

CITY OF BELLAIRE TEXAS

BUILDING AND STANDARDS COMMISSION

FEBRUARY 25, 2015

Council Conference Room and Council Chamber 6:30 PM	Workshop & Regular Session
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Chairman	Commissioner	
Laura Thurmond	Mike Baker	
Commissioner	Vice Chairman	Commissioner
Paul Katz	Danny Spencer	Charles Formica
Commissioner	Commissioner	
Burt Martin	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. WORKSHOP SESSION

- A. Call to Order**
- B. Announcement of Quorum**
- C. Discussion and preparation of a possible amendment to the Building and Standards Commission's Rules of Procedure detailing the process for making recommendations to City Council.**
- D. Adjournment**

II. 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 - Jan 28, 2015 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 an amendment to the Building and Standards Commission's Rules of Procedure detailing the process for making recommendations to City Council.

(Requested by John McDonald, Development Services)

I. New Business

- 1. 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
JANUARY 28, 2015

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 stated 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.**
- 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.**

Minutes Acceptance: Minutes of Jan 28, 2015 7:00 PM (Approval or Correction of the Minutes)

- 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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Formica, Commissioner
SECONDER:	Mike Baker, Commissioner
AYES:	Thurmond, Katz, Martin, Baker, Spencer, Hampton, Formica

E. Public Comment

There was no public comment.

F. Report from Building Official

Mr. Cabello thanked the Commissioners for all that they did for the City of Bellaire in 2013. He informed them that the ordinances pertaining to silt protection, roll-off dumpsters, and crawlspace requirements had been passed by City Council and went into effect in November of 2014. Mr. Cabello told the Commissioners that he has been meeting with the City's builders to ensure that they are in compliance of the new regulations. He then informed the Commission that he hopes to get someone to come to the next meeting and speak on the CRS rating/floodplain information.

G. Reports of Committees and Communications

1. Communications to Commission members outside of posted meetings

Chairman Thurmond mentioned that she had forwarded some information to staff regarding the campus style approach that is being taken with the construction of the new city buildings, and was hopeful that the Commissioners got up to speed on that.

2. Committee Reports

There were no committee reports.

3. Reports from Staff other than the Building Official

There were no 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.

Chairman Thurmond informed the Commission that she had drafted a memo of understanding for making recommendations to City Council and that she would like to schedule a workshop to continue working on it with the Commission as a whole.

The Commission agreed that a workshop session would be appropriate.
(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)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Burt Martin, Commissioner
SECONDER:	Charles Formica, Commissioner
AYES:	Thurmond, Katz, Martin, Baker, Spencer, Hampton, Formica

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

Chairman Thurmond reiterated that she would like to schedule a workshop to continue drafting the memo, and asked the Commission members what days/times would work best for them.

The Commission decided on Monday, February 9th, at 4:00 PM.

Staff informed the Commission that they would check on the availability of the conference room and would let them know if the workshop could be scheduled for that day/time.

(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.**

Commissioner Katz mentioned that the Commission's pages on the City website could use some updating and asked what the best way to do that would be.

Staff informed him that if there were specific changes that he would like made to email them and staff can simply take care of it, or it could be added to a future agenda for the Commission to vote on.

Chairman Thurmond reiterated that the Commission would like to revisit the CRS rating information and bring those Commissioners up to speed who were not yet members the first time it was discussed. She informed the Commission that she believed that the fire sprinkler requirements would be coming back before them in the next few months as well.

J. Public Hearings

There were no public hearings.

K. Announcements & Comments by Commissioners

There were no additional comments by Commissioners.

L. Adjournment

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

Vote: the motion passed with a unanimous vote of 7-0.

The meeting adjourned at 7:17 PM.

**Building and Standards
Commission**

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



Meeting: 02/25/15 06:30 PM
Department: Development Services
Category: Amendment
Department Head: John McDonald
DOC ID: 1492

**SCHEDULED
ACTION ITEM (ID # 1492)**

Item Title:

Discussion, consideration, and possible action on an amendment to the Building and Standards Commission's Rules of Procedure detailing the process for making recommendations to City Council.

Background/Summary:

At the Regular Meetings of October 22, 2014 and January 28, 2015, as well as the Workshop Session of November 12, 2014, the Building and Standards Commission discussed creating a set of guidelines to use when making recommendations to City Council.

During the February 9, 2015 Workshop Session, the Commission discussed and revised a draft memo that was prepared by Chairman Laura Thurmond.

This item has been added to the agenda to allow for further discussion and/or action to be taken. The revised draft memo will be provided to you upon completion.

ATTACHMENTS:

- Road Map for Change-Revised (DOCX)

Road Map for Change

Memorandum of Understanding: the process by which a recommendation is presented to City Council for action

To be adopted in rules of procedure

Objectives:

1. Establish a process and time line process by which recommendations are vetted and then presented to Council
2. Establish guidelines for addressing feedback from recommendations
3. Establish proper protocol for initiating a recommendation, and a venue for posting the proposed recommendation

The intent of this memorandum of understanding is to address the process by which proposed ordinance changes are recommended to City Council by establishing a time line, feedback guidelines and process protocols. This memorandum is inclusive of recommendations generated by both the Building & Standards Commission as well as City Staff.

Research & Development:

Once the commission and or city staff recognizes the need to amend an item in the City of Bellaire Code of Ordinances, Chapter 9, Buildings; the identifying party shall research the need and validity for introducing the amendment. Upon determining that a valid need for change exists the party shall prepare proposed language for the ordinance and provide supporting documentation.

Public Introduction of Amendment:

Upon developing the proposed amendment language the ordinance change will be presented at a regular session of the Building & Standards Commission. If the commission votes to recommend the amendment to City Council the proposed amendment will be posted on the City's website for a period of 45 days so that public input can be gathered and evaluated. The 45 day review period will start upon the recommendation appearing on the Building & Standards Commission's Regular Session Agenda.

City Council Action:

At the end of 45 days a final draft of the proposal shall be put forth to City Council for action. The final draft should include a proposed effective date. If City Council votes in favor of the amendment the ordinance shall be adopted as prescribed by state law, which dictates advertising a legal notice. The City Clerk will publish a legal notice to that affect as soon as reasonably possible. The new ordinance will go into effect on the 10th day after the notice.

Adoption:

Ordinances having no penalties shall go into effect with 10 days. Amendments having penalties shall have a written effective date occurring within 30 days of adoption.

Special Conditions:

In the event of an emergency the Commission reserves the right to waive the waiting period.