

CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

APRIL 12, 2016

Council Chamber

Regular Session

6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401



Chairman

Mr. Winfred Frazier

Commissioner

Christopher Butler

Commissioner

Paul Simmons

Vice Chairman

Dirk Stiggins

Commissioner

Bill Thorogood

Commissioner

Marc Steinberg

Commissioner

S. Lynne Skinner

Mission Statement:

The City of Bellaire is dedicated to outstanding quality service and facilities to ensure an open, progressive, and secure community.

I. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**II. APPROVAL OF MINUTES FROM PAST MEETINGS**

1. Planning and Zoning Commission - Regular Session and Workshop - Mar 8, 2016
6:00 PM

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

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

1. Docket # SUP-2016-01-Consideration of a 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.
2. Approval of the Planning and Zoning Commission's Report and Recommendation to City Council regarding the Specific Use Permit application for Veritas Christian Academy.
3. Approval of the Planning and Zoning Commission's Report and Recommendation to City Council commenting on the consistency of the Draft Five-Year Capital Improvement Plan with the adopted Comprehensive Plan.

VI. COMMITTEE REPORTS**VII. 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.
- 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

IX. ADJOURNMENT



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

- 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

Minutes Acceptance: Minutes of Mar 8, 2016 6:00 PM (Approval of Minutes from Past Meetings)

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.

Planning and Zoning Commission

City Council Chambers, First Floor of
City Hall
Bellaire, TX 77401



Meeting: 04/12/16 06:00 PM
Department: Development Services
Category: Specific Use Permit
Department Head: John McDonald
DOC ID: 1879

SCHEDULED ACTION ITEM (ID # 1879)

Item Title:

Docket # SUP-2016-01-Consideration of a 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.

Background/Summary:

At the March 8, 2016, meeting, the Planning and Zoning Commission held a public hearing on a request from Veritas Christian Academy (VCA) of Houston for a specific use permit to allow for the operation of a school at a location previously used as a church. VCA is zoned R-4, Residential and has frontage on Mapleridge, Ferris, and Otto.

The school has been a secondary use at this location, but the Church which was also located on this site ceased operations and donated the property to Houston Baptist University (HBU). VCA is currently leasing from HBU and in the process of acquiring the property.

VCA was granted a SUP under Ordinance 13-016 which was adopted by City Council on March 18, 2013. VCA requested this SUP to allow the installation of two temporary classroom buildings. These buildings were never added. However, the conditions imposed by the ordinance with regard to traffic flow through the site were put in place and continue today.

As before, the concern voiced at the public hearing is about traffic related to the drop-off and pick-up of students. The conditions placed upon the school under the previous SUP have help reduced this problem, but there is unease over how continued growth of the school's student population made increase the traffic problems.

No additional public comments have been received.

Recommendation:

The Director recommends approval of the applicant's request for a specific use permit with the following conditions:

1. Ordinance 13-016 is repealed;
2. The following traffic flow pattern is continued:
 - a. Entry for all traffic shall only be via Ferris Street, with the Ferris Street entryway exit lane blocked at all times by a semi-permanent structure;
 - b. Between 7:00 a.m. and 9:00 a.m. traffic shall only exit via Mapleridge Street with the Otto Street entryway blocked during this time by a semi-permanent structure; and
 - c. After 9:00 a.m., all traffic shall be via Otto Street or Mapleridge;
3. That no later than June 1, 2021, the school shall make whatever improvements may be needed to allow full ingress and egress of cars from Mapleridge, and entry and exit from Otto will no longer be permitted after 3:00 p.m.

