittal for 1210 Ridgeley Drive. The as built drainage plan shall be revised and resubmitted to address all comments.
  - On May 14, 2024, HDR provided an as built drainage reinspection for 1210 Ridgeley Drive. The inspection is currently being coordinated for approval.
- h. 1214 Ridgeley Drive –
  - On May 1, 2024, HDR provided a pre-demolition inspection for 1214 Ridgeley Drive. The inspection passed with exceptions noted.
- i. 1218 Ridgeley Drive –
  - On May 10, 2024, HDR reviewed and returned comments for the As Built Pool Drainage Plan submittal for 1218 Ridgeley Drive. The as built pool drainage plan shall be revised and resubmitted to address all comments.
- j. 1242 Ridgeley Drive –
  - On May 20, 2024, HDR received a Drainage Plan Amendment submittal for 1242 Ridgeley Drive. The drainage plan is currently being reviewed for comments.
- k. 1310 Ridgeley Drive –
  - On September 13, 2023, HDR received the remaining information for the As Built Erosion Control Plan submittal for 1310 Ridgeley Drive. The plan submittal is currently being coordinated for review completion.
- l. 1131 Wirt Road –
  - On February 20, 2024, HDR received a complete As Built Pool Drainage Plan Resubmittal for 1131 Wirt Road. The as built pool drainage plan is currently being reviewed for comments.
- m. Ditch Regrading and Drainage Easement Improvements –
  - HDR is currently coordinating with potential Contractors and Erosion Control Contractor to review and price the work associated with ditch regrading and improvements to the drainage easements located in Friarcreek Lane and Pine Chase Drive.

- n. Hilshire Green Paving, Drainage & Utility Improvements –
- Project survey for the project area is being processed and background information including recording drawing and utility mapping have been researched and requested respectively.
- o. Lead Service Line Inventory (LSLI Survey)
- HDR has been in coordination with the sub-consultant (RJN Engineering) performing the LSLI survey within the City. RJN has completed the field work for the survey and is currently in the process of finalizing the field data for GIS integration and mapping.
  - There are a few services that are being requested for investigation of their location and is estimated to be completed by the City's utility operator to allow RJN to confirm the meters for the inventory.
- p. Pine Chase Grove Water Meters –
- HDR is currently in the process of completing design information and opinion of probable construction cost and coordination with City of Houston for the proposed improvements.
- q. Street Pavement Point Repairs –
- HDR has requested a potential change of pricing associated with the traffic control of the project; however, the Contractor confirmed that the project time would remain the same and would not be significant enough to reduce their pricing.
  - HDR is coordinating the schedule of the repairs with the Contractor for the two project areas and will provide an update to City Staff for notifying affected residents in the project areas. It is anticipated that that these repairs will be completed prior to next month's Council Meeting.
- r. Wirt Road Safety Project/ Interlocal Agreements –
- HDR and City Staff have coordinated and requested the documents necessary for completing the 584 easement dedication for the portion of the project along the School of the Woods over the last three weeks. The documents were recently received on May 14, 2024 from Jordan Fairchild of the City of Houston Real Estate Group for Capital Projects. It was requested that the City of Hilshire Village complete the Exhibit A information for the easement dedication which includes the metes and bounds survey required to process the easement dedication. HDR is currently requesting a proposal from a Surveyor to complete this work.
  - HDR is in the process of completing a milestone plan set to submit to the City of Houston for permitting and review by the necessary review groups for comment. It is anticipated that these plans will be submitted by May 22, 2024.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Javier Vasquez', written over a horizontal line.

Javier Vasquez, P.E., CFM  
City Engineer for City of Hilshire Village

cc: Files (10361759)

Status	Address	Street	Construction Type	General Contractor
Active	1236	Archley	New Construction	Sugar Creek Living
Active	8005	Anadell	New Construction	Jeff Paul Custom Homes
Active	1222	Glourie Dr	New Construction	Aspire
Active	1226	Glourie Dr	New Construction	McHugh Custom Homes
Active	1319	Pine Chase	Remodel	Ironstone Builders
Active	1226	Glourie Dr	Swimming Pool	Midtown Deisgn
Active	14	Pine Creek	Swimming Pool	Premier Pools & Spas
Active	1241	Ridgeley Dr	Covered Patio Addition	Coerver Custom Homes
Active	1118	Glourie Dr	Interior Remodel	Res Com Builders
Active	8002	Burkhart	New Construction	Modern Bungalow
Active	1315	Friarcreek Ln	New Construction	Built Green Custom Homes
Active	1118	Guinea Drive	New Construction	Enterprise Builders
Active	1201	Archley	New Construction	Shorter Investment Group
Active	1306	Glourie Dr	New Construction	NewMark Builders
Active	1210	Ridgeley Dr	New Construction	McCollum Custom Homes
Active	7	Pine Creek	Remodel	Daivd Labbe
Active	1011	Ridgeley	Remodel	Home Remedy
Active	1242	Ridgeley Dr	Remodel & Drainage	McCollum Custom Homes
Active	1126	Guinea Drive	Swimming Pool	Athletic Design
Active	1201	Archley	Swimming Pool	Big Diamond
Active	1218	Ridgeley Dr	Swimming Pool	Gartin Pools
Active	1242	Ridgeley Dr	Swimming Pool	Platinum Pools
Active	1131	Wirt	Swimming Pool	Whale Pools
Pending Submittal	1117	Guinea Drive	New Construction	McHugh Custom Homes
Pending Submittal	1214	Ridgeley	New Construction	Aspire
Permit Pending	1210	Hilshire Villas	New Construction	Reed Fine Homes
Pending Submittal	8002	Anadell	New Construction	Metro Modern Studio
Pending Submittal	1023	Ridgeley	Remodel	Homeowner

CO 5/6/2024	1311	Friarcreek Ln	New Construction	RobRyan
-------------	------	---------------	------------------	---------



## Plan Review Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	4/2/24	HV-23-022SPP	1242 Ridgeley Dr	JLA Plumbing	\$ 280.00	Plumbing-Swimming Pool
2	4/1/24	HV-23-071E	1241 Archley	EWOH	\$ 330.00	Electric-Addition
3	4/11/24	HV-23-071H	1241 Ridgeley	All Star AC & Heat	\$ 330.00	HVAC - Addition
4	4/10/24	HV-23-080H	1236 Archley	GK Mechancial	\$ 405.00	HVAC - NSFR
5	4/10/24	HV-23-0SPVBK	1242 Ridgeley Dr	Subs for Pools	\$ 50.00	Vaccum Breaker - SP
6	4/2/24	HV-24-025H	8210 Mallie Ct	Air Katy	\$ 160.00	HVAC Replacement
7	4/11/24	HV-24-026R	1237 Archley	Graziano Roofing	\$ 240.00	Roof
8	4/12/24	HV-24-027FW	18 Hickory Shadows	Julio Gomez	\$ 380.00	Flatwork
9	4/22/24	HV-24-028T	1327 Friarcreek	Hector Sarceno Tree Service	\$ -	Tree Removal - Dead
10	4/22/24	HV-24-029T	1330 Glourie Drive	RF Tree Service	\$ -	Tree Removal - Dead
11	4/19/24	HV-24-030	1118 Guinea	Super Flame Plumbing	\$ 430.00	Plumbing- Remodel
12	4/22/24	HV-24-031	1213 Archley	Goat Fence	\$ 175.00	Fence
13	4/24/24	HV-24-032	1323 Pine Chase	Applied Sprinkler Solutions	\$ 240.00	Irrigation
14	4/25/24	HV-24-033	1213 Archley	GOAT Fence	\$ 175.00	Fence
15	4/25/24	HV-24-034	8010 Burkhart	Flores Tree Service	\$ -	Tree Removal - Dead
16	4/29/24	HV-24-036	1322 Glourie	Kenneth Knop	\$ 80.00	Layout - backyard deck

Permits	
Electric	1
Fence	2
Flatwork	1
HVAC	3
Irrigation	1
Layout	1
Plumbing	2
Roof	1
Tree Removal	3
Vaccum Breaker	1
<b>Total</b>	16

## Inspection Log

Log #	Address	Permit #	Inspection Type	Result	Date	Inspector
24-139	1118 Glourie Dr	HV-23-094P	Ground	PASS	4/1/24	BBG
24-140	1118 Glourie Dr	HV-23-094P	Sewer	PASS	4/1/24	BBG
24-141	1242 Ridgeley Dr	HV-23-022E	Ditch Cover	PASS	4/1/24	BBG
24-142	14 Pine Creek Ln	HV-23-064SP	Drainage Final -Pool	CANCELLED	4/4/24	HDR
24-143	14 Pine Creek Ln	HV-23-064SP	Pool Final	PASS	4/2/24	BBG
24-144	1236 Archley	HV-23-080P	Top Out Plumbing	PASS	4/2/24	BBG
24-145	1242 Ridgeley Dr	HV-23-022E	TCI	PASS	4/3/24	BBG
24-146	1241 Ridgeley	HV-23-071E	electrical rough	PASS	4/3/24	BBG
24-147	1242 Ridgeley	HV-23-022SPP	ground - pool	PASS	4/3/24	BBG
24-148	1242 Ridgeley	HV-23-022SPP	gas test	FAIL	4/3/24	BBG
24-149	1242 Ridgeley	HV-23-022SPP	gas test - pool	PASS	4/4/24	BBG
24-150	1242 Ridgeley	HV-23-022P	gas test - house	PASS	4/4/24	BBG
24-151	1241 Ridgeley	HV-23-071P	plumbing top out	PASS	4/4/24	BBG
24-152	1118 Glourie Dr	HV-23-100B	flatwork entryway	PASS	4/4/24	BBG
24-153	1306 Glourie Dr	HV-23-007B	Misc. Tree	CONSULT	4/3/24	Cary Moran
24-154	1118 Guinea	HV-23-094B	Foundation	PASS	4/5/24	BBG
24-155	1118 Guinea	HV-23-094P	Sewer Inspection	PASS	4/8/24	BBG
24-156	1011 Ridgeley	HV-24-022R	Pre-Pour Piers	PASS	4/8/24	BBG
24-157	1315 Friarcreek	HV-22-071P	Plumbing Final	PASS	4/8/24	BBG
24-158	1315 Friarcreek	HV-22-071E	Electrical Final	PASS	4/8/24	BBG
24-159	1315 Friarcreek	HV-22-071H	HVAC Final	PASS	4/8/24	BBG
24-160	1315 Friarcreek	HV-22-071H	Building Final	PASS	4/8/24	BBG
24-161	1319 Pine Chase	HV-23-071B	Fireplace	CANCELED	4/8/24	BBG
24-162	8002 Burkhart	HV-23-029P	Gas Test	PASS	4/10/24	BBG
24-163	1319 Pine Chase	HV-23-071B	Fireplace	FAIL	4/10/24	BBG
24-164	1241 Ridgeley	HV-23-071H	HVAC Cover	PASS	4/15/24	BBG
24-165	1236 Archley	HV-23-080H	HVAC Cover	PASS	4/16/24	BBG
24-166	7 Hilshire Oaks	HV-23-047E	Electrical Final	PASS	4/16/24	BBG
24-167	1241 Ridgeley	HV-23-071B	Brick Tie	PASS	4/16/24	BBG
24-168	1319 Pine Chase	HV-23-071B	Fireplace Reinspection	FAIL	4/18/24	BBG
24-170	18 Hickory Shadows	HV-24-027FW	Driveway/entryway/back patio	PASS	4/23/24	BBG
24-171	1237 Archley	HV-24-026R	Reroof	PASS	4/24/24	BBG
24-172	1126 Guinea	HV-22-094SPP	Plumbing Final -Pool	PASS	4/24/24	BBG
24-173	1126 Guinea	HV-22-094SP	Pool Final	FAIL	4/24/24	BBG
24-174	1126 Guinea	HV-22-094T	Turf Final	PASS	4/24/24	BBG
24-175	1319 Pine Chase	HV-23-071B	Fireplace	PASS	4/25/24	BBG
24-176	1315 Friarcreek	HV-22-071D	Final Drainage	PASS	4/25/24	HDR
24-178	1242 Ridgeley	HV-23-022PVBK	SP Vaccum Breaker	PASS	4/26/24	BBG
24-179	1319 Pine Chase	HV-23-031B	Fireplace	PASS	4/26/24	BBG
24-180	1213 Archley	HV-24-033	Fence Final	CANCELLED	4/26/24	BBG
24-180	1322 Glourie Drive	HV-24-036	Patio Layout	PASS	4/30/24	BBG

