



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

APRIL 8, 2014

Council Chamber

Regular Session

6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

I. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Frazier called the meeting to order at and announced that a quorum was present.

Attendee Name	Title	Status	Arrived
Winfred Frazier	Chairman	Present	
Bill Thorogood	Vice Chairman	Present	
Paul Simmons	Commissioner	Present	
E. Wayne Alderman	Commissioner	Present	
Marc Steinberg	Commissioner	Present	
Dirk Stiggins	Commissioner	Present	
S. Lynne Skinner	Commissioner	Present	
John McDonald	Director	Present	
Ashley Parcus	Secretary	Present	

II. APPROVAL OF MINUTES FROM PAST MEETINGS

1. Planning and Zoning Commission - Regular Session - Feb 11, 2014 6:00 PM

RESULT: APPROVED [UNANIMOUS]
AYES: Frazier, Thorogood, Simmons, Alderman, Steinberg, Stiggins, Skinner

2. Planning and Zoning Commission - Regular Session - Mar 11, 2014 6:00 PM

Commissioner Simmons mentioned that the top 8 or 9 lines of page 5 were a little confusing to him and asked that Mr. McDonald and Mrs. Parcus get together to reword that section. He then made a motion to table the minutes until the next meeting.

RESULT: TABLED [UNANIMOUS]
MOVER: Paul Simmons, Commissioner
SECONDER: Bill Thorogood, Vice Chairman
AYES: Frazier, Thorogood, Simmons, Alderman, Steinberg, Stiggins, Skinner

III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION

Chairman Frazier reminded any citizens who wished to speak to fill out a sign in sheet. He also explained that there would be three opportunities for public comments, one in each of the two public hearings, and one during general public comments.

IV. GENERAL PUBLIC COMMENTS

Persons at the meeting who have indicated their desire to be heard on matters of general interest to the Commission by submitting the form provided shall have three minutes to present their comments. The Commission is not permitted to fully discuss, debate, or consider items that are not on the agenda. Questions presented to the Commission may be referred to staff.

There were no general public comments.

V. PUBLIC HEARINGS

1. Docket SU-2014-01-Specific Use Permit request from Houston Independent School District, as required by The City of Bellaire Code of Ordinances, Chapter 24, Planning & Zoning, Section 24-605, Application for a Specific Use Permit, to construct a replacement school for Condit Elementary. The school is located at 7000 South Third Street, and is in the R-4 Zoning District.

Mr. McDonald explained the public hearing process to the public.

Presentation by the Applicant

Dan Bankhead-Mr. Bankhead informed the Commission that he is the General Manager of Facilities Design for Houston Independent School District, and that he is excited to have a new facility in the Bellaire area. He stated that the team has been working hard to develop plans and designs for Condit Elementary, and has encompassed a very inclusive process in the plan development. Mr. Bankhead pointed out that there have been 3 community meetings open to public, as well as project advisory team (PAT) meetings every month that are also open. He added that VLK Architects has taken the comments and feedback and incorporated them into the proposed design. Mr. Bankhead thanked city staff for working with them on this project, and then turned it over to HISD's architect.

Todd Lien, Principal of VLK Architects-Mr. Lien informed the Commission that VLK is a firm that specializes in schools, and has been designing schools across Texas for about 30 years. He then reviewed the guiding principles that were developed by the PAT, and added that VLK had met with the Community Development Department to get a feel for what is happening, and what is important in Bellaire. Mr. Lien mentioned that they have had several community meetings, and also received a special exception from the Board of Adjustment to reduce the number of required parking spaces on site. He stated that the plan is to construct a new facility in the park space, to allow for the current facility to continue operations during construction. Mr. Lien added that the current facility will be protected by fencing while the students and staff are still there, and once the new facility is complete, the students and staff from Condit will move into the new building. VLK Architects will then continue construction on other aspects of the site, such as green space. He added that the joint-use parking agreement with the city will be renewed. Mr. Lien explained that there is currently 170 feet of queuing on the South Rice side of Condit, and another 650 feet of street queuing on the Third Street side, both with drop off directly at the curb. He stated that the proposed plan, in working with the traffic engineer, is to get the actual drop offs to occur off of the curb, providing a small drop off area to get the students and some of the cars off of South Rice. He also mentioned that they will be replacing the existing parking lot at the corner of South Rice and Linden with a new lot on the corner of Jessamine and South Rice, which will be joint-use parking with the city. Mr. Lien then showed the mobility plan, which addresses the issue of pedestrians and cars, and explained that there have been proposals to limit the parking and standing of vehicles on South Third in order

to avoid a situation where children are walking through parked cars. He also mentioned the traffic engineers' recommendation to install new signage to aid in the traffic flow, which would restrict left turns on South Rice and manage a one way entrance on Third Street. Mr. Lien then addressed the security that will be in place around the site, with gates that can be controlled and opened after hours and on weekends for community use, and gate access around the campus as well. He mentioned that the drainage proposal is to reroute the utilities, which currently run through the site, around the building. Mr. Lien assured the Commission that the landscape buffers between the residential properties and the parking lots would be above and beyond what the city would require. Lastly, Mr. Lien informed the Commission and the public that VLK was going to do their best to preserve the history of the school by reusing some of the materials on the current building.

