

CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

FEBRUARY 8, 2018

Council Chamber

Regular Session

6:00 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401



Chairman

Mr. Dirk Stiggins

Commissioner

Jonathan Saikin

Commissioner

Ross Gordon

Vice Chairman

Marc Steinberg

Commissioner

Mike Axelrad

Commissioner

Weldon Taylor

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**

- A. Planning and Zoning Commission - Workshop & Regular Session - Jan 11, 2018 5:00 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. PUBLIC HEARINGS

Docket # SUP-2018-02-Public Hearing on an application filed by Abdul Wali Ali, registered agent for Plaza Cleaners, LLC d/b/a Hefner's Cleaners, as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of an already existing drive-through facility located at 5212 Bissonnet Street, as provided for in section 24-537 B.(2)a) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.

A. Presentation of the Public Hearing Process**B. Presentation by the Applicant****C. Staff Findings****D. Public Comments**

- i. Persons at the meeting who have indicated their desire to address the Commission by submitting the form provided shall have three (3) minutes each to present comments concerning the Application. This time limit may be extended to five (5) minutes at the discretion of the Chair with the consent of the Commission.**

E. Response of Applicant**F. Questions from the Commission****G. Invitation for Written Comments, if applicable****H. Closure of the Public Hearing****VI. CURRENT BUSINESS (ITEMS FOR DISCUSSION, CONSIDERATION, AND/OR POSSIBLE ACTION)**

- A. Docket #SU-2018-01-Consideration of a request filed by Stone & Stone, LLC, on behalf of "Let Us Play," as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of 1,402 square feet of existing building located at 5202 Cedar Street, as a kindergarten, nursery, and/or daycare center, as provided for in section 24-537 B.(2)b)2) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.
- B. Approval of the Commission's Report and Recommendation to City Council regarding the request for a Specific Use Permit at 5202 Cedar Street.
- C. Preliminary presentation of the City of Bellaire's Draft Five Year Capital Improvement Plan (CIP), presented by Michelle Jordan, Project Manager.
- D. Presentation on the City of Bellaire's Community Pathways Plan.

VII. COMMITTEE REPORTS

VIII. CORRESPONDENCE

IX. 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.**
 - i. **Update on the public hearing that was held on January 29, 2018 by the Floodplain Mitigation Task Force.**
- 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**

X. ADJOURNMENT



CITY OF BELLAIRE TEXAS

PLANNING AND ZONING COMMISSION

JANUARY 11, 2018

Council Conference Room and Council Chamber
5:00 PM

Workshop & Regular Session

7008 S. RICE AVENUE
BELLAIRE, TX 77401

A. WORKSHOP SESSION

A. Update on the work done by the Floodplain Mitigation Task Force and discussion on if/how the Commission could contribute to those efforts.

Ms. Sampson reviewed the draft matrix that the Task Force has been working on. She stated that ultimately there may be proposed code amendments that will come before the Commission, and felt that the Commission should not be involved in the process until that time. Ms. Sampson added that it would be very counterproductive for the Commission to work parallel with the Task Force at this time.

Commissioner Skinner mentioned that there are so many outside factors that come into play with flooding in Bellaire, such as Brays Bayou. She asked if those are things that are being taken into consideration.

Ms. Sampson confirmed that they are thinking about things of that nature. She added that the Task Force is also trying to identify partners and opportunities to actively represent Bellaire in as many organizations as possible.

Commissioner Saikin mentioned that the City of Bellaire has a huge public relations problem right now. He stated that residents feel as though there is a lack of advocacy and that no one is representing them. He said that there is a consensus that the City is not capable of mitigation. Commissioner Saikin stated that the City should be prepared for a lot of residents to begin moving out of Bellaire.

Ms. Sampson informed the Commission that the Task Force would be holding a public hearing on January 29th and that the Commissioners are free to attend and make a comment, as a resident.

B. Discussion on the Commission's list of priorities for the 2018 term.

Chairman Stiggins stated that the purpose of the workshop was to discuss several topics that have been brought to the Commission's attention and to decide what the priorities should be for the 2018 term. He mentioned that the four topics are:

1. Bellaire Boulevard Estate Overlay District (BBEOD)
2. Parking Garages in commercial districts
3. Floodplain Mitigation Plan
4. Beautification Master Plan

Ms. Sampson started by explaining the issues with the BBEOD. She stated that normally an overlay district simply adds one or a few requirements that compliment the regulations set forth in the zoning district that the property is located in, however, the BBEOD completely conflicts with the R-5 Zoning District. She stated

Minutes Acceptance: Minutes of Jan 11, 2018 5:00 PM (Approval of Minutes from Past Meetings)

that the Commission's options would be to do away with the overlay district all together, and create a new zoning district for the area that would correspond with what the overlay was attempting to accomplish, or to revise the requirements of the overlay district to better coincide with the regulations set forth in the R-5 Zoning District.

Commissioner Taylor asked for clarification that the issue is that the requirements set forth in the overlay district are inconsistent with those of the R-5 Zoning District.

Ms. Sampson confirmed this.

Commissioner Saikin asked what the overall goal would be.

Ms. Sampson stated that there are no specific goals other than to create a clear regulation.

Chairman Stiggins then moved on to discuss parking garages in commercial districts.

Ms. Sampson explained that the reason that this topic has been put back on the table is the fact that there are some concerns being raised about the parking garage that is included in the future new development at the corner of South Rice Avenue and Bellaire Boulevard. She stated that she would like to get a better idea of what the Commission's reservations are.

Several Commission members stated that the concern is with the fact that a commercial parking garage is allowed to have egress onto a residential street.

Commissioner Taylor asked how the development was approved.

Ms. Sampson stated that it was approved administratively, as a by-right development, based on the regulations put forth in the Corridor Mixed-Use District.

Commissioner Saikin felt as though all proposed parking garages should be required to come before the Commission for approval, just like the one for the new H-E-B. He mentioned that there is a cheap way to build parking garages and if done that way will not be aesthetically pleasing for the surrounding residents.

Ms. Sampson mentioned that there has to be a balance that allows for developers to construct by-right developments. She mentioned that H-E-B came before the Commission due to the fact that they were requesting a Planned Development. Ms. Sampson also explained that there are design standards in the code that regulate how the parking garage must be built, not only to achieve an aesthetically pleasing product, but also to enhance buffering between adjacent properties.

Commissioner Saikin mentioned the new H-E-B parking garage, and pointed out that there is the potential for the Randall's property to turnover as well. He stated that based on the current code regulations they would be able to construct a parking garage without approval from the Commission also. Commissioner Saikin felt as though this will change the dynamic of the City.

Chairman Stiggins mentioned that the Commission worked diligently on the update to the City's Comprehensive Plan as well as the creation of the CMU Zoning District, in an effort to spur redevelopment in the City's downtown area, which was not happening at the time.

Commissioner Taylor questioned whether the Code of Ordinances or the Comprehensive Plan mention any regulations regarding the ingress and/or egress of parking garages.

Ms. Sampson stated that they do not.

Commissioner Stiggins mentioned that developers that come into the City want to know exactly what they are able to do with a property before they invest time and money into a piece of land or project that ultimately may not be allowed, meaning that they may be on a time constraint.

Commissioner Saikin mentioned that in this case, the property at the corner of South Rice and Bellaire Boulevard is owned by the developer. He stated that he could have taken the extra time to go before the Commission.

Ms. Sampson reiterated that there was no need for him to go before the Commission when it was in compliance with all of the zoning codes.

Commissioner Skinner mentioned that the Commission should also keep in mind the fact that those residents chose to purchase property right behind a commercial shopping center.

Chairman Stiggins mentioned that this is obviously something that the Commission should take a closer look at, and asked that an item be put on a future agenda for restrictions on by-right parking garages in the commercial areas of Bellaire. He then moved on to the discussion regarding the Beatification Master Plan. He reminded the Commission that after Terrain's completion of the Plan, City Council had tasked the Commission with deciding how the concepts could be included in what is already in place, i.e. the zoning code and/or the Comprehensive Plan. Chairman Stiggins mentioned that last year the Commission had made a recommendation to City Council that a few of the concepts be added to the CIP and asked staff if they knew which, if any, of those had been included.

Ms. Sampson stated that the Commission would be given a presentation on the CIP during their February meeting and can ask those questions then. She explained that ultimately beautification and floodplain mitigation could be included as items in the Commission's CIP recommendation to Council, and that the Commission could discuss that in greater detail during the CIP review process.

Chairman Stiggins mentioned that in the past the Commission has held a workshop in between the February and March meetings in order to review the draft CIP in greater detail. He asked that this be done again.

Ms. Sampson confirmed that a workshop will be scheduled. She mentioned that the first quarter of the year will be dedicated mostly to the CIP, which will incorporate beautification concepts. She stated that once that has been completed, staff will begin to take look at parking garages in commercial districts and will bring something forward to the Commission. Ms. Sampson mentioned that the BBOD may not be visited until later on in the year.

Commissioner Skinner asked if the code could be amended to require that all parking garages go through the SUP process.

Ms. Sampson stated that it is something that staff will look into. She also added that the Board of Adjustment has been receiving quite a few requests for variances to

fence heights and the Board would like for the Commission to take a look at that potentially changing that as well.

Chairman Stiggins adjourned the workshop at 6:02 PM.

B. REGULAR SESSION

I. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

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

Attendee Name	Title	Status	Arrived
Jonathan Saikin	Commissioner	Present	
Mike Axelrad	Commissioner	Absent	
Ross Gordon	Commissioner	Absent	
Weldon Taylor	Commissioner	Present	
Marc Steinberg	Vice Chairman	Absent	
Dirk Stiggins	Chairman	Present	
S. Lynne Skinner	Commissioner	Present	
ChaVonne Sampson	Development Services Manager	Present	
Zachary Petrov	Assistant City Attorney	Present	
Ashley Parcus	Secretary	Present	
Trisha S. Pollard	Council Member	Present	

II. APPROVAL OF MINUTES FROM PAST MEETINGS

1. Planning and Zoning Commission - Regular Session - Nov 9, 2017 6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathan Saikin, Commissioner
SECONDER:	Weldon Taylor, Commissioner
AYES:	Saikin, Taylor, Stiggins, Skinner
ABSENT:	Axelrad, Gordon, Steinberg

III. REMINDER TO CITIZENS DESIRING TO ADDRESS THE COMMISSION

Chairman Stiggins reminded any members of the public who wished to address the Commission to sign in.

IV. GENERAL PUBLIC COMMENTS

Persons at the meeting who have indicated their desire to be heard on matters of general interest to the Commission by submitting the form provided shall have three minutes to present their comments. The Commission is not permitted to fully discuss, debate, or consider items that are not on the agenda. Questions presented to the Commission may be referred to staff.

There were no general public comments.

V. PUBLIC HEARINGS

Minutes Acceptance: Minutes of Jan 11, 2018 5:00 PM (Approval of Minutes from Past Meetings)

A. Docket # SU-2018-01-Public hearing on a request filed by Stone & Stone, LLC, on behalf of "Let Us Play," as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of 1,402 square feet of existing building located at 5202 Cedar Street, as a kindergarten, nursery, and/or daycare center, as provided for in section 24-537 B.(2)b)2) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.

A. Presentation of the Public Hearing Process

Ms. Sampson explained the public hearing process.

B. Presentation by the Applicant

Bill Stone-Mr. Stone stated that he is an attorney representing the applicant, Mindy Roberts Rosenthal, in her request for a Specific Use Permit. He added that the application was submitted to the City on or about December 8th, and that he believes that the application is in order and addresses each of the requirements listed in the City's Code of Ordinances. Mr. Stone indicated that any environmental impact will be minimum, and that the build out of the proposed location will include a wheelchair accessible bathroom. He added that Ms. Rosenthal has been an educator for 24 years, and prior to her current business she worked at a private school in Meyerland for 9 years, as well as served as the preschool and elementary school principal for 5 years. Mr. Stone explained that Let Us Play is an hourly childcare service, and is believed to be the only hourly care service in Bellaire and the surrounding communities. He stated that children between the ages of 6 months and 12 years make up the youth that are served at the facility, and families from Bellaire, Meyerland, West U, Westbury, Sugar Land, Richmond, and even Katy bring their children there when they need temporary child care. Let Us Play has a clientele of around 500 families, and children that are brought there stay no more than 4 hours. Mr. Stone mentioned that currently, there are 5 employees, plus 1 volunteer, and Ms. Rosenthal, bringing the total to 7, and that background checks are performed on all potential employees. He stated that there are no outside activities that the children engage in at the facility. The program has been and will continue to be inside recreation with toys, educational, and other child development enhancing activities, all closely supervised by adults. Mr. Stone explained that Ms. Rosenthal must be licensed by the state, and the facility is licensed and monitored by the Texas Dept of Family and Protective Services. The person of contact that the applicant has been working with is Andrea Bridges and Mr. Stone stated that he had her contact information if anyone needs it. He added that the facility is current on all of its yearly renewal fees with the state, and with the new application and potential new location, Ms. Rosenthal was required to pay a renewal fee, which she has done. In addition, the state of Texas has done new background checks on all employees. Mr. Stone stated that Ms. Rosenthal had received word that day that the new application is in order and everything looks fine. He mentioned that the business has been in 2 previous locations in the last 10 years, first at 4813 Bissonnet Street, and then at 5202 Bissonnet Street, where it has been located for the last 5 years. The Specific Use Permit for 5202 Bissonnet was granted in 2013, and Commissioners Dirk Stiggins, Marc Steinberg, and Lynne Skinner were members of the Commission at that time as well. Mr. Stone stated that the concerns that were brought up during the previous public hearing were whether the property owner supported the SUP request, whether it would negatively impact the sale of alcoholic beverages in surrounding areas, and the definition of daycare. He stated that no complaints, as far as he is aware, have been made to the city or the applicant with the regard to the current business at 5202 Bissonnet, and he is also not aware of any requests to the City with regard to any

restrictions being put on the business through the application process. He added that the business is asking to move a block away to the new location at 5202 Cedar Street, which is currently being refurbished and renovated. Mr. Stone pointed out that both the current and the proposed locations are within the City's Urban Village Downtown (UVD) Zoning District, and that the biggest impact in the area will be the opening of the new H-E-B grocery store. He stated that the new location will remove Let us Play from the busy food restaurants that currently surround it, and that the traffic should be less of an issue on Cedar Street because the adjacent and surrounding tenants are primarily professional business and not retail establishments. Mr. Stone mentioned that the current location is 1,460 square feet and the proposed location is 1,402, so it is a little smaller. He stated that he is hoping that parking will not be an issue due to the fact that parents will be parked for a very short amount of time while dropping their children off. He added that there are currently over 40 parking spaces located on site and that all 7 employees will be parking at the back of the building in an alleyway north of the business. Mr. Stone then thanked the Commission for consideration and asked that the application be granted as it was 5 years ago, with no restrictions on the permit.

