

CITY OF BELLAIRE TEXAS

BUILDING AND STANDARDS COMMISSION

JANUARY 28, 2015

Council Chamber	Regular Session	7:00 PM
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Chairman

Laura Thurmond

Commissioner

Mike Baker

Commissioner

Paul Katz

Vice Chairman

Danny Spencer

Commissioner

Charles Formica

Commissioner

Burt Martin

Commissioner

Lee Hampton

Mission Statement:

The City of Bellaire is dedicated to outstanding quality service and facilities to ensure an open, progressive, and secure community.

I. REGULAR SESSION**A. Call to Order****B. Announcement of Quorum****C. Rules for Public Comment**

- 1. Sign up forms will be available at all Regular and Special meetings 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 meetings will be allowed at the discretion of the Chair. Any comments will be limited as described in Article IV Sec 8.**

D. Approval or Correction of the Minutes

1. Building and Standards Commission - Regular Session - Oct 22, 2014 7:00 PM

E. Public Comment**F. Report from Building Official****G. Reports of Committees and Communications**

- 1. Communications to Commission members outside of posted meetings**
- 2. Committee Reports**
- 3. Reports from Staff other than the Building Official**

H. Old Business

1. Discussion, consideration, and possible action on developing a memorandum of understanding regarding the rules of procedure for making recommendations to City Council.

(Requested by John McDonald, Development Services)

I. New Business

1. Discussion, consideration, and possible action on the approval of the Building and Standards Commission's annual report to the City Council for the 2014 calendar year.

(Requested by John McDonald, Development Services)

2. Discussion, consideration, and possible action regarding items of future interest and potential workshop meetings.

(Requested by John McDonald, Development Services)

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.**

J. Public Hearings**K. Announcements & Comments by Commissioners****L. Adjournment**



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

Council Chamber

Regular Session

7:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

I. REGULAR SESSION

A. Call to Order

Chairman Thurmond called the meeting to order at 7:01 PM.

B. Announcement of Quorum

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

Attendee Name	Title	Status	Arrived
Laura Thurmond	Chairman	Present	
Paul Katz	Commissioner	Present	
Burt Martin	Commissioner	Present	
Mike Baker	Commissioner	Present	
Danny Spencer	Vice Chairman	Present	
Lee Hampton	Commissioner	Present	
Charles Formica	Commissioner	Present	
Lee Cabello	Building Official	Present	
Ashley Parcus	Secretary	Present	

C. Rules for Public Comment

Chairman Thurmond mentioned that the Rules for Public Comment are listed on the agenda.

- 1. Sign up forms will be available at all Regular and Special meetings 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.**

Minutes Acceptance: Minutes of Oct 22, 2014 7:00 PM (Approval or Correction of the Minutes)

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 meetings will be allowed at the discretion of the Chair. Any comments will be limited as described in Article IV Sec 8.**

D. Approval or Correction of the Minutes

1. Building and Standards Commission - Regular Session - Sep 24, 2014 7:00 PM
Commissioner Formica made one minor spelling correction.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Mike Baker, Commissioner
SECONDER:	Danny Spencer, Vice Chairman
AYES:	Thurmond, Katz, Martin, Baker, Spencer, Hampton, Formica

E. Public Comment

There was no public comment.

F. Report from Building Official

Mr. Cabello informed the Commission that the amendments to Chapter 9, including roll-off dumpsters and silt protection at job sites, as well as the moisture control requirements within residential crawlspaces were passed by City Council and will be effective starting October 30, 2014. He added that he will make certain that the builders are well informed of the changes that were made.

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

There was no report from staff other than the Building Official.

H. Old Business

There was no old business.

I. New Business

1. Discussion, consideration, and possible action on the procedures for making recommendations to City Council.

Chairman Thurmond explained that this was born out of the process that the Commission went through when trying to pass the recent amendments to Chapter 9. She informed the new members of the Commission that there was

some resistance to sending the amendments forward to Council, as well as concern that the Commission should have had a forum for public comment on the proposed changes to the code. Chairman Thurmond stated that she would like to see some guidelines put in place that will make it easier to navigate that process, and mentioned that she would like for staff to do some research on what neighboring communities might have in place.

Commissioner Formica asked for clarification that there is no requirement for the Commission to hold a public forum on things that they consider.

Chairman Thurmond explained that adjustments to the ordinances that originate within the committee itself are not required to have a public forum.

Commissioner Formica felt that it would be beneficial to hold a public hearing for changes to the codes as well.

Commissioner Katz explained that although there are occasionally some minor adjustments made, most of the ordinances are governed by the International Building Codes that are adopted by the Building Official.

Chairman Thurmond pointed out that the proposed changes were discussed during many workshop sessions and regular meetings, which are all open to the public.

Vice Chairman Spencer added that creating a set of guidelines would help to set a timeline and hold all parties accountable.

Commissioner Hampton asked if this issue is unique to the Building and Standards Commission.