Presentation by Staff

Mr. McDonald informed the Commission that the city is holding a public hearing to gather information on a request from HISD for the construction of a new school, to be located at 7000 South Third Street in the R-4 Residential Zoning District. He stated that the application was filed on February 27, 2014, and the use is consistent with the Comprehensive Plan's future land use map. Mr. McDonald added that staff mailed out 35 letters to neighbors within the notification zone, and a legal notice was published in the city's newspaper on March 25th. He pointed out that the city received 3 comments from residents that were included in the packet, and since then an additional 13 have been submitted that were either emailed or printed out for the Commission's review. Mr. McDonald explained that HISD is seeking a specific use permit for the allowance of a school from the Code of ordinances, Chapter 24, Planning & Zoning, Section 24-532. He stated that at the following meeting in May, the Commission will be asked to make a recommendation to City Council, and a later date City Council will have its own public hearing with regard to this item. Mr. McDonald pointed out that the school has been in the community for a long time, and that HISD is looking to build the new school for a total capacity of 750 students, which is the typical school design for elementary schools in HISD. He stated that the property is surrounded by R-4 zoning on all sides, with city hall across the street, and that there is currently a joint-use agreement between the city and the school district with regard to this property. Mr. McDonald explained that the city abandoned and sold the Laurel Street right-of-way, and as part of that deal asked for green space and parking. He stated that those items are still required and will be provided in the new design. Mr. McDonald informed the Commission that the police, fire, and public works departments were all asked to review the applicant's submittal. He stated that public works offered no objections to the proposal at this time, and was satisfied with the findings of the traffic impact analysis (TIA) that it will not have a negative impact on any current uses. He mentioned that issues such as drainage are currently being reviewed and will be finalized at the building plan stage. Mr. McDonald also informed the Commission that there are lines that were tied into the old Laurel Street, and are currently still in use, that will be relocated prior to construction of the new school. He stated that the police department had no specific concerns based on the review of the proposal, and the fire department sees no adverse impacts to the revision services. Mr. McDonald added that a memo was included in the Commission's packet from the Fire Marshal with regard to his specific comments on this project. He stated that the parking, as identified on the site plan, is sufficient to meet the requirements of the school, and that HISD did seek a special exception from the Board of Adjustment asking for a reduction in required parking spaces from 167-128. Mr. McDonald informed the Commission that this special exception was approved and therefore is shown on their site plan today.

Public Comments

Pegi Newhouse, 5114 Locust-Ms. Newhouse informed the Commission that she is a Bellaire resident and has been an active Condit parent since 2006. She stated that she was the Condit PTO president last year and is currently on the PAT for Condit Elementary. Ms. Newhouse added that she is present to endorse the plan as presented. She mentioned that this is her 8th year to drive her children to and from Condit every day, and that she has parked and walked her children in when her they were small, and has also used both carpool lines. Ms. Newhouse pointed out that the South Third Street side of Condit gets very congested, due to the high number of cars that have to park on the street. She feels that it is an unsafe area for children to be crossing the street, and that cars parked on the side of the road obscure the vision of pedestrians as well as drivers. Ms. Newhouse stated that the City of Bellaire has requested that the school put in 128 parking spaces, in her opinion to get cars off of the street and safely put them into designated lots. She pointed out that the current plan calls for two lots, one on South Rice and one in front of the entrance to the school on South Third. Ms. Newhouse informed the Commission that on Saturday, April 5th, HISD hosted a community meeting to hear some of the neighbor's concerns, and that neighbors drew up a plan with both parking lots on South Rice. She explained that Condit currently has a parking lot on South Rice with 57 spaces, and on any typical day, the lot has about 10-20 open spots, yet 25 cars will be parked along the street on South Third. Ms. Newhouse stated that the reality is that people will park near the entrance of the school, and if both parking lots are located on South Rice there will be two partially filled lots with cars still parked on the surrounding streets. She mentioned that the reason this plan has posed a problem is because of aesthetics, but if it boils down to a choice between the safety of our children and aesthetics, we choose safety. She explained that she respects the residents' desire to keep their property value and their neighborhood looking nice, and it is important to all of us, but a new school is going to improve property value and attract new families into the neighborhood. Ms. Newhouse mentioned that what she took away from Saturday's meeting is an opportunity to work together with the neighbors going forward. She stated that the PAT would welcome their input to the types of landscape screening and signage that will be placed on the Third street parking lot. She thanked the Commission for the opportunity to speak and respectfully asked that the SUP be approved as presented.

Michal Lutfak, 4910 Holt-Ms. Lutfak informed the Commission that she currently has 3 girls at Condit, one who has graduated, and another who will be in Kindergarten there next year. She stated that she approves of this plan with the parking lots the way they are because it is safer for the children. She added that the amount of cars that are parked on S. Third street is crazy, and is hazardous for the school and neighborhood. Ms. Lutfak also mentioned that Condit has a great PTO with parents that volunteer, but feels that the current parking situation discourages parents from coming to the school. She mentioned that in her opinion, it will hurt Condit by not keeping the current plan as is.

Linda Hester, 4991 Willow-Mrs. Hester explained that she and her husband live across from Condit at Willow and Third Street. She urged the Commission to recommend approval of the SUP as presented. Mrs. Hester pointed out that it is obvious that the neighbors, even ones without young children, will benefit from a new school based on an open commons design with a continued commitment to shared-use green space. She stated that she appreciates that signage, meetings, and online information have allowed for community input during the project, and that she has reviewed the very thorough traffic study which concluded that the new school will not have a significant impact on traffic patterns in the neighborhood. Mrs.

Hester mentioned that she recognizes that this project will cause increased traffic congestion during the construction and demolition phases, and urged the city to monitor the situation and put in place short term restrictions as necessary to protect the streets and residents. She pointed out that side street congestion during school hours has been a long term issue in the neighborhood, and she believes that adding more parking to the school will address this problem. Mrs. Hester did, however, urge HISD and the city to consider ways of managing congestion that will not be relieved by the new parking areas. She stated that parking location is a controversial issue, and she is pleased that the input from the community was taken and that parking has been moved to the S. Rice side. Mrs. Hester mentioned that she can't blame residents for being upset that a parking lot will potentially be constructed right next to their home. She then commended everyone who has worked so hard on this project and stated that HISD and VLK Architects will never be able to make every resident happy. She urged all parties to continue working together to find a path forward that allows everyone to celebrate the project so that the completion is not jeopardized. Mrs. Hester's last request was to ensure that the memorial tree that is planted on the southeast corner of the Condit lot be protected no matter what the final plan is. She explained that the tree was planted to honor the grandson of the Mitchell Family, 50 year residents of Bellaire.