C. Staff Findings

Ms. Sampson explained that the applicant is requesting a Specific Use Permit (SUP) for the operation of a day care center as required under Sec.24-537, Urban Village Downtown (UV-D) Zoning District. The facility is relocating from its previous location at 5202 Bissonnet, for which the applicant received a specific use permit via Ordinance No. 13-009 in February of 2013. She stated that no conditions were placed on the previous SUP. Ms. Sampson informed the Commission that Let Us Play intends to lease 1,402 square feet of an existing shopping center owned by Sagstex Investments, LP, and that minimum build out will be done to meet the applicant's needs, which will only consist of converting one of the two restrooms for wheelchair accessibility. Parking is based off of how many staff personnel are present, and the City will work with the applicant to ensure that the facility has an adequate number of parking spaces. Ms. Sampson stated that the fact that there are currently 42 spaces in the shopping center and the shared parking table can be taken into consideration, she doesn't feel that parking will be an issue for this tenant. No TIA was required to be submitted, and there are no public transit stops in the immediate vicinity of the proposed location. She mentioned that this application would be a topic in the upcoming Development Review Committee meeting, which consists of representatives from the City's fire, police, public works and Engineering departments, which is scheduled for January 29th. Ms. Sampson stated that staff will inform the Commission of any comments/concerns that were voiced by those departments during staff's recommendation of the application at the next meeting.

D. Public Comments

- i. **Persons at the meeting who have indicated their desire to address the Commission by submitting the form provided shall have three (3) minutes each to present comments concerning the Application. This time limit may be extended to five (5) minutes at the discretion of the Chair with the consent of the Commission.**

Don Mafrige-Owns the property at 5213 Cedar Street. objection to the specific use permit. the property was developed in 1965 and was converted to a restaurant in the 80s. has always had a full liquor license. may or may not be within the restricted boundary prohibiting liquor licenses. even with the grandfathering of the current tenant, it would not carry forward to any future tenants and would have a negative impact on the future of the property. detrimental impact is clear if the tenants are unable to operated with a full liquor license.

Sophia Mafrige, Attorney of Mr. Mafrige, there is a history with this property. has been operating for more than 30 years as a restaurant and wants to continue as such. Mr. Mafrige has no issues with daycares and loves children, but there is a provision in the City's code stating that any negative impacts from the granting of a specific use permit should be considered. If there is a negative impact then it would be required that the SUP be denied. Current tenant is grandfathered, but any future tenants, or even a change in use by the current tenant would have to reapply with TABC, if within the 300 feet that the City requires or the 1,000 feet requirement for the TABC then they would not be permitted to obtain a liquor license. Asked the Commission to take into consideration the distance between Mr. Mafrige's property and the 5202 Cedar street as well as the history of the property. Wants to have the ability to lease the property to future tenants with restaurants and bars.

Ms. Sampson informed the Commission that City staff, with help from Attorney Petrov, had done some research regarding the regulations on obtaining a liquor license. She added that the City will be providing Mr. Mafrige with documentation explaining that based on the current regulations, which only calls out churches, public schools, and public hospitals, the City of Bellaire would approve a future liquor license for the property at 5213 Cedar Street.

E. Response of Applicant

Mr. Stone asked if the City has measured the distance between Mr. Mafrige's restaurant and the proposed location of Let Us Play.

Ms. Sampson stated that she did do a preliminary measurement of the shortest distance between the two, which came out to be a little less than 300 feet, however, when done correctly it would be more.

Mr. Stone mentioned that he feels as though the current location of Let Us Play is closer to Mr. Mafrige's property than the proposed location is, and asked how the official measurement must be done.

Ms. Sampson confirmed that is correct. She added that it must be measured based on the pedestrian route, from door to door.

Sion Saghian, Owner of Sagstex Investments and Lessor of the property at 5202 Cedar Street, -Mr. Saghian stated that he had done a measurement, based on the route that Ms. Sampson suggested, and it was over 400 feet.

F. Questions from the Commission

Commissioner Taylor asked for a clarification on the City of Bellaire's regulations versus the TABC regulations with regard to obtaining a liquor license.

Attorney Petrov explained that there is no TABC requirement or state statute that has a minimum distance requirement, TABC simply allows a city to enact a minimum distance requirement if the city wishes. He stated that if the City does not enact one, then there is none at all.

Commissioner Taylor asked for confirmation that this use does fall under the definition of a daycare.

Ms. Sampson confirmed this.

Commissioner Taylor asked how many children the facility would be seeing on a daily basis.

Mindy Rosenthal, owner of Let Us Play-Ms. Rosenthal stated that it really just depends on what day it is. She explained that on a normal school day, more preschool age will be there early in the day with the older children coming in after school. Ms. Rosenthal pointed out that they never arrive at the same time or leave at the same time. She added that there are normally more children that attend on school holidays. Ms. Rosenthal stated that she is licensed to have 35, but she never takes more than 25 students at a time, for safety reasons.

Commissioner Skinner asked who makes the final call on the distance between Mr. Mafrige's property and 5202 Cedar Street.

Ms. Sampson stated that it would be the City of Bellaire.

Commissioner Skinner asked Ms. Sampson to provide the Commission with the official measurement for the consideration of the application, and also questioned whether TABC could overrule the City's determination to approve a liquor license.

Attorney Petrov confirmed that TABC could not overrule the City's determination, based on the regulations that are in place now.

Commissioner Saikin felt that it was a good use for the shopping center and did not have any questions.

Chairman Stiggins asked if there was a yearly inspection required by the state on this type of facility, and if so, could the Commission put a condition on the permit that would require that the applicant provide a copy of that to the City.

Ms. Sampson confirmed that there is a yearly inspection required, and that the Commission could put a condition of that nature on the SUP. She added that she would include that as part of staff's recommendation for the consideration of the item.

G. Invitation for Written Comments, if applicable

City staff informed the public that written comments on the application would be accepted until 5:00 PM on January 31st for the February 8th meeting.

H. Closure of the Public Hearing

The public hearing was closed at 6:45 pm.

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

1. Docket # AR-2017-09-Amending plat of Lots Thirty-Two (32), Thirty-Three (33), and Thirty-Four (34), of Banner Place, and addition in Harris County, Texas, according to the map or plat thereof recoded in Volume 27, Page 62 of the Map Records of Harris County, Texas. The properties are addressed as 110,112, and 114 Beverly Lane, and are located within the R-3 Zoning District.

Ms. Sampson explained that this is an amending plat application to combine three lots. She added that the applicant is asking for a 10 foot side yard setback on the south property line per Section 24-532C.(1)a)6)b., which deals with the regulations for a corner lot. Ms. Sampson explained that the amending plat was coming before

the Commission due to the fact that staff's interpretation is that this lot does not meet the definition of a corner lot per Chapter 24.

Chairman Stiggins pointed out that minutes from a similar situation had been provided to the Commission. He added that within the minutes it was indicated that the position of the City's attorney was that the lot was not a corner lot, and the application was denied. Chairman Stiggins asked Attorney Petrov if legal's opinion would be the same for the application currently before them.

Attorney Petrov confirmed that legal's opinion is that the lot in question is not a corner lot.

Ms. Sampson explained that if the application is denied, the applicant may still go before the Board of Adjustment to seek a setback variance for the property.

Motion: a motion was made by Commissioner Saikin to approve the amending plat.

The motion failed for lack of a 2nd.

Motion: a motion was made by Chairman Stiggins and seconded by Commissioner Skinner to deny the application.

Vote: the motion was carried with a vote of 3-1.

The application was denied.

RESULT:	FAILED [3 TO 1]
MOVER:	Dirk Stiggins, Chairman
SECONDER:	S. Lynne Skinner, Commissioner
AYES:	Taylor, Stiggins, Skinner
NAYS:	Saikin
ABSENT:	Axelrad, Gordon, Steinberg

2. Approval of the Planning and Zoning Commission's 2017 Annual Report to City Council.

One addition was made to the letter to include "and any support to the Flood Mitigation Report" on the last bullet point of tasks on the second page.

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

3. Approval of the Planning and Zoning Commission's 2018 Submittal Deadline Calendar.

Chairman Stiggins explained that some of the years on the calendar that was included in the packet were incorrect, but that staff had corrected those and had provided each Commissioner with a copy of the corrected version.

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

VII. COMMITTEE REPORTS

There were no committee reports.

VIII. CORRESPONDENCE

There was no correspondence.

IX. 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.

a. Update on the 2019-2023 Capital Improvement Plan

Ms. Sampson explained that a draft of the 2019-2023 Capital Improvement Plan would be presented to the Commission at their February meeting and a letter of recommendation will be voted on during the Commission's March meeting.

Chairman Stiggins mentioned that in the past, the Commission has held a workshop in between the February and March meetings in order to discuss the plan in greater detail prior to voting on a recommendation.

Staff confirmed that a workshop will be scheduled.

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

No new business was brought to the attention of the Commission.

X. ADJOURNMENT

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

Vote: the motion was carried on a unanimous vote of 4-0.

The meeting was adjourned at 7:02 PM.

**Planning and Zoning
Commission**

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 02/08/18 06:00 PM
Department: Development Services
Category: Public Hearing
Department Head: ChaVonne
Sampson
DOC ID: 2461

**SCHEDULED
PUBLIC HEARING (ID #
2461)**

Item Title:

Docket # SUP-2018-02-Public Hearing on an application filed by Abdul Wali Ali, registered agent for Plaza Cleaners, LLC d/b/a Hefner's Cleaners, as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of an already existing drive-through facility located at 5212 Bissonnet Street, as provided for in section 24-537 B.(2)a) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.

Background/Summary:

The applicant is seeking a Specific Use Permit (SUP) to allow for the use of an already existing drive-through facility at 5212 Bissonnet Street, as provided for in Section 24-537 B. (2) a) of the City of Bellaire Code of Ordinances. The business has relocated from its previous location at 5204 (A) Bissonnet Street, and is currently using the property at 5212 Bissonnet as a drop off laundry service. No cleaning or laundry will be done at this location.

Hefner's Plaza Cleaners is currently leasing all of the 1,570 square feet of the existing building owned by Sagstex Investments, LP, which previously housed a drive-through banking facility. The former business utilized three drive-in lanes, but the current applicant only intends to use one.

The building has met all city codes for occupation, and a Certificate of Occupancy has been granted without the use of the drive-in, pending the approval of this application.

Site Details

Property Owner: Sagstex Investments, LP
Applicant: Abdul Wali Ali
DBA: Hefner's Plaza Cleaners

Location: 5212 Bissonnet Street

Legal Description: Lot 6, Block 46, of the Town of Bellaire, and addition in Harris County, Texas, according to the map or plat thereof, recorded in Volume 3, Page 59, of the Map Records of Harris County, Texas, and the adjoining North 1/2 of the alley as deeded by the City of Bellaire by instrument filed for record under County Clerk's File No. S278250.

Current Zoning: UVD, Urban Village, Downtown

Requested Zoning: UVD, Urban Village, Downtown (SUP)

Notice Information

Owners of property and Tenants within 500 feet: 63 letters mailed

Notification letters mailed: January 24, 2018

Legal Notice published: January 23, 2018

Notification Signs Posted: January 23, 2018

Adjacent Base Zoning and Land Uses

Direction: North

Current Base Zoning: UVD

Current Land Use: Commercial

Direction: East

Current Base Zoning: UVD

Current Land Use: Commercial

Direction: South

Current Base Zoning: UVD

Current Land Use: Commercial

Direction: West

Current Base Zoning: UVD

Current Land Use: Commercial

Transportation

Thoroughfare: Cedar Street & Bissonnet Street

Existing Character: Local Street; one lane in each direction; no sidewalks; 5 FT of abandoned alley with Cedar and Bissonnet access

Proposed Changes: No proposed improvements.

