



NOTICE OF A MEETING
Brenham Community Development Corporation
Thursday, November 16, 2017 @ 7:30 a.m.
City Hall - 2nd Floor Conference Room
200 W. Vulcan St.
Brenham, Texas

1. Call Meeting to Order
2. Invocation and Pledges to the U.S. and Texas Flags

WORK SESSION

3. Discussion and Update on the Engineering Study from Jones and Carter, Inc. Related to the Southwest Industrial Park, Section III, Detention Pond **Pages 1 - 3**
4. Discussion and Update on the Brenham Family Park **Pages 4 - 8**
5. Discussion and Presentation Related to Design Standards and Guidelines for the Main Street Initiative Grant Program **Pages 9 - 36**

REGULAR SESSION

6. Discuss and Possibly Act Upon the Approval of the Minutes from the August 17, 2017 Regular Meeting **Pages 37 - 43**
7. Discuss and Possibly Act Upon FY2016-17 Fourth Quarter Financial Reports **Pages 44 - 51**
8. Discuss and Possibly Act Upon the Approval of Design Standards and Guidelines for the Main Street Initiative Grant Program **Page 52**
9. Discuss and Possibly Act Upon a Recommendation from the Southwest Industrial Park Section III, Property Owner's Association for the Annexation of Additional Land to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park Section III, and Authorize the President to Execute Any Necessary Documentation **Pages 53 - 59**
10. Discuss and Possibly Act Upon a Partial Release and Termination of the Right of First Refusal Between the Brenham Community Development Corporation (BCDC) and the Beckendorf Family Trust and Authorize the President to Execute Any Necessary Documentation **Pages 60 - 63**

11. Discuss and Possibly Act Upon Resolution Requesting the Annexation of Approximately 44.068 Acres of Land into the City Limits of the City of Brenham Pages 64 - 69
12. Discuss and Possibly Act Upon the Appointment of a Brenham Community Development Corporation (BCDC) Board Member to Serve on the Southwest Industrial Park, Section III, Property Owners Association Board of Directors Page 70
13. Discussion on 2018 Meeting Dates and Times Page 71
14. Economic Development Foundation Update Pages 72 - 75
 - FY 2016-17 Fourth Quarter Report
15. Staff Updates
 - Administrative
 - City Retail Update
 - Parks & Recreation Update

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, November 16, 2017 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Thursday, November 9, 2017 at 4:40 p.m.

Paula Shields

Paula Shields
BCDC Staff Liaison

Executive Sessions: The Brenham Community Development Corporation (BCDC) reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code, Chapter 551, including but not limited to §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiations.

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the Brenham Community Development Corporation (BCDC) was removed by me from the City Hall bulletin board on _____ at _____.

Signature



**City of Brenham
Engineering Department**

200 W. Vulcan St.
Brenham, Texas 77833

P.O. Box 1059
Brenham, Texas 77834-1059

Memorandum

Date November 8, 2017
To Brenham Community Development Corporation (BCDC)
From Lori Lakatos, PE, CFM, City Engineer
Subject Southwest Industrial Park Section III

The BCDC authorized Jones and Carter to evaluate the existing detention pond to determine if there is adequate capacity for the pond to serve the Southwest Industrial Park Section III (SWIP III). The pond was pervious planned to be constructed in phases. Phase one was for the road improvements, the dam, and the outfall structure, which was completed. At the time AH Baker needed fill for the construction of Highway 290 and made arrangements to remove the material at no charge. The pond was over and under excavated in areas and needs to be finished to have the ultimate capacity available as it was designed.

Based on Jones and Carter's evaluation, with redesigning the pond, there is enough capacity for the existing SWIP III and the entire Gurrech Tract and an additional 20 acres for developable.

SWIP III – 134.3 acres
Gurrech Tract – 44.2 acres
Additional Detention Capacity – 20 acres of undeveloped property

Total capacity of the pond is 198.5 acres

The redesign includes a maintenance berm at the top bank of the pond with back slope interceptors to prevent erosion of the maintenance berm. Moving the maintenance berm allowed more volume within the pond, but also have a side slope maximum of 4:1 for maintenance accessibility and safety. The pond and maintenance berm are to be maintained within the pond lot, but the back slope interceptors will require a 20-30 feet drainage easement.

With this redesign the pond now has an additional 64.2 acres for development within the drainage area. Jones and Carter will finalize the design and prepare cost estimates for the pond finalization.

Attached is the Jones and Carter Memo with Drainage Area Map.

Lori Lakatos

From: Grant Lischka <GLischka@jonescarter.com>
Sent: Monday, November 06, 2017 2:54 PM
To: Lori Lakatos
Subject: SWIP III

Jones|Carter (JC) was hired by the Brenham Community Development Corporation (BCDC) to evaluate the existing detention pond in the Southwest Industrial Park, Section III (SWIP III) and determine if additional capacity was available for property outside of SWIP III. The existing pond was constructed in 2011 and 2012 along with other improvements for SWIP III. The original plans only required that the outlet structure and dam of the detention pond be constructed, with the remaining construction to be completed once SWIP III began to develop. During construction, the BCDC was approached by a contractor who was looking for fill dirt for the US Highway 290 Expansion. In exchange for the fill material, the contractor offered to excavate the pond to its ultimate size (current as-built condition). The excavation was completed and no additional work has been conducted on the pond since 2012.

For the purposes of evaluating the detention pond, the area to be served includes all of SWIP III and the properties that were added in 2011/2012 (134.3 acres), and the recently acquired Gurrech property (44.2 acres). Other areas within the drainage area include existing industrial, commercial and residential property (200.5 acres). The total drainage area is 379 acres. Current City of Brenham ordinances require that industrial-zoned property have a maximum impervious coverage of 85 percent. For evaluation purposes, the SWIP III and Gurrech properties were assumed as having 85 percent impervious coverage.

The as-built pond was evaluated and found to not have adequate capacity for the SWIP III and Gurrech properties, therefore; a new design was produced that utilized all the area within the detention pond reserve and maximized available storage. The existing top of dam (336.0 feet) and outlet structure will remain the same. The new pond design allows for 85 percent impervious coverage for the SWIP III and Gurrech properties and has capacity for 19 additional impervious acres outside of those properties.

Grant L. Lischka, PE
Department Manager
Municipal and District Services
glischka@jonescarter.com

JONES | CARTER

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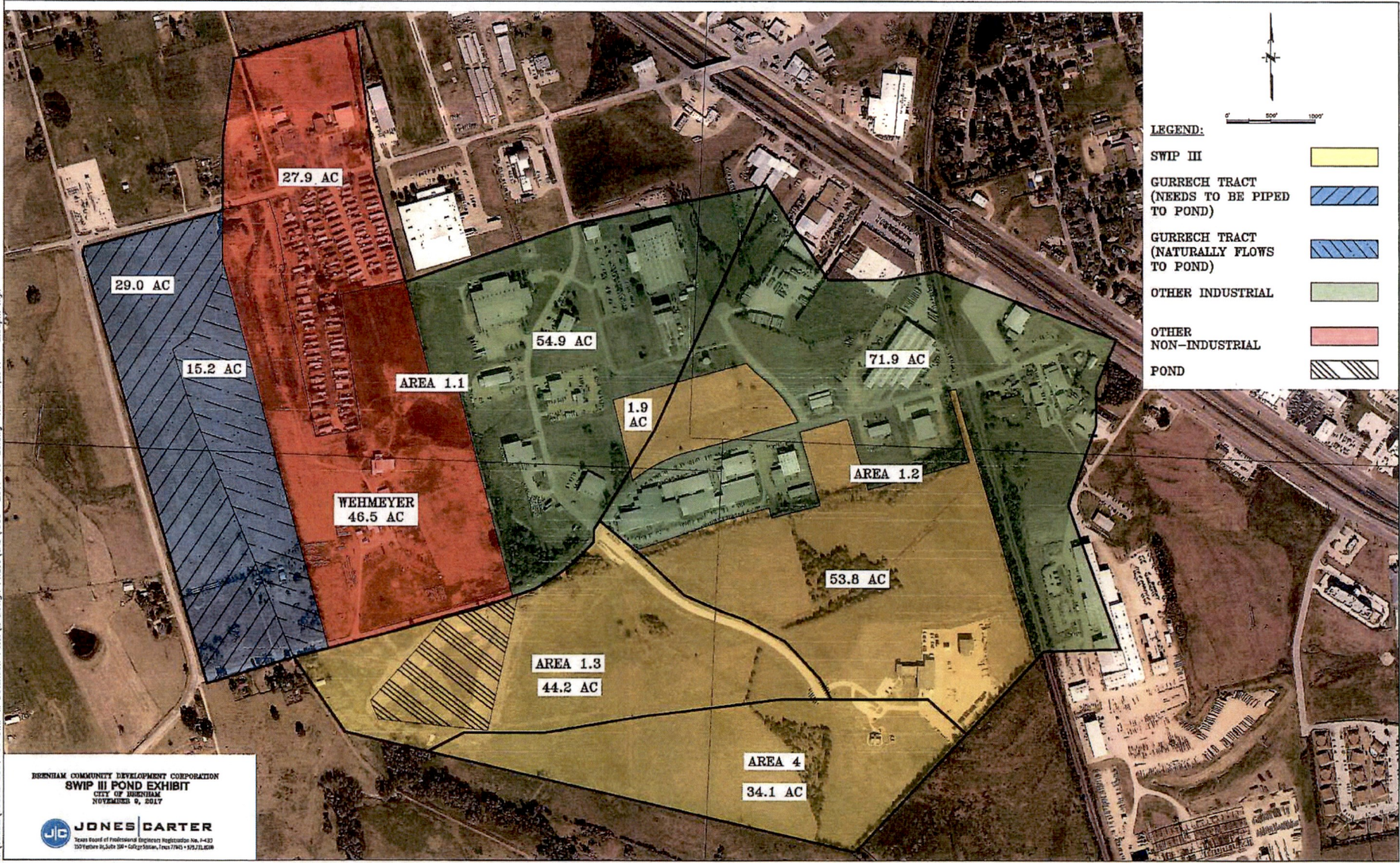
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C:\15682\15682-0001-00 SWIP III Detention Pond\3 Design Phase\CAD\Area- 2017-09-20.dwg Nov 09, 2017 - 2:56pm mjh



BEHNHAM COMMUNITY DEVELOPMENT CORPORATION
SWIP III POND EXHIBIT
CITY OF BEHNHAM
NOVEMBER 9, 2017

JCD JONES CARTER
Texas Board of Professional Engineers Registration No. 1-42
1207 Westway Building 100 - Galveston, Texas 77550 - 409.751.6200



To: BCDC Board

CC: Terry Roberts, Ryan Rapelye, Carolyn Miller

From: Dane Rau

Subject: Brenham Family Park Master Plan Updates

Date: 11/9/17

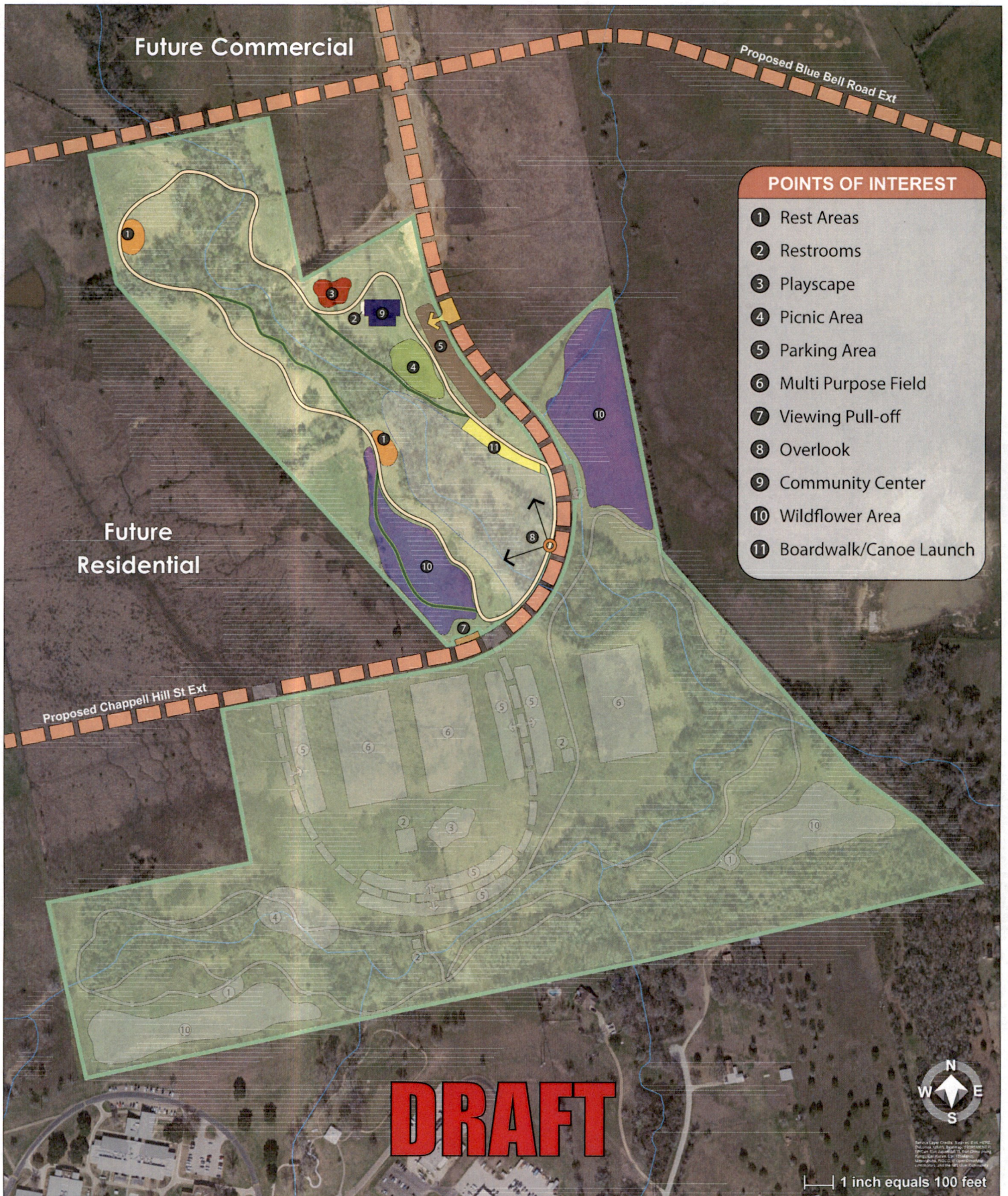
BCDC

On October 24th the joint task force of the Brenham Community Development Corporation (BCDC) and the Parks Advisory Board met with Jones-Carter representatives to go over the Brenham Family Park Master Plan. This sub-committee has been established to study and plan for the development of the Brenham Family Park. As you know, the Brenham Family Park was donated to the City of Brenham by Ed and Evelyn Kruse in December of 2013. This future park site is 106.79 acres and is located on the southern side of the City. The proposed park plan attached to this memo is an initial site plan that involves many moving parts. City staff along with Jones-Carter was able to break the park into phases and as funds become available it will dictate the timeliness of the completed phases. A complete "Park System Needs Assessment" was documented in the 2015-2025 Parks, Recreation and Open Spaces Master Plan. In that Plan, the initial phase of the Brenham Family Park is to be funded in budget years 2018-2020 if all parties agree. This new park development will incorporate the many desires of the community which were documented during the master planning process in Chapter 5: Needs Assessment and Identification.

We would like to share the park concept with the BCDC board members and the initial costs estimates. Staff along with Jones-Carter will be presenting this to the City Council on December 7th as a work session item. Based on the direction we get from council we will then start placing

a timeline and a financial funding plan to move forward with the construction of the first Phase. Once direction is given, staff will look for all grant opportunities through TP&W and other agencies. Board members are welcome to attend that meeting on Dec 7th.

The 4-acre lake structure/detention pond will move forward in the Fall of 2018 with or without park development. This item is needed prior to development on private tracts off of S. Chappell Hill St. These funds were already set aside by BCDC and the Kruse family.



