



# DEVELOPMENT SERVICES

## Annual Report 2012: A Blueprint for Success

Mission Statement: The Development Services Department strives to provide the public with support and information to build and maintain an attractive city in which to live, work, and play.

**DEVELOPMENT SERVICES DEPARTMENT  
OF THE  
CITY OF BRENHAM  
2012 ANNUAL REPORT: A BLUEPRINT FOR SUCCESS**

**BUILDING AND INSPECTION DIVISION  
PLANNING DIVISION  
MAPPING/GIS DIVISION  
MAIN STREET DEPARTMENT**

The Development Services Department is a newly created department within the City of Brenham. Current duties performed by the Department consist of duties previously assigned to the former Community Services Department as well as the Public Works Department. The Development Services Director was hired in February of 2012 and the Department began initially consisting of the Planning Division and the Main Street Department. This past summer, the Building Permits & Inspections Division and Mapping/GIS Division were included within the Development Services Department. With these organizational changes, this has been a year of planning and evaluation. We have been busy evaluating the Department's policies and procedures and creating a plan to ensure successful development within the City of Brenham. Therefore we are pleased to present to City Council the 2012 Development Services Department Annual Report: a blueprint for success.

**ADMINISTRATION**

Julie Fulgham	Director of Development Services
Kim Hodde	Administrative Assistant
Allen Jacobs	Building Official
Becky Squyres	GIS Technician
Jennifer Eckermann	Main Street Manager





**AWARDS, ACCOMPLISHMENTS, TRAINING/CERTIFICATIONS, AND SEMINARS:**

- INCODE Conference, April 11-12, 2012, Grapevine, Texas - Julie Fulgham & Kim Hodde
- American Planning Association (APA) State Conference, October 3-5, 2012, Ft. Worth, Texas attended by Julie Fulgham (continuing education credits received) & Jennifer Eckermann
  - Project Planning Award from APA, Texas Chapter – Brenham Downtown Master Plan
- American Institute of Certified Planners Membership – Julie Fulgham
- Texas Municipal League Conference, November 14-16, 2012, Grapevine, Texas - Julie Fulgham
- Texas Downtown Association Membership – Jennifer Eckermann & Julie Fulgham
- Main Street Winter Manger Training, February 7-8, 2012, Harlingen, Texas – Jennifer Eckermann
- Main Street Summer Training, June 13-15, 2012, Brenham, Texas – Jennifer Eckermann
- National Main Streets Conference, April 3-5, 2012, Baltimore, Maryland – Jennifer Eckermann
- National Trust for Historic Preservation and National Main Street Network Member – Jennifer Eckermann
- Texas Aviation Association (TXAA) Membership – Kim Hodde
- Texas Airports Council (TAC) Membership – Kim Hodde
- Texas Aviation Conference – Kim Hodde
- South Central Arc User Group Member – Becky Squyres
- BVCOG Arc User Group Member – Becky Squyres
- Building Code Certifications – Allen Jacobs
  - State Licensed Interior Designer
  - State Licensed Plumbing Inspector
  - FEMA Certified Flood Plain Manager
  - International Code Congress Certified Building Official
  - International Code Congress Certified Building Inspector
  - International Code Congress Certified Plumbing Inspector
  - International Code Congress Certified Plumbing Plans Examiner
  - International Code Congress Certified Electrical Inspector
  - International Code Congress Certified Energy Code Inspector/Plans Examiner
  - International Code Congress Certified Housing Code Official

## **PROJECTS**

- Established Plan Review Committee
- Evaluated department needs and reorganized based on those needs (Eliminated Building Inspector and Administrative Secretary positions and created Planning Technician position).
- Cross-trained several employees due to departmental reorganization.

## **PLAN REVIEW COMMITTEE**

In 2012, a Plan Review Committee (PRC) was established to review plans for all additions, remodel, and new construction for all non-residential projects. The basic components of the formal plan review process implemented include a submission schedule, regular meetings between departments and applicants, as well as a central file sharing database. A weekly schedule and basic breakdown of the proposed plan review process includes the following five components:

1. Submission deadline (plans received from the public) – Tuesdays at 5pm;
2. Distribution deadline (time and date that all departments receive plans and agenda) – Wednesday;
3. Plan Review Meeting (staff meeting to review plans with all departments represented) – Friday at 10am;
4. Staff's review comments on plans entered into Plan Review Action Notification (distributed to applicants) – Monday; and
5. Review comments distributed to applicants – Tuesdays.

