



# CITY OF BELLAIRE TEXAS

## PLANNING AND ZONING COMMISSION

JULY 14, 2015

**Council Chamber**

**Regular Session**

**6:00 PM**

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

### **I. CALL TO ORDER**

Chairman Frazier called the meeting to order at 6:01 PM.

### **II. ANNOUNCEMENT OF QUORUM**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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	
Alan P. Petrov	City Attorney	Present	
Scott Eidman	Attorney	Present	
John McDonald	Director	Present	
Ashley Parcus	Secretary	Absent	

### **III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION**

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

### **IV. APPROVAL OF MINUTES FROM PAST MEETINGS**

1. Planning and Zoning Commission - Regular Session and Workshop - Jun 9, 2015  
6:00 PM

Vice Chairman Thorogood asked that his comment on page 7 of the minutes be changed to read "mixed-use including multi-family housing" instead of "commercial."

Commissioner Stiggins asked that his comment on page two of the minutes be changed to say "Commissioner Stiggins was concerned that the CIP document was unclear to residents, the numbers are large in many years. For the year 2015, the numbers actually represent the approved budget, whereas all other years are planning proposals. That difference is not apparent when one looks at the document."

Chairman Frazier asked that the language regarding the municipal bonds and the outcome of the Municipal Facilities Ad Hoc Committee, as well as the future of the Metro Transit Station be clarified. He also pointed out one scrivener's error.

<b>RESULT:</b>	<b>APPROVED AS CORRECTED [6 TO 0]</b>
<b>MOVER:</b>	Dirk Stiggins, Commissioner
<b>SECONDER:</b>	S. Lynne Skinner, Commissioner
<b>AYES:</b>	Butler, Frazier, Thorogood, Steinberg, Stiggins, Skinner
<b>ABSTAIN:</b>	Simmons

## **V. UNFINISHED BUSINESS, COMMUNICATIONS & REPORTS**

There was no unfinished business, communications, or reports.

## **VI. SWEARING IN OF NEW COMMISSIONERS (INCOMING COMMISSION ASSUMES DUTIES AND OUTGOING COMMISSION RETIRES)**

Attorney Petrov swore in the three members who were being re-appointed, Win Frazier, Christopher Butler, and Bill Thorogood.

## **VII. GENERAL PUBLIC COMMENTS**

- 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 (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.**

**Lynn McBee**-Ms. McBee suggested that the Commission revise their Rules of Procedure to increase the public comment time allowance from 3 to 5 minutes. She also mentioned that if the name of the Comprehensive Plan is changed, then it needs to be correctly reflected in the Rules of Procedure. Ms. McBee added that several years ago public comments during public hearings were categorized based on whether they were questions, general comments, pro, or con. She felt that the public hearing section needs to be rethought. Ms. McBee stated that she would like to see the Commission initiate its own planning, rather than waiting on staff to assign a project. Lastly, she pointed out that Comprehensive Plan is a "tilted presentation" when mentioning the City of Bellaire's incline/decline in population.

## **VIII. INCOMING COMMISSION**

### **a. Introduction of Incoming Commissioners**

Commissioner Christopher Butler introduced himself and thanked City Council for re-appointing him for two more years.

Commissioner Bill Thorogood also thanked the City for his re-appointment and stated that he is a CPA and a retired CFO. He mentioned that this is his second "go-around" and that he has spent 7 1/2 years on the Planning and Zoning Commission.

Commissioner Winfred Frazier stated that he has been on the Commission for several years and has also served the city in a couple of other capacities. He stated that he is delighted that the City Council has re-appointed him. Commissioner Frazier explained that he is legally trained as an attorney, but makes his money as the vice-president of a Fortune 500 company in marketing.

**b. Election of Chair and Vice Chair**

Commissioner Steinberg nominated Commissioner Frazier as Chairman of the Commission.

**Vote:** 7-0.

**Commissioner Frazier was elected Chairman of the Commission.**

Commissioner Thorogood nominated Commissioner Stiggins as Vice Chairman of the Commission.

Commissioner Simmons nominated Commissioner Thorogood as Vice Chairman of the Commission.

Commissioner Thorogood stated that he appreciated the nomination, but felt that it was important to give other Commissioners the opportunity to gain experience in the Chair and Vice Chair positions. He declined the nomination and felt that Commissioner Stiggins would do a great job taking over that title.

