



**NOTICE OF A MEETING  
MAIN STREET BOARD  
MONDAY, APRIL 4, 2022; 4:00 P.M.  
CONFERENCE ROOM 2A AT CITY HALL  
200 WEST VULCAN STREET  
BRENHAM, TEXAS**

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- 1. Call Meeting to Order**
- 2. Citizen/Visitor Comments**

**REGULAR SESSION**

- 3. Discuss and Possibly Act Upon of Minutes from March 7, 2022, Board Meeting.**

**WORK SESSION**

- 4. Report on Planning and Possible Grant for Improvements to Austin Alley**
- 5. Discuss and Consider Changes to the Economic Impact and Innovation Grant**
- 6. Discuss and Consider Information to be Included in the City of Brenham Parklet Manual**
- 7. Update on Possible Parking Changes in Relation to the Courthouse Renovation Project**

**REGULAR SESSION**

- 8. Discuss and Possibly Act Upon Economic Vitality Committee Recommendation to Approve changes to the Economic Impact and Innovation Grant**
- 9. Discuss and Possibly Act Upon a Recommendation of the Design and Economic Vitality Committees to Approve the Parklet Manual**

**WORK SESSION**

- 10. Committee Reports to Include Project Updates and Work Plans**
  - Design**
  - Organization**
  - Promotion**
  - Economic Vitality**
- 11. Brenham Heritage Museum Report**
- 12. Visit Brenham/Tourism Advisory Board Report**
- 13. Historic Preservation Board Update**
- 14. Staff Report to Include Building, Business and Program Updates**

## 15. Adjourn

### **Main Street Brenham Transformation Strategy**

Main Street Brenham will be an Authentic, Curated, Experiential Destination through the Catalyst Strategies of Dining & Entertainment, The Arts, and Tourists & Tourism.

### **Main Street Brenham Mission**

The Brenham Main Street Program, will use the 4-point approach to revitalization – organization, promotion, design and economic restructuring – to encourage reinvestment and preservation; and to entice businesses, customers, visitors and downtown residents to the historic district.

### **Main Street Brenham Vision**

Main Street Brenham envisions downtown as a growing destination and the vibrant heart of our community; where history is preserved, interactive, and comes to life; where a varied business mix is active, engaged, and thriving; and where our community's culture is recognized and celebrated.

### ***CERTIFICATION***

*I certify that a copy of the April 4, 2022 agenda of items to be considered by the Main Street Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Thursday, March 31, 2022, at \_\_\_\_\_*

\_\_\_\_\_  
*Nancy Joiner*

*Tourism and Marketing Coordinator*

**Executive Sessions:** The **Main Street Board** 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) 337-7200 for assistance.

I certify that this notice and agenda of items to be considered by the Main Street Board was removed by me from the City Hall bulletin board on \_\_\_\_\_ at \_\_\_\_\_ Am Pm.

\_\_\_\_\_  
Signature

## MAIN STREET BOARD MINUTES

A regular meeting of the Main Street Board was held on Monday, March 7, 2022 beginning at 4 p.m. in the Brenham City Hall, Conference Room 2A, 200 W. Vulcan Street, Brenham, Texas.

### Board Members present:

Margie Routt Young – Chair  
Melinda Faubion  
Jon Hill  
Wendy Meaux  
Doug Peck  
Elizabeth Price  
Pete Simpson  
Tom Whitehead  
Connie Wilder

### Board Members absent:

Tiffany Morisak – Vice Chair  
Lowell Ogle

### City of Brenham Staff present:

Tourism & Marketing Director Jennifer Eckermann and Tourism & Marketing Coordinator Nancy Joiner

### Citizens present:

None

### Media Present:

None

### **1. Call Meeting to Order**

Chair Margie Routt Young called the meeting to order.

### **2. Citizen/Visitor Comments**

No comments

## **REGULAR SESSION**

### **3. Discuss and Possibly Act Upon the Minutes from February 7, 2022, Main Street Board Meeting**

A motion was made by Boardmember Peck and seconded by Boardmember Whitehead to approve the minutes from February 7, 2022, Board Meeting.