The PRC consist of the following positions and departments, Director of Development Services (Chair), City Engineer, Building Official, Director of Public Works, Director of Public Utilities, Electric, Gas, Wastewater, Water, and Sanitation Superintendents, Pre-treatment & Grease Inspector, Fire Marshall, Police Department, Health Inspector, and 911 Addressing Coordinator.

The PRC utilizes the network to share all files/plans necessary for a complete review of all applications received to ensure compliance with all City codes. This “one-stop” development process allows applicants to have one contact or department at the City to work with during their construction projects. The PRC meets weekly to discuss and review the open projects then either approves the project for permitting or requests additional information from the applicant. Once the PRC has given approval for the project to proceed, a building permit can be issued and work on the project can commence. The Plan Review Committee not only reviews commercial building permit applications and site plans but also all plats and technical documents reviewed or approved by the Planning and Zoning Commission.

In 2012, there were forty-two (42) cases reviewed by the Plan Review Committee.



## PARADE/EVENT PERMITS & NOISE VARIANCES

Due to the reorganization of the Public Works and the Development Services Departments, the City Secretary's office will begin processing parade/event permits and noise variances as of February 2013. In 2012 the Development Services staff received and processed the following requests:

Eighteen (18) parade/event requests were received and processed for the following:

- 2012 Blue Bell Fun Run
- 2012 Maifest Parade
- 2012 Downtown Concert Series – Hot Nights, Cool Tunes
- 2012 Juneteenth Parade
- 2012 Brenham Cub Band March-a-thon
- 2012 Washington County Fair Kickoff Parade
- 2012 Brenham High School Homecoming Parade
- 2012 Downtown Christmas Stroll
- 2012 Lighted Christmas Parade
- 2012 Jingle Bell Stroll Fun Run
- Halloween “Block Party” for Brenham Rest Home
- Brenham Rest Home Car Wash and Bake Sale
- St. Mary's “Our Lady of Guadalupe” Procession
- Victory Walk for Christ
- Corvette Owners Club Social
- 100 Days of Summer Festival
- Business After Hours Tailgate Party
- Washington County Tea Party

Seven (7) noise variance requests were received and processed for the following:

- Ebony Class of 1974 Gospel Festival held on June 2, 2012
- All Souls are Mine Holy Ghost Revivals held June 15-17, 2012
- Downtown Concert Series – Hot Nights, Cool Tunes events held on July 7, 14, 21, & 28, 2012
- AO Studios (Allen Oberrender) filming a music video September 8-10, 2012
- Jean-Marie Tousson – birthday party held on September 29, 2012
- Washington County Tea Party rally held on October 20, 2012
- Cafe in the Garden – live music to be held on November 30, 2012 in conjunction with the Downtown Christmas Stroll



## **BUILDING PERMITS & INSPECTIONS DIVISION**

Allen Jacobs, Building Official

### **Accomplishments:**

- During 2012, one hundred seventy-one (171) building permits were issued for residential construction having a total value of \$5,182,575. This included thirty-five (35) permits for new residences having a construction value of \$3,848,282. During the year 2011, there were two hundred seventeen (217) residential building permits issued having a total value of \$9,266,590. This represents a 21% decrease in the number of residential permits issued or 46 permits and a 44% decrease in the value of residential permits issued or \$4,084,015.
- During 2012, one hundred twenty (120) permits were issued for new commercial and remodeling having a total value of \$31,775,146. This included fourteen (14) new commercial projects having a construction value of \$17,580,808. During the year 2011, there were one hundred thirty-eight (138) commercial permits issued having a total value of \$14,143,870. This represents a 13% decrease in the number of commercial permits issued or 18 permits and a 125% increase in the value of commercial permits issued or \$17,631,276.
- During 2012, one hundred thirty-six (136) electrical, one hundred thirty-nine (139) mechanical, and two hundred eighteen (218) plumbing permits were issued pushing the total number of permits issued in 2012 to seven hundred eighty-four (784) versus a total of eight hundred fifty-three (853) in 2011. This represents an 8% decrease in the total number of permits issued, or a decrease of 69 permits.
- One thousand six hundred twenty-one (1621) inspections were performed by the Building Inspectors in 2012 compared to one thousand seven hundred seventy-six (1776) in 2011. Residential projects require an average of ten (10) inspections per project for new construction. The number of required inspections for a Commercial project varies and is dependent on the size of the project as well as the phasing of the construction but can vary from as few as ten (10) inspections to as many as eighty (80) inspections per project. These figures represent a 9% decrease in the total number of inspections performed, or a decrease of 155 inspections.