**Vote:** 6-0-1, with Commissioner Stiggins abstaining.

**Commissioner Stiggins was elected Vice Chairman of the Commission.****c. Adoption of the Rules of Procedure****1. Rules of Procedure**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dirk Stiggins, Commissioner
<b>SECONDER:</b>	Paul Simmons, Commissioner
<b>AYES:</b>	Butler, Frazier, Thorogood, Simmons, Steinberg, Stiggins, Skinner

**IX. CURRENT BUSINESS (ITEMS FOR DISCUSSION, CONSIDERATION AND/OR POSSIBLE ACTION)****a. Appointment of a committee to complete the two-year review of the Commission's Rules of Procedure**

Chairman Frazier, Vice Chairman Stiggins, and Commissioner Simmons volunteered to be on the committee that will complete a two-year review of the Planning and Zoning Commission's Rules of Procedure.

Commissioner Skinner mentioned that Councilman Friedberg gave an alternate definition of "economic development" at the Council meeting the night before and she felt that it should be incorporated into the Rules of Procedure.

Mr. McDonald stated that there is a "Definitions" section within the rules. He asked Commissioner Skinner to email the language to him and he would forward it out to the rest of the Commissioners for consideration.

Commissioner Thorogood asked if there was a certain timeframe that the committee should have it back to the Commission for review.

Mr. McDonald suggested that a workshop session be scheduled immediately prior to the September meeting, which would allow it to be presented and discussed during the regular meeting.

The Commission agreed.

## **X. REPORT OF STAFF, COMMITTEES AND CORRESPONDENCE**

### **a. Staff liaison report on the status of projects previously addressed by the Commission and upcoming project submittals.**

Mr. McDonald informed the Commission that the previous night, City Council held a public hearing on the SUP for Crosspoint Church's youth worship building, which will be up for consideration at their August 3rd meeting. He added that H-E-B's planned development was approved by Council, and that they are in the process of applying for the abandonment of R.O.W, which is tentatively scheduled for Council's August 17th meeting. Lastly, Mr. McDonald informed the Commission that the Comprehensive Plan public hearing is scheduled for August 3rd, with consideration on September 14th.

Chairman Frazier asked if any new information came forward during Crosspoint Church's public hearing before City Council.

Mr. McDonald stated that there was an individual that spoke at Council's public hearing, who did not come before the Planning and Zoning Commission. He explained that the resident lives on Teas Street, and was concerned about overflow parking. Mr. McDonald mentioned that it is somewhat difficult for the City to regulate this issue. He also stated that there was a resident from Bellaire Court that came forward to explain that he has had some problems with the church in the past, but was able to meet with them to address those issues and work things out. Mr. McDonald stated that Council may be looking to add some more specific conditions, but overall he felt that it is looking favorable for approval at the August meeting.

Chairman Frazier asked if there was any new information on Bellaire High School.

Mr. McDonald explained that a few months ago a plan was pitched to the advisory group, but was essentially shot down. He stated that they have gone back to the drawing board and the last few meetings of the advisory group have been cancelled because there are no new plans ready to be pitched.

Commissioner Thorogood asked for an update on the Alder Circle development and the Bellaire Gardens subdivision.

Mr. McDonald explained that the first house on Alder Circle is under construction and that the City is in the process of reviewing about 4 or 5 other plans. He added that the builder for Bellaire Gardens has spoken with the City regarding building plans, but that nothing has been submitted yet.

Commissioner Thorogood asked if there was a time limit that the developer has to complete the project once it has been approved.

Mr. McDonald stated that there is really no time limit put on the approval of a project, however, building plans lapse 6 months after submittal.

Commissioner Thorogood asked if there was anything being proposed within the UV-T.

Mr. McDonald mentioned that the City has been in discussion with a couple of developers on new projects, as well as current tenants ensuring that their uses are allowed. He added that staff is seeing more and more interest in that area. Mr. McDonald explained that there have been several questions about TxDOT and how the improvements at the 59 and 610 intersection are going to impact the ability to access those businesses.

Chairman Frazier mentioned that the Alder Circle development was approved several years ago, and is still not completed.

Mr. McDonald explained that Alder Circle was approved as a planned development, which essentially re-zoned the property based on that specific plan. He added that as long as the project continues to be developed as specified then it is fine.

Commissioner Stiggins mentioned an article in the newspaper implying that H-E-B is still looking for other property in Bellaire.

Mr. McDonald stated that H-E-B has not signed the final paperwork and is still entertaining other options. He added that before construction can be started, an agreement needs to be reached between H-E-B and the City in order to abandon the rights-of-ways. Mr. McDonald explained that they are essentially trying to avoid any commitments at this point, in case an issue arises that would prevent them from building on that property.

## **XI. NEW BUSINESS**

- a. The Chair shall recognize any Commissioner who wishes to bring New Business to the attention of the Commission. Consideration of New Business shall be for the limited purpose of determining whether the matter is appropriate for inclusion on a future Agenda of the Commission or for referral to staff for investigation.**

No new business was brought forward.

## **XII. ADJOURNMENT**

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

**Vote:** 7-0.

**The meeting was adjourned at 6:36 PM.**