



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

MARCH 10, 2015

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 6:02 PM and announced that a quorum was present, consisting of the following members:

Attendee Name	Title	Status	Arrived
Christopher Butler	Commissioner	Present	
Winfred Frazier	Chairman	Present	
Bill Thorogood	Vice Chairman	Present	
Paul Simmons	Commissioner	Present	
Marc Steinberg	Commissioner	Present	
Dirk Stiggins	Commissioner	Present	
S. Lynne Skinner	Commissioner	Present	
John McDonald	Director	Present	
Alan P. Petrov	City Attorney	Present	
Ashley Parcus	Secretary	Present	

II. APPROVAL OF MINUTES FROM PAST MEETINGS

1. Planning and Zoning Commission - Regular Session - Jan 13, 2015 6:00 PM

RESULT:	APPROVED [6 TO 0]
MOVER:	Bill Thorogood, Vice Chairman
SECONDER:	Dirk Stiggins, Commissioner
AYES:	Butler, Frazier, Thorogood, Steinberg, Stiggins, Skinner
ABSTAIN:	Simmons

III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION

Chairman Frazier reminded all citizens that wished to speak to fill out a sign-in sheet.

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.

Lynn McBee-Ms. McBee stated that she hoped the public hearing regarding the update to the Comprehensive Plan was going to be set for the Commission's April 14th meeting, and urged residents to participate in it.

V. PUBLIC HEARINGS

1. Public Hearing on an application filed by Brown and Gay Engineers, Inc. on behalf of HEB Grocery Company, LP, owner of the property at 5106 Bissonnet Street, for a Planned Development Amendment, as required by Chapter 24, Planning & Zoning, Article VI, "Amendatory Procedures," Section 24-604, "Application for Planned Development Amendment," to re-develop the existing H-E-B grocery store site located at 5106 Bissonnet, in the Urban Village-Downtown (UV-D) Zoning District.

Chairman Frazier introduced the public hearing item to the Commission and the public.

(Requested by John McDonald, Development Services)

A. Presentation of the Public Hearing Process

Mr. McDonald explained the public hearing procedures.

B. Presentation by the Applicant

John Rose, H-E-B-Mr. Rose thanked the Commission and Staff and stated that H-E-B has come to the realization that the facilities in Bellaire need to change, which means constructing a larger building to meet the needs of the area. He explained that they are looking at constructing a two story building, with the majority of the parking on the 1st level, and grocery retail and additional parking on the 2nd level. Mr. Rose stated that travelators and elevators will be used to transport customers to their cars, and that the shopping carts will have a magnetic brake built into the wheels so that they will lock once on the travelators. He informed the Commission that there are already several two story H-E-Bs in Mexico and one that was just opened in San Antonio. Mr. Rose stressed that H-E-B does not build prototype buildings, and that the proposal of what the building will look like will most likely change. He pointed out that the reason for this is that H-E-B believes that their product needs to change in order to meet the needs of the neighborhood that the facility is located in. Therefore, the proposal is simply a general idea of the direction that H-E-B would be going in with regards to the new building. Mr. Rose added that it would be about 3.5 times the size of the current facility, with many different selections and choices than what are currently available. He also mentioned that there will be additional height and lighting in the parking garage so that customers feel safer. Mr. Rose stated that based on the Traffic Impact Analysis that was completed, it is not believed that traffic will be adversely impacted by the new development. He added that additional detention will be installed to help improve the areas stormwater. Mr. Rose informed the Commission that they had the opportunity to meet with the neighbors and felt that the turnout and response were very favorable.

