

**CITY OF BRENHAM
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
August 25, 2025**

The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.

A regular meeting of the Capital Improvements Advisory Committee (CIAC) was held on August 25, 2025, at 12:00 pm in the Brenham Municipal Building, Conference Room 2A, at 200 West Vulcan Street, Brenham Texas.

Committee Members present:

Blake Brannon
Wende Lewis Buckley
Paul F. LaRoche, III
Blake Lucherk
Dale Martin
Cayte Neil
Elizabeth Price

Committee Members absent:

None

Staff present:

Stephanie Doland
Carolyn Miller
Megan Mainer
Julie Flagg
Shawn Bolenbarr
William Bissette
Kim Hodde

Citizens / Media present:

Sarah Forsythe, Brenham Banner
Cyndee Smith

1. Call Meeting to Order

Acting Chair Paul F. LaRoche, III called the meeting to order at 12:00 pm with a quorum of seven (7) Committee Members present.

2. Oath of Office

Jeana Bellinger, City Secretary for the City of Brenham, administered Oaths of Office to the following Capital Improvements Advisory Committee (CIAC) members:

- Blake Brannon
- Wende Lewis Buckley
- Paul F. LaRoche, III
- Blake Lucherk
- Dale Martin
- Cayte Neil
- Elizabeth Price

3. Public Comments

There were no public comments.

CONSENT AGENDA

4. Statutory Consent Agenda

The Statutory Agenda includes non-controversial and routine items that the Committee may act on with one single vote. A Committee Member may pull any item from the Consent Agenda in order that the Committee discuss and act upon it individually as part of the Regular Agenda.

4-a. Minutes from December 16, 2024 Capital Improvements Advisory Committee (CIAC) Meeting.

Acting Chair LaRoche called for any corrections or additions to the minutes as presented. A motion was made by Cayte Neil and seconded by Dale Martin to approve the Consent Agenda (minutes from the December 16, 2024 meeting), as presented. The motion carried unanimously.

REGULAR SESSION

5. Election of a Chair and Vice Chair to Serve for the 2025-2026 Calendar Years.

Stephanie Doland informed the Committee that a Chair and Vice Chair will need to be elected to serve for the 2025 and 2026 calendar years. She further stated that Cayte Neil graciously agreed to serve as Chair.

A motion was made by Elizabeth Price and seconded by Blake Lucherker to elect Cayte Neil as Chair of the CIAC for the 2025-2026 calendar years. The motion carried unanimously.

A motion was made by Blake Lucherker and seconded by Wende Lewis Buckley to elect Paul F. LaRoche, III as Vice Chair of the CIAC for the 2025-2026 calendar years. The motion carried unanimously.

6. Discussion and review of the role and established procedures for the Capital Improvement Advisory Committee (CIAC).

Stephanie Doland, Development Services Director, stated that Chapter 395 of the Texas Local Government Code designates the structure and responsibilities of the Capital Improvements Advisory Committee (CIAC). In accordance with Chapter 395, the CIAC must meet at least twice each year to review development conditions, impact fees collected, and the progress of the capital improvement plan, as well as to evaluate the assessment of impact fees. During the 89th Legislative Session, Senate Bill 1883 was approved and signed into law. This bill mandated changes to the makeup and organization of the CIAC such that the Planning and Zoning Commission can no longer act as the CIAC; therefore, a new CIAC Board was appointed by City Council on August 21, 2025. To help provide background for new CIAC members, the following timeline outlines key events related to the Committee's formation and the adoption of impact fees.

Date	Description of Action
May 4, 2023	Brenham City Council approved a Professional Services Agreement with Strand Associates to perform an Impact Fee Study in accordance with Chapter 395 of the Texas Local Government Code.
July 13, 2023	Brenham City Council appointed the inaugural Capital Improvements Advisory Committee (CIAC).
July 2023 - January 2024	Five Public meetings of the CIAC, Brenham City Council, and/or Development community are held to review and consider the Impact Fee Study progress as prepared by Strand Associates.
December 7, 2023	Land Use Assumptions and Capital Improvements Plans adopted via Resolution R-23-044 by Brenham City Council.
January 10, 2024	Developer Workshop to gain public feedback on proposed Fees.
February 22, 2024	Ordinance O-24-003 adopting Chapter 28 – Impact Fees, is approved by Brenham City Council with an effective date of July 1, 2024 and establishing a 1-year grandfather period for the assessment of Impact Fees.
June 20, 2024	Ordinance O-24-014 adopting an Impact Fee Policy is approved by Brenham City Council.
July 1, 2025	1-Year Grandfather Period on Impact Fee Ends.
August 21, 2025	Brenham City Council appoints new Capital Improvements Advisory Committee

Ms. Doland stated that the initial CIAC consisted of the Planning and Zoning Commission and four additional members. As shown above, there were five (5) public meetings and a development workshop held prior to the adoption of the impact fees. Ms. Doland explained that an impact fee is a fee that is assessed on new connections or services to the City's water or wastewater system. Ms. Doland further stated that all of the CIAC members are required to participate in two trainings – the Texas Open Meetings Act and the Public Information Act. Links to the online training will be sent by the City Secretary's office.