Inspections	
Cancelled	3
Consultation	1
Failed	4
Pass	33
<b>Total</b>	<b>41</b>

City of Hilshire Village  
Call Log

Person Taking Call	Resident Reporting Problem	Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
Cassie	Sammy Salek	9/7/23	His truck was stolen from his driveway. Although his doorbell camera caught some footage, the license plate of the accompanying vehicle was not able to be seen. Requesting a Flock LPR on Hilshire Green.	7906 Hilshire Green	Talking with council about additional cameras in next year's budget. Investigating possible grants.	Camera's will be considered in next budget cycle	
Cassie	Diane Rager	1/30/24	Median on Wirt Road turning into Ridgeley is broken and rebar is sticking out. Hazardous to drivers.	Wirt median @ Ridgeley	Submitted service request to Houston 311. Tracking # 12597005-2400048024	2/5 Houston closed out the ticket without action, stating that there was no hazard found. 2/13 Re-submitted the email with new photos showing hazard remains. 2/19 Received a call from CoH, need to contact TxDOT for repairs. Submitted request via TxDOT web portal. Entities contacted are not able to make the repairs due to either jurisdiction or lack of budget funds.	
Cassie	Rebecca Bailey	3/5/24	Pet waste is often left in the grassy area behind the commercial buildings. She and her pets have stepped in it while walking.	Pine Creek Lane grass area	Exploring grants through the Watershed Protection Plan Program, TCEQ, other entities for pet waste stations, exploring cost of maintenance.		
Cassie	Zandra Anderson	4/15/24	Garbage has not been collected the last couple weeks. Thinks the foliage hides her driveway so they don't know she's there.	8214 Mallie Ct	Sent notice to GFL to return for collection.	Garbage was collected.	4/15/2024
Cassie	Jeff Sechelski	4/16/24	Requested a bulk trash pickup, confirmed that the items can be taken.	8210 Burkhart	Advised GFL to expect the item at the curb on Thursday.	Garbage was collected.	4/16/2024
Cassie	Mary Beth Burrow	4/18/24	Had a car door at the curb for bulk trash but they marked it as a hazard and unable to be collected.	9 Hickory Shadows	Contacted GFL, gave the contact information for the caller.	GFL contacted the resident, explained that the vehicle door would need to be taken to a scrap yard and they will not collect it.	4/18/2024
Lisa	Grady Farris	4/22/24	Empty buckets and debris left behind with a ticket to bundle	1138 Glourie Dr	Contacted GFL	Garbage was collected.	4/25/2024
Lisa		4/24/24	Crew working at after hours construction hours	1011 Ridgeley	Contacted Contractor	Contractor acknowledged and will take corrective action.	4/25/2024
Lisa	Mike Gordy	4/23/24	Crew working at after hours construction hours	1237 Archley	Contracted Contractor	Contractor acknowledged and will take corrective action.	4/26/2024
Cassie	Cheryl Wolfe	5/6/24	Worried about the digging at the base of a tree in the front yard.	1306 Glourie dr	Contractor was contacted, stated they were removing a stump.	Health of the trees will be evaluated at the final arborist inspection.	5/13/2024
Lisa	Bill Bristow	5/2/24	Cars parked on both sides of the street making it difficult for emergency vehicles	1242 & 1241 Ridgeley	Contacted contractors at both project addresses	Cars moved, no further action required	5/2/2024
Cassie	Yaas Mohsenin	5/6/24	Garbage was not collected.	13 Pine Creek	Contacted GFL	Garbage was collected.	5/6/2024
Cassie	Meredith Hester	5/6/24	Garbage was not collected.	1314 Ridgeley Dr	Contacted GFL	Garbage was collected.	5/6/2024
Cassie	Connie Castro	5/6/24	Garbage was not collected.	1229 Archley Dr	Contacted GFL	Garbage was collected.	5/6/2024
Cassie	Lisa Ferchau	5/7/24	Garbage was not collected, wanted to know if she would get a credit on her water bill for the missed collection.	14 Hickory Shadows	Contacted GFL	Garbage was collected.	5/7/2024
Lisa	Mark Huber	5/9/24	Recycling missed twice	1126 Guinea	Contacted GFL	Garbage was collected.	5/9/2024
Cassie	Anh Dang	5/13/24	Garbage was not collected	1211 Wirt Rd	Contacted GFL	Garbage was collected.	5/16/2024

City of Hilshire Village  
Call Log

Person Taking Call	Resident Reporting Problem	Date Notified	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
Cassie	Richard Raines	5/17/24	Tree down blocking the street	Pine Creek Lane	Unknown persons moved the tree to the side of the road.	Tree contractors are making their way through the city.	
Cassie	Louis Fornage	5/17/24	Tree down and fence fell, needed to talk to the rear neighbors. Also wanted to know how to contact tree removal company to clear the street.	1315 Glenhilshire	Gave contact information for both rear neighbors and tree company working in the area		
Cassie	Whitney	5/17/24	Tree limb fell and is hanging on the electrical wire.	1130 Ridgeley Drive		Tree contractors are making their way through the city.	
Cassie		5/17/24	Inquired about electrical reconnection, asked to make sure he is on the distribution email list. Vidal.ramirez@stellarbank.com	1303 Pine Chase			
Cassie	Robin Denninger	5/17/24	Asked if the neighbor reported the tree limb down, asked if it was safe for her to come home.	1126 Ridgeley	Tree has been reported, CenterPoint has not responded to the area yet and the line may still be live.	Pending assessment by CenterPoint	



# Harris Central Appraisal District

13013 Northwest Freeway  
Houston TX 77040  
Telephone: (713) 812-5800

P.O. Box 920975  
Houston TX 77292-0975  
Information Center: (713) 957-7800



## Office of Chief Appraiser

Honorable Robert Buesinger  
Mayor  
City of Hilshire Village  
8301 Westview Drive  
Houston, TX 77055-

April 30, 2024

Re: 2024 Certified Estimates

### Board of Directors

Martina Lemond Dixon, Chairman  
Jim Robinson, Secretary  
Jonathan Cowen, Assistant Secretary  
Ann Harris Bennett, Director  
*Tax Assessor-Collector, Ex-Officio Director*  
Mike Sullivan, Director  
Cassandra Auzenne Bandy, Director  
Grace Rodriguez, Director

### Chief Appraiser

Roland Altinger  
Deputy Chief Appraiser  
Jason Cunningham  
Taxpayer Liaison Officer  
Teresa S. Terry

Dear Mayor Buesinger:

As required by Texas Tax Code Sec. 26.01(e), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2024. While this estimate is based on information currently available to us, some of the data needed for accuracy is not yet available. For example, in the area of business and industrial personal property, the extended date for property owners to file their annual renditions is May 15, and some will delay their filing an additional 15 days for good cause.

While we have taken our best estimate of potential hearing loss into account, protests for 2024 are in the process of being received and reductions made in the ARB protest hearing process during the next several months could cause a further reduction in value. Also, if fewer protests are filed, your value could possibly be higher.

Your final taxable value will also be impacted by late-filed exemption applications, late applications for productivity valuation, correction motions under Tax Code Sec. 25.25, and possible post-ARB appeals through binding arbitration, appeals to district court, or appeals to the State Office of Administrative Hearings.

Given these limitations, the estimated 2024 taxable value for the taxing unit identified above is:

**\$326,892,542**

The enclosed summary report gives a breakdown of this estimate by property category.

Please do not hesitate to contact your HCAD jurisdiction coordinator or my office if you have questions regarding this estimate or other matters affecting appraisal district operations.

Sincerely,

Roland Altinger  
Chief Appraiser

# Hilshire Village

## 2024 Certified Estimate of Taxable Value



Major Property Category	2023 Taxable Value	Percent Change	Projected 2024 Taxable Value
Residential & Rural Improved	294,074,902	7.31%	315,559,059
Apartments	0	0.00%	0
Commercial	3,512,573	0.77%	3,539,782
Vacant Land	8,909,466	-33.68%	5,909,175
Industrial	0	0.00%	0
Utility	908,800	-1.90%	891,546
Commercial Personal	736,851	-4.25%	705,538
Industrial Personal	307,886	-6.64%	287,442
All Other Property	0	0.00%	0

<b>Projected 2024 Taxable Value</b>	<b>308,450,478</b>	<b>5.98%</b>	<b>326,892,542</b>
-------------------------------------	--------------------	--------------	--------------------

### Projected 2024 Taxable Value Range

<b>Accuracy +/- 5%</b>	<b>310,547,915</b>	<b>To</b>	<b>343,237,170</b>
------------------------	--------------------	-----------	--------------------

Report Date: April 30, 2024  
2023 Roll Date: April 5, 2024





# Regular Council Meeting Minutes

Tuesday, April 16, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

---

1. Mayor Buesinger called to order the Regular Council Meeting April 16, 2024 at 6:30 PM.

- 1.A. Invocation was given by Council Member Cooper

- 1.B. Pledge of Allegiance

- 1.C. Present  
Mayor Buesinger  
Council Member Gordy  
Council Member Crawford  
Mayor Pro Tem Carey  
Council Member Huber  
Council Member Cooper

Also Present

City Attorney Paige Bailey, Olson & Olson  
City Engineer Him, City Engineer Vasquez, HDR Engineering  
Spring Valley Police Chief Schulze, Captain Lane and Sgt. Menchaca  
City Secretary Stephens and City Clerk Ray

2. **CITIZEN'S COMMENTS:** None

3. **REPORTS TO COUNCIL**

- 3.A. **Police Report:**

Police Activity Overview: Sergeant Menchaca provided an overview of police activities for the month of March. There were a total of 1,013 calls, with no major incidents reported.