*Main Street Board  
March 7, 2022*

Chair Margie Routt Young called for a vote. The motion passed with the Board voting as follows:

Chair Margie Routt Young	Yes
Melinda Faubion	Yes
Jon Hill	Yes
Wendy Meaux	Yes
Vice Chair Tiffany Morisak	<b>Absent</b>
Lowell Ogle	<b>Absent</b>
Doug Peck	Yes
Elizabeth Price	Yes
Pete Simpson	Yes
Tom Whitehead	Yes
Connie Wilder	Yes

## **WORK SESSION**

### **4. Review 2022 Uptown Swirl Financials**

Tom Whitehead, Chair of the Promotion Committee presented this item. The Uptown Swirl netted \$25,339.29 after all expenses were paid. We made about \$20 per glass.

### **5. Committee Reports to Include Project Updates and Work**

- **Design**
- **Organization**
- **Promotion**
- **Economic Vitality**

Elizabeth Price, Chair of the Design Committee, Jennifer Eckermann, Director of Tourism and Marketing presented for Tiffany Morisak who was absent. Tom Whitehead, Chair of the Promotion Committee, and Jon Hill, Chair of the Economic Vitality each presented their 2022 Work Plans and what committees they will be working with to complete those committee goals.

### **6. Discuss Upcoming Summer Sip & Art Walk and Sponsorship Opportunities**

Jennifer Eckermann, Director of Tourism and Marketing presented this item. The different levels of sponsorship of the Summer Sip and Art Walk were presented. Eckermann asked each Board Member to either consider sponsoring or find someone who would be willing to sponsor. Enclosed was a sponsorship form with the levels of giving for each.

## **REGULAR SESSION**

### **7. Discuss and Possibly Act Upon 2022 Main Street Brenham Plan of Work**

A motion was made by Boardmember Peck and seconded by Boardmember Faubion to approve the 2022 Main Street Brenham Plan of Work.

Chair Margie Routt Young called for a vote. The motion passed with the Board voting as follows:

Chair Margie Routt Young	Yes
Melinda Faubion	Yes
Jon Hill	Yes
Wendy Meaux	Yes
Vice Chair Tiffany Morisak	<b>Absent</b>
Lowell Ogle	<b>Absent</b>
Doug Peck	Yes
Elizabeth Price	Yes
Pete Simpson	Yes
Tom Whitehead	Yes
Connie Wilder	Yes

## **WORK SESSION**

### **8. Brenham Heritage Museum Report**

Elizabeth Price presented this item. The Museum has been painted inside and is looking good. There will be an event on Thursday, March 10, 2022, at the Museum, in which she encourages everyone to come and see how the Museum is progressing. The contractor is working on electrical and the plumbing is in.

### **9. Visit Brenham/Tourism Advisory Board Report**

Jennifer Eckermann, Director of Tourism and Marketing presented this item. The first Sunday Funday was held on Sunday, March 6, 2022. 80 businesses participated around the County. The Tourism Advisory Board (TAB) will have its new board training on Monday, March 21, 2022. The TAB has said they will support us in our efforts to promote Brenham and Washington County. There are two committees, including Texas Music Friendly and a Marketing Committee, that will meet quarterly before the Tourism Advisory Board meeting.

### **10. Historic Preservation Board Update**

Jennifer Eckermann, Director of Tourism and Marketing presented this item.

- Historic HF Hohlt Building at 107 E. Main Street -The owner has a broken window, and she will replace it. This is considered Ordinary Maintenance, with no need for a COA. If the window needs more repair, then she will fill out a COA Application.
- 103-105 W. Alamo – There are new owners, and they are considering façade improvements, most likely to include painting and a new awning.
- 216 W. Alamo – This owner would like to replace the garage door at the back of the building, but she is now meeting with an engineer to consider breaking up the interior space. Once she has her plan in place, she will contact the office about a COA.
- Grand Leader Building – They will possibly complete a COA for windows on the side of Park Street.

### **11. Staff Report to Include Building, Business, and Program Updates**

Jennifer Eckermann, Director of Tourism and Marketing presented this item.

