



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

MARCH 8, 2016

Council Chamber and Council Conference Room
6:00 PM

Regular Session and Workshop

7008 S. RICE AVENUE
BELLAIRE, TX 77401

A. REGULAR SESSION-COUNCIL CHAMBERS

I. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Frazier called the meeting to order at 6:00 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	Commissioner	Present	
Paul Simmons	Commissioner	Present	
Marc Steinberg	Commissioner	Absent	
Dirk Stiggins	Vice Chairman	Present	
S. Lynne Skinner	Commissioner	Absent	
John McDonald	Director	Present	
Scott Eidman	Attorney	Present	
Ashley Parcus	Secretary	Present	
Trisha S. Pollard	Council Member	Present	

II. APPROVAL OF MINUTES FROM PAST MEETINGS

1. Planning and Zoning Commission - Regular Session - Feb 9, 2016 6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dirk Stiggins, Vice Chairman
SECONDER:	Bill Thorogood, Commissioner
AYES:	Butler, Frazier, Thorogood, Simmons, Stiggins
ABSENT:	Steinberg, Skinner

III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION

Chairman Frazier reminded the citizens who wished to address the Commission 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.

There were no general public comments.

V. PUBLIC HEARINGS

Docket # SUP-2016-01-Request by Veritas Christian Academy of Houston, for a Specific Use Permit, as required by Chapter 24, Planning and Zoning, Section 24-533 B. (2) a), to allow for the operation of a school, at a location previously used as a church, within a residential district. The property is located in the R-4 Zoning District.

a. Presentation of Public Hearing Process

Mr. McDonald reviewed the public hearing process.

b. Presentation by the Applicant

Mr. Don Grieb, Member of the Facilities Committee at Veritas Christian

Academy-Mr. Grieb informed the Commission that Veritas Christian Academy has been in operation for 12 years, and has been an involved member of the community. He explained that the church located next door to the school was originally owned by Bellaire Central Baptist, but was recently gifted to Houston Baptist University. Mr. Grieb stated that the school has been in a lease agreement with Houston Baptist University for the use of its facility, but are currently under contract to purchase the property from HBU. He added that it was his understanding that this property does not have a specific use permit (SUP) due to the fact that it predates the requirement for one, and was asked by City staff to obtain the necessary permits in order to operate within a residential district. Mr. Grieb explained that there are no anticipated changes to the site, and that the school is mindful that changes made will require the approval of the Planning and Zoning Commission and City Council.

c. Staff Findings

Mr. McDonald reiterated that this is a request from Veritas Christian Academy for a specific use permit for the operation of a school at a location previously used as a church. He added that the school is located at 7000 Ferris Street, and that the church has a Mapleridge address. Mr. McDonald assured the Commission that this request is consistent with the Comprehensive Plan's Future Land Use Map. He also mentioned that this is the first application where the notification requirement was 500 feet. Mr. McDonald explained that the church is no longer active, and was donated to Houston Baptist University, therefore Veritas Christian Academy is seeking a specific use permit to use the entire site as a school. He added that the applicant is correct that the previous owner of the church did not have a SUP due to the fact that it predates the requirements for a specific use permit. He also pointed out that Section 24-533 specifically allows for the inclusion of a SUP as an acceptable specific use, and that the standards applicable for all specific use permits are detailed in Section 24-645 of the City Code. Mr. McDonald noted that the main concerns that were brought up in 2012, when the school came before the Commission with regard to a request to add two temporary buildings, were with traffic. He pointed out that although the temporary buildings were never added, there were some modifications to the traffic plans and

circulation patterns at that time. He stated that no complaints have been voiced since then. Mr. McDonald mentioned that based on the extension of the school into the church buildings, and the increase in the size of the campus, traffic patterns may need to be looked at again to ensure that there will be no issues in the future. He stated that the utilities and drainage for the site are adequate.

d. Public Comments

Joe Tedore, 5216 Willow St.-Mr. Tedore asked if the school had any plans to increase enrollment, and by how many students. He mentioned that during the school's 2012 public hearing Mr. Grieb stated that enrollment at the time was 168 students, which means that there has been a somewhat significant increase in attendance since then.

e. Response of Applicant

Mr. Grieb stated that currently the school has no master plan to expand, however, they will most likely get 10-15 new students per year. He added that Mr. Tedore was correct regarding the number of students that were enrolled in 2012. Mr. Grieb pointed out that this would mean that the school has added roughly 8 students per year for the last 4 years.

f. Questions from the Commission

Commissioner Butler asked Mr. McDonald to recap the 2012 public hearing for those that were not on the Commission at that time.

