



**NOTICE OF A REGULAR MEETING
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
MONDAY, AUGUST 25, 2025 AT 12:00 PM
SECOND FLOOR CITY HALL BUILDING
CONFERENCE ROOM 2A
200 W. VULCAN STREET
BRENHAM, TEXAS**

1. Call Meeting to Order

2. Administer Oaths of Office

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

3. Public Comments

[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.]

CONSENT AGENDA

4. Statutory Consent Agenda

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

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

REGULAR AGENDA

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

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

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

8. Adjourn

CERTIFICATION

I certify that a copy of the August 25, 2025 agenda of items to be considered by the Capital Improvements Advisory Committee was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on August 15, 2025 at 9:15 am.

Kim Hodde

Kim Hodde, Planning Technician

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested seventy-two (72) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the Capital Improvements Advisory Committee was removed by me from the City Hall bulletin board on the _____ day of _____, 2025 at _____.

Signature

Title

**CITY OF BRENHAM
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
December 16, 2024**

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 December 16, 2024, at 4:00 pm in the Brenham Municipal Building, Conference Room 2A, at 200 West Vulcan Street, Brenham Texas.

Committee Members present:

M. Keith Behrens, Chairman
Darren Heine, Vice-Chairman
Dr. Deanna Alfred
Chris Cangelosi
Calvin Kossie
Dr. Paul LaRoche
Cayte Neil
Cyndee Smith

Committee Members absent:

Blake Brannon
Randy Hodde

Staff present:

Stephanie Doland
Shauna Laauwe
Kim Hodde

Citizens / Media present:

Jared Engelke, Strand Associates
Ken and Sharon Miller

1. Call Meeting to Order

Chairman Behrens called the meeting to order at 4:01 pm with a quorum of eight (8) Committee Members present.

2. Public Comments

There were no public comments.

CONSENT AGENDA

3. 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.

3-a. Minutes from the January 23, 2024 Capital Improvements Advisory Committee (CIAC) Meeting.

Chairman Behrens called for any corrections or additions to the minutes as presented. A motion was made by Darren Heine and seconded by Calvin Kossie to approve the Consent Agenda (minutes from the January 23, 2024 meeting), as presented. The motion carried unanimously.

REGULAR SESSION

4. Presentation and Discussion of 2024 Development Projects and Impact Fees.

Stephanie Doland, Development Services Director, provided the CIAC members with a presentation on the 2024 Development Projects and Impact Fees. Ms. Doland informed the Board that the Impact Fee Ordinance allowed for multiple provisions to grandfather existing projects for a 1-year period and as a result, only one (1) impact fee has been collected at this time. The initial grandfathering exception will expire on July 1, 2025 and projects which are permitted after that time would potentially incur the impact fees, based on the adopted criteria.

Ms. Doland presented permit data for 2023 and 2024 showing that although the total number of building permit are down (400 permits in 2023 and 295 permits in 2024), the total permit valuation is up (\$44,202,794 in 2023 and \$45,817,677 in 2024). These permit numbers and valuations are just for building permits and do not include mechanical, electrical, plumbing and other miscellaneous permits.

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:

RESIDENTIAL DEVELOPMENT

- **Heritage Oaks** (Thielemann Development)
 - Phase 1 – 37 Lots – under construction
 - Phase 2 – 15 Lots - plat was approved in May 2024
- **Timber Oaks**
 - Original phase – 24 lots platted
 - Additional 6-homes approved via Subdivision Plat approved July 2023
- **Oak Alley**
 - 20 lots platted
 - 2 additional phases coming soon
- **Ebenezer Townhomes**
 - 30 lots platted in June 2023
 - The infrastructure is substantially complete, several building permits have been issued
- **Oakridge Heights** (Stone and Blue Bell Road)
 - 26 Twin-home lots platted
 - Approved for permitting September 2024