Public Transit: No stops in the immediate vicinity of this location.

Traffic Impact: No Traffic Impact Analysis was requested or supplied. The applicant has indicated that the traffic to and from the drive-through window will flow from the north to south and will exit away from Cedar street. In addition, there is adequate space for approximately five cars to queue in the drive through line.

Parking: The applicant has stated that 4 parking spaces currently exist onsite. Staff reviewed parking during the building permit application process and the site met the needed parking requirements.

Utilities

No utility issues.

Public Safety

Fire: The Fire Marshal conducted an inspection prior to the issuance of a Certificate of Occupancy.

Recommendation:

This item is only on the agenda as a public hearing. Consideration of the application is scheduled for the Commission's March 8th meeting.

ATTACHMENTS:

- 5212 Bissonnet SUP Application (PDF)

APPLICATION FOR SPECIFIC USE PERMIT
PURSUANT TO SECTION 24-605

December 18, 2017

(1) Name: Plaza Cleaners LLC d/b/a Hefner's Plaza Cleaners. The owner of the LLC and the Registered Agent with the Texas Secretary of State's office is Abdul Wali Ali. His address is:

Address: 7438 Baldwin Crossing, Sugar Land, Texas 77479

(2) Applicable Bellaire City Ordinance: Section 24-605

(3) Legal Description and Street Address: LT 6, BLK 46 & ADJ N 5 FT of ABANDONED ALLEY - 5212 Bissonnet Street, Bellaire, Texas 77401.

(4) Statement of Ownership: The subject property is owned by Sagstex Investments. Attached is a six (6) page City Planning Letter from Innovative Title evidencing the ownership of the subject property.

(5) Proposed Specific Use: Applicant has an ongoing business under the name of Hefner's Plaza Cleaners. It is currently located at 5204 (A) Bissonnet Street, Bellaire, Texas 77401. Applicant wants to operate a drive in and drop off laundry and cleaners facility at 5212 Bissonnet Street. There are currently four (4) parking spots at this location. There is room at the drive in window for more than three (3) cars and that will satisfy city requirements to keep cars in line from extending out into the public streets. Cleaning and laundry will not be done at this location. Those services will be done at 6208 South Rice, Bellaire, Texas where they have been done for several years now.

(6) Environmental Assessment Statement: Applicant intends to lease all of the 1570 square feet of the existing building owned by Lessor - Sagstex Investments. Any environmental impact will be minimal as the building is in place, has met all city codes, and the work required to build it out to Applicant's needs will not be significant (installation of counters and tables, etc.). That work will be done by the Lessor.

Attachment: 5212 Bissonnet SUP Application (2461 : PH-5212 Bissonnet SUP)



CITY PLANNING LETTER

Effective Date: December 11, 2017

December 15, 2017

TO WHOM IT MAY CONCERN:

Record Title In:

SAGSTEX INVESTMENTS, L.P.

Property Description for 5200, 5208, 5212 BISSONNET ST, Bellaire, Texas 77401:

TRACT ONE:

0.7748 ACRE (33,750 SQUARE FEET) OF LAND, MORE OR LESS, BEING ALL OF LOTS ONE (1) THROUGH FIVE (5) INCLUSIVE IN BLOCK FORTY SIX (46) OF THE TOWN OF BELLAIRE, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 3, PAGE 59 OF THE MAP RECORDS IN HARRIS COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT AN "X" CUT IN CONCRETE FOUND AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF CEDAR STREET (60 FEET WIDE) AND THE WEST RIGHT OF WAY LINE OF FIFTH STREET (60 FEET WIDE), SAID "X" MARKS THE NORTHEAST CORNER OF LOT 1 IN BLOCK 46 OF SAID TOWN OF BELLAIRE;

Attachment: 5212 Bissonnet SUP Application (2461 : PH-5212 Bissonnet SUP)

Page 2

THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST ALONG AND WITH THE WESTERLY LINE OF FIFTH STREET, A DISTANCE OF 135 FEET TO A 1/2 INCH IRON ROD FOUND FOR THE SOUTHEAST CORNER OF SAID LOT 1 AND THE HEREIN DESCRIBED TRACT;

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, ALONG AND WITH THE SOUTHERLY LINE OF SAID LOTS 1 THROUGH 5, SAME BEING THE NORTHERLY LINE OF A 10 FOOT WIDE ALLEY, A DISTANCE OF 250.00 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE SOUTHWEST CORNER OF LOT 5 AND THE HEREIN DESCRIBED TRACT;

THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG THE COMMON LINE BETWEEN LOT 5 AND LOT 6 OF BLOCK 46, A DISTANCE OF 135.00 FEET TO A 5/8 INCH IRON ROD FOUND ON THE SOUTH LINE OF CEDAR STREET, SAID IRON ROD MARKS THE NORTHWEST CORNER OF LOT 5 AND THE HEREIN DESCRIBED TRACT;

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG AND WITH SAID SOUTH LINE OF CEDAR STREET, SAME BEING THE NORTHERLY LINE OF LOTS 1 THROUGH 5, A DISTANCE OF 250.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.7748 ACRE (33,750 SQUARE FEET) OF LAND.

TRACT 2:

0.4154 ACRE (18,097 SQUARE FEET) OF LAND, MORE OR LESS, BEING THE NORTH FIFTY FEET (50') OF LOTS NINETEEN (19) AND TWENTY (20), ALL OF LOTS TWENTY TWO (22), TWENTY THREE (23) AND TWENTY FOUR (24) AND PART OF LOT TWENTY ONE (21) IN BLOCK FORTY SIX (46) OF THE TOWN OF BELLAIRE, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 3, PAGE 59 OF THE MAP RECORDS IN HARRIS COUNTY, TEXAS BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING AT AN "X" CUT IN CONCRETE FOUND AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF CEDAR STREET (60 FEET WIDE) AND THE WEST RIGHT OF WAY LINE OF FIFTH STREET (60 FEET WIDE), SAID "X" MARKS THE NORTHEAST CORNER OF LOT 1 IN BLOCK 46 OF SAID TOWN OF BELLAIRE;

Attachment: 5212 Bissonnet SUP Application (2461 : PH-5212 Bissonnet SUP)

THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG WITH THE WEST RIGHT OF WAY LINE OF FIFTH STREET, AT A DISTANCE OF 135.00 FEET PAST A 1/2 INCH IRON ROD FOUND FOR THE SOUTHEAST CORNER OF SAID LOT 1 AND CONTINUING A TOTAL DISTANCE OF 145.00 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF LOT 24 AND THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, CONTINUING ALONG AND WITH SAID WEST LINE OF FIFTH STREET, A DISTANCE OF 14.55 FEET TO AN "X" CUT IN CONCRETE FOUND ON THE NORTHWESTERLY RIGHT OF WAY LINE OF BISSONNET ROAD (60 FEET WIDE), SAID "X" MARKS THE SOUTHEAST CORNER OF LOT 24 IN SAID BLOCK 46;

THENCE SOUTH 60 DEGREES 06 MINUTES 37 SECONDS WEST, ALONG AND WITH SAID NORTHWESTERLY LINE OF BISSONNET, SAME BEING THE SOUTHEASTERLY LINE OF LOTS 21, 22, 23 AND 24 IN BLOCK 46, A DISTANCE OF 192.68 FEET TO AN "X" CUT IN CONCRETE FOUND MARKING THE SOUTHERLY MOST CORNER OF THE HEREIN DESCRIBED TRACT, SAID "X" BEARS NORTH 60 DEGREES 06 MINUTES 37 SECONDS EAST 33.00 FEET FROM THE SOUTHWESTERLY CORNER OF LOT 21;

THENCE NORTH 28 DEGREES 32 MINUTES 29 SECONDS WEST LEAVING THE NORTHWEST LINE OF BISSONNET, A DISTANCE OF 68.95 FEET TO AN "X" CUT IN CONCRETE CURB ON THE COMMON LINE BETWEEN LOT 20 AND 21 IN BLOCK 46, SAID "X" MARKS AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, ALONG A LINE 50 FEET SOUTH OF AND PARALLEL TO THE NORTH LIEN OF SAID LOTS 19 AND 20, A DISTANCE OF 100.00 FEET TO A 1/2 INCH IRON ROD FOUND ON THE WEST LINE OF LOT 19, SAID IRON ROD MARKS AN EXTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG THE WESTERLY LINE OF LOT 19 IN BLOCK 46, A DISTANCE OF 50.00 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHWEST CORNER OF SAID LOT 19 AND THE HEREIN DESCRIBED TRACT;

Page 4

THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, ALONG AND WITH THE SOUTH LINE OF A 10 FOOT WIDE ALLEY DEDICATED PER PLAT, SAME BEING THE NORTHERLY LINE OF LOTS 19 THROUGH 24, A DISTANCE OF 300.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.4154 ACRE (18,097 SQUARE FEET) OF LAND.

TRACT 3:

LOT SIX (6), BLOCK FORTY-SIX (46) OF THE TOWN OF BELLAIRE, AN ADDITION IN HARRIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 3, PAGE 59 OF THE MAP RECORDS OF HARRIS COUNTY, TEXAS, AND THE ADJOINING NORTH 1/2 OF THE ALLEY AS DEEDED BY THE CITY OF BELLAIRE BY INSTRUMENT FILED FOR RECORD UNDER COUNTY CLERK'S FILE NO. S278250.

TRACT FOUR:

ALLEYS ADJOINING TRACTS ONE AND TWO DEEDED BY THE CITY OF BELLAIRE TO THE ABUTTING PROPERTY OWNERS BY QUITCLAIM DEED DATED FEBRUARY 6, 1995, RECORDED DECEMBER 2, 1996 UNDER CLERK'S FILE NO. S228250 OF THE REAL PROPERTY RECORDS OF HARRIS COUNTY, TEXAS.

Restrictive Covenants:

Restrictive Covenants recorded in Volume 1153, Page 134 of the Deed Records of Harris County, Texas, but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law.

Attachment: 5212 Bissonnet SUP Application (2461 : PH-5212 Bissonnet SUP)

Page 5

Easements:

Easement over the rear five feet of Lot 4 as set out in instrument recorded in Volume 1153, Page 134 of the Deed Records of Harris County, Texas.

Any and all sanitary sewers, water lines, or other utilities within abandoned alleys.

Liens:

Deed of Trust from SAGSTEX INVESTMENTS LP to James M. Outlaw, Jr., Trustee for Trustmark National Bank, dated November 22, 2013, filed for record on November 25, 2013, under Clerk's File No. 20130592362 , in the Real Property Records of Harris County, in the principal sum of Two Millions Forty Four Thousand Five Hundred Twelve (\$2,044,512.00).

This letter is issued with the express understanding, evidenced by the acceptance thereof, that 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.

Attachment: 5212 Bissonnet SUP Application (2461 : PH-5212 Bissonnet SUP)

Page 6

Liability hereunder is limited to the amount paid for same. This report is furnished solely as an accommodation to the party requesting name 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. 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 TITLE COMPANY BECAUSE OF ANY NEGLIGENCE BY 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.

INNOVATIVE TITLE COMPANY

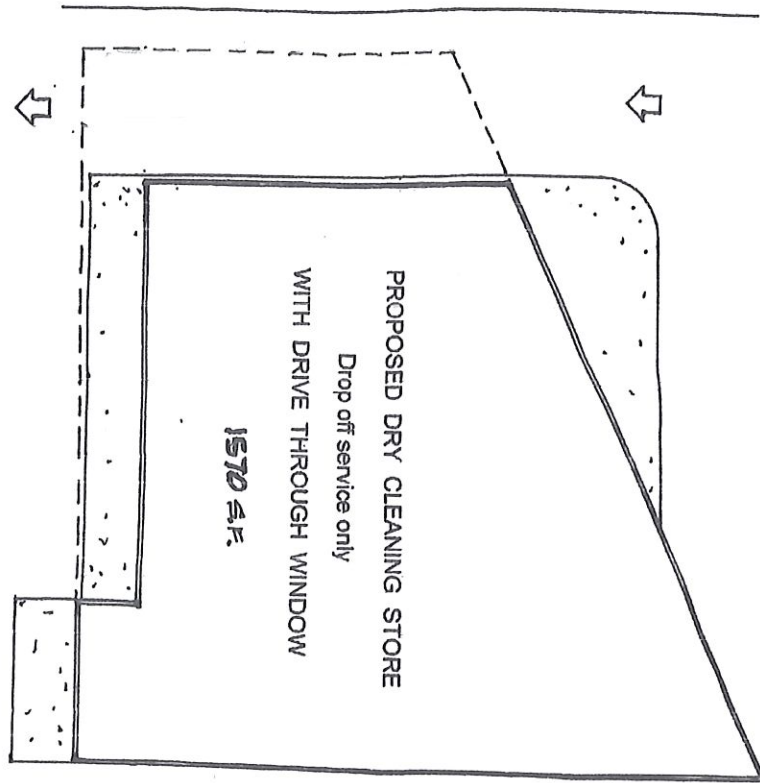
BY 

Kevin Steinberg, Manager

Attachment: 5212 Bissonnet SUP Application (2461 : PH-5212 Bissonnet SUP)



PLAN
1/8"



Planning and Zoning Commission

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 02/08/18 06:00 PM
Department: Development Services
Category: Specific Use Permit
Department Head: ChaVonne
Sampson
DOC ID: 2463

SCHEDULED ACTION ITEM (ID # 2463)

Item Title:

Docket #SU-2018-01-Consideration of a request filed by Stone & Stone, LLC, on behalf of "Let Us Play," as applicant, for a Specific Use Permit as required by the City of Bellaire Code of Ordinances, Chapter 24, Planning and Zoning, Section 24-605, Application for Specific Use Permit, to allow for the use of 1,402 square feet of existing building located at 5202 Cedar Street, as a kindergarten, nursery, and/or daycare center, as provided for in section 24-537 B.(2)b)2) of the City of Bellaire Zoning Code. The property is located within the Urban Village Downtown (UV-D) Zoning District.