- POINTS OF INTEREST**
- ① Rest Areas
 - ② Restrooms
 - ③ Playscape
 - ④ Picnic Area
 - ⑤ Parking Area
 - ⑥ Multi Purpose Field
 - ⑦ Viewing Pull-off
 - ⑧ Overlook
 - ⑨ Community Center
 - ⑩ Wildflower Area
 - ⑪ Boardwalk/Canoe Launch

DRAFT



1 inch equals 100 feet

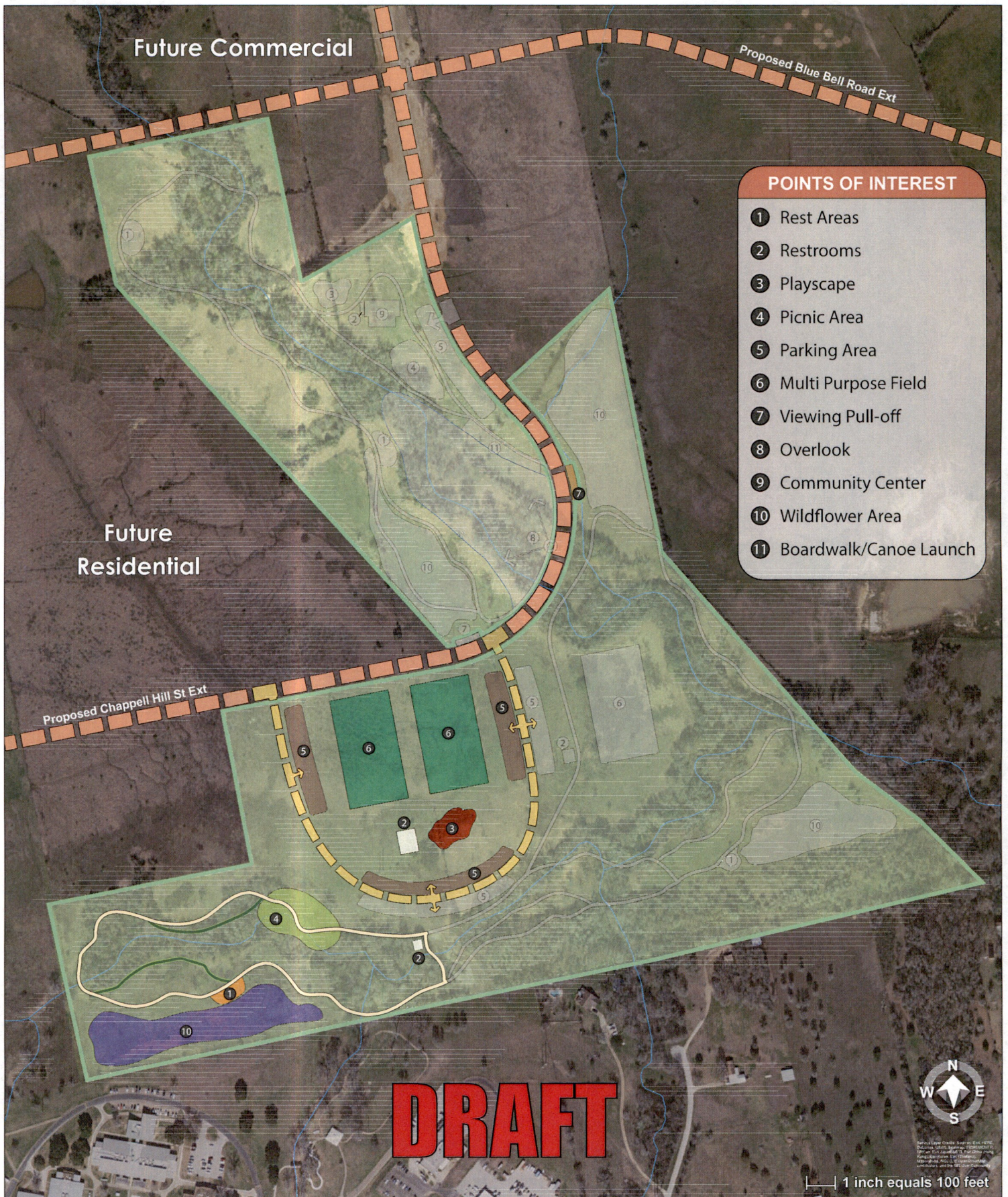
BRENHAM FAMILY PARK PLAN
WASHINGTON COUNTY, TEXAS

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JONES CARTER
Texas Board of Professional Engineers Registration No. F-439

LEGEND			
Proposed Park Sites	Proposed Park Access Road	Trail	Maintained Surface Trail
Proposed Lake	Proposed Roads	Play Area	Parking Areas
Rest Area	Picnic Area	Restroom	Community Center
Wild Flower Field	Boardwalk/Canoe Launch		Approx. Special Flood Hazard Area
			Multi-Purpose Field Areas
			Viewing Pull-off





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DRAFT



1 inch equals 100 feet

BREHAM FAMILY PARK PLAN
WASHINGTON COUNTY, TEXAS

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J&C
JONES CARTER
Texas Board of Professional Engineers Registration No. F-433

LEGEND					
Proposed Park Sites	Proposed Park Access Road	Trail	Maintained Surface Trail	Approx. Special Flood Hazard Area	
Proposed Lake	Proposed Roads	Play Area	Parking Areas	Multi-Purpose Field Areas	
Rest Area	Picnic Area	Restroom	Community Center	Viewing Pull-off	
Wild Flower Field	Boardwalk/Canoe Launch				





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DRAFT



1 inch equals 100 feet

BRENHAM FAMILY PARK PLAN
WASHINGTON COUNTY, TEXAS

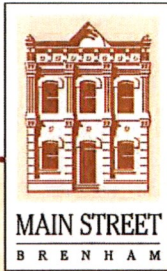
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Proposed Park Sites	Proposed Park Access Road	Trail	Maintained Surface Trail
Proposed Lake	Proposed Roads	Play Area	Parking Areas
Rest Area	Picnic Area	Restroom	Community Center
Wild Flower Field	Boardwalk/Canoe Launch		Viewing Pull-off
			Approx. Special Flood Hazard Area
			Multi-Purpose Field Areas



VICINITY MAP
Scale: 1 inch equals 10 miles



DOWNTOWN INCENTIVE PROGRAMS

To encourage revitalization and preservation of our historic core, Main Street Brenham and the City of Brenham offer downtown development incentives. These incentives are part of an overall strategy to leverage investment, lower the cost of doing business and level the playing field for businesses and property owners choosing to invest in their properties.

These incentives are tied to the Downtown Brenham Design Guidelines approved by Main Street and City Council.

Copies of these guidelines are available at the Main Street office, or by calling 979-337-7384.

Incentive Grant Fund

Through community and volunteer support, Main Street Brenham has funded and adopted a façade grant program that offers up to \$7,000 in matching funds to property owners in the historic district for façade improvements. Applications must be submitted and approved by the Main Street Design Committee. Work can

proceed once approval is received, and when completed as approved, receipts can be submitted for reimbursement.

For more information on this grant program, contact:

Jennifer Eckermann
Main Street Brenham
979-337-7384



Economic Impact and Innovation Grant (EIIG)

Main Street, recognizing the need to increase traffic and the economic impact of those visiting Downtown Brenham, is offering an Economic Impact and Innovation Grant (EIIG) to current and new businesses that are pursuing unique business interests that will have a positive effect on the downtown economy. In addition, programs created to increase traffic to the downtown area, and give visitors a reason to extend their stay, are eligible for funding.

The EIIG is funded by a matching partnership with Brenham Community Development Corporation.

Applications will be reviewed by the Main Street Economic Restructuring Committee, which will recommend approval to the Main Street Board. The Board will make the final funding decisions based on the strength of the application and the funds available.

Matching funding, up to the awarded amount, will be on a first-come, first-served basis. The application must be submitted for approval prior to work beginning. Once approval is given, and following completion, Main Street will review the project. If completed as previously approved, paid invoices will be submitted and the approved

grant fund disbursed. For more information, contact:

Jennifer Eckermann
Main Street Brenham
979-337-7384

Sign Grant

A grant program for quality signage has been established by Main Street, with funding through program fundraising. Applicants who qualify may receive up to a \$500 matching grant for one building. For applications or more information, contact:

Main Street Office
979-337-7384

Federal and State Tax Incentives

Federal and state tax incentives exist for owners of historic properties.

The Federal Historic Preservation Tax Incentives Program includes a 20% income tax credit for the rehabilitation of historic, income-producing buildings and a 10% income tax credit for rehabilitation of non-historic buildings.

The new Texas Historic Preservation Tax Credit Program offers a 25% tax credit of eligible rehabilitation costs of historic buildings.

Contributing buildings to the Brenham Downtown Historic District are considered eligible for these tax credit programs. Check with the Main Street Brenham office for eligibility and more information.



The Barnhill Center at Historic Simon Theater
Brenham's First Federal and State Tax Credit Project

Chapter 380 Agreements

The City of Brenham has approved the use of Chapter 380 Agreements to promote economic development such as commercial and retail projects. Chapter 380 of the Local Government Code gives municipalities the authority to make grants and loans of funds or services to further economic development. This authority, along with other incentives offered, provides a wide array of tools. Some examples of the proper use of Chapter 380 incentives include:

- Grants of property
- Improvements
- Cash reimbursements
- Rent subsidies

- Use of municipal personnel, facilities and supplies
- Infrastructure

Tax Phase-In

The City of Brenham and Washington County have approved a program that allows major downtown renovation projects—that will increase the tax office appraised value of properties in the approved Main Street District by at least \$50,000—to be eligible for a tax phase-in over a 10-year period. For information, contact:

Steve Drake
Brenham EDF
979-836-8927

Development Incentives

The City of Brenham has adopted regulatory incentives to encourage downtown development. It also has passed an ordinance to help with development that ties into the Downtown Master Plan, adopted by City Council.

- No off-street parking required.
- Alcohol allowed on the streets.
- Fee and permit waivers.
- Agreements for parklets on city-owned streets.
- Where sidewalks are sufficiently wide, the city permits outside dining, with minimal restrictions.
- Any other impediments to a development project can be reviewed on a case-by-case basis. For information, call:

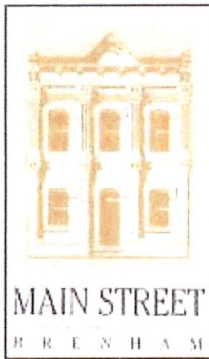
Erik Smith; Planning Director
979-337-7220

Design Guidelines

for the

Brenham Downtown Historic District

Brenham, Texas



August 1, 2017

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Introduction

These Guidelines are a mechanism for the maintenance and improvements to the site and buildings of the Brenham Downtown Historic District. It is not the intention of the Guidelines to restrict the use and appearance of each property but rather to preserve the historic character and integrity of the buildings and district through the use of appropriate limits of change. The document is intended to guide the property owner in making appropriate decisions about maintenance and improvement of the historic structures and surrounding property.

These Guidelines shall be used in conjunction with and shall not supercede the following Codes and Standards:

- All applicable local building codes
- *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
- *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings.*
- State of Texas Historic Preservation Ordinances
- Local Historic Preservation Ordinances

A local tax phase-in program is available for major renovation projects that increase the appraised value of the property by at least \$50,000.00. There is also an Incentive Grant Reimbursement Program for exterior finishes and signage. More information is available at the Main Street office at (979) 337-7374.

Many of Brenham historic downtown structures are contributing resources to the Brenham Downtown Historic District listed on the National Register of Historic Places in 2004. In order to be considered contributing, properties must exhibit the applicable National Register criteria:

- Property is associated with events that have made a significant contribution to the broad patterns of our history.
- Property is associated with the lives of persons significant in our past.
- Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic value, or represents a significant and distinguishable entity whose components lack individual distinction.
- Property has yielded, or is likely to yield, information important in prehistory or history.

Properties that have been altered or destroyed since their designation may not be considered as a contributor and will lose eligibility for grants and incentives. A copy of the National Register Application may be viewed at the Main Street office at City Hall.

Properties that are currently listed are eligible for tax incentives. For more information, contact the Texas Historical Commission.

Purpose

The purpose of these Guidelines is to preserve the historic character and integrity of the Brenham Downtown Historic District established in 2004. The structures in the district should be preserved in accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties and The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings.

The intent of which is to identify, retain, and preserve "the form and detailing of those architectural materials and features that are important in defining the historic character." It is expected that the property owner will protect and maintain materials and features that are historically significant, repair when character-defining materials warrant additional work, and replace features with new materials where the level of deterioration or damage precludes repair.

This document may be used to guide both the maintenance and improvement of the historic structures. Each of the historically significant features and materials of the structures is outlined in the Guidelines. In conjunction with *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*, these Guidelines provide specific direction for the replacement of damaged or deteriorated features and other improvements, which are necessary updates for contemporary use and are consistent with the historic character of the original structures.

The Secretary of the Interior's Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

<https://www.nps.gov/tps/standards.htm>

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

Planning for Preservation and Rehabilitation

1. Inspect the existing condition of the structure. Note features and materials that are in need of maintenance or repair. Determine the priorities for work. It is recommended that structural components and integrity of the exterior envelope (roof, walls, windows, doors) be given priority for work prior to proceeding with other repairs or alterations.
2. Confirm features and materials that are character defining and contribute to the historic qualities of the property.
3. Consider the requirements and options to achieve the functional, structural, and aesthetic alterations and additions desired. Choose the options which best preserve the historic character of the property.
4. Confirm applicable codes and standards for the proposed scope of work. Verify impact of codes and standards on the intent of the alterations and consistency with preservation of the historic character of the property.
5. Contact local and state historic preservation offices for further assistance with project compliance.

Local: Main Street Brenham (979) 337-7220

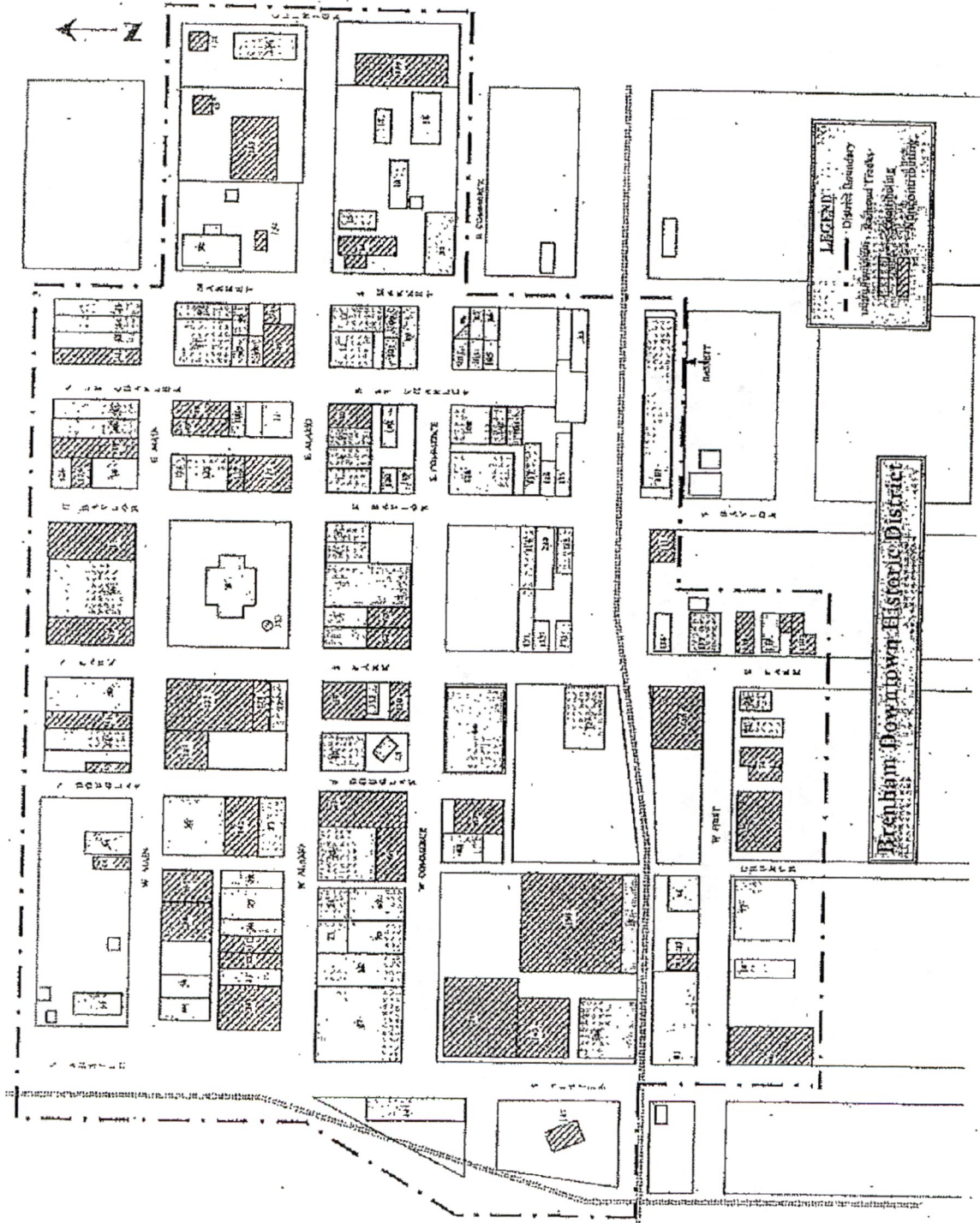
State: Texas Historical Commission (512) 463-6100

