

CITY OF BRENHAM BOARD OF ADJUSTMENT MINUTES

June 9, 2025

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

A regular meeting of the Board of Adjustment was held on June 9, 2025, at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

Jon Hodde, Chairman
Walt Edmunds
Darren Huckert
Arlen Thielemann
Mary Lou Winkelmann

Commissioners absent:

Dax Flisowski

Staff present:

Stephanie Doland, Development Services Director
Shauna Laauwe, City Planner
Megan Mainer, Assistant City Manager
Kim Hodde, Planning Technician

Citizens / Media present:

Sarah Forsythe, Brenham Banner
Wesley Brinkmeyer, Bluebonnet Electric Coop
Kory Merten, Bluebonnet Electric Coop
Katie Burch, PlanNorth Architectural Co.
Michael Brannon
Chad Bolcerek

Jake Carlile
Tam Le
Gretchen Brossa
Merritt Brossa
John T. McDonald, II
Claudia McDonald

1. Call Meeting to Order

Chairman Hodde called the meeting to order at 5:20 p.m. with a quorum of five (5) Commissioners present.

2. Public Comments and Receipt of Petitions

There were no comments and/or receipt of petitions.

3. Reports and Announcements

Stephanie Doland welcomed Merritt Brossa to the meeting. Merritt stated that he is a Boy Scout and is working on his Community and Citizenship badge and he appreciated the opportunity to attend this meeting to help him meet his goals.

Ms. Doland introduced Assistant City Manager, Megan Mainer, to the Board. There were no other reports or announcements.

CONSENT AGENDA

4. Statutory Consent Agenda

The Statutory 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 May 12, 2025, Board of Adjustment Meeting.

Chairman Hodde called for any corrections or additions to the minutes as presented. A motion was made by Commissioner Huckert and seconded by Commissioner Edmunds to approve the Consent Agenda (item 4-a) as presented. The motion carried unanimously.

REGULAR AGENDA

5. **Public hearing, Discussion and Possible Action on Case Number VARIANCE-25-0001: A request by Ray Bitzkie / Bluebonnet Electric Cooperative, Inc. for a Variance from the City of Brenham Code of Ordinances, Appendix A – Zoning, Part II, Division 2, Section 3.05(2)(a)(i) to allow a 19-foot front yard setback, where a minimum 25-foot front yard setback is required for installation of a payment kiosk to be located at the existing site at 1909 S. Market Street, described as Lot 3B, Block R of the Keys 2nd Addition, in Brenham, Washington County, Texas.**

Shauna Laauwe, City Planner, presented the staff report for Case No. VARIANCE-25-0001. Ms. Laauwe stated that this is a request from Bluebonnet Electric Cooperative (BBEC) as the applicant and Michael Brannon as the property owner. Katie Burch with PlanNorth Architectural Company is the applicant's agent. The subject property is addressed as 1909 S. Market Street and is identified as Lot 3B, Block R of the Keys 2nd Addition. It is generally located on the east side of S. Market Street, south of Giddings Lane and north of E. Stone Street. The subject property and adjacent properties to the north, south, and west are within a B-1, Local Business Mixed Use District and developed with commercial uses. The adjacent properties to the east are located within a R-1, Single-Family Residential District and developed as single-family uses. The subject property is 0.862-acres and is currently developed as a retail shopping (strip) center with three existing tenants. The shopping center tenant spots are addressed as 1901, 1903, 1905, and 1907 S. Market Street, and near the roadway is 1909 S Market Street that is the former location of a Citizen's State Bank ATM site. The ATM was recently removed, but the median and drive up aisle is still existing. The applicant, Bluebonnet Electric Cooperative, wishes to install a payment kiosk in the existing median with a protective and aesthetic roof structure and overhang. The median and proposed payment kiosk would be located 27'-3 ¼" from the front property line and meet the minimum required 25-foot front yard setback, however the proposed roof overhang will extend into the minimum front yard setback. The roof structure is 17-feet in width and 14-feet in depth and supported by a brick column on either side of the kiosk. The roof panel extends 3-feet to the rear of the kiosk and out 8-feet to front to provide shade and rain protection for the kiosk itself and for customers utilizing the machine. The proposed structure overhang would be 19'-1/4" from the front property line, an encroachment of approximately 6-feet into the 25-foot front yard setback; therefore, the applicant is requesting a 6-foot variance to the minimum required 25-foot front yard setback for the proposed payment kiosk and structure overhang. Ms. Laauwe stated that ordinance does allow for a 4' overhang encroachment; however, the applicant felt that 6' was needed for this project.

