

CITY OF BELLAIRE TEXAS

BUILDING AND STANDARDS COMMISSION

SEPTEMBER 28, 2016

Council Chamber	Regular Session	7:00 PM
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Chairman

Laura Thurmond

Commissioner

Mike Baker

Commissioner

Paul Katz

Vice Chairman

Danny Spencer

Commissioner

Charles Formica

Commissioner

Burt Martin

Commissioner

Lee Hampton

Mission Statement:

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

I. REGULAR SESSION**A. Call to Order****B. Announcement of Quorum****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.**

D. Approval or Correction of the Minutes

- 1. Building and Standards Commission - Regular Session - Aug 24, 2016 7:00 PM**

E. Public Comment**F. Report from Building Official****G. Reports of Committees and Communications**

- 1. Communications to Commission members outside of posted meetings**
- 2. Committee Reports**
- 3. Reports from Staff other than the Building Official**

H. Old Business

- 1. Presentation by Landscape Architect Laura Schwind, Paver Field Manager for Pine Hall Brick Company, on low impact development, as it relates to drainage and paving systems.**

I. New Business

1. Presentation and discussion on the November 8, 2016 Bond Election.
2. Discussion on Chapter 6, Types of Construction, of the 2012 International Building Code, with regard to regulations on non-combustible materials within commercial construction.
3. Review of the Commission's Rules of Procedure, Article XII, Making Recommendations to City Council.
4. **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.**

J. Public Hearings**K. Announcements & Comments by Commissioners****L. Adjournment**



CITY OF BELLAIRE TEXAS
BUILDING AND STANDARDS COMMISSION
AUGUST 24, 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:

Attendee Name	Title	Status	Arrived
Laura Thurmond	Chairman	Present	
Paul Katz	Commissioner	Present	
Burt Martin	Commissioner	Present	
Mike Baker	Commissioner	Present	
Danny Spencer	Vice Chairman	Absent	
Lee Hampton	Commissioner	Present	7:03 PM
Charles Formica	Commissioner	Present	
William Davidson	Building Official	Present	
Ashley Parcus	Secretary	Present	
David R. Montague	Council Member	Present	

C. Rules for Public Comment

Chairman Thurmond mentioned that the Rules for Public Comment were listed on the agenda.

- 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.**

Minutes Acceptance: Minutes of Aug 24, 2016 7:00 PM (Approval or Correction of the Minutes)

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.**

D. Approval or Correction of the Minutes

1. Building and Standards Commission - Regular Session - Jul 27, 2016 7:00 PM

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

E. Public Comment

There was no public comment.

F. Report from Building Official

1. Substandard Housing Process

Mr. Davidson informed the Commission that he had recently attended a class on substandard housing and the process for declaring them as such. He stated that as a result of that, he has reviewed the City's substandard ordinance. Mr. Davidson added that for the most part the City of Bellaire is in compliance with the state regulations, however, there may be some revisions made to the process to make it a little more efficient and formal. He pointed out that the thing to make clear to residents/commissioners who have concerns, is the difference between a substandard house, which is unsafe/unfit to live in, and a house that is simply not aesthetically pleasing. Mr. Davidson informed the Commission that he is currently working with one property owner regarding a substandard structure, and should have more information on that soon. He stated that the City still has not received any news on the grant program application.

Chairman Thurmond mentioned a house on Cedar Street and asked if it was being demolished.

Mr. Davidson confirmed that it is. He added that he had previously red tagged the property for being unsecured and had begun working with the City's Code Compliance Officer to ensure the demolition of the property.

Commissioner Baker asked if roofs that are not performing as designed would eventually be considered substandard.

Mr. Davidson stated that when/if it poses a threat to life safety or structural stability, or is causing water damage to the structural members, as determined by an inspection, then it could be declared substandard.

Commissioner Baker asked if the cost of the required repairs for something of that nature would be subject to the 50% threshold.

Mr. Davidson confirmed that it would be subject that rule. He explained that if the reparation of the damage exceeds 50% of the total value of the structure then the whole property must be elevated out of the floodplain. He added that if the owner is not financially able to elevate the property then it would become substandard, and would result in the demolition of the structure. Mr. Davidson pointed out that establishing the cost of repairs is very important, and therefore requires a very thorough inspection of the property in order to determine what work is required. He stated that the property owner would then present the City with a bid for the cost to remodel, and staff would determine whether it exceeds the total value of the home.

