

**CITY OF BRENHAM
PLANNING AND ZONING COMMISSION MINUTES
JUNE 23, 2025**

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

A special meeting of the Brenham Planning and Zoning Commission was held on June 23, 2025, 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
Chris Cangelosi
Darren Heine
Calvin Kossie
Cayte Neil
Cyndee Smith

Commissioners absent:

Deanna Alfred, Vice Chair

Staff present:

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

Citizens/Media present:

Stayton Scott
Korbin Scott
Lizeth Andrade
Jorge Mendez Vite
Sarah Forsythe, Brenham Banner

1. Call Meeting to Order

Chairman Behrens called the meeting to order at 5:15 pm with a quorum of six (6) Commissioners present.

2. Public Comments

There were no public comments.

3. Reports and Announcements

Stephanie Doland, Development Services Director, thanked the Commission members for their attendance at the training meeting held on June 16th and advised them that staff is looking at having a Capital Impact Advisory Committee (CIAC) advisory meeting prior to either the July or August Planning and Zoning Commission meetings. Ms. Doland introduced the new Assistant City Manager, Megan Mainer, to the Planning and Zoning Commission members.

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 April 7, 2025, Planning and Zoning Commission Meeting.**
- 4-b. Minutes from June 16, 2025, Joint Planning and Zoning Commission, Board of Adjustment, Brenham City Council Meeting (training).**
- 4-c. Case Number LOTLINE-25-0006: A request by Brenham Market Square, L.P. for approval of a Commercial Replat of Reserve "A5" and Lot 11 of the Market Square Brenham Subdivision to create Lot 11A (1.500-acres), Lot 12 (1.297-acres) and Reserve "A6" (10.337-acres) for a total of 13.134-acres, and further described as part of the John Long Survey, A-156, in Brenham, Washington County, Texas.**

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

REGULAR SESSION

- 5. Public Hearing, Discussion and Possible Action on Case Number SPCUSE-25-0006: A request by Korbin Scott for a Specific Use Permit to allow an Accessory Dwelling Unit (ADU) in an R-1 Single-Family Residential Use Zoning District on property addressed as 1604 Eldon Street, and described as Meadow Park, Sec II, Lot 23, in Brenham, Washington County, Texas.**

Shauna Laauwe, City Planner, presented the staff report for Case No. SPCUSE-25-0006. Ms. Laauwe stated that the subject property is addressed 1604 Eldon Street, and is located on the north side of Eldon Street, west of Edward Street and east of N. Drumm Street. The property owner/applicant is Korbin Scott. The current land use is Single-Family Residential, and the future land use designation is Single-Family Residential. The current zoning is R-1, Single-Family Residential Use District. The request is for approval of Specific Use Permit to allow for a proposed detached Accessory Dwelling Unit (ADU) to be located within an R-1, Single-Family Residential Zoning District. The subject property is a 10,585 square foot (.24-acre) irregular rectangular shaped lot that varies in width from approximately 80-feet along the south property line at Eldon Street to 88.7 feet at the north property line while the lot is approximately 133 feet in depth on the east property line and 134 feet along the west property line. The property is developed with a 1,110 square foot single-family dwelling (living area only) and associated garage, porch and patio areas in the amount of 1,246 square feet that was constructed in 1978. The existing principal structure meets the current required front, rear, and side set street setbacks for a single-family home. The applicant would like to build an accessory dwelling unit (ADU) for his father to live in.

The applicant proposes to construct an 18-foot by 30-foot (540 SF) ADU structure on the rear northeast side of the subject property. The proposed ADU will be 35-feet from the principal structure, 20-feet from the rear property line to the north, 41-feet from the west side property line, and 11-feet from the east side property line. The applicant states that the exterior building material will consist of hardy siding and a metal roof, materials that he intends to utilize on the principal home in the future for their durability and long-term benefits. The proposed floor plan would comprise of a combined bedroom/living room area, a kitchen and a bathroom. The subject property currently has three existing off-street parking

spaces to include one space in the one-car garage and two “stacked” spaces in the driveway; however, the site does not provide a parking space either to the rear or side for the ADU as required. There is sufficient area to either widen the driveway for side-by-side parking or the lot does meet the width requirement for an additional or circle driveway.