Website: www.thc.texas.gov

Email: thc@thc.texas.gov

6. Proceed to develop a plan for project construction in accordance with these Guidelines.

Map of the Downtown Brenham Historic District



Building Exterior – Masonry

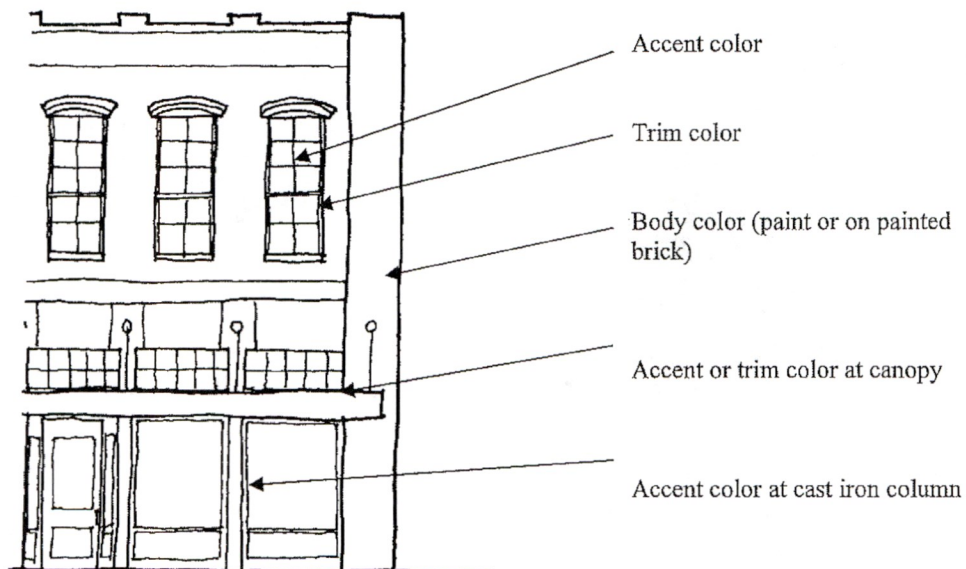
- Existing, unpainted masonry surfaces shall not be painted.
- Existing masonry surfaces shall be preserved and maintained. Damaged materials, when removed, shall be replaced with materials that are the same as or, if approved by the Main Street Design Committee, similar to the original masonry.
- Existing concrete surfaces shall be preserved and maintained. Damaged materials, when removed, shall be patched and repaired such that the coloration and texture is consistent with the original concrete.
- Existing, unpainted concrete steps, walls, and floors at the exterior may not be painted.
- Proper maintenance of exterior masonry surfaces includes:
 - Cleaning with the gentlest method possible to remove dirt and other deleterious materials from the affected surfaces.
 - Ensuring that all surfaces drain properly such that water does not accumulate on any of the surfaces.
- Masonry shall be repointed if necessary. Repointing is the repair of cracks or damaged mortar joints. The new mortar shall be consistent with the original mortar in type, strength, and coloration. In addition, the joint type and thickness should not be modified.

Building Exterior – Wood

- Existing wood surfaces shall be preserved and maintained. Damaged materials, when removed, shall be selectively replaced with wood siding and trim that maintain the dimensional, texture, and detail characteristics of the existing materials.
- Proper maintenance of exterior wood surfaces includes:
 - Cleaning surfaces with the gentlest method possible to remove dirt and other deleterious materials from the affected surfaces.
 - Ensuring that all surfaces drain properly such that water does not accumulate on any of the surfaces.
 - Frequently inspecting painted wood surfaces to ensure that the paint will protect the wood from the elements.
- Wood siding and trim may not be replaced or concealed by synthetic wood surfaces such as:
 - Vinyl siding and trim
 - Aluminum siding and trim
 - Cementitious siding and trim
- Wood may be repainted using the color palates described in the following section.

Building Exterior - Paint

- Existing painted surfaces may contain lead. Prior to undertaking any necessary paint removal, refer to the National Park Services *Health and Safety Considerations* for more information.
- Existing painted surfaces shall be preserved and maintained. Damaged or deteriorating paint may be removed using the gentlest methods possible. Refer to *Health and Safety Considerations* for more information on paint removal.
- Original masonry surfaces shall be maintained and not painted, unless severe deterioration of the brick or stone can be shown to require painting. If color or texture of replacement brick or stone cannot be matched with existing, painting may be an appropriate treatment.
- Proper maintenance of exterior painted surfaces includes:
 - Cleaning with the gentlest method possible to remove dirt and other deleterious materials from the affected surfaces.
 - Ensuring that all surfaces drain properly such that water does not accumulate on any of the surfaces.
 - Frequently inspecting painted wood surfaces to ensure that the paint will protect the wood from the elements.



- The Design Review Committee has adopted an extensive paint palette appropriate to the district's character. Any colors proposed outside the adopted palette may be reviewed by the Committee in the regular review process.
- The adopted paint palette is available for public viewing at the Main Street office.

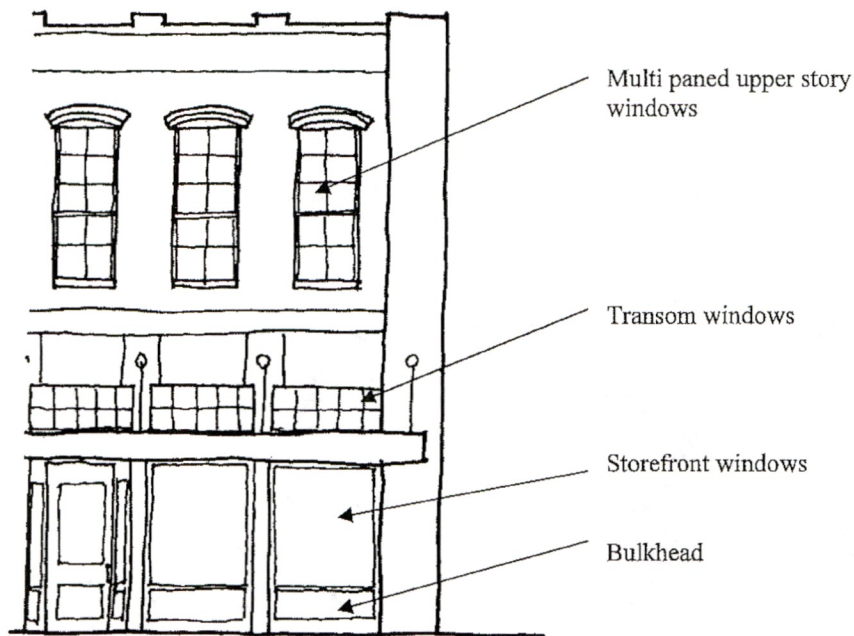
Building Exterior – Architectural Metals

- Existing metals, including gutters and downspouts, decorative railings, and flashings, shall be preserved and maintained. Damaged materials, when removed, shall be replaced with materials that are the same as the original metalwork.
- Existing exposed copper gutters and downspouts should be cleaned regularly for proper maintenance. If replacement of components is necessary, existing materials, forms, and finishes should be matched.
- Existing concealed gutter and downspout systems shall be retained in their original design and operation. Systems shall be cleaned regularly for proper maintenance. If repair is required, care shall be exercised in the removal and replacement of trim, flashings, and other components. Gutters and downspouts shall be replaced with components of the same material and size to prevent conflicts between incompatible materials.
- Existing decorative metal railings should be repaired and maintained. If replacement is needed, railings may be removed or replaced with metal or wood railings that meet local building code requirements and preserve the historic character of the structure.
- Existing metal flashings, shall be maintained. If new flashings are required to prevent water penetration, the new material shall match the old in type, size, thickness, and installation pattern.
- Proper maintenance of metal surfaces includes:
 - Cleaning with the gentlest method possible to remove dirt and other deleterious materials from the affected surfaces.
 - Ensuring that all surfaces drain properly such that water does not accumulate on any of the surfaces.
- Decorative metals shall be painted with an appropriate coating to protect the element from corrosion. Colors should be selected from the palates described in the Section on Paint.

Building Exterior – Roofs

- Existing exposed roofing materials shall be preserved and maintained. Damaged materials, when removed, shall be replaced with materials that are the same as or, if approved by the Main Street Design Committee, similar to the original roof.
- Roof slopes and profiles may not be altered. Damaged or deteriorated roof framing and decking shall be repaired and replaced with materials and methods consistent with the original roof framing system.
- If a new roof is required, the original roof shall be removed in its entirety. No layering of roofing materials will be accepted. Roofing selection shall be appropriate to the roof configuration and slope.
- Replacement roofs may include the following: Color limitation and types are noted as well.
 - Wood Shingle
 - Clay tile – Tile should match existing in size, shape, texture, and coloration.
 - Asphalt Composition Shingle – Composition shingle roofs are not historic in nature but will be accepted as a lower cost, low maintenance, durable roofing product that does not detract from the historic character of the structures.
 - Standing Seam Metal – Metal is an excellent choice for those roof areas that do not achieve the slope required for shingle roofs. New Metal roofs may be used as the main roofing material. Roof framing should be examined for structural integrity.
 - Membrane Roofing – Existing roofs concealed by a parapet wall may be replaced with PVC or TPO membrane roofing. Ensure that parapet caps are retained such that the appearance from the street has not been altered or compromised.
- Proper maintenance of roofing materials includes:
 - Cleaning with the gentlest method possible to remove dirt and other deleterious materials from the affected surfaces.
 - Ensuring that all surfaces drain properly such that water does not accumulate on any of the surfaces.

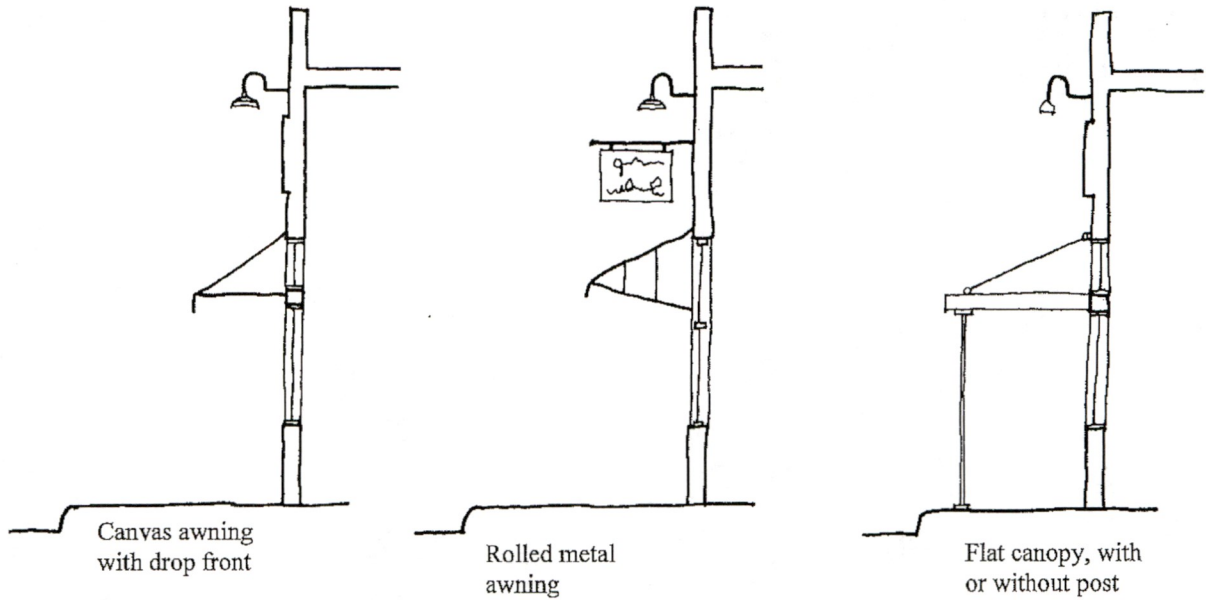
Building Exterior - Windows



- Existing historic windows shall be preserved and maintained. Damaged materials, when removed, shall be selectively replaced with materials and components that are the same as, or if approved by the Main Street Design Committee, similar to the original glass and finish.
- Maintain original elements of the storefront design: cornices, transoms, display windows, cast iron columns, kick plates and spandrels. Maintain recessed entries where they existed. They provide weather-protection, protect pedestrians from opening doors, and add attractive detail to the storefront. Do not recess entire storefront.
- Multiple paned windows are important elements of upper story windows, while storefront windows shall consist of larger sheets of glass to maximize visibility of merchandise. Dark tinted glass is inappropriate for retail space.
- If replacement windows are required, they shall match the existing windows in size, operation, configuration and appearance. New windows shall utilize the rough openings of the existing windows. Piecemeal infill of the existing openings is not acceptable. Windows should have the same light patterns and muntin bar dimensions as the original windows. The finish of new and existing windows shall match in coloration.

- All replacement glazing shall be clear. No tinting or reflective film will be accepted.
- Windows should not be replaced solely for energy conservation. Refer to *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings* for strategies to enhance the solar and thermal performance and utilize the existing windows.
- Proper maintenance of windows includes:
 - Cleaning with the gentlest method possible to remove dirt and other deleterious materials from the affected surfaces.
 - Ensuring that all surfaces drain properly such that water does not accumulate on any of the surfaces.

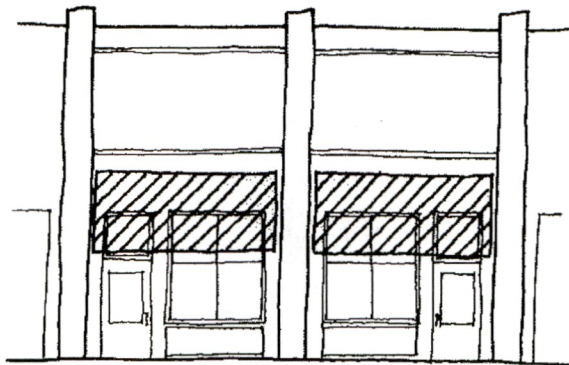
Awnings and Canopies



- Rolled or flat metal canopies, similar to styles formerly seen in Brenham, may be used. Awnings or canopies may be attached either above transoms or between the transoms and display windows.
- Awnings shall be made of canvas or other fabric material. Canvas awnings are typical of historic buildings. Plastic or backlit awnings may not be used.
- Awnings may be a “drop-front” style.
- The modern bubble design, often used on commercial buildings, detracts from historic architectural styles and is typically not appropriate for commercial structures.
- All awnings or canopies shall provide at least 8 feet of clearance above grade.
- Canopies shall be made of metal or wood. Plastic components or other synthetic materials shall not be used.

Awnings and Canopies

- Awnings shall not be continuous across a facade, but rather relate to each bay or window.



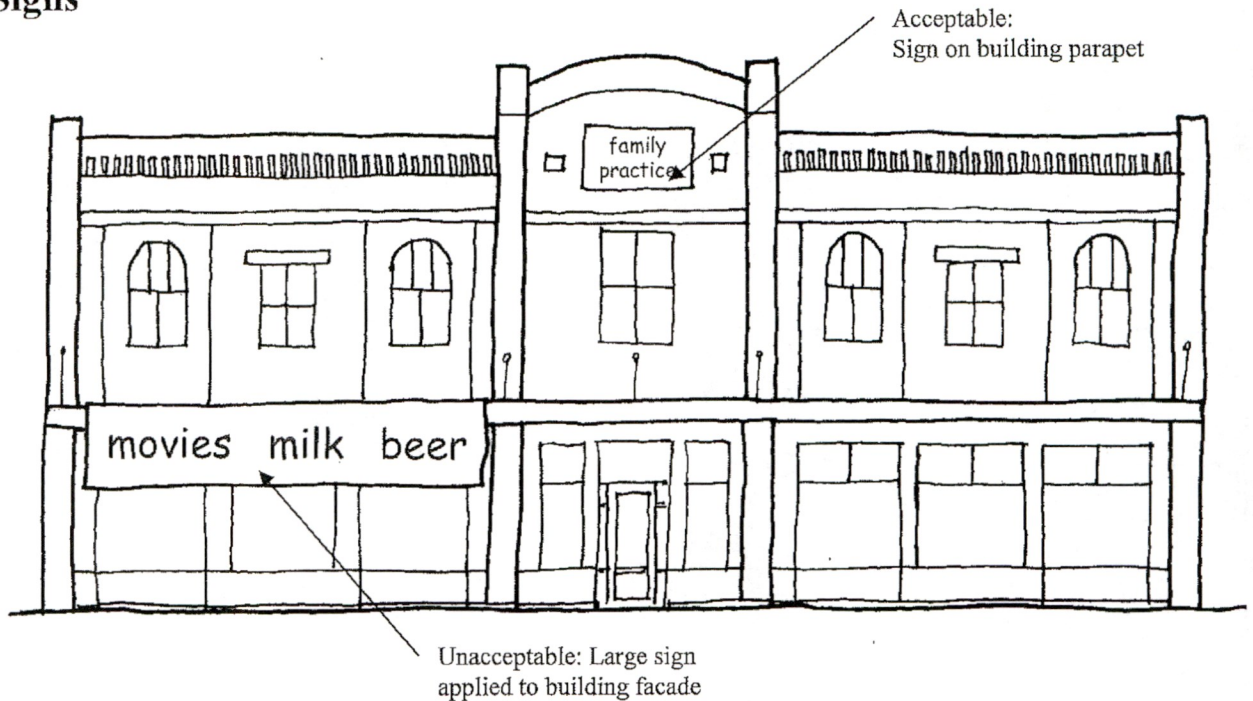
The rhythm of awnings at left is typical of historic commercial styles, and provides greater interest to pedestrians.