C. Staff Findings

Mr. McDonald informed the Commission that the public hearing is in regards to the construction of a new H-E-B at its current location. He added that they have applied for a planned development classification to construct a grocery store at 5106 Bissonnet. As discussed it will be a two-story building with parking at both ground level and on the 2nd floor, where the grocery retail will be located. A neighborhood shopping center currently operates on that site, which includes H-E-B and several other tenants, retail, restaurants, and office space. Mr. McDonald explained that as defined by the code, planned developments are allowed within a property zoned UV-D to enable consideration of development proposals involving uses or designs that may not strictly adhere to the standards within that section, but would meet the spirit and intent of the district. He informed the Commission that the property in question is currently surrounded by commercial, with arterial frontage. He explained that a Traffic Impact Analysis (TIA)

prepared by the applicant, including some specific recommendations, was reviewed and approved of by the City's Engineer, and those recommendations will be implemented if this planned development is approved. Mr. McDonald mentioned that the parking minimums for a 70,000 square foot building are exceeded by 22 spaces, and current utilities are already in place to handle the load from the building. He added that because the site is approximately 100% covered already, based on current regulations, there would be no mitigation necessarily required, though the applicant has stated that they will include detention on the property. Mr. McDonald informed the Commission that the only comment from the police department was to support the company's previous statements with regards to having onsite security available, and the fire marshal has no current comments based on the proposed plans and will review again at the building plan state. He stated that also included within the application is a sign plan to show how it would work with the proposed building. Mr. McDonald reminded the public and the Commission that before them tonight is only the public hearing, and that consideration of the item is tentatively scheduled for the April 14, 2015 meeting of the Commission.

D. Public Comments

a. Persons at the meeting who have indicated their desire to address the Commission by submitting the form provided shall have three (3) minutes each to present comments concerning the Application. This time limit may be extended to five (5) minutes at the discretion of the Chair with the consent of the Commission.

Craig Mueller, 5118 Spruce-Mr. Mueller informed the Commission that he lives right behind the current HEB. He mentioned that he did not see any information regarding the loading dock within the application, and asked that the Commission take into account how/when the trucks are going to have access to the dock. Mr. Mueller pointed out that the residents were originally told by H-E-B that there would be one truck at a time, and that they would enter from Fifth Street and exit from Rice, however, he sees up to 14 trucks at one time and they frequently u-turn on Spruce Street. He also mentioned that he didn't see a dumpster on the drawings, and stated that his current view from his residence is the loading dock and the dumpster, which tends to become a little ripe in the hot summer months. Mr. Mueller stated that he likes what he sees, but would like to ensure that the streets are not damaged by all of the 18-wheeler traffic.

Carol Winograd-Ms. Winograd asked how this facility would compare in size to the H-E-B located on Buffalo Speedway, and what else would be located on the first floor other than parking. She also stated that she was wondering about the relocation of the other tenants currently located on the property, and explained that although she is hugely in favor of an expansion of H-E-B, she is also curious to know if the City is helping those tenants relocate. Ms. Winograd mentioned that those business seem to be successful and she would like to see them continue within Bellaire. She was also curious about the meeting that H-E-B had with the community and asked if there would be additional community meetings in the future.

Lynn McBee, 5314 Evergreen-Ms. McBee welcomed H-E-B and stated that she is delighted to have them here and is looking forward to their opening. She mentioned that she makes a point to visit the new H-E-Bs in the area, and her biggest concern is that she doesn't feel that Bellaire needs a full-sized restaurant like the facility on San Felipe. Instead she would like for them to consider adding a community meeting room, and possibly offering a cooking class. Ms. McBee mentioned that a small cafe and coffee shop that serves sandwiches and the like would be more appropriate for the Bellaire shopper. She also suggested that additional landscaping be added to the parking lot. Ms. McBee had concerns with the changes that Mr. Rose mentioned

regarding the building, and stated that she is not comfortable with the city approving a site plan that is not final. She stated that on the whole, she totally supports the proposal.

