

**CITY OF BRENHAM  
CAPITAL IMPROVEMENT ADVISORY COMMITTEE  
December 9, 2025**

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

A regular meeting of the Capital Improvements Advisory Committee (CIAC) was held on December 9, 2025, at 4:00 pm in the Brenham Municipal Building, Conference Room 2A, at 200 West Vulcan Street, Brenham Texas.

Committee Members present:

Blake Brannon  
Wende Lewis Buckley  
Paul F. LaRoche, III  
Blake Lucherk  
Dale Martin

Committee Members absent:

Cayte Neil  
Elizabeth Price

Staff present:

Stephanie Doland  
Shauna Laauwe  
Jeana Bellinger  
Gabriela Trejo  
Kim Hodde

Citizens / Media present:

None

**1. Call Meeting to Order**

Vice Chair LaRoche called the meeting to order at 4:07 pm with a quorum of four (4) Committee Members present. [Board member Wende Lewis Buckley entered the meeting late]

**2. Public Comments**

There were no public comments.

**CONSENT AGENDA**

**3. Statutory Consent Agenda**

The Statutory Agenda includes non-controversial and routine items that the Committee may act on with one single vote. A Committee Member may pull any item from the Consent Agenda in order that the Committee discuss and act upon it individually as part of the Regular Agenda.

**3-a. Minutes from August 25, 2025 Capital Improvements Advisory Committee (CIAC) Meeting.**

Vice Chair LaRoche called for any corrections or additions to the minutes as presented. A motion was made by Dale Martin and seconded by Blake Brannon to approve the Consent Agenda (minutes from the August 25, 2025 meeting), as presented. The motion carried unanimously.

## REGULAR SESSION

### 4. **Presentation and Training on the City of Brenham’s Policies and Procedures for Advisory Boards and Commissions to Include, but Not Be Limited to, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure, Conflicts of Interests, the Texas Open Meetings Act, and the Texas Public Information Act.**

Jeana Bellinger, City Secretary for the City of Brenham, introduced herself and informed the Board that in 2022, the City Council approved Policies and Procedures for Boards and Commissions. The Board policies require that all board and commission members receive training on the following topics within 90-days of appointment and every three (3) years thereafter:

- Texas Open Meetings Act
- Roberts Rules of Order
- Ethics / Conflicts of Interest

The discussion on the **Texas Open Meetings Act** included topics such as:

- Overview of the Texas Open Meetings Act (“the Act”)
- What is a meeting?
- Quorum = Majority
- The Agenda (“Notice”)
- Posting the Agenda
- Changing the meeting date/time/location
- Public participation
- Executive Session (Closed Session)
- Civil Remedies and Criminal Penalties

The discussion on **Robert’s Rules of Order** included topics such as:

- What are Robert’s Rules of Order?
- The Basic Principles
- Voting methods

The discussion on **Ethics/Conflicts of Interest** included topics such as:

- Ethics - the Texas Ethics Commission interprets various laws governing the conduct and conflicts of elected and appointed officials. The Commission also regulates Conflict of Interest requirements for the City’s advisory boards and commissions.
- Conflicts of Interest are governed by Chapter 171, Texas Local Government Code
- Substantial Interest definition for Public Officials
- Conflicts of Interest for board members
- What to do if you have a conflict of interest
- What to do if you are unsure if you have a conflict

This item was a training presentation and discussion; therefore, no formal action was taken.

**5. Presentation and Discussion of Semi-annual report on 2025 Development Projects and Impact Fees.**

Stephanie Doland, Development Services Director, presented the semi-annual report and reminded the CIAC members that in accordance with Chapter 395 of the Texas Local Government Code, the Capital Improvements Advisory Committee (CIAC) must meet at least twice each year to review development conditions, impact fees collected, and the progress of the capital improvement plan, as well as to evaluate the assessment of impact fees. The committee last met on August 25, 2025, and this meeting’s report provides an end of year update.

Ms. Doland reminded the Board that the one-year grandfather period for impact fees expired as of July 31, 2025; therefore, as anticipated, a high volume of permit applications was submitted in May, June and into July as homebuilders sought permits before the grandfather period expired. As shown in Table 1 below, residential permit issuance slowed significantly in the second half of the year with most of the permits issued in the latter half of 2025 being for remodels or additions, neither of which generates impact fees. Ms. Doland notes that when compared with 2024, however, 2025 produced higher overall permit volume and permit valuations.