Julia Tamm, 5104 Patrick Henry-Ms. Tamm informed the Commission that she has walked her kids to and from school on S. Third Street for the last 4 years, and experiences the issues on foot every single day. She stated that she is also a member of the PAT. Ms. Tamm mentioned the residents' concerns with increased traffic, and emphasized the point that the TIA showed no adverse impacts on the local street network or changes in the level of service. She pointed out that the safety and security of the children needs to be number one priority for the rebuild. Ms. Tamm pointed out that HISD is following the city's recommendations for on-site parking in the SUP, and that the current lack of parking along with pooling car lines cause many safety issues, such as the following:

1. Cars parking illegally so parents can walk in their younger children because there is no nearby parking available
2. Cars visually blocking the intersections and putting pedestrians at risk. HISD buses must maneuver in these tight and blocked areas, putting the bus riders at risk also
3. Cars using the middle of S Third Street, near Willow, as a drop zone, with car doors open into the street and kids dashing across the street into the school

She ended by saying that the new Condit needs parking near the front entrance for safe access, and that she supports the SUP as it is.

Fred Bowyer-Mr. Bowyer informed the Commission that he recently retired from Condit after 13 years, and is now serving on the PAT Committee. He pointed out that there are approximately 60 people that work at Condit, most of them being women, and that this is a good opportunity to provide the staff some safety. He added that once the time changes, many of the women must walk to their cars after dark. Mr. Bowyer mentioned that he understands many of the points that are going to be brought up, and that they are valid on both sides, but at the end of the day we have to side with safety.

Lori Aylett, 540 Chelsea-Ms. Aylett informed the Commission that she was in attendance to support the SUP, and that she walks her daughter to school as often as she can. She added that the residents in the neighborhood have legitimate congestion and safety concerns that will be properly addressed with the proposed

parking lot on S Third Street. Ms. Aylett also agrees with the two drop off zones. She then quoted Mr. Bowyer, former Condit principal saying, "Stay on task, stay on mission." She pointed out that it is very good advice and she hopes that the Commission will resist the urge to become architects and traffic engineers. Ms. Aylett pointed out that the Commission has been presented with a traffic impact analysis from one of the best firms in the city saying that they are not anticipating any negative impacts. She realizes that it is not a perfect plan, but is a good plan, especially considering the number of site constraints that VLK has to work with. She added that some concerns can be addressed by behavior. Ms. Aylett urged the Commission to side with safety, and recommend approval of the SUP as presented.

Theresa Bosley, 5123 Chestnut-Ms. Bosley informed the Commission that she supports the SUP, and has been driving to Condit for 5 years. She added that two years ago she was team leader of the rebuild committee, which sought the best practices of schools who had recently undergone new school rebuilds. She explained that what they found were new and old schools alike designed with parking lots in front of the schools, providing a safe drop off environment and parking area for students and parents. Ms. Bosley commented that she has witnessed children and parents darting across the street, car accidents, congestion, cars driving the wrong way down 3rd street, and being people being hit. She feels that HISD's proposed plan is much better than what Condit has in place now, and that it is just common sense to keep cars and children out of the street.

Leslie Little, 4915 Laurel-Ms. Little informed the Commission that she is a longtime volunteer with HISD schools, including Condit, and was part of the group that designed the current Condit site plan back in 2005. She added that the current plan's intention was to provide a parking lot on S Rice for teachers, as well as to enable visitors and parent volunteers to have front door access to the school throughout the day at the non-busy times. She then stated that she is not sure that it is working as it was set up, and that ensuring the correct use would be a matter of administrative authority. Ms. Little felt that Condit, compared to other schools in the area, presents a unique opportunity because it is situated between Bellaire Town Square, a church, and a small enclave of homes within the Bellaire community. She added that some residents have submitted an alternate plan to HISD devised as a compromise to some of the concerns of parents and neighborhoods. Ms. Little explained that the residents' proposal maintains a drive thru and a small amount of parking on S Third Street, and moves more parking to S. Rice Street. She added that visitor and handicap spaces would be put in front of the school to disperse some of the traffic and parking to other parts of the site so that S Third street is not so congested.

Judy Thrasher, 4912 Laurel-Ms. Thrasher asked the Commission to please review the fact that Third street is not a major thoroughfare, and stated that in her opinion, the parking lot should be deleted or at least significantly reduced. She added that the parking lot proposed on Jessamine and S Rice, as well as the current parking lot at Linden and S Rice, which tax dollars paid for, should be kept. Ms. Thrasher felt that traffic should flow to S. Rice, not along Laurel, Willow, or Linden Streets, and that the building could be flipped to accomplish this. She also pointed out that a crosswalk was installed for the parking lot that corners at Linden and S. Rice. Ms. Thrasher said that on any given day around 3 pm, Laurel street is very congested and it is very difficult to get up and down the street and into the driveways. She provided the Commission with photos showing the traffic parked on her street. Ms. Thrasher pointed out that parents who currently do not park on Third street, or in the parking lot at Condit, are not going to park in a parking lot no matter where it is located. She felt that the city should make the neighboring Condit citizens' concerns

a top priority regarding the issuance of the SUP to HISD, and that new buildings and additional parking are not the most important issues to be considered for Condit Elementary. Ms. Thrasher added that the neighbors on Laurel, Willow, and Linden Streets have all supported Condit from the time that they moved into Bellaire, and placing more traffic and grid locks along their streets is not in anyone's best interest. She asked that the Commission support the neighboring citizens' concerns.