S. Market Street is a TxDOT corridor that has been widened over the years. The property line for the subject tract goes through the landscape median. There are multiple structures, especially on the east side of S. Market Street that are nonconforming and are at or near the front property line.

STAFF ANALYSIS

- The request would not be out of character with the surrounding area since several nearby structures encroach into the front setback.
- The need for the variance was not created by the applicant since the plan to reuse the previous ATM site and existing infrastructure. The roof structure will protect the machine and will be aesthetically pleasing.
- Granting this variance will not be materially detrimental or injurious to other properties.

Notices were mailed to property owners within 200 feet of the subject property regarding these requests on May 28, 2025. Staff did not receive any phone calls, emails or written comments regarding this request.

STAFF RECOMMENDATION:

Staff has reviewed the request and **recommends approval** of the requested variance to allow a 6-foot reduction in the minimum required 25-foot front yard for a setback of 19 feet for a payment kiosk to be located at the existing site at 1909 S. Market Street.

Chairman Hodde opened the Public Hearing at 5:35 p.m. and asked for any comments. In response to questions from Commissioners, Wesley Brinkmeyer from BBEC clarified the following:

- The kiosk will be a computerized system where citizens can walk up, scan their bill or enter their personal identification and pay their bill by cash, credit card or check.
- A professional service will be utilized for pickups from the kiosk.
- The canopy height is approximately 11'8" in height and will not extend over the rear of the kiosk median so as not to impede the existing parking spaces on the east side of the kiosk median.
- The canopy should not interfere with any of the services on the existing utility poles located in the grassy median near the property line.

There were no other comments.

Chairman Hodde closed the Public Hearing at 5:37 p.m. and re-opened the Regular Session.

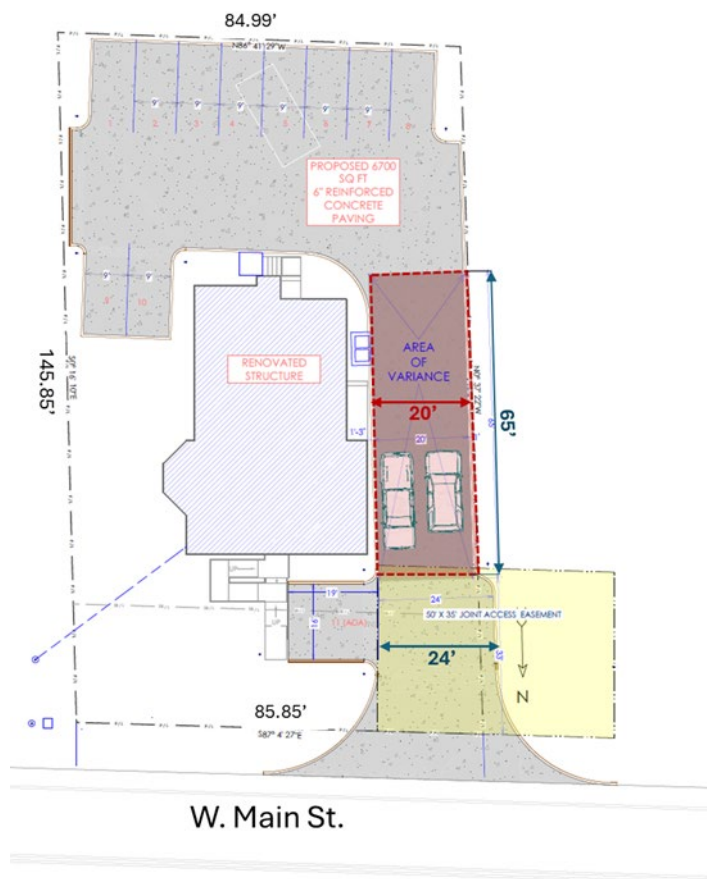
A motion was made by Commissioner Thielemann and seconded by Commissioner Winkelmann to **approve** the request by Ray Bitzkie / Bluebonnet Electric Cooperative, Inc. for a Variance from the City of Brenham Code of Ordinances, Appendix A – Zoning, Part II, Division 2, Section 3.05(2)(a)(i) to allow a 19-foot front yard setback, where a minimum 25-foot front yard setback is required for installation of a payment kiosk to be located at the existing site at 1909 S. Market Street, as presented. The motion carried unanimously (5-0).