Commissioner Baker asked if damaged/exposed siding would fall into the same category.

Mr. Davidson stated that he hesitates to give a definite answer to that question, but added that it would definitely be something that would cause him to take a look at the structure, from a substandard perspective.

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. Appointment of a member(s) to represent the Commission on the Community Advisory Group, assisting in the development of a Bellaire Beautification vision.

Cheryl Bright, Assistant Director of Parks, Recreation & Facilities-Ms. Bright explained the purpose of the Community Advisory Group, as well as the responsibilities of the appointed member(s). She informed the Commission that the members of the group are specifically requested to attend the three Master Plan Review meetings, which are scheduled for September 29, October 27, and November 22nd, all at 1:00 PM. However, they are also strongly encouraged to also attend the community meetings, workshops, and City Council meetings listed in the Design Process Schedule. Ms. Bright added that although the Commission is to appoint one or two members to the group, all of the Commissioners are welcome at any/all of the meetings listed.

Chairman Thurmond asked Council Member Montague to give the Commission some insight on Council's thoughts on the Beautification project.

Council Member Montague informed the Commission that some type of beautification has been going on for years, however, several members of the Bellaire community

have recently come together to form Citizens for A Beautiful Bellaire. He added that it has been somewhat of an uneven dynamic, between the citizens and the City, and determining whose job is what. Council Member Montague stated that there are many questions to be answered: How do we budget for it? How is it planned? How do we move forward? He informed the Commission that the City has hired a global landscaping company called Terrain Studios to assist in these efforts. Council Member Montague then explained the beautification survey that was conducted and analyzed by Christopher Butler. He stated that it received over 1,000 responses, and gave a tremendous view of what a significant cross section of Bellaire thought about their city. He added that he encourages all boards and commissions to get involved with the process.

Commissioners Baker and Formica volunteered to be in the Community Advisory Group.

Motion: a motion was made by Commissioner Katz and seconded by Chairman Thurmond to appoint Commissioners Baker and Formica to the Community Advisory Group.

Vote: the motion carried with a vote of 6-0.

2. 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.

Commissioner Formica mentioned Ms. Johanna Moran's comments during the Commission's July meeting regarding trees, and asked that the tree ordinance be added to the September meeting.

Motion: a motion was made by Commissioner Formica and seconded by Commissioner Katz to add the tree ordinance to the September 28th agenda.

Vote: the motion carried with a vote of 6-0.

Commissioner Baker pointed out that the Commission has a new process for amending city codes and asked that they get a refresher on what that entails to ensure that everyone is on the same page.

Chairman Thurmond mentioned that the city ordinance precludes the use of wood framing in any commercial building, however, Evelyn's park currently has a wooden framed building. She asked that staff provide that ordinance to the Commission for the next meeting to discuss.

Motion: a motion was made by Chairman Thurmond and seconded by Commissioner Formica to add the review of the city ordinances pertaining to the construction of commercial buildings on the September agenda.

Vote: the motion was carried with a vote of 6-0.

J. Public Hearings

There were no public hearings.

K. Announcements & Comments by Commissioners

There were no announcements or comments.

L. Adjournment

Motion: a motion was made by Commissioner Formica and seconded by Commissioner Martin to adjourn the Regular Meeting.

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

The meeting was adjourned at 7:34 PM.

Minutes Acceptance: Minutes of Aug 24, 2016 7:00 PM (Approval or Correction of the Minutes)

**Building and Standards
Commission**

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



Meeting: 09/28/16 07:00 PM
Department: Development Services
Category: Discussion
Department Head: John McDonald
DOC ID: 2042

**SCHEDULED
INFORMATION ITEM (ID
2042)**

Item Title:

Presentation and discussion on the November 8, 2016 Bond Election.

Background/Summary:

John McDonald, Director of Development Services, will be in attendance to review the November 8, 2016 Bond package with the Commission.

ATTACHMENTS:

- Bond Election 2016 Flyer FINAL (PDF)



Bond Election 2016

Bonds for Better Bellaire 2016

On November 8, 2016, the City of Bellaire will hold a bond election to allow residents to vote on the funding mechanism for three separate propositions.