Homeless Outreach: Sergeant Menchaca mentioned efforts to assist homeless individuals near the freeway. They were offered transfer to a homeless shelter, but declined. Subsequently, they were asked to leave, and three pickup trucks of garbage were removed from the area. Spring Valley PD has reached out to Houston PD's homeless division for a meeting to discuss further strategies.

Traffic Incident Response: A major accident occurred this month on Wirt, leading to traffic diversion. Spring Valley officers remained on the scene to manage traffic until Houston PD took over.

Dispatcher Recognition: Chief Schulze acknowledged Dispatcher

Recognition Week and announced the upcoming presentation of the Silent Hero Award to Angela Delgado. She is being recognized for her actions in December of last year when she assisted with a road rage incident.

- 3.B. Building Official Report:** Secretary Stephens said that there are no outstanding items in the building official report, and noted that there were no failed inspections last month. Mayor Buesinger inquired about construction hours, noting an incident where workers were observed with flashlights at a neighboring house until 11 PM. Secretary Stephens said that the construction hours are Monday through Friday from 7 AM to 7 PM and Saturday 9 AM to 6 PM with no permitted construction on Sundays.

**3.C. City Engineer Report:**

Plan Reviews and Construction Projects: Engineer Vasquez reported that plan reviews are ongoing without any outstanding issues. Council Member Gordy raised a concern about a new construction project on Friarcreek regarding a drainage solution impacting trees near the property line. Engineer Vasquez explained that a resolution has been reached based on approved drainage plans and the 3-foot elevation rule. The contractor is responsible for correcting the area as agreed upon.

Wirt Road Safety Project: Engineer Vasquez provided updates on the Wirt Road Safety Project, including resolving plan comments and addressing the right-of-way for the School of the Woods. Plan comments have been resolved with Houston authorities, and plans are ready for submission pending Mayor approval. The right-of-way issue with the School of the Woods is being addressed, with a need for metes and bounds survey for easement dedication, expected to cost less than \$5,000.

Street Pavement Point Repairs and Other Projects: Engineer Vasquez mentioned that Street Pavement Point Repairs will be discussed later on the agenda. Ditch Re-Grading and Drainage Improvements in Pine Chase and Friarcreek areas are under review for budgetary quotes. Hilshire Green Drainage and Paving Improvements are awaiting completion of a survey on private utilities. Plans for Pine Chase Grove Water Meter Area are being prepared for submission.

Additional Notes: Engineer Him stated that John Peterson, HDR Engineering, is available as a backup City Engineer.

**3.D. Fire Commissioner Report:**

Staffing and Operations: Chief Miller reported that two staff members are currently on light duty due to injuries. The department is reviewing applications to fill two vacancies. Part-time dispatchers were recently hired to address open positions and reduce overtime for dispatchers. The engine that underwent preventive maintenance has been returned to service.

Incidents and Response: Chief Miller mentioned a motor vehicle collision

early Saturday morning that resulted in a fatality. In March, there were only two emergency calls in Hilshire Village with an average response time of 4 minutes and 1 second.

Infrastructure and Projects: The status of the main roof remains unchanged, with the bidding process for the contract still ongoing.

Other Updates: Chief Miller attended the Harris County Multi-Hazard Mitigation Plan kick-off meeting and provided a financial advisor update.

Council Member Gordy expressed gratitude to Chief Miller for attending monthly meetings and providing detailed reports.

Mayor Buesinger informed the commission about the special audit draft, which includes notes from the auditor regarding best practices and instances of deviations from established procedures.

**3.E. Mayor Buesinger Report:**

METRO and Community Engagement: Mayor Buesinger met with a new METRO board member, who expressed support for the 14 small cities around Harris County. The board member reached out to all Memorial Village mayors to discuss concerns and future plans.

Local Engagement with Wesley Hunt's Office: Mayor Buesinger also met with local office personnel from Wesley Hunt's team, representing the 38th district. They are working on increasing visibility in the community and are considering collaborating with Chief Miller to organize an event at the Fire Station for a community gathering.

**3.F. City Secretary Report:** Secretary Stephens did not have outstanding items to discuss. The Council did not have any questions under this agenda item.

**3.G. City Treasurer Report:** Secretary Stephens informed the Council that the check registers have been provided. Additionally, she mentioned that the HCAD Certified Assessment are expected, and she will be using those numbers for preliminary budget calculations.

**4. CONSENT AGENDA**

Motion made by Council Member Cooper, Seconded by Council Member Gordy.

**4.A.** Approve Disbursements

**4.B.** Approve Minutes from the Regular Council Meeting March, 19 2024

**4.C.** Approve Check Registers

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem

Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0

**5. DISCUSSION AND POSSIBLE ACTION**

**5.A. Discussion and Possible Approval of Ordinance Number 839-2024 amending the City's General Budget for Fiscal Year Ending 2023.**

Motion made by Mayor Pro Tem Carey, Seconded by Council Member Crawford.

Secretary Stephens said that this amendment re-allocates money between funds and requires no additional revenue to cover expenses.

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0.

**5.B. Discussion and Possible Approval and Acceptance of the City of Hilshire Village's Fiscal Year Ending 2023 Audit.**

Motion made by Council Member Gordy, Seconded by Mayor Pro Tem Carey.

Daniel Hebert, Belt Harris Pechacek LLC, presented the 2023 Audit, providing a clean, unmodified opinion which represents the highest level of assurance. He mentioned that the City currently holds approximately 17 months of reserve funds, indicating a very healthy balance.

The Council noted that while this is positive, the potential impact of a major disaster could deplete these funds entirely. They emphasized the importance of ongoing financial preparation and saving for the future.

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0.

**5.C. Discussion and possible action to approve the City of Hilshire Village Resolution # 2024-257 creating a new TexPool account to invest utility funds.**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

Secretary Stephens specified that the investment account will exclusively serve utility funds, as they necessitate specific allocations and cannot be commingled with other income sources.

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0.

**5.D. Discussion and possible approval of a Contractor to perform the asphalt point repair areas located on Pine Creek Lane, and the intersection of Burkhart Road and Guinea Drive.**

Motion made by Council Member Crawford, Seconded by Council Member Gordy.

Engineer Him stated that it will take additional time to quote the more extensive rehabilitation of Bromley Road between Ridgeley and Pine Chase. Although this works against economy of scale, the city council discussed proceeding with the point repairs at Pine Creek Lane and the Burkhart Road intersection with Guinea Drive, while quoting the Bromley Road work separately.

Council Member Crawford amended his motion to approve AAA Asphalt to perform the quoted work at Pine Creek Lane and the intersection of Burkhart Road at Guinea Drive.

Voting Yea to the amended motion: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The amended motion carried 5-0.

**5.E. Discussion and possible approval to appoint Kyle Sears to the Harris-Galveston Subsidence District.**

Motion made by Council Member Cooper, Seconded by Council Member Huber.

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0.

**5.F. Discussion and possible action regarding amended ordinance language for tree removals on private property.**

Motion made by Mayor Pro Tem Carey, Seconded by Council Member Crawford.

Mayor Pro Tem Carey suggested increasing fees for unnecessary tree removals, especially when such removals reduce the lot below the required minimum.

Clerk Ray noted that other cities have more extensive contracts with arborists who perform site evaluations. She mentioned that the City receives a significant discount from the contracted City Arborist, who also serves Piney Point Village, but suggested that inspection fees should be increased. She also mentioned that Piney Point Village is considering raising their tree removal fees. The council discussed that the builder would likely bear most of the tree removal fees.

Mayor Buesinger inquired about the law signed by Governor Abbott in 2017. Attorney Bailey clarified that this law does not impact how Hilshire Village enforces its current ordinance limits.

Secretary Stephens proposed several changes to the fee schedule, including ensuring counted trees are on the approved list, addressing healthy tree removal mitigation, and offering a credit in lieu of fees for tree replacement as required by state law. She emphasized that municipalities can specify the type of tree, planting methods, and mitigation fees if a credit is offered. The law exempts fees for the removal of dead or hazardous trees, which is consistent with the current ordinance. Secretary Stephens suggested requiring arborist certification or a city arborist inspection. The council agreed that obvious signs of dead, diseased, or bug-infested trees should be accepted without arborist approval.

The Council expressed interest in imposing higher penalties for unpermitted and unnecessary tree removals. Secretary Stephens noted that the current ordinance does not protect healthy trees as long as the minimum requirement is met. The discussion highlighted that new construction projects are the primary reason for removing mature healthy trees, though some residents prefer to remove trees beyond the minimum requirement.

Engineer Vasquez mentioned cases where trees initially slated for preservation were removed post-construction due to their proximity to the new home.

No action was taken by the Council at this time. Secretary Stephens stated that she will provide a further analysis of the current tree provisions based on this discussion and collaboration with neighboring cities at the next meeting.

**5.G. Discussion and possible action to select locations for additional street lights including purchasing and dedicating a 5-foot front easement to CenterPoint.**

Motion made by Council Member Carey, Seconded by Council Member Crawford.

The Council deliberated on the potential benefits of installing lamps on streets with heavy traffic as a priority. They expressed interest in three specific areas along Glourie Drive, as well as the intersection at the north end of Archley and Ridgeley Drive. Easements will be required for any area where a new pole is added. No action was taken as further research and pricing evaluations are required.

**6. DISCUSSION**

**7. ADDITIONAL COUNCIL COMMENTS**

**8. FUTURE AGENDA TOPICS** Tree Removal Amendments, SVPD Police Week Proclamation, HCAD Certified Estimates, VFD Budget Review & Approval, Renew Contract for City Designated Newspaper - Memorial Examiner

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

Motion made by Council Member Huber, Seconded by Council Member Crawford.