- The county is working with Architexas on the Texas Historic Courthouse Preservation Program grant. The County would like to restore the Courthouse to how it looked on the outside with two lamps on each corner, rather than one. We met with them and approved the idea. They would also like to take out the curb extensions around the Courthouse, but we believe that would not be a good or safe solution. The main entrance to the Courthouse will now be on Park Street.
- The Farmers Market will be changing hands to Lindsay Bilbrey of The Brenham Foundry and Floral Company. She wants to have the Market every Saturday and has the means to get vendors there. They plan to keep First Friday Farmers Market. This will probably be located in the Methodist Church parking lot and possibly move to another location in the future.

## **12. Adjourn.**

The next meeting will be on April 4, 2022.

Margie Routt Young adjourned the meeting.

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Margie Routt Young

Board Chair

## **ATTEST:**

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Nancy Joiner

Tourism & Marketing Coordinator



#### **AGENDA ITEM 4 – WORK SESSION**

##### **MEMORANDUM**

To: Main Street Board Members

From: Jennifer Eckermann

Subject: Report on Planning and Possible Grant for Improvements to Austin Alley

Date: 4.1.22

We have been discussing improvements to what is being called Austin Alley that runs between Main and Alamo Street and between Alamo Alley and Austin Street.

The improvements options range from simply cleaning up the area, painting, and simple amenities, to more expensive options that could include burying utilities. Design Committee members will fill in the Board with more details, and we hope to have more details on utility options at that time.

Attached are some related drawings, and information on a possible grant that could be helpful in funding of the proposed project.

- REMOVE OR CAP FLUSH TO CONCRETE ALL UN-USED UTILITIES.
- POSSIBLY BURY ALL OR A PORTION OF OVERHEAD 3-PHASE OR SERVICE LINES TO BUILDING TO CLEAN UP THE AERIAL VIEWS
- ALLOW FURNISHINGS IN THE ALLEY THAT ARE MOVEABLE
- PROVIDE CONSISTENT LIGHTING ALONG THE TOP OF THE ALLEY OR FROM EACH BUILDING FACADE (SAME FIXTURES)
- PAINT ALL UTILITY CHASES, METER BOXES, ETC. A CONSISTENT GRAY COLOR TO UNIFY THOSE COLORS THROUGHTOUT

PAINT ALL PAINTED BRICK AND RUSTED METAL PANELING WITH CONSISTENT COLOR PALLETTE, COMPLIMENTING EXISTING COLOR SCHEMES ON EACH END