Background/Summary:

On January 11, 2018, the Planning and Zoning Commission held a public hearing on an application from Stone & Stone, LLC, on behalf of Mindy Rosenthal, for the operation of a day care d/b/a "Let Us Play" at 5202 Cedar Street in the Urban Village Downtown (UVD) Zoning District.

During the hearing, a concern was voiced by a commercial property owner in the surrounding area about whether the granting of the specific use permit would affect his tenant's ability to obtain a liquor license in the future. Section 3-2. of the City's Code of Ordinances states that "The sale of alcoholic beverages by any dealer where the place of business of any such dealer is within 300 feet of any church, public school, or public hospital, is hereby prohibited..." Due to the fact that the code language does not specifically call out "daycare," as well as the fact that the official measurement of distance between the two properties in question is 470 feet, the granting of the application will not negatively impact the property's ability to obtain a liquor license, based on the regulations that are currently in place for both the City and the Texas Alcoholic Beverage Commission. The City will be providing this property owner with documentation stating such.

Criteria for Review:

According to Sec. 24-615. Standards Applicable to all Planned Development Amendments and Specific Use Permits, planned development applications may be granted if it meets the following criteria:

- 1. The proposed planned development amendment or specific use permit is consistent with the purposes, goals, objectives, and standards of the comprehensive plan of the City of Bellaire.**

The Comprehensive Plan's Future Land Use and Character Map identifies this site as Urban Village Downtown. The building is preexisting and therefore is not required to address design standards. Additionally, this project addresses:

Goal 5.2: A revitalized City Center area geared toward the shopping, service, and

entertainment needs of Bellaire residents.

- 2. The design of the proposed development, considered as part of the ...specific use permit, minimizes adverse effects, including visual impacts of the proposed use on adjacent properties.**

The building is preexisting and therefore is not required to address design standards. Neighboring properties have co-existed with the current structure for some time.

- 3. The proposed development will not have an adverse effect on the value of the adjacent property.**

It is opined that the continued use of this property as requested will not have an adverse effect.

- 4. The proposed development will not unduly burden essential public facilities and services, including streets, police and fire protection, sanitary sewers, storm sewers, solid waste disposal and schools.**

This plan will not unduly burden essential public facilities and services.

- 5. The applicant for the development has adequate financial and technical capacity to complete the development as proposed and has met all requirements of this Code, including such conditions as has been imposed as a part of this ...specific use permit.**

The applicant has the capacity to complete this project as required.

Recommendation:

Finding that the application meets the standards set forth in Sec. 24-615 for the approval of a specific use permit, the Development Services Interim Director recommends approval of the applicant's request to operate a day care in the UVD, with the condition that the applicant files with the City, on an annual basis, certification that "Let Us Play" is in compliance with the regulations set forth by any and all state agencies.

ATTACHMENTS:

- 5202 Cedar SUP Application-Let us Play (PDF)
- Jan 31, 2018 Letter to P & Z (PDF)

**STONE & STONE, LLC
ATTORNEYS AT LAW**

5212 Linden Street, Suite 202
Bellaire, Texas 77401 3929

713 666 7501

lonestone@att.net

CITY OF BELLAIRE
RECEIVED
DEC 08 2017
DEVELOPMENT SERVICES

December 8, 2017

Chairman, Planning and Zoning Commission
City of Bellaire
7008 South Rice Avenue
Bellaire, Texas 77401

HAND DELIVERED

Re: Application for Specific Use by
Mindy Roberts Rosenthal, d/b/a
Let Us Play

Dear Mr. Chairman,

On behalf of Let us Play, here is our Application for a Specific Use Permit, Certificate of Title Insurance from ~~Stewart Title~~, and Sagstex Investment's check for \$1055 to cover the application fee

Please let this letter serve as our request for a hearing before Bellaire's Planning and Zoning Commission at the earliest possible date.

Thank you,

Yours truly,

William E. Stone III

Cc: Mindy Rosenthal (Applicant), Sion Saghian

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

APPLICATION FOR SPECIFIC USE PERMIT
PURSUANT TO SECTION 24-605

December 8, 2017

- (1) Name: Mindy Roberts Rosenthal d/b/a Let Us Play, Owner
Address: 5303 Yarwell Drive, Houston, Texas 77096 5118
- (2) Applicable Bellaire City Ordinance: Section 24-605
- (3) Legal Description and Street Address: 5202 Cedar Street, Bellaire, Texas 77401. Lot 23, Block 45 & Adj S 5 Ft of abandoned alley, Bellaire
- (4) Statement of Ownership: The subject property was purchased by Sagstex Investments in 2017. Innovative Title's Certificate is attached.
- (5) Proposed Specific Use: Applicant has an ongoing business under the name of Let Us Play. It is currently located at 5202 Bissonnet Street, Bellaire, Texas 77401, and before that, the business was located at 4813 Bissonnet Street, Bellaire, Texas. Applicant desires to move to the new location listed in number 3 above. Applicant's business is an hourly drop-off play-care center that provides a safe, caring & fun environment for children while parents are busy. Let Us Play allows Parents to leave their children, ages 18 months to 12 years, on an hourly basis for a maximum of 4 hours per visit. The facility has educational and recreational toys, play areas, etc. The business is not a daycare, nursery, or 'Mother's Day Out' facility.
- (6) Environmental Assessment Statement: Applicant intends to lease 1402 square feet of an existing shopping center owned by Lessor Sagstex Investments. There will not be any environmental impact as the building is in place, has met all city codes, and the work required to build it out to Applicant's needs will be minimal (conversion of one of the two bathrooms to wheelchair accessible), and will be done by the Lessor.
- (7) Other Information and Documentation: Applicant's current business location at 5202 Bissonnet Street has been operating under a Specific Use Permit from Bellaire's Planning and Zoning Commission that was granted to this business under a prior Applicant. The current request being made is to continue with Applicant's current business at a different location nearby.

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)



CITY OF BELLAIRE
RECEIVED

DEC 08 2017

DEVELOPMENT SERVICES

CITY PLANNING LETTER

Effective Date: December 4, 2017

December 8, 2017

TO WHOM IT MAY CONCERN:

Record Title In:

SAGSTEX INVESTMENTS, L.P.

Property Description for 5202 Cedar, Bellaire, Texas 77401:

Tract 1:

Lots Twenty-two (22), Twenty-three (23) and Twenty-four (24), in Block Forty-Five (45), of the TOWN OF BELLAIRE, Harris County, Texas, recorded in Volume 3, Page 59, of the Map Records of Harris County, Texas and the adjoining South five (5) feet of the abandoned alley, as conveyed by the City of Bellaire, by instruments recorded under Clerk's File No(s). R309009 and S228250 of the Real Property Records of HARRIS County, Texas; SAVE AND EXCEPT a portion of Lot 24, Block 45, being more particularly described by metes and bounds as follows:

BEGINNING at a 3/8 inch iron rod in the West line of North 5th Street for the Southeast corner, said point being North 62.5 feet from the Northwest corner of the North 5th Street and Cedar Street and also the southeast corner of Lot 24, Block 45, of Town of Bellaire,

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

Page 2

Harris County, Texas; THENCE West 50.00 feet to a 3/8 inch iron rod for the Southwest corner; THENCE North 52.50 feet to a 3/8 inch iron pipe in the South line of a 10 foot alley for the Northwest corner; THENCE East, along the South line of a 10 foot alley, 50.00 feet to a 3/8 inch rod in the West line of the North 5th Street for the Northeast corner; THENCE South, along the West line of North 5th Street, 52.50 feet to the PLACE OF BEGINNING.

Tract 2:

Part of Lot Twenty-four (24), in Block Forty-five (45), of the TOWN OF BELLAIRE, an Addition in Harris County, Texas, according to the map or plat thereof, recorded in Volume 3, Page 59, of the Map Records of Harris County, Texas and being more fully described by metes and bounds as follows:

BEGINNING at a 3/8 inch iron rod in the west line of North 5th Street for the southeast corner, said point being North 62.5 feet from the northwest corner of the North 5th Street and Cedar Street and also the southeast corner of Lot 24, Block 45, of Town of Bellaire, Harris County, Texas; THENCE West 50.0 feet to a 3/8ths inch iron rod for the southwest corner; THENCE North 52.50 feet to a 3/8ths inch iron pipe in the south line of a 10 foot alley for the northwest corner; THENCE East, along the south line of a 10 foot alley, 50 feet to a 3/8ths inch iron rod in the west line of North 5th Street for the northeast corner; THENCE South, along the west line of North 5th Street, 52.50 feet to the PLACE OF BEGINNING.

Restrictive Covenants:

Covenants, conditions and restrictions recorded in Volume 557, Page 618 (As to Lot 23), of the Deed Records of HARRIS County, Texas; but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law.

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

Page 3

Easements:

Building set-back line(s) 20 feet in width along the front property line(s), as set forth by instrument recorded in Volume 557, Page 618, of the Deed Records of HARRIS County, Texas. (As to Lot 23)

An easement 5 feet wide located south of and adjoining the north property line, together with an unobstructed aerial easement 5 feet wide from a plane 20 feet above the ground upward, recorded under Clerk's File No. B430626 of the Real Property Records of HARRIS County, Texas.

An easement for distribution lines granted to Houston Lighting & Power Company, as set forth and defined in instrument recorded under Clerk's File No. B468491 of the Real Property Records of HARRIS County, Texas. (As to Lot 22)

Subject to any existing public utility easements and dedication of the surface for public use in alley along the North property line, as set forth in instrument filed under Clerk's File No. R309009 of the Real Property Records of HARRIS County, Texas.

Liens:

Vendor's Lien retained in Special Warranty Deed from MARK C. FRNKA, Joined By Wife, Jacquelyn Frnka, ProForma to SAGSTEX INVESTMENTS, L.P. dated July 5, 2017, filed for record on July 06, 2017, under Clerk's File No. RP-2017-300455, in the Real Property Records of Harris County, Texas, securing the payment of a Note of even date in the amount of \$800, 000.00, payable to Mark C. Frnka, Kevin S. Steinberg, Trustee, secured by a Deed of Trust dated July 5, 2017, filed for record on July 06, 2017, under Clerk's File No. RP-2017-300456, in the Real Property Records of Harris County, Texas.

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

Page 4

This letter is issued with the express understanding, evidenced by the acceptance thereof, that 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.

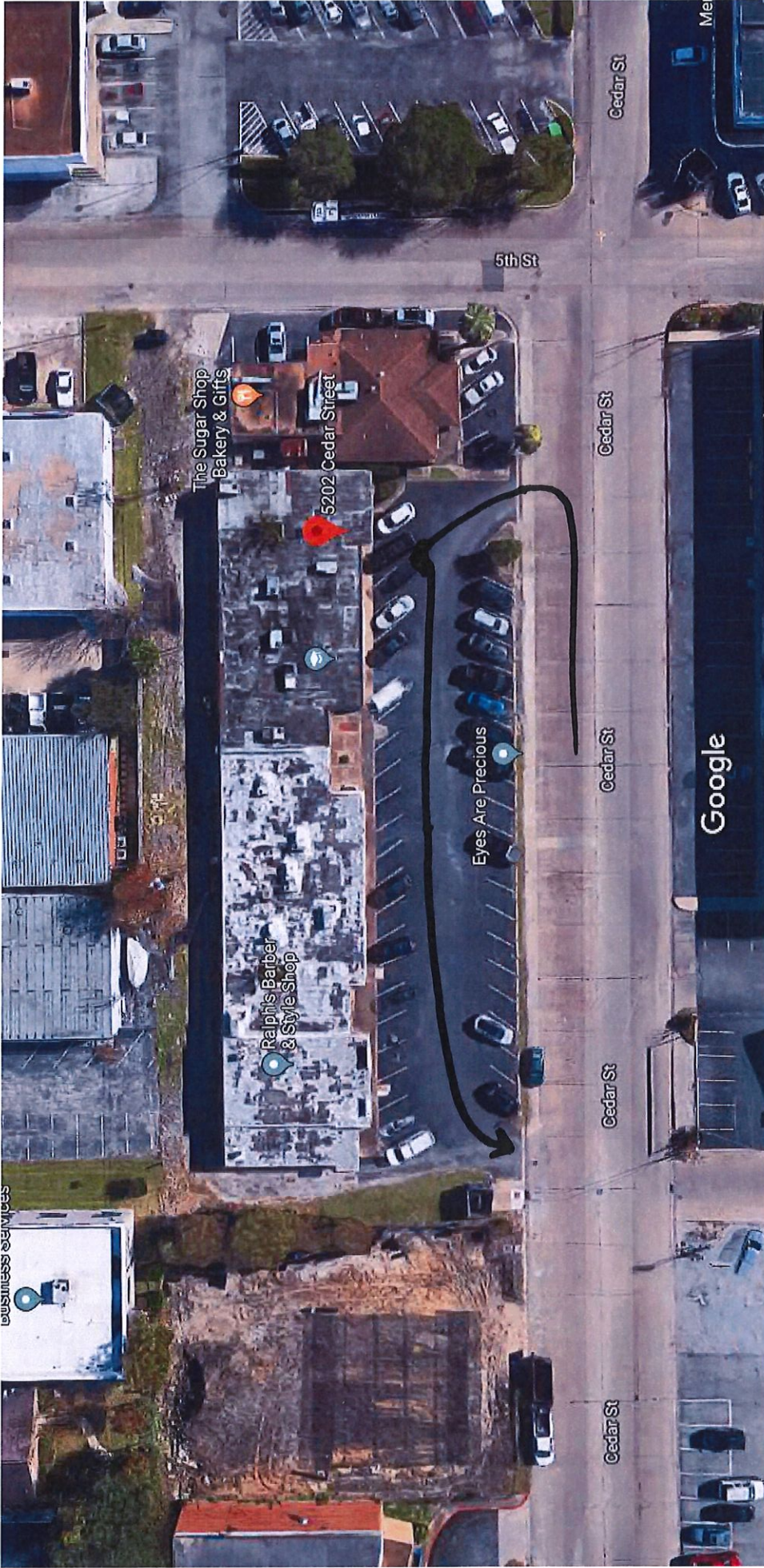
Liability hereunder is limited to the amount paid for same. This report is furnished solely as an accommodation to the party requesting name and should not be relied upon, as a warranty or representation as to the title to the property described herein, and may not be given to or used by any third party. 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 TITLE COMPANY BECAUSE OF ANY NEGLIGENCE BY 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.