### **Projects:**

Purchased 2012 International Code Council Building Codes and have begun review with Fire Marshall for adoption of these updated codes.

## **BUILDING STANDARDS COMMISSION**

The Building Standards Commission was not required to take any action pertaining to substandard properties. However, there were ten (10) building demolition permits issued in 2012, whereas, several property owners voluntarily removed the substandard structures. In 2011, there were nine (9) demolition permits issued.





Residential - Raydian



Blue Bell Creameries



Residential - Stylecraft



HEB

## **PLANNING DIVISION**

Julie Fulgham, Director of Development Services

### **Accomplishments:**

- Completed two text amendments to the Zoning Ordinance (R-3 and PDD amendments)
- Established Board and Commission calendars, new applications, updated staff reports, and streamlined processes

### **Projects:**

- Board/Commission Training
  - Board of Adjustment Training (included quorum and number of members required to take action; duties and responsibilities; criteria for variances; and criteria and definitions of special exceptions)
  - P&Z Commission Training (included duties and powers; rezoning process; and comprehensive/master/area plans roles and purposes)
- Research/Workshops
  - Cul-de-sac lengths/average daily trips/number of dwellings on dead-ends
  - Planned Development Districts
  - Fee schedules

## **BOARD OF ADJUSTMENTS AND APPEALS**

The Board of Adjustments and Appeals held six (6) meetings during the year 2012 compared to five (5) meetings held in 2011. Six (6) variances were presented to the Board of Adjustments and received approval compared to eight (8) in 2011. One (1) special exception was presented and approved compared to none in 2011. Training was provided by the City Secretary's office on the New Policies and Procedures for all City of Brenham Boards and Commissions as well as training on the Texas Open Meetings Act, the Texas Public Information Act, Conflict of Interest, Roberts Rules of Order and Parliamentary Procedures.

2/27/12	1101 S. Blue Bell Road	Building/structure height variance
4/9/12	605 Medical Court 603 S. Market Street	Sign variance Buffer yard variance
8/13/12		Training
9/10/12	1002 Clearspring Drive encroachment	Special exception – 2'
10/8/12	2709 Cypress Circle Hwy 290 & Blue Bell Road	Front yard variance Sign variance
11/7/12	1403 Yaeger Street	Rear yard variance



## PLANNING AND ZONING COMMISSION

The Planning and Zoning (P&Z) Commission held eight (8) regular meetings and one (1) special meeting during 2012. This is one (1) more meeting than was held in 2011. This special meeting was a joint meeting with the Brenham Community Development Corporation and the Main Street Board to listen to a presentation and have discussion regarding the Brenham Downtown Master Plan. The P&Z Commission approved one (1) new residential subdivision Rolling Ridge Estates, consisting of thirty-eight (38) single family residential lots. There was also one (1) minor plat approved during 2012. Workshop discussions were held regarding cul-de-sac lengths as regulated by the City of Brenham Subdivision Ordinance, creation of a Hwy. 290 Corridor Overlay, and the creation of Planned Development Districts within the City of Brenham Zoning Ordinance. Training was provided by the City Secretary's office on the New Policies and Procedures for all City of Brenham Boards and Commissions.