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0.

**The meeting was adjourned at 8:36 PM.**

---

Robert F. Buesinger,  
Mayor

ATTEST:

---

Cassie Stephens, City Secretary

**A PROCLAMATION OF  
THE CITY OF HILSHIRE VILLAGE, TEXAS  
IN RECOGNITION OF NATIONAL PEACE OFFICERS MEMORIAL  
DAY AND POLICE WEEK**

\* \* \* \* \*

***WHEREAS,** Police Officers of the Spring Valley Village Police Department watch over our citizens with courage, dedication, and strength, selflessly risking their lives to protect individuals, families, neighborhoods, and property against crime: and*

***WHEREAS,** it is important that all citizens recognize the duties, responsibilities, hazards, and sacrifices of local law enforcement agencies; and*

***WHEREAS,** Wednesday May 15, 2024 is observed Nationally as Peace Officers Memorial Day in honor of those law enforcement officers who through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and*

***WHEREAS,** the Spring Valley Village Police Department, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to our community and in doing so have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.*

***NOW, THEREFORE,** be it proclaimed by the Mayor, City Council and the Citizens of Hilshire Village, Texas that the City does hereby declare May 12th-18th, 2024 as:*

**POLICE WEEK**

*And hereby publicly salute the service of law enforcement officers in our community and in communities across the nation.*

*IN WITNESS WHEREOF, I have hereunto set my signature and the seal of the City of Hilshire Village, this 21<sup>th</sup> day of May, 2024.*

\_\_\_\_\_  
Robert F. Buesinger, Mayor

Attest:

\_\_\_\_\_  
Cassie Stephens, City Secretary



**RESOLUTION NO, 2024-259**

**A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE, TEXAS  
DESIGNATING THE CITY OF HILSHIRE VILLAGE'S  
COMMISSIONER AND ALTERNATE COMMISSIONER TO THE  
VILLAGE FIRE DEPARTMENT BOARD OF COMMISSIONERS**

**WHEREAS**, Mike Garofalo has diligently served as the alternate Fire Commissioner for the City of Hilshire Village for more than one year; and

**WHEREAS**, Mike Garofalo has expressed a desire to step into the role of Fire Commissioner and represent the City in this capacity; and

**WHEREAS**, Mayor Robert Buesinger has agreed to assume the alternate role as Fire Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Hilshire Village hereby appoints Mike Garofalo to the position of Fire Commissioner, effective immediately, to serve in this role with dedication and commitment to the safety and well-being of our community.

**BE IT FURTHER RESOLVED** that Mayor Robert Buesinger is appointed as the alternate Fire Commissioner, also effective immediately, and is tasked with supporting the Fire Commissioner and fulfilling the duties of this position as needed.

This resolution shall take effect immediately upon its passage.

**PASSED AND ADOPTED** by the City Council of the City of Hilshire Village, on May 21, 2024.

\_\_\_\_\_  
Robert F. Buesinger, Mayor

ATTEST:

\_\_\_\_\_  
Cassie Stephens, City Secretary



*Current alternate BOA member Brian Wilks has offered to become a regular board member, stating he is interested and has the time. He has served on the Board as an alternate since 2021.*

*"I have history and experience with the city and how it's run and would be glad to continue serving the residents of HV. I helped many residents while I was on council with BOA related issues and would love to continue to help others down the road."*

*- David Schwarz*

*Hi Cassie,*

*Tom mentioned that this is a current need. You can find my background on LinkedIn here:*

*[https://www.linkedin.com/in/kyoung1?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/kyoung1?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)*

*- Keith Young*

*1322 Pine Chase Dr*

*281-705-5566*

## DAVID SCHWARZ, CCIM

### Vice Chairman



Newmark Knight Frank  
1700 Post Oak Blvd  
2 BLVD Place  
Suite 400  
Houston, Texas 77056  
david.schwarz@ngkf.com  
T 713.337.5811

### Years of Experience

+18 Years

### Areas of Specialization

Capital Markets  
Debt & Structured Finance  
Multi-Family, Retail, Office & Industrial  
Specialization

## Professional Background

David Schwarz, CCIM, is a vice chairman and leader of the Newmark Capital Markets office in Houston. His responsibilities include debt originations, joint venture/equity placement and investor relations.

A 18-year veteran of the real estate investment banking industry, Mr. Schwarz has originated and been involved in more than \$22 billion in commercial real estate assignments representing over 820 multifamily and commercial real estate transactions. He specializes in originating debt with government-sponsored enterprises (Fannie Mae, Freddie Mac and FHA), life insurance companies, Wall Street sources, banks and debt funds. Mr. Schwarz also has experience arranging and structuring joint venture equity partnerships as well as mezzanine and preferred equity investments for sponsors for commercial real estate throughout the United States.

Prior to joining Newmark, Mr. Schwarz was a Vice President of Grandbridge Real Estate Capital, LLC (formerly Live Oak Capital). In this capacity, he represented private and institutional clients nationwide and was one of the top originators in the company.

A Certified Commercial Investment Member (CCIM) since 2008, Mr. Schwarz is a past president of the CCIM Houston/Gulf Coast Chapter and served on its board of directors from 2008 to 2015. He is also a licensed real estate broker in the state of Texas and a member of the Texas Real Estate Commission, National Multifamily Housing Council (NMHC) and International Council of Shopping Centers (ICSC).

A sixth-generation Houstonian, Mr. Schwarz currently serves as a city councilman with the city of Hilshire Village. He has been married for more than 16 years and has three children. He and his family are partners with Grace Bible Church, he is an active board member of Stoney Creek Ranch and he is a member of the Houston Livestock Show & Rodeo Mutton Bustin' Committee, which supports college scholarships for Texas youth.

## Professional Achievements

- ♦ Heavy Hitter, *Houston Business Journal*, 2019-2022
- ♦ Newmark's Chairman's Circle, 2018-2023
- ♦ Top Mortgage Brokers and Lenders, *Connect CRE*, 2021 & 2022
- ♦ Top 25 National Rainmaker Team, *Real Estate Forum*, 2015-2018
- ♦ Chairman's Award, Grandbridge Real Estate Capital, 2013
- ♦ President's Cup - Tier 1 Third Place, CCIM Institute, 2013
- ♦ 20 Under 40 Rising Stars, Houston Association of REALTORS® (HAR), 2012

### Professional Affiliations

- ♦ Member, Texas Real Estate Commission (TREC)
- ♦ Member, National Multifamily Houston Council (NMHC)
- ♦ Member, International Council of Shopping Centers (ICSC)
- ♦ Past president, CCIM Houston/Gulf Coast Chapter; board of directors, 2008-2015
- ♦ Jay W. Levine Leadership Development Academy, 2014
- ♦ Landmark Awards Judge, *Houston Business Journal*, 2013

### Licenses and Designations

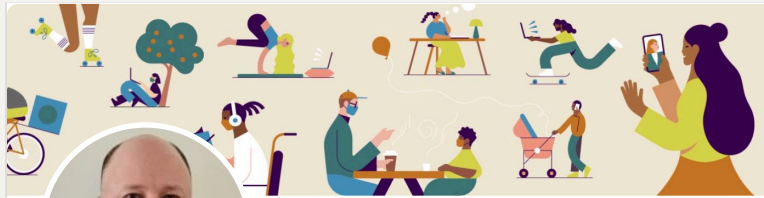
- ♦ CCIM designation, CCIM Institute, 2008
- ♦ Texas real estate broker's license, 2005

### Personal Achievements

- ♦ Partner of Grace Bible Church
- ♦ Board Member of Stoney Creek Ranch, 2020 - present
- ♦ Co-Chairman, Stoney Creek Ranch's Round Up Gala, 2023
- ♦ City councilman for the city of Hilshire Village, Texas, 2019 - 2023
- ♦ Mutton Bustin' Committee, Houston Livestock Show & Rodeo, 2013-present
- ♦ Baylor Alumni Association Life Member
- ♦ Investor advisory team, nCourage Kids, 2019-2022
- ♦ Toolbox Ministries Host Partner, 2019-2023
- ♦ Chairman, Free the Captives Annual Luncheon, 2019
- ♦ Stewards of the Wild Committee, Texas Parks & Wildlife Department, 2014-2018
- ♦ Director of MUD 539, 2019 – present

### Education

Baylor University - Bachelor of Business Administration degree in entrepreneurship and marketing.

**Keith Y.** · 3rd

Business Sales &amp; Acquisitions Professional in Houston, Texas

- Sunbelt Texas Business Sales & Business Brokers
- The University of Texas at Austin - The Red McCombs School of Business

Houston, Texas, United States · [Contact info](#)

500+ connections

Message

Connect

More

## About

I joined Sunbelt Business Brokers in order to help those who are either interested in selling or buying a business in Texas. Before joining Sunbelt, I owned and operated two different franchised service businesses over a 12-year period in the painting and flooring contracting space and was able to successfully sell them to new owners. Prior to those ventures, I accumulated over 10 years of diverse corporate and small business sales, marketing and management experience. I'm also a proud U.S. Navy veteran!

## Activity

835 followers

Posts

Comments

Keith Y. reposted this · 2w



Mission accomplished! It was an honor to represent this awesome veteran-owned enterprise.

9

1 comment

Keith Y. posted this · 3mo

New listing for a small HVAC company - great opportunity for a growth-minded buyer, priced very reasonably!...

[...show more](#)**Small HVAC Company with Incredible upside**

bizbuysell.com · 2 min read

5

1 comment

Keith Y. reposted this · 4mo



It was such a pleasure to work with [Michael Schlinkert](#), [Meredith Anderson Schlinkert](#) and [David Lapin](#) as well as their advisors on this business acquisition! Looking forward to watching as you g ...[show more](#)

[Show all posts →](#)

## Experience



### Business Broker

Sunbelt Texas Business Sales & Business Brokers · Full-time

Apr 2022 - Present · 2 yrs 2 mos

Houston, Texas, United States



### Franchise Owner

Floor Coverings International · Self-employed

Jun 2019 - Jun 2021 · 2 yrs 1 mo

Houston, Texas Area



### Franchise Owner

CertaPro Painters · Self-employed

Dec 2008 - Dec 2018 · 10 yrs 1 mo

Houston, Texas Area



### BMC Software

Full-time · 4 yrs



### Senior Customer Reference Manager

Dec 2006 - Jul 2008 · 1 yr 8 mos



### Distributed Systems Account Manager

Aug 2004 - Nov 2006 · 2 yrs 4 mos



### Director of Operations, Sales & Marketing

TreatMentality, Inc. · Full-time

Oct 2001 - Aug 2004 · 2 yrs 11 mos

[Show all 10 experiences →](#)

## Education



### Texas McCombs School of Business

MBA, Business Administration and Management, General

2006 - 2008



### The University of Texas at Austin

B.S., Speech Communication

1989 - 1995

[Show all 3 educations →](#)

## Volunteering



### Treasurer

Cub Scout Pack 552

Jul 2016 - Apr 2021 · 4 yrs 10 mos

Children



### Assistant Scoutmaster

BSA Troop 478

May 2019 - Present · 5 yrs 1 mo

Children

## Skills

Small Business Development

 1 endorsement

## Sales



Endorsed by Tammie Lewko and 1 other who is highly skilled at this



Endorsed by 6 colleagues at CertaPro Painters



26 endorsements

Show all 16 skills →

## Recommendations

Received

Given



**Robert Steadman** 

Director - Viva Employee Experience at Microsoft

July 7, 2008, Robert worked with Keith but on different teams

Keith Young is incredibly thoughtful and conscientious, someone who takes the time to understand the needs of his customers and the business. I appreciate any chance I get to work with Keith, because I know that the project will be managed well, will happen on time and meet with great results. And given his warm personality, it's no wonder that other people greatly enjoy working with him as well.