E. Response of the Applicant

John Rose-Mr. Rose thanked the residents for all of their comments, and explained that truck routes and dumpsters are also a concern of the company. He assured the citizens that H-E-B will definitely be looking into how to get the trucks in and out in the most efficient way, and with as little effort as possible. He pointed out that unfortunately the company cannot control the vendors' schedules, and therefore there are circumstances when they may all show up at the same time. Mr. Rose mentioned that they will also be looking into trash location. He added that the size of the proposed facility is comparable to the store on Buffalo Speedway, and that parking and a lobby area are the only things that will be located on the first floor of the building. Mr. Rose informed the residents and Commission that there is a lot of work being done by the landlord with regards to the current tenants, but stated that he can't report on the specifics of that subject due to the fact that it is being taken care of by a different party. He stated that H-E-B had not anticipated holding additional community meetings after all of the positive feedback from the first meeting. Mr. Rose mentioned that it is a little too early in the process to be able to tell the residents what will go into the building with regards to restaurants, cooking classes, etc, but sufficed it to say that H-E-B wants to meet the needs of their customers and will first get an idea of what the community is looking for prior to making that decision. Mr. Rose explained that the site plan is final because it is what will work within the city regulations, it is simply the facade of the building that may change, with staff's concurrence.

F. Questions from the Commission

Commissioner Simmons asked Mr. Rose who prepared the TIA.

Mr. Rose stated that a traffic engineer from Brown and Gay completed the TIA. He explained that the individual has a PhD in traffic engineering.

Commissioner Simmons asked if this individual could be present at the next meeting.

Mr. Rose said that he would make that happen.

Commissioner Simmons asked if during the Community meeting the residents voiced any concerns or issues with the proposal, and if so, what were the most important.

Mr. Rose mentioned that his take away was that the biggest concern was with the current tenants and their disposition. He agreed that it is one of the items that are left undetermined at this point.

Lisa Helfman, Director of Real Estate for H-E-B-Ms. Helfman felt that the meeting was very positive and agreed with Mr. Rose that the only concern was the current tenants and where/if they would be able to relocate within the City.

Commissioner Butler mentioned that there was not a lot of detail included in the street level windows and asked if there had been any thought of using that space for retail display.

Mr. Rose explained that there is no glass located there, it is simply open air, and that the preference of H-E-B is to leave it open to alleviate safety concerns.

Commissioner Butler asked if the width of the sidewalks had been determined.

Mr. McDonald stated that they would be built to the City's specifications, at a minimum. He added that the requirement for commercial areas is 4 feet.

Commissioner Butler asked if there would be any consideration of increasing the width.

Mr. Rose explained that they would rather not take area away from the parking in order to install wider sidewalks, but he also mentioned that he believed the sidewalks would be a little wider than 4 feet.

Commissioner Butler asked if for the next meeting H-E-B could provide a diagram showing the street width, sidewalk width, and the height of the building. He also suggested that they have information on how tall the current lighting structures within the parking lot are in comparison with what they will be.

Commissioner Butler asked staff if any residents on Locust Street were notified of the public hearing.

Staff stated that there were only a few residential properties that fell within the 200 foot notification zone.

Commissioner Butler asked what had come of the agenda item that would allow the Commission to increase the notification zone for projects that they felt would impact more of the community.

Mr. McDonald explained that H-E-B's application was received on the same day as last month's meeting, which would mean that in doing that staff would have to push the public hearing back a month.

Commissioner Steinberg asked staff who the actual applicant was.

Mr. McDonald explained that the applicant is Brown and Gay Engineers, on behalf of H-E-B, which has the permission of the landlord/owner to seek the planned development. He added that the city has all of the documentation to support that.

Commissioner Steinberg asked if approval of the planned development would be specific to this H-E-B in this position.

Mr. McDonald and Attorney Petrov explained that approval includes the site plan and building use, but is not necessarily specific to the owner.

Commissioner Steinberg asked if a box store would be allowed to come in if the H-E-B project fell through.

Mr. McDonald stated that approval of the planned development is specific to this project, so it would have to go back before the Commission in that instance.

Commissioner Steinberg asked if the Commission is premature in looking at this project until the tenants decide if they are willing to move.

Ms. Helfman didn't feel that it was premature, but did agree that there are several issues that H-E-B is trying to get in line in order to make it happen. She believed that it all needs to work together and begin moving forward.

Commissioner Stiggins mentioned that on the ground level drawing there is a little black line on the outgoing lane at each of the outlets from the parking lot, with the exception of the Bissonnet one. He asked what the significance of the line is.

Mr. Rose explained that they are stop bars.

Commissioner Stiggins asked Mr. McDonald how the City decides to install a hard barrier in the middle of a busy street. He wondered if there had been any thought in making a protected left turn from Bissonnet into the parking lot.