The R-1 District allows accessory dwelling units (ADUs) with prior approval of a Specific Use Permit (SUP). Thus, the applicant and property owner are seeking a SUP for construction of a 540 square foot accessory dwelling unit on a 0.24-acre tract of land in a R-1, Single-Family Residential Use District.

The R-1 Zoning District allows ADU’s with an approved Specific Use Permit and additional development standards.

The proposed ADU meets these requirements as follows:

- a) The property owner is to reside in either the principal structure or the ADU.
- b) The addition will be the same general architectural style and building material.
- c) The proposed ADU exceeds the 10-foot side yard and rear yard requirements.
- d) **One additional off-street parking space is required.**
- e) The proposed 540 SF ADU is less than one-half of the habitable area of the principal structure (1,110 SF).
- f) The ADU is not a HUD-code manufactured home.

STAFF ANALYSIS

- The proposed ADU is to be utilized as a residence for a family member.
- Approval of the SUP would allow compatible increased density and meets the character of the neighborhood.
- The proposed ADU is appropriate given the zoning, existing development in the vicinity, and the conformance with the Comprehensive Plan.
- The proposed ADU is subject to applicable R-1 development and ADU building standards.

A Public Hearing Notice was published in the Banner Press on June 12, 2025, and notices were mailed to property owners within 200-feet of the subject properties. Staff received one written comment in support of this request.

Development Services staff have reviewed this Specific Use request for compliance with the City of Brenham’s applicable regulations and ordinances and based on these findings, and recommends approval of the request with the condition that an additional off-street parking space be provided. Staff clarified that the parking requirement would be enforced as part of the building permit process.

Chairman Behrens closed the regular session and opened the public hearing at 5:30 pm.

The applicant stated that they are working with a contractor to meet the additional off-street parking requirements. There were no citizen comments.

Chairman Behrens closed the public hearing and re-opened the regular session at 5:30 pm.

A motion was made by Commissioner Neil and seconded by Commissioner Cangelosi to recommend approval to City Council of the request by Korbin Scott for a Specific Use Permit to allow an Accessory Dwelling Unit (ADU) in an R-1, Single-Family Residential Zoning District on property addressed as 1604 Eldon Street, as presented with the condition that an additional off-street parking space be provided. The motion carried unanimously.

6. Public Hearing, Discussion and Possible Action on Case Number SPCUSE-25-0008: A request by Lizeth Andrade & Jorge Mendez Vite for a Specific Use Permit to allow an Accessory Dwelling Unit (ADU) in an R-1 Single-Family Residential Use Zoning District on property addressed as 1306 Ewing Street, and described as Washington Terrace, Block 16, Lot PT 3, All 5 & 7, in Brenham, Washington County, Texas.

Shauna Laauwe, City Planner, presented the staff report for Case No. SPCUSE-25-0008. Ms. Laauwe stated that the subject property is addressed 1306 Ewing Street, and is located on the east side of Ewing Street, north of Sayles Street and south of McNeese Street. The property owners/applicants are Lizeth Andrade and Jorge Mendez Vite. The current land use is Single-Family Residential, and the future land use designation is Single-Family Residential. The subject property and the adjacent properties to the north, west, and south are zoned R-1, Single-Family Residential Use District with the properties to the east being zoned B-1, Local Business Mixed Use Zoning and developed with mostly single-family dwellings. However, an adjacent property to the east did receive a variance on June 9, 2025 for a reduced front yard setback for a proposed multifamily townhome type development, however no building plans have been submitted or approved. The request is for approval of Specific Use Permit to allow for a proposed detached Accessory Dwelling Unit (ADU) to be located within an R-1, Single-Family Residential Zoning District. The subject property is a 14,331 square foot (.33-acre) rectangular lot that is approximately 100 feet in width and 141 feet in depth. The property is developed with an 845 square foot single-family dwelling. The existing principal structure meets the current required front, rear, and side set street setbacks for a single-family home. The applicants would like to build an accessory dwelling unit (ADU) to accommodate family members and guests.