I'm more than happy to answer any questions regarding Keith.



**Ron Coleman** · 3rd

Director, Product Management at BMC Software

April 29, 2008, Ron worked with Keith on the same team

I worked with Keith on several opportunities in the Distributed System Management space and the following thoughts come to mind regarding Keith:

Easy to work with  
Focused on the customer requirements  
Open to suggestions on how to tackle different issues  
...

Show all 9 received →

## Languages

**French**

Limited working proficiency

## Interests

Companies

Groups

Schools



**US Navy**

727,175 followers

+ Follow




**The University of Texas at Austin**

695,683 followers

+ Follow

Show all companies →

Customer Information			
<b>Company:</b>	City of Hilshire Village	<b>Phone:</b>	(713) 973-1779
<b>Contact:</b>	Cassie	<b>Cell:</b>	-
<b>Address:</b>	8301 Westview Dr	<b>Fax:</b>	-
<b>City, ST, Zip</b>	Houston, TX 77055	<b>Email:</b>	cassie.stephens@hilshirevillagetexas.com
Current Account Information			
<b>Current Provider</b>	Hudson	<b>Estimated Annual kWh</b>	48,324
<b>Base Montly Charge:</b>	\$0.00	<b>Current Provider Rate</b>	0.0430000
<b>Meter Rate (ea)</b>	\$0.00		
<b>Number of ESI's</b>	0		
<b>Base Annual Chg</b>	\$0		



**Director:** Todd Malcolm  
**Direct Line:** 214-488-8062  
**Fax:** 888-334-4898  
**Email:** todd@adksol.com  
**Creation Date:** 5/17/2024

TDSP	Proposed Terms	12 Months	24 Months	36 Months	48 Months	60 Months			
<b>Centerpoint</b>	Contract Start Date	3/7/2025	3/7/2025	3/7/2025	3/7/2025	3/7/2025			
Zone: Houston	Contract End Date	3/7/2026	3/7/2027	3/7/2028	3/7/2029	3/7/2030			
Pricing Type: Fixed									

Base Charge: \$0.00	<b>Hudson Energy</b>	0.076	0.076	0.078	0.078	0.079			
Meter Charge: \$0.00									
	<b>Price Impact</b>	\$ 1,595	\$ 3,189	\$ 5,074	\$ 6,765	\$ 8,698			

Base Charge: \$0.00	<b>TXU Energy</b>	0.08112	0.07911	0.08011	0.08011	0.08155			
Meter Charge: \$0.00									
	<b>Price Impact</b>	\$ 1,842	\$ 3,490	\$ 5,380	\$ 7,173	\$ 9,314			

Base Charge: \$0.00	<b>Reliant Energy</b>	0.08334	0.08133	0.08266	0.08155	0.08247			
Meter Charge: \$0.00									
	<b>Price Impact</b>	\$ 1,949	\$ 3,705	\$ 5,750	\$ 7,452	\$ 9,537			

Base Charge: \$0.00	<b>APG&amp;E</b>	0.08499	0.08277	0.08399	0.08277	0.08355			
Meter Charge: \$0.00									
	<b>Price Impact</b>	\$ 2,029	\$ 3,844	\$ 5,942	\$ 7,687	\$ 9,798			

Base Charge: \$0.00	<b>Summer Energy</b>	0.08566	0.08366	0.08488	0.08399	0.08466			
Meter Charge: \$0.00									
	<b>Price Impact</b>	\$ 2,062	\$ 3,930	\$ 6,071	\$ 7,923	\$ 10,066			



## RESOLUTION NO. 2024-260

### **A RESOLUTION OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROHIBITING THE CARRYING OF A HANDGUN INTO THE ROOM OR ROOMS IN WHICH ANY MEETING OF THE CITY COUNCIL OR ANY OTHER CITY BOARD OR COMMISSION THAT IS SUBJECT TO CHAPTER 551, TEXAS GOVERNMENT CODE (OPEN MEETINGS ACT) IS MEETING**

**WHEREAS**, Texas Penal Code Section 46.035(c) makes it an offense for a handgun license holder to intentionally, knowingly, or recklessly carry a handgun under the authority of Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Chapter 551, Government Code (Open Meetings Act), and the entity provides notice as required by that chapter; and

**WHEREAS**, Texas Penal Code Section 46.035(i) provides that the prohibition in Section 46.035(c) does not apply unless the license holder is given effective notice under Penal Code Sections 30.06 and 30.07; and

**WHEREAS**, Texas Penal Code Section 30.06 requires that signage created in accordance with that section be “displayed in a conspicuous manner clearly visible to the public”; and

**WHEREAS**, Section 30.07 adds language that requires that signage be “displayed in a conspicuous manner clearly visible to the public *at each entrance to the property*”; and

**WHEREAS**, the best interpretation of that conflicting language is to display the signage at the entrance to the meeting room; and

**WHEREAS**, it may be difficult for a license holder, without notice provided by signage, to definitively know where he or she can lawfully carry a handgun; and

**WHEREAS**, the city council of the City of Hilshire Village finds that the most appropriate way to protect the attendees of meetings of the city council or any other board or commission that is subject to Chapter 551, Texas Government Code (Open Meetings Act) is to prohibit the carrying of a handgun by a license holder in those meetings.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Hilshire Village, Texas, that:

1. Pursuant to Section 46.035(c), Texas Penal Code, the concealed or open carry of any firearm by a person licensed under Chapter 411, Subchapter H (Handgun Licensing Law), into the room or rooms in which any meeting of the city council or any other board or commission that is subject to Chapter 551, Texas Government Code (Open Meetings Act) is prohibited.

2. Pursuant to Section 46.035(i), Texas Penal Code, city staff is directed to prepare signage in accordance with Texas Penal Code Sections 30.06 and 30.07.

3. City staff is directed to post such signage outside the door to the room or rooms in which any meeting of the city council or any other board or commission that is subject to Chapter 551, Texas Government Code (Open Meetings Act) is taking place prior to the meeting, and to remove the signage upon the conclusion of the meeting.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of May, 2024.

\_\_\_\_\_  
Robert F. Buesinger, Mayor

ATTEST:

\_\_\_\_\_  
Cassie Stephens, City Secretary



APPROVED AS TO FORM:

\_\_\_\_\_  
Paige L. Bailey, City Attorney

## City of Hilshire Village Variance Request

To the Board,

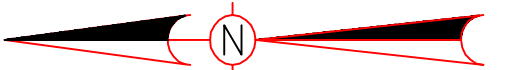
I am seeking approval for a variance request to keep an existing circular driveway (Corner lot at Ridgeley and Archley) at 1201 Archley Houston TX 77055. This circular driveway has been here since the home was originally built in 1981. My new construction home will have the same circular driveway, same size and same shape. I feel this an important driveway to keep as it will provide more parking for guest and more importantly for deliveries (Amazon, UPS, FedEx). This circular driveway will keep all guest and delivery vehicles out of the street that would normally cause disruption of flow.

Thank you for your time.

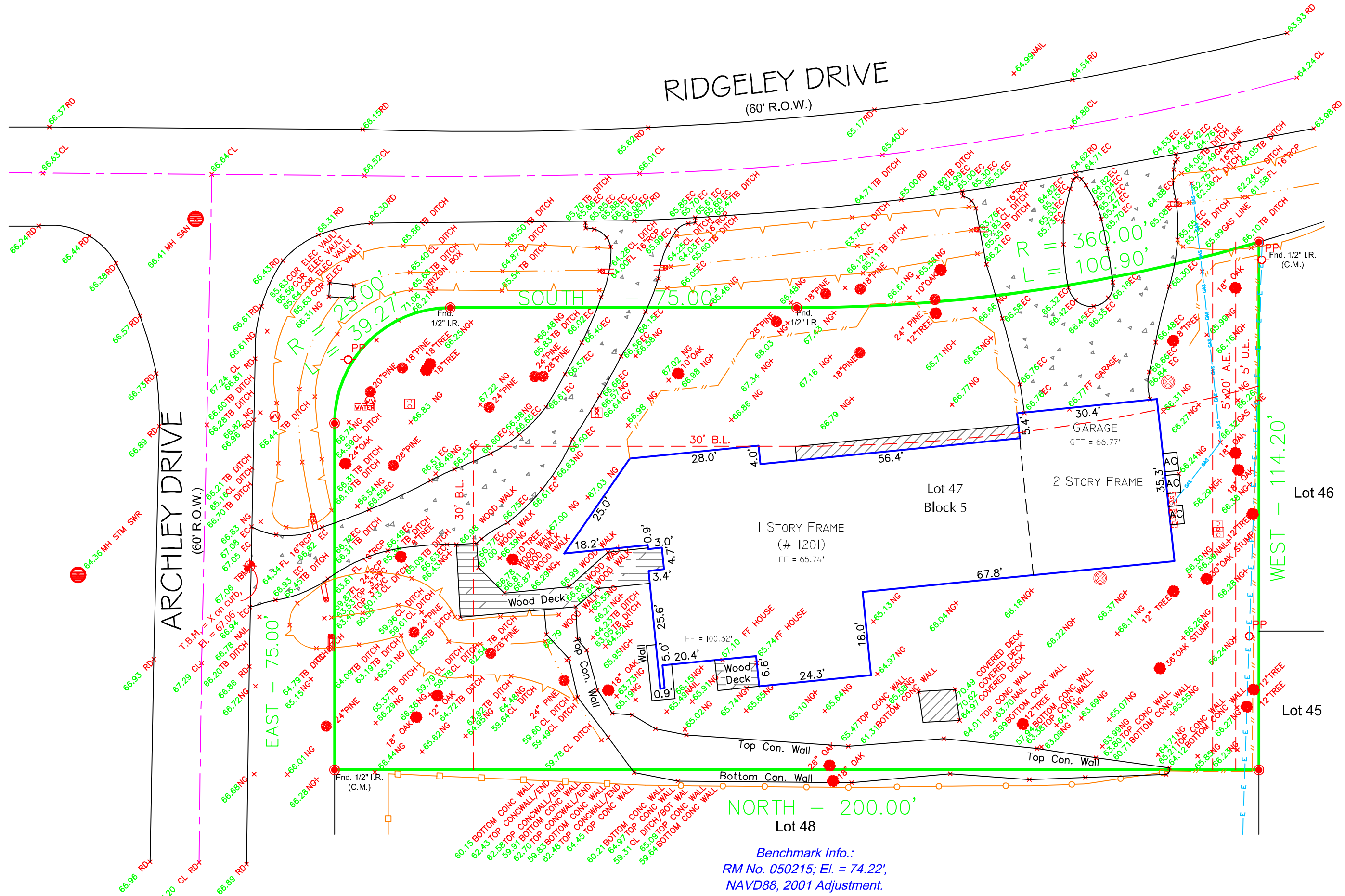
Stephen H Shorter

This property appears to be OUT of the 100 year flood plain (Zone X); as per Insurance rate map 48201C0065 M, dated 06/09/2014.