INNOVATIVE TITLE COMPANY

BY 
Kevin Steinberg, Manager

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

43 parking spaces total



Google Maps 5211 Cedar St



Image capture: Dec 2016 © 2018 Google

Bellaire, Texas



Street View - Dec 2016



Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

Sagstex Investments LP

Sion Saghian

713-398-0049

5212 Cedar

Bellaire TX.77401

To Ashley (City of Bellaire),

Below is the information you requested from our offices.

Information for 5200 Cedar Center:

5202 Cedar Proposed child care- 1,402 sqft.
 5204 Cedar Vacant 1080 sqft
 5206 Cedar Dentist 750 sqft.
 5208 Cedar Wellness Center 750 sqft.
 5210 Cedar Music School 750 sqft.
 5212 Cedar Sagtex Investments office 860 sqft.
 5214 Cedar Ronda Bell 672 Sqft.
 5218 Cedar Crawford wellness center 1450 Sqft.
 5218 C Cedar City Homes 400 sqft.
 5220 D Cedar TFI Construction 100 sqft.
 5220 B Cedar Rock Eagle Ranch 600 sQFT
 5222 Cedar Ralphs s Barber Shop 400 sqft.
 5224 Cedar Micro Ovens of Houston 900 sqft.
 5226 Cedar Rock Eagle Ranch (Storage room) 600 sqft.

Please let us know if you have any additional questions or concerns.

Sincerely,

Sion Saghian

Attachment: 5202 Cedar SUP Application-Let us Play (2463 : Consideration-5202 Cedar)

STONE & STONE, LLC
ATTORNEYS AT LAW

5212 Linden Street, Suite 202
Bellaire, Texas 77401 3929
713 666 7501
lonestone@att.net

January 31, 2018

Chairman, Planning and Zoning Commission
City of Bellaire
7008 South Rice Avenue
Bellaire, Texas 77401

VIA E MAIL

Re: Application for Specific Use by
Mindy Roberts Rosenthal, d/b/a
Let Us Play

Dear Mr. Chairman,
Dear Planning and Zoning Commission,

Thank you for allowing us to present our application at your hearing on January 11, 2018. I am attaching my written notes from my presentation at that hearing, and I also wanted to address the comments made by Mr. Don Mafrige and his attorney Ms. Sophia Mafrige during the public comment portion of that hearing.

They expressed concern about Mr. Mafrige's tenant (Casa Dominguez Restaurant), and any subsequent tenants of his (that might want to sell alcoholic beverages) being prohibited from doing so because it might be within a certain distance of Let Us Play or any other similar type of children's day care at some point.

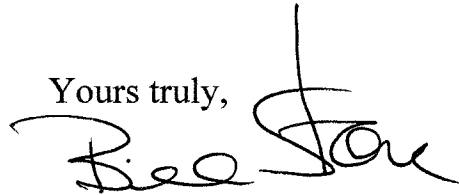
As you know the State of Texas and the City of Bellaire could choose to regulate and restrict sales of alcoholic beverages within certain distances of certain types of businesses. In fact, they do so with respect to churches, schools, and hospitals. However, both governmental bodies have chosen not to restrict sales of alcoholic beverages within certain distances of day care

Attachment: Jan 31, 2018 Letter to P & Z (2463 : Consideration-5202 Cedar)

centers. That fact was duly noted by Bellaire's City Attorney Zach Petrov at the January hearing. To my knowledge, I don't think that there is any effort from the State of Texas or the City of Bellaire to enact legislation or ordinances to restrict businesses from selling alcoholic beverages within certain distances of day care centers. Therefore, it is not material in the case of restaurants and bars in Bellaire, Texas as to whether they are near or far from day care centers like Let Us Play.

On February 18, 2013, Bellaire's City Council unanimously voted to issue to Let Us Play a specific use permit for their current location at 5202 Bissonnet Street. That permit (Specific use Permit S-80) was granted without restrictions to Let Us Play. Thank you for consideration of this Specific Use Application. Applicant only wants to relocate her business to 5202 Cedar Street. Please make your recommendation to City Council that our application be approved without restrictions as your Commission did in January 2013.

Yours truly,

A handwritten signature in black ink, appearing to read "Bill Stone", with a stylized flourish at the end.

William E. Stone III

Cc: Mindy Rosenthal (Applicant), Sion Saghian

Attachment: Jan 31, 2018 Letter to P & Z (2463 : Consideration-5202 Cedar)

**Planning and Zoning
Commission**

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 02/08/18 06:00 PM
Department: Development Services
Category: Report
Department Head: ChaVonne
Sampson
DOC ID: 2464

**SCHEDULED
ACTION ITEM (ID # 2464)**

Item Title:

Approval of the Commission's Report and Recommendation to City Council regarding the request for a Specific Use Permit at 5202 Cedar Street.

Background/Summary:

A draft Report and Recommendation has been included in the packet and should be amended as required, based on the events of the evening.

ATTACHMENTS:

- 5202 Cedar-Let Us Play (PDF)



CITY OF BELLAIRE

Planning and Zoning Commission

February 8, 2018

To: Mayor and City Council
 From: Dirk Stiggins, Chairman, Planning & Zoning Commission
 CC: ChaVonne Sampson, Director of Community Development
 Subject: Report and Recommendation on an application for a Specific Use Permit for "Let Us Play" at 5202 Cedar Street.

On Thursday, January 11, 2018, 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 day care center at 5202 Cedar Street, located within the Urban Village Downtown (UV-D) Zoning District.

Notifications regarding the public hearing were mailed out to all addresses within 500 feet of the property. Any and all persons desiring to be heard in connection with the Specific Use Permit Application were invited to speak before the Commission.

Two (2) members of the public spoke against the application with the following concern:

- The granting of the Specific Use Permit would negatively impact the ability for the commercial tenant at 5213 Cedar Street to obtain a liquor license in the future.

Concerns/questions from the Commission included:

- How will the granting of the specific use permit impact the surrounding commercial properties' ability to obtain a liquor license?
- What is the official distance from 5202 Cedar Street to 5213 Cedar Street?
- What is the daily occupancy?

Staff informed the Commission that the code regulation with regard to the sale of alcoholic beverages makes reference to any business that is within 300 feet of a church, public school, or public hospital and does not specifically call out "daycare." Therefore, based on the current regulations, the commercial tenant's ability to obtain a liquor license would not be negatively impacted with the granting of the Specific Use Permit, and the City will be providing the property owner with documentation stating such. Staff also advised the Commission that the official measurement of distance from 5202 Cedar Street to 5213 Cedar would be provided to them during consideration of the item.

No additional comments were received after closure of the public hearing.

CONSIDERATION

[The Commission's discussion during consideration of the item will be entered here.]

RECOMMENDATION

On February 8, 2018, 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 _____ of the Specific Use Permit at 5202 Cedar Street to City Council, with the following conditions:

- That the applicant files with the City, on an annual basis, certification that "Let Us Play" is in compliance with the regulations set forth by any and all state agencies.

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

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 02/08/18 06:00 PM
Department: Development Services
Category: Presentation
Department Head: ChaVonne
Sampson
DOC ID: 2447

SCHEDULED INFORMATION ITEM (ID # 2447)

Item Title:

Preliminary presentation of the City of Bellaire's Draft Five Year Capital Improvement Plan (CIP), presented by Michelle Jordan, Project Manager.

Background/Summary:

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

Previous Council Action Summary:

Why: 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.

What: The CIP is a planning tool to identify the future infrastructure improvement needs throughout the City in order to maintain asset value and ensure the quality of life that Bellaire citizens expect. It allows City leaders to identify the costs of these needs and to provide assumptions for the fiscal forecast that will allow for the implementation of the CIP.

Chapter 24 Definition - The capital improvement program shall serve as a means for systematically reviewing proposed capital projects to ensure coordination of expenditures and development. The program shall tie together the timing, location and financing of proposed capital projects, shall encourage the development of such projects in scheduled stages, and shall provide the public with an understanding of future needs and development activities to be undertaken by the City of Bellaire.

The CIP Team, made up of City Staff, developed the following purpose of a City Capital Improvement Program:

Focus Attention of Community Goals & Needs- Capital projects can be brought into line with the city's objectives, allowing projects to be prioritized based on need. Furthermore, the CIP can be used as an effective tool for achieving the goals set forth in the city's Comprehensive Plan.

Allow for an Informed Public- The CIP keeps the public informed about the future capital investment plans of the city and allows them to play a more active role in the process.

Encourages More Efficient Program Administration- By enhancing the level of communication among the various departments implementing capital improvement projects, the city is able to better coordinate efforts, avoiding redundancy and potential conflicts. Work can be more effectively scheduled and available personnel and equipment can be better utilized when it is known in advance what, when, and where projects will be undertaken.

Identify the Most Economically Sound Means of Funding Projects- Through proper planning, the need for bond issues or other revenue production measures can be foreseen and action can be taken before the need becomes so critical that emergency financing measures are required. By fiscally constraining all five-years of the CIP, the city is able to identify projects without a viable funding source and work to put in place sources of funding.

Enhance the City's Credit Rating- Dramatic changes in the tax structure and bonded indebtedness can be avoided with proper planning that allows the city to minimize the impact of capital improvement projects. By keeping planned projects within the financial capabilities of the city, we are able to preserve our credit rating and make the city more attractive to business and industry.

Help to Plan for Future Debt Issues -The city last held a general obligation bond election in November 2016.

Define the Impact of Master Plans & Studies- Based on history, the master plans conducted by the city help to identify the path forward and define the direction for each particular discipline, whether it is thoroughfare planning, facility planning or water & wastewater planning. Through proper coordination the necessary planning will lead to successful endeavors as the city grows and the improvements identified become a necessity.

The DRAFT Capital Improvement Plan (CIP) is a comprehensive program that projects the capital needs of a community. It is a cyclical process that estimates the needs for a set number of years. The CIP beyond the year adopted (FY2018) does not appropriate any funds for the projects listed; it is just a guideline for planning and each year is reviewed and modified where needed. In some cases projects can be completely removed and/or revised from the plan.

When: The draft CIP is submitted to the City Council as part of the annual budget. The Planning & Zoning Commissions comments will be forwarded to City Council as part of this process. This year the City Manager will present the FY2019 budget in July. The City Council will consider approval of the FY2019 proposed projects later in the summer. The future year projects are developed and are subject to change. The CIP is a fluid document as we gather information on affordability of projects. The City's CIP Team continues to plan the future outlook of CIP projects and works towards an implementation plan to be considered by City Council each year.

Funding Sources: The City has several funding sources to consider. The City Council has the final approval on all funding for all projects. It is the City Manager's objective to identify and propose potential funding sources. The broad categories of funding sources are defined below:

Existing Bond Authority - Referendum has been passed and approved by the voters.

New Bond Authority - Requires a new bond referendum.

Current Year Revenues - The Enterprise and General Operating Funds provide resources for the CIP to fund identified projects. Current Revenues are defined as new appropriation for

the fiscal year in which that project has been programmed. This does not guarantee funding for that year but identifies a potential funding source depending on the overall needs of those operating funds.

METRO - The City receives a portion of sales tax to fund mobility projects within the City. These funds are used for the City's Pavement Maintenance Program and other mobility projects as identified. They are restricted for transportation projects as defined in the City's Congestion Mitigation/Traffic Management Agreement with METRO via Ordinance 12-050.

Enterprise Current Revenues - The City uses the Enterprise Operating Fund to resource capital improvement projects where it is affordable.