Molly McGee, 4903 Laurel-Ms. McGee read a letter recently written by Roman Reed and quoted him in saying, "Each of us will have to sacrifice, encourage all residents and HISD to open up to each other, and embrace change, encourage teamwork." She stated that while site planning for the new Condit has been taking place for over a year now, many immediate residents to the school recently learned about the plan on February 24, 2014 when, for the first time a flyer was circulated and outreach made to the nearby community. Ms. McGee added that while information was readily available on the HISD website, residents would unlikely randomly visit the site without knowing what was already in progress. She added that everyone is in support of a new school, however, at the 11th hour of planning, it is evident that many residents in the immediate community are opposed to a 66 space parking lot on South Third Street. Ms. McGee stated that the primary concerns revolve around safety of all children and residents, and traffic. She mentioned that there are a myriad of solutions and other reasons, but ultimately the common ribbon to all arguments is that a parking lot on Third street is not desirable to the immediate community, and will not effectively overcome the obstacles put forth by HISD and the PAT. Ms. McGee feels that most parking should remain at its current location on S Rice and Linden. She then listed the reasons for the proposed parking on S. 3rd Street, which are:

1. Student safety
2. Carpool line with a protected area of drop off and pick up
3. Parking for parents during drop off and pick up
4. Parking for teachers in front, or close to the building
5. City desired green space and city mandate of parking spaces

She asked that in the spirit of sacrificing teamwork, an alternate plan be considered. Ms. McGee then addressed HISD, saying that they have incorporated into the design the recommendations of the PAT regarding safety and traffic, and to please be sensitive as well to the historic distinction of Condit and how the site is an integral part of the community, not just during school, but 365 days a year. She asked HISD to listen and act on concerns of the immediate community who are affected by the site plan and well know the pattern of traffic. Ms. McGee then pointed out that the City of Bellaire has provided a variance to accommodate the school, and asked them to please continue to do what is called for to meet the best needs of the school, community functions, and the immediate residents of Condit. She thanked the Condit staff and PAT for working diligently with HISD, but asked them to realize that contrary to their understanding, neighbors have not known until recently about the planning and would like their input to be incorporated as well. Ms. McGee mentioned that a safe pickup and drop off area can be accomplished on 3rd street without a large parking lot, and that parents will continue to park on the streets because they are not going to sit through a carpool line in order to park and walk their children into school. She commented that this would likely make the carpool line much more chaotic. She mentioned that teachers will be able to park close to the building and their classroom, which will open up street parking during peak traffic flow. Ms. McGee pointed out that the current lot is not fully utilized due to its distance from the school, and asked everyone to keep in mind that when the new school is built the distance between the lot and building will be immediately adjacent. She stated that

the city will lose the thoughtfully planned and contiguous green space from Third to Fifth street, and Willow and Jessamine will gain a green space, but Linden and Laurel Streets will lose it to a two story building. In her opinion, all residents in the immediate community to Condit will be negatively affected by the 66 space parking lot with regards to safety and traffic. Ms. McGee then reiterated that Condit is more than a school, it is a integral part of the community and its design effects the idyllic footprint of the neighborhood.

Omar Khan, 4914 Cedar-Mr. Khan pointed out that the residents around Condit Elementary made a conscious decision to move there knowing that the school was located in close proximity to their property. He stated that he currently parks on Third street to walk his son into the school and that he would gladly take the 66 space parking lot. Mr. Khan mentioned that getting even 10 or 20 cars off of the streets would help immensely with the congestion. He stated that although it may not be cosmetically pretty, it will help property values, make a great school better, and will be a safer environment for students, parents, and faculty. He asked the Commission to let the plan that HISD proposed stay as is.

Anne Stoeber, 5200 Aspen-Ms. Stoeber informed the Commission that she lives at 5200 Aspen St, and has a 5th grader and another child that will be entering kindergarten next year. She stated that based on her location she walks to Condit as often as possible, but has also used both drop off locations. She pointed out that HISD's proposed plan addresses the safety concerns of children entering the school on S Third Street, and asked the Commissioners to approve the plan as HISD has proposed it. Ms. Stoeber urged the Commission to make a decision as quickly as possible, as she would love for her kindergartner be in the new facility.

Mark Sass, 4900 Laurel St-Mr. Sass stated that a new school is very important and that the SUP is a great idea. He mentioned that as a neighbor to the school he would appreciate HISD and the Commission looking at this a little differently. He suggested taking 38 parking spaces in the front and moving them to the back or letting them stay where they are, and keeping the spaces on the side in order to eliminate some of the look that the neighbors will have to see. Mr. Sass said that he is in support of a new school, but would like for the neighborhood concerns to be addressed as well.

Jami Fowler, 5104 Grand Lake -Ms. Fowler stated that she strongly supports the SUP. She mentioned that she understands the residents' concerns with having a parking lot located on S. Third, but her perspective as the mother of 3 young boys is that children need to be kept on a street that is not as busy and congested. Ms. Fowler said that she never parks on S. Rice in order to avoid the fast-moving traffic, and agrees with having a parking lot on S. Third to keep school aged children, as well as younger siblings safer.

Glenn Bordeaux, 4981 Willow-Mr. Bordeaux pointed out that he does not have school aged children, therefore he has no major concerns with the school itself, but does experience a lot of congestion on his street during the drop off and pick up times. He feels that no matter how the school is set up there will be a significant number of parents who will continue to park on the streets. His suggestion was to limit the parking on streets to the side of the street that has a sidewalk, and establish a projected flow of traffic away from the school. Mr. Bordeaux provided the Commission with a diagram of his suggestions.

Mary Jane Robinson, 5213 Patrick Henry-Mr. Robinson highlighted three points that are important to consider in the planning of the new school:

1. Student safety
2. Traffic flow patterns
3. Reduce the use of neighborhood curb parking on the streets surrounding Condit

She stated that the proposed plan addresses all of these issues, and that she supports the SUP as presented.