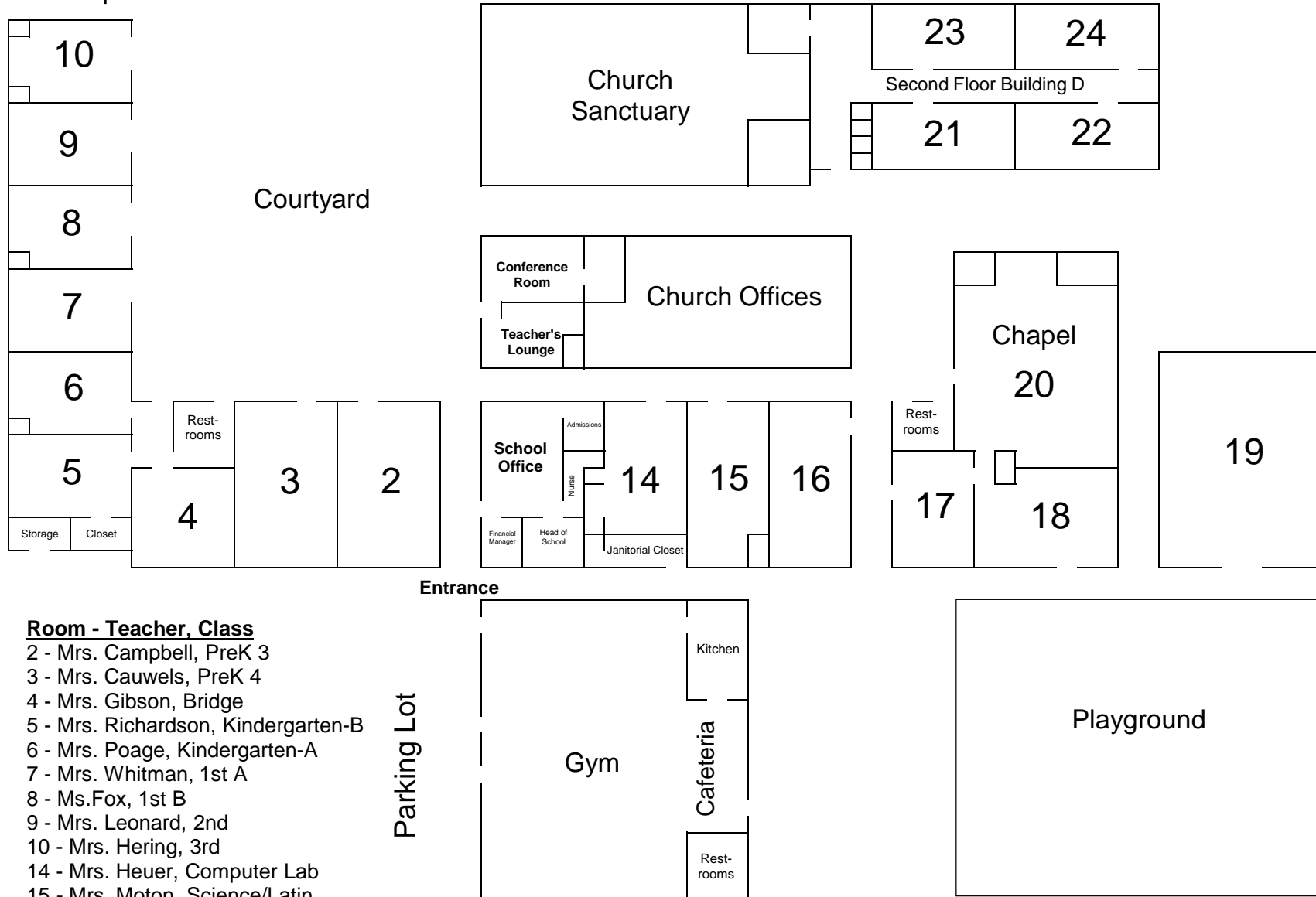
4. No additional classrooms may be constructed until such time as the improvements to allow full ingress and egress to and from Mapleridge have been completed.
5. That the school's teacher to student ratio of 2:16 for Kindergarten and 1:18 for all other grades may not be exceeded.

Additionally, if granted, this specific use permit will be enforce whether VCA completes the purchase of the school or remains at this location as a tenant.

ATTACHMENTS:

- Veritas questionnaire 2016 (PDF)
- VCA traffic flow 2016 (PDF)
- VCA Floor plan 2016 (PDF)
- VCA SUP application 2016 (PDF)

← Blacktop



Room - Teacher, Class

- 2 - Mrs. Campbell, PreK 3
- 3 - Mrs. Cauwels, PreK 4
- 4 - Mrs. Gibson, Bridge
- 5 - Mrs. Richardson, Kindergarten-B
- 6 - Mrs. Poage, Kindergarten-A
- 7 - Mrs. Whitman, 1st A
- 8 - Ms. Fox, 1st B
- 9 - Mrs. Leonard, 2nd
- 10 - Mrs. Hering, 3rd
- 14 - Mrs. Heuer, Computer Lab
- 15 - Mrs. Moton, Science/Latin
- 16 - Ms. Jones, MS Lab 5th HR
- 17 - Mrs. Tillman, 6th HR
- 18 - Mrs. Delgado, Mr. Sewell, 8HR
- 19 - Mrs. Flores, Art
- 20 - Chapel
- 21 - Mr. Horn, Dean of Students
- 22 - Mrs. Arrazolo, 7HR
- 23 - Mrs. El-Issa
- 24 - Mrs. Beraer, 4th

VERITAS CHRISTIAN ACADEMY
Floor Plan & Directory
2015-16

**Application for Special Use Permit For Veritas Christian Academy With No Change to
Existing Facilities
1/26/16**

Following is the relevant section of the City Ordinance dealing with Special Use Permits.
Following each section is our application response.

Sec. 24-605. - Application for Specific Use Permit.

Any person desiring to petition for a specific use permit to this chapter shall be required to file an application in writing with the Planning and Zoning Official, accompanied by a nonrefundable application fee, in an amount established by the City Council or the City Manager, to defray the actual cost of processing the application. The application shall include the following information:

Attached is a check in the amount of \$1,055.00 for this application.

- (1) *The name and address of the applicant; and in the event that the applicant is a partnership, the full name and address of the general partner, and in the event that the applicant is a corporation, the full names and addresses of all officers, a statement as to the state of incorporation, the name and address of the registered agent and the address of the registered office of the corporation;*

Name: Veritas Christian Academy of Houston

Address: 7000 Ferris Street, Bellaire TX 77401

Texas Taxpayer Number: 1148542129 - Non-profit 501c(3)

Texas Corporate File Number: 0800139752

Date of Incorporation: Nov 4, 2002 with the State of Texas

Registered Agent: Marilyn Hughes

Address of Registered Agent: 7000 Ferris Street, Bellaire TX 77401

Full Names and addresses of all officers:

Boucher, Marc	4130 Ruskin St	Houston, TX 77005
Droog, Dan	1545 Althea Drive	Houston, TX 77018
Grieb, Don	2050 McClendon St	Houston, TX 77030
Hafemeister, Lisa	4419 Meyerwood Dr.	Houston, TX 77096
Hanchard, Neil	2834 Bellefontaine St	Houston, TX 77025
Ipe, Tina	400 South 2nd Street	Bellaire, TX 77401
Johnson, Lanette	17 Annapolis Ct	Houston, TX 77005
Marks, Brad	2336 Suffolk	Houston, TX 77027
Mueller, Elise	5002 Braeburn Dr.	Bellaire, TX 77401
Nicholas, Ollieta	10006 Murray Brook Dr.	Houston, TX 77071