Proposition 1 – Streets, Drainage and Sidewalks

\$24.00 million

- This program will continue the work of the Bellaire Millennium Renewal (2000) and Rebuild Bellaire (2005) bond programs to design and construct streets and drainage systems with sidewalks on at least one side of the street
- Projects will address replacement of streets and drainage systems in order to reduce the occurrence of flooding and improve street conditions
- Streets and drainage systems to be replaced are identified based upon relative priority as determined by condition

Proposition 2 - New Municipal Buildings

\$5.60 million

- Includes new city hall/civic center and police/municipal court building
- Maintains campus approach to Bellaire Town Square (Bellaire-Zindler Park)
- Allows for long range plans for a new library to be incorporated
- Supports desires expressed by citizens in multiple public meetings, including building locations and overall site planning
- Developed with guidance from two citizens' ad hoc advisory committees which address layout, adjacencies, and design aesthetics
- Allows larger and improved police work and training spaces and accommodates construction cost escalation

Proposition 3 - Water and Wastewater Improvements Program

\$24.38 million

- The advanced age and deterioration of water lines, meters, and facilities has led to a decrease in the overall efficiency of the system and rising maintenance costs
- Over 40% of utility lines are between 40 and 70 years old, 67% of water meters are over 15 years old, and the wastewater treatment plant is over 40 years old
- Water lines scheduled for upgrade are those identified as the most critically in need of replacement
- System and financial efficiency will be improved with upgrades to the wastewater treatment plant and the replacement of water meters and aging water and wastewater lines

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www.bellairetx.gov/bonds2016



Bond Election 2016

Proposition 1 - Streets, Drainage and Sidewalks

Program Background

Over the last century Bellaire residents have suffered from numerous severe storms. Recent major storms, such as the 2015 Memorial Day event and the 2016 Tax Day event, continue to highlight the need for proactive drainage improvements that go beyond a typical storm event (commonly referred to as a 2-year storm event). Additionally, the City must consider issues outside our city limits which negatively impact citizens when a flood event occurs, such as the limited capacity of Brays Bayou.

Ongoing engineering studies have identified streets in need of rehabilitation, and some are beyond maintenance and in need of reconstruction. The 2013 Pavement Assessment categorized approximately 70 lane miles (44% of the City's total roadways) of Bellaire streets as unacceptable.

A condition assessment and inventory of sidewalks was completed in 2013 to determine the location of gaps in the City's sidewalk network. Within block lengths that include portions of sidewalks, approximately 30,000 linear feet of sidewalk gaps were identified. This study did not include gaps on street block lengths without sidewalks.

Basis for Program

The program will continue the City's practice to design and construct streets and drainage concurrently in one project with sidewalks to be installed on at least one side of the street. Prioritization of streets will be based on adequacy of the existing drainage system, the pavement condition, the lots served by street reconstruction and drainage improvements, traffic, and open ditch systems.

Proposed Budget

The total budget for replacing streets, drainage and sidewalks is \$24.00 million. Over 3-4 years, \$24.00 million has been allocated to cover street replacement projects with drainage and sidewalk improvements included.

Proposed Schedule

Design of the first project will begin once funding is received and construction will follow thereafter. Approximately one street/drainage/sidewalk project for multiple locations can be anticipated. Affected residents will be notified prior to each project's commencement.

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Bond Election 2016

Proposition 2 - New Municipal Buildings

Project Background

The New Municipal Buildings Project maintains the City's long-standing campus approach to civic buildings. The construction of the new city hall/civic center and police/municipal court facilities are included in this project.

In November 2013, Bellaire residents voted to support an \$11.00 million General Obligation Bond to finance the design and construction of the new municipal buildings: city hall, civic center, police station, and municipal courts. Responding to continued input from Bellaire citizens, City Council adjusted the original site plan and reconfigured the location and compatibility of the buildings and services.

Basis for Project

The configuration of the new two-story facilities will improve Bellaire citizens' access to services while enhancing the overall appearance of the campus. The senior activities program will be provided new and improved facilities which will be available for numerous program offerings. Customers of Development Services and Utility Billing will conduct business in a new centralized area. The new facilities will include publicly accessible meeting rooms, including the City Council chambers and civic center. The new police station includes spaces for enhanced officer training, investigative capacity, evidence management, and many other components that will have a positive impact on the provision of police services. The municipal court facility will provide for orderly jury assembly, improved management of the prosecutorial process, and increased interaction regarding warrant files.