**Table 1: Building Permit Review** (as of December 1, 2025)

	PERMITS 2025	PERMITS 2024	MONTHLY VALUATION '25	MONTHLY VALUATION '24
January	26	24	\$ 7,455,176	\$ 2,745,301
February	26	27	\$ 2,788,890	\$ 2,189,951
March	31	26	\$ 14,003,414	\$ 9,434,841
April	33	20	\$ 6,321,299	\$ 1,636,806
May	62	33	\$ 4,987,905	\$ 2,663,839
June	122	32	\$ 22,809,485	\$ 5,450,586
July	20	27	\$ 1,367,705	\$ 2,165,844
August	19	36	\$ 8,598,929	\$ 9,297,470
September	16	21	\$ 932,991	\$ 2,681,557
October	14	24	\$ 2,092,572	\$ 5,399,599
November	7	18	\$ 493,000	\$ 1,664,623
December	0	21	\$ -	\$ 1,449,175
<b>Yearly Totals</b>	<b>376</b>	<b>309</b>	<b>\$ 71,851,366</b>	<b>\$ 46,779,592</b>

**Residential Development Outlook:**

Ms. Doland stated that single-family home permits peaked in 2021 and 2022, with nearly 200 permits issued each year. Following the post-COVID surge, permit applications declined and approximately 115 permits in both 2023 and 2024. Ms. Doland further stated that although the 2025 permit numbers are expected to reach approximately 190 permits, staff projects that 2026 will see single-family permit totals in the 120–140 range.

Ms. Doland stated that Stylecraft has acquired a 170-acre tract (the Dr. Brown tract) that was recently been annexed into the city limits for a Planned Development District that is anticipated to be built out over 12 years. The development is proposed for 637 new single-family homes and a 15-acre tract for higher-density residential uses such as townhomes. All units will be assessed water and wastewater impact fees.

Ms. Doland stated that she met with Stylecraft and DR Horton regarding their developments and Stylecraft reported selling roughly 40 units annually during the 2021–2022 peak, with sales decreasing to about 28 units annually since then. With the new subdivision adding inventory, they anticipate increased sales capacity. DR Horton has active construction in the Liberty Village and Wilkins Valley subdivisions and available inventory to support higher monthly sales as well. DR Horton reported that between November 2023 and November 2025, 79 applicants in Liberty Village were declined or withdrew due to insufficient income, unstable income, derogatory credit, or excessive obligations. DR Horton has also expressed a desire to increase production and is currently seeking additional land in Brenham for future development.

Ms. Doland stated that besides the production builders, the city continues to see steady growth among local residential builders. As shown in Table 2 below, all impact fees collected at the time of this memo have been from local builders, primarily for projects in the Heritage Oaks Subdivision or on infill lots.

**Table 2: Impact Fee Collected To-Date:**

Date	Address	Construction Type	Water Impact Fee	Sewer Impact Fee
11/4/2024	1733 Burluson St	New Residence	\$4,794	\$620
6/2/2025	170 Lounge Road	New Residence	\$4,794	\$620
7/23/2025	2432 Oak Hollow	New Residence	\$4,794	\$620
8/11/2025	2407 Pecan Crossing	New Residence	\$4,794	\$620
8/12/2025	412 Peabody	New Residence	\$4,794	\$620
8/19/2025	512 W Jefferson St	New Residence	\$4,794	\$620
8/19/2025	2405 Pecan Crossing	New Residence	\$4,794	\$620
10/10/2025	2408 Oak Hollow Lane	New Residence	\$4,794	\$620
11/17/2025	501 Oak Crest Lane	New Residence	\$4,794	\$620
<b>Total Collected</b>			<b>\$43,146</b>	<b>\$5,580</b>

Ms. Doland stated that several projects are in the planning stages or under construction such as:

- ChelseaBuild is planning a 32-unit cottage-home development on Seelhorst Street. This project is currently in the preliminary design and engineering phase. The project proposes luxury two-bedroom, two-bathroom units on small condominium-style lots with shared green space.
- Arete Property Group is working on two townhome-style developments: a 12-unit for-rent project at North Park and Sayles Street expected to begin construction in early 2026, and a 50-unit for-sale townhome project on Burluson Street that is currently in the preliminary design phase.