6. Public hearing, Discussion and Possible Action on Case Number VARIANCE-25-0004: A request by Jake Carlile / Arete Property Management, LLC for a variance from the City of Brenham Code of Ordinances, Appendix A – Zoning, Part II, Division 1, Section 16.01(1)(B) to allow a 20-foot drive aisle, where a minimum 24-foot drive aisle is required for a two-way drive aisle to be located at 1403 W. Main Street, described as Lot 1 of the Arete II Subdivision, in Brenham, Washington County, Texas.

Shauna Laauwe, City Planner, presented the staff report for Case No. VARIANCE-25-0004. Ms. Laauwe stated that this is a request from Jake Carlile / Arete Property Management, LLC as the applicant and owner. The subject property is addressed as 1403 W Main Street and is identified as Lot 1 of the Arete II Subdivision. It is generally located on the south side of West Main Street, west of Saeger Street and east of Munz Street. The subject property is also adjacent to the former "The Yard" restaurant and LJ's BBQ and the Fibers building. The subject property and all adjacent properties along W. Main Street are within a B-1, Local Business Mixed Use District and developed with commercial uses, while adjacent properties to the south are zoned R-1, Single-Family Residential District and developed as single-family residential homes. The subject 0.2808-acre property is approximately 85'x145.85' (12,397 SF) and consists of a 2,030 square foot structure that was the former Main Street Antique Market. The applicant is currently conducting a full renovation of the building and site to change from the

former retail use to an office use. The dormer on the west side of the building has been removed and replaced with a window in an effort to provide more drive aisle width.

The site plan consists of the structure centered on the lot with 10 parking spaces to the rear of the building and one handicap accessible space in the front. The original site plan called for two driveways, one on each side of the structure to allow for a one way in and out circular vehicle pattern on and off the site, however W. Main Street is a TXDOT roadway and due to the minimal width of the property, TXDOT will only approve one driveway at this location. The applicant has now redesigned the site and has proposed the driveway to be on the east side of the property. However, the zoning ordinance requires a minimum driveway width of 24-feet. The applicants and the adjacent property owners are currently working on a joint access easement agreement that would allow travel across the property lines. The proposed joint access easement is 50'x35' and is shown in yellow in the drawing below. This access easement is also beneficial in helping alleviate the legally nonconforming open driveway across the subject property, 1405 W Main, and the L's property at 1407 W. Main Street. In time, the City is hopeful that the properties will share two access drives to access the 4 properties along W. Main Street.



The joint access agreement helps remedy the issue with the driveway width, however after the 35-foot access easement depth, the drive aisle to the rear parking lot would narrow to 20-feet in width for two-way traffic. The site plan shows that the drive aisle would be 20-feet in width for a length of 65-feet before opening up into the parking area. In the off-street parking requirements for drive aisles found in Section 16.01(1)(B) of the Zoning Ordinance, a minimum 24-foot drive aisle is required for a two-way traffic aisle. Therefore, the applicant is requesting a variance for a 4-foot reduction in the minimum required 24-foot two-way drive aisle to allow a drive aisle width of 20-feet.

STAFF ANALYSIS

- The 24-foot requirement is generally to allow for backing up maneuvers out of a parking space into a drive aisle or into a street; however, there will not be any parking along this proposed 20-foot drive aisle.
- The need for the variance was not created by the applicant.
- Granting this variance will not be materially detrimental or injurious to other properties.
- 20-feet in aisle width should be ample for two vehicles to pass. Standard parking spaces are 9 feet in width. The rear parking area accommodates only 10 parking spaces.

Notices were mailed to property owners within 200 feet of the subject property regarding these requests on May 28, 2025. Staff did not receive any phone calls, emails or written comments regarding this request.

STAFF RECOMMENDATION:

Staff has reviewed the request and ***recommends approval*** of the requested variance to allow a 4-foot reduction in the minimum required 24-foot two-way drive aisle for a 20-foot two-way drive aisle to be in the east side yard of 1403 West Main Street.