The applicants propose to construct an 18-foot by 22-foot (3960 SF) on a pier and beam foundation with a metal roof and have hardy plank siding. The existing principal home was likely constructed in the 1950s and has a slab foundation with composition roof shingles. The applicants state that they are currently waiting on insurance claims regarding the roof on the existing home and plan to replace the shingle roof with metal that will match the proposed ADU. The proposed floor plan consists of a living and kitchen space, a bedroom with a closet, a bathroom, and a covered porch area. The proposed ADU will also have its own 10-foot x 40-foot driveway for the required off-street parking. The existing and proposed off-street parking will provide sufficient parking for the residents and guests of both the principal structure and accessory dwelling unit. However, the existing driveway for the principal structure is not concrete or asphalt (only the apron is concrete); therefore, Staff proposes that the applicants be required to provide two conforming off-street parking spaces for the principal structure. The applicants recently purchased the property and were unaware that the driveway was nonconforming.

The R-1 District allows accessory dwelling units (ADUs) with prior approval of a Specific Use Permit (SUP). Thus, the applicants and property owners are seeking a Specific Use Permit for construction of a 396 square foot accessory dwelling unit on a 0.33-acre tract of land in a R-1, Single-Family Residential Use District.

The R-1 Zoning District allows ADU's with an approved Specific Use Permit and additional development standards.

The proposed ADU meets these requirements as follows:

- a) The property owner is to reside in either the principal structure or the ADU.
- b) The addition will be the same general architectural style and building material.
- c) The proposed ADU exceeds the 10-foot side yard and rear yard requirements.
- d) One off-street parking space requirement will be met.
- e) The proposed 396 SF ADU is less than one-half of the habitable area of the principal structure (845 SF).

- f) The ADU is not a HUD-code manufactured home.

STAFF ANALYSIS

- The proposed ADU is to be utilized as a guest house for guests and family.
- Approval of the SUP would allow compatible increased density and meets the character of the neighborhood.
- The proposed ADU is appropriate given the zoning, existing development in the vicinity, and the conformance with the Comprehensive Plan.
- The proposed ADU is subject to applicable R-1 development and ADU building standards.

A Public Hearing Notice was published in the Banner Press on June 12, 2025, and notices were mailed to property owners within 200-feet of the subject properties. Staff did not receive any written comments in support of or against this request.

Development Services staff have reviewed this Specific Use request for compliance with the City of Brenham's applicable regulations and ordinances and based on these findings, recommends approval of the request with the condition that two conforming off-street parking spaces be provided for the principal structure.

In response to Commissioner's questions or comments, staff clarified the following:

- Required driveways and parking are required to be impervious such as concrete or asphalt.
- Any parking or driveways above and beyond the minimum requirements may be a pervious material.
- The lot is large enough to have been divided into two lots; however, this would require going through the replatting process.
- The ADU ordinance is not super specific on how to calculate the square footages; so, although the ADU is a little over ½ of the living area of the principal structure, it meets the intent of the Ordinance.
- The recent legislative session addressed ADU's and their regulations including drainage so Staff will be looking at the City of Brenham ADU requirements to amend them to meet the legislative changes.

Chairman Behrens closed the regular session and opened the public hearing at 5:48 pm.

There were no citizen comments.

Chairman Behrens closed the public hearing and re-opened the regular session at 5:48 pm.

A motion was made by Commissioner Smith and seconded by Commissioner Kossie to recommend approval to City Council of the request by Lizeth Andrade & Jorge Mendez Vite for a Specific Use Permit to allow an Accessory Dwelling Unit (ADU) in an R-1, Single-Family Residential Zoning District on property addressed as 1306 Ewing Street, as presented with the condition that two conforming off-street parking spaces be provided for the principal structure. The motion carried unanimously.

7. Adjourn.

A motion was made by Commissioner Kossie and seconded by Commissioner Cangelosi to adjourn the meeting at 5:49 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:

Deanna Alfred
Planning and Zoning Commission

Deanna Alfred
Vice Chair

July 28, 2025
Meeting Date

Kim Hodde
Attest

Kim Hodde
Staff Secretary

July 28, 2025
Meeting Date