Mr. McDonald explained that Veritas Christian Academy came before the Commission requesting two temporary buildings in order to expand their population. The main question was with regard to the increase in student enrollment and traffic numbers and pattern. He added that there was a lot of concern from residents on Ferris, therefore, when City Council approved the request, they added a condition requiring a change in traffic circulation. Mr. McDonald stated that the temporary buildings were never installed, but that the traffic pattern was changed.

Commissioner Butler asked what structural or organizational changes would trigger the requirement for another public hearing.

Mr. McDonald explained that it would depend on what, if any conditions were placed on the SUP. He added that generally, any change to the site plan would trigger the need for an additional public hearing.

Commissioner Butler asked if conditions need to be put in that would create the requirement for an additional public hearing.

Mr. McDonald pointed out that the main issue is going to be at what point the Commission thinks that an increase in enrollment would negatively impact the traffic/traffic patterns in the area.

Commissioner Butler asked if it would be possible for the Commission to add a condition that would require an additional public hearing once the student population hit a certain number.

Mr. McDonald and Attorney Eidman stated that they would look into the Commission's options with regard to the conditions that could be put on the SUP.

Commissioner Simmons asked what could be done in order to lessen future impact on the surrounding neighborhood.

Mr. McDonald agreed that each site has a maximum use potential before it begins to negatively impact the surrounding community, and that this is the Commission's opportunity to deal with those issues up front. He reiterated that he and Attorney Eidman would look into those options to see what the Commission's abilities are, legally.

Commissioner Thorogood asked Mr. Grieb if the school has any plans to sell any of their current, or soon to be acquired property.

Mr. Grieb stated that they do not.

Commissioner Thorogood asked what percentage of the church is currently used for Veritas.

Mark Boucher, Boucher Design Group-Mr. Boucher explained that Veritas is currently utilizing the second floor of the chapel, and will be gaining access to the first floor. He explained that the second floor contains common areas that the school uses for everyday functions, but the intent is to turn the bottom floor into at least 3 classrooms. He added that the maximum number of students for the bottom floor will be about 30. Mr. Boucher also asked that Mapleridge be re-paved so that the school can move their entrance to that side, which would lessen the impact on the surrounding residential properties.

Mr. Grieb mentioned the concern regarding an increase in enrollment and pointed out that the existing facilities limit the school's growth.

Mr. McDonald pointed out that Mapleridge belongs to the City of Houston, and therefore Bellaire has no control over the condition of that street.

Commissioner Stiggins asked Mr. Boucher if he had a vision of how to locate the school in order to eliminate all of the issues related to the traffic, if the whole school were to be replaced.

Mr. Boucher said that he did, and that there would be enough room on that site to do so.

Commissioner Stiggins agreed that the Commission should do whatever possible to protect the neighborhood from being negatively impacted in the future.

Chairman Frazier asked Mr. Grieb if the school has had any communication with the surrounding residents.

Mr. Grieb stated that they have not, other than one of the members of the board.

Chairman Frazier asked the applicant to please provide the City and Commission with any additional information that they obtain between now and the next meeting. He also asked about the abandoned easement that is mentioned within the title report.

Mr. McDonald explained that it could have been part of the east/west quitclaim that was done, and that he would look into it.

Mr. Grieb mentioned that depending on what conditions the Commission is looking to add to the SUP, the school may need to look into whether or not buying the property would be beneficial.

g. Invitation of Written Comments, if applicable

Mr. McDonald informed the public that written comments regarding this application would be accepted until April 6, 2016 at 12:00 PM.

h. Closure of the Public Hearing

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

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

The public hearing was closed at 6:39 PM.

VI. COMMITTEE REPORTS

There were no committee reports.

VII. CORRESPONDENCE

There was no correspondence.

VIII. 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 had nothing to report.

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.