Chairman Hodde opened the Public Hearing at 5:45 p.m. and asked for any comments. In response to a question from Commissioners, Jake Carlile clarified the following:

- No fire access road is required due to the 150-foot hose lay distance.
- Their designer, Matt Brown, met with TxDOT regarding this proposed layout and received TxDOT approval prior to proceeding with this plan.

John McDonnald and his wife Claudia McDonnald, who own the Fibers building at 1401 W. Main Street, presented the following comments/concerns:

- Mr. McDonnald stated that the applicant had initially planned to put a driveway on both sides of the building so they dug out the property and since they didn't put up the "mud-fencing" (as requested by the City of Brenham Compliance Officer), the McDonnald's now have wash-out onto their property. Since the safety fencing was not installed during excavation, a mess has been created.
- There is approximately 46-feet from the rear of the Arete building to the McDonnald property since their property is adjacent but also wraps around to the rear of the subject property.
- The McDonnald's read that the building was leased as a medical doctor's office and they are concerned if there is enough space to meet the parking requirements. Commissioner Huckert responded that the City of Brenham has parking requirements for each use and staff will ensure that the required parking is met.
- They are concerned about the runoff to the rear of the building and the impact it may have to the tree's root system since the tree is located on their property behind the applicant's property.

Commissioner Edmunds stated that the applicant may be able to put a small "berm" to help alleviate the drainage concerns.

In response to several of the concerns, City staff responded as follows:

- Medical Office use requires one parking space per 250 square feet of building. This equates to 8 parking spaces being required for this project. The applicant is proposing 11 parking spaces, with one of them being ADA compliant.
- Since this site is under 1-acre, no formal drainage study is required; however, the applicant is required to maintain positive drainage. The parking lot in the rear will have curb and gutter to assist with routing the water to the defined drainage area.

The applicant and owner, Jake Carlile, stated the following:

- They had started moving forward with the project but stopped due to the driveway design issues; therefore, a large part of the project is still under construction. Some of these concerns should be alleviated once the project is complete.

- Drainage will be routed to the southwest corner of the property with a berm or rock bed to slow the flow down before it exits this property. Applicant has met with Dwayne Gajewski of Strand Associates and they came up with this design and felt that it is the best design for this project.

There were no other comments.

Chairman Hodde closed the Public Hearing at 6:06 p.m. and re-opened the Regular Session.

A motion was made by Commissioner Huckert and seconded by Commissioner Thielemann to **approve** the request by Jake Carlile / Arete Property Management, LLC for a variance from the City of Brenham Code of Ordinances, Appendix A – Zoning, Part II, Division 1, Section 16.01(1)(B) to allow a 20-foot drive aisle, where a minimum 24-foot drive aisle is required for a two-way drive aisle to be located at 1403 W. Main Street, as presented. The motion carried unanimously (5-0).

7. Public hearing, Discussion and Possible Action on Case Number VARIANCE-25-0005: A request by Jake Carlile / Thundercock Development, LLC for a variance from the City of Brenham Code of Ordinances, Appendix A – Zoning, Part II, Division 2, Section 3.05(2)(a)(i) to allow a 20-foot front yard setback, where a minimum 25-foot front yard setback is required for construction of a multifamily development to be located at the existing site at 1301/1307 N Park Street, described as Lot 2A, Block 16 of the Washington Terrace Addition, in Brenham, Washington County, Texas.

Shauna Laauwe, City Planner, presented the staff report for Case No. VARIANCE-25-0005. Ms. Laauwe stated that this is a request from Jake Carlile / Arete Property Management, LLC as the applicant and owner. The subject property is addressed as 1301 & 1307 N. Park Street and is identified as Lot 2A, Block 16 of the Washington Terrace Addition. It is generally located on the west side of N. Park Street, south of McNeese Street and north of Sayles Street. The subject property, adjacent properties to the north and south, and properties to the east across N. Park Street are within a B-1, Local Business Mixed Use District and developed with commercial and residential uses. The adjacent properties to the west are located within an R-1, Single-Family Residential District and developed as single-family uses. The subject property is 0.60-acres and is currently vacant property. The applicant, Thundercock Development, LLC, would like to construct a 12-unit multifamily development that is similar to a townhome development at this location. Townhomes are single-family attached units on individual (separate) lots that typically have garages. The subject property was replatted in December 2024, where portions of five small lots were combined to create the existing one lot, 0.602-acre property. The proposed development consists of two buildings, with Building 1 having four (4) attached units along the north side of the property and Building 2 having eight (8) attached units along the east side of the subject property. In Building 1, the units will have 3 bedrooms, 3 bathrooms, and 2 car covered parking spaces each, while in Building 2, the units will have 3 bedrooms, 2 bathrooms, with 1 car covered parking space each. The site plan details 14 additional parking spaces to include 2 ADA assessable parking spaces. The proposed development is considered to be multifamily as the property is platted as one individual lot and has one owner. The proposed development site plan meets the following zoning requirements: off-street parking of a total of 33 overall parking spaces that includes 2.5 parking spaces per 3 bedroom unit plus an additional 10% for guest parking; the north side yard and south side street setbacks of 15-feet, and the 35 foot setback from the adjacent single-family residential property to the west that includes the standard 15-foot rear yard setback in addition to the 20-foot bufferyard setback. The proposed structures, however, are located at a 20-foot setback along N. Park Street and do not meet the minimum required twenty-five (25) foot front yard setback.