Lynn McBee, 5314 Evergreen-Ms. McBee informed the Commission that she has reviewed the application for the SUP, scanned the traffic study, looked at the site plan, attended meetings, and has been to a lot of city hearings. She stated that what she takes away from all of it is that residents are going to be facing a changed traffic flow. Ms. McBee pointed out that several factors regarding Third Street can be addressed by the City of Bellaire. She mentioned that traffic flow, placement of stop signs, and other inhibitions can be considered, and if that is necessary then there needs to be a collective report by the school to the city to do a traffic study of its own. Ms. McBee stated that there are currently no restrictions on curb side parking, or direction of the traffic flow and this is something that needs to be addressed. She also pointed out that the city can be a partner for solving traffic problems. Ms. McBee mentioned that there are currently 58 parking places located in the north side parking lot, and that the proposed plan would provide 128 spaces, far more than double what is available today. She stated that problems that exist today, with the current limited parking could be alleviated simply by the provision of more parking spaces. She informed the Commission that she supports the idea of keeping children off of S. Rice, which is a major thoroughfare, as well as the configuration of splitting the parking between S Third and S Rice Street as proposed on the site plan. Ms. McBee stated that parents will misbehave just like children until they are corrected, and suggested having uniform officers on site issuing citations for those who do not follow the regulations. She also pointed out that neighboring residents will have to get used to the changes just as other residents all over the city are doing.

Response from the Applicant

Dan Bankhead-Mr. Bankhead stated that he appreciates everyone's comments, and input that has been received by the community has resulted in outstanding ideas and designs. He added that his plan is to continue working with the neighborhood to achieve the best outcome for all parties concerned, and that HISD does take this very seriously. Mr. Bankhead then encouraged the residents to keep coming to the open meetings that are available to them, and that HISD will try to address as much as possible. He stated that he believes a successful outcome can be achieved for everyone involved.

Questions from the Commission

Commissioner Simmons mentioned that he is very familiar with Cobb Finley as well as Traffic Impact Analyses, but did not have the time or the staff to read through the entire analysis. However, after brainstorming numerous options for the site plan, he found that he could not come up with a better solution. Commissioner Simmons stated that he was ready to endorse the project, based not on a perfect solution, but an optimal solution. He added that he has never seen a perfect solution. Commissioner Simmons pointed out that maintaining operations at the current school while the new school is being built is part of the issue. He explained that flipping the new building, pushing it more toward Third street, and pushing the parking lot on S Rice is going to make congestion and traffic worse than what is

proposed. Commissioner Simmons felt that this solution needs to be enforced, with police on the scene during the AM and PM hours to help facilitate.

Commissioner Alderman asked why the traffic study shows so many left turns on Willow Street during the AM peak hours. He pointed out that there are twice as many as on Jessamine.

Mr. Lien stated that Cobb Finley did not relay those comments to VLK, and that he would have to confer with them to address that question exactly.

Commissioner Alderman asked Mr. Lien to explain how parking will take place during the construction process.

Mr. Lien informed the Commission that they are working with HISD to decide on additional parking, and have considered off-site parking with shuttle buses for the teachers. He added that they are also looking at maintaining the existing parking lot for the contractor for parking and staging of materials, and that other phasing may include portable buildings. Mr. Lien stated that they are still working with HISD, the contractor, and the city to ensure that all regulations are being followed during this process.

Commissioner Alderman wanted to ensure that the neighboring residents are not negatively impacted by the construction site.

Mr. Lien assured the Commission that the general contractor will not be allowed to let his workers park on the residential streets.

Commissioner Alderman asked where the delivery docks will be located.

Mr. Lien pointed out the location of the kitchen on the site plan and explained that a truck will be able to back right up to it to unload, and will then have the option of exiting onto Jessamine or S. Rice Street. He also informed the Commission that it will be screened so that there will be a buffer between that part of the school and the new city hall.

Commissioner Alderman mentioned the drainage plan and asked if the city had looked at whether or not Jessamine has enough excess capacity to handle the new line.

Mr. McDonald stated that the city engineers are currently reviewing that, and that the drainage plan has to be approved prior to construction being permitted. He added that the re-routing of the line is requiring them to look at the system in more detail than normal. Mr. McDonald assured the Commission that HISD's engineers are working closely with the city engineers to make sure that the final product can handle everything properly.

Commissioner Steinberg stated that he is having trouble envisioning children being dropped off in the parking on S. Third. He asked if the idea was for parents to drive through the lot and drop their children off there, or to drop them off on S. Third Street and walk through the parking lot.

Mr. Lien explained that the intent is for the drop off to occur at the front door, on the curb.

Commissioner Steinberg asked if there would be restrictions on parking times within that lot so that children are not being dropped off while parents are trying to back up and exit the lot.

Mr. Lien informed the Commission that they had initially discussed only allowing early arrivals to park in that section of the lot, and all others would either have to park in the lot on S. Rice or wait in the queue to park in the lot on S. Third.

Commissioner Steinberg asked Mr. Bankhead if HISD would provide crosswalk guards for each of the 4 crosswalks that they are proposing.

Mr. Bankhead stated that by confirming this he would be promising the resources of another department, but assured the Commission that HISD will work with their crossing guard corps to get the necessary staffing for those areas. He added that HISD has also been successful in previous school openings with getting their police, who are uniformed and can right citations, to be onsite as well.

Commissioner Steinberg asked if the necessary department at HISD has seen the proposal and verified that they could handle this project.

Mr. Bankhead confirmed this and explained that each department sees all projects as part of HISD's review process.

Commissioner Steinberg wanted to ensure that this would be the responsibility of the HISD Police Department, not the Bellaire Police Department.

Mr. Bankhead said that HISD could make that happen, and explained that their police force is a fully licensed law enforcement agency within the State of Texas.

Commissioner Steinberg mentioned the proposed parking on S. Third, and asked Mr. McDonald if the city is prepared, once the school opens, to adjust accordingly if it becomes a problem.

Mr. McDonald stated that the city is always open to monitoring the situation and making changes as necessary, and informed the Commission that some of the same issues came up with Horn Elementary.

Commissioner Steinberg thanked the public for attending the hearing and offering their input to the Commission.

Commissioner Stiggins asked Mr. McDonald how the city plans to control street parking during the construction phase as well as year round.

Mr. McDonald stated that most likely HISD will include language within their contract requiring parking to be arranged off-site during construction, and the city will monitor that situation. He mentioned that with regard to general traffic around the school and parking on side streets there are some methods through the permit parking policy that could help to alleviate this issue. However, Mr. McDonald reminded the Commission that there are limited hours for permit parking. He added that the city has not made a final decision on a recommendation and that they will take the comments heard during the public hearing and visit with HISD and the architects, as well as other city staff to determine what the best solutions are to some of the concerns raised.

