



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

JUNE 9, 2015

**Council Chamber and Council Conference Room
6:00 PM**

Regular Session and Workshop

**7008 S. RICE AVENUE
BELLAIRE, TX 77401**

A. WORKSHOP SESSION-COUNCIL CONFERENCE ROOM

I. Call to Order

Chairman Frazier called the workshop to order at 6:02 PM, and announced that a quorum was present consisting of the following members:

Chairman Win Frazier
Vice Chairman Bill Thorogood
Commissioner Christopher Butler
Commissioner Lynne Skinner
Commissioner Marc Steinberg
Commissioner Dirk Stiggins

II. Discussion on 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 workshop was for the purpose of reviewing the City Manager's proposed Capital Improvement Plan (CIP) to ensure that it is consistent with the values and goals that are present within the Comprehensive Plan.

Diane White, Assistant City Manager, informed the Commission that staff did get several comments from City Council regarding the CIP, and two major changes were made to the plan:

1. There will be no election for new bond authority until November of 2017, therefore, all 2017 projects will be pushed back to 2018.
2. Parks projects may not be funded through bonds-all parks projects listed on the CIP have been updated to reflect no funding source for the time being.

She added that another question is whether or not the City will sell the \$12.56 million for the municipal town square project this August, and that this will be determined by the timing of the recommendation of the Ad Hoc Committee to the City Council.

Commissioner Skinner mentioned a designated Economic Development position and asked that it be included in the plan.

Mr. McDonald explained that policies regarding economic development have not been accepted by City Council in the past, and felt that unless the Commission has a specific project in mind, the CIP may not be the appropriate avenue to address that. He added that things such as infrastructure improvements can have an auxiliary economic development benefit, but otherwise there are no specific economic development projects within the CIP.

Ms. White reminded Mr. McDonald that there is \$5 million proposed for drainage improvements within the UV-T, which has been one of the main issues holding up development in that area.

Commissioner Stiggins mentioned a table entitled "City Center Revitalization" within the Mobility chapter of the Comprehensive Plan, and pointed out that it references "public realm and aesthetic enhancement." He stated that it shows that there is money within the CIP for those improvements and asked if that was true.

Ms. White explained that there is money in the budget to enhance and extend the esplanade if the transit center were to go away.

Mr. McDonald pointed out that it is listing the CIP as a potential funding source, and that the language Commissioner Stiggins was referring to is within the draft revisions to the Comprehensive Plan, not the adopted one. He added that if the Commission feels that street aesthetics need to be specifically addressed this would be the time to do so.

Ms. White reminded the Commission that there is \$3.7 million identified for the signature corner project, which will address aesthetics of the City.

Commissioner Butler reiterated that he would like for that project to be clarified to explain that it also includes an esplanade on South Rice Avenue down to Bellaire Boulevard.

Commissioner Stiggins stated that he would like to see more focus on aesthetics and mobility of streets within the City to make them more pedestrian and bicycle friendly.

Mr. McDonald explained that the City is involved in a mobility study that will address bicycle/pedestrian mobility and traffic counts to better understand movements within the City. He added that those results will help to create a more bicycle/pedestrian friendly atmosphere.

Ms. White explained that the Parks Board included language in their master plan with regard to tying into any bike trails that the City of Houston is working on.

Mr. McDonald suggested that the Commission ask that bicycle and pedestrian improvements be included in all new street improvements, when possible.

Commissioner Stiggins was concerned that the CIP document was unclear to residents, and the numbers are large in many years. He clarified that for the year 2015, the numbers actually represent the approved budget, whereas all other years are planning proposals. Commissioner Stiggins felt that the difference was not apparent when one looks at the document.

Chairman Frazier felt as though many streets are desperately in need of lighting, and stated that he would like to see an increase in street lighting within the City.

Mr. McDonald stated that lighting has been discussed before, but there are many residents who do not want their streets lighted. He also mentioned that lighting is typically not included within the capital plan due to the fact that the City does not install it. He suggested that the Commission start by recommending an increase in lighting within the downtown area and work out from there.