This continuous type of awning is unacceptable.

Commercial Awning Rhythm

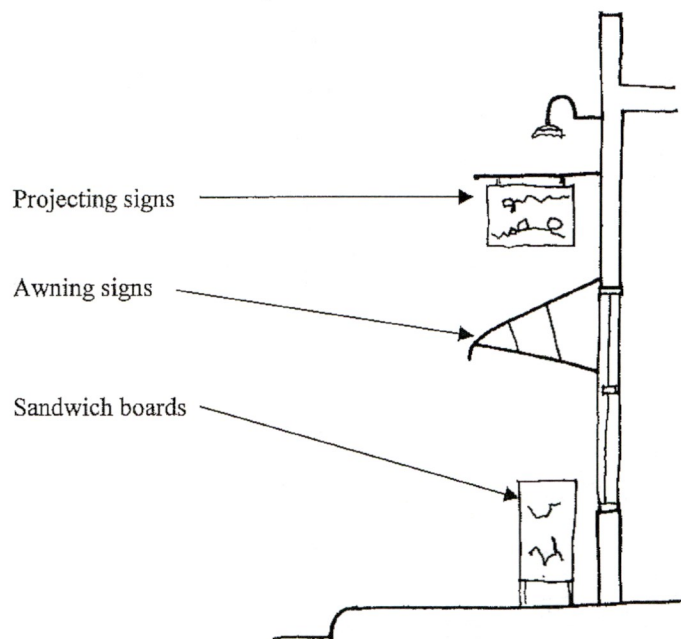
Signs



- In retail areas, focus on merchandise, not signs.
- Signs which compete for attention detract from the historic district as a whole. Signs shall not cover transoms or historic building features.
- Avoid clutter and limit the number and size of signs.
- Sign lettering should be consistent with the style of the architecture.
- In commercial areas, the building itself may be considered part of the sign. The use of awnings and projecting signs are encouraged.
- In general, signs may be small and limited to one per business on buildings with multiple tenants. Avoid garish colors or patterns, but use the detail and style of the building's architecture to speak for the business. Locate signs so they relate to architectural features of the building.
- Typical signs at commercial buildings in the past included parapet signs above storefronts within panels of the parapet and signs painted on windows. Signs for businesses located in residential style buildings with generous front yard setbacks may use an appropriately scaled monument sign. These shall be encouraged.

Signs

- No roof signs, off premise signs, flashing signs and plastic backlit signs may be used. Free-standing signs may be used in front yard areas, when appropriately scaled and placed to minimize visual interference with the significant features of the property.
- Signs must be constructed of painted wood or metal. Plastic signs or letters may not be used. Lighting of signs can be done with incandescent bulbs on the sign, or gooseneck front lighting using fixtures appropriate to the style and period of the building.

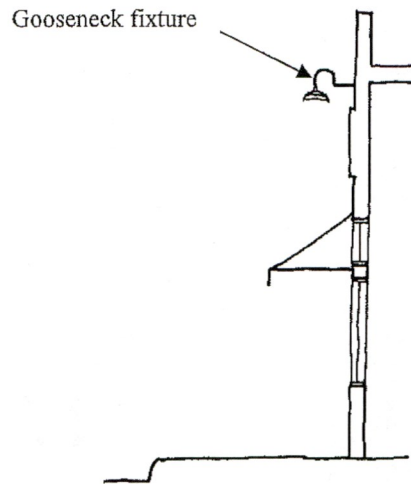


- Awnings and projecting signs were common in 19th and early 20th century Brenham. Small projecting signs, at an appropriate scale in relation to the building and the adjacent area are encouraged.
- Sidewalk sandwich boards are typical of the historic retail style, but they must be well maintained and removed after business hours. No changeable letters on tracks may be used. Chalkboards may be used for daily changing messages. Sandwich boards may not be wider than 24", or be placed to extend more than 24" from the building face. The height is restricted to 35". No more than one per building will be allowed.
- Where several businesses share a building, signs may be coordinated and shared.

Signs

- Generally, Serif styles may be used for late 19th and early 20th century commercial buildings and Sans Serif for Art Deco and buildings from the modernism movement.
- Sign colors must coordinate with the approved color palettes in the Design Guidelines.
- Neon can enhance a retail and restaurant area by creating a sense of fun and festivity, but excessive use can also detract from a district. Neon shall be used inside windows only, and occupy a limited amount of space within that window, exception: theatrical uses. Neon marquee signs are allowed only for buildings with theatrical uses.
- Banners of no more than 30 square feet may be hung for a period of no more than 3 months awaiting completion of permanent signs or no more than 2 weeks to advertise special events.
- Plans for proposed murals including drawings, size, sample colors, must apply for a Certificate of Appropriateness with the Design Review Board.

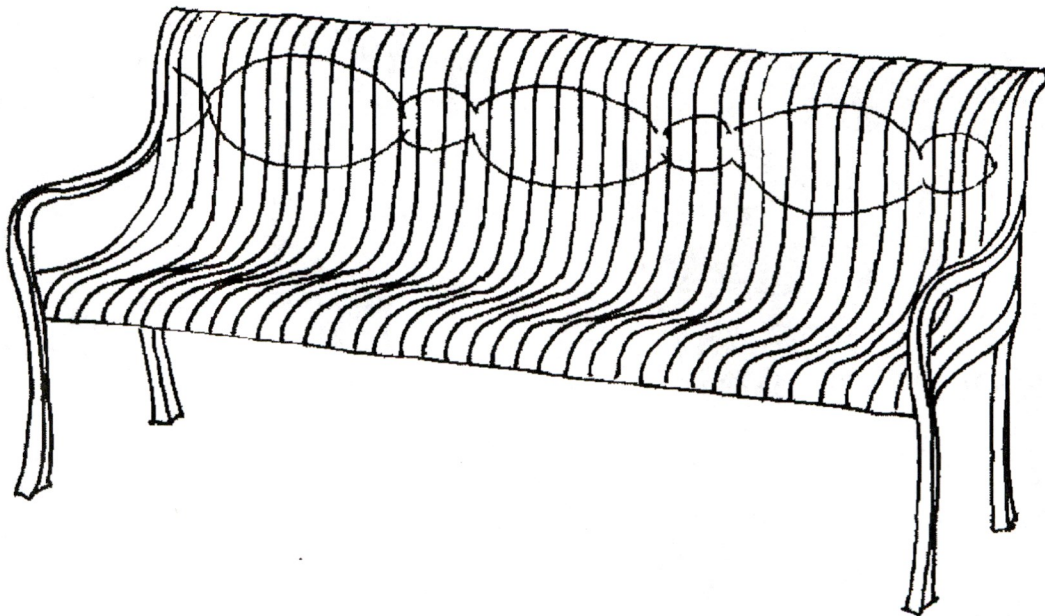
Lighting



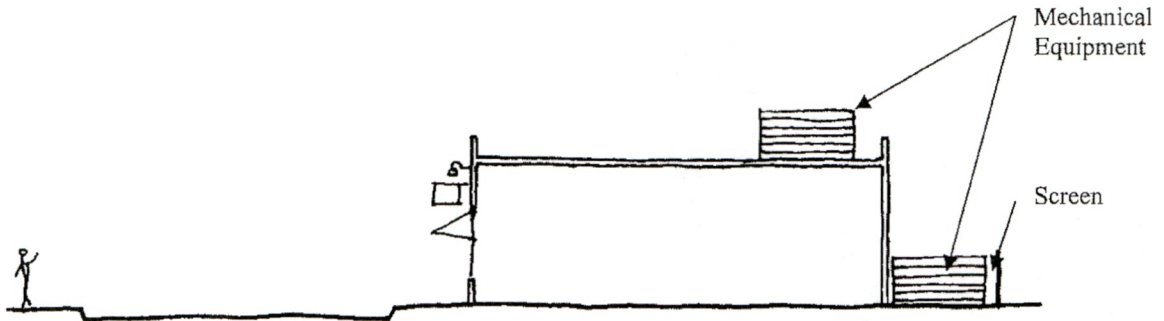
- Lighting is an important element in commercial areas. Fixtures shall be consistent with the historic character of the area.
- Fully recessed down lights, gooseneck lights or other incandescent fixtures appropriate to the style and period of the district may be used.
- Avoid exposed lighting of any kind.
- Lighting fixtures are supported in front of the building and may cast light on a sign and highlight the building or offer lighting for pedestrians on sidewalks. The fixtures should be shielded to prevent glare on the street and sidewalk.
- A well designed window display illuminated at night is more desirable than an illuminated sign.

Sidewalk Furniture

- Includes benches, planters, statues, trash receptacles and objects for sale. Objects on the sidewalk should increase the overall attractiveness of design without impeding the flow of pedestrians on the sidewalks with too many objects, oversized objects or objects placed in the pathway.
- Advertising or promotions on benches is not allowed under any circumstance.
- Planters should match the building architecture in style. Attractive and well maintained plants should be in the planters. No artificial plants will be allowed. Statues appropriate to the architecture of the building can enhance a building.
- Main Street Brenham will provide a specification for benches, trash cans, planters, and other equipment to match existing downtown sidewalk furniture.



Service and Mechanical Areas



- Service and mechanical areas shall be screened from the street and other pedestrian area. Loading areas shall be well maintained and garage storage shall be fully screened from view.
- Screen mechanical equipment from view.
- Mechanical equipment at residential and commercial properties, including satellite dishes, shall not be located in front or corner side yards or shall be set back from the edges of roofs, and screened so they are not visible to pedestrians and do not detract from the historic character of buildings.
- Window air-conditioning units may not be positioned on the front of a building.

Special Considerations - Energy Conservation

Equipment

The installation of new, more efficient, mechanical equipment, including water heaters, can make the most significant impact on the reduction of energy costs. Solar collectors may be installed in a manner that does not compromise the historic character of the structure nor destroy or obscure any character defining elements.

Windows

The thermal efficiency of the historic windows can be improved through the following methods:

- Regular inspection and maintenance to ensure weather tightness and good operation.
- Installation of insulation at the rough opening. (Trim should be carefully removed and reinstalled.)
- Maintenance and replacement of caulk at joints and openings.
- Installation of weather stripping at all doors and windows.
- Installation of appropriate storm windows as detailed in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*.

Windows shall not be tinted or covered with reflective foil or film.

Insulation

Thermal insulation may be installed in attics and basements to increase the efficiency of the mechanical systems. Appropriate materials shall be selected such that historic character defining elements are not concealed or destroyed during installation. Insulation may be added at exterior walls if done so in a manner that does not damage the wall finish at the interior or exterior of the wall.

Special Considerations - New Additions and Infill

Alterations

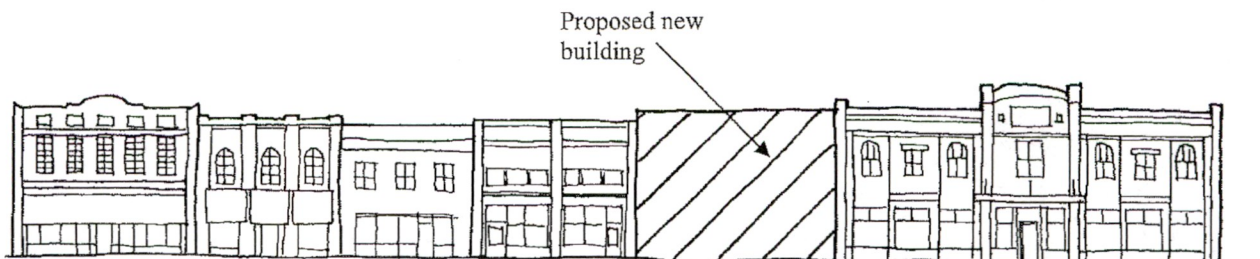
- Interior spaces may be reconfigured to accommodate new uses.
- Removal of previous additions may be undertaken. New exterior finish materials shall match existing in texture, dimension, etc. Detailing of alterations should be such that there is a clear differentiation between the new work and the historic fabric of the structure.

Additions

- Additions shall be subordinate in scale to the existing structure.
- Exterior additions should not be undertaken if the non-character defining interior spaces can be reconfigured to meet the needs of the new use.
- New additions should not obscure or remove character-defining elements such as porches, pediments, etc.

Infill

- New construction proposals and rehabilitation of non-historic buildings will be reviewed by the Design Review Committee and based on these Criteria. Judgment will be based on the compatibility of the design within the context of the property's adjacent and nearby historic buildings.
- Infill construction shall be encouraged. Construction should respect both the height and bay spacing of adjacent buildings. They shall also ensure proportion and continuity of the texture of façade treatments, in terms of cornice lines, window lintels and sills, and kick plates. Flat roofs shall be hidden from view by parapets. The building should be of similar form and materials, but not an actual replication.



Special Considerations – Accessibility Concerns

All commercial properties in Texas must comply with the Texas Accessibility Standards. Copies of the Standards are available through the Texas Department of Licensing and Regulation. In addition, residential units available for lease may be required to be accessible. Check federal fair housing standards for guidelines.

New barrier-free features may be added but should not alter, damage, or destroy the historic character defining features of the structures.

Ramps

If required, a ramp may not replace an existing main stair access to the entrance but rather shall be installed in such a manner that is subordinate in appearance, scale, and location to the main entrance.

Elevators

Elevators may be added provided they do not alter, damage, or destroy historic character defining elements and spaces at the interior or exterior of the structure.

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

August 17, 2017

A meeting of the Brenham Community Development Corporation was held on August 17, 2017, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, David Cone, Atwood Kenjura, John Hasskarl, Darrell Blum, and Bill Betts.

Board member not present was Jason Kiemsteadt.

City of Brenham staff members present were Terry Roberts, Carolyn Miller, Ryan Rapelye, Dane Rau, Wende Ragonis, Lori Lakatos, Stacy Hardy, Erik Smith, Jeana Bellinger, Cary Bovey, City Attorney and Paula Shields.

Others in attendance were Mayor Milton Tate, Grant Lischka from Jones and Carter, and Page Michel from EDF

- 1. Chairman Charles Moser called the meeting to order**
- 2. The Invocation and Pledges to the Flags Followed**
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the June 13, 2017 Meeting and June 29, 2017 Special Meeting**

A motion was made by David Cone and seconded by Darrell Blum to approve the minutes from the June 13, 2017 regular meeting and June 29, 2017 special meeting as corrected.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

4. Discuss and Possibly Act Upon FY2016-17 Third Quarter Financial Report

Assistant City Manager – Chief Financial Officer Carolyn Miller presented the financial report for the third quarter FY 17:

Sales Tax Revenue

Miller explained that the FY17 sales tax revenue budget was increased by 2% over the prior year's budgeted amount. Miller stated that with nine months of collections being reported, we are marginally ahead of budget by approximately 4%. Cumulatively, FY17 sales tax revenue is \$64,276 ahead of budget.

Financial Statements

Miller explained that the *Combined Balance Sheet* was updated to include the Southwest Industrial Park Section Three (SWIP III) detention pond contribution of \$98,662. When the Bluebonnet Electric contribution was made in 2011, this amount was inadvertently recorded as income (sale of property) and we are now reclassifying the amount as a liability. The balance sheet was also updated to include \$36,968 received from Precision Polymer's contribution to the storm water detention facilities.

Miller stated that the *Economic Development and Brenham Business Center* operating report shows a deficit of \$508,849 through the end of the third quarter FY17. The deficit is a result of two items: the second and final EDA Grant Matching Contribution of \$150,000 and the use of approximately \$388,000 of reserves for the purchase of 45 acres of land near the Southwest Industrial Park. Miller explained that there was \$21,518 of engineering costs incurred this year related to the construction of the SWIP III detention pond.

On the *Recreation* side, 11 of the 13 approved parks and recreation projects for FY17 have been completed or were in progress as the third quarter. At the April 20, 2017 meeting, BCDC approved an additional expenditure from the *Recreation* side and allocated \$46,442 of contingency to be transferred to the BCDC Capital Projects for the Brenham Family Park Master Plan.

A motion was made by Atwood Kenjura and seconded by John Hasskarl to approve the FY2016-17 Third Quarter Financial Report as submitted.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

5. Discussion and Possibly Act Upon the Appropriate Funding Designation for Capital Projects Involving Drainage Improvements and Linear Park Pedestrian Streetscapes in Downtown Brenham

Terry Roberts explained that at the June 13, 2017 BCDC meeting a question was raised regarding the extension of the linear park system in the downtown area along Park Street to the south and whether the more appropriate funding source for the linear park project was from BCDC economic development funds or BCDC community development/recreation funds. Roberts stated that the linear park project is being considered to upgrade the area after installation of the new drainage facilities.

