

**CITY OF BRENHAM
PLANNING AND ZONING COMMISSION MINUTES
March 27, 2023**

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 March 27, 2023, at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

M. Keith Behrens, Chairman
Deana Alfred, Vice Chair
Chris Cangelosi
Calvin Kossie
Cayte Neil

Commissioners absent:

Artis Edwards, Jr.
Darren Heine

Staff present:

Stephanie Doland, Development Services Director
Shauna Laauwe, City Planner
Kim Hodde, Planning Technician

Citizens / Media present:

Darren Huckert
Caroline Groves

1. Call Meeting to Order

Chairman Behrens called the meeting to order at 5:15 pm with a quorum of five (5) Commissioners present.

2. Public Comments

There were no public comments.

3. Reports and Announcements

Stephanie Doland presented the Board with a “draft” Brenham Housing Task Force Report and encouraged all members to read the draft report. Ms. Doland stated that the Housing Task Force has met nearly every month since last August to look at the housing need. Commissioners Behrens and Edwards serve on the task force. As a result of the task force meetings, multiple changes are being proposed to the Zoning Ordinance such as:

- Change to allow a duplex in an R-1 (Single-Family) Zoning District with an approved Specific Use Permit (SUP).

- Add definition and specifications for a twin home. With a twin home, a lot line would divide the duplex and allow both sides to be sold separately.
- Allow Accessory Dwelling Units (ADU's) by right ion the R-2 (Multi-family) Zoning District.

A workshop presentation will be made to City Council at their meeting on April 6, 2023 and additional direction will be provided by City Council.

The proposed changes will be presented to the Planning and Zoning Commission and Public Hearings will be held prior to the changes being considered by City Council

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 February 27, 2023 Planning and Zoning Commission Meeting.**
- 4-b. Case No. P-23-009: A request by Brannon Industrial Group for approval of a Preliminary Plat creating Lot 1, Block 1 of the PMB Subdivision, and dedicating 0.098-acres of Public Right-of-Way for the future expansion of Dixie Road, being a total of 16.90-acres of land out of the Phillip Coe Survey, A-31, in Brenham, Washington County, Texas.**
- 4-c. Case No. P-23-010: A request by Brannon Industrial Group for approval of a Final Plat creating Lot 1, Block 1 of the PMB Subdivision, and dedicating 0.098-acres of Public Right-of-Way for the future expansion of Dixie Road, being a total of 16.90-acres of land out of the Phillip 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 Cangelosi and seconded by Commissioner Alfred to approve the Statutory Consent Agenda (Items 4-a through 4-c), as presented. The motion carried unanimously.

REGULAR SESSION

- 5. Public Hearing, Discussion and Possible Action on Case Number P-23-011: A request by Caroline Gates-Groves, Guardian of Mary E. Maddox for approval of a Replat of Lots 1B, 1C, 2B, 2C, 3B and 3C of Block A of the Key's 2nd Addition to create Lot 1 (0.347-acres), Lot 2 (0.472-acre), Lot 3 (0.320-acre), Lot 4 (0.441-acre) and Lot 5 (0.697-acre) of the Mary E. Maddox Division, being 2.28-acres, currently addressed as 702 and 704 Clinton Street, 307 Pecan Street, 303 Pecan Street, and 703 S. Market Street, respectively, and further described as part of the A. Harrington Survey, A-55, in Brenham, Washington County, Texas.**

Shauna Laauwe, City Planner, presented the staff report for Case No. P-23-011 (on file in the Development Services Department). Ms. Laauwe stated that the applicant, Caroline Gates-Groves, guardian of Mary E. Maddox has requested a replat of six (6) existing lots in order to reconfigure them into five (5) lots. The existing lots are bounded by S. Market Street to the west, Pecan Street to the south, and Clinton Street to the east. There is an existing shopping center to the north. Proposed Lot 5 is developed with a single-family residence. The plat also dedicates a 12-foot access easement from Clinton Street that serves as

access for Lot 5. The dedicated access easement covers the existing driveway that is partially paved, with the 12-foot proposed dedicated access meeting the City of Brenham's minimum driveway access width requirements. Proposed Lot 4 is a little larger in case it is developed with a B-1 (commercial) use so it will meet the buffer requirements to Lots 3 and 5.

Public Notice was posted in the Banner Press and property owners within 200-feet were mailed notices on March 8, 2023. Staff did not receive any written comments for or against this replat request.