- **Vintage Farms – Stylecraft**
 - Phases 1-3 – substantially complete
 - Phase 4 – infrastructure complete, homes under construction
 - Townhomes – 55 town homes complete
- **Vintage Farms – 52-acre expansion (The Cove at Vintage Farms)**
 - 160 single-family homes, sidewalks, trails, playground, pavilion, and a dog park
 - Phase 5 – infrastructure complete, homes under construction
 - Phases 6, 7, & 8 – under construction
- **Liberty Village Subdivision – DR Horton**
 - 322 single family homes with sidewalks, public park, and trails
 - Substantially complete – the last few lots are being completed
- **Wilkins Valley Subdivision**
 - 116 lot Planned Development District with reduced setbacks, reduced lot sizes, sidewalks, trails and a neighborhood park.
 - Phase 1 – 47 lots
 - Phase 2 – 40 lots
 - Phase 3 – 29 lots
 - Phases 1 and 2 are under construction
- **Arete – Infill Development**
 - Arete Property group is doing multiple developments on infill lots in the City including a duplex at 1308/1310 E. Alamo Street, and 3 single-family residences on Progress Drive in the Medve Subdivision.
- **Pocket Neighborhood Inquiries**
 - 3 persons have inquired about development of Pocket Neighborhoods with very small condo-styled lots with a “community feel”.
 - The most recent one is proposed for 708 Seelhorst Street and is based on the “The Lark: development in Edmund, Oklahoma.
 - HOA owned and maintained common areas
 - This type of development is allowed in the R-2 and B-1 zones. Since it is unlikely that most of these proposed developments would meet the standards as they are, these developments would likely be Planned Development Districts.
- **Residential Development Inquiries**
 - Edge of City limits (west side of town)**
 - A 160-acre tract adjacent to Vintage Farms is under contract by Stylecraft.
 - The proposal is for 500 single-family residences and 16-acres of multi-family development.
 - A traffic impact analysis has been requested to aid the City and the developer on which roads would be improved and to what extent.
 - Roadway incentives and financing options are being reviewed and evaluated for the extension of Westwood Lane and Dixie Road Improvements since no roadway impact fee was adopted.
 - Shepard Street Development**
 - City staff met with a developer about construction of a gated community subdivision on Shepard Street adjacent to Grace Lutheran Church on a tract near the new Wilkins Valley Subdivision.
 - 51 – standard large lots for custom homes.

COMMERCIAL DEVELOPMENT

- **Brenham Market Square**
 - Townplace Suites – bidding phase
 - Hawthorne Suites / La Quinta (dual-brand hotel) – working on the façade requirements to meet the deed restrictions.
 - Two medical offices at the intersections of Market and Ryan Street and Market and Cantey Street.
 - A C-store and quick service restaurant on the lot adjacent to the old City Electric building on the corner of S. Chappell Hill and Nolan Street. The building will face US Highway 290 frontage road.
 - Potentially a new IQ car wash on the lot at the corner of Ryan Street and US Highway 290 feeder (across Ryan Street from Chick-Fil-A).
- **Mecom Plaza**
 - Retina Consultants of Texas opening soon.
 - VeraBank (no plans have been submitted yet)
- **Quick Quack Car Wash**
 - Re-development of the old self-serve car wash on Highway 36 S into a full-service car wash.
- **Express Fuel Truck Stop**
 - 10,266 square foot truck stop and Golden Chick QSR at the intersection of Blue Bell Road and Highway 36.
 - 4 truck bays and 6-pedestrian vehicle bays.
- **Zippy J's Convenience Store No. 22**
 - Construction of a new convenience store and fuel station. Permitting is in review currently.
- **Total Storage**
 - Construction of an additional self-storage building on the existing site.
- **Valmont**
 - Multiple large projects underway including additional employee parking, press building addition and a new building.
- **Parks and Recreation**
 - Brenham Family Park
 - Jackson Street Park – 4-new pickle ball courts, restroom facilities
- **Brenham Fire Station No. 2**
 - Construction of a new fire station on Handley Street. The contract for this project should be awarded in January.