This determination to be used for flood insurance rate purposes ONLY and is NOT to be relied upon for ANY other purpose. Surveyor makes no representation as to whether property may Flood.



SCALE : 1" = 20'



Barry D. Adkins, R.P.L.S. No. 6137

04/05/2023

Notes :  
- Basis for Bearings: Record plat.  
- Distances shown are ground distances.  
- All abstracting done by title company.  
- All B.L.'s & U.E.'s taken from recorded plat unless otherwise noted.  
- Dimension lines from improvements to property lines are calculated and should NOT be relied upon for construction and/or removal of any improvements including fences.  
- Building dimensions may not be used to calculate square footage.  
- This property subject to any and all recorded and unrecorded easements. Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants or ownership title evidence.

LOT:	47	BLOCK:	5	SUBDIVISION:	RIDGELEY PLACE
RECORDATION:	VOLUME 34, PAGE 21 OF THE MAP/PLAT RECORDS			COUNTY:	HARRIS
ADDRESS:	1201 ARCHLEY DRIVE	CITY:	HOUSTON	STATE:	TEXAS
				ZIP CODE:	77055

This survey was prepared without the benefit of a title commitment and may not show all building lines, easements or other matters of record.

DaRam Engineers, Inc.

Survey firm #: 1019492  
Engineering firm #: F-9503

11000 Richmond Avenue, Suite 300  
Houston, Texas, 77042  
(713) 526-1552 \* Email: info@dram.com

Field Crew: N3  
Drafter: N4  
Project #: S20237705-Archley1201

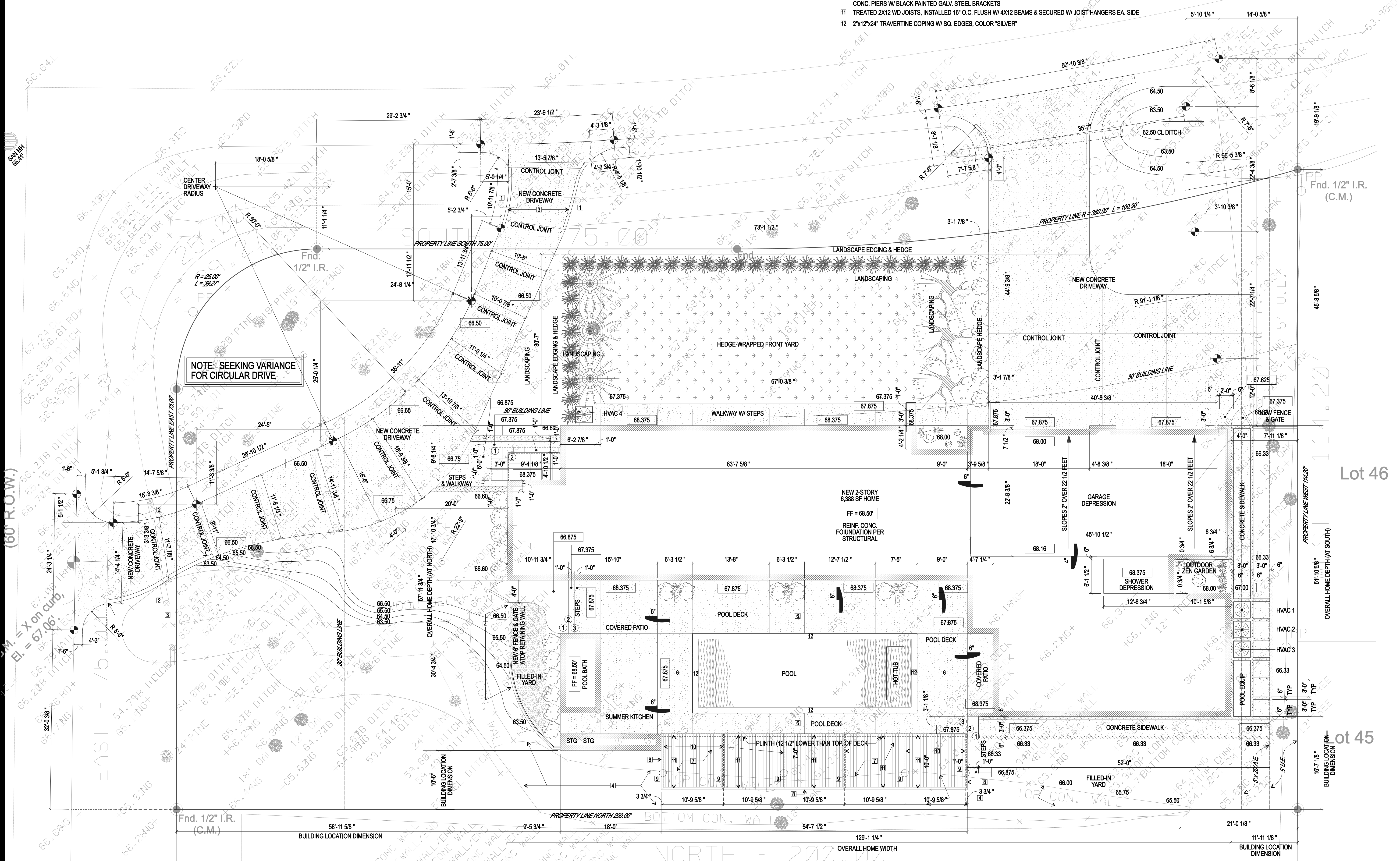


SHEET KEY NOTES

- EXISTING 16" RCP TO REMAIN - REPLACE ONLY IF DAMAGED DURING DEMOLITION OR SUBSEQUENT CONSTRUCTION ACTIVITIES
- EXISTING 24" RCP TO REMAIN - REPLACE ONLY IF CONDITIONS IN 1 ABOVE ARE MET
- 6" CURB ALONG EDGE OF DROP-OFF WHERE PAVEMENT EDGE STOPS ALONG DITCH
- EXIST. CONC. STABILIZED BANK TO REMAIN
- REINF. 4" THK CONC. EQUIP. PAD
- REINF. CONC. POOL PATIO W/ KOOL DECK, COLOR TBD
- 1 x 6" FIBURON PARAMOUNT SYNTHETIC WOOD DECKING, GAPPED PER MFR INSTRUCTIONS
- 1/4" SS BRAIDED CABLE RAILING BETWEEN STEEL RAILING FRAME SPACED EVERY 4" O.C. HORIZ. W/ 1X4 TEAK WD TOP RAIL AT 42" ABOVE DECK, W/ EASED SQ. EDGES
- 16" DIA. SONOTUB FORMED PIER TO SUPPORT WOOD DECK
- TREATED 4X12 BEAMS CONNECTED TO PLINTH AT CONC. POOL DECK & ON 16" DIA. CONC. PIERS W/ BLACK PAINTED GALV. STEEL BRACKETS
- TREATED 2X12 WD JOISTS, INSTALLED 16" O.C. FLUSH W/ 4X12 BEAMS & SECURED W/ JOIST HANGERS EA. SIDE
- 2"x12"x24" TRAVERTINE COPING W/ SQ. EDGES, COLOR "SILVER"

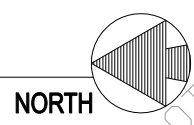
SHEET GENERAL NOTES

- REFER TO CIVIL DRAWINGS FOR DRAINAGE, DRAINAGE CALCULATIONS, & DEVICES
- REFER TO CIVIL DRAWINGS FOR NON-ELECTRICAL UTILITY TIE-INS
- REFER TO CIVIL DRAWINGS FOR CITY OF HILLSHIRE VILLAGE STANDARD DETAILS & SWPPP REQUIREMENTS
- CONTRACTOR TO COORDINATE WITH CENTERPOINT AND TELECOM COMPANIES TO DETERMINE WHERE NEW TIE-INS AND SITE DROPS TO OCCUR



01 DIMENSIONAL SITE PLAN

SCALE: 1/8" = 1'-0"



ISSUES AND REVISIONS

DATE	DESCRIPTION
03.20.2023	CONCEPTUAL DESIGN REVIEW
04.20.2023	DESIGN DEVELOPMENT REVIEW
05.14.2023	PRE-PERMIT CONSULTANT COORDINATION
06.14.2023	ISSUE FOR PRELIMINARY PERMIT REVIEW
10.06.2023	ISSUE FOR PERMIT & PRICING



PROJECT NAME: SHORTER RESIDENCE

PROJECT ADDRESS:  
1201 Archley  
Houston, Texas 77055  
MERCE PROJECT NUMBER: 23003

SHEET ARCHITECTURAL  
SITE PLAN

A101

## ARTICLE 7.700. TREE PRESERVATION

### Sec. 7.701. Purpose ~~and Definitions.~~

1. ~~The purpose of this article is to preserve the tree canopy and continue the wooded character that has been the hallmark of the city since its founding while protecting owners' rights to utilize and enjoy their property by:~~
  - ~~a. Establishing minimum tree requirements;~~
  - ~~b. Requiring careful site planning and the protection of trees;~~
  - ~~c. Controlling unnecessary tree removal;~~
  - ~~d. Requiring tree replacement;~~
  - ~~e. Prohibiting indiscriminate cutting or clearing of trees.~~

The purpose of this article is to safeguard the city's tree canopy and uphold its wooded identity, which has been a defining feature since its inception. This includes ensuring property owners' rights to utilize and enjoy their land while implementing measures to:

- a. protect, maintain and manage the city's existing forest resources by providing regulations relating to the cutting, removal or destruction of trees;
- b. minimize tree loss and provide for replacement of trees removed and destroyed resulting from development;
- c. encourage a resourceful and prudent approach to urban development of wooded areas;
- d. provide for the enforcement and administration of tree protection, thereby promoting and protecting the public health, safety and welfare and enhancing the quality of life;
- e. encourage the planting of native species by establishing an approved list of trees which will contribute to the canopy.