In the B-1 district, the following setback requirements apply:

Multi-family - 25' front setback
15' side and rear setback plus 20' bufferyard adjacent to single-family uses

Townhomes - 20' front setback
10' side setback between separate units
15' street side setback
15' rear setback (25' if next to a street)

To meet the bufferyard requirements along the east single-family residential properties, the applicant is requesting a 5-foot variance to the minimum required 25-foot front yard setback for the proposed multifamily development.

STAFF ANALYSIS

- This lot is uniquely shaped and is constrained by lot size and setback requirements.
- This townhome style development is requesting the same permitted setback allowed in the B-1 district.
- Granting this variance will not be materially detrimental or injurious to other properties.
- N. Park Street is a TXDOT Arterial roadway with an ample 70' right-of-way width.
- This area is a transitional area with Adult and Teen Challenge, Lauren Concrete, public parks, residential neighborhoods, and neighborhood commercial uses in the area.

Notices were mailed to property owners within 200 feet of the subject property regarding these requests on May 28, 2025. Staff did not receive any phone calls, emails or written comments regarding this request.

Commissioner Edmunds asked why the setback for Townhomes is 20' and multi-family is 25'. Staff replied that traditionally, multifamily are taller buildings so the 5-feet provides an extra setback. This project is proposed for 3-story buildings and with the 70-foot right-of-way, there will be ample green space.

STAFF RECOMMENDATION:

Staff has reviewed the request and **recommends approval** of the requested variance to allow a 5-foot reduction in the minimum required 25-foot front yard for a front setback of 20-feet for a multifamily development to be located at the existing site at 1301 and 1307 N. Park Street.

Chairman Hodde opened the Public Hearing at 6:21 p.m. and asked for any comments. In response to questions from Commissioners, the applicant, Jake Carlile, clarified the following:

- The area labeled "mail" is a mailbox cluster bank and it can be relocated if necessary.
- The units will be townhome styled rental units since they will all be on one lot and with one owner.
- There will be a laundry, kitchen and master bedroom on the first floor and two bedrooms on the second floor.
- Two ADA parking spaces will be provided for the development.
- The applicant preferred not to have garages facing the street so the development is proposed with homes facing the street with a front yard and a walkway and the garages will have a rear entry.

There were no other comments.

Chairman Hodde closed the Public Hearing at 6:26 p.m. and re-opened the Regular Session.

A motion was made by Commissioner Huckert and seconded by Commissioner Edmunds to **approve** the request by Jake Carlile / Thundercock Development, LLC for a variance from the City of Brenham Code of Ordinances, Appendix A – Zoning, Part II, Division 2, Section 3.05(2)(a)(i) to allow a 20-foot front yard setback, where a minimum 25-foot front yard setback is required for construction of a multifamily development to be located at the existing site at 1301/1307 N Park Street, as presented. The motion carried unanimously (5-0).

8. Adjourn

A motion was made by Commissioner Winkelmann and seconded by Commissioner Thielemann to adjourn the meeting at 6:26 p.m. The motion carried unanimously (5-0).

The City of Brenham appreciates the participation of our citizens, and the role of the Board of Adjustment in this decision-making process.

Certification of Meeting Minutes:

Jon E. Hodde
Jon E. Hodde, Chairman

July 14, 2025
Meeting Date

Kim Hodde
Attest, Staff Secretary

July 14, 2025
Meeting Date