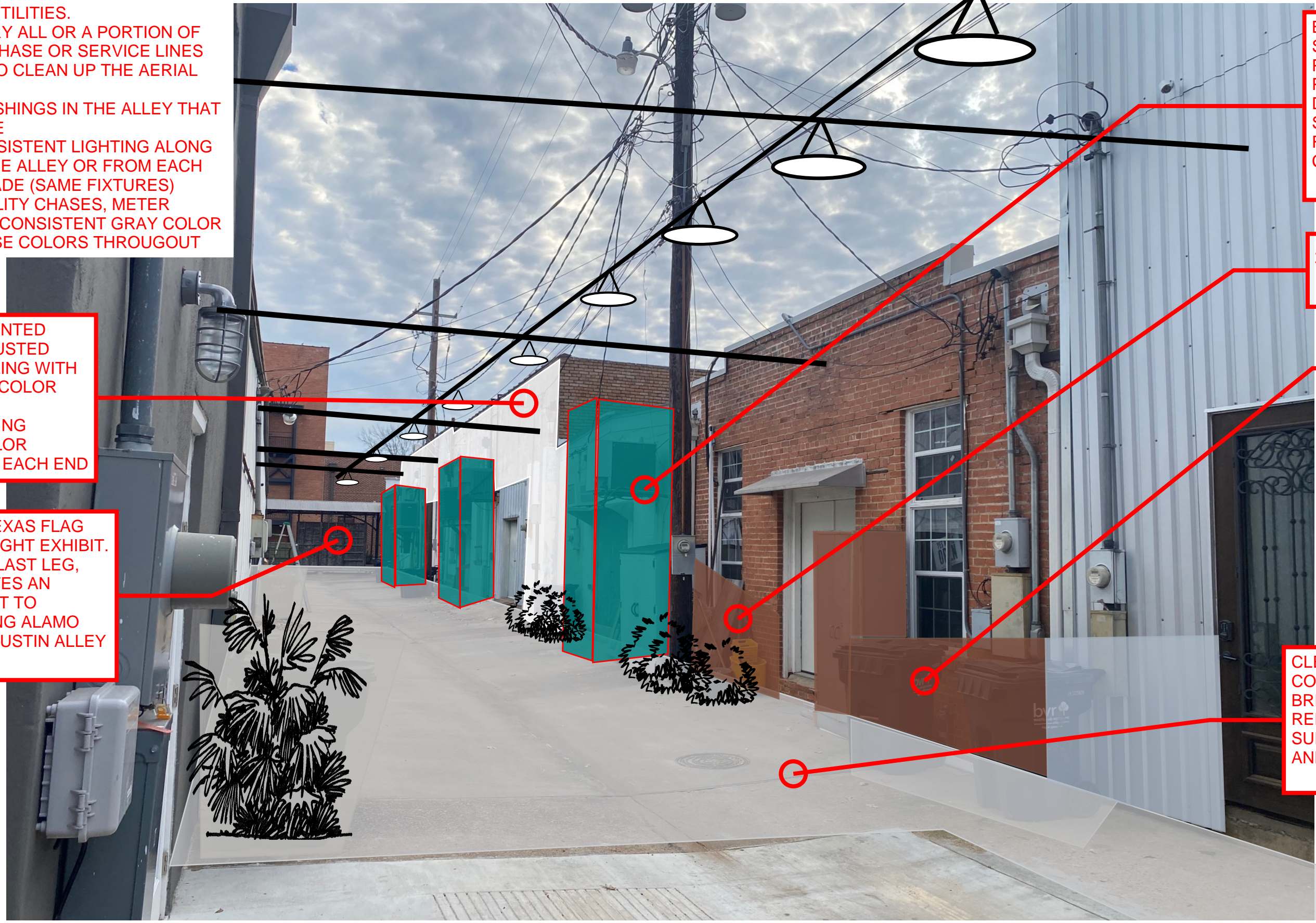
REMOVE TEXAS FLAG WOODEN LIGHT EXHIBIT. ITS ON ITS LAST LEG, AND CREATES AN IMPEDIMENT TO CONNECTING ALAMO ALLEY TO AUSTIN ALLEY

BUILD OUT AC SCREENING TRELLIS OR PERFORATED METAL PANELS. CAN ALSO DOUBLE AS PRIVATE STORAGE, AND BE REMOVABLE FOR CONDENSER ACCESS

ALL PRIVATE STORAGE TO BE MOVED INSIDE BUSINESSES.

CONSOLIDATE ALL TRASH CANS TO ONE OR TWO ROLLING DUMPSTERS

CLEAN/WASH ALL CONCRETE TO CREATE BRIGHT, CLEAN SURFACE. REPAIR ANY CRACKED SURFACES, LOW SPOTS, AND MISSING PAVEMENT



**BRENHAM ALLEY IMPROVEMENTS CONCEPT**  
**3/8/2022**





-INVIGORATE THIS END OF DOWNTOWN BLOCK, FACING WEST.  
-SOFTEN WITH LANDSCAPE  
-ADD ARTWORK/MURALS TO THE WALL  
-ADD (2) PARKING STALLS AND RE-HABILITATE THE SIDEWALKS IN THE IMMEDIATE AREA.