This item was presentation and discussion only; therefore, no formal action was taken.

7. Presentation and Discussion of Semi-annual report on 2025 Development Projects and Impact Fees.

Ms. Doland discussed the Approved Capital Improvement Plans including:

Approved Water CIP

- Water CIP project Summary
 - WT = Water Treatment (3 projects)
 - WS = Water Storage (2 projects)
 - WM = Water Mains (11 projects)
 - Study – Water Impact Fee Study

- Opinion of Probable Costs:
 - Total Costs (2023) = \$65,490,100
 - 10-Year Costs (2023) = \$38,022,374 [only % attributable to new growth]
 - 10-Year Costs (Escalated) = \$45,131,575

Water Utility Update

Surface Water Treatment Plan Improvements

- Upgrades, replacements, and expansion to the existing surface water treatment plant located on South Austin Street.
- A Professional Services Agreement was awarded to Strand Associates for engineering and design services. Engineering design is substantially complete, TCEQ approval obtained, and the construction bidding phase is scheduled for September 2025. A pre-bid meeting will be held on August 26, 2025.

Loesch Street Water Wells and Treatment Plan

- Drilling of two water wells on City property located on Loesch Street to provide an additional water source and treated water capacity.
- Wells are planned to access the Jasper and Catahoula Aquifer.
- Phase one: Installation of a test well, water quality testing, water capacity testing, blending study, and final construction of the wells. Phase one is currently underway. Once additional information has been received, the information will go to the Committee and to City Council.

Currently, the 24" lake line from Lake Somerville is the City of Brenham's only water source. This 24" line was constructed in 1994 to replace the prior 18" line. The previous line had multiple breaks and leaks. The Loesch street wells will be a secondary water source.

Approved Wastewater CIP

- Wastewater CIP project Summary
 - WWT = Wastewater Treatment (1 project)
 - WWP = Wastewater Pumping (16 projects)
 - WWC = Wastewater Collection (6 projects)
 - Study – Wastewater Impact Fee Study
- Opinion of Probable Costs:
 - Total Costs (2023) = \$34,264,000
 - 10-Year Costs (2023) = \$20,136,221 [only 50% attributable to new growth]
 - 10-Year Costs (Escalated) = \$24,590,935

Wastewater Utility Update

Business Center Sanitary Sewer Extension and Lift Station Installation

- Design and Installation of 3,800 linear feet of gravity sewer line, approximately 445-feet of 4" force main and a 126-gpm duplex lift station.
- The design phase and construction phase are completed, and we are currently in the one-year warranty phase.

Industrial Boulevard Lift Station

- Replacement of the existing lift station with a new 600-gpm duplex lift station with the ability to expand to a triplex lift station in the future.
- The design and construction of the lift station is completed. Final payment is scheduled to be presented to City Council on September 4, 2025 then the one-year warranty period will begin.

Highway 105 Lift Station Improvements and Force Main Replacement

- Installation of a 2,250 gallon per minute lift station and installation of a new force main.
- Site selection underway to finalize a new location for the new lift station.

Approved Roadway CIP [The CIAC adopted no impact fee for the roadways]

- Service Unit = Vehicle Mile (capacity consumed in a single lane in PM peak hour by a vehicle making a trip one mile in length).
- Roadway CIP project Summary
 - R = Roadway Capacity (18 projects)
 - I = Intersection Capacity (1 project)
 - Study – Roadway Impact Fee Study
- Opinion of Probable Costs:
 - Total Costs (2023) = \$78,099,000
 - 10-Year Costs (2023) = \$70,621,447
 - 10-Year Costs (Escalated) = \$90,380,835

Ms. Doland stated that since there was not a roadway impact fee adopted, as we work towards roadway projects, the responsibility for the expense is on the taxpayers and ratepayers.

Impact Fee Policy

Ms. Doland reviewed the impact fee policy, scenarios, and impact fees collected to date.

- Adopted Impact Fees:
 - Impact Fees for Water at ninety percent (90%) the Maximum Assessable Rate;
 - Impact Fees for Wastewater at twenty percent (20%) the Maximum Assessable Rate;
 - To accept the results of the Roadway Impact Fee Study and adopt an Impact Fee of \$0 for Roadways. The CIAC struggled with the roadway impact fee numbers not wanting to stifle growth.
- Impact Fees are assessed at time of subdivision plat and paid at time of building permit issuance, regardless of when the development occurs.
- One year grandfather period on all platted properties expired July 1, 2025.
- Impact Fees are only assessed if service unit increases (increased demand on system).
- Exemptions: Clover leaf reconstruction, lots of record, irrigation, fire sprinklers. About 70 businesses are being affected. Blinn College is exempt by state statute.
- Per SB 1883, adopted impact fees cannot be increased for three (3) years.

