



**CITY OF BELLAIRE TEXAS**  
**BUILDING AND STANDARDS COMMISSION**  
**MARCH 22, 2017**

**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 7:06 PM.

**B. Announcement of Quorum**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Laura Thurmond	Chairman	Present	
Paul Katz	Commissioner	Present	
Burt Martin	Commissioner	Present	
Mike Baker	Commissioner	Present	
Danny Spencer	Vice Chairman	Present	7:10 PM
Lee Hampton	Commissioner	Present	
Charles Formica	Commissioner	Absent	
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 are 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.**

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 - Jan 25, 2017 7:00 PM

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

#### **E. Public Comment**

**Robert Riquelmy**-Mr. Riquelmy informed the Commission that he would like to see them look into a way to keep children below a certain age away from construction sites in the City. He also asked that the Commission discuss a requirement that plans submitted to the City include the ability for future wheelchair access. Mr. Riquelmy stated that it is an election year and urged members of the Commission to run. He stated that if he were to have to run again then there would be issues with the police department.

#### **F. Report from Building Official**

Mr. Davidson informed the Commission that an email had been sent out by Mr. McDonald regarding amendments to the tree ordinance. He explained that the City is currently working with representatives of the Houston-Galveston Area Council (HGAC) to participate in the Greater Houston Urban Forest Restoration Project, to develop a long-term strategy for urban forest restoration across Harris County and regionally. Mr. Davidson explained that the City Manager would like to see the outcome of the study prior to moving forward with changes to the current tree ordinance.

##### **1. Builder's Informational Meeting**

Mr. Davidson informed the Commission that staff had planned on holding an informational meeting for builders in March, however, work on the municipal facilities and Evelyn's Park prevented that from happening. He stated that therefore staff will look to schedule it sometime at the beginning of April instead. Mr. Davidson mentioned that the topics of discussion will be newly adopted building ordinances, as well as some older ordinances and codes that staff may feel need to be reviewed. He asked the Commission to let staff know if there were any topics that they would like discussed at the meeting.

Vice Chairman Spencer asked if it would be possible for the Commission to provide flyers regarding SWPPP for staff to pass out at the meeting.

Mr. Davidson stated that he believed that could be arranged.

**G. Reports of Committees and Communications****1. Communications to Commission members outside of posted meetings**

There were no communications to report.

**2. Committee Reports**

There were no committee reports.

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

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

**H. Old Business**

There was no old business.

**I. New Business**

1. Discussion, preparation, and possible action on the Building and Standards Commission's letter to the City Manager regarding the enforcement of the Storm Water Prevention Pollution Plan (SWPPP), as prepared by Vice Chairman Danny Spencer.

Chairman Thurmond mentioned that a draft letter had been provided to the Commission in their packets.

Vice Chairman Spencer reiterated that the purpose of this letter is not to degrade the efforts of staff, but to work on providing education regarding SWPPP to the public, as well as the City.

A motion was made by Commissioner Baker and seconded by Commissioner Martin to approve the letter and send it forward to the City Manager.

Commissioner Baker asked Mr. Davidson if he was comfortable with what the letter says, and if the Commission would have staff's support moving forward.

Mr. Davidson stated that he has no objections with the content. He added that it seems as though the Commission has identified an area where more education is necessary and useful, and agreed that it would be quite helpful.

Chairman Thurmond pointed out that the letter should give more detail about what it is that the Commission is asking for the City Manager to do, and suggested adding "including allowing time for City staff to work with the Commission on a protocol for fielding calls from the public and developing an educational program, and a method of enforcement" to the last sentence of the letter.

Commissioner Hampton felt that the letter was somewhat vague and should be more specific in what is being requested.

Chairman Thurmond mentioned that the Commission would like to see the City Manager commit some staff time to develop a protocol for fielding phone calls, and to develop an educational program.

Commissioner Baker asked if the Commission wanted education or enforcement.

Chairman Thurmond felt that both should be included.

Vice Chairman Spencer pointed out that the Commission would not have to reinvent the wheel, as a plan has already been established by the EPA, they would just be helping staff to enforce the plan and educate the public on what is expected.

Commissioner Baker suggested that the sentence reading "What we would like to see is the Building and Standards Commission helping in the inspections department by assisting with education" be changed to "What we would like to see is the allocation of resources for education that will result in the enforcement of adopted SWPPP codes."

Commissioner Hampton questioned whether the letter was specific enough for the City Manager to understand that both the implementers and the enforcers need to be educated on this topic.

Commissioner Martin mentioned that amending Commissioner Baker's suggestion to say "compliance and enforcement" should take care of that concern.

The rest of the Commission agreed.

Commissioner Martin mentioned the sentence stating "However I have personally seen many violations in our City" and pointed out that because it is coming from the Commission as a whole that should probably be changed.

Chairman Thurmond suggested amending it to say, "However, several committee members have observed violations in our City."

**Amended Motion:** an amended motion was made by Vice Chairman Spencer and seconded by Commissioner Katz to approve the letter, as amended by the Commission.

**Vote on amended motion:** the motion carried on a vote of 6-0.

**Vote on original motion:** the motion carried on a vote of 6-0.

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Baker, Commissioner
<b>SECONDER:</b>	Burt Martin, Commissioner
<b>AYES:</b>	Thurmond, Katz, Martin, Baker, Spencer, Hampton
<b>ABSENT:</b>	Formica

- 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 Baker asked that an item be put on the next agenda regarding the requirement of the installation of signage at construction sites that provides a number to call for complaints, questions, or concerns.

**J. Public Hearings**

There were no public hearings.

**K. Announcements & Comments by Commissioners**

There were no announcements and comments from Commissioners.

**L. Adjournment**

**Motion:** a motion was made by Commissioner Katz and seconded by Vice Chairman Spencer to adjourn the regular meeting.

**Vote:** 6-0.

**The meeting was adjourned at 7:50 PM.**