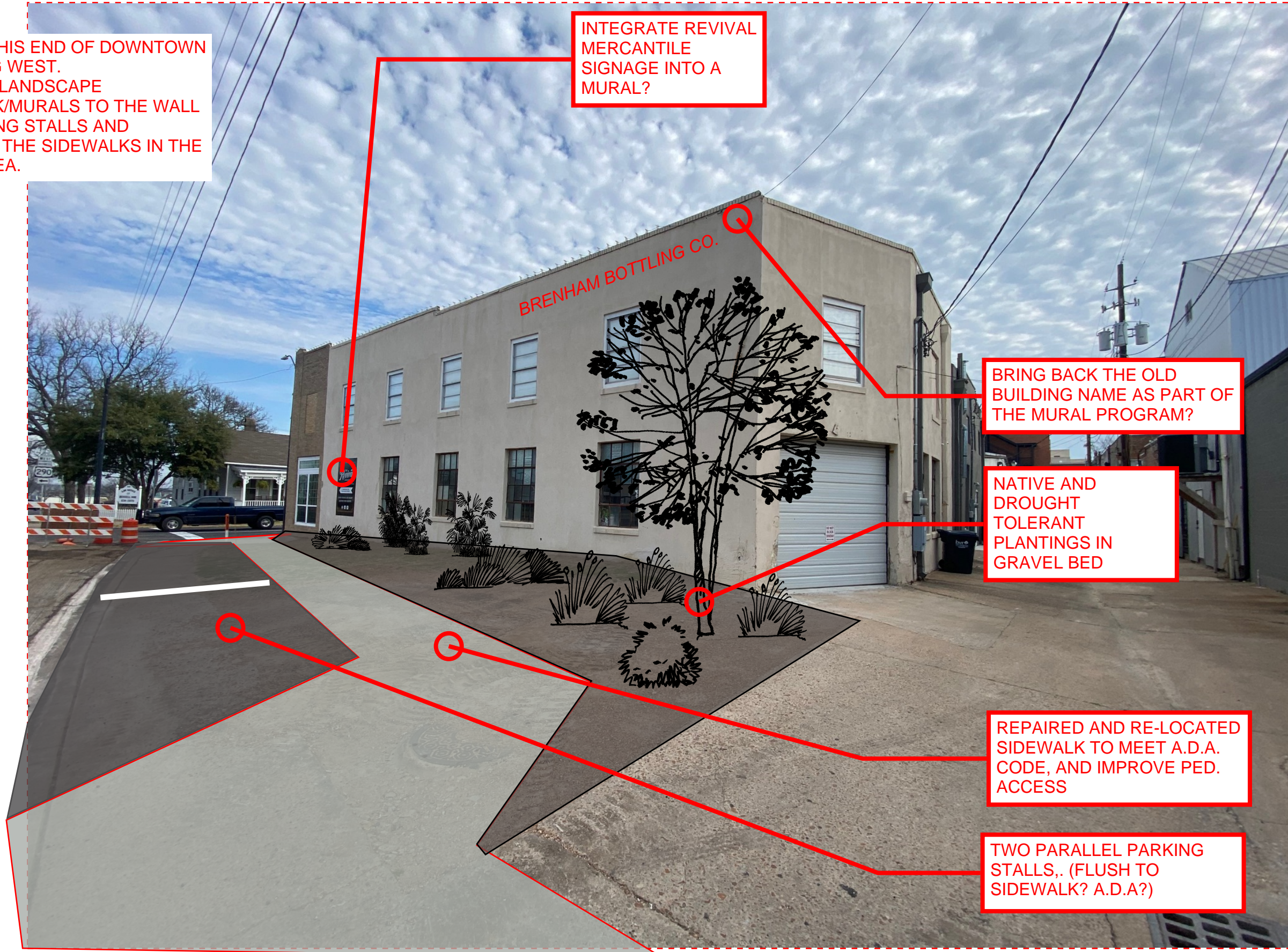
INTEGRATE REVIVAL MERCANTILE SIGNAGE INTO A MURAL?

BRING BACK THE OLD BUILDING NAME AS PART OF THE MURAL PROGRAM?

NATIVE AND DROUGHT TOLERANT PLANTINGS IN GRAVEL BED

REPAIRED AND RE-LOCATED SIDEWALK TO MEET A.D.A. CODE, AND IMPROVE PED. ACCESS

TWO PARALLEL PARKING STALLS, (FLUSH TO SIDEWALK? A.D.A?)