- (2) *The Section or Sections of this chapter authorizing a specific use permit:*
Since the zoning of this parcel is R-4, the relevant section of the ordinance dealing with

specific use permits is, Sec. 24-533 – R-4. – Residential District: Specific Uses uses include churches and schools in Sec. 24-533 B(2). (Ord. No 81-067, § 1,3-6-1989)

- (3) *A legal description and street address of the property, which is the subject of the application;*
Street Address: 7000 Ferris Street, Bellaire, TX 77401
Legal Description: A 3.7006 acre tract of land being Lots 1-3 and 5-9 of Luhring subdivision (vol 1397. PG. 165; H.C.D.R.) and lots 13-16 of Whitehead Subdivision (vol. 11 PG. 18 H.C.M.R) City of Bellaire, Harris County Texas.
- (4) *A statement of ownership accompanied by a certificate from a title insurance company certifying ownership;*
Veritas Christian Academy has a long-term lease for the use of the property owned by Houston Baptist University. Veritas is purchasing the property from Houston Baptist University. Deed attached.
- (5) *A written description of the proposed specific use as provided for in this Code:*
The proposed specific use is for school classrooms. Veritas Christian Academy has been operating a school on the property since July 1, 2004. No changes to the site improvements are being requested as a part of this application.
- (6) *A written environmental assessment statement describing in general terms the impact of the development for which approval is sought and providing any specific information that the Planning and Zoning Official shall deem necessary:*
Since no changes are being made to the site, there should not be any adverse environmental impact to the site.
- (7) *Such other information or documentation as the Planning and Zoning Official, the Planning and Zoning Commission or the City Council may from time to time designate or which may be deemed necessary and appropriate to a full and proper consideration and disposition of the particular application:*
(Ord. No. 10-057, § 1(App. A), 8-2-2010)

Thank you in advance for your assistance with this application. Please let me know if you need any additional information.

Best regards,



Donald Grieb, Jr.

713-854-0742

DLGrieb@comcast.net

Attachment



Sandra N. Mooney, CPA
Vice President for Financial Operations
Phone: 281-649-3202
Fax: 281-649-3012
E-mail: smooney@hbu.edu

CITY OF BELLAIRE
RECEIVED
JAN 28 2016
DEVELOPMENT SERVICES

January 27, 2016

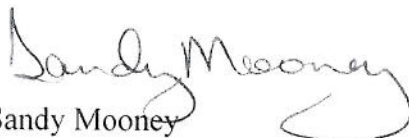
John McDonald, MPA
Development Services Director
City of Bellaire
7008 South Rice Avenue
Bellaire, Texas 77401

RE: SUP

Please accept this letter as granting permission to Veritas Christian Academy of Houston to apply for the SUP.

If I may be of further assistance please contact me by phone (281-649-3202) or email (smooney@hbu.edu).

Sincerely,


Sandy Mooney

Cc: Donald Grieb
Lamia Raad



Gail Kohl
Commercial Unit Supervisor,
VP, Commercial EO

Stewart Title Guaranty Company -
Commercial Services
1980 Post Oak Boulevard, Suite 110
Houston, TX 77056
(713) 232-4326 Phone
(713) 629-2255 Fax
gail.kohl@stewart.com

January 27, 2016

City Planning Commission

File No.: 16000330002CPL

To Whom It May Concern:

This company certifies that a diligent search of the Real Property Records of Stewart Title Company's abstract plant has been made, as to the herein described property, and as of 8:00 A.M. on the 21st day of January, 2016, the last Deed that we find, of record, reflects the record owner to be:

HOUSTON BAPTIST UNIVERSITY, a Texas nonprofit corporation

Legal Description:

ALL of that certain 3.6987 acres (161,117 square feet) of land situated in the W. J. Brown Survey, Abstract 132, Harris County, Texas, being part of Lots 1, 2, & 3, and all of Lots 5 thru 9, of the Luhning Subdivision, as shown on plat of said subdivision recorded in Volume 1397, Page 165, Harris County Deed Records, (H.C.D.R.), also being all of Lots 13 thru 16, of the Whitehead Subdivision, as shown on plat of said subdivision recorded in Volume 11, Page 15, Harris County Map Records (H.C.M.R.) (all bearings are based on the called bearing of North 00°00'00" East, along the monumented easterly right-of-way of Mapleridge Street, as shown on plat of Norwood Subdivision, recorded in Volume 433, Page 111, H.C.M.R.):

BEGINNING at a 1 inch iron pipe found for the southwest corner of said Whitehead Subdivision, the southwest corner of Lot 13 of said subdivision, and being the intersection of the easterly right-of-way of Mapleridge Street (50 feet wide) with the northerly right-of-way of Jessamine Street (60 feet wide);

THENCE North 00°00'00" East, 570.00 feet, with the easterly right-of-way of said Mapleridge Street, the westerly line of Lots 13 thru 16, Whitehead Subdivision, Lots 5 thru 9, Luhning Subdivision, to a ¾ inch iron rod found for the northwest corner of Lot 9 of said Luhning Subdivision, from which a 5/8 inch iron rod with cap found bears S42°03'W, 1.42 feet, said point being the southwesterly corner of Amending Plat of Luhning Subdivision, as shown on plat of said subdivision recorded in Volume 556, Page 156, H.C.M.R.;