Commissioner Stiggins asked if Mr. McDonald would suggest, as part of the consideration, a prescriptive tool for the department to have permit control over some of the parking issues.

Mr. McDonald explained that the main concern would be with regard to construction, and added that the Commission could include a condition on the SUP that workers must park off-site and be brought in during construction. He then stated that he would not suggest putting a condition on the SUP regarding on-street parking because HISD and city staff have no control over that issue without other measures in place.

Commissioner Stiggins urged Mr. McDonald to look into the measures that could be taken to address the residents' parking concerns.

Commissioner Skinner thanked the public for their attendance, and asked Mr. McDonald to explain the notification process.

Mr. McDonald explained that the notification process of the school district is separate than that of the city. He stated that the city does not become part of the process until an application is submitted, which was in February of 2014. Mr. McDonald informed the Commission that the city published a notice of public hearing in the local newspaper and mailed out notices to residents within 200 feet of the school. He added that it was also put on the city website. Mr. McDonald pointed out that the city has been in discussions with HISD for over a year, but they have their own team and outreach methods.

Commissioner Skinner then asked Mr. Bankhead to elaborate on their outreach methods.

Mr. Bankhead informed the Commission that HISD uses their website very frequently to notify of upcoming events/projects, as well as posting notices at the school. He added that HISD also has a flyer distribution team who distributes information to residents living 3-4 blocks around the school. Mr. Bankhead mentioned that several interviews have been held with local newspapers, and that it has also been mentioned on television. He stated that HISD uses Twitter, email, and sometimes an automated electronic communication system to get information out the public.

Commissioner Skinner mentioned all of the input that the public offered and asked Mr. Bankhead what HISD's next step will be.

Mr. McDonald clarified that anything tying to specific traffic flow restrictions, for example, signage, parking limitations, and limitations on turns, are outside the purview of HISD. He explained that the city will take what they have heard during the public hearing and collaborate with their engineers to determine if there is anything that needs to be addressed now versus later in the process.

Commissioner Skinner asked how often HISD's website is updated.

Mr. Bankhead explained that the website is updated on a weekly basis.

Commissioner Skinner asked what the website address was.

Mr. Bankhead stated that it is www.houstonisd.org. He explained that you would then click on "Building Programs," which is located under the "Community" navigation bar.

Commissioner Skinner informed the public that she lives in close proximity to Bellaire High School and that her street initiated permit parking. She stated that it works very well, and encouraged residents to consider that avenue, if needed.

Vice Chairman Thorogood asked Mr. McDonald what the current student populations are at Horn and Condit Elementary.

Mr. McDonald stated that the population at Horn is under 750 students and at Condit is 676 students.

Vice Chairman Thorogood asked how it is possible that Condit can add 15% more student body and the traffic impact analysis show no impact on traffic flow.

Mr. McDonald explained that the purpose of the TIA is to say how the traffic flow will be affected, based on level of service, not the number of cars. He mentioned that it does not say that there will not be more traffic, it simply says that based on the current level of service, the proposed changes will not make an adverse impact on the traffic flow.

Vice Chairman Thorogood said that it would seem logical to him that if the student body is being increased the car count should increase as well.

Mr. McDonald stated that he cannot specifically speak to this, but that the city's consultant reviewed the analysis and agrees with the conclusions made by Cobb Finley. He mentioned that he could have the consultant come in and speak with the Commission at the next meeting, if necessary.

Vice Chairman Thorogood asked Mr. Lien if there will be a change in the number of students that will be going in each of the two entrances.

Mr. Lien explained that they didn't determine how many students would be going in at each location, but that they are providing the same drop off locations and are moving them to allow for more stacking. He added that there may be an operations decision made by the school to dictate which grade levels enter at each location.

Vice Chairman Thorogood stated that he doesn't quite understand how the parking lot on S. Third Street is going to work. He mentioned that the diagram says that no parking will be allowed after 8:00 AM, and mentioned that the queue will start before then.

Mr. Lien explained that the idea is to allow teachers, who will arrive at the school earlier than the students, to park in that lot. He added that once the queue begins school staff will take some sort of measure, cones for example, to ensure that no one else can park in that lot without going through the queue.

Vice Chairman Thorogood asked if VLK has ever designed a school with parallel lanes.

Mr. Lien stated that some schools have been designed that way, but most of the time parallel lanes are started due to an operations decision made by the school itself.

Vice Chairman Thorogood mentioned that the diagram is showing that about 20 cars can queue off the curb, and asked where the rest of the cars will go.

Mr. Lien explained that he is not very familiar with the way that the cars queue currently, but mentioned that he has seen them continue down S. Third Street.

Vice Chairman Thorogood asked if the idea is not to allow for parking across the median on Third Street.

Mr. Lien confirmed this. He added that there is currently signage there that limits parking, and that HISD would work with the city and the school to decide how to handle that moving forward.

Vice Chairman Thorogood asked if VLK would accept that as a condition on the SUP.

Mr. McDonald clarified that conditions applying to city right-of-way cannot be added to the SUP, however, a recommendation could be made to Council directing staff to take a look at it. He and Attorney Petrov reiterated that parking regulations are not in HISD's control.

Vice Chairman Thorogood asked Mr. Lien if VLK looked into pushing the drop off point as far south as possible in order to queue more vehicles.

Mr. Lien stated that VLK went through multiple scenarios trying to accomplish that. He then used the analogy of squeezing a balloon, and explained that every time something was moved or repositioned it affected other things, such as, impervious area and footprint. He added that there was a very delicate balance that VLK was trying to achieve.

Vice Chairman Thorogood asked Mr. Lien if, in his opinion, this is a normal queuing set up/pattern for this size school.

Mr. Lien confirmed that this is a normal set up for an urban site like Condit.