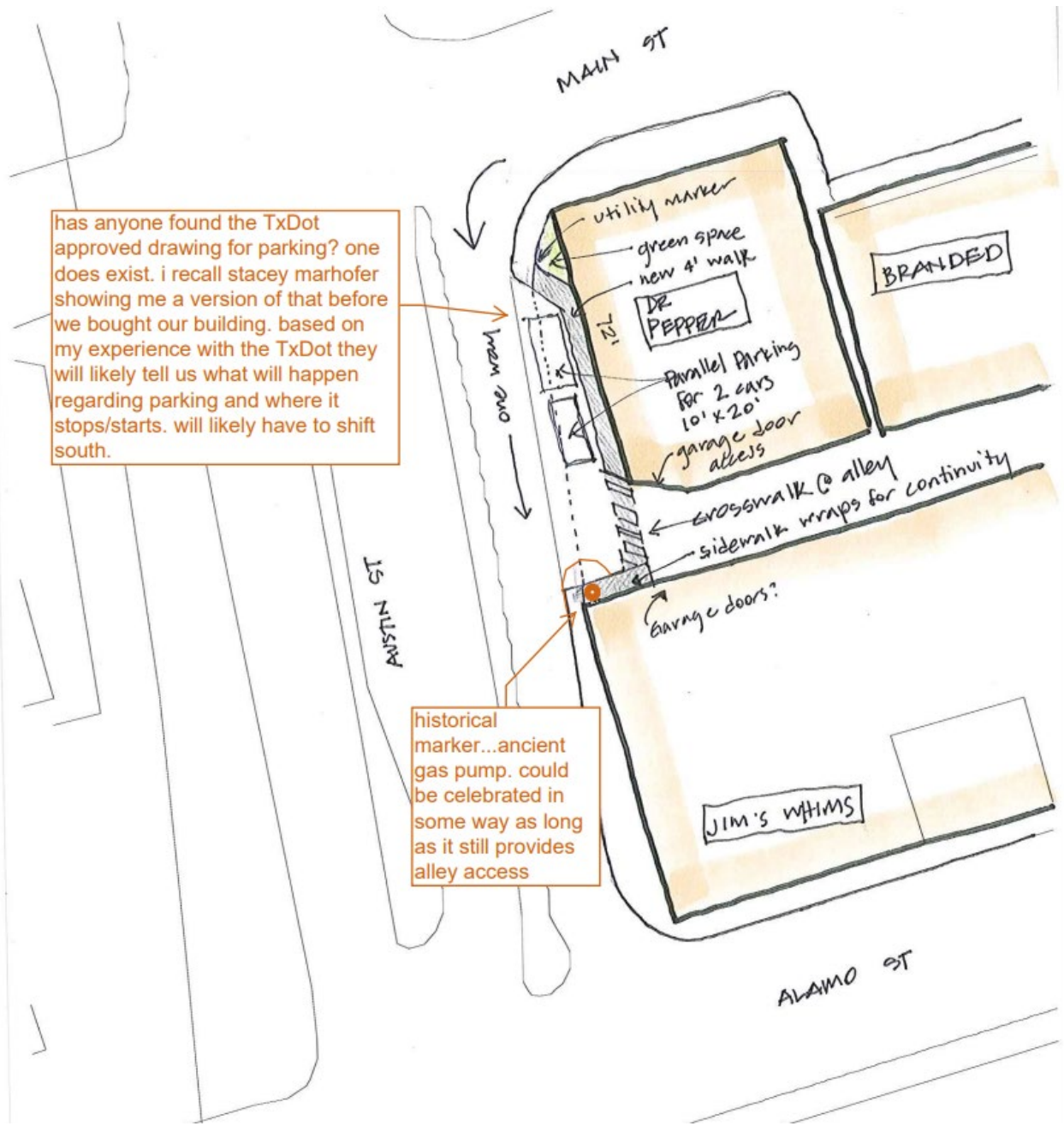


# BRENHAM ALLEY IMPROVEMENTS CONCEPT

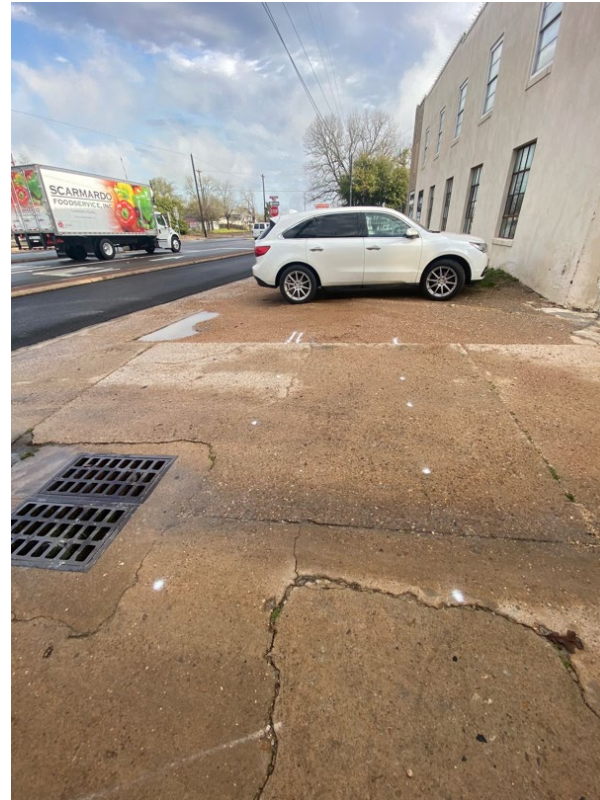
3/8/2022



**BRENHAM ALLEY IMPROVEMENTS | CHARACTER**  
**3/8/2022**



Plan from Elizabeth Price drawn several years ago, and comments from Darren Heine.



**Current conditions and rough layout of possible plan based on Elizabeth's drawing.**

# T-Mobile Hometown Grant application

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We're invested in helping communities across America thrive. That's why we're committing up to \$25 million to small town grants over the next five years. Apply for funding to support a community project of your choice, like revitalizing a town hall, a senior center, a local little league field, or any space where friends and neighbors gather. We look forward to learning more about your town and your project.

## Application form

Connection in the community: \*

Job title: \*

First name: \*

Last name: \*

Email address: \*

Phone number (10 digits): \*Press right arrow and then down arrow key to access tooltip

Town name: \*

State: \*

Zip code: \*Press right arrow and then down arrow key to access tooltip

Are you willing to serve as your community's key contact/sponsor for the grant? \*

What is the name of your project? \*

Please summarize your proposed project (Limit 1000 characters). Please include full project plan in your attachments: \*

T-Mobile Hometown Grants are for up to \$50,000. How much are you requesting for your project? \*

If you need more than \$50,000 to complete your project, how will you raise those funds? \*Enter N/A if grant will complete funding

Who would benefit from this grant, including how many people? \*

How will this grant help your community overcome a challenge that you're facing? \*