THENCE North 90°00'00" East, 365.50 feet, with the northerly line of said Lot 9, the southerly line of said Amending Plat of Luhning Subdivision, to "V" cut in concrete base of fence post set for the northeasterly corner of this tract, the southeasterly corner of said Amending Plat of Luhning Subdivision, said point being in the westerly line of Norwood Subdivision, as shown on plat of said subdivision recorded in Volume 433, Page 111, H.C.M.R.;

THENCE South 00°00'00" West, 180.00 feet, with the westerly line of said Norwood Subdivision, to southwesterly corner of Lot 4 of said subdivision, from which a 5/8 inch iron rod with cap found bears N00°00'E, 0.50 feet;

THENCE North 90°00'00" East, 110.00 feet, with the southerly line of said Lot 4, to the southeasterly corner of said Lot 4, from which a 5/8 inch iron rod found bears N17°07'E, 0.40 feet, said point being in the westerly right-of-way of Ferris Street, (60 feet wide), also being in the easterly line of Lot 2 of said Luhning Subdivision;

CITY OF BELLAIRE
RECEIVED

JAN 28 2016

DEVELOPMENT SERVICES

THENCE South 00°00'00" West, 65.00 feet, with the easterly line of said Lot 2, the westerly right-of-way of said Ferris Street, to a ¾ inch iron rod found for the northeasterly corner of Lot 5 of said Norwood Subdivision;

THENCE South 90°00'00" West, 110.00 feet, with the northerly line of said Lot 5, to a 5/8 inch iron rod found for the northwesterly corner of said Lot 5;

THENCE South 00°00'00" West, 110.00 feet, with the westerly line of said Lot 5, the westerly line of Lot 6 of said Norwood Subdivision, to the southwesterly corner of said Lot 6, from which a 5/8 inch iron rod found bears N90°00'E, 0.37 feet, said point being in the southerly line of Lot 3 of said Luhring Subdivision, the northerly line of the Whitehead Subdivision, and Lot 8 of said subdivision;

THENCE South 90°00'00" West, with the south line of said Lot 3, Luhring Subdivision, the north line of said Lot 8, Whitehead Subdivision, at 90.50 feet, passing the southwesterly corner of said Lot 3, the most southerly southeast corner of Lot 1, of said Luhring Subdivision, from which a 1 inch iron pipe found bears S62°23'E, 0.68 feet, at 102.75 feet, passing the northwesterly corner of said Lot 8, Whitehead Subdivision, the north easterly corner of the right-of-way for Otto Street, (50 feet wide) as shown on said plat of Whitehead Subdivision, at 152.75 pass a 5/8 inch iron rod with cap found for the northwesterly corner of said right-of-way, the northeasterly corner of Lot 12 of said Whitehead Subdivision, continuing for a total distance of 252.88 feet, to a 5/8 inch iron rod with cap found for the northwesterly corner of said Lot 12, the northeasterly corner of Lot 16 of said Whitehead Subdivision, said point being in the southerly line of Lot 5 of said Luhring Subdivision;

THENCE South 00°00'00" West, 215.00 feet, with the easterly lines of Lots 16 thru 13, the westerly lines of Lots 12 thru 9, of said Whitehead Subdivision, to a 1 inch iron pipe found for the southeasterly corner of said Lot 13, the southwesterly corner of said Lot 9, said point being in the northerly right-of-way of said Jessamine Street;

THENCE South 90°00'00" West, 112.62 feet, with the southerly line of said Lot 13, the northerly right-of-way of said Jessamine Street, to the POINT OF BEGINNING, and containing 3.6987 acres (161,117 square feet) of land, more or less.

Subject to the following:

1. Restrictions:

No restrictions filed of record.

2. Easements/Other Exceptions:

A) Easement 10 feet in width as reflected by the plat of Luhring Subdivision recorded in/under Volume 1397, Page 165 of the Deed Records of Harris County, Texas.

A portion of said easement has been abandoned as to the interest of the City of Bellaire, Texas and conveyed to Richmond Plaza Baptist Church by instrument recorded under Clerk's File No. E540407 of the Real Property Records of Harris County, Texas.

A portion of said easement has been released as to the interest of Reliant Energy HL&P, a division of Reliant Energy Incorporated and Reliant Energy Entex, a division of Reliant Energy Resources Corporation, by instrument recorded under Clerk's File No. U583612 of the Real Property Records of Harris County, Texas.

B) Terms, conditions, and provisions as set forth and more fully described in that certain Encroachment Agreement for 7002 Ferris, recorded in/under Clerk's File No. U826916 of the Real Property Records of Harris County, Texas.

C) Terms, conditions, and provisions as set forth and more fully described in that certain Encroachment Agreement for 6914 Ferris, recorded in/under Clerk's File No. U849472 of the Real Property Records of Harris County, Texas.

D) Lease Agreement dated April 18, 2005, with Veritas Christian Academy of Houston, as Tenant, as evidenced by memorandum recorded in/under Clerk's File No. 20130618411 of the Real Property Records of Harris County, Texas.

3. Liens/Misc:

No liens filed of record.

No examination has been made as to Abstracts of Judgments, State or Federal Tax Liens, the status of taxes, tax suits or paving assessments.

This letter is issued for platting purposes only. Liability of Stewart Title Company for mistakes or errors in this letter is hereby limited to the cost of said letter.

The letter is issued with the express understanding, evidenced by the acceptance thereof, that Stewart Title Company does not undertake to give or express any opinion as to the validity or effect of the instruments listed, and this letter is neither a guaranty or warranty of title.

