

**CITY OF BRENHAM  
PLANNING AND ZONING COMMISSION MINUTES  
October 26, 2020**

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

A regular meeting of the Brenham Planning and Zoning Commission was held on October 26, 2020 at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

M. Keith Behrens, Chair  
Dr. Deanna Alfred, Vice Chair  
Artis Edwards, Jr.  
Calvin Kossie  
Cayte Neil  
Lynnette Sheffield

Commissioners absent:

Marcus Wamble (excused)

Staff present:

Stephanie Doland, Director of Development Services  
Kim Hodde, Planning Technician

Citizens present:

Jeff Robertson  
Josh Blaschke, KWHI  
Alyssa Faykus, Brenham Banner Press

**1. Call Meeting to Order**

Chairman Behrens called the meeting to order at 5:19 pm with a quorum of six (6) Commissioners present.

**2. Public Comments**

There were no public comments.

**3. Reports and Announcements**

- Recognition/appreciation dinner. A dinner will be held on November 10, 2020 at Los Cabos to recognize long-time P & Z Commission members Nancy Low, Leroy Jefferson, and Lynnette Sheffield.
- Training. Ms. Doland stated that she is working with City Attorney, Cary Bovey, to finalize potential dates for additional board training, possibly January 12, 2021, January 14, 2021, or January 21, 2021.
- P & Z Commission Member. Due to Commissioner Sheffield not seeking re-appointment, a new P & Z Commissioner is needed. Ms. Doland asked if anyone knows of a potential candidate to encourage them to apply for this vacant position.

## 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 discuss and act upon it individually as part of the Regular Agenda.

- 4-a. **Minutes from the September 28, 2020 Planning and Zoning Commission Meeting.**
- 4-b. **Case No. P-20-035: Final Plat of the Sycamore Hill Subdivision, Block 1, Lots 1-3, being 5.219 acres out of the Phillip H. Coe Survey, A-31 in Brenham, Washington County, Texas.**
- 4-c. **Case No. P-20-037: Final Plat of the Vintage Farms Subdivision, Phase III, being a replat of Reserve "A" of the Vintage Farms Subdivision, Phase I, containing 10.677 acres out of the Phillip H. Coe Survey, A-31 in Brenham, Washington County, Texas.**

Chairman Behrens called for a motion for the statutory consent agenda. A motion was made by Commissioner Alfred and seconded by Commissioner Kossie to approve the Statutory Consent Agenda Items 4-a, 4-b, and 4-c, as presented. The motion carried unanimously.

## REGULAR SESSION

- 5. **Public Hearing, Discussion and Possible Action on Case No. P-20-036: A city-initiated request for an amendment to the City of Brenham's Official Zoning Map of the Code of Ordinances for an amendment to the Planned Development District Ordinance Number O-20-013 to correct a scrivener's error in Section IV for the Lakes at Vintage Farms, being approximately 52.428 acres of land located south and west of Dixie Road and further described as Tract 7 of the Phillip Coe Survey, A-31, in Brenham, Washington County, Texas.**

Stephanie Doland, Development Services Director, presented the staff report for Case No. P-20-036 (on file in the Development Services Department). Ms. Doland stated that this is a city-initiated request to correct an error in the existing Planned Development District Ordinance. The adopted ordinance contains six sections that outline the development standards for the proposed subdivision; however, Section IV (4) was incorrectly included in this ordinance. Staff requests approval of this rezoning request to correct a scrivener's error by removing the incorrect section (Section IV) of Ordinance No. O-20-013.

Three mail-in citizen comments were received. One was in favor of the request, one was against the request, and the third indicated being in favor of the request; however, the comments would show that they were not in favor of the request.

Staff recommends approval of this request as presented.

Chairman Behrens opened the Public Hearing at 5:25 pm. There were no citizen comments.

Chairman Behrens closed the Public Hearing at 5:25 pm.

A motion was made by Commissioner Alfred and seconded by Commissioner Sheffield to recommend approval of a city-initiated request for an amendment to the City of Brenham's Official Zoning Map of

the Code of Ordinances for an amendment to the Planned Development District Ordinance Number O-20-013 to correct a scrivener's error in Section IV for the Lakes at Vintage Farms, as presented. The motion carried unanimously.

**6. Discussion, Update and Possible Direction to Staff on the Planning and Zoning Commission's Plan of Work for 2020-2021.**

Stephanie Doland, Development Services Director, stated that during the June Planning and Zoning Commission meeting, a workshop session was held to discuss the Commission's Plan of Work for the upcoming year. Staff presented a list of projects that could be considered. Staff was directed to research and provide additional details and a timeline for completion.

- **Sidewalks Installation with New or Redevelopment**

Ms. Doland stated that recently the City of Brenham identified two street improvement projects but there is limited funding available for sidewalks; therefore, staff proposes to postpone the sidewalk requirement until a later date.

- **Adoption of the Historic Preservation Ordinance**

The Historic Preservation Project is moving forward. The first Historic Preservation Ordinance Committee was held on October 22, 2020. Commissioners Alfred and Neil are serving on this committee. The process to draft an Ordinance is anticipated to take six months to a year.

- **Market Street Study**

A new grant opportunity through the Community Development Block Grant Program was announced. Staff is working with Susan Cates, Economic Development Director, to apply for a Rural Economic Development (RED) Grant. This new grant would offer the opportunity to apply for both planning and implementation funding with an anticipated application date of the Spring of 2021. There would be one grant application with two years of funding, first year for Planning and the second year for Implementation.

- **Text Amendments, Including:**

1. RV Parks as an allowed use.
2. Revisions to the definitions and standards pertaining to public, institutional, and philanthropic uses; (Churches, Boy's & Girl's Club, Sr. Center, etc.)
3. Clarification of Mixed-Use definition and development in the B-3, B-4, PD, and DBROD Districts: B-2 zoning allows a variety of uses but doesn't define if more than one can be done on the property, e.g. commercial/retail and residential.
4. Buffer-yard standards.

It was the consensus of the Commission to keep the sidewalks on the Strategic Action Priority list of the Brenham Comprehensive Plan, *Plan 2040* but not to pursue at this immediate time. Commission Neil stated that it appears that RV Parks are a recurrent request, and it appears that the mixed-use concept is very popular so it may behoove is to look into that concept further.

Ms. Doland stated that staff would move forward with the Historic Preservation Ordinance and application for grant funding for the Market Street Study (when available). Staff will do additional research on the RV Parks as an allowed use and the mixed-use concept and guidelines then hold a workshop with the Planning and Zoning Commission to receive further direction.

**7. Adjourn.**

A motion was made by Commissioner Sheffield and seconded by Commissioner Kossie to adjourn the meeting at 5:43 pm. The motion carried unanimously.

*The City of Brenham appreciates the participation of our citizens, and the role of the Planning and Zoning Commissioners in this decision-making process.*

Certification of Meeting Minutes:

*M. Keith Behrens*  
Planning and Zoning Commission

M. Keith Behrens  
Chairman

November 23, 2020  
Meeting Date

*Kim Hodde*  
Attest

Kim Hodde  
Staff Secretary

November 23, 2020  
Meeting Date