Vice Chairman Thorogood explained that he had gone through the goals tables within the Comprehensive Plan and compared them to the projects that are listed in the CIP. The Commission agreed that the following items from those tables should be addressed within the CIP:

- **Goal 3.1 #2-Pedestrian and Bicycle Network**
 - Redesign designated streets to emphasize pedestrian and bicycle movement and amenities
 - Install bicycle racks at key locations and buildings throughout the community
 - Prioritize intersections in the community that are heavily used by pedestrians and cyclists and implement safety improvements at intersections with the greatest safety concerns
- **Goal 3.1 #3-School Area Safety**
 - Prepare for future TxDOT Calls for Projects for the Texas Safe Routes to Schools program
- **Goal 5.2 # 1-Renewal of City Center to Provide the Small-Town Downtown Atmosphere Sought by Bellaire Residents**
 - Expand the Rebuild Bellaire Program to commercial areas, particularly to the City Center area
 - Provide physical improvements intended to present a unified image and visual definition of the City Center area. Examples include unified district identification and wayfinding signage
- **Goal 5.3 # 1-Upgrade the Quality and Appearance of Bellaire's Commercial Corridors to Match its Residential Neighborhood and Major Office Developments**
 - Design and construct signature gateway and streetscape treatments at high-profile entry points into Bellaire-**\$300,000 is currently allocated for Wayfinding and Entryway Markers. The Commission recommends including additional funding in future years.**
 - Install esplanades in place of continuous center turning lanes (e.g. on Bissonnet, South Rice Avenue) to control turning movements and increase safety and enhance corridor aesthetics through landscaping of the new esplanades

Commissioner Steinberg stated that he is in agreement with everything mentioned by the Commissioners, but felt that the Commission is basically creating a wish list of projects that are going to sit dormant and never be accomplished.

Mr. McDonald and Ms. White reiterated that the Commission will be able to re-visit the CIP every year for its consistency with the Comprehensive Plan, which will provide additional opportunities for projects that were never implemented.

III. General Public Comments

Lynn McBee-Ms. McBee stated that it does not seem as though the signature corner at South Rice Avenue is mentioned within the Comprehensive plan, and pointed out that this is an example of the City Council taking over the role of planning. She also mentioned that the bike trail is listed within the Parks Master Plan, but isn't specified within the CIP. Ms. McBee felt that City Council does not seem to be interested in taking action on these items with 6 months left in office. She also asked what happened to the public policy of sharing enhancement costs with property owners.

Commissioner Steinberg and Mr. McDonald explained that this policy has not been put in place by municipalities for decades due to the fact that it was found inequitable for public streets and that there must be a relationship between the road, the improvements, and the property.

IV. Adjournment

Chairman Frazier adjourned the workshop session at 7:00 PM.

B. REGULAR SESSION-COUNCIL CHAMBERS

I. Call to Order and Announcement of Quorum

Chairman Frazier called the Regular Session to order at 7:05 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	Present	
Paul Simmons	Commissioner	Absent	
Marc Steinberg	Commissioner	Present	
Dirk Stiggins	Commissioner	Present	
S. Lynne Skinner	Commissioner	Present	
Scott Eidman	Attorney	Present	
John McDonald	Director	Present	
Ashley Parcus	Secretary	Present	

II. Approval of Minutes from Past Meetings

1. Planning and Zoning Commission - Regular Session - May 12, 2015 6:00 PM

Chairman Frazier made one minor correction to the minutes.

RESULT:	APPROVED AS CORRECTED [5 TO 0]
MOVER:	Dirk Stiggins, Commissioner
SECONDER:	S. Lynne Skinner, Commissioner
AYES:	Butler, Frazier, Steinberg, Stiggins, Skinner
ABSTAIN:	Thorogood
ABSENT:	Simmons

III. Reminder to Citizens desiring to address the Commission

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

IV. General Public Comments

i. 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 (3) minutes to present their comments. The Commission is not permitted to fully discuss, debate, or consider items that are not on the agenda. Questions presented to the Commission may be referred to staff.

There were no general public comments.

V. Public Hearings

There were no public hearings.

VI. Current Business (items for discussion, consideration, and/or possible action)

1. Docket #SU-2015-01-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 and 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. The property is located in the R-3 Zoning District.

Mr. McDonald mentioned that two public hearings were held on this item. He stated that during the first public hearing the surrounding residents voiced their concerns with the project and that the applicant made revisions to the site plan in order to address those concerns for the second public hearing. Mr. McDonald informed the Commission that no additional public comments have been received, and that staff recommends approval of the Specific Use permit.