IX. ADJOURNMENT

Chairman Frazier adjourned the meeting at 6:42 PM.

B. WORKSHOP SESSION-COUNCIL CONFERENCE ROOM

I. CALL TO ORDER

Chairman Frazier called the meeting to order at 6:46 PM.

II. CAPITAL IMPROVEMENT PLAN

1. Presentation of the City of Bellaire's DRAFT Five Year Capital Improvement Plan (CIP), presented by Michelle Jordan, Project Manager.

Michelle Jordan, Project Manager for the City of Bellaire-Ms. Jordan introduced the 2017-2021 Draft Capital Improvement Plan (CIP) to the Commission. She reviewed the purpose for the CIP, as well as the Commission's role, and a timeline

for completion of the plan. She also pointed out the four different areas of the Comprehensive Plan that are represented within the CIP.

Commissioner Butler asked if Patrons for Bellaire Parks was given a chance to review the CIP.

Mr. Hofmann stated that they have not, but that there is representation of Patrons within other Boards and Commissions who are part of the review.

Chairman Frazier asked what impacts the City's bond rating.

Paul Hofmann, City Manager-Mr. Hofmann explained that there are many things that are taken into consideration when determining the rating, including:

- Whether or not a 5 year CIP is in place
- Housing Market
- Management Decisions
- Whether a municipality is willing to use its revenue stream for projects in need of more funding

Chairman Frazier mentioned that the "signature corner" was listed on the CIP and asked what the time frame for that would be.

Mr. Hofmann and Ms. Jordan agreed that this project would be in the future, after construction of the new city facilities.

Commissioner Thorogood asked Mr. Hofmann what the difference is between a capital expense and an operating expense.

Mr. Hofmann explained that in general, any purchase of \$25,000 and over would be considered a capital expense.

Commissioner Thorogood mentioned Evelyn's Park and asked if the City has fulfilled its monetary obligation for the project.

Mr. Hofmann informed the Commission that the City has fulfilled its obligation with regard to Phase 1, and that Phase 2 would require a new agreement.

Commissioner Thorogood asked what the City's absolute bond capacity is.

Mr. Hofmann stated that the City has about \$70 million out there currently, and is not even close to capacity.

Commissioner Thorogood suggested that next year's CIP include bond totals, to give the readers an idea of how much money is currently out there, and how much more the City is allowed to issue. He also mentioned that the prioritization of the projects would be helpful.

Mr. Hofmann explained that prioritizing projects across categories would be extremely difficult.

Commissioner Thorogood mentioned that there had been some discussion on bike trails within the City recently, and asked if those had been taken into consideration when preparing the CIP.

Ms. Jordan explained that there is money allocated for the creation of bike paths within the Parks Master Plan.

Vice Chairman Stiggins mentioned that there are no comments included with regard to previous projects. He added that it would be helpful to know whether or not projects that were previously budgeted for have been completed.

Mr. Hofmann agreed that this was a very good point to be made. He also informed the Commission that the City was not able to complete all locations included within the 2005 Rebuild Bellaire Project, and that completion of the project will need additional funding.

Commissioner Thorogood pointed out that he was glad to see that \$5 million is still allocated for the UV-T Zoning District in 2018. He also mentioned the expansion of Paseo Park if the Metro Transit Center were to be relocated.

Ms. Jordan informed the Commission that funding for the expansion has already been obtained, the City is simply waiting on the relocation of the transit center.

Chairman Frazier thanked Mr. Hofmann and Ms. Jordan for a great presentation. He then mentioned that it is important to do the right thing when it comes to upgrades in aesthetics and safety within the City. He urged City staff not to shy away from projects simply due to the monetary obligations that they entail. Chairman Frazier felt that most residents want the upgrades and will be comfortable with a slight tax increase in order to get them.

Mr. McDonald asked the Commission to email staff with any additional questions that they have with regard to the CIP, and that staff will do their best to get those answers back as soon as possible. He added that a memo of recommendation will be drafted and included in the Commission's April meeting to be revised and voted on.

III. GENERAL PUBLIC COMMENTS

There were no general public comments.

IV. ADJOURNMENT

Chairman Frazier adjourned the workshop session at 7:40 PM.