Roberts explained that City Attorney Cary Bovey was asked to review this request and provide a legal interpretation regarding the funding of this BCDC capital project. Bovey provided the following analysis:

- The decision for the 65% parks & recreation/35% economic development sales tax revenue was a decision made by City Council and BCDC at their joint December 5, 1996 meeting and is not mentioned in the BCDC bylaws.
- State law defines the type of projects for which the BCDC is authorized to spend economic development sales tax in the Texas Local Government Code, Section 501.103 and 505.152.

Roberts stated that it was the City Attorney's opinion that the drainage system improvements in the downtown area are essentially a public works infrastructure project intended to make economic development projects in the area more viable.

Community Services Director Wende Ragonis added that the City will fund the drainage improvements. The cost of the Linear Park Pedestrian Streetscape (linear park like features) is approximately \$175,000. There are grant opportunities for up to \$250,000 and, if awarded, could be used to offset the cost for the linear park like features. The \$175,000 would be for two projects, (1) the Park Street Streetscape of \$150,000 and \$25,000 by Market and Commerce Streets.

A motion was made by Bill Betts and seconded by David Cone to fund the capital projects involving drainage improvements and linear park pedestrian streetscapes in Downtown Brenham from the *Economic Development* funds.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

6. Discuss and Possibly Act Upon on a Professional Services Agreement with Jones and Carter, Inc. Related to the Southwest Industrial Park Section Three Detention Pond and Authorize the President to Execute Any Necessary Documentation

City Manager Terry Roberts presented this item. Roberts explained that it is recommended that the BCDC retain Jones and Carter, Inc. to finalize the detention pond design in the Southwest Industrial Park Section Three (SWIP III) to serve the existing properties and any potentially additional properties.

Roberts stated that when the SWIP III was originally designed and developed, a detention pond was designed and partially constructed to serve 127.6 acres which was comprised of 119.1490 acres of the Wiege Tract located on Industrial Blvd. and 8.5 acres of the Brenham Industrial Foundation Tract located on Pickle Circle for a total of 132.4653 acres.

The detention pond was designed to be constructed in phases as the land developed. This will be the third phase which will clean up and grade the pond to meet design criteria to serve the properties that were annexed into SWIP III.

The agreement is the final design of the detention facility and the cost is not to exceed \$39,936.00, with additional services of \$17,910.00 for improvements to Longwood Drive drainage. The agreement is for a total of \$57,846.00.

A motion was made by John Hasskarl and seconded by Darrell Blum for professional services agreement with Jones and Carter, Inc. related to the Southwest Industrial Park Section Three for the design of the detention pond for up to \$39,936.00 and authorize the President to execute any necessary documentation. The Longwood Drive drainage project will be conducted at a later date.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

7. Discuss and Possibly Act Upon the Annexation of Additional Property to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three, and Authorize the President to Execute Any Necessary Documentation

City Manager Terry Roberts presented this item. Roberts explained that after reviewing the various documents related to the Southwest Industrial Park, Section Three (SWIP III), it was determined that 8.5 acres owned by the Economic Development Foundation (EDF) was not included in the total acreage annexed as part of SWIP III.

City Secretary Jeana Bellinger added that during discussion with the EDF regarding the possibility of Kountry Boys Sausage being allowed to participate in the SWIP III detention pond, it was determined that the 8.5 acres was not annexed. Bellinger is recommending that this 8.5-acre tract be annexed so that SWIP III can be made whole.

Bellinger stated that at this time staff does not recommend annexing the 3.00 acre Kountry Boy Sausage tract in SWIP III until Jones and Carter can determine that there is capacity designed into the pond to hold the additional drainage.

A motion was made by Bill Betts and seconded by John Hasskarl to annex the 8.5-acre tract owned by the Economic Development Foundation to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three, and Authorize the President to Execute Any Necessary Documentation

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

8. Discuss and Possibly Act Upon the Bylaws of the Southwest Industrial Park Section Three Property Owners Association

City Secretary Jeana Bellinger presented this item. Bellinger stated that the Bylaws for the Southwest Industrial Park Section III Property Owners Association have been finalized and are ready for approval by the BCDC. The information in the packet includes comments provided in 2014 by Mr. Betts and Mr. Barkman. The bylaws were first presented to the Board in 2014; however, with several staff changes at the City, they had not been formally adopted.

City Attorney Cary Bovey explained that the Property Owners Association has been formed and the paper work is on file with the Secretary of State. The adoption of the bylaws is a function of the Association; however, there is a provision in the CCRs that state the BCDC approves everything the association does; therefore, the association cannot do anything without the approval of the BCDC.

A motion was made by Atwood Kenjura and seconded by David Cone to approve the Bylaws of the Southwest Industrial Park Section Three Property Owners Association as presented.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

The regular meeting was closed at 8:34 a.m.

EXECUTIVE SESSION

- 9. Executive Session Pursuant to Texas Government Code Section 551.072 for Purpose of Deliberation Regarding Real Estate Matters Concerning the Sale of Industrial Park Land**

RE-OPEN REGULAR AGENDA

The regular meeting was re-opened at 8:57 a.m.

- 10. Discuss and Possibly Take Action Regarding the Sale of Real Property in the City of Brenham Owned by the Brenham Community Development Corporation (BCDC) for Industrial Park Purposes and Authorize the President to Execute Any Necessary Documentation**

No action was taken by the BCDC Board.

- 11. Economic Development Foundation Update**
➤ **FY 2016-17 Third Quarter Report**

Economic Development Foundation President Page Michel provided the highlights from the third quarter report.

12. Administrative Update

City Manager Terry Roberts provided the following update:

- Fireman's Park Restroom construction project is on-going
- Project Chatt project will be discussed at the Sept. 7th 2017 City Council meeting

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
Secretary



MEMORANDUM

To: BCDC Board and City Manager

From: Carolyn D. Miller
Assistant City Manager-Chief Financial Officer

Subject: BCDC Fourth Quarter FY16-17 Financial Statements

Date: November 9, 2017

Attached are the fourth quarter FY16-17 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY17, we increased our sales tax revenue budget by 2% over the prior year's budgeted amount. Actual FY17 sales tax revenue of \$1,609,973 finished the year \$70,342 or 4.57% ahead of budget and \$58,656 ahead of FY16 actuals of \$1,551,317.

Financial Statements

The *Economic Development and Brenham Business Center* operations report shows an operating deficit of \$629,317 for FY17, bringing reserves for this operation to \$60,456. This deficit is the result of two items: the second and final EDA Grant Matching Contribution and the use of approximately \$388,000 of reserves for the purchase of 45 acres of land near the Southwest Industrial Park. Also worth noting are \$28,791 of engineering costs incurred this year related to the construction of the Brenham Business Center detention pond and \$11,283 of engineering costs related to the SWIP III detention pond. The Note Payable expenditure line items show an increase over the prior year because BCDC began repaying the 2010 note payable to the City's Electric Fund in FY17. All other operating expenditures were within budget levels and comparable to prior year.

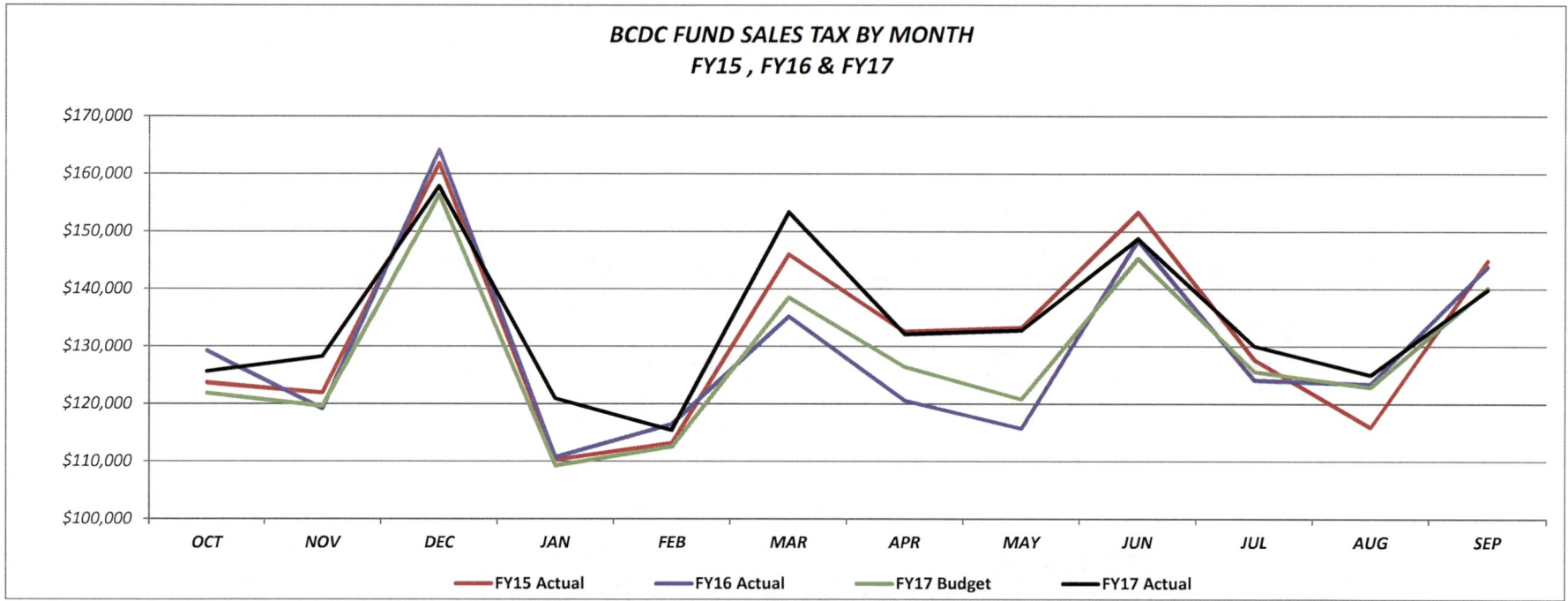
The *Recreation* side ended the year with an operating surplus of \$145,534, increasing fund balance for this operation to \$851,336. Eleven of the 13 approved parks and recreation projects for FY17 were completed and are reflected in the income statement. Funding for the Fireman's Park Restroom upgrades (\$250,000) and the Douglas St. Linear Park design (\$15,000) was transferred to the Parks Capital Improvement Fund.

BCDC Capital Projects

In FY17, BCDC authorized the transfer of \$46,442 to the Capital Projects Fund for costs related to developing a master plan for the Brenham Family Park. At year end, \$32,493 had been paid to Jones and Carter for these engineering and design services. The BCDC Capital Projects Fund ended the year with \$411,495 in reserves, \$13,950 of this is allocated for the completion of the Brenham Family Park master plan design while the remaining \$397,545 is available for future infrastructure costs for the new park.

After reviewing this information, should you have any questions prior to Thursday's meeting, do not hesitate to contact me directly at 979-337-7566.

**BCDC FUND SALES TAX BY MONTH
FY15 , FY16 & FY17**



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY15 Actual	123,656	121,922	161,823	110,237	113,129	145,981	132,531	133,222	153,375	127,745	115,950	144,871	1,584,441
FY16 Actual	129,223	119,158	164,157	110,698	116,480	135,219	120,593	115,778	148,534	124,156	123,450	143,871	1,551,317
FY17 Budget	121,876	119,596	156,354	109,268	112,511	138,557	126,495	120,850	145,318	125,675	122,973	140,159	1,539,631
FY17 Actual	125,629	128,233	157,825	120,923	115,432	153,355	132,131	132,802	148,771	130,100	125,004	139,768	1,609,973

Budget vs. Actual Based on Allocated Budget

Difference	3,753	8,637	1,471	11,655	2,921	14,798	5,636	11,952	3,453	4,425	2,032	(391)	70,342
Cummulative	3,753	12,390	13,862	25,517	28,437	43,235	48,871	60,823	64,276	68,701	70,733	70,342	

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
COMBINED BALANCE SHEET
YEAR TO DATE ACTUAL PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2016 AND 2017**

	YTD Actual 9/30/2016		YTD Actual 9/30/2017		Percent Incr (Decr)
<u>Assets</u>					
Cash and Equivalents	\$ 780,457		\$ 298,210		-61.79%
Certificate of Deposit-Bank of Brenham	500,000	D	500,000	D	
Interest Receivable - Certificate of Deposit	558		572		
Misc. Accounts Receivable	559		-		-100.00%
Sales Tax Receivable	267,320	A	264,772	B	-0.95%
Total Assets	<u>\$ 1,548,894</u>		<u>\$ 1,063,554</u>		-31.33%
<u>Liabilities and Fund Balance</u>					
Accrued Liabilities	\$ 17,689	C	\$ 16,130	C	-8.81%
Detention Pond Payable-SWIP III	-		98,662	E	
Detention Pond Payable-BBC	36,968	F	36,968	F	0.00%
Total Liabilities	54,657		151,760		
<u>Fund Balance</u>					
Beginning Fund Balance, Restated	1,369,295		1,395,575	G	
Excess Revenues Over Expenditures	124,942		(483,783)		
Total Fund Balance	<u>1,494,237</u>		<u>911,792</u>		-38.98%
Total Liabilities and Fund Balance	<u>\$ 1,548,894</u>		<u>\$ 1,063,552</u>		-31.33%

A - Receivable represents actual sales tax for August and September 2016.

B - Receivable represents actual sales tax for August and September 2017.

C - Accrued Liabilities are for year-end payables.

D - In February 2016, \$500,000 of excess cash reserves were invested in a 6 month Bank of Brenham Certificate of Deposit. This CD was been renewed and matures in August 2018.

E - In 2011, \$98,662 of Bluebonnet Electric's land purchase price was set aside for their share of the costs related to the land acquisition and construction of the storm water detention facilities necessary to serve their property at the Southwest Industrial Park.

F - In 2014, \$36,968 of Precision Polymer's land purchase price was set aside for their share of the costs related to the land acquisition and construction of the storm water detention facilities necessary to serve their property at the Brenham Business Center.

G - Beginning fund balance restated for Bluebonnet Electric detention pond contribution.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
COMBINED STATEMENT OF REVENUES AND EXPENDITURES
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2016 AND 2017

	YTD Actual 9/30/2016	YTD Actual 9/30/2017	Percent Incr (Decr)
<u>Revenues</u>			
Sales Tax	\$ 1,551,317	\$ 1,609,973	3.78%
Lease of Land	(517)	-	
Loan Proceeds from Electric Fund	-	500,000	
Interest	7,106	17,508	146.38%
Total Revenues	<u>1,557,906</u>	<u>2,127,481</u>	36.56%
<u>Expenditures</u>			
Lawn Maintenance	9,900	9,307	-5.99%
Services - Electrical	6,829	6,840	0.16%
Legal Fees	1,180	9,649	717.71%
Audits & Consultants	1,696	4,000	135.85%
Aquatic Center Fence (3 Phases)	20,000	37,663	
Aquatic Center Water Play Features (2)	89,950	-	
Aquatic Center On-Line Registration System	14,545	-	
Aquatic Center Interior Improvements	50,000	34,700	
Park Trash Receptacles	14,645	8,120	
Hohlt and Jackson St. Park Pavilion Picnic Tables	13,363	4,180	
Baseball/Softball Infield Upgrades	98,411	-	
Lightning Detection Syst-Linda Anderson & Fireman's Park	19,533	-	
Hohlt Park Bleachers - Kenjura & Field 4	46,219	-	
Skate Park Addition	35,000	-	
Fireman's Park Restroom Upgrades	41,130	250,000	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	4,000	4,000	
Basketball Court Improvements (4 courts)	-	38,698	
Hohlt Park Shade Canopies	-	38,641	
Fireman's Park Scoreboard Replacement (55% of total cost)	-	35,000	
Henderson & Jackson St. Park Signage	-	20,284	
Fireman's Park Parking Lot Reconstruction	-	15,000	
Douglas St. Linear Park Design	-	15,000	
Brenham Family Park Master Plan	-	46,442	
Land Purchase	-	888,373	
Detention Pond Construction-BBC	15,866	28,791	
Detention Pond Construction-SWIP III	-	11,283	
Note Payable to City - Interest	8,477	42,260	398.53%
Note Payable to City - Principal	62,747	148,477	136.63%
EDF - EDA Grant Matching Contribution	100,000	150,000	50.00%
EDF Marketing	16,796	28,114	67.39%
EDF Operations	145,791	155,017	6.33%
Total Expenditures	<u>826,078</u>	<u>2,039,839</u>	146.93%
Revenues Over (Under) Expenditures	731,828	87,642	-88.02%
<u>Other Financing Sources (Uses)</u>			
Transfer to Aquatic Center	(40,000)	-	-100.00%
Transfer to Debt Service Fund	(115,631)	(118,019)	10 Limited Tax Notes
Transfer to Debt Service Fund	(451,255)	(453,406)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(606,886)</u>	<u>(571,425)</u>	
Total Surplus (Deficit)	<u>124,942</u>	<u>(483,783)</u>	
Beginning Fund Balance	1,369,295	1,494,237	
Prior Period Restatement-Detention Pond Payable	-	(98,662)	
Beginning Fund Balance as Restated	<u>1,369,295</u>	<u>1,395,575</u>	
Estimated Ending Fund Balance	<u>\$ 1,494,237</u>	<u>\$ 911,792</u>	