Proposed Budget

Total supplemental funding needed to complete this phase of the New Municipal Buildings Project is estimated to be approximately \$5.60 million, of which \$3.83 million is due to inflation, rising construction costs, and additional space requirements as a result of reconfiguring the building locations in response to public input. The other \$1.77 million is necessary to cover the additional space and security needs of the police station. This supplemental funding will add to already approved funds to create a total project budget:

\$11,000,000	– authorized but unissued authority from November 2013
\$1,560,000	– authorized but unissued authority from November 2005
<u>\$5,600,000</u>	<u>– proposed authority from November 2016</u>
\$18,160,000	– total project budget

Proposed Schedule

The construction design phase for the New Municipal Buildings Project is scheduled for completion by the end of 2016. Once permitting, bidding, and contract award is completed, construction will begin in early 2017. Construction is estimated to take 19 months with occupancy of both the city hall/civic center and the police/municipal court buildings slated for late 2018.

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Bond Election 2016

Proposition 3 - Water and Wastewater Improvements Program

Program Background

The City's water and wastewater systems include approximately 70 miles of underground water lines, 65 miles of wastewater lines, 7,600 water meters, and a wastewater treatment plant. Within this infrastructure, 38% of the water lines are 50 to 70 years old, 3% of the wastewater lines are over 40 years old, 67% of the water meters are over 15 years old, and the wastewater treatment plant is over 40 years old.

Basis for Program

The April 20, 2015, Wastewater Collection System and Water Distribution System Report stated, "approximately 52,000 feet (9-10 miles) of the older water lines have been identified as needing replacement in the near future." These water lines are critical due to the frequency of service interruptions and a disproportionate amount of maintenance required. In the same report, approximately 10,000 feet (1-2 miles) of wastewater lines for future improvements were identified.

Water meter age leads to a degradation of meter accuracy. Of the 7,600 meters, 67% are over 15 years old. The aging meter inventory has led to approximately 15% of current water usage not being billed.

The wastewater treatment plant was constructed over 40 years ago and various systems within the plant do not function as designed due to aging and non-functioning components. The proposed improvements will leverage new efficiencies and energy savings that will offset their cost.

Proposed Budget

The total budget for design and construction costs is \$24.38 million. An allocation of \$11.00 million is for water lines, and \$580,000 for wastewater lines. The budget for water meter installation and improvements to the wastewater treatment plant is \$12.8 million, which is a performance based project. A performance project is one in which the efficiencies and cost savings to be generated are guaranteed by a contract. Additionally, a reduction in operational and energy costs will create a return on investment over the life of the improvements. This project will be revenue neutral over time and the replacement of new water meters will create new revenues.

Proposed Schedule

Design will begin once funding is received and construction will follow thereafter. Approximately one project per year which will include multiple locations can be anticipated for water and wastewater lines over the next 3-4 years. Residents in affected areas will be notified prior to each project's commencement. The design for the improvements to the wastewater treatment plant has been completed. The project, including the installation of new water meters, is anticipated to be completed within 15 months once funding is received.

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Bond Election 2016

Financial Information

Total Bond Proposal

\$53.98 million broken down as follows:

Streets, Drainage and Sidewalks \$24.00 million.....*proposition #1*
 New Municipal Buildings \$5.60 million.....*proposition #2*
 Water and Wastewater Improvements Program \$24.38 million.....*proposition #3*

Current Debt Carried by the City

The City will have \$77.30 million in principal outstanding at the end of Fiscal Year 2016, of which it is estimated that less than \$5.70 million is being supported by transfers from the City's Enterprise Fund. It is also estimated that \$24.38 million of the proposed 2016 Bond Election will be supported by transfers from the City's Enterprise Fund.

Impact to the Residents

FY 2016 debt rate is \$0.1304 and the proposed debt rate for FY 2017 is \$0.1323, which equates to approximately a \$15 increase annually per household in debt related property taxes based on an average taxable value assessed at \$778,442. FY 2018 will increase approximately \$65 while FY 2019 will decrease around \$10 annually. FY 2020 will increase approximately \$16 and rounding out our five-year fiscal forecast, FY 2021 will decrease approximately \$26 per household.