SPECIAL PROJECTS

- **Brenham Family Park Small Area Plan**
 - Staff has met several times with a group from Sugarland, Texas who would like to form a coalition for an initial phase of development.
 - Staff has been maintaining communication with the property owners and will continue to do so.
- **TxDOT Clover Leaf Re-Construction**
 - During a recent pre-development meeting with Select Furnishings, it was discussed that due to TxDOT taking right-of-way for the Clover Leaf project, they will have to redevelop their site to move the Fire Department Connect (FDC) and to put in additional parking. City staff plan to reach out to each of the 70+ property owners being affected and try to set up a meeting with them to discuss the future plans for their property.

This was a presentation and discussion; therefore, no action was taken.

5. Adjourn.

A motion was made by Chris Cangelosi and seconded by Calvin Kossie to adjourn the meeting at 4:52 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:

_____ Capital Improvements Advisory Committee	_____ Chair	<u>August 25, 2025</u> Meeting Date
_____ Attest	<u>Kim Hodde</u> Staff Secretary	<u>August 25, 2025</u> Meeting Date



MEMORANDUM

To: Capital Improvements Advisory Committee (CIAC)

From: Stephanie Doland, Director of Development Services

Subject: Semiannual Report – Development Review and Impact Fee Assessment

Date: August 15, 2025

In accordance with Chapter 395 of the Texas Local Government Code, the Capital Improvements Advisory Committee (CIAC) meets 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. 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 held 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.

As outlined in the timeline, a one-year grandfather period was in effect from July 1, 2024 to July 1, 2025 for all properties in Brenham which had been platted prior to July 1, 2024. The grandfather period was adopted to allow the local development industry time to prepare for the adoption of the impact fees which are assessed at the time of the subdivision platting and collected at the time the building permit is issued. As anticipated, the months of May 2025 and June 2025 were heavy in building permit applications with record breaking quantities of permits issued for residential new construction. In June 2025, the Development Services Department issued 101 new residential home permits compared to 18 issued in June 2024. Further, for calendar year 2024 a total of 111 residential home permits were issued and year-to-date a total of 179 residential home permits have been issued. A majority of the home permits issued were to DR Horton for the Liberty Village and Wilkins Valley subdivisions. Since the effective date of the impact fees, additional home permits have been requested, and three impact fees collected for new residential homes. As outlined in the table below, the impact fees collected to-date have all been for residential homes.

Impact Fee Collection To-Date:

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

In addition to single-family home construction, June 2025 also saw permit issuance for new retail and commercial construction. Permits were issued for two new multi-tenant retail centers on the Brenham Crossing shopping center being 7,500 SF and 12,000 SF with available lease space in each center. Additionally, permits were issued to Brenham Plaza, LLC for a new convenience store and fuel stop adjacent to Nolan Street in front of the Academy, and to Velocity Church for their new church campus along Lounge Road. A year-to-date detail listing of total residential and commercial building permits issued is included below for reference.

Building Permit Review (as of August 13, 2025)

	PERMITS 2025	PERMITS 2024	MONTHLY VALUATION '25	MONTHLY VALUATION '24
January	26	24	\$ 7,455,176	\$ 2,745,301
February	26	27	\$ 2,788,890	\$ 2,189,951
March	31	26	\$ 14,003,414	\$ 9,434,841
April	33	20	\$ 6,321,299	\$ 1,636,806
May	62	33	\$ 4,987,905	\$ 2,663,839
June	122	32	\$ 22,809,485	\$ 5,450,586
July	20	27	\$ 1,367,705	\$ 2,165,844
August	8	36	\$ 1,374,756	\$ 9,297,470
September	0	21	\$ -	\$ 2,681,557
October	0	24	\$ -	\$ 5,399,599
November	0	18	\$ -	\$ 1,664,623
December	0	21	\$ -	\$ 1,449,175
Yearly Totals	328	309	\$ 61,108,630	\$ 46,779,592

Capital Improvement Plan Review

As Brenham experiences growth across all areas of the community, the City of Brenham continues investment in capital improvements necessitated by growth. The CIAC, during initial impact fee setting discussions, evaluated the cost of capital improvement projects being funded in a more balanced manner between rate payers and new development. Included in the Impact Fee Study was the adoption of a 20-year Capital Improvement Plan for water, wastewater and roadways. Below please find a summary of projects currently underway by the Public Utilities Department.