Other - This can be defined as any outside entity that provides alternative funding to include: Grants, Donations, etc.

Recommendation:

No action at this time. This is simply a presentation and introduction to the CIP. The official CIP submittal will occur at the March meeting.

ATTACHMENTS:

- Draft CIP 1-31-18 (PDF)

Five Year Capital Improvement Plan Summary						
	Projected FY 2019	Projected FY 2020	Projected FY 2021	Projected FY 2022	Projected FY 2023	Totals FY 2018-2022
Resources						
General Fund Cash Resource	1,847,100	671,050	501,050	606,050	155,050	3,625,250
Enterprise Fund Cash Resources	245,977	940,977	5,977	5,977	5,977	1,198,908
METRO Resources	1,008,000	1,008,000	1,008,000	1,008,000	1,008,000	4,032,000
Bonds Program	9,000,000	14,200,000	21,000,000	12,000,000	12,000,000	56,200,000
Total CIP Resources	12,101,077	16,820,027	22,515,027	13,620,027		65,056,158
Projects						
General Fund Cash Projects	1,496,050	320,000	50,000	451,000	-	2,317,050
Enterprise Fund Cash Projects	240,000	935,000	-	-	-	1,175,000
METRO Projects	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Bond Program	9,000,000	14,200,000	21,000,000	12,000,000	12,000,000	68,200,000
Total Capital Improvement Projets	11,736,050	16,455,000	22,050,000	13,451,000		76,692,050
Unfunded Projects - All General Fund Related						\$ 9,060,000

Attachment: Draft CIP 1-31-18 (2447 : CIP Presentation)

FY 2019 Proposed Capital Improvement Projects	
General Fund CIP	
Beginning Balance - General Fund Cash	\$ 1,102,100
Transfer in From General Fund	\$ 745,000
Total Resources	\$ 1,847,100
Holly Street Esplanade - Additional amenities and plantings for the Holly Street Esplanade Project. Project includes additional plantings, additions to the irrigation system, and additional site furnishings.	\$ 50,000
Playgrounds, Shade Structures, and Park Amenities - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$ 100,000
Park Signage Master Plan and Implementation - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	\$ 150,000
Decorative Standards for Streetlights Pilot Project - This project will provide better street lighting, additional trail lighting, possible use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle Street and trail, and future phases may focus on other major streets and high-traffic areas, as well as standards for other street categories. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.	\$ 75,000
Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine as well as several S. Rice Ave. esplanades. Additional planning and design is needed to identify the proposed improvements. Construction funding would require new bond authority.	\$ 751,050
Loftin Park Improvements - Improvements to Loftin Park including invasive or unhealthy tree removal, additional tree plantings, irrigation system, and fencing improvements.	\$ 170,000
FFE Supplement to offset Impound Lot Project - Improvements to Public Works Facility to accommodate PD impound needs related to the construction of the new Police / Court Building have already been constructed. This funding would reimburse the bond fund that was originally used to fund these improvements.	\$ 100,000
Park Improvements After Municipal Facilities Project - Site Improvements to improve circulation and cohesiveness after completion of construction.	\$ 100,000
Total FY 2019 General Fund CIP	\$ 1,496,050
Ending Balance	\$ 351,050

FY 2019 Proposed Capital Improvement Projects		
Enterprise Fund CIP		
Beginning Balance	\$	5,977
Transfer in From Enterprise Fund	\$	240,000
Total Resources	\$	245,977
Central Well Pumps - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide a return on investment.	\$	240,000
Total FY 2019 Enterprise Fund CIP	\$	240,000
Ending Balance	\$	5,977

FY 2019 Proposed Capital Improvement Projects		
Bond Fund CIP		
Proposed Bonds for Better Bellaire Revenue	\$	9,000,000
Total Resources	\$	9,000,000
Street, Drainage and Sidewalks – The program will continue the City’s practice to design and construct streets and upgrade storm sewers concurrently in one project with sidewalks installed on at least one side of the street.		\$6,000,000
Water and Wastewater Improvements – This program was created from prior utility condition assessments to replace identified water and wastewater lines that are failing to provide the desired level of service due to the deterioration of aging lines.	\$	3,000,000
Total FY 2019 Bond Fund CIP	\$	9,000,000
Ending Balance	\$	-
METRO Fund CIP		
Beginning Balance	\$	8,000
Current Year Revenues	\$	1,000,000
Total Resources	\$	1,008,000
Pavement Management Program – This maintenance program was created from the City Engineer’s Infrastructure Report in 2015 to improve the overall quality of the street and sidewalk systems by repairing or replacing asphalt and concrete pavement.	\$	1,000,000
Total FY 2019 METRO Fund CIP	\$	1,000,000
Ending Balance	\$	8,000
Combined FY 2019 Proposed Capital Improvement Plan		
Total CIP Resources	\$	12,101,077
Total CIP Projects	\$	11,736,050
Total CIP Ending Balances	\$	365,027

Five Year Capital Improvement Plan

General Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$ 1,102,100	\$ 351,050	\$ 351,050	\$ 451,050	\$ 155,050	
Transfer in From General Fund	\$ 745,000	\$ 320,000	\$ 150,000	\$ 155,000	\$ -	\$ 1,370,000
Total Resources	\$ 1,847,100	\$ 671,050	\$ 501,050	\$ 606,050	\$ 155,050	\$ 2,472,100
Holly Street Esplanade - Additional amenities and plantings for the Holly Street Esplanade Project. Project includes additional plantings, additions to the irrigation system, and additional site furnishings on those medians that were not improved in FY 2016.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000		\$ 250,000
Playgrounds, Shade Structures, and Park Amenities - Provides annual funding to address city-wide replacement and/or purchase of new playground equipment, shade structures and park amenities.	\$ 100,000	\$ 100,000				\$ 200,000
Park Signage Master Plan and Implementation - Includes all signage used in City of Bellaire Parks. Master Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City while improving consistency and quality of park signage.	\$ 150,000	\$ 100,000				\$ 250,000
Decorative Standards for Streetlights Pilot Project - This project will provide better street lighting, additional trail lighting, possible use of LED lighting options, and a decorative standard for major streets throughout the City. The initial project will focus on Newcastle Street and trail, and future phases may focus on other major streets and high-traffic areas, as well as standards for other street categories. Plan would incorporate findings of the Brand Identity Project and provide an important step towards improving the overall aesthetics of the City.	\$ 75,000					\$ 75,000
Signature Corner Design - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine as well as several S. Rice Ave. esplanades. Additional planning and design is needed to identify the proposed improvements. Construction funding would require new bond authority.	\$ 751,050					\$ 751,050
Loftin Park Improvements - Improvements to Loftin Park including invasive or unhealthy tree removal, additional tree plantings, irrigation system, and fencing improvements.	\$ 170,000					\$ 170,000
Ware Park Picnic Pavilion - Picnic pavilion design and construction at Ware Park.		\$ 70,000				\$ 70,000
Paseo Park West Expansion - Park expansion would be possible with future relocation of Metro transit center. Funding is restricted and can only be used to develop new park facilities.				\$ 351,000		\$ 351,000

Five Year Capital Improvement Plan						
General Fund						
Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
FFE Supplement to offset Impound Lot Project - Improvements to Public Works Facility to accomodate PD impound needs related to the construction of the new Police / Court Building have already been constructed. This funding would reimburse the bond fund that was originally used to fund these improvements.	\$ 100,000					\$ 100,000
Park Improvements After Municipal Facilities Project - Site Improvements to improve circulation and cohesiveness after completion of construction.	\$ 100,000					\$ 100,000
Total General Fund CIP Expenditures	\$ 1,496,050	\$ 320,000	\$ 50,000	\$ 451,000	\$ -	\$ 2,317,050
Total General Fund CIP Ending Balance	\$ 351,050	\$ 351,050	\$ 451,050	\$ 155,050	\$ 155,050	

Five Year Capital Improvement Plan

Enterprise Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
Beginning Balance	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	
Transfer from Enterprise Operations Fund	\$ 240,000	\$ 935,000	\$ -	\$ -	\$ -	\$ 1,175,000
Total Resources	\$ 245,977	\$ 940,977	\$ 5,977	\$ 5,977	\$ 5,977	\$ 1,180,977
Central Well Pumps - Replace all three booster pumps and motors, which have been rebuilt multiple times and are past their life expectancy. Increased energy efficiency and reduced repairs will provide a return on investment.	\$ 240,000					\$ 240,000
Central Well Control Panel - Replace Control Panel that controls Booster Pumps 1, 2, and 3. Replace or run new wiring as needed due to abandoned runs, previous splices, and out dated components.		\$ 500,000				\$ 500,000
Feld Park Well - Add a new standby diesel generator, improving for health and safety of City water supply and fire fighting capabilities. Feld Park provides groundwater and is also the only other supply of surface water for the City. A standby generator will allow the City to have two operable groundwater and surface water sources readily available in the event of a power outage.		\$ 435,000				\$ 435,000
Total Enterprise Fund CIP Expenditures	\$ 240,000	\$ 935,000	\$ -	\$ -	\$ -	
Total Enterprise Fund Ending Balance	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	\$ 5,977	

Attachment: Draft CIP 1-31-18 (2447 : CIP Presentation)

Five Year Capital Improvement Plan						
Bond Fund						
Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
Current Year Revenues	\$9,000,000	\$14,200,000	\$21,000,000	\$12,000,000	\$12,000,000	\$68,200,000
Total Resources	\$9,000,000	\$14,200,000	\$21,000,000	\$12,000,000	\$12,000,000	\$68,200,000
Street, Drainage and Sidewalks – The program will continue the City’s practice to design and construct streets and upgrade storm sewers concurrently in one project with sidewalks installed on at least one side of the street.	\$6,000,000	\$6,000,000	\$6,000,000	\$8,000,000	\$7,000,000	\$33,000,000
Sidewalk Improvements – Funding for this program is separate from street, drainage and sidewalk projects. The focus is to design and construct sidewalks that improve the overall quality and connectivity of the sidewalk system, fill in gaps and update existing sidewalks to meet the Americans with Disabilities Act (ADA) guidelines.		\$1,000,000	\$1,000,000	\$1,000,000	\$1,500,000	\$4,500,000
Water and Wastewater Improvements – This program was created from prior utility condition assessments to replace identified water and wastewater lines that are failing to provide the desired level of service due to the deterioration of aging lines.	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	\$15,500,000
Wastewater Treatment Plant Electrical - Replacement of the control panel and components. The current control panel is the original panel installed during the construction of the facility to operate the various pumps and motors that run the WWTP. The electrical wiring and components have exceeded their life expectancy. It is recommended to upgrade the electrical wiring, breakers, starters, and include modern smart controls.		\$ 1,200,000				\$1,200,000
Bellarire Library - Design and Construction of a new library building located along Jessamine Street. The new facility will be a part of the overall City Of Bellair campus.		\$ 500,000	\$ 4,000,000			\$ 4,500,000
Public Works Building - Funding for (potential) land acquisition, design, and construction of a building to house the administrative staff for the public works department.		\$ 1,000,000	\$ 3,000,000			\$4,000,000
Park Improvements - Additional needs at other parks in the COB system, including restrooms, lighting, parking lots, and various other amenities.		\$1,000,000				\$1,000,000
Evergreen Park - Per the Evergreen Park Master Plan, this project includes design and construction of the Park.		\$500,000	\$4,000,000			\$4,500,000
Total Bond Fund CIP	\$9,000,000	\$14,200,000	\$21,000,000	\$12,000,000	\$12,000,000	\$68,200,000
Total Ending Balance	\$-	\$ -	\$-	\$-	\$-	

Five Year Capital Improvement Plan

METRO Fund

Description	FY 2019 Planned	FY 2020 Planned	FY 2021 Planned	FY 2022 Planned	FY 2023 Planned	FY 2018 - FY2022 Totals
METRO Sales Tax Beginning Balance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Current Year Revenues	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Total Resources	\$ 1,008,000	\$ 1,008,000	\$ 1,008,000	\$ 1,008,000	\$ 1,008,000	\$ 4,032,000
Pavement Management Program – This maintenance program was created from the City Engineer’s Infrastructure Report in 2015 to improve the overall quality of the street and sidewalk systems by repairing or replacing asphalt and concrete pavement.	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Total Expenditures	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Total Ending Fund Balance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$32,000

Future Projects		
Description	Estimated Budget	
*Cost estimates should be reevaluated as projects are identified as funded and schedules are identified, as inflation will impact these estimates.		
South Rice Esplanade Improvements - Improvements to the four esplanades along South Rice at Bellaire Boulevard and Bissonnet St. Project to include design and construction of mow strips, additional planting, edging, mulch, and other landscape improvements.	\$	120,000
9/11 World Trade Center Steel Project Construction - Donations have been received by the Rotary Club to fund the preliminary design of a plaza intended ot display pieces of steel from the World Trade Center. The pieces are currently stored in the City's Impound Facility and show signs of damage from the attack on September 11, 2001. Construction costs will be more accurately estimated after preliminary design is completed.	\$	250,000
Signature Corner Construction - Conceptual Designs have been provided for the corner of S. Rice Avenue and Jessamine to include the S. Rice Esplanade Jessamine to Bellaire. Construction funding to be identified in the future.	\$	3,000,000
Bellaire Town Square - Upgrade / Automate Ball Field Lights, Poles, & Netting	\$	500,000
Bellaire Town Square - Upgrade / Automate Tennis Court Lighting and Tennis Court Resurfacing	\$	250,000
Bellaire Town Square - Rec. Center Renovation Design - Programming and design of key improvements to the Bellaire Recreation Center Building	\$	120,000
Bellaire Town Square - Rec. Center Renovation Construction - Key improvements to include accessibility upgrades and generan renovations	\$	800,000
Bellaire Town Square - Concession Stand Renovation	\$	50,000
Mulberry Park - Restroom Facility	\$	200,000
Mulberry Park - Replace tennis fencing, upgrade and automate lighting and resurfacae tennis court	\$	300,000
Mulberry Park - Upgrade / Automate Ball Field Lighting	\$	300,000
Mulberry Park - Parking Lot Replacement	\$	450,000
Feld Park Renovation Design - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts	\$	150,000
Feld Park Construction - Park improvements including parking lot, sidewalks and paths, fencing and sports fields/courts and ball field lighting	\$	1,500,000
Vic Driscoll Park - Pathway Lighting		70,000

Future Projects		
Description		Estimated Budget
Trolley Esplanade Renovation - Improvements to include general and specialized lighting, sidewalks and paths, drainage, signage and interpretive graphics, and trolley area improvements in Paseo Park.		\$ 1,000,000
Total Unfunded		\$ 9,060,000

Planning and Zoning Commission

Council Chamber, First Floor of City
Hall
Bellaire, TX 77401-4411



Meeting: 02/08/18 06:00 PM
Department: Development Services
Category: Presentation
Department Head: ChaVonne
Sampson
DOC ID: 2462

SCHEDULED INFORMATION ITEM (ID # 2462)

Item Title:

Presentation on the City of Bellaire's Community Pathways Plan.