If you were to leave your current position, what steps would be taken to ensure this project would continue uninterrupted? \*

What is the name of the non-profit or government organization that will be receiving the funds? \*

By selecting "Yes" in the dropdown you verify that you're 18 years or older. \*

By selecting "Yes" in the dropdown, you agree that all of the information you've provided is accurate, that you're allowed to share this information and your submitted materials with T-Mobile, and that T-Mobile can use this information and any submitted materials in connection with the Hometown Grant program (including marketing and publicity efforts for the program). \*

## Detailed proposal

Instructions: Please upload your current plan or project proposal as a PDF or Word document. Please keep your full proposal to three to five pages. A proposal should include, but is not limited to:

- Detailed description of the project to be evaluated by an internal T-Mobile panel and nonprofit organization(s)
- Detailed budget, including breakdown of budget line items
- Timeline
- "Shovel ready" plan, with:
  - Outline of expected town outcomes, demonstrating how the project or strategy will lead to the anticipated result or change
  - Details on permits needed or already obtained, if applicable, to begin work upon receipt of funds
  - Any additional companies or business partnerships to be contracted for the work
- • Up to five letters of support from local government and/or community organizations, partners, or members demonstrating community alignment, engagement, and consensus for the proposed project.

# Got Questions?

## **What is the T-Mobile Hometown Grants Program?**

T-Mobile is committing up to \$25 million over the next 5 years to support small towns across America by funding community projects.