2/6/12 Consideration of a request for a Preliminary Plat for the Rolling Ridge Estates Subdivision (located in the E.T.J.) - approved

Consideration of a request for a Preliminary Plat for the Timber Oaks Subdivision, Section II, with a variance request - denied

Consideration of a request for a Specific use Permit (philanthropic use) in an R-1, Residential District located on Tom Green Street in the Kenjura Subdivision, Section 1, Block 1, Lot 5 (WC Senior Citizens Center) - approved

3/5/12 Consideration of a request for a Final Plat for the Rolling Ridge Estates Subdivision in the City of Brenham's Extraterritorial Jurisdiction (ETJ) in Washington County, Texas – approved


4/2/12 Consideration of a Text Amendment to Appendix A (Zoning) of the City of Brenham's Code of Ordinances, authorizing the creation of Planned Development Districts – postponed decision to next meeting

5/7/12 Presentation and discussion on a proposed U.S. Highway 290 Corridor Overlay Zoning District.

Consideration of a Text Amendment to Appendix A (Zoning) of the City of Brenham's Code of Ordinances, authorizing the creation of Planned Development Districts – approved

5/7/12 *(Special meeting with the Brenham Community Development Corporation and the Main Street Board)*

Presentation and discussion to be facilitated by MESA Design Associates on the City of Brenham's Downtown Master Plan.

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- 6/4/12 Consideration of a request for an Amendment to the Official Zoning Map of the Code of Ordinances, to change the zoning of property located at 507 and 509 West Alamo Street from a Mixed Residential (R-2) Zoning District to a Local Business/Residential Mixed (B-1) Zoning District - denied
- Consideration of a recommendation to the Brenham City Council related to the adoption of the Brenham Downtown Master Plan – postponed decision to next meeting
- 7/9/12 Consideration of a recommendation to the Brenham City Council related to the adoption of the Brenham Downtown Master Plan – recommendation of approval
- 8/6/12 Consideration of a request for an Amendment to the Official Zoning Map of the Code of Ordinances, to change the zoning from a Mixed Residential (R-2) District to a Local Business/Residential Mixed Use (B-1) District on 7.31 acres located at the northeast corner of Old Mill Creek Road and Saeger Street – approved
- Consideration of a request for an Amendment to the Official Zoning Map of the Code of Ordinances to change the zoning from Local Business/Residential Mixed Use (B-1) District to a Business/Research and Technology (B-2) District on 24.28 acres, located at the northern end of Farewell Street and generally known as the Prairie Lea Cemetery expansion area – approved
- Consideration of a request for an Amendment to the Official Zoning Map of the Code of Ordinances to change the zoning from a Residential Single Family (R-1) District to establish a Planned Development (PD) District for single-family residential uses on approximately 57.32 acres and generally bounded by East Stone Street to the north, South Blue Bell to the east and Gun & Rod Road to the south as well as a request to change the zoning from a Residential Single Family (R-1) District to a Local Business/Residential Mixed Use (B-1) District on approximately 3.08 acres located at the southwest corner of East Stone Street and South Blue Bell Road – approved
- 10/1/12 Consideration of a request for an Amendment to the Official Zoning Map of the Code of Ordinances, to change the zoning from a Mixed Residential (R-2) District to a Local Business/Residential Mixed Use (B-1) for the property located at 303 West Alamo – approved





## **MAPPING**

Becky Squyres, GIS Technician

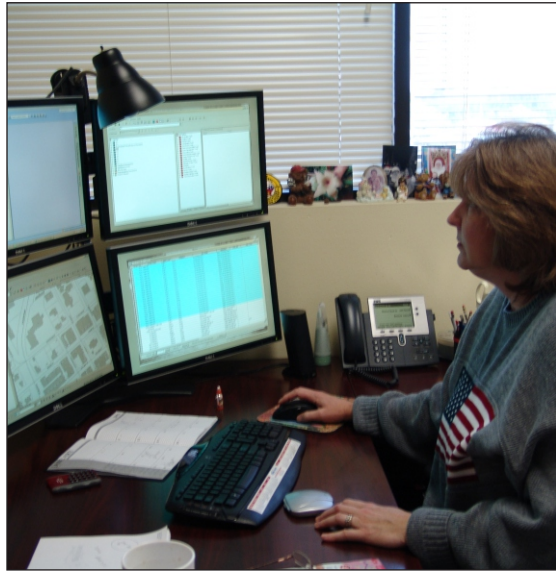
### **Accomplishments:**

The mapping department incorporates graphical features with tabular data represented in map form. Highlighted achievements of 2012 were:

