



# CITY OF BELLAIRE TEXAS

## PLANNING AND ZONING COMMISSION

MARCH 8, 2018

Council Chamber

Regular Session

6:00 PM

7008 S. RICE AVENUE  
BELLAIRE, TX 77401

### I. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Stiggins called the meeting to order at 6:04 PM, and announced that a quorum was present consisting of the following members:

Attendee Name	Title	Status	Arrived
Jonathan Saikin	Commissioner	Absent	
Mike Axelrad	Commissioner	Present	
Ross Gordon	Commissioner	Present	
Weldon Taylor	Commissioner	Present	
Marc Steinberg	Vice Chairman	Present	
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 - Feb 8, 2018 6:00 PM

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marc Steinberg, Vice Chairman
<b>SECONDER:</b>	Mike Axelrad, Commissioner
<b>AYES:</b>	Axelrad, Gordon, Taylor, Steinberg, Stiggins, Skinner
<b>ABSENT:</b>	Saikin

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

Chairman Stiggins reminded anyone who wished to address the Commission to fill out a sign in sheet. He explained that there would be two different opportunities to speak during the meeting, one during the general public comment time and another during the public hearing.

### IV. GENERAL PUBLIC COMMENTS

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

There were no general public comments.

## **V. PUBLIC HEARINGS**

Docket # SU-2018-03-Public hearing on an application filed by Steven Gee, Houston Independent School District Project Manager, for an amendment to Specific Use Permit S-89, approved by City Council with Ordinance No. 17-055, and required by Chapter 24, Planning & Zoning, Section 24-532 B. (2) a), to include an addendum within the original Specific Use Permit that allows for the temporary use of the existing Gordon Elementary School site by Kolter Elementary School until such time that construction is complete on the new Kolter Elementary School campus and students are able to occupy the new building. The property is located at 6300 Avenue B, within the R-3 Residential Zoning District.

### **A. Presentation of the Public Hearing Process**

City staff gave an overview of the public hearing process.

### **B. Presentation by the Applicant**

**Steven Gee-Project Manager, HISD**-Mr. Gee explained that he is before the Commission to ask for an amendment to the current SUP for the property at 6300 Avenue B in order to allow for Kolter Elementary School to continue using the property. He then gave some background information on Kolter Elementary, and stated that there are currently 640 students enrolled and 54 staff members. Mr. Gee explained that there is a mixture of parent drop-off and HISD provided transportation. He stated that there are 9 buses providing transportation from the old school to the new school in order to alleviate some of the traffic/parking issues. Mr. Gee then showed a timeline to explain that this request will not interrupt the construction of the new Bellaire High School at all; however, it will push the construction of the baseball and softball facility that is to be located at 6300 avenue B. He added that construction on those will begin as soon as Kolter Elementary has vacated the premises, and that HISD is looking into other options for the baseball and softball fields until that time.

### **C. Staff Findings**

Ms. Sampson explained that on September 18, 2017, the Houston Independent School District (HISD) was granted Specific Use Permit S-89, approved by City Council with Ordinance No. 17-055, to reconstruct Bellaire High School (BHS) at its current site and to reuse the former Gordon Elementary/Mandarin Chinese Immersion School (Gordon) site for baseball and softball fields that will host varsity practices and junior varsity and freshman practices and games. She added that Kolter Elementary School, formerly located in Houston, Texas, began utilizing the former Gordon Elementary School property in September of 2017, after sustaining significant damage to their campus during Hurricane Harvey. Ms. Sampson stated that at that time, the school was granted a temporary Certificate of Occupancy, which was only valid until the Spring of 2018. She mentioned that in December of 2017, the Houston ISD Board of Education approved a plan to demolish and rebuild Kolter Elementary School. Therefore, HISD is before the

Commission to request an amendment to Specific Use Permit, S-89, to include an addendum that allows for the temporary use of the former Gordon Elementary School site by Kolter Elementary until such time that construction of the new campus is complete and students are able to occupy the new building. Ms. Sampson informed the Commission that notices were sent out on February 21st to 119 properties that were within the 500 foot buffer, and a legal notice was published in the newspaper on February 20th. She stated that HISD submitted a Traffic Impact Analysis, which was included in the packet. Ms. Sampson added that the Development Review Committee has reviewed that and has asked for some additional information to be provided regarding bus routes and student drop off and pick up. She stated that this will be further discussed at the next DRC meeting, and the committee will come up with any recommendations that will be included in the consideration packet for the April 12th 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.**