Mr. McDonald stated that it was not a recommendation after review of the TIA, and based on that, is not anticipated to be a problem.

Commissioner Stiggins asked if another study would be done if the City received complaints after development of the property.

Mr. McDonald explained that part of the plan calls for the re-simulation of not only the intersection of Rice and Bissonnet, but also one block around the property. He added that the totality of the traffic plan will work together to prevent any issues.

Chairman Frazier asked at what point a traffic issue is revisited.

Mr. McDonald explained that there is a team that is constantly looking at traffic and parking issues within the City.

Mr. Rose stressed that H-E-B is just as concerned, if not more so, with making sure that their customers can easily get in and out of the parking lot.

Commissioner Skinner mentioned that she is very concerned with the truck delivery and trash location, and asked that those things be looked at in great detail so that the impact on the surrounding residents is as small as possible.

Commissioner Skinner asked what the hours of operation would be.

Mr. Rose stated that he is not sure of the exact hours, but assured the Commission that it will not be open 24-hours.

Commissioner Skinner asked if they anticipated any problems for customers with disabilities with regard to the travelators that H-E-B is providing to get them to and from their vehicles.

Mr. Rose didn't feel that this would present any issues. He stated that it would be based upon the customer's mobility and that the elevators will also be available if the travelator is not an option for them.

Commissioner Skinner asked if the surrounding neighbors would be affected by overflow lighting.

Mr. Rose explained that H-E-B uses a LED fixture throughout their stores, as well as a cut-off fixture that will cut off to zero lumens at the property line. This is to ensure that the lighting does not spill into the neighbors' houses.

Vice Chairman Thorogood asked that Mr. Rose and his team really take a look at the access onto Bissonnet, in and out. He suggested a right-turn only when exiting onto Bissonnet.

Vice Chairman Thorogood asked if a planned development becomes its own zoning district or if it is just a set of rules within the zoning district that it is already located within.

Mr. McDonald stated that it becomes its own zoning district.

Vice Chairman Thorogood pointed out that within the code there is a percentage of the zoning district that is allowable for multi-family development. He asked for clarification that as this property is carved out of the zoning district then there would be much less opportunity for multi-family in the zoning district.

Mr. McDonald confirmed this.

Vice Chairman Thorogood mentioned that there are some right-of-ways within the property, and asked if those would be abandoned by the City and purchased by the property owner.

Mr. McDonald explained that H-E-B has been notified of this process and that the necessary steps will be taken.

Vice Chairman Thorogood asked the applicant to take a greater look into truck access and the impact that it will have on the neighboring residents.

Mr. Rose informed Vice Chairman Thorogood that he would have more information for him in April.

Vice Chairman Thorogood asked if the employee parking would be onsite and if he had a rough estimate of the number of employees that would be present at any given time.

Mr. Rose confirmed that the parking would be onsite and stated that there would most likely be around 60-70 people per shift.

Vice Chairman Thorogood asked what level of changes could be made to the structure itself or the layout of the site, after approval from the Commission.

Attorney Petrov explained that they must substantially conform to the application as approved. Any major modifications, such as re-routing, must come back before the Commission.

Mr. Rose assured the Commission that they would bring any major changes back to them, and are not in the business of sneaking around.

Vice Chairman Thorogood asked Mr. Rose if he had a timeline for the project.

Mr. Rose stated that there are too many moving parts at this point to be able to provide the Commission with a timeline.

Chairman Frazier asked if there would be any changes to the number of parking spaces that are provided.

Mr. Rose explained that he does not foresee any significant changes to the parking. Although, if for some reason there are then they will do everything they can to work with the City, even to the point of coming to get a variance for other code issues in order to keep the parking.

Chairman Frazier mentioned that the water tap for this project will go to the existing 12 inch water main and asked what was normal for a development of this size.

Mr. McDonald stated that Public Works feels that the 12 inch water main located right behind the property is enough and that they don't need to up-size based on the load. He added that there will most likely be a reduction in the load because of the fact that there will no longer be restaurants adding to it.