- Added an annexation layer representing all annexations from 1929 to current year into GIS.
- Added Zoning Ordinance hyperlinks to the zoning mapping layer.
- Updated and maintained utilities maps.
- Published zoning, wards, general data, meter cycles, collection service, fire districts and voting precincts to Public website.
- Published infrastructure maps (electric, water, sewer and gas) to intranet for internal use and mobile data for field work.
- Received training to serve as back-up permit clerk for the Building Permits & Inspections Division.
- Provide graphic support for various City departments and events including printing and plotting, specifically for these events:
  - Community Fitness
  - Movies in the Park
  - Baseball and Softball events
  - Volleyball
  - Jingle Bell Stroll
  - Posters for Story Night at the Library
  - Posters for CPAAA Fundraisers
  - Numerous other events

### **Projects:**

- In 2012, the City of Brenham purchased and/or converted 3 GIS licenses for concurrent use. This means that any user within the City that has the GIS software downloaded onto their computer can access the maps, so long as no more than 3 users are accessing the data on the network. In conjunction with this new access policy, the Mapping Division has held 4 trainings on the software for staff in the Public Utilities, Fire, and Health Inspections Departments.
- In 2012, the Development Services Department purchased a scanner compatible with Laserfiche, the City's archival software and has begun archiving historical files for easy electronic searching. These files are scanned, input into a master index, and then filed in long term storage. The following documents have been archived:
  - Urban Renewal plans (Archived to Digital Mapping);
  - Building permits (completed permits issued 1967-1982); and
  - All recent submitted drawings stored in plan room to current date.



Working with GIS



Plotting utility maps.



## AIRPORT

Kim Hodde, Administrative Assistant/Airport

### Accomplishments

- The city-owned T-hangars that were completed in late 2007 were at full occupancy during 2012 and remain that way today generating about \$30,000.00 in revenue for the Airport Budget.
- Southern Flyer Diner received the *Best of the Best Award* and was named as the number one fly-in restaurant for 2011 by the *\$100 Hamburger*. They have received this top award for the last several years as well as being named in the “Top Ten” list for a couple years prior to being named as number one.
- Jack and Janet Hess are excellent fixed base operators. They are dedicated to aviation and are attentive to the issues associated with running a successful airport. The service and hospitality offered by Jack and Janet Hess and their staff at the Brenham Municipal Airport remains exemplary.

### Projects

- In an effort to control drainage and erosion in certain areas of the airport, approximately 352' of 36” reinforced concrete culvert pipe (RCP), 392' of 30” reinforced concrete culvert pipe, and 152' of 18” reinforced concrete culvert pipe was purchased using TxDOT's Routine Airport Maintenance Program (RAMP) grant under which the City of Brenham will be reimbursed for 50% of the cost of the materials. The City of Brenham Street Department installed this culvert pipe in December 2012.
- The City has been approached by several individuals wanting to build box hangars at the south end of the runway. Negotiations with TxDOT regarding funding are currently ongoing.

## AIRPORT ADVISORY BOARD

The Airport Advisory Board met two times during 2012.

- |         |  |
|---------|--|
| 1/22/12 | Discuss and Act upon a request to construct a storage building at the Brenham Municipal Airport  |
|         | Update on the acquisition of additional land for the Runway Protection Zone (RPZ)  |
| 8/28/12 | Presentation of the New Policies and Procedures for all City of Brenham Boards and Commissions   |
|         | Presentation and Training on the Texas Open Meetings Act, the Texas Public Information Act, Conflict of Interest, Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure. |



Poodle Girls "Rock"



57' Chevy  
Used for "cruising" the airport.