Adopted Impact Fee Example Scenarios:

Ms. Doland stated that based on the adopted impact fees, the following are examples of the impact fees for the following building categories:

Single-Family Dwelling: \$5,414
200 Unit Apartments : \$64,977
Fast Food Retailer: \$17,326
Sporting Goods Store: \$10,830

Impact Fees Collected

In advance of July 1, 2025 expiration of the grandfather period for impact fees, the City of Brenham saw a large increase in building permits issued. In June, 2025, 101 single-family home building permits were issued compared to 111 single-family building permits being issued for all of 2024. Impact fees collected to date are as follows:

Date	Address	Construction Type	Water Impact Fee	Sewer Impact Fee
11/4/2024	1733 Burleson	New Residence	\$4,794	\$620
6/2/2025	Lounge Road	New Residence	\$4,794	\$620
7/23/2025	2432 Oak Hollow	New Residence	\$4,794	\$620
8/11/2025	2407 Pecan Crossing	New Residence	\$4,794	\$620
8/12/2025	412 Peabody	New Residence	\$4,794	\$620
Total			\$23,970	\$3,100

Ms. Doland then presented a recap of the development projects that are in process currently as well as those that have met with City Staff and may be coming in the future including but not limited to the following:

- **Ebenezer Townhomes**
 - 30 lots platted in June 2023
 - The infrastructure is substantially complete
 - 3 building permits have been issued
- **Liberty Village Subdivision** – DR Horton
 - 322 single family homes
 - There are approximately 4 lots remaining
 - 5' Sidewalks on both sides of the street
 - Less than 1-acre Public Park
 - 4,000 linear feet of trails
- **Wilkins Valley Subdivision**
 - 116 lot Development.
 - Planned Development District
 - Reduced setbacks
 - Reduced lot sizes (40'-wide)
 - Sidewalks and trails throughout
 - Neighborhood park
 - Phase 1: 47 Lots (44 building permits have been pulled)
 - Phase 2: 40 lots
 - Phase 3: 29 lotsPhases 1 & 2 are under construction
- **Vintage Farms** – 52-acre expansion
 - 160 single-family homes
 - 5' Sidewalks on one side of the street
 - 2,800 linear feet of 8-foot trails
 - 13 acres of green space
 - Playground, pavilion, and a dog park

- Park in design
- Phase 5 – infrastructure complete
- Phases 6, 7, & 8 – under construction – 120 units
- **Vintage Farms – 170-acre expansion**
 - 637 single-family homes
 - 63 Townhomes
 - 15-acre multifamily housing
 - 5' Sidewalks on one side of the street (3.9 miles)
 - 11,637 linear feet of 8-foot trails (2+ miles)
 - Exercise stations, street and sidewalk trees
 - Walkability and connectivity to the existing Vintage Farms Subdivision
 - Variety of homes, styles, price points being offered
 - Developer to construct Westwood Lane, a new roundabout, and right-of-way dedication for Dixie Road
- **Brenham Crossing**
 - **Building “D”**
 - West of Aspen Dental
 - 7,500 square foot retail center
 - Available space
 - **Building “H1”**
 - West of T-Mobile / Mod Pizza
 - 11,000 square foot retail center
 - Toasted Yolk – 3,000 SF
 - Available space
- **Brookside Food Truck Park (Michael Ancone)**
 - 8-unit food truck park
 - The project is currently in Plan Review
- **Brenham Veterinary Hospital**
 - Due to the TxDOT Clover Leaf Project, the Brenham Veterinary Hospital is relocating to S. Blue Bell Street on the tract behind the Convenience Store / Truck Stop that is currently under construction.

Based on the pre-development meetings and permit application submittals, the adoption of impact fees does not appear to have slowed or hindered development.

This item was a presentation and discussion; therefore, no formal action was taken. The next CIAC meeting will be held close to the end of the year for presentation and discussion of the annual report on 2025 Development Projects and Impact Fees.

5. **Adjourn.**

A motion was made by Dale Martin and seconded by Paul F. LaRoche, III to adjourn the meeting at 1:10 pm. The motion carried unanimously.

The City of Brenham appreciates the participation of our citizens, and the role of the Capital Improvements Advisory Committee (CIAC) in this decision-making process.

Certification of Meeting Minutes:

Paul F. LaRoche, III
Capital Improvements Advisory Committee

Paul F. LaRoche, III
Vice Chair

December 9, 2025
Meeting Date

Kim Hodde
Attest

Kim Hodde
Staff Secretary

December 9, 2025
Meeting Date