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT & BRENHAM BUSINESS CENTER
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2016 AND 2017**

	YTD Actual 9/30/2016	YTD Actual 9/30/2017	Percent Incr (Decr)
<u>Revenues</u> <i>35% of Combined</i>			
Sales Tax	\$ 542,961	563,491	3.78%
Lease of Land	(517)	-	
Loan Proceeds from Electric Fund	-	500,000 C	
Interest	2,487	6,128	146.39%
	<u>544,931</u>	<u>1,069,618</u>	<u>96.29%</u>
<u>Expenditures</u>			
Lawn Maintenance	9,900	9,307	-5.99%
Services - Electrical	6,829	6,840	0.16%
Legal Fees	1,180	9,392	695.93%
Audits & Consultants	1,696	4,000	135.85%
Note Payable to City - Interest	8,477	42,260	398.53%
Note Payable to City - Principal	62,747	148,477	136.63%
EDF - EDA Grant Matching Contribution	100,000 A	150,000 B	50.00%
Land Purchase	-	888,373 C	
Detention Pond Construction-BBC	15,866	28,791	
Detention Pond Construction-SWIP III	-	11,283	
EDF Marketing	16,796	28,114	67.39%
EDF Operations	145,791	155,017	6.33%
Total Expenditures	<u>369,282</u>	<u>1,481,854</u>	<u>301.28%</u>
Revenues Over (Under) Expenditures	175,649	(412,236)	
<u>Other Financing Sources (Uses)</u>			
Transfer to Debt Service Fund - Principal	(110,000)	(115,000)	10 Limited Tax Notes
Transfer to Debt Service Fund - Interest	(5,631)	(3,019)	10 Limited Tax Notes
Transfer to Debt Service Fund - Principal	(89,370)	(93,180)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(9,221)	(5,881)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(214,222)</u>	<u>(217,080)</u>	
Total Surplus (Deficit)	<u>(38,574)</u>	<u>(629,317)</u>	
Beginning Fund Balance	827,009	788,435	
Prior Period Restatement-Detention Pond Payable	-	(98,662) E	
Beginning Fund Balance as Restated	<u>827,009</u>	<u>689,773</u>	
Estimated Ending Fund Balance	<u>\$ 788,435</u>	<u>\$ 60,456</u> D	

A - At the November 17, 2015 meeting, BCDC approved the release of \$100,000 (payment #1) of committed BCDC funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA.

B - At the January 12, 2017 meeting, BCDC approved the release of \$150,000 (payment #2) of committed BCDC funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA.

C - At the September 22, 2016 special meeting, BCDC approved the purchase of 45 acres of land near the Southwest Industrial Park. This land was funded through use of reserves and a \$500,000 Note Payable to the City Electric Fund.

D - At the 1/23/14 meeting, BCDC committed \$40,000 to be paid in FY19 per the terms of a Performance Agreement with Tempur Sealy.

E - Beginning fund balance restated for Bluebonnet Electric detention pond contribution.

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING SEPTEMBER 30, 2016 AND 2017**

	YTD Actual 9/30/2016	YTD Actual 9/30/2017	Percent Incr (Decr)
<u>Revenues</u> 65% of Combined			
Sales Tax	\$ 1,008,356	\$ 1,046,482	3.78%
Interest	4,619	11,380	146.38%
	<u>1,012,975</u>	<u>1,057,863</u>	4.43%
<u>Expenditures</u>			
Legal Fees	-	257	
Aquatic Center Fence (3 Phases)	20,000	37,663	
Aquatic Center Water Play Features (2)	89,950	-	
Aquatic Center On-Line Registration System	14,545	-	
Aquatic Center Interior Improvements	50,000	34,700	
Park Trash Receptacles	14,645	8,120	
Hohlt and Jackson St. Park Pavilion Picnic Tables	13,363	4,180	
Baseball/Softball Infield Upgrades	98,411	-	
Lightning Detection Syst-Linda Anderson & Fireman's Park	19,533	-	
Hohlt Park Bleachers - Kenjura & Field 4	46,219	-	
Skate Park Addition	35,000	-	
Fireman's Park Restroom Upgrades	41,130	250,000	
Downtown Christmas Stroll Attraction	10,000	10,000	
Movies in the Park	4,000	4,000	
Basketball Court Improvements (4 courts)	-	38,698	
Hohlt Park Shade Canopies	-	38,641	
Fireman's Park Scoreboard Replacement (55% of total cost)	-	35,000	
Henderson & Jackson St. Park Signage	-	20,284	
Fireman's Park Parking Lot Reconstruction	-	15,000	
Douglas St. Linear Park Design	-	15,000	
Total Expenditures	<u>456,796</u>	<u>511,543</u>	
Revenues Over (Under) Expenditures	556,179	546,320	
<u>Other Financing Sources (Uses)</u>			
Transfer to Aquatic Center	(40,000)	-	-100.00%
Transfer to BCDC Capital Projects	-	(46,442) A	
Transfer to Debt Service Fund - Principal	(319,680)	(333,309)	09 Refunded Debt
Transfer to Debt Service Fund - Interest	(32,983)	(21,035)	09 Refunded Debt
Total Other Financing Sources (Uses)	<u>(392,663)</u>	<u>(400,786)</u>	
Total Surplus (Deficit)	<u>163,516</u>	<u>145,534</u>	
Beginning Fund Balance	<u>542,286</u>	<u>705,802</u>	
Estimated Ending Fund Balance	<u>\$ 705,802</u>	<u>\$ 851,336</u>	

A - At the April 20, 2017 meeting, BCDC approved an Engineering Agreement with Jones and Carter for the planning and design of the Brenham Family Park.

**BCDC CAPITAL PROJECTS FUND
AS OF SEPTEMBER 30, 2017**

	Budget	Total to Date	Fav (Unfav)
<u>Funds Available</u>			
Transfer from BCDC - Brenham Family Park Infrastructure Costs	657,000	657,000	-
Transfer from BCDC - Brenham Family Park Title Policy Costs	6,877	6,877	-
Contribution from Developer - Road Construction	735,044	735,044	-
Transfer from BCDC - Brenham Family Park Master Plan	46,442	46,442	-
Interest Income	3,161	3,161	-
	1,448,524	1,448,524	-
<u>Use of BCDC Funds</u>			
Brenham Family Park			
Road construction to cul de sac - 25% City / 75% Kruse	967,743	967,743	-
Gessner Engineering - soil testing - 25% City / 75% Kruse	12,315	12,315	-
Jones & Carter - Park Master Plan	46,442	32,493	13,950
Creek crossing	225,000	-	225,000
Road extension to new park	72,000	-	72,000
Water line materials	70,545	-	70,545
Sewer line materials	30,000	-	30,000
Land - Title Policy	6,877	6,877	-
City Reimb of J&C road construction invoices paid by Developer	17,601	17,601	-
Total	1,448,524	1,037,029	411,495
Contingency	-	-	-
Total Uses	1,448,524	1,037,029	411,495
Fund Balance	-	411,495	



MEMORANDUM

TO: BCDC Board of Directors
FROM: Wende Ragonis
SUBJECT: Main Street Initiatives
DATE: November 13, 2017

As part of the 2017 Main Street Plan of Work, the Economic Restructuring Committee, led by Chair Jim Moser, developed a comprehensive program that summarizes incentives offered to Downtown Brenham property and business owners. Two of the financial incentives offered are funded by revenue generated by Main Street fundraising events, and include a long-running Incentive Grant Fund for exterior improvements, and a sign grant. A new business recruitment grant that was developed to help recruit businesses downtown that would have a positive impact on other businesses by drawing more people into the area, is funded partially by Main Street fundraising, and partially by a match approved by BCDC at the June 13, 2017 meeting. At the same time, the Main Street Design Committee, led by Chair Elizabeth Price, presented to the board, an update of the Downtown Design Guidelines that were originally approved by the Main Street Board in 2009. These are suggested guidelines for development in the Downtown Brenham Historic District, but they are required to be followed to receive incentive grant funding. Staff presented in a Council Work Session the Downtown Brenham Incentives Program, and the updated Design Guidelines. Upon BCDC and Council review and acceptance, the Main Street Advisory Board will mail the both to downtown property and business owners, and to real estate offices in the community.

Staff presents for consideration the Design Guidelines and the Downtown Brenham Incentives Program.



City of
BRENHAM

**City of Brenham
Engineering Department**

200 W. Vulcan St.
Brenham, Texas 77833

P.O. Box 1059
Brenham, Texas 77834-1059

Memorandum

Date November 8, 2017

To Brenham Community Development Corporation (BCDC)

From Lori Lakatos, PE, CFM, City Engineer

Subject Southwest Industrial Park Section III (SWIP III) Detention Capacity – Kountry Boys

Kountry Boys requested to be annexed into the Southwest Industrial Park, Section III to utilize detention capacity for the remainder of the developable property that they own.

Based on Jones and Carters evaluation of the existing SWIP III detention pond there is sufficient capacity for the SWIP III properties as it is currently designed. BCDC authorized Jones and Carter to redesign the detention pond to determine a maximum capacity. Based on the redesign and capacity calculations there is sufficient volume for SWIP III and the Gurrech Tract with an additional 20 acres of undeveloped property to be included in the pond.

Kountry Boys is currently 17.5% impervious, therefore 2.38 acres are available for development at 85% impervious coverage to discharge into the detention pond. This will reduce the 20 acres of available capacity to 17.62 acres.

Based on these calculations there is sufficient capacity for Kountry Boys to be included in SWIP III. The recommendation is to annex the entire 3 acres with a detention capacity for 2.38 acres at the set detention pond fee per acre.

This request was presented to the SWIP III Property Owners Associations and they recommended approval at the October 31, 2017 meeting contingent on there being enough capacity in the ultimate design of the pond.



To: Brenham Community Development Corporation/City of Brenham

From: Brian Bender, President/Owner – Kountry Boys Sausage & Bakery

Date: November 9, 2017

I would like to formally request that my property in the Southwest Industrial Park, located at 1909 Longwood Drive in Brenham, be annexed into the regional detention pond serving properties in the Southwest Industrial Park-Section III.

I understand that there is a cost of \$3545 per acre to buy into this regional pond, and that I will need to buy in for the amount of remaining undeveloped land at my property. I also understand that after this buy-in, my entire tract will be annexed into the pond owners association and that I will have a proportionate responsibility for the future costs of maintaining the pond property in the future (after its construction is completed). I also know that my property will become subject to the “Declaration of Covenants, Conditions and Restrictions” of the Southwest Industrial Park-Section III.

Thank you for this opportunity that will allow my business to expand at its present location in Brenham.

Sincerely,

P.O. Box 2457 * Brenham, TX 77833 (979) 830-0660 * (888) 839-0660 * (979) 830-0877 fax
www.kountryboys.com * kountryboys@sbcglobal.net

**NOTICE OF ANNEXATION OF LAND TO THE
DECLARATION OF COVENANTS, CONDITIONS AND
RESTRICTIONS OF SOUTHWEST INDUSTRIAL PARK,
SECTION THREE**

Declarant: Brenham Community Development Corporation

Cross reference to Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three as set forth in an instrument dated December 14, 2010, executed by Brenham Community Development Corporation, recorded in Volume 1359, Page 23, Official Records of Washington County, Texas.

**NOTICE OF ANNEXATION OF LAND TO THE
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
OF SOUTHWEST INDUSTRIAL PARK, SECTION THREE**

This Notice of Annexation of Land to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three (“Notice of Annexation”) is made and executed by the Brenham Community Development Corporation, as Declarant, and is joined by current owner of the property being annexed, the Brenham Community Development Corporation, as owner.

- 1. Purpose:** This Notice of Annexation is filed with respect to all that certain tract or parcel of land containing 3.0 acres, more or less, being known as the Southwest Industrial Park, Section III, Reserve “B” Partition of City of Brenham, Phillip Coe Survey, Abstract 31, as recorded in Plat Cabinet File Number 319A, Plat Records of Washington County, Texas, being the same 3.0 acres conveyed in a deed of trust dated August 17, 2007 from Grantor, D Bar B Sausage & Meats, LLC. to Trustee, Ervin B. Flencher, Jr. as recorded in Volume 1255, Page 045 of the Official Records of Washington County, Texas being further described in Exhibit “A” and Exhibit “B” attached hereto and incorporated herein for all purposes pertinent (“Annexed Property”).
- 2. Authority:** Section VIII of the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three as set forth in an instrument dated December 14, 2010, executed by Brenham Community Development Corporation, recorded in Volume 1359, Page 23, Official Records of Washington County, Texas (“Declaration”), authorizes the Declarant to annex additional property to be subject to the terms of the Declaration.
- 3. Annexation of Property:** The Annexed Property is hereby made subject to the terms of the Declaration, and said Annexed Property is to be developed and used in accordance with the terms of the Declaration. The Annexed Property shall hereafter be deemed a part of the Properties for all purposes of the Declaration, and the owner of the annexed Property shall be deemed an Owner for all purposes of the Declaration.
- 4. Interpretation:** Any capitalized terms used and not otherwise defined in this Notice of Annexation shall have the meaning set forth in the Declaration.

[Signature Page Follows]

EXECUTED this the _____ day of _____, 2017.

Declarant:

Brenham Community Development Corporation

Terry K. Roberts, President

STATE OF TEXAS §
 §
COUNTY OF WASHINGTON §

This instrument was acknowledged before me on this _____ day of _____, 2017, by Terry K. Roberts, President of **BRENHAM COMMUNITY DEVELOPMENT CORPORATION**, on behalf of said corporation as Declarant.

Notary Public in and for the State of Texas

Owner of Annexed Property:

D Bar B Sausage & Meats. LLC.

Brian Bender, President

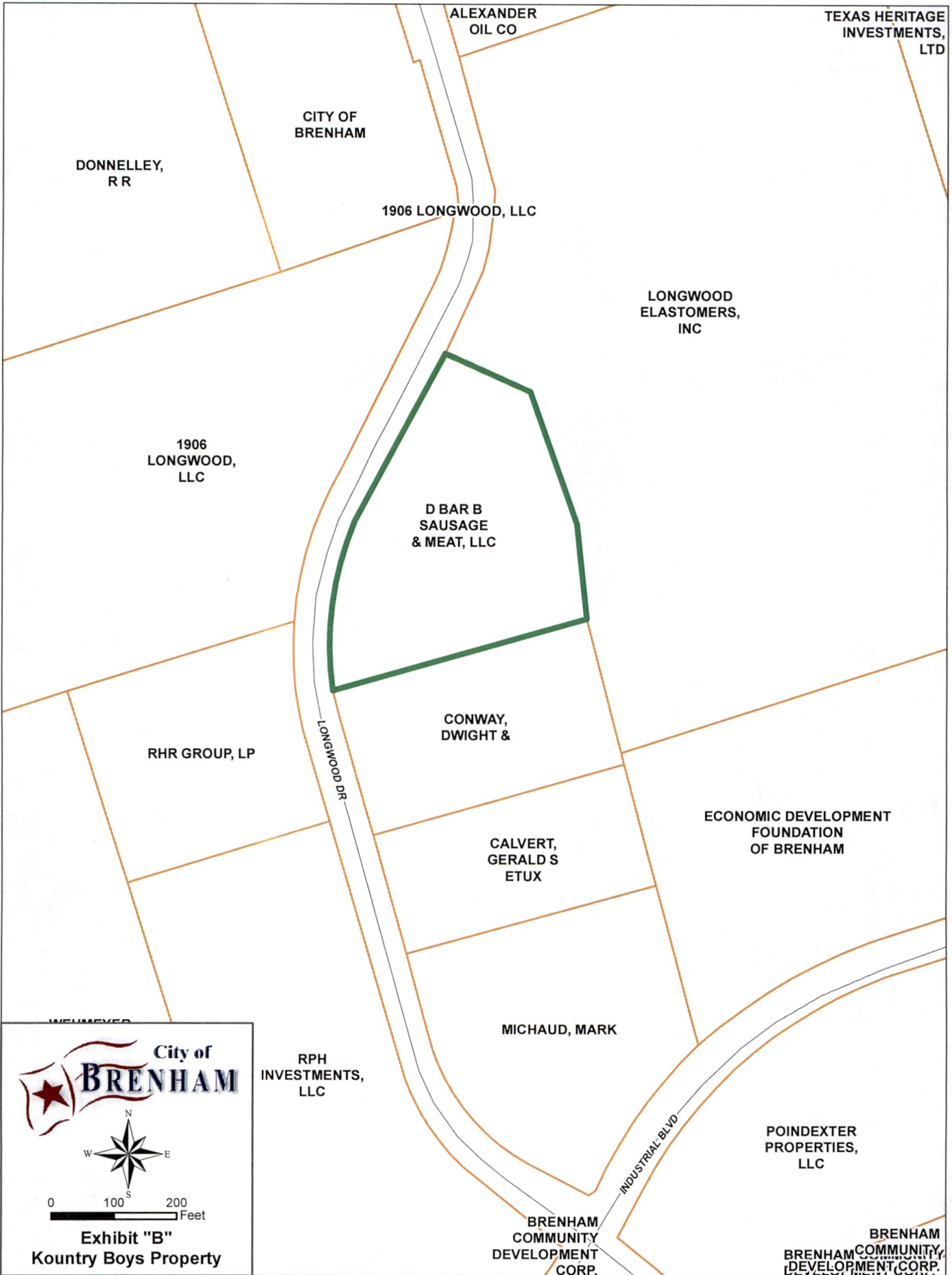
STATE OF TEXAS §
 §
COUNTY OF WASHINGTON §

This instrument was acknowledged before me on this _____ day of _____, 2017, by Brian Bender, President of **D BAR B SAUSAGE & MEATS, LLC**, on behalf of said corporation as the owner of the Annexed Property.