# Erosion Control Project and the Hangar Development Project

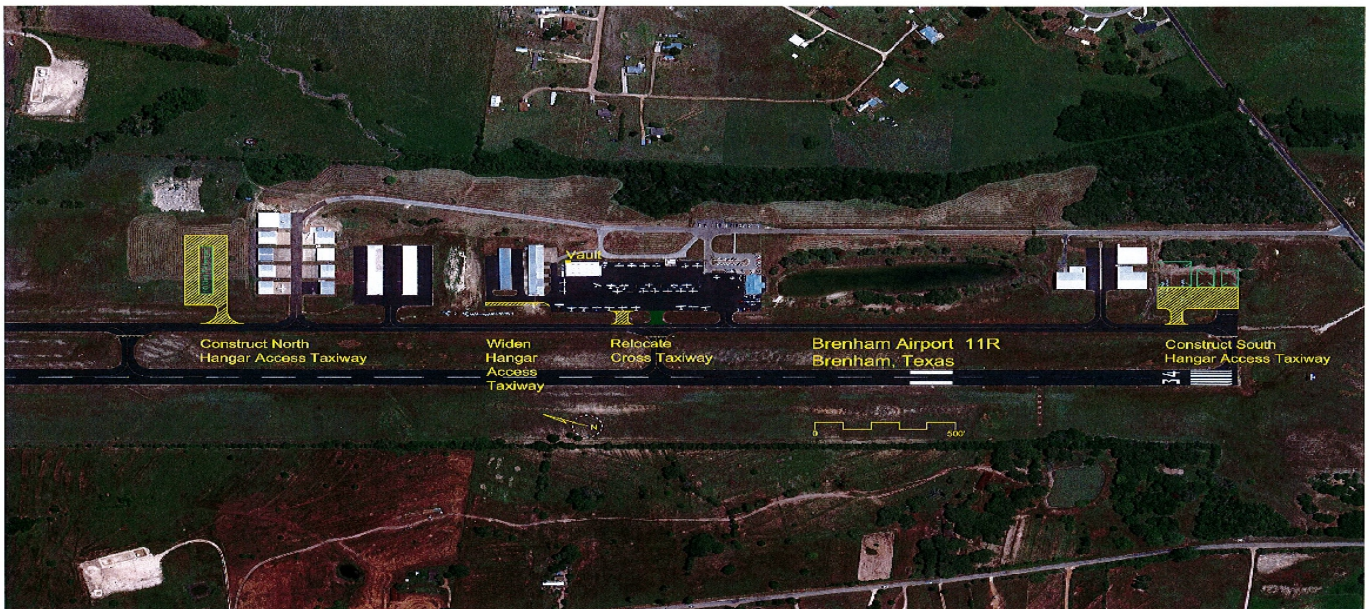


Installation of RCP culvert  
for erosion control.



The "BIG" Schematic.

## Proposed Hangar/Access Project





## MAIN STREET DEPARTMENT

Jennifer Eckermann, Main Street Manager

### Awards/Accomplishments:

- Winner of 2012 Project Planning Award by Texas Chapter of American Planning Association
- Recognized as National Main Street City by National Trust for Historic Preservation.
- Chosen as Host of Texas Main Street Summer Training.

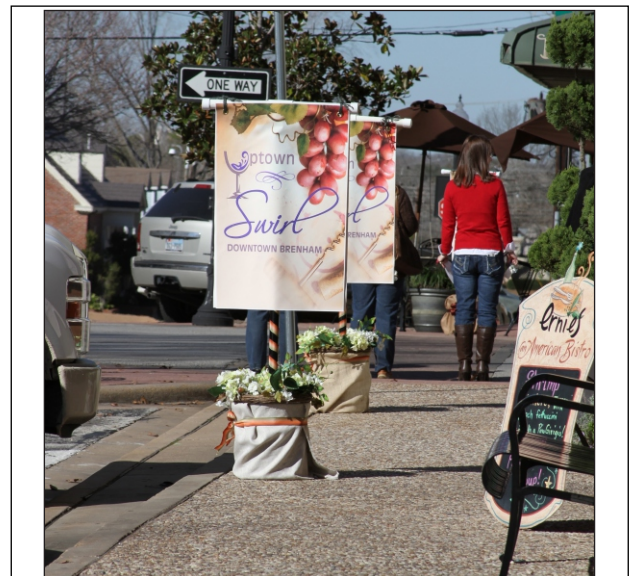
### Projects:

#### **Hosted first annual Uptown Swirl in Downtown Brenham.**

- Goals accomplished:
  1. Host an event that brings an upscale crowd into downtown businesses. *250 logo wine glasses were ordered. Had to purchase additional glasses – sold 458 in all.*
  2. Raise funds for downtown improvements. *More than \$4500 in net revenue was raised.*
  3. Create an event that doesn't take as many resources to accomplish. *No vendors make it an easier event than a festival. Keeping roads open used less city employee resources.*
- Event deemed a success and plans made to continue the event on MLK weekend each January.



