

**MINUTES
PLANNING COMMISSION MEETING
CITY OF NASSAU BAY
NOVEMBER 19, 2019
6:00 PM**

MEMBERS OF PLANNING COMMISSION PRESENT: Chairman Roscoe Lee, Commissioners John Nugent, Angela Braun, Louis Nguyen, Omar Abotteen, and Jeff Horton.

MEMBERS OF PLANNING COMMISSION ABSENT: Commissioner Arlene Phillips

OTHER CITY OFFICIALS PRESENT: Building Official Mark Stelly, and Building Secretary Kathy George.

PRESIDING: Roscoe Lee.

CALL TO ORDER AND ROLL CALL OF MEMBERS

Chairman Lee called the meeting to order at 6:00 pm.

Chairman Lee announced a quorum of the Commission was present and welcome new Commissioner Omar Abotteen. He also noted that Commissioner Phillips is absent because she is recovering from heart surgery. He extended his best wishes to Commissioner Phillips for a speedy and complete recovery

APPROVAL OF MINUTES

The minutes of the meeting of October 8, 2019 were presented for approval. It was moved by Commissioner Jeff Horton, seconded by Commissioner John Nugent, that the minutes be approved.

Motion passed 5 – 0

CITIZENS REQUEST FOR HEARING BEFORE PLANNING COMMISSION

The privilege of speaking at this time is limited to the following persons: residents, persons having an ownership interest in property or a business located within the City, or their attorneys.

A statement of no more than 3 minutes may be made on items of general relevance. There will be no yielding of time to another person. State law prohibits the Planning Commission from commenting on any statement or engaging in dialogue without an appropriate agenda time being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire Commission, not individual members. Engaging in

verbal attacks or comments intended to insult, abuse, malign, or slander any individual shall be cause for termination of the time privileges and removal from the Council Chambers.

At this time Chairman Lee opened the floor to the public. No one spoke.

4. NEW BUSINESS

- A. Hold a Public Hearing and take action on a request from Methodist Clear Lake to replat 34-acre tract bounded on the North by NASA Road 1, on the east by Houston Methodist Blvd, on the west by Upper Bay Road and on the south by Space Park Drive.

As an introduction, Chairman Lee stated that the Planning Commission has the sole responsibility and authority for review and approval of plats and replats. He noted that a checklist has been developed which list the requirements for plats. This checklist facilitates reviews of plat submittals.

Commissioner Lee asked Building Official Mark Stelly to walk through a line-by-line review of his Plat Review Checklist and concentrated on the "No" answers in his assessment. We agreed that all of the "No's" except for one were acceptable or Not Applicable. The exception was Item 7, under Final Plat Specifications - Certification Statements shall be submitted. It was not clear what this requirement was and it was agreed that Building Official Stelly and Chairman Lee would research this item to better understand what is required.

Building Official Stelly also identified a need to modify Note 7 on the submitted plat: "ALL EASEMENTS WITHIN THE PROPERTY ARE TO REMAIN, AS DRAWN". Mark will develop the modification, which indicates that there are no public easements within the platted area which would require the Nassau Bay Public Works to maintain.

Commissioner Nugent proposed the following motion, which was seconded by Commissioner Horton.

The Planning Commission approves the submitted plat from Houston Methodist Hospital subject to the following conditions: (1) further research be performed by City Building Official Mark Stelly and Chairman Roscoe Lee on the details of Checklist Item, "Final Plat Specifications, 7. Certification statements shall be submitted, and (2) Note 7 on the submitted plat pertaining to easements be modified to indicate that there are no public easements on the property; and final approval authority is granted to Chairman Lee in coordination with Building Official Stelly to approve the plat upon resolution of these two issues.

Motion to approve replat 34-acre tract bounded on the North by NASA Road 1, on the east by Houston Methodist Blvd, on the west by Upper Bay Road and on the south by

Space Park Drive was made by Commissioner Nguyen and seconded by Commissioner Nugent.

Motion Passed: 6 – 0

5. OLD BUSINESS

None

COMMENTS FROM PLANNING COMMISSION CHAIRMAN

Chairman Lee stated that he and City Staff members have met a couple of times with representatives of McDonald's. McDonald's just contacted the City to get information on what is needed in their plat submittal.

Work has started on the Office/Warehouse complex owned by Dr. Allon.

Work on the new Transitional Learning Center was scheduled to begin at the first of November, but has been delayed. They have a hard schedule for completion, since they have a firm date for leaving their facility in Galveston.

COMMENTS FROM ASSISTANT CITY MANAGER

Chairman Lee asked for information on the proposed Cambria Hotel between Five Guys and Wendy's. In the absence of Assistant City Manager Chambers, Building Official Stelly said that he understands that this project will not occur.

ADJOURNMENT


Chairman Lee asked for a motion to adjourn. Commissioner Nguyen made the motion to adjourn and Commissioner Nugent seconded the motion.

Motion passed 6 – 0

There being no further discussion, the meeting adjourned at 6:45 pm.

Minutes approved as submitted and/or corrected this 3rd day of December, A.D., 2019.

CITY OF NASSAU BAY, TEXAS



Roscoe Lee
Planning Commission Chairman

ATTEST:

A handwritten signature in cursive script that reads "Kathy George". The signature is written in black ink and is positioned above a horizontal line.

Kathy George
Planning Commission Secretary

(M191119PC)