Notary Public in and for the State of Texas

EXHIBIT "A"

All that certain tract or parcel of land containing 3.0 acres, more or less, being known as the Southwest Industrial Park, Section III, Reserve "B" Partition of City of Brenham, Phillip Coe Survey, Abstract 31, as recorded in Plat Cabinet File Number 319A, Plat Records of Washington County, Texas, being the same 3.0 acres conveyed in a deed of trust dated August 17, 2007 from Grantor, D Bar B Sausage & Meats, LLC. to Trustee, Ervin B. Flencher, Jr. as recorded in Volume 1255, Page 045 of the Official Records of Washington County, Texas.



City of BRENHAM

0 100 200 Feet

Exhibit "B"
Kountry Boys Property



**City of Brenham
Engineering Department**

200 W. Vulcan St.
Brenham, Texas 77833

P.O. Box 1059
Brenham, Texas 77834-1059

Memorandum

Date November 9, 2017
To Brenham Community Development Corporation (BCDC)
From Lori Lakatos, PE, CFM, City Engineer
Subject Beckendorf Property and Right of First Refusal

In 1996 the BCDC entered into an agreement of Right of First Refusal on approximately 68.6 acres owned by Fritz W. Beckendorf. Since the agreement was executed the BCDC acquired 29.062 acres as part of the Brenham Business Center in 1998.

A request was made in 2004 to release a 5.2 acre tract from the Right of First Refusal, so that the 5.2 acre tract could be transferred to John F. Beckendorf. BCDC approved the release. Unfortunately, no record information was found regarding this release. This property has been transferred to John F. Beckendorf.

A request is being made to release the remainder of the property from the Right of First Refusal to allow the Beckendorf family to sell the remaining property. Del Sol would like to purchase the 32.16 acre tract by the end of the year. Their current plan is to rezone 8.07 acres from R-1 (Residential) and B-1 (Mix Use) districts to I (Industrial) district. This tract is adjacent to their property.

It is recommended that the BCDC release the remainder of the property from the Right of First Refusal, approximately 39.54 acres. The 39.54 acres includes the 5.2 acre that was previously approved by BCDC.

Just to note all the acreages don't add up exactly to the 68.6 acres. This final release will remove the Right of First Refusal from the entire property.

Attached is an exhibit of the remaining property determined to be within the Right of First Refusal.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

RESOLUTION

WHEREAS, the Brenham Community Development Corporation (hereafter sometimes referred to as “BCDC”) is the “Declarant” of the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three as set forth in an instrument dated December 14, 2010, executed by Brenham Community Development Corporation, recorded in Volume 1359, Page 23, Official Records of Washington County, Texas (“Declaration”); as amended by an instrument dated February 11, 2015 annexing a 2.099 acre tract, recorded in Volume 1495, Page 0583, Official Records of Washington County, Texas; and as further amended by an instrument dated August 21, 2017 annexing a 8.500 acre tract, recorded in Volume 1597, Page 493, Official Records of Washington County, Texas; and

WHEREAS, Section VIII of the Declaration authorizes the Declarant to annex additional property to be subject to the terms of the Declaration; and

WHEREAS, D Bar B Sausage & Meats, LLC is the current owner of all that certain tract or parcel of land containing 3.0 acres, more or less, being known as Lot 2, Southwest Industrial Park, Section II, Reserve “B” Partition, City of Brenham, Phillip Coe Survey, Abstract 31, according to the map or plat thereof, recorded in Plat Cabinet File Number 319A, Plat Records of Washington County, Texas, being further described in Exhibit “A” attached hereto and incorporated herein for all purposes pertinent (“Property”); and

WHEREAS, D Bar B Sausage & Meats, LLC, as owner of the Property, desires have the Property annexed to be subject to the terms of the Declaration, and this Resolution shall be deemed, in part, to be a written request by the owner for annexation of the Property pursuant to Section VIII and an acknowledgement by the owner that the Property will be subject to the terms of the Declaration upon annexation; and

WHEREAS, the Declarant desires to annex the Property to be subject to the Declaration, and further deems it appropriate to annex said Property pursuant to Section VIII of the Declaration; Now therefore,

The Board of Directors of the Brenham Community Development Corporation hereby approves the following resolution:

That the Property is hereby annexed to be subject to the Declaration, and the annexed Property shall hereafter be deemed a part of the Properties for all purposes of the Declaration, and the owner of the annexed Property shall be deemed an Owner for all purposes of the Declaration. The President of the Brenham Community Development Corporation, Terry K. Roberts, is hereby authorized to execute any and all documents and instruments necessary and appropriate for the annexation of the Property to be subject to the Declaration including, without limitation, the Notice of Annexation of Land to Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three ("Notice of Annexation"), attached hereto as Exhibit "B" and incorporated herein for all purposes pertinent. Upon proper execution by the Declarant and owner, the President shall cause said Notice of Annexation to be filed in the Official Records of Washington County, Texas.

Adopted and resolved by the Board of Directors on this ____ day of _____, 2017.

Declarant:

Brenham Community Development Corporation

Terry K. Roberts, President

Attest:

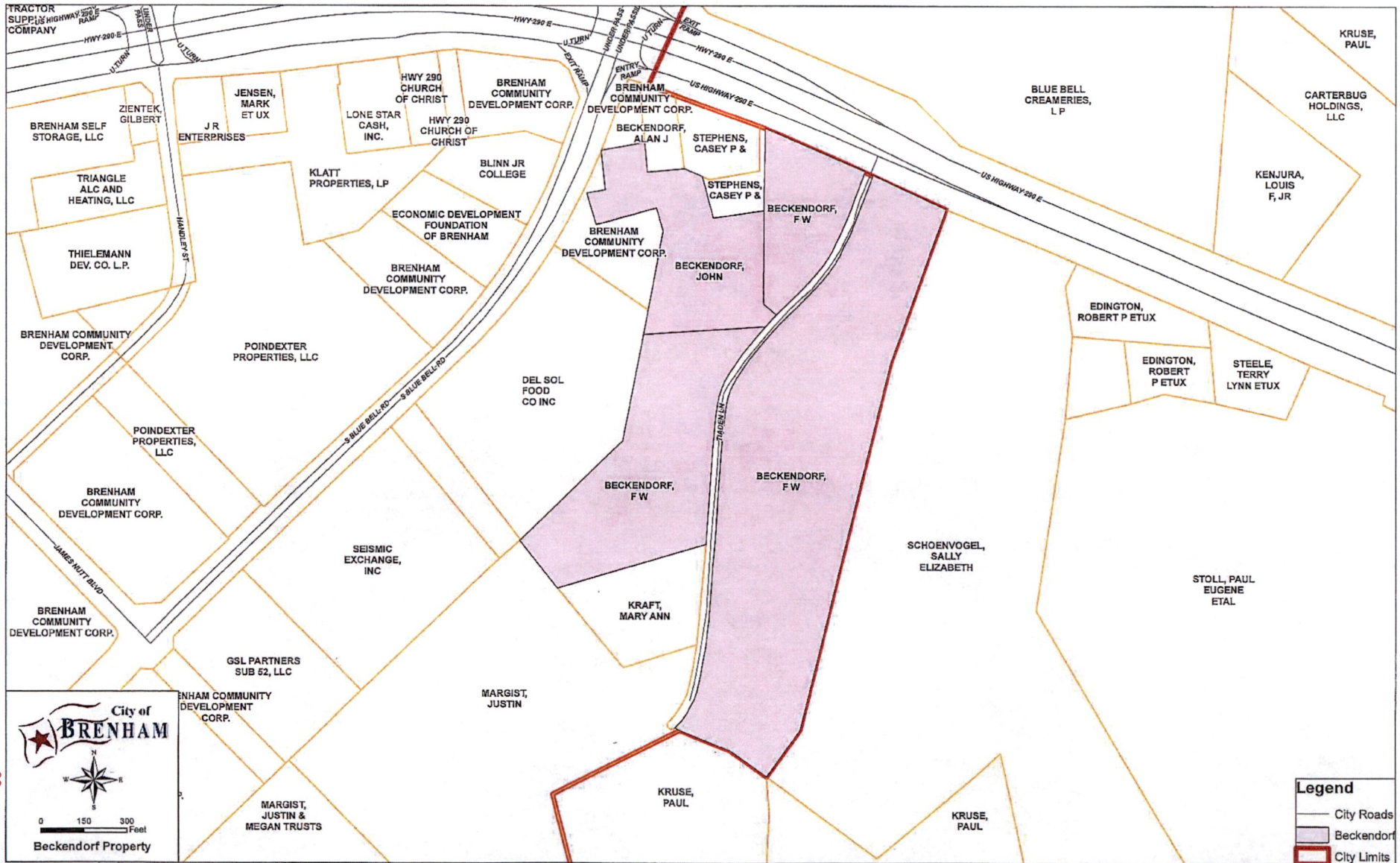
Secretary

Acknowledged and Agreed:

Property Owner Requesting Annexation:

D Bar B Sausage & Meats. LLC.

Brian Bender, President



City of **BRENHAM**

0 150 300 Feet

Beckendorf Property

Legend

- City Roads
- Beckendorf
- City Limits



MEMORANDUM

To: BCDC Board

From: Jeana Bellinger, TRMC, CMC
City Secretary

Subject: Annexation of 44.068 Acres into SWIP, Section III

Date: November 9, 2017

With the BCDC now owning the 44.068 acre Gurrech property, I recommend proceeding with the annexation of the property into the city limits so that this tract can become part of the Southwest Industrial Park, Section III. Please note that the annexation process will take approximately four to six months to complete and will be done in accordance with State laws pertaining to the annexation of property.

If approved by the Board, I will prepare a letter to the City requesting annexation of this tract. The letter will be signed by Terry Roberts as President of the BCDC.

If you have any questions, please don't hesitate to contact me at 979-337-7567.

RESOLUTION

A RESOLUTION OF THE BRENHAM COMMUNITY DEVELOPMENT CORPORATION (“BCDC”) REQUESTING THE CITY OF BRENHAM TO ANNEX APPROXIMATELY 44.068 ACRES OF LAND INTO THE CITY LIMITS OF THE CITY OF BRENHAM

WHEREAS, the City of Brenham is authorized to annex territory into the city limits in accordance with the procedures provided for in Chapter 43 of the Texas Local Government Code, V.T.C.A and the Brenham City Charter; and

WHEREAS, the BCDC owns a tract of land comprised of approximately 44.068 acres, being further described in Exhibit “A” attached hereto and incorporated herein for purposes pertinent (“Property”); and

WHEREAS, the BCDC desires that the Property be annexed into the City of Brenham, and therefor hereby petitions the City of Brenham to annex said Property into the city limits of the City of Brenham; and

WHEREAS, the BCDC hereby waives the provisions of Section 43.035 of the Texas Local Government Code requiring notice and the opportunity to enter into a development agreement;

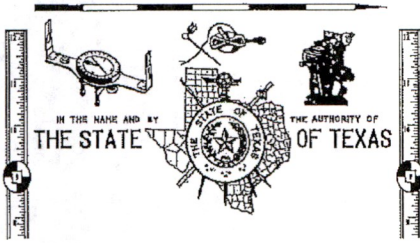
NOW, THEREFORE, BE IT RESOLVED BY THE BRENHAM COMMUNITY DEVELOPMENT CORPORATION that the City of Brenham is hereby requested and authorized to annex said Property into the city limits of the City of Brenham.

RESOLVED this _____ day of _____, 2017.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
Secretary



HODDE & HODDE
LAND SURVEYING, INC.
Registered Professional Land Surveying
613 E. Blue Bell Road
Brenham, Texas 77833-2411

OFFICE PHONE: (979) 836-5681
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www.hoddesurveying.com
TEXAS FIRM REGISTRATION NO. 10018800

W. O. No. 7218

THE STATE OF TEXAS

Exhibit A

COUNTY OF WASHINGTON

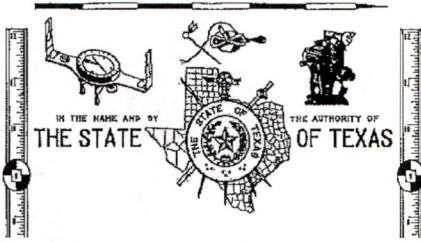
SURVEYOR'S LEGAL DESCRIPTION

44.068 ACRES

All that certain tract or parcel of land, lying and being situated in Washington County, Texas, part of the Phillip Coe Survey, A-31, being part of the same land described as 8.835 acres in the deed from W. C. Beerwinkel to Ethel Witte Gurrech, dated October 13, 1976, as recorded in Volume 349, Page 183, in the Deed Records of Washington County, Texas, and being the residue of the same land described as 45.21 acres, less 8.835 acres, in the deed from Harry K. Lesser, et al, Independent Executors of the Estate of W. C. Beerwinkel, Deceased, to Ethel Witte Gurrech, dated July 30, 1980, as recorded in Volume 398, Page 560, in the Deed Records of Washington County, Texas, and being more fully described by metes and bounds as follows, To-Wit:

BEGINNING at a 5/8 inch iron rod set with Id. cap (Hodde & Hodde Land Surveying) on a South right-of-way line of F. M. Highway No. 389 for the Northeast corner hereof and of said original tract called 45.21 acres, a 1/2 inch iron rod found for the Northwest corner of the Adolph C. Wehmeyer tract called 1.000 acre, as recorded in Volume 303, Page 305, in said Deed Records of Washington County, Texas bears N 17°35'05" W 1.11 feet;

THENCE along the East line hereof, being along a portion of the East line of said original tract called 45.21 acres and along a portion of the East line of said original tract called 8.835 acres, common with a West line of the Country Side Manufactured Home Community (Subdivision), Section 1, Lot 1 called 8.848 acres, a map or plat of said Subdivision being of record in Plat Cabinet File Slide No. 634-B, in the Plat Records of Washington County, Texas, and common with a portion of the West line of the Country Side Manufactured Home Community (Subdivision), Section 2, Lot 1 called 7.000 acres, a map or plat of said Subdivision being of record in Plat Cabinet File Slide No. 657-A, in the Plat Records of Washington County, Texas, being partly along or near an existing fence, S 17°35'05" E, at 206.94 feet pass a 1/2 inch iron rod found for the Southwest corner of said Wehmeyer tract called 1.000 acre, common with a Northwest corner of said Country Side Manufactured Home Community (Subdivision), Section 1, Lot 1, at 1458.24 feet pass a 5/8 inch iron rod found with Id. cap (Jones & Carter) for the Southwest corner of said Country Side Manufactured Home Community, Section 1, Lot 1 called 8.848 acres, common with the Northwest corner of said Country Side Manufactured Home Community, Section 2, Lot 1 called 7.000 acres, and at a total distance of 2505.58 feet to a 1/2 inch iron rod found with Id. cap (RPLS 2835) at an 8 inch treated fence corner post on a North margin of Industrial Boulevard for



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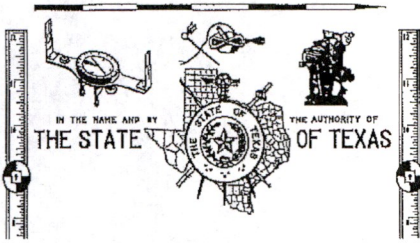
the Southeast corner hereof, being on the West line of said Country Side Manufactured Home Community, Section 2, Lot 1 called 7.000 acres, and being the Northeast corner of the Washington County tract called 0.2951 acre, as recorded in Volume 1408, Page 356, in the Official Records of Washington County, Texas;