Vice Chairman Thorogood mentioned that the east side of the property only shows a setback of 15 feet, but that 20 feet is required by code.

Mr. McDonald explained that they could easily replat and move the building over 5 feet, and suggested adding a condition that required the applicant to do so.

Vice Chairman Thorogood asked why this building was not being considered an accessory use, which would require that the lots be combined.

Mr. McDonald and Attorney Eidman agreed that this is considered its own use and therefore would not require replatting of the property into one.

Vice Chairman Thorogood felt that the City is treating residents differently than institutions and that those regulations should be looked at by the Commission.

Commissioner Skinner was concerned with lighting that will be installed on the property.

Mr. McDonald informed the Commission that those aspects will be looked at during the building permit phase, and assured the Commission that there are zoning regulations that will address it.

Chairman Frazier was concerned about the outside events that will be held at the center, and the amount of noise and traffic that those events will entail.

Mr. Harper assured the Commission that the church is not in the business of renting out the facility in order to make money. He added that no rules have been established with regard to the outside events.

Charman Frazier suggested adding a condition stating that the use of the property by groups other than the church be limited to the number of hours consistent with the church's regular use and size consistent to the requirements of the City's Fire Code.

Chairman Frazier also asked about the positioning of the heating and air conditioning units and if they would be a nuisance to surrounding neighbors.

Mr. McDonald stated that the City's noise ordinance would address those concerns, if necessary.

Commissioner Butler asked that a condition be adding stated that no permanent speakers shall be installed in the rear of the building, and that all activities cease by 10:00 pm.

The Specific Use Permit was granted with the following conditions:

1. The building be moved in order to meet Bellaire's minimum setback requirements
2. Use of the property by groups other than the church are limited to the number of hours consistent with the church's regular use and size consistent to the requirements of the City's Fire Code.
3. That no permanent speakers shall be installed in the rear of the building and all activities shall cease at 10:00 pm.

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Marc Steinberg, Commissioner
SECONDER:	Dirk Stiggins, Commissioner
AYES:	Butler, Frazier, Thorogood, Steinberg, Stiggins, Skinner
ABSENT:	Simmons

2. Approval of the Planning and Zoning Commission's Report and Recommendation to City Council regarding the Specific Use Permit application for Crosspoint Church.

The Commission voted unanimously to allow Chairman Frazier to revise the draft memo as necessary, based on the action taken by the Commission.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Bill Thorogood, Vice Chairman
SECONDER:	Christopher Butler, Commissioner
AYES:	Butler, Frazier, Thorogood, Steinberg, Stiggins, Skinner
ABSENT:	Simmons

3. Discussion, consideration, and possible action on the five-year update to the City of Bellaire's 2009 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.

Mr. McDonald stated that this is the basically the same document that was provided to the Commission at the last meeting, the only addition being the inclusion of a side bar that referenced potential population growth within certain areas of the City. He added that there was one public comment submitted by ChristChurch Presbyterian in support of their property being changed to a commercial designation on the Future Land Use Map. Mr. McDonald stated that Gary Mitchell, of Kendig Keast Collaborative, as well as the Director of Parks, Recreation, and Facilities, Karl Miller, were in attendance to answer any questions that the Commission might have.

Motion: a motion was made by Commissioner Stiggins and seconded by Commissioner Steinberg to approve the Five-Year Update to the Comprehensive Plan.

Commissioner Skinner asked Mr. Miller if there was any plan to install more shade covers on parks throughout the City.

Mr. Miller stated that they would like to begin installing them in some locations, and explained that he believed that it is listed within the Parks Master Plan.

Vice Chairman Thorogood was still concerned with the language included on page 5.17 of the Comprehensive Plan that opens up a discussion for the potential of mixed-use developments, including multi-family housing on Loop 610. He added that the office buildings that are currently located there help to protect the surrounding residences, and that he did not feel comfortable even opening that up for discussion. Vice Chairman Thorogood also stated that he had been involved in several conversations that lead him to believe that Council would not be in favor of this language. He asked that the section be reworded to sound more generalized.

Mr. McDonald pointed out that it is the job of the Commission to send forward recommendations that they feel are appropriate regardless of what they believe the outcome will be at the Council level. He added that there has been interest in properties along 610, and felt that other possible uses should be evaluated. Mr. McDonald also explained that every property located on 610 is limited to the planned development that it is within, some of them being 30 years old and based on zoning districts that are no longer in place.

Mr. Mitchell also pointed out that if those businesses turnover, the current guidance of the plan is that those properties must stay an office designation.

Motion: a motion was made by Vice Chairman Thorogood and seconded by Chairman Frazier to strike all language under Consideration #1 on page 5.17, Regulation, of the Comprehensive Plan.

Commissioner Steinberg disagreed with Vice Chairman Thorogood. He stated that he has spoken with many residents who would like to see more entertainment, restaurants, etc in Bellaire. He felt that this paragraph gives developers some encouragement and that it should stay how it is.

Commissioner Stiggins agreed with Commissioner Steinberg that the paragraph should stay.

Commissioner Butler stated that he is comfortable leaving the language in if it will help the Commission fund the research/study, but added that he would like to see the language reworded to be more of a generalized statement.

Mr. McDonald suggested removing all language after "flexibility" within that paragraph.

Vice Chairman Thorogood amended his original motion to strike everything after "flexibility."

Chairman Frazier seconded the amended motion.

Vote: 5-1. The amended motion passed.

Commissioner Butler mentioned that Ms. McBee provided the Commissioners with a handout detailing several typos within the Parks Master Plan, as well as a few other suggestions. He agreed that the demographics between the Census estimate for 2013 and the actual population for the Census should be clarified.

Mr. Miller explained that Ms. McBee did send him the document and that he did make some minor revisions based on her suggestions.

Vote: 6-0. The Five-Year Update to the Comprehensive Plan was approved, with the revision made by Vice Chairman Thorogood.

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

4. Approval of the Planning and Zoning Commission's Report and Recommendation to City Council regarding the five-year update to the City of Bellaire's 2009 Comprehensive Plan.

The Commission voted unanimously to allow Chairman Frazier to revise the draft memo as necessary, based on the action taken by the Commission.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Bill Thorogood, Vice Chairman
SECONDER:	Marc Steinberg, Commissioner
AYES:	Butler, Frazier, Thorogood, Steinberg, Stiggins, Skinner
ABSENT:	Simmons

5. 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.

Chairman Frazier mentioned that the Commission held a workshop prior to the regular session in order to further discuss the Capital Improvement Plan's consistency with the Comprehensive Plan. The Commission felt that the following goals listed within the Comprehensive Plan need to be addressed within the CIP:

- Goal 3.1 #2-Pedestrian and Bicycle Network
- Goal 3.1 #3-School Area Safety
- Goal 5.2 #1-Renewal of City Center to Provide the Small-Town Downtown Atmosphere Sought by Bellaire Residents
- Goal 5.3 #1-Upgrade the Quality and Appearance of Bellaire's Commercial Corridors to Match its Residential Neighborhood and Major Office Developments.

Additionally, the Commission wished to see the following items addressed within the plan:

- Clarification that the signature corner project also includes an esplanade on South Rice Avenue
- Consideration of moving the library construction up by at least one year.
- The installation of increased lighting within the downtown area/throughout the City
- Economic Development-Consideration of programs that benefit the commercial areas as well as the residential

The Commission voted unanimously to allow Chairman Frazier to revise the memo as necessary, based on the items listed above.

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

VII. Committee Reports

There were no Committee Reports.

VIII. Correspondence

There was no correspondence.

IX. Requests for New Business, Announcements, and Comments**i. 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 Council was given an update regarding revisions to the Comprehensive Plan, specifically the changes being made to the Future Land Use Map.

ii. The Chairman shall recognize any Commission 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 for referral to staff for investigation.

Commissioner Butler asked that staff put the proposed changes to the Comprehensive Plan up on the City website, along with a side-by-side comparison of the revisions to the Future Land Use Map.

Mr. McDonald stated that there is currently a page on the website dedicated to the Comprehensive Plan and that staff would add information about the update to that. He added that he would look into how a side-by-side comparison of the map could be created.

Commissioner Steinberg asked that a "Notify Me" be sent out informing residents that the information is available.

Mr. McDonald informed the Commission that staff would do their best to advertise this information.

X. Adjournment

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

Vote: the motion passed on a unanimous vote of 6-0.

The meeting was adjourned at 8:33 PM.