- ~~2. Properties used for commercial purposes are exempt from section 7.701 1(1a) and 1(1b) of this article.~~

Commented [C1]: Relocated section to 7.703(4)

### Sec. 7.702. Definitions.

As used in this article, the following words, terms, and phrases shall have the meanings ascribed to them in this section:

*Approved tree list* shall mean a list approved and maintained by the city that lists species of trees that are approved for meeting the minimum tree requirement described in this article.

*Building* shall mean any structure with a roof and enclosing walls that is used or intended for supporting or sheltering any use or occupancy.

*Circumference or diameter* shall mean circumference or diameter measured at a point on a tree four and one-half feet (4½') above the surrounding ground level. The equivalent circumference or diameter may be used for measurement purposes. Tree diameter in inches x 3.14 = tree circumference in inches. (For example, 6" diameter X 3.14 = 18.84" circumference). To measure a tree that forks or has two (2) boles or stems at or below four and one-half feet (4½'), only the circumference or diameter of the larger bole or stem shall be measured.

*Critical root zone* shall mean the area of a tree that is within a circle centered on the trunk location, with the circle's diameter being one-half of the sum of the longest and shortest drip line diameters.

*Subject site* shall mean any particular lot, tract, or parcel of land that is subject to the building permit process or otherwise invokes the regulations established in this article.

*Tree* shall mean a woody, perennial plant typically having a single stem or trunk, growing to a considerable height and bearing lateral branches at some distance from the ground.

*Tree removal permit* shall mean a permit issued by the city for the removal of a tree.

#### Sec. 7.703. Minimum Tree Requirement.

- (1) Each residential-zoned lot, regardless of use, shall have one (1) tree that is eight (8) inches or greater in diameter for every two thousand (2,000) square feet of lot area (excluding any land in the Harris County Flood Control District or utility easement), rounded to the nearest whole number (see Table 1). Trees in the Harris County Flood Control District or in a utility easement will not be counted.
- (2) If a lot has less than the number of trees described in the preceding subsection, the owner shall keep the number of trees larger than three (3) inches in diameter, counting from the largest diameter to the smallest diameter, that are on the lot (excluding any land in the Harris County Flood Control District or a utility easement) at the time a tree removal permit is sought or the provisions of this article are otherwise invoked. These trees shall only be counted if the species is on the Approved Tree List.
- (3) A lot owner who is applying for a permit issued under the building permit process of the city's Code of Ordinances for the demolition of, construction of, or addition to any building, or installation of a swimming pool shall, regardless of the number or size of the trees existing on a lot prior to issuance of a permit, plant such additional trees as may be necessary to meet the minimum tree requirement described in subsection (1) above if the owner is:
  - (a) Constructing a new or replacement building;
  - (b) Constructing an addition[s] or extension[s] to an existing building that increases the square footage of the building by forty (40) percent or more; or
  - (c) Installing a swimming pool.

**Commented [C2]:** Clarifying that any Specific Use Permits (churches in residential zoned areas) are required to comply with the minimum tree count. This has been confused before as SUP holders do not always understand the zoning regulations they are subject to.

**Commented [C3]:** For council consideration: allowing utility easement trees to count if the lot size is smaller than 10,000 sq ft, suggest defining specific understory trees and only 1 tree in an easement counts per address.

(4) Commercial-zoned lots are exempt from a minimum tree requirement.

Table 1—Number of Trees for Representative Lot Sizes

Lot Size (sq ft)	# of Trees
24,000	12
22,000	11
20,000	10
18,000	9
16,000	8
14,000	7
12,000	6
10,000	5
8,000	4

Lot Size (sq ft)	# of Trees
8,000 – 9,999	4
10,000 – 11,999	5
12,000 – 13,999	6
14,000 – 15,999	7
16,000 – 17,999	8
18,000 – 19,999	9
20,000 – 21,999	10
22,000 – 23,999	11
24,000 – 25,999	12

#### Sec. 7.704. Preservation and Protection of Trees.

- (1) It is unlawful to remove any tree that is eight (8) inches in diameter or greater without first obtaining a tree removal permit from the city for each tree to be removed.
- (2) It is unlawful to remove a tree that is less than eight (8) inches in diameter without first obtaining a tree removal permit from the city if:
  - (a) Such tree is required to meet the minimum tree requirement for the lot as described in section 7.703(2); or
  - (b) Such tree was planted as a replacement for a previously removed tree.
- (3) It is unlawful to intentionally cause serious damage or death to any tree that is eight (8) inches in diameter or greater. Intentionally severing the main trunk or large branches or large roots, girding, poisoning, carving, mutilating, touching with live wires, piercing with nails or spikes, crushing or exposing the roots, or digging or

**Commented [C4]:** This means if a tree is < 8" & you have minimum count satisfied, no permit required.



drilling any hole or trench larger than three (3) cubic feet within the critical root zone, unless no other suitable location is possible, may be considered acts intended to cause serious damage or death to the tree.

- (4) Before beginning demolition or construction, appropriate protection for all trees shall be in place. Appropriate protection shall mean, at a minimum, a fence four (4) feet in height and composed of a material which is strong enough to prevent vehicles, materials, debris, dirt and other demolition or construction refuse from piling up within the critical root zone. Where possible, the fence shall be a minimum of six (6) feet away from the base of the tree at all points to prevent damage to the tree. If the location of a tree is less than six (6) feet from the foundation of the building or the property line, the protective fencing shall be located as far as possible from the base of the tree.

#### **Sec. 7.705. Removal of Trees.**

- (1) The city will permit the removal of a tree only if an owner demonstrates to the city that at least one (1) of the following criteria exists:
  - (a) The applicant's lot will, after removal of the tree, satisfy the minimum tree requirement as described in section 7.703(1);
  - (b) The tree is diseased, dying or dead;
  - (c) Construction is planned in the area where the tree stands;
  - (d) The tree creates a hazard that is or is likely to cause damage to property or danger to the public health, safety, or welfare; or
  - (e) Good arbor management practices indicate removal will be beneficial to surrounding trees.
- (2) If the previous subsection is satisfied, the city will issue a tree removal permit if a lot owner completes the following steps:
  - (a) Executes the city's tree removal permit application, which includes a certification that, upon removal of such tree, either the lot will continue to satisfy the minimum tree requirement as described in section 7.703(1) or the lot owner will comply with section 7.706 below regarding tree replacement. If concurrent tree removal permits are sought, the minimum tree requirement must be satisfied after all trees are removed.
  - (b) Pays the ~~application permit~~ fee as adopted by city council. The ~~application permit~~ fee shall be waived by the city if the applicant shows that the tree to be removed is diseased, dying or dead, ~~or poses an imminent or immediate threat to persons or property or if, after removal of a tree, the lot has more than the minimum tree requirement in section 7.703(1).~~
- (3) The city shall have a reasonable amount of time, but not less than three (3) business days, to review the application. The city may require an owner to provide certification by an arborist that the criteria in subsection (1)(b), (d) or (e) exist.

Commented [C5]: Per HB7 2017

- (4) Removal of a tree without a tree removal permit shall not constitute a violation of this article if immediate removal is necessary to protect against a serious and imminent risk to health, safety, or property as a result of an emergency and, because of such emergency, the lot owner could not obtain the tree removal permit, provided that, as soon as reasonably possible after such tree removal, the lot owner submits a tree removal permit application without the fee and demonstrates that such emergency existed.
- (5) The city may require a lot owner to remove any tree that is damaged, dead or dying, and that the city deems a danger to person or property. The owner shall have ~~fourteen (14)~~ **seven (7)** days after receipt of the notice to remove the tree.
- (6) Removal of a tree shall be performed by the lot owner or by a reputable tree removal company, and the owner shall ensure that the tree removal work is adequately covered by bond or insurance.

**Commented [C6]:** Failure to remove the tree within 7 days consequence?

#### **Sec. 7.706. Replacement of Trees.**

- (1) If, after loss of or removal of a tree, a lot does not or will not satisfy the minimum tree requirement as described in section 7.703(1) or (2), as applicable, then the lot owner shall, within one hundred twenty (120) days after loss of or removal of such tree, properly plant a replacement tree from the approved tree list. The replacement tree shall be at least three (3) inches in diameter measured at six (6) inches above the grade for each lost or removed tree. A tree intended as a replacement tree shall not be planted in the Harris County Flood Control District or in a utility easement, but nothing in this article is otherwise intended to prohibit the planting of trees in the Harris County Flood Control District or a utility easement.
- (2) With the approval of the city's arborist, a lot owner may plant additional species that are not on, but are similar in size to those that are on, the approved tree list. If the city's arborist does not approve, the owner may appeal by submitting a written request to city council. Property owners are encouraged (but not required) to plant trees native to the Texas Gulf Coast.
- (3) In situations of financial hardship, the city will have flexibility in obtaining outside help with re-forestation.

#### **Sec. 7.707. Tree Survey.**

- (1) Every permit issued under the building permit process of the city's Code of Ordinances for the demolition of, construction of, or addition to any building, or the installation of a swimming pool shall include a tree survey. Permit applicants must obtain and complete the proper forms, available in the city office, to show compliance with this article.
- (2) The permit holder will make every effort to maintain the distribution of existing trees. However, if the design, layout, plans, or construction of the proposed building cannot avoid the removal of any tree that is eight (8) inches in diameter (25.12 inches in circumference) or larger, then the permit holder shall be required to replace each removed tree with a tree from the approved tree list. Each

replacement tree shall have a minimum caliper of three (3) inches in diameter (9.42 inches in circumference).

