

CITY OF BELLAIRE TEXAS

BUILDING AND STANDARDS COMMISSION

FEBRUARY 9, 2015

Conference Room	Workshop Session	4:00 PM
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7008 S. RICE AVENUE
BELLAIRE, TX 77401



Chairman

Laura Thurmond

Commissioner

Paul Katz

Commissioner

Burt Martin

Commissioner

Mike Baker

Vice Chairman

Danny Spencer

Commissioner

Lee Hampton

Commissioner

Charles Formica

Mission Statement:

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

I. WORKSHOP SESSION**A. Call to Order****B. Announcement of Quorum****C. Discussion and preparation of a memorandum of understanding regarding the rules of procedure when making recommendations to City Council.**

1. Discussion and preparation of a memorandum of understanding regarding the rules of procedure when making recommendations to City Council.

(Requested by John McDonald, Development Services)

D. Adjournment

**Building and Standards
Commission**

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



Meeting: 02/09/15 04:00 PM
Department: Development Services
Category: Discussion
Department Head: John McDonald
DOC ID: 1479

**SCHEDULED
ACTION ITEM (ID # 1479)**

Item Title:

Discussion and preparation of a memorandum of understanding regarding the rules of procedure when making recommendations to City Council.

Background/Summary:

At the Regular Meetings of October 22, 2014 and January 28, 2015, as well as the Workshop Session of November 12th, 2014, the Building and Standards Commission discussed creating a set of guidelines to use when making recommendations to City Council.

Attached is a draft memo as prepared by Commission Chairman Laura Thurmond.

ATTACHMENTS:

- Road Map for Change (DOCX)

Road Map for Change

Memorandum of Understanding: the process by which a recommendation is presented to City Counsel for action

Objectives:

1. Establish a process and time line process by which recommendations are vetted and then presented to Counsel
2. Establish guidelines for feedback to recommendations
3. Establish proper protocol and venue for meetings

The intent of this memorandum of understanding is to establish a time line, feedback guidelines and meeting protocol when developing ordinance recommendations for review by City Counsel. This memorandum is inclusive of recommendations generated by both the Building & Standards Commission as well as City Staff.

Once the commission and or city staff recognizes the need to amend an item in the City of Bellaire Code of Ordinances, Chapter 9, Buildings; the identifying party shall research the need and validity for introducing the amendment. Upon determining that a valid need for change exists the party shall prepare proposed language for the ordinance and provide supporting documentation. Upon developing the proposed amendment language the proposed ordinance change will be presented at a regular session of the Building & Standards Commission. If the commission votes to present the amendment to City Council the proposed amendment will be posted on the City's website for a period of 60 days so that public input can be gathered and evaluated. At the end of 60 days a final draft of the proposal shall be put forth to City Counsel for action. If City Council votes in favor of the amendment the new ordinance will go into effect in 10 days.