**Arnold Kagan**-Mr. Kagan stated that he is a resident of Bellaire, and has a personal investment in the school, as his grandchildren are currently enrolled in Kolter Elementary. He added that a substantial amount of stress has been put on the children since Harvey and it would be beneficial for them to be allowed to stay at the same campus until the new school is complete. He asked that it be taken into consideration for the sake of the kids.

**Perry Fink**-Ms. Fink stated that she also has grandchildren at Kolter, and wanted to make sure that the Commission knows about the personal impact that has been put on the children/families of the school. She added that it would be extremely stressful and very difficult for the children to have to move campuses again. Ms. Fink stated that she hopes that they will be allowed to stay until the school is rebuilt.

**Naomi Wittlin**-Ms. Wittlin stated that she is a parent of a third grader at Kolter Elementary. She thanked the City of Bellaire for allowing the school to use the temporary space, as a sense of place is not small thing. She added that having a temporary space to call home makes a world of difference in terms of resuming a sense of normalcy, and that the small amount of land on Avenue B has been a gift to the families of the school. Ms. Wittlin stated that it has calmed the children's fears, and that the community and outreach of neighbors has been very re-assuring. She mentioned that the City of Bellaire is part of a larger story, and asked the Commission to allow Kolter students and teachers to continue using the school. She said, "Let us show all who are watching how a city can come together to reassure its children and their families that continuity is possible, and that they are surrounded by caring protection."

**Kerri Welsh**-Ms. Welsh stated that she is a Bellaire resident and Kolter parent. She thanked the City for allowing Kolter to relocate to the old Gordon Elementary campus for this school year. Ms. Welsh mentioned that a lot of the school's families are still displaced more than 6 months after Hurricane Harvey, and respectfully requested that the City allow the school to continue using the property in order to allow for a sense of continuity among the children.

**E. Response of Applicant**

There was no response provided by the applicant.

**F. Questions from the Commission**

Commissioner Taylor stated that his hat is off to all of the Kolter families and how they have handled a very difficult situation. He asked if there is a designated drop-off and pickup line that circles through the property.

Mr. Gee mentioned that when HISD was issued a temporary SUP for Kolter Elementary to utilize the property, the City stated that they did not want a queue in that area; therefore, parents have been parking in the surrounding neighborhood and walking their students into the school. He reiterated that additional transportation is being offered by bus.

Commissioner Taylor mentioned that within the traffic report there is a reference to school parking south of the campus, which is part of the City's park. He questioned if that would, in any way, grant the school exclusive rights to the parking lot.

Ms. Sampson stated that it does not, and will still be open to the general public.

Commissioner Taylor mentioned the enrollment cap that the Commission and City Council had placed on Bellaire High School. He asked if any size limitations had been put on Condit Elementary or Horn Elementary.

Ms. Sampson stated that no caps were placed on Condit, but she would have to do some research to see if one was placed on Horn.

Commissioner Gordon mentioned that the traffic study indicates that additional parking is available at the BBVA Compass Bank. He asked if HISD has an agreement with the bank to use that space, and if there is a guarantee that those spaces will be available to the school for the entire length of time that it is located there.

**Dustin Qualls, Traffic Engineers, Inc.**-Stated that they do not have any sort of written agreement, just a spoken one. He added that due to the fact that the bank is not open in the mornings when drop off is taking place, they are allowing for HISD to utilize those parking spaces.

Commissioner Gordon asked if the school is relying on those parking spaces, or are they just an added bonus.

Mr. Qualls stated that they are just an added benefit.

Ms. Sampson added that at this point those spaces could only be viewed as an added bonus. She mentioned that the school would have to obtain a written agreement with the bank and go before the Board of Adjustment for a special exception in order to count them towards their number of onsite parking spaces. Ms. Sampson stated that no application has been submitted.