Liability hereunder is limited to the amount paid for same. This report is furnished solely as an accommodation to the party requesting same and should not be relied upon, as a warranty or representation as to the title to the property described herein and may not be given to or used by any third party. Stewart Title Company assumes no liability whatsoever for the accuracy of this report, nor for any omission or error with respect hereto. **You agree to release, indemnify and hold harmless Stewart Title Company because of any negligence by Stewart Title Company (whether sole, joint or otherwise) for any claim, loss, liability or damages arising out of this report.** This report is not title insurance. If a policy of title insurance is purchased, any liability thereunder shall be determined solely by the terms of such policy.

Sincerely,
Stewart Title Company



Al Stewart
Title Examiner Senior

**Planning and Zoning
Commission**

City Council Chambers, First Floor of
City Hall
Bellaire, TX 77401



Meeting: 04/12/16 06:00 PM
Department: Development Services
Category: Report
Department Head: John McDonald
DOC ID: 1883

**SCHEDULED
ACTION ITEM (ID # 1883)**

Item Title:

Approval of the Planning and Zoning Commission's Report and Recommendation to City Council regarding the Specific Use Permit application for Veritas Christian Academy.

Background/Summary:

The draft Report and Recommendation is attached. Amend as the Commission deems appropriate.

ATTACHMENTS:

- VCA SUP draft recommendation letter (PDF)



CITY OF BELLAIRE

Planning and Zoning Commission

April 13, 2016

To: Mayor and City Council
 From: Winfred Frazier, Chairman, Planning & Zoning Commission
 CC: John McDonald, Director of Community Development
 Subject: Report and Recommendation on an application for a Specific Use Permit for Veritas Christian Academy

On Tuesday, March 8, 2016, the Planning & Zoning Commission held a public hearing for the purpose of reviewing an application on a request for a Specific Use Permit (SUP) to allow for the operation of a school, at a location previously used as a church, within a residential district. This property is addressed as 7000 Ferris Street, and is located within the R-4 Zoning District.

Any and all persons desiring to be heard in connection with the Specific Use Permit application were invited to speak before the Commission. Public comments during the hearing included one (1) resident who was concerned that the school was planning to substantially increase enrollment.

Concerns/questions from the Commission included:

- Impact on traffic/traffic patterns in the area, if an increase in enrollment should occur
- Should/could an enrollment cap be added as a condition to the granting of the SUP?
- What changes could the school make to the site/building without prompting an additional public hearing before the Commission?

RECOMMENDATION

At their subsequent meeting held on April 12, 2016, and after due consideration and discussion, the Commission found that the application was consistent with the criteria and standards set forth in Section 24-615 of the City of Bellaire Code of Ordinances, and voted _____ to recommend approval of the Specific Use Permit at 7000 Ferris Street to City Council, with the following conditions:

1. Ordinance 13-016 is repealed;
2. The following traffic flow pattern is continued:
 - a. Entry for all traffic shall only be via Ferris Street, with the Ferris Street entryway exit lane blocked at all times by a semi-permanent structure;
 - b. Between 7:00 a.m. and 9:00 a.m. traffic shall only exit via Mapleridge Street with the Otto Street entryway blocked during this time by a semi-permanent structure; and
 - c. After 9:00 a.m., all traffic shall be via Otto Street or Mapleridge;
3. That no later than June 1, 2021, the school shall make whatever improvements may be needed to allow full ingress and egress of cars from Mapleridge, and entry and exit from Otto will no

longer be permitted after 3:00 p.m.

4. No additional classrooms may be constructed until such time as the improvements to allow full ingress and egress to and from Mapleridge have been completed.
5. That the school's teacher to student ratio of 2:16 for Kindergarten and 1:18 for all other grades may not be exceeded.

VOTE OF THE COMMISSION

Members present and voting FOR this recommendation to City Council:

Members present and voting AGAINST this recommendation to City Council:

Members absent:

**Planning and Zoning
Commission**

City Council Chambers, First Floor of
City Hall
Bellaire, TX 77401



Meeting: 04/12/16 06:00 PM
Department: Development Services
Category: Report
Department Head: John McDonald
DOC ID: 1884

**SCHEDULED
ACTION ITEM (ID # 1884)**

Item Title:

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

Background/Summary:

On March 8, 2016, City Manager Paul Hofmann, and Michelle Jordan, Project Manager, presented the draft Five-Year Capital Improvement Plan (CIP) to the Planning and Zoning Commission for review and comment. This plan covers Fiscal Years 2017-2021. (The City's fiscal year runs from October 1 through September 30.)

The Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-402, Capital Improvement Program, requires the Commission to review the plan's consistency with the adopted Comprehensive Plan and forward comments and recommendations to the City Council.

Attached is a draft report as a starting point for the Commission to finalize comments and recommendations to City Council.

Recommendation:

The Director recommends approval of the final report as amended by the Commission.