Swirl attendees checked in at the gazebo for glasses and maps showing sampling



Swirl flags were placed at each sampling location, showing wine walkers to the doors of participating businesses.



# Making memories in historic Downtown Brenham.



Making memories in Historic Downtown Brenham.



Making memories in Historic Downtown Brenham.



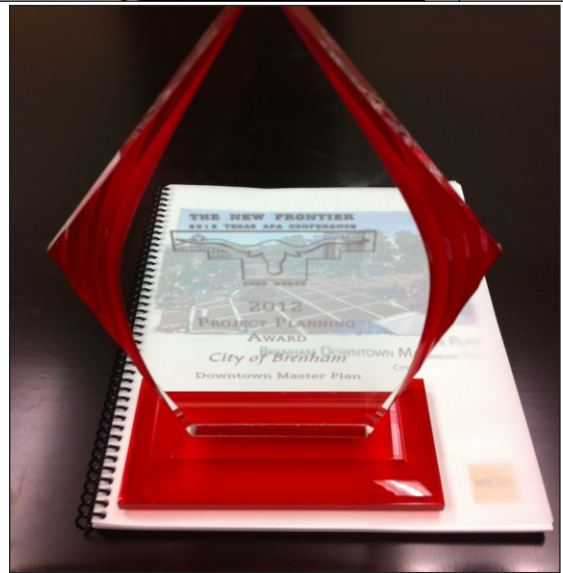
**A fun time was had by all...the Swirl is the first downtown event that EVERYONE loved!**

### **Completed Master Plan Project Planning Process.**

- Worked with dedicated Steering Committee and Consultant Team to accomplish the process.
- Held public meetings and sessions for community input.
- Master Plan was adopted by Council.
- The Master Plan won the 2012 Project Planning Award from the Texas Chapter of the American Planning Association.
- A Main Street Planning Committee was organized to work on Plan implementation.



There was great attendance at the public meetings held to get community input for the Plan.



The Brenham Downtown Master Plan won the Project Planning Award from Texas APA at the chapter's annual conference.

### **Decorated Downtown with Contests During Peak Tourism Seasons.**

- Held the Spring Art Walk in weeks leading up to Easter.
- Held the Scarecrow Extravaganza in early fall.
- Sponsors award cash prizes to winning entries getting schools, organizations, businesses and individuals involved in the city's revitalization efforts.
- Main Street volunteers also worked to add to the seasonal decorations.





Samples of Spring Art Walk entries!



Some of the Scarecrow entries!



### **Held Farmers Market Summer Harvest Celebration.**

- Organized the Summer Harvest Celebration, partnering with the Master Gardeners Program and Texas AgriLife.
- Fruit and veggie contest held for local family growers – both small and large!



Master Gardeners work hard at the event to check in entries in the fruit and veggie contests.

### **Hosted Texas Main Street Summer Training.**

- Planned and orchestrated three-day conference bringing 65 Texas Main Street representatives to town for three days in June.
- Highlighted city's downtown revitalization program and projects.
- Increased business and tourism during a traditionally slow summer month.



Main Street Training at the Ant Street Inn





**Held Hot Nights, Cool Tunes Summer Concert Series.**

- The 2012 free concerts were held July 7, 14, 21 and 28.
- The event rained out the first weekend – the first time ever.
- Continues to be a summer tradition in the community where people of all ages come downtown for good music and fellowship.



Free concerts in Downtown Brenham are the hot ticket each summer.



Enjoying Downtown Brenham concert.



**DEVELOPMENT SERVICES 2013 GOALS:**

- Building Standards Commission Ordinance Update
- P&Z Subcommittee Work – B-1 Zoning District Update
- Downtown Master Plan – Implementation Plan & Schedule
- Building Code Ordinance Update
- Adoption of New Fee Schedule
- Thoroughfare Plan Amendments
- Construction of New City-owned T-hangars
- Construction of New Access Taxi-ways to Provide Access for the New Hangars
- Installation of Security Fencing at the Brenham Municipal Airport