Commissioner Gordon mentioned that HISD has also referenced 50 on-street parking spaces on Elm Street and asked why Elm was the only one called out to have available on-street parking.

Mr. Qualls mentioned that Merrie Ln. does have signage that restricts parking at certain times of the day, but there are no restricted signs on Elm Street. He added that most parents use Elm due to the fact that it is the street closest to the door of the school and there is a crossing guard at that location. Mr. Qualls stated that from what he has witnessed, the drop off and pick up is very orderly and efficient.

Chairman Stiggins stated that the parking restriction is during the work day, Monday-Friday.

Commissioner Gordon asked if Palmetto Street was being used in the same manner, and stated that if so, it should show in the traffic plan that it is intended for use as well.

Mr. Qualls stated that he did not see many parents using Palmetto. He reiterated that it is centered on Elm because it is a straight shot to the building.

Commissioner Taylor mentioned that he has witnessed significant parking on both Palmetto and Beech Street.

Commissioner Gordon felt that for transparency reasons, the potential use of other surrounding residential streets should be acknowledged in the application.

Mr. Qualls stated that the traffic plan could be revised to show all of the available on-street parking.

Commissioner Gordon asked how the enrollment size of Kolter compares to the enrollment of the two previous schools that were located on the property. He asked if any temporary buildings were brought onto the site to accommodate the number of children.

Mr. Gee informed the Commission that it is very similar in size, and no additional buildings were brought onto the site.

Commissioner Gordon asked if it was HISD's intent to continue using all of the buses being used currently, or if the plan was to phase them out in time.

Mr. Gee stated that the intent is to continue use.

Vice Chairman Steinberg asked if any occupancy or safety requirements were waived in order to allow the school to occupy the building after Hurricane Harvey.

Ms. Sampson stated that the City did not waive any requirements and that a Certificate of Occupancy, building inspection, and fire inspection were completed on the property.

Vice Chairman Steinberg mentioned that he had recently read that HISD is having some funding issues. He asked if that was going to impact the completion of the rebuild of Kolter Elementary.

**Dan Bankhead-General Manager of Facilities Design**-Mr. Bankhead stated that the funding for the new Kolter is a separate pot of money, different from the general funds. He added that between FEMA, insurance, and other sources, that money has already been set aside and a contractor and architect are already on board.

Vice Chairman Steinberg asked if all bids are in to complete the project.

Mr. Bankhead stated that all of the bids are not in, but that HISD has a contract with a construction manager at risk for the total amount of the project, and has already encumbered all of the dollars.

Vice Chairman Steinberg asked if a time frame would be attached to the SUP.

Ms. Sampson and Attorney Petrov stated that at this time, staff is not recommending a specific time restriction, but that can be added by the Commission if they wish to do so.

Mr. Bankhead stated that HISD's goal is for the students and faculty to be moving back into a new Kolter Elementary in January of 2020.

Vice Chairman Steinberg asked where the baseball and softball games will take place while Kolter is occupying the property at 6300 Avenue B.

Mr. Gee explained that they will continue to play all of the games at Bellaire Stadium. He added that currently, they are working with Bayland Park to use it as their practice facility.

Commissioner Axelrad asked how the school district can know that enough funds have been allocated if all of the bids are not in yet. He asked if the construction management company takes on the risk if there is a difference in price.

Mr. Bankhead confirmed that this is the case and added that the term of the contract is actually "construction manager at risk." He explained that the construction company signs a contract with the school district stating that they can build the proposed project with a certain amount of money which has already been determined by HISD.

Chairman Stiggins mentioned that he lives on Merrie Lane and felt that there is very little inconvenience to the neighborhood during those drop off and pick up times. He added that it takes less than half an hour for everyone to come and go, and it is done in a very orderly fashion.

#### **G. Invitation for Written Comments, if applicable**

City staff informed the public that written comments on the application will be accepted until 5:00 pm on Wednesday, April 4th.

#### **H. Closure of the Public Hearing**

Chairman Stiggins closed the public hearing at 6:42 PM.

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

- A. Docket # SU-2018-02-Consideration of 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.

Ms. Sampson gave a brief overview of the application and what the Commission had heard during the public hearing for the item. She mentioned that a question had

come up about the existing onsite parking configuration, for which the applicant had submitted the corrected site plan.

