



CITY OF BELLAIRE TEXAS
BUILDING AND STANDARDS COMMISSION
JANUARY 22, 2014

Council Chamber

Regular Session

7:00 PM

**7008 S. RICE AVENUE
BELLAIRE, TX 77401**

A. CALL TO ORDER

Chairman Schuster called the meeting to order at 7:03 PM.

B. ANNOUNCEMENT OF QUORUM

Chairman Schuster announced that a quorum was present, consisting of the following members:

**Chairman Kristin Schuster
Vice Chairman Laura Thurmond
Commissioner Mike Baker
Commissioner Paul Katz**

Commissioners Yemitan and Martin were absent from the proceedings.

The following staff members were in attendance:

**Building Official, Lee Cabello
Development Services Manager, Shawn Cox
Planning & Zoning Secretary, Ashley Parcus**

Councilman Pat McLaughlan was also present.

C. RULES FOR PUBLIC COMMENT

1. **Sign up forms will be available at all Regular and Special meeting for registering the names of members of the Public who wish to either: i) speak on an agenda item, provided such items have not been the subject of a prior public hearing; or ii) make a general comment related to the Commission business. These forms will be given to the Secretary prior to the start of the meeting so that the person's name can be called to address the Commission at the appropriate time.**
2. **Public Comments on agenda items will be made at the time an agenda item appears in the Order of Business and before the Commission's consideration of that item.**
3. **Public comments of a general nature shall be made at the time designated by the Order of Business.**
4. **All public comments shall be limited to six (6) minutes per speaker with extensions of two (2) minute increments as approved by a majority vote of Commission members present.**
5. **Public comment at Workshop meeting will be allowed at the discretion of the Chair. Any comments will be limited as described in Article IV Sec 8.**

Seeing no public in the audience, Chairman Schuster skipped over the rules for public comment.

D. APPROVAL OR CORRECTION OF THE MINUTES

1. Regular Meeting Minutes of December 11, 2013

Commissioner Katz asked that line 120 be changed to read "Commissioner Katz was out due to family obligations..."

(Requested by John McDonald, Community Development)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Baker, Commissioner
SECONDER:	Laura Thurmond, Vice Chairperson
AYES:	Schuster, Thurmond, Katz, Baker
ABSENT:	Martin, Yemitan

E. PUBLIC COMMENT

There was no public comment.

F. REPORT FROM BUILDING OFFICIAL

Mr. Cabello informed the Commission that one of the houses that he was planning on bringing before the Commission as a substandard house will be moved out of the city within a couple of weeks, while the other house will most likely be demolished due to the owners inability to repair it. He stated that he is still in contact with the homeowner's attorney trying to come up with a solution. Mr. Cabello told the Commission that the Community Development Department is continuing to get a high number of house plans for new construction.

G. REPORTS OF COMMITTEES AND COMMUNICATIONS

1. Communications to Commission members outside of posted meetings

There were no communications to report.

2. Committee Reports

There were no committee reports.

3. Reports from staff other than the Building Official**a. Quarterly Web page Report**

Mr. Cox apologized to the Commission and explained that the staff member who obtains this number has been out of the country. He informed the Commission that he would have those numbers to them at the next meeting.

Chairman Schuster asked Mr. Cox if staff would email that information to the Commission.

Mr. Cox agreed that staff would get it emailed to them.
(Requested by John McDonald, Community Development)

H. OLD BUSINESS**1. Discussion, Consideration, and Possible Action regarding changes to the City of Bellaire Code of Ordinances, Chapter 9, Buildings**

Chairman Schuster explained that the most recent copy of the materials, which the Commission has already taken action on, was included in the agenda packet. She informed the Commission that after speaking with Mr. McDonald, Councilman McLaughlan, and Elliot Barner, the general consensus is that the Commission should move forward by compiling a report to send to City Council, either for a request for a workshop, or for their consideration. Chairman Schuster stated that she would like to get the report on Council's agenda sometime in February.

Commissioner Baker asked Chairman Schuster if she felt as though staff's recommendation to compile a report is a result of their resistance to go forward with these changes.

Chairman Schuster confirmed this. She added that the Commission respects staff's position on this and that the report will give the Commission the ability to address all of the issues that have been considered. She explained that although staff simply wrote the temporary job site fencing and dumpster requirements into the revisions, the Commission is having to go a different route with these issues due to the fact that they are more complicated and would require an additional inspection by staff. She stated that the Commission needs to go before Council and make their case and that she would prefer that Council be educated on the work that the Commission has done prior to the consideration of the changes.

