



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

JULY 13, 2017

Council Chamber

Regular Session

6:00 PM

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

I. CALL TO ORDER

Chairman Frazier called the meeting to order at 6:00 PM.

II. ANNOUNCEMENT OF QUORUM

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

Chairman Win Frazier
Commissioner Mike Axelrad
Commissioner Jonathan Saikin
Commissioner Lynne Skinner
Commissioner Marc Steinberg
Commissioner Bill Thorogood

Interim Director of Development Services, ChaVonne Sampson, Assistant City Attorney, Zachary Petrov, Planning and Zoning Secretary, Ashley Parcus, and City Council Liaison, Trisha Pollard were also in attendance.

Vice Chairman Dirk Stiggins was absent from the proceedings.

III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION

Chairman Frazier reminded anyone who wished to address the Commission to fill out a speaker form. He also mentioned that although many people were expecting a discussion on Bellaire High School to take place, that item was pushed to the Commission's August meeting.

IV. APPROVAL OF MINUTES FROM PAST MEETINGS

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Motion: a motion was made by Commissioner Steinberg and seconded by Commissioner Thorogood to accept the minutes as written.

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

V. UNFINISHED BUSINESS, COMMUNICATIONS, AND REPORTS

Commissioner Steinberg mentioned that he had received a phone call from a City Council Member to discuss who the new Chair and Vice Chair of the Commission were going to be. He stated that he was very offended by the phone call and felt as though the call was very inappropriate. He urged the other Commissioners to vote for who they believe will be best for the job.

Several of the other Commissioners mentioned that they also got the phone call.

Chairman Frazier stated that Vice Chairman Stiggins was not able to be in attendance, but had written a letter that he would like to share with the Commission. The letter read as follows:

"I am unable to attend the next P&Z meeting.

I would like to request you pass on my thanks to the P&Z members who are leaving the commission. It has been a pleasure to serve with this commission. There have been some contentious issues that were considered by this commission and yet there was always a thoughtful and civil consideration and discussion by all the members. Members prepared for the meetings and a informative discussion developed during the commission's consideration of agenda items. I would add a special thanks to Win Frazier for his leadership during all of our discussions/meetings. His even tempered approach to all our considerations set a tone that we should all emulate. He was always well prepared for each meeting."

Chairman Frazier then thanked all of the Commission members for their hard work and dedication and stated that it was an honor to serve with each one of them. He also thanked the members of City Council, specifically Mayor Friedberg and the Commission's liaison, Trisha Pollard. Chairman Frazier extended his gratitude to previous members of the Commission as well, including Peter Boecher, Lori Aylett, and Donna Rickenbacker for their guidance and support throughout the years. He stated that it is going to be difficult to leave, but that he is confident it is being left in very capable hands.

VI. SWEARING IN OF NEW COMMISSIONERS (INCOMING COMMISSIONERS ASSUME DUTIES AND OUTGOING COMMISSION RETIRES)

Assistant City Attorney, Zach Petrov, swore in the two new members of the Commission, Ross Gordon and Weldon Taylor, as well as Jonathan Saikin, who was being re-appointed.

Chairman Win Frazier and Commissioner Bill Thorogood retired.

VII. 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.

Lynn McBee-Ms. McBee thanked Win Frazier and Bill Thorogood for their time served on the Commission. She stated that she knows that she is not alone in the community for recognizing the excellence of service that they have submitted. Ms. McBee added that they will be missed, but she knows that the newly appointed Commissioners will quickly fill those roles. She then reminded the Commission that the Comprehensive Plan for the City of Bellaire is like a bible and is taken very literally. Ms. McBee explained that residents understand that it is the protection guideline for the community. She asked that each time the Commission take action on an item that has come before them, they specifically draft their own letter of recommendation to the City Council, including the excerpt from the Comprehensive Plan that relates to that decision. She then provided the Commission with a cheat sheet for the Comprehensive Plan. Ms. McBee mentioned that the City of Bellaire is a residential community and that the residents take residential protection very seriously. She added that altering a tax base in the interest of more development and more tax revenues is not an acceptable message to send within this community. Ms. McBee urged the Commission to be sensitive to that.

VIII. INCOMING COMMISSION**1. Introduction of Incoming Commissioners**

Weldon Taylor-Commissioner Taylor stated that he lives on Palmetto Street and has lived in Bellaire for 4 1/2 years. He added that he is looking forward to being on the Commission and working with the community and the City Council to find the right balance of interest for the City.

Ross Gordon-Commissioner Gordon stated that he resides on Pocahontas Street and is excited to be a part of the Commission. He added that he is looking forward to contributing to the community and continuing to make Bellaire a great place to raise a family.

2. Election of Chair and Vice Chair**Nominations for Chair:**

A nomination was made by Commissioner Steinberg and seconded by Commissioner Axelrad to elect Dirk Stiggins as Chairman of the Commission.

Vote: 6-0.

Nominations for Vice Chair:

A nomination was made by Commissioner Axelrad and seconded by Commissioner Saikin to elect Marc Steinberg as Vice Chairman of the Commission.

Vote: 5-0-1, with Commissioner Steinberg abstaining from the vote.

3. Adoption of the Rules of Procedure

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Axelrad, Commissioner
SECONDER:	S. Lynne Skinner, Commissioner
AYES:	Saikin, Axelrad, Gordon, Taylor, Steinberg, Skinner
ABSENT:	Stiggins

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

There was no current business.

