

**CITY OF BRENHAM  
PLANNING AND ZONING COMMISSION MINUTES  
Special Meeting - August 30, 2022**

A special workshop meeting of the Brenham City Council and the City of Brenham Planning and Zoning Commission was held on Tuesday, August 30, 2022 beginning at 5:30 p.m. in the Nancy Carol Roberts Memorial Library, Roberta C. Johnson Program Room, at 100 Martin Luther King, Jr. Parkway, Brenham, Texas.

Members Present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Clint Kolby  
Councilmember Shannan Canales  
Councilmember Leah Cook  
Councilmember Atwood Kenjura  
Councilmember Adonna Saunders  
Councilmember Albert Wright

Members Absent:

None

City of Brenham Planning and Zoning Commission Members present:

Keith Behrens  
Marcus Wamble  
Catharyne (Cayte) Neil  
Deanna Alfred  
Calvin Kossie  
Chris Cangelosi

City of Brenham Planning and Zoning Commission Members absent:

Artis Edwards, Jr.

City of Brenham Staff present:

City Manager Carolyn Miller, City Secretary Jeana Bellinger, General Manager of Public Utilities Debbie Gaffey, Director of Development Services Stephanie Doland, Deputy General Manager of Public Utilities Alton Sommerfield, Strategic Budget Officer Tim McRoberts Public Works Director Dane Rau, Economic Development Director Susan Cates, Jennifer Hill, Shawn Bolenbarr, Kim Hodde and Shauna Laauwe.

Citizens/Others Present:

None

Media Present:

Jason May, Brenham Banner-Press  
Josh Blaschke, KWHI

## 1. Call Meeting to Order

Mayor Tate called the Brenham City Council meeting to order at 5:32 pm and Chairman Behrens called the Planning and Zoning Commission meeting to order at 5:32 pm.

## 2. Presentation and Discussion on Impact Fees for Capital Improvements, Infrastructure and Facilities

Director of Development Services Stephanie Doland welcomed everyone and introduced Ryan Tinsley and Kelly Hajek from Strand Associates Inc.

Tinsley advised that impact fees are an effective way to economically distribute the costs associated with water, wastewater, drainage and street improvements to the developers that are causing the need for improvements. Tinsley explained that impact fees are governed by Chapter 395 of the Texas Local Government Code and that these fees are a way for the City to recoup costs of capital improvements needed for new development. Tinsley stated that impact fees can only be assessed for the following capital improvements:

- Water Supply, Treatment and Distribution Facilities
- Wastewater Collection and Treatment Facilities
- Stormwater, Drainage and Flood Control Facilities
- Roadway Facilities

Tinsley and Hajek then explained the step-by-step process to begin the implementation of impact fees:

1. Form Capital Improvement Advisory Committee (CIAC)
2. Prepare Draft Land Use Assumptions (LUA) Map Recommendations and Population Projections
3. Present draft LUA and Population Projections to CIAC
4. Incorporate CIAC comments into LUA and Population Projections
5. Prepare draft Capital Improvement Plan (CIP)
6. Present final LUA, Population Projections, and draft CIP to CIAC
7. Incorporate CIAC comments and prepare Impact Fees
8. Present CIP and Impact Fees to CIAC
9. CIAC to make formal recommendation to City Council
10. Public Hearing for approval of LUA, CIP and Impact Fees
11. Adopt Impact Fee Ordinance

The meeting was adjourned.

*M. Keith Behrens*

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M. Keith Behrens  
Chairman

*Kim Hodde*

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Kim Hodde  
Board Secretary

Approved: September 26, 2022