Chairman Frazier pointed out that the City of Bellaire uses requirements from the City of Houston's design manual. He asked if that was standard or if Bellaire ever alters those requirements.

Mr. McDonald explained that it is standard for commercial buildings, however, Bellaire has their own for residential. He added that occasionally there are issues specific to Bellaire that may need to be addressed.

Chairman Frazier asked Mr. Rose about buffering and screening.

Mr. Rose stated that it is a little early on to be able to give detailed information regarding screening, but did say that they will be providing a buffer for car headlights. He also mentioned that they generally use a trash compactor and baler that will be within a screened enclosure.

Chairman Frazier asked Mr. McDonald about the re-timing of the signals at South Rice and Bissonnet within the peak morning and evening hours.

Mr. McDonald explained that the timing of the lights will be altered slightly to allow traffic to move at a greater flow and reduce idling.

Vice Chairman Thorogood mentioned that on the site plan it shows an island on the west side of Fifth Street. He asked if that is something that will be added for the H-E-B.

Mr. McDonald stated there are no plans to add an island, but that the street is wider and could be re-striped to create two lanes in each direction, if necessary.

Vice Chairman Thorogood mentioned the recommendations that the City's Traffic Engineer made with regard to the TIA, and asked if those changes could be seen on the drawings provided.

Mr. McDonald explained that the applicant has responded to the recommendations and will make changes to address the issues, as necessary. He added that any significant changes made will be sent back to the City's engineer for approval.

Chairman Frazier asked for clarification that H-E-B will be providing on-site security at all times.

Mr. Rose explained that there will be security provided during peak hours, but most likely not at all times of operation.

Commissioner Butler suggested adding the elevated light standards to the elevation drawing for the next meeting. He also felt that any written comments regarding this project should be read into the record during the consideration of this item.

G. Invitation for Written Comments, if applicable

Mr. McDonald explained that written comments on this application will be accepted by the City until April 8th, at 5:00 PM.

H. Closure of the Public Hearing

Motion: a motion was made by Commissioner Steinberg and seconded by Vice Chairman Thorogood to close the public hearing.

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

The public hearing was closed at 7:16 P.M.

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

1. Presentation and discussion on the five-year update to the 2009 Comprehensive Plan with Gary Mitchell of Kendig Keast Collaborative .

Mr. McDonald explained that the Commission has been working on the five year update to the Comprehensive Plan for the last few months. He stated that Mr. Mitchell still has a few more questions of the Commission before he can finalize a draft.

Gary Mitchell, of Kendig Keast Collaborative-Mr. Mitchell stated that there is a short list of items that he would like for the Commission to take a look at to ensure that they are comfortable with the wording that will be put in the draft. He explained that he changed the wording in Chapter 2 from "Land Use Stability" to "Land Use Outlook" and included some additional language to reflect the zoning changes that have been adopted.

Commissioner Stiggins asked if the Commission is trying to present any recommendations within this document or if that would be part of the transmittal letter that would come from the Commission.

Mr. Mitchell explained that there is some language towards the end of the document that is definitely meant for the Commission to make recommendations to Council.

Commissioner Stiggins mentioned that he didn't feel as though the language portrayed Bellaire as a "City of Homes."

Mr. Mitchell stated that the phrase "City of Homes" is not within the paragraph regarding "Land Use Outlook," but does show up many times within the entire document.

Commissioner Butler mentioned that he felt there is a conflict between the text regarding Corridor Mixed-Use within the Comprehensive Plan and the Corridor Mixed-Use Zoning District within the Code, specifically relating to stand-alone housing, and suggested getting that language in conformance to avoid confusion in the future.

Commissioner Butler asked if the Commission will be taking a look at the future land use map as well, prior to sending the revisions forward to Council.

Mr. Mitchell confirmed that the map will be reviewed during the April meeting.

Mr. Mitchell then moved on to the second page and explained that he has changed the wording from "Suburban Office" to "Loop Mixed Use" to enhance future development outcomes along the Loop 610 frontage to include mixed-use projects.

Mr. McDonald added that the City has had several inquiries about retail within that area, which is currently not allowed.