THENCE along North margins of said Industrial Boulevard, common with North lines of said Washington County tract called 0.2951 acre, for South lines hereof, being along or near an existing fence, S 72°36'17" W 498.14 feet to a 5/8 inch iron rod found with Id. cap (RPLS 2835) at a 7 inch treated fence post for an exterior angle point of said Washington County tract called 0.2951 acre, being an interior angle point hereof, and S 71°05'19" W 248.56 feet to a 5/8 inch iron rod found with Id. cap (RPLS 2835) near a 7 inch treated fence corner post on a North margin of said Industrial Boulevard at its intersection with a curved portion of an East right-of-way line of F. M. Highway No. 332 for the Northwest corner of said Washington County tract called 0.2951 acre, being the Southwest corner hereof;

THENCE along a curved portion of an East right-of-way line of said F. M. Highway No. 332 for a West line hereof, being partly along or near an existing fence, being a curve to the left, through a central angle of 16°43'14", having a radius of 358.37 feet, an arc length of 104.58 feet and a chord of N 11°26'44" W 104.21 feet to a broken off concrete monument (highway right-of-way marker) found at the end of said curved portion of an East right-of-way line of said F. M. Highway No. 332;

THENCE along East right-of-way lines of said F. M. Highway No. 332 for West lines hereof, being partly along or near an existing fence, N 19°48'21" W, at 347.8 feet pass a 1/2 inch iron rod found and a 3/8 inch iron rod found 0.4 feet West of this line for the Northwest corner of said original tract called 8.835 acres, and at a total distance of 753.26 feet to a broken off concrete monument (highway right-of-way marker) found, N 18°35'21" W 715.10 feet to a 5/8 inch iron rod set with Id. cap (Hodde & Hodde Land Surveying), a 3/8 inch iron rod found (disturbed) bears N 17°20'30" W 2.57 feet, N 16°42'21" W 893.80 feet to an "X" marked in concrete on a telecom equipment slab at a flare in the East right-of-way line of said F. M. Highway No. 332 for and exterior angle point hereof, being the South corner of the State of Texas tract called 0.043 acre, as recorded in Volume 201, Page 561, in said Deed Records of Washington County, Texas, the Southwest corner of said slab bears S 18°37' W 2.8 feet, and N 18°23'24" E 87.31 feet to a broken off concrete monument (highway right-of-way marker) found on an East right-of-way line of said F. M. Highway No. 332 at the end of said flare, at its intersection with a South right-of-way line of said F. M. Highway No. 389 for an exterior corner hereof, being the Northeast corner of said State of Texas tract called 0.043 acre;

THENCE along South right-of-way lines of said F. M. Highway No. 389 for North lines hereof, N 74°43'37" E 644.36 feet to a broken off concrete monument (highway right-of-way marker) found and N 72°23'22" E 68.39 feet to the Place of Beginning and containing 44.068 acres of land.



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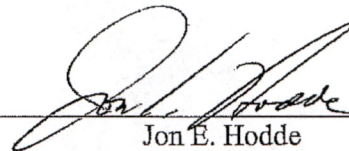
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The bearings stated herein are relative to the Texas State Plane Grid System, NAD-83, Central Zone 4203, based on the Lower Colorado River Authority (LCRA) Monument A-424, having published grid coordinates of N: 10,039,046.481 - E: 3,532,398.742. Distances stated herein are ground distances. Convergence angle at N: 10,039,046.481 - E: 3,532,398.742 is 2°00'51.03", combined scale factor is 0.99999195.

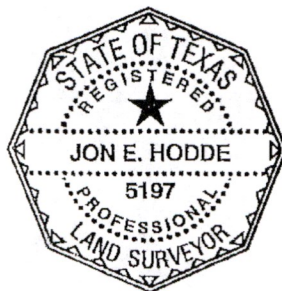
There was a separate survey map prepared in conjunction with this metes and bounds description. This description is based on the Land Title Survey and plat made by Jon E. Hodde, Registered Professional Land Surveyor No. 5197 on April 3, 2017, and revised on April 19, 2017.

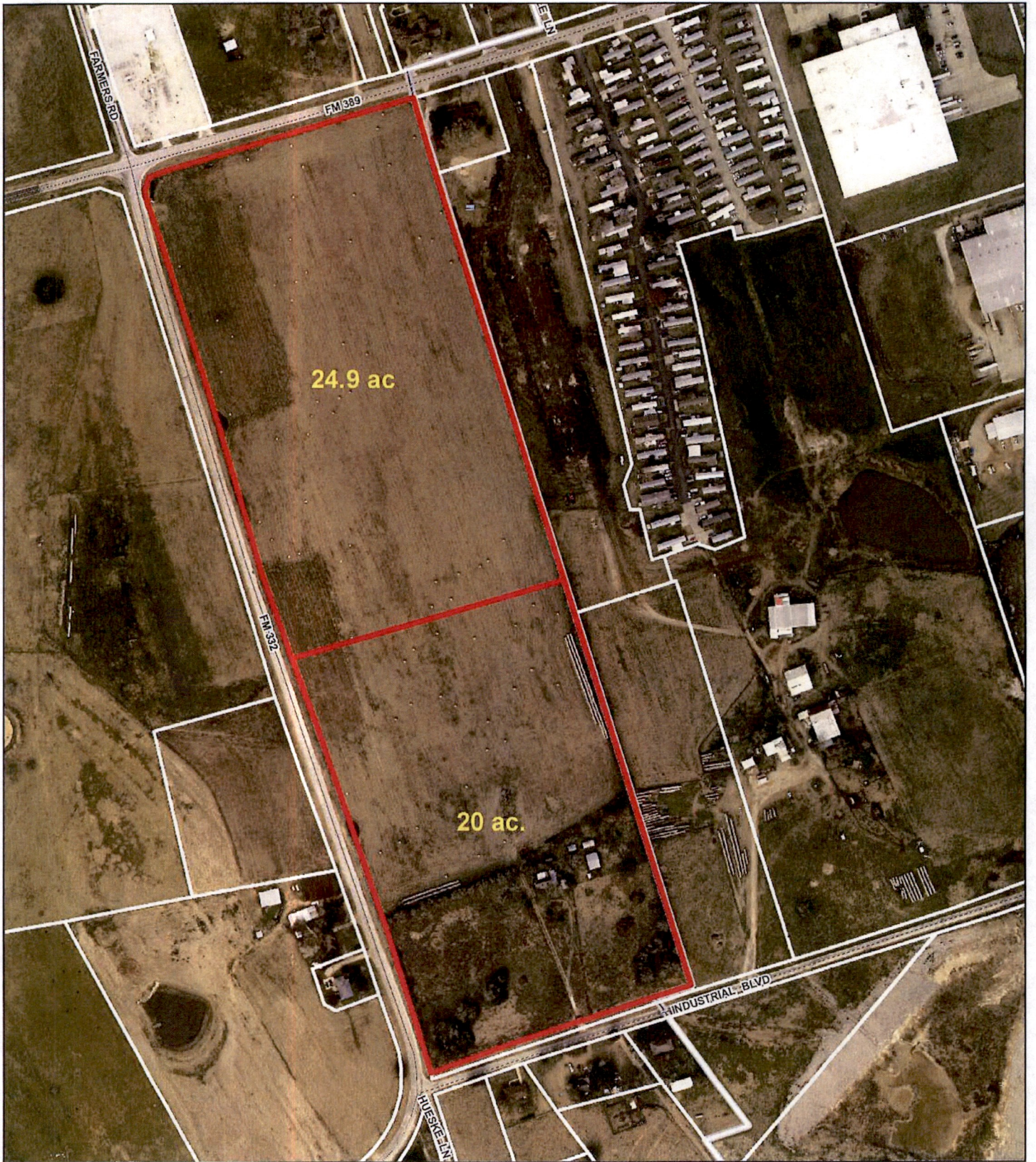
I, Jon E. Hodde, Registered Professional Land Surveyor No. 5197 of the State of Texas, do hereby certify that the foregoing legal description describing 44.068 acres of land is true and correct in accordance with an actual survey made on the ground under my personal direction and supervision.

Dated this the 3rd day of April, 2017, A. D.
Revised April 19, 2017, A. D.



Jon E. Hodde
Registered Professional
Land Surveyor No. 5197





Gurrech Property

1 inch = 355 feet





MEMORANDUM

To: BCDC Board

From: Jeana Bellinger, TRMC, CMC
City Secretary

Subject: Appointment of Member to Serve on SWIP, Section III,
Property Owners Association Board

Date: November 9, 2017

In January 2015, the BCDC Board appointed Darrell Blum and Bill Betts to serve on the Southwest Industrial Park, Section III, Property Owners Association (POA) Board of Directors.

In accordance with Article IV of the SWIP Bylaws, now that there are three (BCDC, EDF and Bluebonnet Electric) property owners, BCDC's representation on the POA Board can be reduced to one (1) member.

The POA had their organizational meeting on October 31st and Darrell Blum was elected by the other property owners to serve as President of the POA Board of Directors. Due to this election by the POA members, it is my recommendation that BCDC appoint Darrell Blum to serve as BCDC's representative on the POA Board of Directors.



To: BCDC Board Members
From: Paula Shields
Subject: Recommended Meeting Dates for 2018
Date: November 9, 2017

The BCDC Board typically meets quarterly, on the 3rd Thursday of the first month of each quarter at 7:30a.m. The following dates are being recommended. The meeting dates can be adjusted as needed.

Please check your calendars so that these dates can be confirmed at the meeting.

- January 18, 2018
- April 19, 2018
- **May/June Budget FY2018-19 Funding Meeting TBD**
- August 16, 2018
- November 15, 2018



2017 Board of Directors

Billy Holle, Chair
Seidel Schroeder

Matt Bentke, Vice Chair
Bluebonnet Electric Cooperative

Mike Hopkins, Jr., Secretary
Mike Hopkins Distributing Co.

Tieman Dippel III, Treasurer
Brenham National Bank

William Krueger, Past Chair
Jones|Carter, Retired

Roger Atkins
RJ3 Enterprise

Blake Brannon
Brannon Industrial Group

Chris Cangelosi
Washington County Abstract Co.

Cory Flencher
Citizens State Bank

Chad Gerke
The Gerke Law Firm

Catherine Kenjura
Lacina & Kenjura

Barney Loesch
Thrivent Financial

Stephen Miller
Brenham Wholesale Grocery Co.

Arlen Thielemann
Thielemann Construction Co.

Jarvis Van Dyke
Van Dyke, Rankin & Co.

Gary Weiss
Germania Insurance, Retired

Staff

Page Michel
President & CEO

Steve Drake
Project Manager

MEMORANDUM

To: BCDC Board
From: Page Michel, EDF President
Subject: Fourth Quarter Report
Date: November 16, 2017

The EDF 4th Quarter Activity Report is attached for your review. You will find copies of the July, August and September reports in your packet. An update on recent projects will also be given at the BCDC meeting.

#



Activity Report

July 2017

Business Retention & Expansion Program:

- Researched adjacent property information for Del Sol Food Company and provided design approval meeting minutes for their 2016 warehouse expansion
- Provided Brenham traffic count data to Ricky Boeker for a presentation.
- Provided Brenham traffic count data to representatives from the Brenham Music Academy.

Marketing:

- Reviewed data for Target Industry Analysis report with representatives from Mind Ecology
- Reviewed leads generated by Lead IQ and WEDA Texas Elite 25 programs
- Sent out *Brenham Economic Development Update – June 2017* e-newsletter
- Property ads on LoopNet.com
 - Brenham Business Center: 128 views
 - Southwest Industrial Park: 191 views
- BrenhamEDF.com
 - Visits: 506
 - Page Views: 1,308
 - Total Property Searches: 248
 - Most Popular Property: 1910 East Tom Green Street (11)
 - Total Business Searches: 4
 - Total Reports Generated: 4

Prospects & Development:

- Corresponded with representatives from Project Dream on a Right of First Refusal agreement for 50 acres
- Followed up with Project Spring with an Earnest Money Contract for 2 acres on Industrial Blvd.
- Received tax phase-in compliance review documents from all current tax phase-in recipients

EDA Grant-Tech Center Expansion Project:

- Held construction progress meeting with general contractor and architect
- Submitted forms to EDA for financial reimbursements
- Held an Equipment Committee meeting with David Yeager
- Followed up with local businesses about donations to the Equipment Budget

Education & Professional Networking:

- Attended economic development webinar on using metrics to advance economic development message
- Met with representatives and toured the Small Business Development Center at Blinn College

Administrative:

- Attended City Council meetings
- Attended Chamber of Commerce board meeting
- Facilitated City-EDF staff meeting
- Attended Main Street Board meeting
- Attended Washington County Blue Blazers meeting
- Made updates to the EDF website



Activity Report

August 2017

Business Retention & Expansion Program:

- Met with Betty Russo of the Office of the Governor to discuss potential events/workshop and regional partnerships to support economic development efforts
- Attended BCDC meeting to discuss establishment of the Detention Pond Property Owners' Association by-laws for SWIP-III
- Reviewed Tax Phase-In Compliance documents from all current incentive recipients. All 10 recipients were approved for their corresponding discounts on their 2017 tax notices.

Marketing:

- Reviewed leads generated by Lead IQ and WEDA Texas Elite 25 programs
- Sent out *Brenham Economic Development Update – August 2017* e-newsletter
- Property ads on LoopNet.com
 - Brenham Business Center: 132 views
 - Southwest Industrial Park: 157 views
- BrenhamEDF.com
 - Visits: 436
 - Page Views: 1,089
 - Total Property Searches: 318
 - Most Popular Property: 2845 Hwy 290 W (17)
 - Total Business Searches: 1
 - Total Reports Generated: 5

Prospects & Development:

- Attended meeting with Jess Buenger of Riverstone Commercial Real Estate to discuss Project Church and other potential housing developments and commercial opportunities
- Followed up with Project Dream to offer a new incentive--price reduction for the 50 acres in SWIP-III
- Followed up with Project Spring regarding the Earnest Money Contract for 2 acres & mineral reservation policy
- Submitted prospect proposal for Project Boone Light to the Governor's Office
- Submitted property information directly to Project Gray

EDA Grant-Tech Center Expansion Project:

- Held construction progress meeting with general contractor and architect. Substantial completion was achieved.
- Submitted forms to EDA for financial reimbursements
- Held an Equipment Committee meeting with David Yeager, and received donations from local businesses to help cover equipment costs.
- Coordinated publicity and plans for the Grand Opening Ceremony on Sept. 14.

Education & Professional Networking:

- Attended Economic Modeling Specialists International (EMSI) webinar on using metrics to advance economic development message
- Attended Foreign Trade Zone Conference in Houston

Administrative:

- Attended City Council meetings
- Held tax phase-in information meetings with new City Council member Cantey and County Commissioner Koester
- Attended the quarterly Hodde Tech Center Advisory Board meeting
- Attended Chamber of Commerce board meeting
- Facilitated City-EDF staff meeting
- Attended Main Street Board meeting
- Continued to make updates to the EDF website



Activity Report

September 2017

Business Retention & Expansion Program:

- Held discussions with Del Sol Food Company executives about business expansion, land acquisition
- Held discussion with outgoing RR Donnelly HR manager
- Attended groundbreaking ceremony for new O'Malley Strand Associates engineering office

Marketing:

- Reviewed leads generated by Lead IQ and WEDA Texas Elite 25 programs
- Sent out *Brenham Economic Development Update – September 2017* e-newsletter
- Property ads on LoopNet.com:
 - Brenham Business Center: 132 views
 - Southwest Industrial Park: 157 views
- BrenhamEDF.com website activity:
 - Visits: 729
 - Page Views: 1,153
 - Total Property Searches: 271
 - Most Popular Property: 1910 East Tom Green Street (20)
 - Total Business Searches: 0
 - Total Reports Generated: 5

Prospects & Development:

- Followed up with Project Dream to offer a new price-reduction incentive for the 50 acres in SWIP-III
- Followed up with Project Spring regarding the Earnest Money Contract for 2 acres & mineral reservation policy
- Met with real estate broker for Project Camp regarding interest in industrial land purchase
- Facilitated site visit for Project Echalon considering a relocation of lighting manufacturing company

EDA Grant-Tech Center Expansion Project:

- Construction was finalized and a Grand opening ceremony of the Tech. Ed. Annex was held on September 14
- Held discussions for Equipment purchasing with David Yeager, and received donations from local businesses to help cover equipment costs

Education & Professional Networking:

- Attended the International Economic Development Council's annual conference in Toronto
- Attended The Retail Coach's webinar on "How to Be Successful at Regional ICSC Events"

Administrative:

- Attended Brenham ISD Anniversary luncheon
- Attended City Council meetings
- Attended Chamber of Commerce board meeting
- Attended Washington County Senior Center fundraising breakfast
- Facilitated City-EDF staff meeting
- Held Incentives Review committee meeting
- Held annual Nominating Committee meeting
- Attended Main Street Board meeting
- Attended Presidential Roundtable
- Attended after hours event at CHI St. Joseph Health Care Center
- Continued to make updates to the EDF website