ATTACHMENTS:

- DRAFT CIP FOR P&Z (PDF)
- CIP Comments (DOCX)
- CIP Memo-April 2016 (PDF)

CITY OF BELLAIRE DRAFT FIVE YEAR CAPITAL IMPROVEMENT PLAN												
Category	Funding Source	Location	Project Description	Comp Plan Goals	FY 2016 Adopted	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Future	Totals
Facilities	Current Revenues	Bellaire Town Square	Impound Lot Relocation and Build Out - Relocate current police department impound lot to public works service center.	4			100,000					100,000
Facilities	New Bond Authority	Public Works Service Center	Public Works Building - Funding for land acquisition, design, and construction of a new Public Works Building.	4		1,000,000	3,000,000					4,000,000
Facilities	Existing Bond Authority	Bellaire Town Square	Bellaire Town Square Municipal Buildings - Includes Design and Construction of new police station, new City Hall/Courts and new Civic Center in a campus setting and conceptual design of library and signature corner.	4	12,560,000							-
Facilities	New Bond Authority	Bellaire Town Square	Bellaire Town Square Municipal Buildings - Additional funding for construction of the project.	4		5,000,000						5,000,000
Facilities	New Bond Authority	Bellaire Town Square	Design and Construction of the new Library Building	4						4,500,000		4,500,000
Total Facilities						6,000,000	3,100,000	0	0	4,500,000	0	13,600,000
Parks & Open Space	Current Revenues	Bellaire Town Square	Park Upgrades after Municipal Facilities Project - Once facilities are completed landscaping and trails will be addressed within the Bellaire Town Square footprint that was impacted by the construction of the new facilities.	2.2.3				100,000				100,000
Parks & Open Space	CIP Fund Balance	Bellaire Town Square	Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine. Construction would fall under new bond authority funding.	2.2.3				750,000				750,000
Parks & Open Space	New Bond Authority	Bellaire Town Square	Signature Corner Construction - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine.	2.2.3							3,000,000	3,000,000
Parks & Open Space	Current Revenues	Bellaire Family Aquatic Center	Bellaire Family Aquatic Center Pool Area Improvements to include pool decking upgrades and shade structures.	2.2.3		150,000						150,000
Parks & Open Space	Current Revenues	City Wide	Community Pathways Master Plan for the City of Bellaire, focusing on connections and nodes within Bellaire, and also showing links and relationship to surrounding areas.	2.2.3		75,000						75,000
Parks & Open Space	New Bond Authority	City Wide	Community Pathways Master Plan Implementation - Initial funding to implement the infrastructure improvements derived from the Master Plan.	2.2.3				1,500,000				1,500,000
Parks & Open Space	Current Revenues	City Wide	Playgrounds, Shade Structures - Provide annual funding to address replacement and/or purchase of new playground, shade structures, benches, picnic tables, trash cans, and other site amenities.	2.2.3	70,000	100,000	100,000	100,000	100,000			400,000
Parks & Open Space	New Bond Authority	City Wide	Other Parks - Additional needs at other parks in the COB system, including lighting, parking lots, and various other amenities.	2.2.3					1,000,000			1,000,000
Parks & Open Space	Current Revenues	Holly Street Trail	Holly Street Esplanade Phase 2 Improvements - Design and construction of additional improvements and amenities along the Holly Street Esplanade.	2.2.3							250,000	250,000
Parks & Open Space	Current Revenues	Lafayette Park	Permanent Restroom Design and Construction for patrons of Lafayette Park.	2.2.3				200,000				200,000
Parks & Open Space	Current Revenues	Loftin Park	Irrigation System design and installation within the park.	2.2.3				90,000				90,000
Parks & Open Space	Current Revenues	Signage	Park Signage Master Plan and Design Guidelines Program Development	2.2.3		50,000						50,000
Parks & Open Space	Current Revenues	Signage	Park Signage Master Plan Implementation	2.2.3			100,000	100,000	100,000			300,000
Parks & Open Space	Current Revenues	Ware Park	Picnic Pavilion Design and Construction	2.2.3					50,000			50,000
Parks & Open Space	New Bond Authority	Bellaire Zindler Park	Bellaire Zindler Park - Upgrade / Automate Ball Field Lights & Netting	2.2.3							500,000	500,000
Parks & Open Space	New Bond Authority	Bellaire Zindler Park	Bellaire Zindler Park - Upgrade / Automate Tennis Court Lighting	2.2.3							400,000	400,000
Parks & Open Space	Current Revenues	Bellaire Zindler Park	Bellaire Zindler Park - Rec. Center Renovation Design - Programming and design of key improvements to the Bellaire Recreation Center Building	4					120,000			120,000