X. REPORT OF STAFF, COMMITTEES & CORRESPONDENCE**1. Staff liaison report on the status of projects previously addressed by the commission as well as projects for future meetings.**

ChaVonne Sampson, Interim Director of Development Services-Ms. Sampson explained that Houston Independent School District has made some slight modifications to their site plan based off of the comments/concerns that were voiced at the public hearing. She added that the changes are not significant enough to require an additional public hearing, but due to the fact that they were just recently submitted to the City, the item was pushed back to the August meeting in an effort to give staff and the other necessary parties a chance to appropriately review the changes that were made. Ms.

Sampson also mentioned the action that the Commission took at the June meeting asking staff to put together a plan regarding the Visioning Bellaire: Urban Design and Conceptual Master Plan. She informed the Commission that she will be prepared to give an update on this at the August meeting. Ms. Sampson also reminded the Commission that Board and Commission training will be held on July 27th and to RSVP for that event if they have not already done so. She stated that in the future there will be some type of workshop or training which will be specifically geared toward the Planning and Zoning Commission.

Commissioner Skinner asked what the status is on the 610/59 interchange.

Ms. Sampson stated that she was not privy to that knowledge, but that the City Manager was in attendance and may be able to answer the question.

Mr. Hofmann, City Manager-Mr. Hofmann explained that the 610/59 interchange improvement project that has been in design and development by TxDOT for several years now is rapidly approaching the time when they will go out for bids. He added that the last he heard from the City Engineer, James Andrews, who has been in close contact with TxDOT, is that they will be letting in August. Mr. Hofmann stated that TxDOT has worked very well with the City of Bellaire and has been very responsive to concerns and suggestions that have been voiced. He added that this is a very large and complicated project that will include multiple phases, with the first being on the southeastern quadrant. Mr. Hofmann stated that according to TxDOT, 610/59 is one of the most congested interchanges in the United States, and this will be a valuable and beneficial project for the City of Bellaire.

Commissioner Skinner then asked if Houston Independent School District (HISD) understands that the Commission and public are very concerned with the egress of the parking garage.

Mr. Hofmann and Ms. Sampson confirmed that the message was conveyed loud and clear.

Mr. Hofmann then took the opportunity to introduce Ms. Sampson as Interim Director of the Development Services Department and added that a re-organization of Development Services and Public Works is in the near future. He stated that the concept will be presented to City Council at their next meeting.

Vice Chairman Steinberg mentioned that the Board of Adjustment did not grant Bellaire High School the 80% lot coverage that was requested.

Ms. Sampson and Attorney Petrov explained that 67% lot coverage was granted. Attorney Petrov mentioned that HISD could either replace the artificial turf with natural grass on the sports field, or move the buildings around in order to get to 67%.

Vice Chairman Steinberg then asked if HISD would be modifying the site plan to something that conforms with that 67% prior to the Commission's consideration of the specific use permit application, or if the Commission will be asked to vote on something that would then need to go back before the Board of Adjustment.

Ms. Sampson explained that the lot coverage will be reviewed during the permitting process and that it should not have a huge bearing on the Commission's consideration of the application.

Attorney Petrov stated that if changes to the site plan are significant then it would be required to have an additional public hearing before the Commission, first and foremost.

Ms. Sampson mentioned that HISD and PBK are doing their best to work from what they have, and doing everything possible to avoid having another public hearing.

Commissioner Gordon asked what the threshold is for changes that would require another public hearing.

Attorney Petrov explained that changes made must be in direct response to comments/concerns voiced at the public hearing, and anything outside of that would most likely require an additional public hearing. He then gave the example of the ingress and egress of the parking garage and stated that where the re-location of the entrance or exit of the garage would be acceptable, the complete re-location of the parking garage to somewhere else on the site would probably need to come back.

Commissioner Axelrad stated that he was now also concerned that the Commission would be voting on an application in which the site plan has not be finalized.

Ms. Sampson stated that the site plan that is approved by the Commission is the site plan that HISD will have to go with. She added that if they want to change something down the road then it will need to come back before the appropriate parties for approval, whether its the Board of Adjustment for a variance, the Planning and Zoning Commission for the site plan, or both.

Commissioner Saikin asked if staff has been given any updates on what they are doing to the site plan.

Ms. Sampson confirmed that staff has been working with HISD on a revised site plan. She added that she is working with the City's Traffic Engineer to ensure that they have no concerns with the changes made, and once that is done the information will be provided to the Commission members.

Commissioner Skinner mentioned the discussion of potential traffic signals at South Rice, Holly, Holt, and Maple Streets, and asked if that would be included as part of the revisions.

Ms. Sampson confirmed that the site plan will include proposals for traffic lights.

Commissioner Gordon asked staff if they could confirm when the Commission members would be receiving the new information.

Staff informed the Commission that they will get it out to them as soon as possible, once a response has been received from the traffic engineer.

XI. NEW BUSINESS

- 1. 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**

Commissioner Steinberg mentioned a conversation regarding a possible review of the Bellaire Boulevard Estate Overlay District, and stated that he would like for that to be added to a future agenda to determine if changes need to be made.

Ms. Sampson confirmed that the current overlay district became more of a sub-district, and that it would be helpful to amend the language in order to create a real overlay for those properties on Bellaire Boulevard.

Commissioner Skinner asked if there was any update on the Newcastle/Bissonnet properties.

Ms. Sampson stated that she would look into that and have an update ready for the August meeting.

XII. ADJOURNMENT

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

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

The meeting was adjourned at 6:37 PM.