- (3) The tree survey shall be prepared by a person with expertise to prepare such a document, such as an architect, engineer, arborist, or surveyor.
- (4) The tree survey shall accurately reflect, at a minimum, the following information:
  - (a) The actual location (i.e., trunk location), diameter, and type of each tree on the subject site which is eight (8) inches in diameter (25.12 inches in circumference) or larger;
  - (b) Building or structure outlines, parking areas and other paved surfaces, fences, utilities, and other improvements existing or to be constructed;
  - (c) The location of tree protection fences;
  - (d) A scale, north arrow, name, address, phone number and profession or occupation of the person who prepared it, and the name of the permit applicant; and
  - (e) Identification of the real estate development and a description of the subject site and its location.
  - (f) The location and square footage of utility and flood control easements, and the square footage of the lot excluding utility and flood control easement square footage.

**Sec. 7.708. Final Inspection and Issuance of Certificate of Occupancy.**

At final inspection under every building permit that includes a tree survey, the city's inspector shall inspect and confirm compliance with the tree survey and planting of required trees, if any. No certificate of occupancy shall be issued until the minimum tree requirement has been met but, if the certificate of occupancy is to be issued between May and September and the owner has agreed to meet the minimum tree requirement, a provisional certificate of occupancy may be issued until such time as the owner has complied.

**Sec. 7.709. Destruction of or Damage to Trees on Public Property.**

In addition to the violation of any criminal law dealing with destruction of public property, it shall be unlawful to remove, destroy, kill, or damage any tree located on any public property in the city except when necessary in furtherance of the public health, safety or welfare. This section shall not prevent the city or any public utility from performing necessary maintenance or repair activities that may affect trees located within easements or on public property.

**Sec. 7.710. Exemptions from Requirements of this Article.**

- (1) The provisions of this article shall not apply to trees removed or trimmed within an easement for public or private utilities by the easement's owner, or the owner's employee or authorized contractor, or by the utility provider or its authorized

contractor, if the trimming or removal of such trees is required to properly use or maintain the easement. This article shall also not apply to trees removed or trimmed by the city or its authorized representative or by the utility provider or its authorized contractor on any public property or within any public right-of-way, including, but not limited to, drainage easements and roadway easements.

- (2) If this article would require a tree to be planted from May through September in any year, the planting may be delayed until October of that same year.

**Sec. 7.711. Enforcement.**

- (1) The city has the authority and right to inspect any property to ensure compliance with this article.
- (2) The city may require any lot owner to prove that the owner is in compliance with this article.
- (3) The city may withhold, revoke, or suspend any tree removal permit or building permit if any condition or requirement of this article or such permit is not fulfilled.
- (4) The city may order an immediate stop to the removal of any tree, any activity that is likely to cause serious damage or death to any tree, or any demolition or construction of a building, if such activity is being done in violation of this article.
- (5) The city has the authority to hire a tree inspector for advice in conjunction with enforcing this article.
- (6) Anyone that intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount as provided for in the general penalty provision in Chapter 1, Section 1.106, of the city's Code of Ordinances. Each day during which such violation shall exist or occur shall constitute a separate offense. The owner of any property where any violation of this article occurs and any agent, contractor, builder, architect, individual or entity that assists in the commission of such offense shall be guilty of a separate offense and, upon conviction thereof, shall be punished as above provided.

**Sec. 7.712. Appeal.**

Anyone whose request for a building permit, tree removal permit, or certificate of occupancy has been denied due to the interpretation or application of this article may appeal that decision to the city council by filing a written notice of appeal with the city. The city council shall provide the applicant an opportunity to present evidence and arguments demonstrating that the applicant has complied with this article and is entitled to a permit or certificate of occupancy, and that the city erred in refusing to issue the requested permit or certificate of occupancy. If, at the conclusion of the hearing, a majority of the city council determines that the applicant is entitled to a permit or certificate of occupancy, the city shall issue one. Otherwise, the city's denial shall be affirmed.

**Sec. 7.713. Approved Tree List.**

	Common Name	Scientific Name	Growth	Characteristics
1	American Elm (White Elm)	<i>Ulmus americana</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Deep green leaves turn bright yellow in fall. Fast-growing, vase-shaped shade tree that tolerates a wide range of conditions. Dutch elm disease not too bad in Texas; extensive, shallow root system.
2	Bald Cypress	<i>Taxodium distichum</i>	Moderate	Deciduous conifer with feather-like leaves, round seed balls, and fibrous bark. Adapted to many soil and moisture conditions. Grows well in wet areas. Woody 'knees' develop on wet sites. (Has very aggressive roots—do not plant near house or sewer lines).
3	Black Walnut	<i>Juglans nigra</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Distinctive shade tree for open spaces. Fruits can be extremely messy. Webworm can be a problem. Leaves drop early in the fall.
4	Blackgum (Black Tupelo)	<i>Nyssa sylvatica</i>	Moderate	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Prefers acid soils. Bright, shiny foliage turns red and purple early in the fall. Shallow- rooted.
5	Bur Oak (Mossycup Oak)	<i>Quercus macrocarpa</i>	Slow	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Unique leaf shape; large acorn is enclosed in a fuzzy cap. Excellent, drought-tolerant native tree, with

				rough texture and large acorn.
6	Bitternut hickory (swamp hickory)	<i>Carya cordiformis</i>	Moderate	Large pecan hickory with commercial stands located mostly north of the other pecan hickories.
7	Carolina Basswood (Linden)	<i>Tilia caroliniana</i>	Rapid	Texas native, showy or fragrant flower, attractive seeds or fruit. Large, oval shade tree with interesting winged fruits. Flowers are a favorite of honeybees. Needs plenty of room.
8	Cedar Elm	<i>Ulmus crassifolia</i>	Moderate	Texas native, reliable fall color. Fine textured leaves turn yellow in fall. Tough, drought-tolerant shade tree, well-adapted to a variety of conditions.
9	Cherrybark Oak	<i>Quercus falcata</i> var. <i>pagodifolia</i>	Moderate	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Excellent native shade tree for a variety of planting situations.
10	Chinkapin Oak	<i>Quercus muehlenbergii</i>	Moderate	It is also planted widely as a shade tree suitable for limestone soils. Occurs from northeast Texas to Central Texas and south to the Guadalupe River, and also in the mountains of West Texas, growing on mostly limestone soils, especially at the base of bluffs and along stream courses.
11	Green Ash	<i>Fraxinus pennsylvanica</i>	Rapid	Texas native, reliable fall color. Tolerates a wide range of soil conditions. Needs pruning to develop strong branch structure.
12	Laurel Oak (swamp laurel oak, diamond-leaf oak, water	<i>Quercus laurifolia</i>	Moderate	Native to the southeastern and south-central the United States, from coastal Virginia to central Florida and west to southeast Texas.

	oak, obtusa oak)			
13	Live Oak (Encino)	<i>Quercus virginiana</i>	Rapid	Texas native, seeds or fruit eaten by wildlife. Glossy, deep green leaves remain all winter; long-lived shade tree. Allow plenty of room; can develop surface roots.
14	Loblolly Pine	<i>Pinus taeda</i>	Rapid	Texas native. Medium-length green needles and large, brown cones in the fall. Tolerates a wide range of site conditions, but prefers good drainage.
15	Montezuma Cypress (Bald Cypress)	<i>Taxodium mucronatum</i>	Rapid	Texas native, attractive seeds or fruit. Delicate, feathery foliage casts a light shade. Bark is reddish and shredding.
16	Nuttall Oak	<i>Quercus nuttallii</i>	Moderate	Grows well on heavy, poorly drained, clay soils deposited by rivers.
17	Overcup Oak	<i>Quercus lyrata</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Small acorns are an important wildlife food source. Tolerates poor drainage and heavy clay soils. (slow to leaf out in the spring).
18	Pecan	<i>Carya illinoensis</i>	Moderate	Texas native, seeds or fruit eaten by wildlife. Nuts are an important wildlife food. Mature crown is open and airy. State tree of Texas. Plant with plenty of room. (Slow to leaf out in the spring. Fruit will stain sidewalk).
19	Red Maple	<i>Acer rubrum</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit. Flowers and winged fruits in spring are red. Brilliant fall color, yellow to red. (Bark is easily injured by weed eater).
20	River Birch	<i>Betula nigra</i>	Rapid	Texas native. Attractive pinkish peeling bark. Works well as multiple trunk

				specimen. Prefers moist sites like stream banks. Susceptible to ice damage. (Needs high nitrogen to stay healthy).
21	Shumard Oak	<i>Quercus shumardii</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Young trees have "candelabra" shape; fall color is orange to deep red. Widely available; prefers well-drained soils. Seed source of trees may determine success.
22	Hybrid Magnolia	<i>Little Gem</i> or <i>D.D. Blanchard</i>	Moderate	Grows better than the Southern Magnolia.
23	Southern Magnolia	<i>Magnolia grandiflora</i>	Moderate	Texas native, showy or fragrant flower, attractive seeds or fruit, seeds or fruit eaten by wildlife. Large, white flowers and glossy, deep green leaves. Plant in well-drained soil and let limbs grow to the ground. Some cultivars tolerate alkalinity.
24	Swamp Chestnut Oak (Cow Oak)	<i>Quercus michauxii</i>	Moderate	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Large leaves turn deep red in fall; large acorns are popular with wildlife. Tolerates seasonal poor drainage, but prefers loamy soils.
25	Sweetgum	<i>Liquidambar styraciflua</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit. Distinctive star-shaped leaves and round, spiky seed balls. Rapid, upright growth. Fall color ranges from yellow to purple.
26	Sycamore (American Planetree)	<i>Platanus occidentalis</i>	Rapid	Texas native, attractive seeds or fruit. Old bark flakes off to reveal pale new bark. Round fruit is a mass of small seeds. Provide plenty of



				room and a moist site. (Mexican Sycamore better leaves)
27	Thornless Honeylocust	<i>Gleditsia triacanthos</i> <i>var. inermis</i>	Rapid	Texas native, reliable fall color, attractive seeds or fruit, seeds or fruit eaten by wildlife. Wildlife eat seed pods.
28	Water Oak (Pin Oak)	<i>Quercus nigra</i>	Rapid	Texas native, seeds or fruit eaten by wildlife. Dark green bell-shaped leaves form a dense canopy. This common native does best on well drained, moist sites. (after 60 years prone to insects and disease).
29	White Ash	<i>Fraxinus americana</i>	Rapid	Texas native, reliable fall color .Fall color is yellow, orange, and purple. Male trees are seedless. A relatively clean shade tree. Prefers loamy, well-drained soils.
30	White Oak	<i>Quercus alba</i>	Slow	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Excellent long-lived shade tree. Wildlife eat acorns. Fall color is red. Works best on well-drained, loamy soils.
31	Willow Oak	<i>Quercus phellos</i>	Rapid	Texas native, reliable fall color, seeds or fruit eaten by wildlife. Narrow, light green leaves turn yellow-brown in the fall. Fine twigs and strong branch structure. Prefers moist conditions.