Vice Chairman Thorogood asked Mr. Lien what he had seen done in residential areas where parking is a problem on streets adjacent to the school.

Mr. Lien stated that it is always a challenge and comes down to training and enforcement, as well as parking and traffic flow restrictions put in place by municipalities.

Vice Chairman Thorogood mentioned Bellaire's Safe Sidewalk Program and asked if that was still in place.

Mr. McDonald informed him that Bellaire's Chief of Police is working on a safe pedestrian plan, but that he could not speak to the specifics.

Vice Chairman Thorogood asked for clarification that there are only sidewalks on one side of Linden and Laurel Streets.

Mr. McDonald confirmed that there are many streets in Bellaire where sidewalks are limited to one side.

Chairman Frazier stated that City Council is currently considering some changes regarding sidewalks, but was not sure if those proposals would directly impact this project.

Vice Chairman Thorogood made reference to Commissioner Alderman's earlier comment regarding the high number of turns onto Willow St, and asked if this proposal would push more traffic down Willow. He also questioned whether the proposed queue plan would reduce the traffic on Laurel Street.

Mr. Lien explained that VLK is proposing a right turn only out of the queue, which could potentially lead to more traffic on Willow and less on Laurel.

Commissioner Alderman asked Mr. Lien what the reasoning was for not angling the parking spaces in the S. Third Street lot.

Mr. Lien stated that angled parking was something that had been looked into, and may be looked at again. He added that you tend to lose parking spaces by angling them.

Commissioner Simmons pointed out that the TIA shows existing 2013 traffic and proposed 2013 traffic with regard to the building configuration, therefore, the incremental difference in turning movements is going to be very small. He stated that his real question would be to Cobb Finley, and that he would like for someone to represent that firm the next time this project is revisited. Commissioner Simmons wondered when HISD was expecting Condit to hit the 750 student maximum capacity.

Mr. Bankhead explained that HISD's demographers have looked at those numbers, and although the school will be built to a capacity of 750 students, their projection for 2020 is only 705 students. He added that this information was given to Cobb Finley and may be the reasoning behind the incremental changes in the traffic flow numbers.

Chairman Frazier asked if HISD had taken into account the residential boom that is currently taking place within Bellaire.

Mr. Bankhead pointed out that although there may be a huge boom, they are finding that there is not a huge growth of families with school age children.

Mr. McDonald also noted that the residential growth within the Condit area is simply replacement of existing homes, not the construction of new ones. He added that in many instances part of the student growth is additional children from the same family, who will be tied to already existing traffic.

Chairman Frazier stated that it is extremely important that the Commission receive information from the applicant as well as the residents. He assured the public that the Commission does take time to discuss all concerns before making a decision on the application. Chairman Frazier stated that he understands first hand what it takes to be involved with schools from a parent and neighbor standpoint. He then asked how the green space will be handled with regard to safety and security of the site.

Steven Gee, Project Manager for Condit Elementary-Mr. Gee informed the Commission that access to the site is currently controlled by school operations. He explained that when staff comes in the morning they lock down the green space and before leaving in the evenings and for the weekend they will open them back up and secure the school. He added that the plan is to continue that practice.

Mr. McDonald informed the public that the city will continue to take written comments (via email or letter) regarding this application through May 7th at 4:00 PM.

Motion: a motion was made by Commissioner Steinberg and seconded by Commissioner Stiggins to close the public hearing portion of the meeting.

Vote: the motion carried on a unanimous vote of 7-0.

The public hearing was closed at 8:23 PM.

(Requested by John McDonald, Community Development)

2. Docket #AR-2014-01-Replat of 4533 Larch Lane, a subdivision of 0.18595 acres (81,000 square feet) of land being a replat of Lot 22 Larch Lane Addition, an addition in Harris County, Texas according to the map or plat thereof recorded in volume 1397, page 74 of the deed records of Harris County, Texas.

***Please Note: 81,000 square feet should have been 8,100 square feet.**

Chairman Frazier introduced the item and Mr. McDonald explained the public hearing process.

Presentation by the Applicant

There was no presentation given by the applicant.

Presentation by Staff

Mr. McDonald explained that this is a request to divide a current lot on Larch Lane into two lots. He added that this property is located in the Larch Lane Development District (LLDD). Mr. McDonald pointed out that the LLDD is designated within the Comprehensive Plan for redevelopment focusing on residential in an increased density, and that this request is in compliance. He then gave background information on Larch Lane, explaining that the area is currently set up to generate a little higher density than typical residential development, with a minimum site area of 6200 square feet and a minimum lot size of 3100 square feet with a front yard setback of 20 feet. Mr. McDonald stated that all proposed lots on this plat meet or exceed the minimum lot requirements set by city ordinances. He pointed out that this lot is currently undeveloped, and that this is a minor replat as it involves less than 4 lots and fronts on an existing street. Mr. McDonald mentioned that it does not require the creation of a new street or the extension of municipal facilities. Additionally, no variances are needed for the approval of this replat.

Public Comments

There were no public comments.

Response by the Applicant

There was no response by the applicant.

Questions from the Commission

Commissioner Steinberg pointed out that the agenda listed this property as being 81,000 square feet instead of 8,100 square feet and asked that it be corrected for the record.

Mr. McDonald assured him that it would be corrected in the minutes.

Vice Chairman Thorogood mentioned that on some replats the Commission sees ownership rights and asked if those details were not required for this submission.

Mr. McDonald explained that the title report was included in the application, and the applicant has permission from the current property owner to apply for the replat on their behalf.

Vice Chairman Thorogood asked if there was a change in the ownership of the property.

Mr. McDonald confirmed that there was a change in ownership previously, but everything has been corrected to show the current owner. He explained that there was a scrivener's error involved with the name of the company that owns the property, but that it will be corrected prior to recordation of the plat.

Commissioner Alderman asked Mr. McDonald to educate him on the side setbacks and why they are not included on the plat.

Mr. McDonald explained that plats only include the front setbacks, but all of the other setbacks involved with the property will still apply. He and Attorney Petrov explained that side setbacks used to be included on the plats, but have since been taken off in order to leave the flexibility that the zoning codes allow for.