Background/Summary:

The Public Works Department is here tonight to introduce the Community Pathways Plan to the Planning and Zoning Commission and solicit input. Tonight's presentation is to bring you up to speed on the progress to this point and, to inform you of the findings and recommendations in the plan, and lastly provide the project schedule moving forward. The goal is to come back to the Planning and Zoning Commission in March of this year for plan approval prior to presenting to City Council.

The Community Pathways Plan was identified as a goal in the Comprehensive Master Plan and the Parks Master Plan. City Council approved the professional services agreement with HR Green Development, LLC at the August 7, 2017 City Council meeting. The goal of this plan is to improve bicycle and pedestrian travel throughout the City. With numerous improvements and additions of sidewalks in recent years, this plan will continue the effort to achieve a more comprehensive, highly-utilized and connected pathway system.

Feedback from the community was generated from an online survey that was active November 1, 2017 to the middle of December 2017. The Parks and Recreation Advisory Board was introduced to the project at their October 18, 2017 meeting, and presented with more details on January 17, 2018 for feedback prior to the January 23, 2018 Neighborhood Meeting. Calendar conflicts prevented an earlier project introduction to the Planning and Zoning Commission. Comments at the neighborhood meeting were positive and mostly about bicycle and pedestrian safety throughout the City. The highest priority projects, cost estimates and maps were presented at the meeting as potential projects that could be incorporated into the future Capital Improvement Program. The plan also identifies recommended sidewalks for the Bonds for Better Bellaire 2016 Group D Phase III Sidewalk Project that connect to the recommended pathways.

The comment period for public input is open until March 9, 2018 through the project webpage, by email, phone or fax. The Neighborhood Meeting presentation can be accessed on the project website at the bottom of the page,

<https://www.bellairecommunitypathwaysplan.com>.

Tonight we are presenting the most substantial elements in the plan to the Commission. The draft plan will be uploaded to the project website February 23, 2018 for public review and

electronic copies set to the Commission. Your feedback and input to the report is requested by your March 8, 2018 meeting.

Thank you very much for your time, input and comments.

ATTACHMENTS:

- PZ Meeting_02082018_Community Pathways Plan (PDF)

Community Pathways Plan Project

Planning and Zoning Commission Meeting



FEBRUARY 8, 2018



Agenda



- **Project Background and Scope**
- **Project Execution**
 - Data Collection and Analysis
 - Project Coordination and Partnership
 - Public Involvement
 - Summary of Survey
 - Concept Development and Community Pathways Plan Report / Implementation Program
- **Project Schedule**
- **Questions/Comments/Feedback**

Project Background and Scope



- **Approved by the City Council on August 7, 2017**
- **Need for Project**
 - Identified as a goal in the Comprehensive Master Plan
 - Identified as a goal in the Parks Master Plan
 - ~85% of voters approved BBB 2016 Prop. 1 – Streets, Drainage and Sidewalks
 - Identified as one of the top needs in recent Citizens survey (2017)
- **The goal is to**
 - Create a more comprehensive, highly utilized and connected pathways system for safe bicycle and pedestrian travel throughout the city
 - Tie this plan into ongoing sidewalk construction programs
 - Design and fund the highest priority bicycle and pedestrian locations in the Bonds for Better Bellaire (BBB) 2016 Group D Phase III project

Project Background and Scope



- **Project Deliverable**

- **Community Pathways Plan**

- ✦ Identify a city-wide network of **safe** connected pathways
 - ✦ Group the pathways into design and construction projects
 - ✦ Provide an implementation program for the design and construction of those projects
 - Project prioritization
 - Project phasing
 - Preliminary opinion of construction cost estimates
 - Identification of potential funding strategies

- **Recommendations for BBB 2016 Group D Phase III Sidewalk project**

- ✦ Continue to improve the overall quality and connectivity of the sidewalk system, fill in gaps and update exiting sidewalks (to meet the Americans with Disabilities Act (ADA) guidelines) with high priority given to those that tie into proposed pathways

Project Execution



Data Collection and Analysis

- **Citywide Visual Analysis**
- **Available Data Review**
 - Bellaire Comprehensive Plan
 - Bellaire Parks Master Plan 2015–2025
 - Bellaire Parks and Recreation Master Plan 2002-2012
 - 1976 Bellaire Bicycle Advisory Committee Report
 - Houston Bike Plan (Feb 2017)
 - Bellaire Sidewalk Inventory Map (GIS)
 - TxDOT Strava Data

Project Coordination and Partnership

- **Agency Coordination**
 - TxDOT
 - METRO
 - City of Houston
 - HGAC
 - Cities of West University Place and Southside Place
 - Houston Parks Board
- **Area Schools**
 - Horn, Condit and Pin Oak – Positive Feedback
 - Bellaire High and Private Schools – No response

Project Execution



Public Involvement

- **Project Website**
 - <http://bellairecommunitypathwaysplan.com/>
 - Active November 1, 2017 through project duration
 - Draft exhibits (available online)
 - Draft report (coming soon)
- **Project Survey**
 - November 1, through December 17, 2017
 - Solicit input on current and desired method and routes of non-vehicular travel
- **Neighborhood Meeting**
 - January 23, 2018

Project Execution



Summary of Survey

- 440 total ACTUAL responses
 - 430 Residents
 - 7 Non-residents
 - 3 did not identify
- Age classification
 - 253 (57.76%) of respondents between ages 36-54
 - 94 (21.46%) of respondents between ages 55-65
 - 3 (0.68%) of respondents between ages 6-18
- Percentage of respondents who frequently walk/jog/bike in the Bellaire area
 - Yes - 404 (91.82%) of respondents
 - No - 36 (8.18%) of respondents
- Top reasons people walk/jog/bike in the Bellaire area
 - 364 (91.69%) for recreation/exercise
 - 205 (51.64%) to parks
 - 184 (46.35%) walk dogs/pets
 - 150 (37.78%) to home of family friend or friend
- 232 (58.59%) respondents **who use current pathways think having more connected sidewalks and trails (better network) would most encourage residents** to utilize pathways
- 32 people currently don't use existing pathways
 - Reasons for not using pathways
 - ✦ 19 (59.38%) Other
 - 8 indicated no pathways/sidewalks/safety issues
 - ✦ 13 (40.63%) Pathway surface in poor condition
 - ✦ 10 (31.25%) Pathways does not feel safe in my neighborhood
- 13 (40.63%) respondents **who DO NOT USE current pathways think having more connected sidewalks and trails (better network) would most encourage residents** to utilize pathways
- 175 additional comments at the end of survey
 - Mostly in favor of connected network of pathways
 - Some suggesting all funds go toward flood prevention

Project Execution



Summary of Survey (contd.)

• Method of travel

- Walk - 249 (62.72%)
 - ✦ 173 (71.8%) walk ½ - 2 miles one way
 - ✦ 167 (71.37%) would like to walk on neighborhood streets within their immediate neighborhood
 - ✦ 104 (43.7%) consider neighborhood streets within their immediate neighborhood a destination they would like to walk to/on
 - ✦ 193 (80.8%) currently prefer to use sidewalks for walking

• Method of travel (contd.)

- Jog - 56 (14.11%)
 - ✦ 41 (77.4%) jog 1 - 5 miles one way
 - ✦ 37 (74%) would like to jog on neighborhood streets within their immediate neighborhood
 - ✦ Destinations:
 - 22 (36.7%) consider neighborhood streets within their immediate neighborhood a destination they would like to jog to/on
 - 14 (27.5%) consider brays bayou trail a destination they would like to jog to/on
 - ✦ Routes respondents currently prefer to use for jogging
 - 30 (56.6%) sidewalks
 - 29 (54.72%) trails or paths (detached or separated from road)
 - 29 (54.72%) neighborhood streets

Project Execution



Summary of Survey (contd.)

• Method of travel (contd.)

- Bike - 85 (21.41%)
 - ✦ One way distances
 - 38 (47.5%) 2 - 5 miles
 - 15 (18.75%) 5 - 10 miles
 - 13 (16.25%) 1 - 2 miles
 - ✦ Streets respondents would like to bike on
 - 54 (69.23%) Bellaire Blvd.
 - 50 (64.10%) Rice Ave.
 - 47 (60.26%) Evergreen St.
 - 45 (57.69%) Bissonnet St.
 - 35 (44.87%) Avenue B.
 - ✦ 32 (40.0%) consider brays bayou trail a destination they would like to bike to/on

• Method of travel (contd.)

- Bike (contd.)
 - ✦ Routes respondents currently prefer to use for biking
 - 57 (70.37%) Trails
 - 48 (59.26%) bicycle lane on road or edge of road
 - 34 (41.98%) neighborhood streets
 - 25 (30.86%) sidewalk
- Other - 7 (1.76%)
 - ✦ Breakdown of activity(ies)
 - 5 Walk & Bike
 - 1 By Car
 - 1 Run
 - ✦ 5 (71.37%) would like to use neighborhood streets within their immediate neighborhood

Project Execution



Concept Development and Community Pathways Plan Report / Implementation Program

- Ongoing
- Draft report and implementation program to be completed after neighborhood meeting and ongoing partnership meetings
 - Public feedback on draft report when available
- Draft Exhibits
 - Initial Draft exhibits available on project website during survey
 - Updated to reflect survey responses

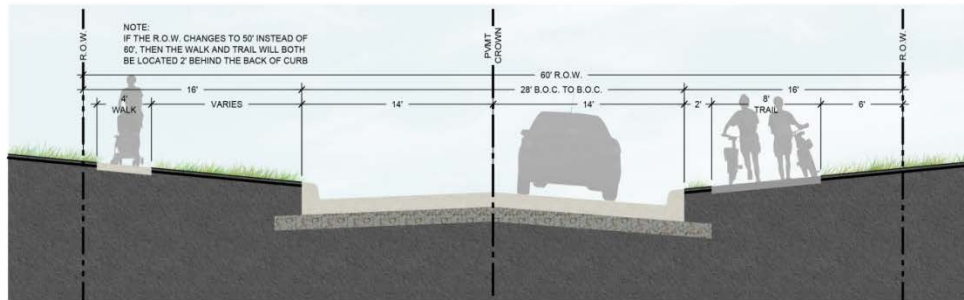
Project Execution



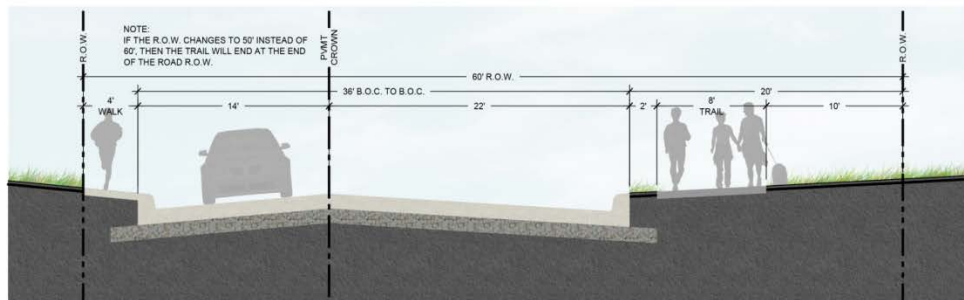
Typical Pathways

- **Road**
 - Mainly for vehicular traffic
 - Bicycle legally allowed
 - 9-14 feet/lane width
- **Sidewalk**
 - Along the side of a road and separated from road by a curb
 - Mainly for pedestrians
 - 4-5 feet wide typical
- **Shared-used Trails**
 - Allows for safe access for all - pedestrians, bicyclists, wheelchair users
 - Accommodates increased number of pedestrians
 - Vehicular traffic not typically allowed
 - 8 feet wide minimum recommendation
- **Bike Path**
 - Separate ROW for exclusive or semi-exclusive bicycle use
 - 10 feet wide recommendation (bi-direction)
 - 8 feet wide minimum (single lane)
- **Bike Lane**
 - Separate ROW for exclusive or semi-exclusive bicycle use
 - Both sides of street
 - 6 feet wide recommendation (single lane)
 - 5 feet wide minimum
- **Bike Route**
 - Shared ROW designated by signs/signals