Category	Funding Source	Location	Project Description	Comp Plan Goals	FY 2016 Adopted	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Future	Totals
Parks & Open Space	New Bond Authority	Bellaire	Bellaire Zindler Park - Rec. Center Renovation Construction	4						800,000		800,000
Parks & Open Space	Current Revenues	Bellaire Zindler Park	Concession Stand Renovation	2.2.3				50,000				50,000
Parks & Open Space	Current Revenues	Vic Driscoll Park	Pathway Lighting along the existing trail.	2.2.3							50,000	50,000
Parks & Open Space	New Bond Authority	Evergreen Park	Park Renovation - Per Master Plan, including playground, pool and pool house, pathways, parking lot, and site amenities.	2.2.3						4,500,000		4,500,000
Parks & Open Space	Current Revenues	Feld Park	Park Renovation Design - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts.	2.2.3					150,000			150,000
Parks & Open Space	New Bond Authority	Feld Park	Park Renovation Construction - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts.	2.2.3						900,000		900,000
Parks & Open Space	New Bond Authority	Mulberry Park	Replace Tennis Fencing, Upgrade / Automate Lighting	2.2.3						400,000		400,000
Parks & Open Space	New Bond Authority	Mulberry Park	Upgrade / Automate Ball Field Lighting	2.2.3						500,000		500,000
Parks & Open Space	Current Revenues	Mulberry Park	Permanent Restroom Design and Construction for patrons of Mulberry Park.	2.2.3			200,000					200,000
Parks & Open Space	New Bond Authority	Mulberry Park	Parking Lot Replacement - Improvements to the asphalt and gravel parking areas in the park.	2.2.3							450,000	450,000
Parks & Open Space	New Bond Authority	Paseo Park	Trolley Esplanade Renovation - Improvements to include general and specialized lighting, sidewalks and paths, drainage, signage and interpretive graphics, and trolley area improvements.	2.2.3							1,000,000	1,000,000
Parks & Open Space	New Bond Authority	Signage	Wayfinding and Entryway Markers - Provide physical improvement intended to provide visual definition including wayfinding singage. Including a possible new logo and design color scheme. Allowing both commerical and City service connection.	5.2.1							300,000	300,000
Parks & Open Space	Other	Paseo Park	Paseo Park West Expansion once future relocation of transit center has been completed.	2.2.3							351,000	351,000
Total Parks and Open Space						375,000	400,000	2,890,000	1,520,000	7,100,000	6,301,000	18,586,000
Streets	Metro / Current Revenues	City Wide	Pavement Maintenance Program The City of Bellaire's Pavement Maintenance Program is geared toward improving the overall quality of the roadway systems by repairing pavement failures and distresses. The City's goal is to bring the streets maintained by the City up to an acceptable level of service and keep them there through an aggressive and comprehensive maintenance program.	4	2,030,618	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000		10,000,000
Streets & Drainage	Current Revenues	City Wide	Decorative Standard for Major Streets (FY17 Newcastle St. Pilot Project) - This project will look to combine goals of better street lighting, additional trail lighting, use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle St. Future phases may focus on other major streets and high-traffic areas. A different decorative standard for lower-traffic/residential streets may be chosen to follow this project with common design considerations in mind. An element of customization will be explored to potentially tie in with other City projects. This project is in collaboration with Centerpoint Energy.	5.2.1		75,000	75,000					150,000
Streets & Drainage	Current Revenues	City Wide	Citywide Signage Enhancements Project - This project will authorize a new standard for City signage with the use of a black powder-coated pole and cap. Decorative options for major streets and high-profile areas may be examined for implementation as well. The estimated budget assumes 4,000 poles will be replaced over the course of 4 years with some use of a contractor for large installations. City crews will maintain signs and replace with the new standard as needed for maintenance and asisst with large installations when possible.	5.2.1			50,000	50,000	50,000	50,000		200,000

Category	Funding Source	Location	Project Description	Comp Plan Goals	FY 2016 Adopted	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Future	Totals
Streets & Drainage	New Bond Authority	City Wide	Street Reconstruction -New Streets and Drainage Program (follow on project to Rebuild Bellaire) would improve street and sidewalk conditions, improve drainage, and would require New Bond Authority.	4		7,000,000	6,000,000	7,000,000	6,000,000	6,000,000	8,000,000	40,000,000
Infrastructure	Other	UVT	UVT Infrastructure - Replacement and improvement streets & drainage. Continue transformation of the district.	5			5,000,000					5,000,000
Total Streets and Drainage						9,075,000	13,125,000	9,050,000	8,050,000	8,050,000	8,000,000	55,350,000
Wastewater	Enterprise Current Revenues	City Wide	The Wendell Lift Station and Bellaire Lift Stations - have been evaluated and inspected for possible rehabilitation efforts. Phase I in FY 2015 involves pump and controller upgrades at the Bellaire and Wendell Lift Station. Phase II in FY 2016 involves the rehabilitation of the Wendell Lift Station's wet well basin. Phase III in FY 2020 involves the rehabilitation of the Bellaire Lift Station's wet well.	4	55,000				60,000			60,000
Wastewater & Water	Enterprise Current Revenues	City Wide	City Wide SCADA - With the completion of Phase I, the City will have completed a Needs Assessment, some minor upgrades and repairs, and a SCADA System Master Plan. This Master Plan will outline the next phases of the SCADA System Upgrades Project. Phase II is scheduled to begin in FY16 and end in FY17. This phase will address SCADA connections to the 3 City water plants, the 3 remote lift stations, and the City wastewater treatment plant. Phase III is tentatively scheduled for FY20 and will see further upgrades to the City's SCADA System such as connectivity to other City infrastructure, and performing equipment upgrades. No further phases of this project are planned for at this time.	4	150,000	150,000			250,000			400,000
Wastewater	Enterprise Current Revenues	City Wide	Wastewater Collection Line Replacement - Includes approximately 4,500 linear feet of wastewater line replacement spread over a five year period. This effort is currently proposed to occur over the next five years in four equally distributed projects. The planned approach will be to design a project in one year and construct it the next. The annual projects will be developed using a proritization derived from the most recent condition assessment as well as operational issues along the way. No further phases are being assumed at this time.	4	20,000	150,000	150,000	150,000	130,000			580,000
Water	New Bond Authority	City Wide	Water Line Replacement Project - Includes approximately 55,000 linear feet of water line replacement. This phase is currently proposed to occur over the next five years in four equally distributed projects. The planned approach will be to design a project in one year and construct it the next. The annual projects will be developed using a proritization derived from the most recent condition assessment as well as operational issues along the way. FY2016 includes Design and construction.	4		3,500,000	3,000,000	4,500,000				11,000,000
Water	Enterprise Current Revenues	Bellaire Town Square	Central Water Plant Electrical Upgrades - This project will address some remaining electrical equipment items at the Central Plant that are in need of replacement. The main components involved include the electrical bus and motor starters for the booster pumps.	4				135,000	500,000			635,000
Water	Enterprise Current Revenues	Renwick	Rehabilitation of the Renwick Ground Storage Tank - This project involves the blasting and recoating of the 1,000,000 gallon water storage tank on Renwick. A recent inspection indicated that this tank is in need of this rehabilitation work in order to preserve the functionality of the tank. Design and preliminary work will take place in the first year followed by implementation the next	4	55,000	400,000						400,000
Total Water and Wastewater						4,200,000	3,150,000	4,785,000	940,000	-	-	13,075,000
TOTAL DRAFT CIP						19,650,000	19,775,000	16,725,000	10,510,000	19,650,000	14,301,000	100,611,000