Water Utility

- **Surface Water Treatment Plant Improvements**

Project includes 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 completed, TCEQ approval obtained, and the construction bidding phase is scheduled for September 2025.

- **Loesch Street Water Wells and Treatment Plant**

Project includes the 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. This project consist of two phases and is currently in phase one. Phase one consists of installing a test well, water quality testing, water capacity testing, blending study, and final construction of the wells. Phase two will consist of design and construction of the water treatment facility which is to be located at the same location as the water wells.

Wastewater Utility

- **Business Center Sanitary Sewer Extension and Lift Station Installation**

Project includes the design and installation of 3,800 linear feet of gravity sewer line, approximately 442-feet of 4" force main and a 126-gpm duplex lift station. The design phase and construction phase are complete, and we are currently in the one-year warranty.

- **Industrial Boulevard Lift Station**

Project includes the 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 complete. Final payment is scheduled to be presented to Council on September 4, 2025.

- **Highway 105 Lift Station Improvements and Force Main Replacement**

This project consists of installing a new 2,250 gallon per minute lift station and installing a new force main. The City of Brenham and Strand Associates are currently working to finalize a new location for the lift station site. Once the new location of the lift station site is established, we will then finalize the route of the new force main and move into the design of the lift station and the force main.

Development Outlook

Overall, the 2025 calendar year has shown a significant increase in development inquiries and permits issued. Market conditions will continue to impact both commercial and residential construction during the remaining 2025 calendar year; however, it is anticipated that the 2025 calendar year will be closer in permit volume to the record-breaking permit numbers experienced during the post COVID bubble of 2021 and 2022. Staff anticipates that the summer months of

2025 will be the high point of the year for residential home permits issued and the remaining year will include a slightly reduced number of new residential home starts.

Two hotels in the Brenham Market Square shopping center are currently ready for permit issuance or in review. Both projects have been ready for civil construction for six months or greater and the applicants represent they are working on bids from contractors to complete the projects. Also currently in review is a request for an approximately 170-acre annexation for the expansion of the Vintage Farms Subdivision (Stylecraft Developers). The proposed annexation is scheduled for Planning and Zoning Commission consideration on August 25th and City Council consideration in September. The request includes an additional 637 homes and a 15-acre tract for multiple-family development. The proposal includes a variety of lot sizes and home products including attached townhome dwellings on 30-foot wide lots, patio homes on 40-foot wide lots, and traditional single-family residential on 50-foot and 55-foot lots. Stylecraft Developers is aware of the City of Brenham adopted impact fees and each unit is expected to pay the impact fee assessed at the time of the subdivision platting. Included in the proposed Planned Development District zoning is the requirement that the developer dedicate and construct Westwood Lane as shown on the adopted Thoroughfare Plan. Westwood Lane is a planned arterial roadway connecting Dixie Road and Sunset Road on the west-side of Brenham. Westwood Lane is required to be dedicated as an 80-foot right-of-way with a 41-foot concrete street, sidewalk and streetscape improvement by the developer. Being that the City of Brenham does not have an adopted Impact Fee for roadway construction, the Westwood Lane construction is proposed as a requirement of the developer with no city participation.

During Committee and community discussions considering the adoption of impact fees, there was concern about the impact fee slowing development in Brenham. While 2024 numbers resulted in fewer residential home permits than the post-covid boom, this trend was also experienced by surrounding communities and not unique to Brenham. With the impact fees now in effect and regularly communicated by Staff at real estate meetings, online and in pre-development meetings, impact fees do not appear to have deterred development. As mentioned above, staff continues to receive significant inquiries for additional development projects.

Per the Texas Local Government Code and adopted Ordinance, one additional meeting will be held in December 2025 to provide updates to the CIAC. Please direct any questions concerning this memorandum or impact fees to Stephanie Doland at 979-337-7269 or sdoland@cityofbrenham.org.