**Commercial Development Outlook:**

Ms. Doland reported that on December 3, 2025, the first commercial/retail project impact fee was collected. Berkeley Eye Center, located in Brenham Market Square, received permit approval, and paid an impact fee of \$17,326 for a 2-inch connection. Ms. Doland stated that several commercial projects that received their permits before the end of the grandfather period are currently under construction — such as the multi-tenant shell buildings at Brenham Crossing in front of Hobby Lobby. The tenant spaces are now under development, with Bath & Body Works having an approved permit for build-out upon shell completion. Staff is anticipating submittal of plans for a Toasted Yolk restaurant. Additional planned uses at Brenham Crossing include a bank and a convenience store, both of which are in the due-diligence phase of land acquisition.

Ms. Doland stated that in the Brenham Market Square Development, TownePlace Suites and LaQuinta/Hawthorne hotels have submitted plans and received approval for permitting; however, both are awaiting contractor information to issue the permit. The LaQuinta/ Hawthorne project includes a 4-inch water connection and has been assessed a water/wastewater impact fee of \$65,008.

There are a couple additional commercial projects currently under review and subject to impact fees that include two medical office buildings on Prairie Lea Street, a Home2Suites hotel on Woodridge Boulevard, and a retail store with a food-truck park on North Park Street.

Ms. Doland stated that Staff is also coordinating with businesses that are being relocated or expanded due to the US 290/SH 36 reconstruction project. However, no impact fees will be collected since these properties were designated as exempt from impact fees when the ordinance was adopted. For example, Brenham Veterinary Hospital is relocating from US 290 to a vacant site on FM 577 (Blue Bell Road) across from Liberty Village and will not be assessed an impact fee.

In recent months, staff has seen an increase in inquiries and pre-development meetings with local businesses planning expansions or improvements to existing facilities as compared to earlier in the year.

Ms. Doland provided updates on the capital improvement projects listed below that are currently underway by the Public Utilities Department.

#### Water Utility

- Surface Water Treatment Plant Improvements

This project includes upgrades, replacements and expansion to the existing surface water treatment plant located on South Austin Street. A Professional Services Agreement was awarded to Strand Associates for engineering and design services. The engineering design is completed, TCEQ approval has been obtained, and the competitive bidding process completed. Bids were opened on September 2025 and the project was awarded to Dudley Construction with a total project cost of \$25,770,000. A construction Notice to Proceed is anticipated in mid-December 2025.

- Loesch Street Water Wells and Treatment Plant

This project includes the drilling of two water wells on City property located on Loesch Street to provide an additional water source and treated water capacity. These wells are planned to access the Jasper and Catahoula Aquifer. This project consists of two phases and is currently in phase one. Phase one consists of installing a test well, water quality testing, water capacity testing, blending study, and final construction of the wells. Contractors are currently working on the blending study. Phase two will consist of design and construction of a water treatment facility to be located at the same property as the water wells.

#### Wastewater Utility

- Industrial Boulevard Lift Station

This project is complete and is in the one-year warranty phase and included the replacement of the existing lift station with a new 600-gpm duplex lift station with the ability to expand to a triplex lift station in the future.

- Business Center Sanitary Sewer Extension and Lift Station Installation

This project is complete and is also in the one-year warranty phase and included the installation of 3,800 linear feet of gravity sewer line, approximately 442-feet of 4" force main and a 126-gpm duplex lift station.

- Highway 105 Lift Station Improvements and Force Main Replacement  
 This project is currently in design by Strand Associates and consists of installing a new 2,250 gallon per minute lift station at Linda Anderson Park and installing a new force main. The project is anticipated to be advertised for bidding in April 2026 with construction beginning in July 2026.

This item was a presentation and discussion; therefore, no formal action was taken. The Capital Improvements Advisory Committee (CIAC) will hold at least two meetings in the second and fourth quarter of 2026.

**6. Adjourn.**

Vice Chair LaRoche adjourned the meeting at 5:05 p.m.

*The City of Brenham appreciates the participation of our citizens, and the role of the Capital Improvements Advisory Committee (CIAC) in this decision-making process.*

*Certification of Meeting Minutes:*

<u><i>Cayte Neil</i></u>	<u>Cayte Neil</u>	<u>April 29, 2026</u>
Capital Improvements Advisory Committee	Chair	Meeting Date

<u><i>Kim Hodde</i></u>	<u>Kim Hodde</u>	<u>April 29, 2026</u>
Attest	Staff Secretary	Meeting Date