Bill Stone, attorney for the applicant-Mr. Stone provided the Commissioners with a picture of what the striping in the parking lot looks like currently.

The Commission voted 6-0 in favor of the application.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Axelrad, Commissioner
<b>SECONDER:</b>	Marc Steinberg, Vice Chairman
<b>AYES:</b>	Axelrad, Gordon, Taylor, Steinberg, Stiggins, Skinner
<b>ABSENT:</b>	Saikin

- B. Approval of the Commission's Report & Recommendation to City Council regarding the request for a Specific Use Permit at 5212 Bissonnet Street.

Staff ensured the Commission that the conversation and vote taken during consideration of the item would be added to the report.

Commissioner Axelrad suggested that there be a condition put on the application stating that the striping must stay as is depicted in the picture.

Staff pointed out that the application had already been voted on, but that language could be included on the report as a recommendation to City Council.

The Commission then voted to approve the Report with the following recommendation:

"The Parking lot striping must remain, and be maintained as shown in the photo provided, until such time that a change in use occurs. Ordinary wear and tear is accepted."

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Axelrad, Commissioner
<b>SECONDER:</b>	Ross Gordon, Commissioner
<b>AYES:</b>	Axelrad, Gordon, Taylor, Steinberg, Stiggins, Skinner
<b>ABSENT:</b>	Saikin

- C. Consideration of an application filed by Tetra Surveys, LLC, on behalf of Vasco Cheuk and Ann N. Gerges, owners of the property at 4441 Verone, for a total plat vacation of "Lot 1 Block 1 Marmon Place." The property is located within the R-4 Zoning District.

<b>RESULT:</b>	<b>APPROVED WITH CONDITIONS [UNANIMOUS]</b>
<b>MOVER:</b>	Marc Steinberg, Vice Chairman
<b>SECONDER:</b>	Mike Axelrad, Commissioner
<b>AYES:</b>	Axelrad, Gordon, Taylor, Steinberg, Stiggins, Skinner
<b>ABSENT:</b>	Saikin

#### **i. Presentation of the Application by the Applicant**

**David White, Tetra Surveys**-Mr. White informed the Commission that he is seeking a total plat vacation of the Marmon Place Amending Plat. He explained that the two original properties were part of the Southdale subdivision and the Marmon Place Amending Plat was created in May of 2007. Mr. White stated that the current property owners own both properties and a vacating plat has been submitted in accordance with Texas Local Government Code 2.12 as well as the rules and regulations of the City of Bellaire.

#### **ii. Presentation of the Application by City Staff**

City staff informed the Commission that the item before them is for the consideration of an application filed by David White of Tetra Surveys, on behalf of the current property owners at 4441 Verone, for a total plat vacation of what is now known as Lot 1, Block 1 of Marmon Place. This property located within the R-4 zoning district. Prior to the creation of the current plat, the two properties were known as 4441 Verone and 4440 Mildred, or lots 11 and 12, Block 20 of Southdale Subdivision. In May of 2007, the property owner Mark Marmon came before the Commission to amend the lots into a single property, which at the time, created a through-lot. The commission approved the amending plat and created one property known today as 4441 Verone. Due to the fact that the amending plat was originally approved by the Commission, the vacating plat must also be approved by the Commission. Staff recommended approval of the plat vacation with the condition that the accessory use constructed on what was originally lot 12 be removed prior to the recordation of the plat vacation with Harris County. The Commission was informed that the property owner is aware of and comfortable with the condition that is being recommended by city staff.

#### **iii. Response or Additional Comments from the Applicant**

There were no additional comments from the applicant.

#### **iv. Discussion and Consideration by the Commission**

Commissioner Skinner asked if the address of Lot 12 will go back to being 4440 Mildred.

City staff confirmed that an address assignment would be done after completion of the plat vacation, and that the lot would again be 4440 Mildred.

Commissioner Skinner asked if the lots will be the same size as they were prior, and if they will meet all of the standards for the R-4 Zoning District.

Staff stated that the lots will simply revert back to what they were prior to 2007 and will meet all of the regulations for the R-4 Zoning District.