Projected Outstanding City Debt

	Existing Debt		Proposed Debt		Total Debt
	<i>Tax Supported</i>	<i>Enterprise</i>	<i>Tax Supported</i>	<i>Enterprise</i>	
FY 2016	\$71,540,266	\$5,769,734			\$77,310,000
FY 2017	\$67,667,083	\$5,302,917	\$27,160,000	\$16,125,000	\$116,255,000
FY 2018	\$64,041,616	\$4,868,384	\$33,589,158	\$18,835,842	\$121,335,000
FY 2019	\$60,591,806	\$4,433,194	\$40,793,334	\$23,066,666	\$128,885,000
FY 2020	\$57,009,450	\$3,980,550	\$39,782,873	\$22,407,127	\$123,180,000
FY 2021	\$53,310,417	\$3,514,583	\$38,526,270	\$21,593,730	\$116,945,000

Bonds for Water and Wastewater Improvement Debt Will Not Affect Tax Rates

Funding for the system improvements will come from water and wastewater revenues and identified efficiency savings which are included in the FY 2017 proposed budget. There will be no impact to Bellaire residents' tax rate as a result of funding for water and wastewater improvements.

Impact on the Debt Service Forecast

The maximum annual increase to debt service on the proposed \$66.54 million bond issuances (of which \$12.56 million is from the prior 2005 & 2013 bond elections, authorized but as-yet unissued) is approximately \$3.90 million and occurs in FY 2026. The debt rate associated with year 2026 is \$0.1219, which is lower than the current debt rate, and is a direct result of estimated annual growth in assessed valuations.



Bond Election 2016

Voter Resources

Learn More About These Projects

Visit www.bellairetx.gov/bonds2016 to learn more.

Questions can be emailed to bonds@bellairetx.gov

Voting Information

October 11, 2016	Last Day to Register to Vote
October 24, 2016	First Day of Early Voting
November 4, 2016	Last Day of Early Voting
November 8, 2016	Election Day

To find out your precinct and voting location, please visit: www.harrisvotes.com

Attend a Public Presentation

(Dates are subject to change)

September 13, 2016	Planning and Zoning Commission
September 14, 2016	Cultural Arts Board Environmental and Sustainability Board
September 15, 2016	Board of Adjustment
September 21, 2016	Parks Advisory Board
September 22, 2016	L.I.F.E. Advisory Board
September 28, 2016	Building and Standards Commission

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**Building and Standards
Commission**

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



Meeting: 09/28/16 07:00 PM
Department: Development Services
Category: Discussion
Department Head: John McDonald
DOC ID: 2040

**SCHEDULED
INFORMATION ITEM (ID
2040)**

Item Title:

Discussion on Chapter 6, Types of Construction, of the 2012 International Building Code, with regard to regulations on non-combustible materials within commercial construction.

Background/Summary:

This item was added to the agenda at the request of Chairman Thurmond.

**Building and Standards
Commission**

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



Meeting: 09/28/16 07:00 PM
Department: Development Services
Category: Discussion
Department Head: John McDonald
DOC ID: 2041

**SCHEDULED
INFORMATION ITEM (ID
2041)**

Item Title:

Review of the Commission's Rules of Procedure, Article XII, Making Recommendations to City Council.

Background/Summary:

At the August meeting, the Commission asked that a review of the procedures on how to make recommendations to the City Council be added to the September agenda.

Article XII of the Rules of Procedure, Making Recommendations to City Council, is attached.

ATTACHMENTS:

- Rules of Procedure 2016 (PDF)

Article XII. Making Recommendations to City Council

- Sec. 1. Research and Development. Once the Commission and/or City Staff recognizes the need to amend an item in the City of Bellaire Code of Ordinances, Chapter 9, Buildings the identifying party shall research the need and validity for introducing the amendment Upon determining that a valid need for change exists, the party shall prepare proposa language for the ordinance and provide supporting documentation.
- Sec. 2. Public Introduction of Amendment. Upon developing the proposed amendment language, the ordinance change will be presented at a Regular or Special Meeting of the Commission. If the Commission votes to recommend the amendment to City Council, the proposed amendment will be posted on the City's website for a period of 45 days so that public input can be gathered and evaluated. The 45 day review period will start upon the appearance of the recommendation on a Regular or Special Meeting Agenda of the Commission.
- Sec. 3. City Council Action. Upon completion, the final proposal shall be put forth to City Council for action. The final draft should include a proposed effective date. If City Council votes in favor of the amendment, the ordinance shall be adopted as prescribed by state law.
- Sec. 4. Adoption. Ordinances having no penalties shall go into effect immediately. Amendments having penalties shall have a written effective date occurring within 10 days of publication.
- Sec. 5. Special Conditions. In the event of a special circumstance, the Commission reserves the right to waive the 45 day review period.