



**CITY OF BELLAIRE TEXAS**  
**BUILDING AND STANDARDS COMMISSION**  
**JANUARY 27, 2016**

**Council Chamber**

**Regular Session**

**7:00 PM**

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

**I. REGULAR SESSION**

**A. Call to Order**

Chairman Thurmond called the meeting to order at 7:01 PM.

**B. Announcement of Quorum**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Laura Thurmond	Chairman	Present	
Paul Katz	Commissioner	Present	
Burt Martin	Commissioner	Present	
Mike Baker	Commissioner	Present	
Danny Spencer	Vice Chairman	Present	
Lee Hampton	Commissioner	Present	
Charles Formica	Commissioner	Present	
Scott Eidman	Attorney	Present	
John McDonald	Director	Present	
Ashley Parcus	Secretary	Present	
David R. Montague	Council Member	Present	

**C. Rules for Public Comment**

- 1. Sign up forms will be available at all Regular and Special meetings for registering the names of members of the Public who wish to either: i) speak on an agenda item, provided such items have not been the subject of a prior public hearing; or ii) make a general comment related to the Commission business. These forms will be given to the Secretary prior to the start of the meeting so that the person's name can be called to address the Commission at the appropriate time.**
- 2. Public Comments on agenda items will be made at the time an agenda item appears in the Order of Business and before the Commission's consideration of that item.**
- 3. Public Comments of a general nature shall be made at the time designated by the Order of Business.**
- 4. All public comments shall be limited to six (6) minutes per speaker with extensions of two (2) minute increments as approved by a majority vote of Commission members present.**

**5. Public Comment at Workshop meetings will be allowed at the discretion of the Chair. Any comments will be limited as described in Article IV Sec 8.**

Chairman Thurmond reviewed the rules for public comment.

**D. Approval or Correction of the Minutes**

1. Building and Standards Commission - Regular Session - Oct 28, 2015 7:00 PM

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

**E. Public Comment**

There was no public comment.

**F. Report from Building Official**

Mr. McDonald provided the Commissioners with a copy of the Affidavit of Compliance for Crawlspace Installation. He added that rather than City inspectors crawling under houses, this document must be completed by the builder, and notarized, stating that they are in compliance with the requirement, as outlined in the Code. Mr. McDonald informed the Commission that this must be submitted prior to a Certificate of Occupancy being issued.

**i. Silt fencing as required by Section 9-5, Duty of contractors and other persons performing construction work within the city.**

Mr. McDonald provided the Commissioners with a handout detailing the proper way to install silt fencing. He explained that the information had been sent out to all of the builders that are working within the City, and added that staff will be using the next couple weeks as an informational period to help them understand the requirements. Mr. McDonald stated that beginning in two weeks, it will become an enforcement issue and properties will be red tagged if the silt fencing is not properly installed.

Commissioner Baker mentioned that he had seen the City's Code Compliance Officer at a property assisting with the installation of silt fencing, and was happy to see that it is being enforced.

Vice Chairman Spencer thanked Mr. McDonald on his efforts to educate the builders on the requirements and standards of silt fencing.

**ii. Current sidewalk requirements**

Mr. McDonald informed the Commission that currently the building code only requires that a sidewalk be replaced if it is removed. He added that builders are not required to install a sidewalk at a property where a sidewalk was not previously there, however, the City normally asks that builders install and connect the sidewalk on a property whose neighboring properties do have sidewalks present. Mr. McDonald mentioned that there have been some discussions about this as part of the Rebuild Bellaire Project to try to bridge some of the gaps throughout the City, and

that there may be an opportunity for the Commission to take a look at that requirement to see if the code needs to be amended.

Vice Chairman Spencer mentioned that a home just went up across the street from him and a 52" sidewalk was installed on that property, creating an inconsistency on the street. He asked if there was a specific dimension that the City is working towards.

Mr. McDonald explained that typically the widest within a residential area is 48". He added that he would speak with the Public Works Director about that issue.

### **iii. Designing and building ADA accessible homes**

Mr. McDonald informed the Commission that the Code neither requires nor prohibits ADA accessibility within residential homes. He added that any builder or architect is allowed to design and build a house in order to meet the needs of someone with disabilities. Mr. McDonald mentioned that a question had come up regarding the requirement that elevators must stop at the first floor versus ground level within homes that are raised. Mr. McDonald stated that the reasoning behind this is in order to prevent the occupants from getting stuck in a flood able area. Mr. McDonald added that a ramp would then be installed from the first floor to ground level.

### **iv. Proper addresss identification**

Mr. McDonald informed the Commission that the Development Services Department has been working closely with the Fire Department in an effort to ensure that all properties within the City have proper address identification. He added that an article had been published in the City's quarterly newsletter regarding this issue, and door hangers with the code language/requirements are being printed and will be left at any property that is not in compliance.

## **G. Reports of Committees and Communications**

### **1. Communications to Commission members outside of posted meetings**

There were no communications to report.

### **2. Committee Reports**

There were no committee reports.

### **3. Reports from Staff other than the Building Official**

There were no reports from staff other than the Building Official.

## **H. Old Business**

There was no old business.

## **I. New Business**

1. Discussion, consideration, and possible action on the approval of the Building and Standards Commission's Annual Report to the City Council for the 2015 calendar year.

**Motion:** A motion was made by Commissioner Formica and seconded by Vice Chairman Spencer to approve the Commission's 2015 Annual Report.

Chairman Thurmond mentioned that she had made a few revisions in order to address the questions asked in Section 2-104 of the City Code, and read those aloud for the Commission to hear.

**Amended Motion:** Commissioner Formica amended his motion to say that the Commission approve the 2015 Annual Report with the revisions noted. Vice Chairman Spencer seconded the amended motion.

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

**2. Discussion, consideration, and possible action on the appointment of a committee to address issues related to storm water management and crawl space insulation.**

Chairman Thurmond mentioned that the Commission had discussed this previously and that the intention was to form a committee that will help to address the education of new codes, such the as silt fencing and crawlspace requirements.

**Motion:** a motion was made by Vice Chairman Spencer and seconded by Commissioner Formica to form a committee for the purpose of addressing issues relating to newly passed building codes.

Vice Chairman Spencer, Commissioner Formica, and Commissioner Katz volunteered to be on the committee.

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

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

Vice Chairman Spencer mentioned that at recent meetings staff has been updating the Commission on the number of flood permits that have been issued/applied for and asked that this update continue.

Mr. McDonald stated that he would get those updated numbers to the Commission at the next meeting.

Commissioner Baker felt that the Commission should look into the current sidewalk regulations and asked that it be added to a future agenda.

Mr. McDonald stated that for the next meeting he could include a history of sidewalks within the City in order for the Commission to gain a better understanding of how it got to where it is today.

**J. Public Hearings**

There were no public hearings.

**K. Announcements & Comments by Commissioners**

There were no announcements and comments by Commissioners.

**L. Adjournment**

**Motion:** a motion was made by Commissioner Formica and seconded by Vice Chairman Spencer to adjourn the Regular Meeting.

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

**The meeting adjourned at 7:29 PM.**