Commissioner Gordon asked if there is a requirement to submit a survey for plat vacations.



Ms. Sampson stated that currently there is no requirement for a survey.

Vice Chairman Steinberg asked if any work had been done to the property after recordation of the amending plat which would make the lot non-conforming after it is subdivided.

Mr. White stated reiterated that there is a carport on the side facing Mildred, but is not aware of the specifics of when that structure was created.

Attorney Petrov mentioned that the carport would be the only structure that would cause the lot to be non-conforming, which is why City staff recommended that the demolition of that take place prior to the recordation of the plat vacation.

Vice Chairman Steinberg mentioned that when the two lots were combined back in 2007, it gave the property owner more room to build the main structure. He asked if it would still meet the setback requirements of that zoning district even after being subdivided.

Ms. Sampson explained that the main structure does meet the required setbacks. She added that staff doesn't currently have a survey for the property, but will obtain one before signing off on the application.

Vice Chairman Steinberg asked if the Commission could add that as a condition.

It was confirmed that the Commission could add the requirement of a survey to ensure that all front, side, and rear setbacks are met.

#### **v. Vote**

The Commission voted 6-0 to approve the plat vacation with the following conditions:

1. A survey of the property must be filed with the City to ensure that the primary structure that is currently located on the property at 4441 Verone is in compliance with the front, rear, and side yard setbacks set forth in the City of Bellaire's Code of Ordinances pertaining to the R-4 Residential Zoning District.
  2. That the accessory use constructed on what was originally Lot 12 be removed prior to the recording of the vacating plat documentation with the Harris County Clerk.
- D. Discussion and possible approval of the Commission's recommendation regarding the City's Community Pathways Plan.

Ms. Sampson stated that unfortunately Cristin Emshoff, the Public Works Project Manager, was not in attendance due to illness, but that she is going to do her best to answer any questions that the Commission has. She added that the final draft plan had been sent out to the Commission prior to the meeting, and that staff had not gotten any feedback.

Chairman Stiggins mentioned that there is only one recommendation within the report and felt that the Commission could deal with it during the regular meeting.

Commissioner Axelrad stated that it is a noble project, but questioned whether it is appropriate at this time. He mentioned that the inappropriate timing of it was discussed at the last meeting and felt that it might be the reason why no feedback was given on the Plan.

Vice Chairman Steinberg agreed, and felt that it needs to be put off.

Commissioner Gordon mentioned that he did have a series of questions and apologized for missing the opportunity to provide them to City staff ahead of time. He added that he doesn't want the Commission to blanket approve or deny something just because it is not timely. Commissioner Gordon felt that there are a lot of things within the Plan that have the ability to shape the City in the future. He then stated that he has questions regarding funding of the project that is not listed at all within the proposal or is listed incorrectly, the implementation of 8 foot sidewalks, and the use of tax payer funds. Commissioner Gordon also mentioned that no renderings are included to show where the 8 foot paths would be installed.

Commissioner Axelrad asked if the City would be taking private property in order to install the 8 foot paths.

Vice Chairman Steinberg mentioned that essentially the Commission would be approving a blanket document with no idea of what it will actually produce.

Chairman Stiggins asked who would ultimately be responsible for the project, and if they are just looking for a concept endorsement from the Commission.

Ms. Sampson explained that it will be part of the CIP and ultimately a part of projects done through the Public Works Department. She confirmed that the City is just looking for a concept endorsement.

Commissioner Skinner mentioned that she agrees with the fact that it is not specific enough and does not address all of the costs that are associated with it. She stated that in her opinion it needs to be tabled, and the City doesn't need to be spending time and money on something like this right now.

Commissioner Gordon asked if it is within the Commission's authority to table the effort.

Chairman Stiggins mentioned that the Commission could say that it agrees with the concept of the Plan, but feels that there are more important issues that need to be addressed prior to the implementation of the Plan.

Commissioner Gordon asked if the City's consultant will be able to finish the project if the Commission does not approve the plan.

City staff confirmed that the Commission would just be making a recommendation to City Council, and that the completion of the Plan is not contingent on the Commission's approval.

Commissioner Gordon was concerned in tabling the discussion, the Plan will get finalized without input from the Commission.