Commissioner Katz pointed out that it wouldn't necessarily have to require an additional inspection, just a certification from the builder.

Chairman Schuster suggested that the Commission schedule a workshop to complete the report. She stated that she would create a rough draft outline that can be edited and added to during the workshop. Chairman Schuster asked if Wednesdays work for everyone.

The Commission was in agreement that Wednesdays would be fine.

Commissioner Baker asked that it be scheduled during the day versus during the evening.

Chairman Schuster told the Commission that times/dates would be sent out to see what will work best for everyone.

(Requested by John McDonald, Community Development)

2. Discussion of the Biggert-Waters Flood Insurance Reform Act of 2012

Chairman Schuster explained that there was an article from the Insurance Journal included in the packet about the congressional spending plan possibly curbing some flood insurance hikes. She felt that the Commission does not need to race to put this item back on the agenda due to the work that is currently being done in Washington D.C. to help alleviate the impact of this act. Chairman Schuster mentioned that the Community Rating System (CRS) would be something that the Commission could focus their attention on in order to help residents improve their flood insurance rates. She informed the Commission that this item was put on the agenda simply as an update.

Mr. Cabello informed the Commission that several residents have come to him to get a letter written stating that their house was built in a certain zone prior to the changes made by the Biggert-Waters Act.

Chairman Schuster stated that it is good to know that residents have that option.

(Requested by John McDonald, Community Development)

I. NEW BUSINESS

1. Discussion, Consideration, and Possible Action regarding the Building & Standards Commission's 2013 Annual Report to City Council

Chairman Schuster apologized for not getting the draft to the Commission until Tuesday and stated that she hoped they had a chance to look at it prior to the meeting. She stated that since sending it out she has found some corrections that need to be made.

Vice Chairman Thurmond mentioned the reference to a "Title 44 Variance" in the first paragraph and asked if there was a reason that this was being called out specifically.

Chairman Schuster stated that the whole sentence was wrong because the Commission had in fact considered a Title 44 Variance. She amended the line to read "During 2013 the Commission did not hear any complaints regarding substandard structures."

Vice Chairman Thurmond also provided Mark Smith's information in section 4. g.

Chairman Schuster pointed out that the number of workshop sessions needs to be changed from 4 to 5, added the word "requirements" to the end of section c.1., added the words "to reduce residents' flood insurance rates" to the end of section 4. c., and made the words "Deconstruction," "Demolition," and "Requirements" lower case.

Commissioner Katz felt that 2. e.1. should read "Crawlspace Ventilation **or** Vapor Barrier Requirements." He explained that the focus should be on increasing ventilation requirements in the crawlspace.

Commissioner Baker first commended Chairman Schuster's work on the annual report. He pointed out that 2.c.1. ended in a comma and that Marvin Blum of Blum Custom Homes needed to be added to the list of builders in 4.f.

(Requested by John McDonald, Community Development)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Laura Thurmond, Vice Chairperson
SECONDER:	Paul Katz, Commissioner
AYES:	Schuster, Thurmond, Katz, Baker
ABSENT:	Martin, Yemitan

2. Update on the Commission's collaboration with the Environment & Sustainability Board with regards to the new city facilities

Chairman Schuster informed the Commission that a copy of the letter that went to City Council was included in the agenda packet. She stated that she has not heard any feedback from the letter, and asked Councilman McLaughlan if he had any information regarding that.

Councilman McLaughlan told the Commission that he has heard no feedback from the letter, but that it was received and will hopefully be accepted.

Chairman Schuster stated that she would follow up.
(Requested by John McDonald, Community Development)

3. **The Chair shall recognize any Commissioner who wishes to bring New Business to the attention of the Commission. Consideration of New Business shall be for the limited purpose of determining whether the matter is appropriate for inclusion on a future agenda of the Commission or referral to Staff for investigation.**

There was no new business.

J. PUBLIC HEARINGS

There were no public hearings.

K. ANNOUNCEMENTS & COMMENTS BY COMMISSIONERS

Chairman Schuster informed the Commission that there are several applicants interviewing to fill Commissioner Rigby's position but that she was not aware of when a decision will be made.

L. ADJOURNMENT

Motion: a motion was made by Commissioner Baker and seconded by Commissioner Katz to adjourn the regular meeting.

Vote: the motion carried on a unanimous vote of 4-0.

The meeting was adjourned at 7:26 PM.