Commissioner Alderman asked what the side setbacks for the property are.

Mr. McDonald stated that it is a 5 foot side setback on the detached side. He explained that this property will be two attached town homes and will require 5 feet between the town homes and the property next door.

Commissioner Simmons asked if staff was now supposed to do the replats in-house without bringing them to the Commission.

Mr. McDonald explained that it is amending plats that staff does in-house, not replats. He added that he does not have the authority to create lots without the approval of the Commission.

Commissioner Simmons mentioned that the Commission has had Larch Lane on their agenda somewhere in the near future to re-zone.

Mr. McDonald agreed that it is still on the horizon, and that the city recently met with a developer that is interested in that re-zoning. He added that the issue is that there have been two lots which have turned over within the current rules, and staff needs to reevaluate what was previously proposed to ensure that it still coordinates well with what is happening in that area. He pointed out that the proposal is similar to what this replat is doing except that detached homes were a possibility within the proposed amendments, and a smaller minimum square footage would be allowed. Mr. McDonald assured the Commission that he is still looking at those rules, it simply came down to the priorities that the department needed to address and the staff that is available to address those priorities.

Commissioner Simmons asked if the applicant could choose to develop the property under the new codes if/when those are adopted, or if he would have to come back before the Commission.

Mr. McDonald explained that if the rules change prior to development of this property the developer can go by the new rules. He added, however, that a replat may be necessary if the new lots that he is creating do not mesh with what he would like to do.

Chairman Frazier closed the public hearing at 8:36 PM.

(Requested by John McDonald, Community Development)

VI. CURRENT BUSINESS (ITEMS FOR DISCUSSION, CONSIDERATION, AND/OR POSSIBLE ACTION)

- 1. Docket #AR-2014-01-Replat of 4533 Larch Lane, a subdivision of 0.18595 acres (81,000 square feet) of land being a replat of Lot 22 Larch Lane Addition, an addition in Harris County, Texas according to the map or plat thereof recorded in volume 1397, page 74 of the deed records of Harris County, Texas.**

*** Please Note: 81,000 square feet should have been 8,100 square feet.**

Motion: a motion was made by Commissioner Steinberg and seconded by Commissioner Skinner to approve the replat for 4533 Larch Lane.

Vice Chairman Thorogood encouraged the Commission to move fast if they are going to address Larch Lane. He is concerned that at some point the Commission will lose momentum and it may no longer be possible to make any zoning modifications for that area.

Mr. McDonald pointed out that there is momentum currently due to the fact that the city is seeing redevelopment on Larch Lane. He agreed that it may not be the momentum that was originally envisioned in the Comprehensive Plan, but that higher density is being achieved. Mr. McDonald added that he believes there is still room to make some changes, and that he is working on getting it to the Commission in the near future.

Vice Chairman Thorogood asked how the Commission could get the rezoning of Larch Lane moved to the top of the priorities list.

Mr. McDonald informed him that the Commission has the right to ask Council to direct staff to bring it forward if they feel as though staff is not moving fast enough.

Vote: the motion carried on a unanimous vote of 7-0.

VII. COMMITTEE REPORTS

There were no committee reports.

VIII. CORRESPONDENCE

There was no correspondence.

IX. REQUESTS FOR NEW BUSINESS, ANNOUNCEMENTS AND COMMENTS

A. Staff liaison report on the status of projects previously addressed by the commission as well as projects for future meetings.

No staff liaison report was given.

B. The Chairman 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 of a future Agenda of the Commission or for the referral to staff for investigation

Commissioner Alderman informed everyone that he is moving out of Bellaire and has given Mr. McDonald his two month notice that he will no longer be on the Planning & Zoning Commission.

Chairman Frazier told Commissioner Alderman that he will be missed. He pointed out that Commissioner Alderman was also a former City Council member and has given a lot to the City of Bellaire.

Commissioner Steinberg stated that he understands the need to re-zone the Larch Lane Development District, but at the same time he believes in letting the market determine the development. He asked what the rush would be when redevelopment is already occurring in that area.

Mr. McDonald informed the Commission that staff has had discussions with developers, letting them know that they have the right to apply for a zoning change and that application process would move Larch Lane to the top of the list. He added that there is currently a developer that may be interested in taking that avenue.

Commissioner Stiggins mentioned that there have been a lot of inquiries and discussions regarding parking issues within the City of Bellaire, and asked if it is within the Planning & Zoning Commission's purview to address those.

Mr. McDonald stated that it is, and pointed out that the Commission just recommended parking changes that will go before the City Council within the next month. He mentioned that the city has a policy in place to address parking concerns, and added that staff does not know about these issues until residents come forward.

Commissioner Stiggins agreed that there is a policy in place, but argued that it is not a well documented policy.

Mr. McDonald pointed out that regardless of the policy, residents know to come to the city with their concerns.

Commissioner Alderman mentioned that a resolution document should be included in the Condit Elementary recommendation to Council for things such as traffic signage/regulations around the school, and asked if that was something that the Commission could do.

Mr. McDonald explained that it would not be a condition on the SUP, but it could be included as a recommendation that Council direct staff to look into certain issues. He added that the city does enforce the traffic regulations around the school, but that he will visit with the Chief again to let him know that staff has heard more concerns.

Chairman Frazier mentioned that police officers cannot be everywhere all the time, and it is incumbent upon citizens to honor the law that is on the books.

Mr. McDonald agreed and added that Condit Elementary needs to visit with their teachers and parents to remind them of the rules and regulations pertaining to the school.

Chairman Frazier thanked the Community Development Department, HISD, and the residents for their hard work and input regarding the public hearing on a specific use permit for Condit Elementary.

X. ADJOURNMENT

Motion: a motion was made by Vice Chairman Thorogood and seconded by Commissioner Skinner to adjourn the meeting.

Vote: the motion carried on a unanimous vote of 7-0.

The meeting adjourned at 8:48 PM.