April 4, 2016

Andrew S. Friedberg, Mayor
 Roman F. Reed, Mayor Pro Tem
 Trisha S. Pollard, Councilman
 Gus E. Pappas, Councilman
 Pat B. McLaughlan, Councilman
 Michael Fife, Councilman
 David R. Montague, Councilman

CC: Paul A. Hofman, City Manager
 BellaireCIP Team

Re: Draft – City of Bellaire Five Year Capital Improvement Plan

On Tuesday, March 8, 2016 The Capital Improvement Plan (CIP) was presented during the Planning & Zoning Meeting. City Ordinance Chapter 24-402 states that the City Manager shall propose the DRAFT Capital Improvement Program (CIP) to the Planning and Zoning Commission for review and comment on the consistency of the program with the adopted comprehensive plan.

Allow me to add my comments to the draft and it's consistency to the Bellaire Comprehensive Plan Adopted November 16, 2009.

A capital improvement plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period, usually 4-6 years. The plan presented by the CIP Team refers to major, non-recurring physical expenditures including land, buildings, public infrastructure and equipment. The CIP included a description of proposed capital improvement; year-by-year schedule of expected project funding; and an estimate of project costs and financing sources. This is a working document and should be reviewed and updated annually to reflect changing community needs, priorities, and funding opportunities.

I felt the team's presentation was totally on track for the following reasons:

- It ensured the timely repair and replacement of aging infrastructure.
- Provided a level of certainty for residents, businesses and developers regarding the location and timing of public investment.
- Identified the most economical means of financing capital improvements.
- Provides an opportunity for public input in the budget and financing process.
- I did not see any poorly planned or unnecessary capital expenditures.
- There were not sharp increases in tax rates, user fees, and debt levels projected to cover unexpected capital improvements.
- The patterns of growth and developments are consistent with the comprehensive plan.
- The plan balances the desired public improvements with the city's financial resources.

Attachment: CIP Comments (1884 : CIP Memo)

Categories that I felt particularly important and on point:

- ✓ Facilities Bellaire Town Square
- ✓ Streets & Drainage City Wide
- ✓ Water City Wide
- ✓ Parks and Open Space Bellaire Town Square

In summary, the plan presented by The CIP Team warrants an overall scale of “A” for the following reasons:

Cost: The team was skilled in management (i.e., budgeting, cost estimation and forecasting), project management, and public participation.

Public Acceptance: The CIP Team intends to keep the public informed about public improvement which will provide a level of certainty.

Council Acceptance: There is a rational, defensible and analytical approach for public improvements.

Fairness To Public: Public improvements are strategically located where public needs and priorities are greatest.

Administration: The CIP Team, administrative staff, and departmental staff have shown the ability to maintain, and monitor the plan with council feedback/improval.

Winfred C. Frazier, Chair
City Of Bellaire Planning & Zoning Commission



CITY OF BELLAIRE

Planning and Zoning Commission

April 13, 2016

To: Mayor and City Council
 From: Winfred Frazier, Chairman, Planning & Zoning Commission
 CC: John McDonald, Director of Development Services
 Subject: Report and Recommendation on the City of Bellaire's 2017-2021 Draft Five Year Capital Improvement Plan

The Code of Ordinances, Chapter 24, Planning and Zoning, Sec. 24-402, Capital Improvement Program, requires the City Manager to submit a proposed Capital Improvement Program to the Planning and Zoning Commission. The Commission is then asked to "review and comment on the consistency of the program with the adopted comprehensive plan."

On Tuesday, March 8, 2016, City Manager Paul Hofmann, and, Michelle Jordan, Project Manager, presented the City's Draft Five Year Capital Improvement Plan (CIP) to the Commission. During the presentation, the Commission voiced the following concerns and questions:

- Who was included in the review of the CIP?
- What impacts the City's bond rating?
- What is the time frame for the signature corner?
- What is the difference between a capital expense and an operating expense?
- Has the City fulfilled its monetary obligation for Evelyn's Park?
- What is the City's current indebtedness?
- What is the City's absolute bond capacity?
- Why is there no discussion on previously budgeted projects and the status of their completion?
- Why are the projects not prioritized?

Mr. Hofmann and Ms. Jordan responded to each question asked.

RECOMMENDATION

Further discussion and deliberation occurred at the Commission's subsequent meeting held April 12, 2016. The Commission found that the CIP appropriately reflects the goals and objectives of the Comprehensive Plan, but suggested that the following items be considered:

- Include bond totals in order to give readers an idea of how much money is currently out there, as well as how much more the City is allowed to issue.
- Prioritize the projects listed within the CIP

Attachment: CIP Memo-April 2016 (1884 : CIP Memo)

- Include information on previously budgeted projects and the status of their progress/completion.

VOTE OF THE COMMISSION

Members present and voting FOR this recommendation to City Council:

Members present and voting AGAINST this recommendation to City Council:

Members absent: