



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

MAY 12, 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 6:05 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	Absent	
Paul Simmons	Commissioner	Present	
Marc Steinberg	Commissioner	Absent	
Dirk Stiggins	Commissioner	Present	
S. Lynne Skinner	Commissioner	Present	
Scott Eidmann	Attorney	Present	
John McDonald	Director	Present	
Ashley Parcus	Secretary	Present	

II. APPROVAL OF MINUTES FROM PAST MEETINGS

1. Planning and Zoning Commission - Regular Session - Apr 14, 2015 6:00 PM

Commissioner Stiggins made two corrections to the minutes.

RESULT:	APPROVED AS CORRECTED [4 TO 0]
MOVER:	Dirk Stiggins, Commissioner
SECONDER:	Paul Simmons, Commissioner
AYES:	Butler, Frazier, Simmons, Stiggins
ABSTAIN:	Skinner
ABSENT:	Thorogood, Steinberg

III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION

- A. 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.

Chairman Frazier reminded all citizens who wished to address the Commission to fill out a sign in sheet.

IV. GENERAL PUBLIC COMMENTS

Lynn McBee-Ms. McBee mentioned the importance of allowing citizens to fully express themselves during public comment and including all that was said within the minutes. She thanked the Commission for including their H-E-B Report and Recommendation to City Council on the agenda.

V. PUBLIC HEARINGS

1. Continuation of a public hearing on an application filed by Roy Harper AIA & Associates, Inc, on behalf of Crosspoint Church/West University Baptist Church, owner of the property at 4609 Bellaire Boulevard, for a Specific Use Permit, as required by Chapter 24, Planning & Zoning, Section 24-532 B. (2), to allow for the construction of a youth building to be used for youth worship, ecclesiastical education, and community activities. This property is located in the R-3 Zoning District.

A. Presentation of the Public Hearing Process

Chairman Frazier presented the public hearing process.

B. Presentation by the Applicant

Roy Harper-Mr. Harper reiterated that the church is seeking a specific use permit (SUP) to construct a youth worship building within an R-3 Zoning District. He then reviewed the criteria that the application must meet in order for the SUP to be granted, and stated that he feels as though the request is consistent with those requirements. Mr. Harper informed the Commission that based upon the comments and concerns of the surrounding residents, the site plan was revised in the following ways:

- The driveway was moved to Bellaire Boulevard
- The building was rotated 90 degrees so that major glass walls would face north and east
- The second floor balcony was removed and smaller glass windows will be installed above eye level on the south and west walls
- The building will be moved 10'-0" further to the north (50'-0" from the south property line)
- An 8'-0" high solid fence and tall solid planting will be installed at the south property line
- The walk gate in the west side fence was removed

C. Staff Findings

Mr. McDonald informed the Commission that the city has no objections to the re-location of the ingress/egress to Bellaire Boulevard. He mentioned that the proposed fence, due to the setbacks, most likely will not be able to go all the way out to the street. Mr. McDonald added that the neighboring property is fairly well vegetated with trees and shrubs, so the combination of the fence and vegetation should provide an adequate barrier between the two properties.

D. Public Comments

- i. **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**

Lynn McBee-Ms. McBee stated that the activity on the property will increase with this expansion. She added that there has been no discussion on noise limitations or hours of operation. Ms. McBee pointed out that although churches are allowed within residential districts they are not to negatively impact the surrounding residents, and felt that this permit needs to limit the allowable activities.

Shannon Turner, Campus Pastor of Crosspoint Church-Pastor Tanner informed the Commission that he was going to speak in greater detail about point numbers 3 and 4 of the Specific Use Permit criteria. He then provided the Commissioners with a copy of a study that had been prepared regarding property values for residences surrounding the St. Mark Coptic Orthodox Church campus. He stated that based on this study, the addition of a worship center would increase the property values of surrounding homes, not decrease them. Pastor Tanner then moved on to number 4 of the requirements and stated that the proposed addition will not unduly burden essential public facilities and services. He informed the Commission that the primary use of the facility will occur on Sundays and Wednesdays, and will align with the normal church activities. He added that all events will conclude no later than 10 pm. Pastor Tanner also pointed out that only 10% of the youth regularly drive to church, therefore traffic in the area should not be negatively impacted.

Gary Smith, 105 Bellaire Court-Mr. Smith informed the Commission that at the previous meeting he spoke regarding his concern with the location of the entrance/exit on Bellaire Court. He then stated that he appreciated the changes that the church had made due to the concerns of the residents.

E. Response of Applicant

There was no response from the applicant.

F. Questions from the Commission

Commissioner Skinner mentioned the fence line to the west and asked if that was a driveway shown on the schematic.

Mr. Harper stated that there is currently a driveway in that location that residents park in. He added that they would be removing it.

Commissioner Skinner asked what the fence to the west would be constructed of.

Mr. Harper stated that they will simply bring the wrought iron fence that is there currently up to date.

Commissioner Skinner asked where construction workers would park so as not to impact the surrounding area.

Mr. Harper explained that they will have a "lay down area" on church property and all of the workers would park in the existing lot. He assured the Commission that there would be no street parking and that no trucks would be traveling on Bellaire Court.

Commissioner Skinner mentioned the comment that all events would conclude by 10:00 PM, and asked if the church holds overnight events.

Pastor Tanner explained that there are no overnight events held on church property, the students stay at area homes with families of the church.

Commissioner Stiggins asked that the date of the church's public hearing before the Board of Adjustment be corrected on the staff report and if the Fire Marshal has reviewed the revised floor plan.

Mr. McDonald assured the Commission that he would get the date changed for future meetings, and explained that the layout itself will be reviewed when the building plans are submitted. He added that it is a commercial property and sprinkling of the building will be required.

Commissioner Stiggins stated that he was concerned about the smaller windows with regard to the fire code.

Mr. McDonald explained that the Fire Marshal's decision would rule on anything that needs to be changed based on a fire code.

Mr. Harper informed the Commission that the Fire Marshal has approved the site plan prior to the addition of the smaller windows.

Commissioner Butler asked what access would be provided from the interior to the exterior of the building, and what sort of noise control will be utilized.

Mr. Harper explained that the only opening to the patio is a single door. He added that the glass walls will be treated to keep the sound within the building.

Commissioner Butler asked what sort of lighting is proposed for the patio area.

Mr. Harper stated that the lighting has not been finalized, but that the lighting would certainly not be invasive on the surrounding neighbors.

Commissioner Butler asked what sort of activities would be taking place on the lawn area. He asked if it would ever be converted to a volleyball court or other things of that nature.

Mr. Harper explained that he could certainly see students taking place in a hamburger feed, and possibly playing croquet in the lawn area. He added that volleyball could be a potential activity, but that nothing has been decided at this point.

Commissioner Butler asked if a time limit would be something that would significantly limit the use of the building.

Mr. Harper reiterated that the church will be taking it upon themselves to monitor the hours of operation, but stated that it would not significantly limit the use of the building if the Commission wished to add a condition of that nature to the SUP.

Commissioner Butler asked if there was any pedestrian access back into the main campus.

Mr. Harper confirmed that there would be a walkway between the youth center and the main church campus.

Commissioner Butler asked if the property value study that was provided to the Commission by Pastor Tanner is consistent with other similar situations within the City.

Mr. McDonald felt that it is most likely consistent with the rest of the City, but that he has not seen the numbers that were provided. He added that he could take a look at it and have an answer for the next meeting.

Commissioner Simmons mentioned the proposed fence on the south property line and asked what it would be composed of.

Mr. Harper explained that it would be constructed out of wood.

Commissioner Simmons pointed out that a wooden fence would not be solid.

Mr. Harper informed the Commission that it would in fact be built as a solid fence.

Chairman Frazier asked when Mr. Harper's last meeting with the citizens took place, and how many were in attendance.

Mr. Harper explained that the last meeting they had with the neighbors was on Monday, May 4th and there were 10-12 citizens in attendance. He added that the residents were very supportive of the project in general, but were very open about expressing their concerns. Mr. Harper informed the Commission that all of the concerns were taken to heart and the site plan was revised to address those issues.

Chairman Frazier asked Mr. Harper if he could be a little more specific as to what he is envisioning as far as lighting.

Mr. Harper stated that there might be lights along the south wall that would shine down, as well as some soft decorative lamp posts in the patio area, and possibly some soft lights in trees. He assured the Commission that it would be of residential scale, soft, and tasteful lighting.

Chairman Frazier asked if any events involving music would be held outside in the lawn/patio area.

Mr. Harper felt that those events would be held indoors due to the logistics of amplifying the music. He stated that there could however be times when the students bring radios outside, but guidelines would be set for that.

Chairman Frazier asked if this proposal would be considered an accessory building and if a replat would be necessary.

Mr. McDonald explained that it has been staff's opinion in the past that this type of building is not considered an accessory building, and therefore would not require a replatting of the property.

Commissioner Skinner asked if appropriate notices were sent out.

Mr. McDonald confirmed that two sets of notices, one for each of the public hearings, were mailed out to properties within 200 feet of the property in question.

G. Invitation for Written Comments, if applicable

Mr. McDonald stated that written comments will be accepted until June 3rd, at 5:00 PM.

H. Closure of the Public Hearing

Motion: a motion was made by Commissioner Simmons and seconded by Commissioner Stiggins to close the public hearing.

Vote: the motion carried on a unanimous vote of 5-0.

The public hearing was closed at 6:55 PM.

2. Public hearing on the five year update to the 2009 City of Bellaire Comprehensive Plan, to include amendments to the Future Land Use Map, a review of the City's Goals and Guiding Principles, and the addition of a Parks Master Plan as an appendix.

A. Presentation of the Public Hearing Process

Mr. McDonald explained the public hearing process.

B. Presentation by the Applicant

Gary Mitchell, Kendig Keast Collaborative-Mr. Mitchell explained that this is an interim update to the Comprehensive Plan, in other words, simply housekeeping edits in terms of facts and figures, as well as updates to the Future Land Use Map and the Action Agenda Table. He stated that the 2009 plan was completed just prior to the 2010 Census, and those numbers are included as part of the update. Mr. Mitchell stated that one figure of interest is the increase in the number of persons per household. He then pointed out that the projections in the plan are not focused specifically on Bellaire, but are based on the Houston Galveston Area Council's regional estimates. Mr. Mitchell mentioned that Bellaire would not be adding a significant amount of homes in the future, however, the increase in the number of persons per household will impact the population. He then moved on to the Future Land Use Map and explained that school and church designations have been changed to reflect residential, with the exception of ChristChurch Presbyterian at the corner of South Rice and Bellaire Boulevard, which the Commission agreed is located in more of a commercial area and should be designated as such. Mr. Mitchell also mentioned that the Centerpoint property is being designated as Corridor Mixed-Use (CMU) along the Bissonnet frontage, matching the depth across Mulberry, with a General Residential designation for the remainder of the property. He then discussed the properties designated as RM-2-0 that were not included within the new CMU Zoning District, and stated that he has called out those properties on the map. Mr. Mitchell informed the Commission that references to light rail have been removed from the map, as well as the current transit center located on Bellaire Boulevard. He stated that another part of the update was the reformatting of the goal tables and the inclusion of the City's accomplishments, including the creation of new zoning districts and the implementation of design standards for commercial properties and multi family properties. Mr. Mitchell then mentioned that there is a new statement included in one of the action tables to look at the properties that are currently along Loop 610 to determine how those properties would be designated in the future. He then moved on to the implementation table that has been re-formatted and updated to reflect changes since the 2009 plan. Lastly, Mr. Mitchell mentioned text that had been added to the end of the plan highlighting some topics that are currently on the City's agenda.

C. Staff Findings

No findings were presented by the Staff.

D. Public Comments

- i. 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.**

Lynn McBee-Ms. McBee stated that there are many interpretations and unreliable estimates that she is concerned about within the Comprehensive Plan. She added that it is far too long and that some of the information is misleading and contradicts itself. Ms. McBee felt that a glossary would help readers to better navigate the material, and also mentioned that there are many typos within the Parks Master Plan.

E. Response of Applicant

Mr. Mitchell stated that he cannot respond to Ms. McBee's concerns without knowing, specifically, which facts and figures she is referring to. He added that he would leave it to the Commission to judge whether information is useful. Mr. Mitchell pointed out that there is a glossary at the back of the plan.

F. Questions from the Commission

Commissioner Simmons asked if there had been any discussion about pass-through traffic within the City of Bellaire.

Mr. Mitchell stated that the Mobility section of the plan recognizes the fact that Bellaire is an enclave city with major arterials. He also mentioned that the City is currently doing a mobility study.

Mr. McDonald confirmed that the City is currently involved in a multi-year mobility study taking into account traffic counts, as well as the impact that the 59/610 interchange project will have on Bellaire.

Commissioner Simmons explained that his main concern is with the R.O.W. that exists on Bissonnet and Bellaire and the future population growth of Houston. He stated that Bellaire has no R.O.W. for expansion, and will be impacted greatly by the increase in the population of surrounding areas.

Commissioner Butler suggested adding a holding capacity table showing areas that could potentially bring an increase to the population within the City of Bellaire, and the approximate number of dwellings each area could accommodate.

Mr. Mitchell stated that he could provide that for a few specific sites, but not city wide.

Commissioner Butler asked if the Future Land Use Map could show the Paseo extending further with the removal of the transit center.

Mr. Mitchell explained that it is currently designated as R.O.W, meaning that it would need to be abandoned as a transit center first.

Commissioner Butler pointed out that changing the designation on the Future Land Use Map would not change the zoning, it would simply show the intent for the property.

Mr. Mitchell mentioned that it could be designated that way, but all of the others are specifically called out as city parks. He stated that if it was changed to park land it would need a footnote explaining the designation.

Commissioner Butler stated that he was very disappointed that there were not more residents present for the public hearing and asked if this item could be held over for another month in order to get more feedback.

Mr. McDonald explained that the rest of the meetings have been tentatively scheduled, but that the Commission could choose to push the timeline back if they felt that it was necessary.

Commissioner Skinner pointed out that regardless of the actions that the City takes to notify its residents of public hearings, most will not participate until the proposed project is in their own backyard. She felt that delaying the process would not accomplish much.

Commissioner Stiggins agreed.

Chairman Frazier asked if there was anything on the table with regard to the METRO Transit Center property.

Mr. McDonald stated that discussions have taken place, but nothing has been set in stone. He then asked Mr. Miller if it was addressed within the Parks Master Plan.

Mr. Miller explained that it is not addressed within their plan.

Mr. McDonald stated that the Parks Department is aware of the general inclination of extending Paseo, but felt that since the Parks Master Plan does not address it, the designation should stay as it is on the Future Land Use Map.

Chairman Frazier asked if there have been any changes/issues within the UV-T Zoning District that would relate to the Comprehensive Plan update.

Mr. McDonald explained that there are currently some environmental issues stemming from the Walmart property, and what it was previously, but didn't feel that it would have any affect on the future development of the UV-T. However, he did feel that the transition from what was supposed to be a rail station to the possibility of a bus rapid transit may lead to a point of re-evaluation for the UV-T.

Chairman Frazier asked if staff knew of any possibility of CenterPoint vacating their property.

Mr. McDonald stated that CenterPoint has never indicated to the City that they were planning on vacating the property. He added that the City can reach out to them regarding that.

Chairman Frazier asked if the Comprehensive Plan was missing anything that would allow for more urbanization within the City, and if that was something that needs to be taken into consideration.

Mr. Mitchell felt that people move to Bellaire to own a home in a central location, and that the idea of urbanization was not part of Bellaire's appeal.

Commissioner Butler suggested focusing the efforts on getting more residents present for the public hearing before the City Council and urged the Commission to think about the options for doing that, prior to the next meeting.

Commissioner Skinner felt that it should continue on its current schedule, but if the Commission decided to push it back then it should be extended until the fall to avoid summer vacations.

Chairman Frazier pointed out that the 2009 plan was voted on in November and there was still very little citizen participation. He agreed that it would be appropriate for the Commissioners to think about ways to better publicize it for the hearing before City Council.

Commissioner Stiggins mentioned that residents tend to pay more attention to topics that are before City Council. He suggested sending it forward in order to spur more reaction, and if needed City Council can send it back to the Commission for further review.

The Commissioners thanked Mr. Mitchell for all of his hard work on such an extensive document.

G. Invitation for Written Comments, if applicable

Mr. McDonald stated that written comments will be accepted until 5:00 PM on June 3, 2015.

H. Closure of the Public Hearing

Motion: a motion was made by Commissioner Skinner and seconded by Commissioner Simmons to close the public hearing.

Vote: the motion passed on a unanimous vote of 5-0.

The public hearing was closed at 7:50 PM.

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

1. Approval of the Planning and Zoning Commission's Report and Recommendation to City Council commenting on the consistency of the Five-Year Capital Improvement Plan with the adopted Comprehensive Plan.

Mr. McDonald explained that this item follows on the presentation of the Capital Improvement Plan (CIP) given by Assistant City Manager, Diane White, at the Commission's last meeting. He stated that this is the Commission's opportunity to submit comments on the consistency of the CIP with the adopted Comprehensive Plan. Mr. McDonald informed the Commission that included within their packets was a draft recommendation letter that was left blank to allow for the addition of comments.

Chairman Frazier also mentioned that some comments from him were also included in the packet.

Commissioner Stiggins asked if the Commission could have more time for review.

Mr. McDonald informed them that the ordinance calls for a review period of 30 days, which was almost up.

Commissioner Stiggins suggested that it needs to better explain where the funds are coming from so that a resident that is looking at the plan will understand it.

Mr. McDonald stated that the Commission's suggestions on format and the theory behind the budget will be brought to City Council, but the charge of the Planning and Zoning Commission is to ensure that the CIP addresses the majority of the priorities within the Comprehensive Plan.

Commissioner Stiggins felt that the Commission was being asked to endorse something that they don't understand.

Mr. McDonald explained that the idea was that the Commission would compare the projects within Comprehensive Plan to the projects listed in the CIP.

Commissioner Butler felt that the South Rice Esplanade should be added to the signature corner project, and that it should be moved forward to tie into the completion of the new city facilities. He then asked Mr. McDonald if those are the kinds of things that the Commission should be looking at.

Mr. McDonald stated that the Commission should make the recommendation that they feel is appropriate, however, the timeline of a project does not necessarily impact whether or not it is consistent with the Comprehensive Plan.

Commissioner Butler felt that it would be a recommendation to consider, based on the priorities within the Comprehensive Plan to build in towards the downtown area. He also asked why the \$500,000 for design of the library is coming in the same fiscal year as construction.

Mr. McDonald stated that most likely that is just explaining that those funds would all be included within the same bond package, not necessarily when those projects will take place. He added that this plan is about authorizations of the issuance of debt.

Commissioner Simmons asked if Bellaire has ever considered a design-build contract, and if the library project is a reflection of that.

Karl Miller, Director of Parks, Recreation, and Facilities-Mr. Miller stated that the City has considered design-build before, but not for this project because they are not even to that stage yet. He also explained that the money is simply a placeholder at this point.

Mr. Mitchell, Kendig Keast Collaborative-Mr. Mitchell informed the Commission that their charge is simply to take a look at the CIP to determine if there is anything on the project list that they feel is not consistent with the Comprehensive Plan, and vice versa. He added that it is not about the availability of funds or the timeline of the projects.

Commissioner Stiggins was concerned that with their approval of this plan, the Commission would get blamed for any projects that go awry in the future.

Mr. McDonald explained that the Commission is not approving the plan, it is simply reviewing it for consistency.

Mr. Mitchell asked the Commission if they felt that it is generally in line with what Bellaire is trying to accomplish as a community. He added that the City Manager, the Finance Director, the financial consultants, etc. will deal with the monetary aspect of the plan.

Mr. McDonald also mentioned that the Commission should be determining consistency based on the Comprehensive Plan that has already been adopted, not the proposed update. He added that there are more capital projects that need to be done within the City than are specifically identified within the Comprehensive Plan, but the idea is for the Commission to decide if the goals and the general message of the Comprehensive Plan are addressed within the CIP.

Chairman Frazier asked what the time table is for accumulating all of the Commissioners comments on the CIP.

Mr. McDonald reiterated that based upon the ordinance, the Commission would need to vote on their recommendation by Thursday, May 14th. He added that the 30 day process was mentioned at last month's meeting.

Commissioner Stiggins apologized for not understanding what the Commission's charge was, and stated that he has not compared the two plans against each other. He pointed out that the comments listed on the draft memo do not reflect an understanding of what the Commission is supposed to be recommending.

Mr. McDonald explained that the Commission has provided beneficial comments about other parts of the CIP, and other aspects for City Council to think about. He added that although some don't necessarily relate to the charge, they are still going forward to the City Manager and City Council for consideration.

Commissioner Stiggins did not feel comfortable making a recommendation.

Commissioner Skinner asked that the funding for an Economic Development Coordinator be included as a comment.

Commissioner Butler asked that the signature corner project be moved from the future category to a more immediate year, and that a strong link be provided between the investment within the town square and the private investment in the downtown area.

Commissioner Simmons agreed with Commissioner Stiggins in that he was not comfortable voting on any comments or recommendations at this time.

Commissioner Stiggins suggested that in the future, a workshop be held for the Commission to discuss and review the plan in greater detail prior to voting on a recommendation.

Mr. McDonald stated that next year staff will schedule in a workshop session in between the regular meetings. He mentioned that there are specific timelines with regard to the budget, and that the idea of limiting the Commission to 30 days is in order to allow the City Manager to take those comments into consideration prior to his presentation to City Council.

Motion: a motion was made by Commissioner Stiggins and seconded by Commissioner Skinner that at this time the Planning and Zoning

Commission has no comments due to its insufficient time to consider all of the information.

Amended Motion: Commissioner Simmons offered an amendment to the motion to add that the Commission was not provided with any direction or guidance.

Commissioner Stiggins seconded Commissioner Simmons' amendment to the motion.

Vote: 4-1. The amendment to the motion passed.

Vote on the amended motion: 3-2. The amended motion failed.

Motion: a motion was made by Commissioner Butler and seconded by Chairman Frazier that the Commission forward recommendations to the City Council to include the comments regarding an Economic Development Coordinator and the reconsideration of the timing for the signature corner, as well as other amendments proposed.

Vote: 3-2. The motion failed.

Motion: a motion was made by Chairman Frazier and seconded by Commissioner Butler to table the item and schedule a workshop prior to the Commission's next meeting for further review.

Attorney Eidmann clarified that the Commission would need to postpone the item.

Chairman Frazier and Commissioner Butler withdrew their motion and second.

Commissioner Simmons asked how important it is that the Commission submits something to the City Council.

Mr. McDonald stated that it is completely up to the Commission, he added that they have been presented with an opportunity to comment on the plan and that the Commission can decide whether or not they would like to act on that.

Motion: a motion was made by Commissioner Simmons and seconded by Commissioner Butler that a workshop be held prior to the next regular meeting to further discuss the CIP.

Amended Motion: Commissioner Stiggins offered an amendment to the motion to hold the workshop on the same day as the next regular meeting.

Commissioner Simmons seconded that motion.

Vote on the amendment to the motion: 4-1. The amendment to the motion passed.

Vote on the amended motion: 4-1. The motion to schedule a workshop on the same day as the next regular meeting passed.

2. Approval of the Planning and Zoning Commission's Report and Recommendation to City Council regarding an application from H-E-B Grocery Company for a planned development, as well as a discussion on the procedure for future Reports and Recommendations.

Commissioner Butler asked that the public comment regarding the opposition to a restaurant located within the H-E-B store be added to the memo.

Commissioner Butler asked if all future memos would be put on an agenda for the approval of the Commission.

Mr. McDonald explained that this is not the typical way, but that it could be done that way if the Commission wishes. He added that there are three possibilities:

1. Staff and the Chairman can prepare the memo after approval of the application by the Commission (the way that it is currently being done)
2. Staff and the Chairman can draft a memo that will be put on the next agenda for the Commission's approval as a whole
3. Staff can draft the memo prior to action being taken on the application and the Commission can vote on the application and the memo at the same meeting.

Mr. McDonald explained that the issue with the second option is that it adds a month to the process. He stated that this is fine if the Commission feels that it is necessary, but that Staff needs to know in order to inform the applicant of that extension of time.

The Commission agreed that the best option would be for the Commission to take action on both the application and the Memo of Recommendation at the same meeting.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Dirk Stiggins, Commissioner
SECONDER:	Paul Simmons, Commissioner
AYES:	Butler, Frazier, Simmons, Stiggins, Skinner
ABSENT:	Thorogood, Steinberg

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.

Mr. McDonald informed the Commission that permits are starting to be issued for Alder Circle, and that the public hearing for H-E-B before City Council will be held on June 1, 2015. He also mentioned that he has had no complaints about parking with regard to Condit Elementary School, and that Bellaire High School is still in flux with their plans to rebuild.

- 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**

There was no new business brought to the attention of the Commission.

X. ADJOURNMENT

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

Vote: the motion passed on a unanimous vote of 5-0.

The meeting was adjourned at 9:13 PM.