Commissioner Axelrad mentioned that one way to approach it would be to say that after looking at the Plan, the Commission still has several outstanding questions and has chosen to table the discussion. He added that it would need to be expressed that if the Plan moves forward it would be doing so without the input of the Planning and Zoning Commission.

Chairman Stiggins stated that one of the options is for the Commission to recommend denial of the Plan. He added that the Commission can state that the Plan should not be considered until the efforts from the Flood Mitigation Plan are resolved.

City Staff informed the Commission that this item does not go to Council until May 7th, therefore, it could be discussed again at the Commission's April 12th meeting. Ms. Sampson stated that she would ensure that someone from Public Works would be in attendance at the next meeting to answer questions.

Chairman Stiggins asked that all questions from the Commissioners be sent to staff prior to the meeting.

## **VII. COMMITTEE REPORTS**

There were no committee reports.

## **VIII. CORRESPONDENCE**

Ms. Sampson informed the Commission that they had been provided with a copy of a letter that was submitted to the City from a Mr. Jay Kaplan in support of the application for "Let Us Play." She added that staff did not receive the letter in time to include it in last month's agenda packet, but wanted to make them aware of it.

## **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. CIP/Flood Mitigation Plan**

Ms. Sampson explained that staff is available to hold a workshop sometime during the week of March 26th to discuss the CIP and Flood Mitigation Plan. She added that members of staff will get together to prepare information to show how the two will coincide.

The Commissioners decided on Tuesday, March 27th, at 5:00 PM.

#### **ii. BBEOD**

#### **iii. Parking Garages in commercial districts**

#### **iv. Beautification Master Plan**

#### **v. Fence Heights**

Ms. Sampson stated that letters ii-v were previously discussed at a workshop to determine which were priorities of the Commission. She added that in recent months the main focus has been with flood mitigation, and therefore, the City and Commission's focus has been on that. Ms. Sampson also mentioned that the Development Services Department is doing some re-structuring of its employees, and once everyone is settled in their new positions, staff will be better equipped to dedicate more time for those items.

Vice Chairman Steinberg asked if there are currently any plans for more parking garages being constructed within the City.

Ms. Sampson stated that she is not aware of plans for the construction of any more parking garages at this time.

Commissioner Gordon felt that the parking garage item is more pressing than the others listed. He asked if it could be added to an agenda simply as a discussion item for the Commission to get an update on what the current by-right regulations are.

Ms. Sampson stated that staff has been reluctant to bring anything else forward to the Commission until the Flood Mitigation Plan has been completed, but that staff will begin gathering this information to add as a discussion item to the agenda.

**vi. HEB**

Ms. Sampson stated that HEB is still looking to open sometime in April, and that staff will be meeting with them in the next few days to discuss the streetscape project that is taking place along Spruce and Fifth streets. She added that there was a question brought up at City Council regarding the widths of the sidewalks surrounding the property, and explained that some of the proposed sidewalk widths in the area may be changed in conjunction with the project. She added that she will keep the Commission updated on what those the final proposal is.

**vii. Chevron property**

Ms. Sampson stated that as of now, the City does not have any new information on the Chevron property. She added that she would keep the Commission up to date on any new developments.

Ms. Sampson then reiterated that the Development Services Department is doing some re-structuring, and as part of that, Ashley Parcus will now be the Development Services Coordinator. She added that in future meetings, Ashley will be giving the staff presentations and will be sitting in her place next to the City's attorney.

Attorney Petrov then informed the Commission that Ms. Sampson has officially been named the Director of Development Services.

**B. Comments & updates from the Commission's City Council Liaison**

Council Member Pollard informed the Commission that a sub committee of Council members was formed in order to take a look at the board and commission application process. She explained that some changes have been made to the application itself, as well as the way that the interviews will be run. Council Member Pollard mentioned that more information regarding the expectations of each board and commission will be included, and asked that members of the Commission let her know how much time they spend on the Commission work each month.

**C. 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 forward.

**X. ADJOURNMENT**

A motion was made by Commissioner Skinner and seconded by Commissioner Gordon to adjourn the Regular Meeting.

The motion passed with a vote of 6-0, and the meeting was adjourned at 8:13 PM.