Development Services and Engineering reviewed this replat for compliance with the City of Brenham's regulations and ordinances and recommends approval of this residential replat, as presented.

Chairman Behrens closed the regular session and opened the public hearing at 5:26 pm. There were no citizen comments.

Chairman Behrens closed the public hearing and re-opened the regular session at 5:36 pm

A motion was made by Commissioner Alfred and seconded by Commissioner Neil to approve the request by Caroline Gates-Groves, Guardian of Mary E. Maddox for approval of a Replat of Lots 1B, 1C, 2B, 2C, 3B and 3C of Block A of the Key's 2nd Addition to create Lot 1 (0.347-acres), Lot 2 (0.472-acre), Lot 3 (0.320-acre), Lot 4 (0.441-acre) and Lot 5 (0.697-acre) of the Mary E. Maddox Division, being 2.28-acres, currently addressed as 702 and 704 Clinton Street, 307 Pecan Street, 303 Pecan Street, and 703 S. Market Street, respectively, as presented. The motion carried unanimously.

6. Public Hearing, Discussion and Possible Action on Case Number P-23-012: A request by Four Vee, LLC for approval of a Replat of Part of Lots 2 and 4 of Block K of the A. M. Lewis Addition to create Lot 2-A (0.360-acre), Lot 2-B (0.188-acre), Lot 2-C (0.188-acre) and Lot 2-D (0.268-acre), Block K of the A. M. Lewis Addition, being 1.004-acres, currently addressed as 803 Matchett Street and further described as part of the A. Harrington Survey, A-55, in Brenham, Washington County, Texas.

Shauna Laauwe, City Planner, presented the staff report for Case No. P-23-012 (on file in the Development Services Department). Ms. Laauwe stated that the subject property is a long, rectangular, 1+-acre lot that is owned by Four Vee, LLC (Cody Vordenbaum). The property owner would like to replat the property into four lots that would have a combined total acreage of 1.004-acres. The proposed lots are as follows:

- Proposed Lot 2-A (0.360-acres) is developed with a single-family residence that is addressed as 803 Matchett Street.
- Proposed Lot 2-B (0.188-acres) [8,185.21 SF]. Lot width of 78.44-feet and a lot depth of 104.35-feet. This lot was granted a variance to allow the 104.35-foot lot depth instead of the required 115-feet.
- Proposed Lot 3-B (0.188-acres) [8,185.21 SF]. Lot width of 78.44-feet and a lot depth of 104.35-feet. This lot was granted a variance to allow the 104.35-foot lot depth instead of the required 115-feet.
- Proposed Lot 4-B (0.268-acres) [11,672 SF]. Lot width of 111.86-feet and a lot depth of 104.35-feet. The reduced lot is acceptable due to the lot being a corner lot with a lot width of over 90-feet.

The new proposed lots along Watson Street (Lots 2-B, 3-B, and 4-B) do not currently have access to public utilities. If approved, this plat will not be recorded until either the utilities have been bonded or installed in accordance with City Design Standards and adopted ordinances.

Public Notice was posted in the Banner Press and property owners within 200-feet were mailed notices on March 8, 2023. Staff did not receive any written comments for or against this replat request.

Development Services and Engineering reviewed this replat for compliance with the City of Brenham's regulations and ordinances and recommends approval of this residential replat, as presented.

Chairman Behrens closed the regular session and opened the public hearing at 5:31 pm. There were no citizen comments.

Chairman Behrens closed the public hearing and re-opened the regular session at 5:31 pm.

A motion was made by Commissioner Kossie and seconded by Commissioner Cangelosi to approve the request by Four Vee, LLC for approval of a Replat of Part of Lots 2 and 4 of Block K of the A. M. Lewis Addition to create Lot 2-A (0.360-acre), Lot 2-B (0.188-acre), Lot 2-C (0.188-acre) and Lot 2-D (0.268-acre), Block K of the A. M. Lewis Addition, being 1.004-acres, currently addressed as 803 Matchett Street, as presented. The motion carried unanimously. [The plat will not be recorded until the utility infrastructure has been bonded or installed].

7. Adjourn.

A motion was made by Commissioner Alfred and seconded by Commissioner Kossie to adjourn the meeting at 5:32 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

M. Keith Behrens
Chair

April 24, 2023
Meeting Date

Kim Hodde

Kim Hodde
Staff Secretary

April 24, 2023
Meeting Date