Project Execution



SECTION 1



SECTION 2

TYPICAL CROSS SECTIONS

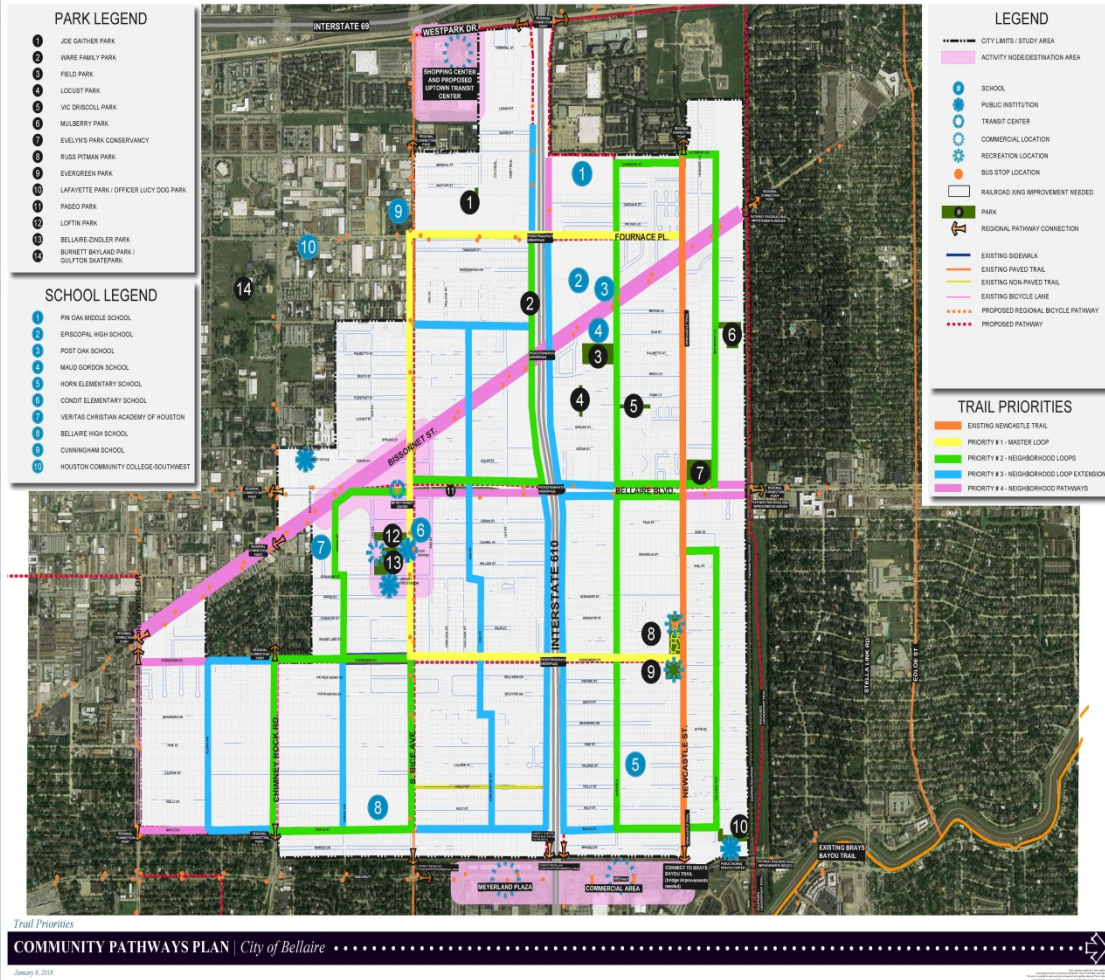
COMMUNITY PATHWAYS PLAN

BELLAIRE, TEXAS

SCALE: NTS
JANUARY 15, 2018

- Design Considerations
 - Road ROW
 - Road Realignment
 - Existing Utilities
 - Existing Trees and Foliage
 - Drainage
 - Beautification
 - Trailheads
 - Way finding
 - Markers

Project Execution



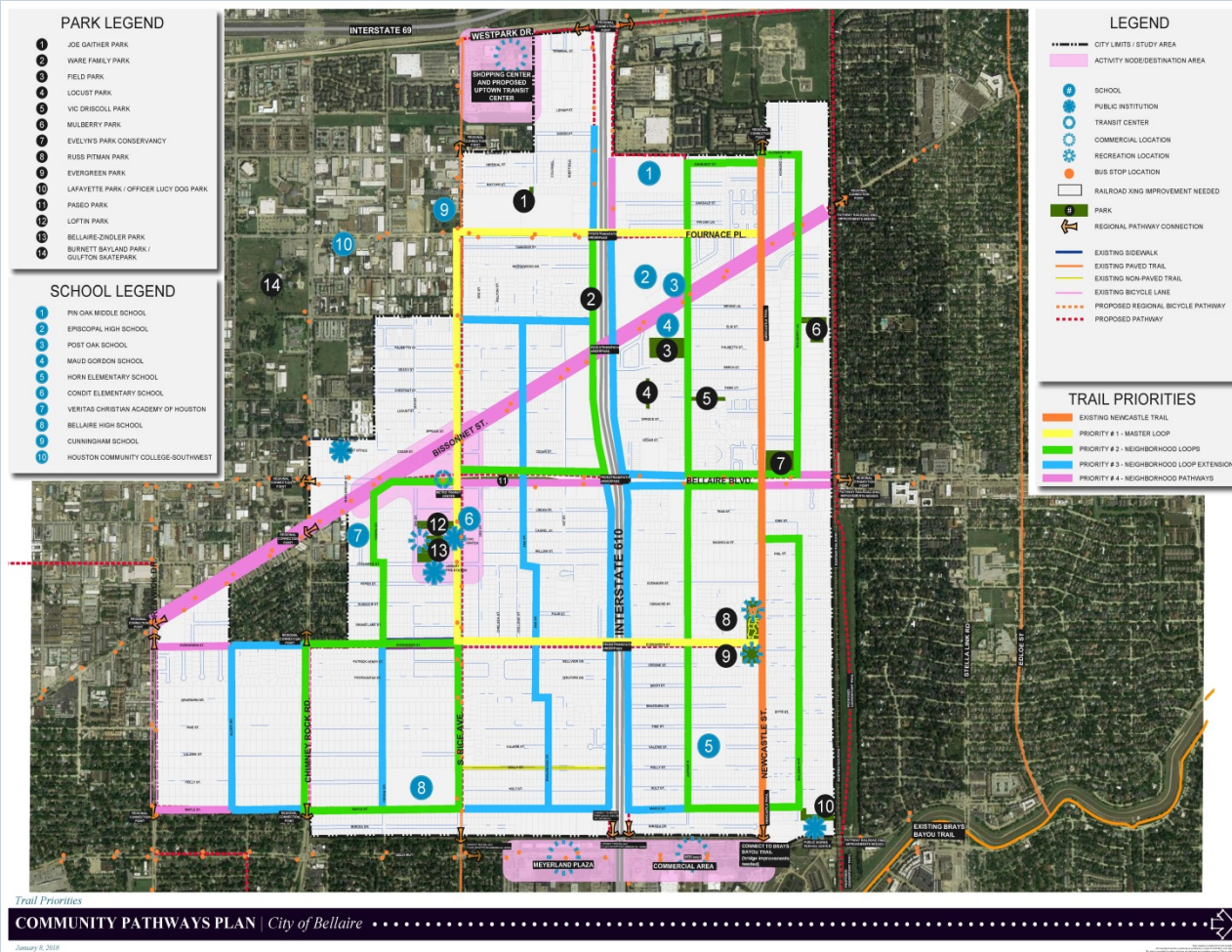
Loop System

- 2 - 5 miles
- Fournace
- Bellaire
- Evergreen
- Maple
- Mulberry
- Baldwin
- Avenue B
- 610
- Frontage
- S. Rice
- Ferris
- Chimney Rock
- Renwick

Other Pathways

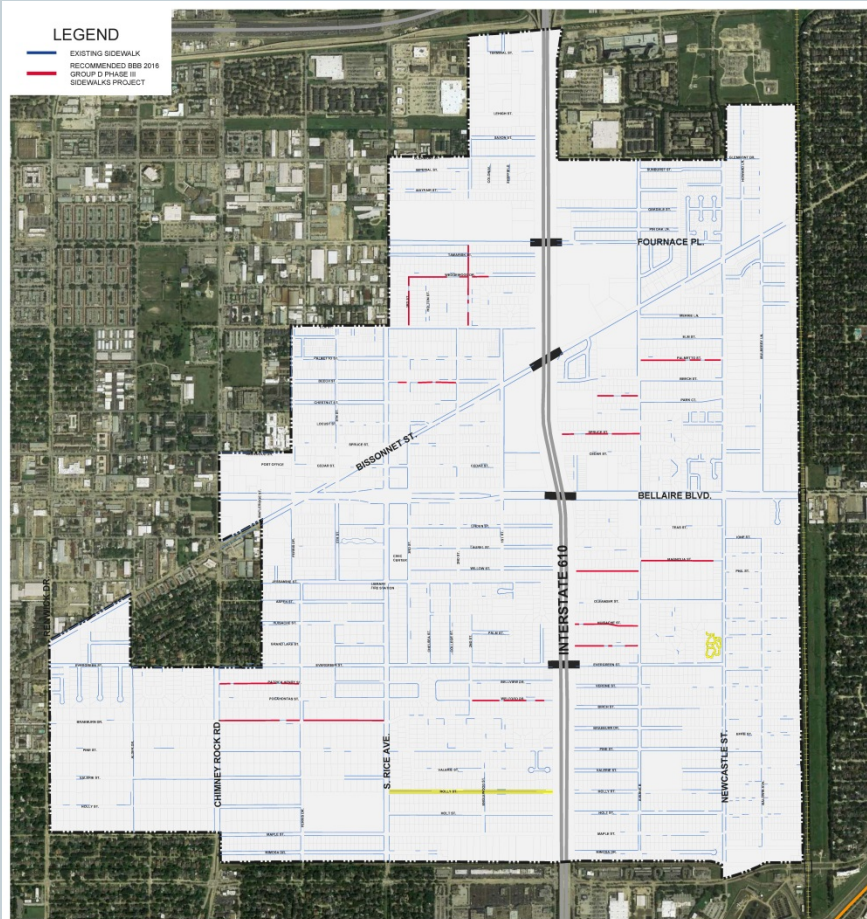
- 2nd
- Englewood
- Ferris
- Elm
- Bissonnet
- Evergreen
- Maple
- Railroad Crossings at Bellaire and Bissonnet
- Newcastle trail connection to the Bayou
- Connections to Proposed Houston Bike Routes

Project Execution



- **Priority Projects**
 - #1 Master Loop
 - ✦ 17,500 LF - \$1.12M
 - #2 Neighborhood Loops (4)
 - ✦ 50,600 LF - \$3.24M
 - #3 Neighborhood Loop Extensions (9)
 - ✦ 42,500 LF - \$2.66M
 - #4 Other Pathways (9)
 - ✦ 27,000 LF - \$0.96M
 - **Cost Estimate does not include**
 - ✦ ROW acquisition
 - ✦ Utility relocation
 - ✦ Design and construction management fees

Project Execution



Recommended BBB 2016 Group D Phase III Sidewalks Project

COMMUNITY PATHWAYS PLAN | City of Bellaire

January 25, 2017

- **Recommended BBB 2016 Group D Phase III Sidewalks Project**
 - 3rd St. from Elm St. to Wedgewood Dr.
 - Anderson St. from Fournace St. to Elm St.
 - 4900 Beech St.
 - 5000 Beech St.
 - 5100 Braeburn Dr.
 - 5200 Braeburn Dr.
 - 4600 Cedar Oaks Ln.
 - 4600 Huisache St.
 - 4500 Magnolia St.
 - 4500 Palmetto St.
 - 4600 Park Ct.
 - 5300 Patrick Henry St.
 - 4600 Spruce St.
 - 4700 Welford Dr.
 - 4800 Welford Dr.
 - 4900 Wedgewood Dr.
 - 4900 Wedgewood Dr.
 - 4600 Willow St.

Project Schedule



- Project Approval - August 7, 2017
- Project Website - November 1, 2017 through project duration
- Project Survey - November 1, through December 17, 2017
- Draft Exhibits Presentation at PRAB - January 17, 2018
- Neighborhood Meeting – January 23, 2018
- Presentation to P&Z - February 8, 2018
- Draft Plan Presentation to PRAB - February 21, 2018
- Draft Plan on project website - February 23, 2018
- Receipt of comments to Draft Plan - March 9, 2018
- Addressing comments and finalizing report - March 14, 2018
- Plan Presentation to P&Z for Approval - March 15, 2018
- Plan Presentation to City Council - March 19, 2018

Questions/Comments/Feedback



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