Vice Chairman Thorogood stated that several years back a franchised restaurant attempted to come in at the corner of Bellaire Boulevard and Loop 610. He added that the City came down really hard against it, and his concern is that he doesn't feel that the community will support those types of developments in that area. He also mentioned that it could create additional traffic coming in and out of Bellaire.

Mr. McDonald felt that limits could be placed on specific developments through the zoning regulations.

Vice Chairman Thorogood suggested adding language to that section explaining that the use of zoning regulations will help to minimize the impact of certain facilities on the community.

Mr. Mitchell stated that he would work on some additional language that would frame it that way in order to respond to potential community concerns.

Commissioner Stiggins mentioned the discussion of re-zoning all school sites to residential or school, and asked if that should be alluded to within the text.

Mr. Mitchell stated that it will be shown that way on the Future Land Use Map, but understood what Commissioner Stiggins was saying about including it in the text as well. He also mentioned the discussion regarding the Chevron and CenterPoint sites, and how to label those on the Future Land Use Map. He pointed out that the current text shows the southernmost portion of the CenterPoint site in the Corridor Mix-Use District, while the remainder of the site would be designated General Residential as on the west side of Mulberry. Mr. Mitchell stated the suggestion with the Chevron site is to put it all within the proposed new "Loop Mixed-Use" designation.

Commissioner Butler mentioned that he may be open to other ideas for the Mandarin School site, and is hesitant to designate it strictly residential without taking other possibilities into consideration. He felt that receiving public feedback, for this site specifically, would be very important.

Commissioner Steinberg pointed out that residents tend to only come forward when there is a specific project proposal that they don't like. He didn't feel that the Commission would get much feedback on that site with no project being considered.

Mr. McDonald mentioned that the public hearing for the Comprehensive Plan is city-wide, therefore no notices are mailed out. He explained that a special public hearing or community meeting targeting a certain area would have to be conducted differently. Mr. McDonald also explained that how a property is designated on the Future Land Use Map makes no change to the ordinances, therefore, if another use

came in wanting to do commercial they would still have to come before the Commission and Council to re-zone that property.

Chairman Frazier asked what is currently allowed to be developed on the property if the Mandarin School was no longer there.

Mr. McDonald explained that the property is zoned residential, meaning that it could be a school, a church, or single-family housing. He added that anyone wanting to develop it as commercial would have to request to re-zone the property as well as to amend the Future Land Use Map.

Vice Chairman Thorogood felt that single-family residential zoning is in high demand and encouraged expanding on single-family housing whenever possible.

Mr. Mitchell pointed out that he has added language within the mobility chapter regarding the future redevelopment of Bellaire High School and how traffic circulation, safety, and parking should remain core items of concern when that time comes.

Mr. McDonald mentioned that Bellaire High School's timeline has changed and they are looking to begin the project in 2016. He also informed the Commission that the City has hired a consultant to look into some specific mobility issues and are currently having discussions with TxDOT regarding parts of the expansion and reconstruction of the 610/59 intersection and how it will affect Bellaire.

Mr. Mitchell then pointed out the language regarding sidewalks at the bottom of page 3. He mentioned that this is an instance where the Commission is taking a position and asked if everyone was comfortable with the text.

The Commission members felt that the language was appropriate.

Mr. Mitchell moved on to "Transit Contention" on page 4 and explained that the revised language is partially to clean up of references to light rail, but also to capture the proposal of a new Bellaire/Uptown Transit Center along Westpark, as well as the possible removal of the current transit center on Bellaire Boulevard.

Vice Chairman Thorogood mentioned the language referring to bus lanes along Post Oak as an interim step toward eventual rail transit, and asked Mr. Mitchell what he meant by that statement.

Mr. McDonald felt that the language should not focus too heavily on the potential for rail. He suggested saying that the City will consider future transit improvements as they develop.

Mr. Mitchell suggested simply deleting the reference to eventual rail transit.

Commissioner Butler asked what would be done with the land where the current transit center is located if it were to go away.

Mr. McDonald stated that it would just be a continuation of the esplanade.