Mrs. Parcus explained that there is a general policy that all Boards and Commissions follow, however, there is nothing set in stone. She also mentioned that it depends on what type of recommendation the body is trying to make.

Chairman Thurmond pointed out that the Commission would not have the authority to apply the policy across the board, only to the procedures of the Building and Standards Commission. She suggested that the regular meeting in November be replaced by a workshop to further discuss this issue.

The Commission agreed on Wednesday, November 12th, at 4:00 PM.
(Requested by John McDonald, Development Services)

2. Discussion, consideration, and possible action regarding the Commission's involvement with Bellaire Recycles Fest.

Chairman Thurmond informed the Commission that the Bellaire Recycles Fest was going to take place on Saturday, November 1st from 10 am-2pm.

Motion: A motion was made by Commissioner Baker and seconded by Commissioner Spencer for the Commission to participate in Bellaire Recycles Fest.

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

Chairman Thurmond passed around a sheet with time slots for the Commissioners to sign up to participate.

3. Discussion, consideration, and possible action on the rescheduling of the November and December Building and Standards Commission Meetings.

Motion: A motion was made by Vice Chairman Spencer and seconded by Commissioner Martin to reschedule the November and December meetings.

Chairman Thurmond mentioned that December is a hard month to get everyone together due to family obligations during the holidays and suggested that the December meeting be cancelled.

Amended Motion: An amended motion was then made by Commissioner Baker and seconded by Commissioner Formica that the Commission hold a November 12th workshop in place of the regular November meeting and forego the December meeting, unless needed.

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

4. 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 brought to the attention of the Commission.

J. Public Hearings

There were no public hearings.

K. Announcements & Comments by Commissioners

Commissioner Baker reminded everyone that voting was about to start, and encouraged the Commissioners to remind their friends and neighbors to participate.

L. Adjournment

Motion: a motion was made by Commissioner Formica and seconded by Vice Chairman Spencer to adjourn the regular meeting.

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

The meeting was adjourned at 7:27 PM.

**Building and Standards
Commission**

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401



Meeting: 01/28/15 07:00 PM
Department: Development Services
Category: Discussion
Department Head: John McDonald
DOC ID: 1469

**SCHEDULED
ACTION ITEM (ID # 1469)**

Item Title:

Discussion, consideration, and possible action on developing a memorandum of understanding regarding the rules of procedure for making recommendations to City Council.

Background/Summary:

At the Regular Meeting of October 22nd, as well as the Workshop Session of November 12th, the Building and Standards Commission discussed creating a set of guidelines to use when making recommendations to City Council.

This item has been added to the agenda to allow for further discussion and/or action to be taken.

Building and Standards Commission

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401



Meeting: 01/28/15 07:00 PM
Department: Development Services
Category: Report
Department Head: John McDonald
DOC ID: 1471

SCHEDULED ACTION ITEM (ID # 1471)

Item Title:

Discussion, consideration, and possible action on the approval of the Building and Standards Commission's annual report to the City Council for the 2014 calendar year.

Background/Summary:

Chapter 2, Administration, Section 2-104, Annual or special reports to city council, of the Code of Ordinances, requires each board and commission to file a report with the City Council no later than the first Council meeting in February.

The report is to address the following:

1. Whether the board is serving the purpose for which it was created;
2. Whether the board is serving current community needs;
3. A list of the board's major accomplishments;
4. Whether there is any other board, either public or private, which would better serve the function of the board; and
5. Other recommendations.

Attached is a draft report as prepared by Commission Chairman Laura Thurmond.

Recommendation:

Approval of a final report to be forwarded to the City Council.

ATTACHMENTS:

- BSC Annual Report 2014 (PDF)

February 2, 2015

Honorable Mayor and City Council
City of Bellaire
7008 South Rice Avenue
Bellaire, TX 77401

Mayor and City Council:

In 2014 the Building & Standards Commission met at 9 Regular Meetings, 6 Workshop Sessions, and 2 Training Sessions. In addition to serving the statutorily mandated purpose for which it was created, the Commission has continued to serve in an advisory role to City Council and provide public education on issues pertaining to building codes as outlined in the City Ordinance. During 2014, the Commission did not hear any complaints regarding substandard structures.

At the end of the year the Commission consisted of:

Laura Thurmond – Chair
Danny Spencer – Vice Chair
Mike Baker
Paul Katz
Burt Martin
Charles Formica
Lee Hampton

The Commission considered and acted on the following issues:

1. Public Hearings
 - a. The Commission held no public hearings during 2014
2. Variances
 - a. In July the Commission took under consideration a request for variance to Chapter 9, Buildings, Article II. Building Codes, Division 2, Attached Single Family Dwelling Zoning District, Section 9-27, Partition and exterior wall regulations, of the City of Bellaire Code of Ordinances to allow for a reduction in the height of the masonry fire wall above the roof from 18 inches to 8 inches at 6312 Meredith Drive Bellaire, TX 77401. This variance would allow for the proper installation of the new roof assembly and parapet flashing. After hearing comments from the Building Official, Fire Marshal, Applicant and Contractor the Commission granted the proposed variance with a unanimous vote.