Commissioner Butler asked if it needs to be labeled that way on the map.

Mr. Mitchell stated that the Future Land Use Map shows it as right-of-way so that would just continue.

Mr. Mitchell then moved on to Chapter 5 "Commercial Area Development & Enhancement," and asked the Commission if they were ok with the language in that section.

Commissioner Stiggins asked about the language regarding an economic development consultant.

Mr. McDonald explained that the position of an economic development consultant is currently off the table after a plan was presented to Council and their consensus was that the roles and duties outlined in that position could be handled by staff members already present.

Commissioner Stiggins asked Mr. McDonald if his department has the resources and manpower necessary to dedicate to economic development.

Mr. McDonald stated that he does the job he is asked to do with the resources that he is provided.

Chairman Frazier asked Mr. McDonald what the timeline for the Comprehensive Plan is.

Mr. McDonald explained that the public hearing was tentatively scheduled for the April 14th meeting. He asked the Commission if they would like to hold a meeting in the interim to finalize the draft. He added that the public hearing could be pushed back to May if they felt it necessary to do so.

The Commission asked that the public hearing be pushed back to the May meeting in order to give them a chance to see the final draft of revisions, as well as the Parks Master Plan that will be included as an appendix to the Comprehensive Plan.
(Requested by John McDonald, Development Services)

VII. COMMITTEE REPORTS

There were no committee reports.

VIII. CORRESPONDENCE

There was no correspondence.

IX. REQUESTS FOR NEW BUSINESS, ANNOUNCEMENTS AND COMMENTS

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

Mr. McDonald informed the Commission that the City Council held their public hearing the night before on the SUP at 4440 Bissonnet, as well as the ordinance change increasing the notification zone from 200 to 500 feet. He stated that those items will be up for consideration at their next meeting. Mr. McDonald mentioned that Alder Circle will be allowed to start construction once the City receives their maintenance bond. He also informed the Commission that the building permit for Condit Elementary has been issued.

2. 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 Butler asked if Staff had any suggestions on how to handle incorporating the reading of written comments into the record.

Attorney Petrov explained that although it is not written in text that Council must do so, the Mayor generally reads written comments into the record, following the same time limits allowed for verbal comments. He added that nothing needs to be written in the rules in order to do so, and that it is at the Chairman's discretion.

Chairman Frazier agreed to make it part of the procedure during the consideration of the H-E-B project.

Commissioner Butler mentioned the discussion that the Commission had regarding the increase of the notification zone for certain projects that are submitted to the City. He added that since he has been a part of the Commission there hasn't been an opportunity to extend that zone. Mr. Butler felt that the H-E-B project would have been one worth extending the notification for, and stated that a procedure needs to be in place in order to do that.

Mr. McDonald stated that he sent Chairman Frazier an email the same day that the H-E-B application was submitted, after it was decided at the previous meeting that staff would inform the Chairman of any new requests received. He added that he isn't sure how the process would work unless the Commission wants every application to be pushed back a month in order to give them time to decide on the appropriate notification area.

Commissioner Butler stated that the question of notification should specifically be asked when the Chairman is notified of the application.

Commissioner Steinberg didn't like the idea of only extending the notification for certain projects. He stated that it should be the same across the board.

Commissioner Stiggins agreed with Commissioner Steinberg that there should be a standard for all applications submitted.

Commissioner Skinner reminded the Commission that Wine and Tapas is on April 25th with all of the proceeds going to Evergreen Park.

Chairman Frazier asked if the Planning and Zoning Commission has a role in the development of the new city facilities.

Mr. McDonald stated that they do not.

Chairman Frazier mentioned the redevelopment of Bellaire High School and asked if there was anything that the Commission should do in order to prepare for the public hearing.

Mr. McDonald explained that HISD is planning on having another community meeting in May and are also looking at getting a smaller group of immediate neighbors together in order to address their concerns specifically. He recommended that the Commission attend the community meeting.

Attorney Petrov introduced Scott Eidmann as the City's new Assistant City Attorney.

X. ADJOURNMENT

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

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

The meeting was adjourned at 8:32 PM.