3. Ordinances

- a. The commission continued on-going discussions on possible changes to the City of Bellaire Code of Ordinances, Chapter 9, Buildings, pertaining to crawlspace ventilation and vapor barrier requirements.
- b. The Commission held multiple workshops over a 9 month period while drafting a comprehensive report regarding our recommendation that City Council adopt new amendments to address crawlspace ventilation and vapor barrier installation. Commissioner Paul Katz led the research effort and assembled relevant building science information to support the Commission's recommendation. The efforts of the commission resulted in an ensuing report submitted to City Council on June 2nd 2014.
- c. The commission took action to draft the final language of our recommendation and the amendment was included in City Council's agenda for the October 6th regular meeting session. The Council took action and passed the amendment to the City of Bellaire Code of Ordinances, Chapter 9 Buildings pertaining to crawlspace ventilation and vapor barrier requirements. This adopted amendment also included changes to whole house recycling, temporary and silt fencing, and roll-off dumpsters.
- d. The commission began on-going discussion on a possible recommendation to City Council regarding formalizing the rules of procedure for proposing recommendations, and allowing a public forum for review and feedback of future recommendations.

4. Educating the public about issues pertaining to the city's building codes

- a. During 2014, the Commission received public comments from several local builders regarding proposed changes to the City of Bellaire Code of Ordinances, Chapter 9, Buildings, Article II, Building Codes, Division 1, Generally, Sec. 9-17 addressing water vapor control in crawlspace construction. These public comments allowed a platform for the Commission to introduce builders to the effects of changes arriving from the adoption of the 2012 IECC/IRC model codes and how the construction of crawl spaces should be adjusted to accommodate these effects.
- b. 2014 the Commission continued to update and monitor the sustainability web pages, which went live in May of 2012. These web pages, researched and compiled by Building and Standards Commissioners, proved a range of information about ways the Bellaire residents can increase the energy efficiency and reduce the environmental impact of their homes. Topics include Building Ventilation, Insulation, Heating Ventilation and Air Conditioning, Doors & Windows, Roofing, Lighting & Appliances, Indoor Air Quality and Rainwater Harvesting. The web pages can be accessed online through the City's website.
- c. The Commission participated in the Bellaire Recycles Fest for the second year in a row by setting up and staffing a booth. Information was provided about Green Building strategies for new construction and ways that Residents can increase the energy efficiency and reduce the environmental impact of their existing homes. The booth showcased the Sustainability Web pages and provided residents an opportunity to give the Commission input regarding content and green building issues that are important to the in general.

5. Other Business

- a. The Building & Standards Commission, jointly with the Sustainability Board, drafted and submitted a letter to the Mayor and Council Members to encourage the pursuit of LEED (Leadership in Energy & Environmental Design) Certification for the construction of the new City Hall, Police and Court Facilities. LEED Certification verifies that buildings are designed, built and operated according to the best sustainable practices in areas including but not limited to energy efficiency, water savings, sustainable building materials and indoor air quality.
- b. In July members of the Building and Standards Commission attended a training session hosted by City Officials, which addressed the roles and responsibilities of the various City Boards and Commissions.
- c. In August members of the Building and Standards Commission attended a session on parliamentary training for boards and commissions.
- d. During the September Building and Standards Commission regular session board members received a presentation from City Attorney, Alan P. Petrov, regarding the Commission's authorities, responsibilities, and procedures.
- e. In February, Members of the Building and Standards Commission attended a special reception to welcome the newly selected City Manager.
- f. At the July regular session Tracy Dutton swore in new commissioner Charles Formica as well as two re-appointed commissioners: Danny Spencer and Paul Katz.
- g. The Commission heard public comments from Fire Marshal, Alton Moses, regarding his recommendation to make amendments to the City of Bellaire Code of Ordinances, Chapter 9, Buildings, Article II, Building Codes in regard to fire sprinkler requirements. The Fire Marshal stated that he would be back at a future meeting to discuss the proposed amendments in more detail.
- h. The commission is maintaining an on-going discussion regarding future recommendations such as analysis of the Biggert-Waters Flood Insurance Rate Reform Act of 2012.
- i. The Commission revised and adopted Rules of Procedure.
- j. The Commission prepared and submitted an Annual Report to City Council.

Respectfully Submitted,

Laura Thurmond, Chair
Building & Standards Commission

**Building and Standards
Commission**

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401



Meeting: 01/28/15 07:00 PM
Department: Development Services
Category: Discussion
Department Head: John McDonald
DOC ID: 1470

**SCHEDULED
ACTION ITEM (ID # 1470)**

Item Title:

Discussion, consideration, and possible action regarding items of future interest and potential workshop meetings.

Background/Summary:

This item was added to the agenda at the request of the Chair.