## **What kinds of projects will T-Mobile fund?**

The T-Mobile Hometown Grants program will help fund projects to build, rebuild, or refresh community spaces that help foster local connections in your town. For example, this might include the town square pavilion, a historic building, an outdoor park, a ball field, or a library-- every town has places where friends and neighbors connect.

## **How does the T-Mobile Hometown Grant program work?**

- Small towns with populations less than 50,000 are eligible to apply.
- Recipients are selected and awarded on a quarterly basis.
- Grants are up to \$50k per town.

## **Who can request a T-Mobile Hometown Grant?**

We are looking for elected leaders, town managers/employees, or non-profit leaders to submit the details for their project request to [T-Mobile.com/HometownGrant](https://www.t-mobile.com/HometownGrant)

## **What are key submission deadlines?**

Applications will be open on a quarterly basis with the following schedule:

- Spring: Applications open Jan – March
- Summer: Applications open April – June
- Fall: Applications open July – Sept
- Winter: Applications open Oct. – Dec

Portal will close on the last day of each quarter and reopen for the new quarter on the first of the month.

All Hometown Grant applications will be notified 30-60 days after the end of each quarter on the status of the submission.

## **Can town residents submit a request for a Grant?**

We would like to invite all members of small towns to get involved by sharing this opportunity with their local leaders and appropriate non-profit organizations.

These individuals will need to serve as the main contact for the grant review process and will be required to provide detailed plans on how the grant would be utilized.



**How are towns selected?**

T-Mobile is partnering with trusted non-profit organizations SmartGrowth America and Main Street America on our grant selection panel. Both organizations have deep expertise in building stronger, healthier, and more connected communities.

**How will winners be notified?**

Grant recipients will be contacted directly by a T-Mobile representative of their acceptance or denial in the month after entries have closed. No status will be available before that communication.



## **AGENDA ITEM 5 – WORK SESSION**

### **MEMORANDUM**

To: Main Street Board Members

From: Jennifer Eckermann

Subject: Discuss and Consider Changes to the Economic Impact and Innovation Grant

Date: 4.1.22

The primary focus of the Economic Impact and Innovation Grant (EIIG) has been on assisting unique businesses that have potential to positively impact all of downtown.

Following our first two grants, we have not had applicants that we felt fit the eligibility requirements and have, essentially, left funding on the table the past two years – in particular, the matching funds from BCDC.

The Economic Vitality Committee (EVC) reviewed the EIIG requirements and have approved more of a focus on assisting with code compliance issues for businesses that impact downtown and fit in with our chosen catalyst strategy of Tours/Tourism. In addition, helping businesses meet code make our downtown buildings more sustainable and add to our historic preservation efforts.

In addition to the highlighted changes attached, we will review and discuss the point system that will be used by the EVC to determine which applications will be recommended for funding.

## **MAIN STREET BRENHAM 2022 ECONOMIC IMPACT & INNOVATION GRANT (EIIG)**

Through the 2022 EIIG, Main Street Brenham will have a new focus on **code compliance requirements like ADA and fire suppression to aid in historic building preservation and sustainability to help businesses expand and grow in Downtown Brenham**, in addition to applicants pursuing unique business interests that will positively affect the downtown economy

Types of businesses eligible for EIIG funding:

- **Downtown buildings being renovated for consumer-focused businesses requiring substantial investments in code compliance**
- Businesses offering a unique, promotable attraction, bringing increased activity to Downtown Brenham
- Programs offering an experience that will attract visitors to Downtown Brenham.
- Others as deemed applicable by Main Street Brenham.

Eligible funding uses:

- Funding needed to meet current building code
- Fixtures and equipment for interactive or educational display.
- Unique and creative signage, which adheres to the City of Brenham Sign Ordinance, to draw visitors to the attraction.

The EIIG is funded by monies raised through Main Street Brenham events, with a match provided by Brenham Community Development Corporation (BCDC). Applications are reviewed by the Main Street Economic Vitality Committee, recommending approval or disapproval 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 before work begins. Once approval is given, and following completion, Main Street will review the project. If the project is completed as previously approved, paid invoices will be submitted, and the approved grant fund disbursed.

The amount of EIIG funding, up to \$15,000, is based on the score of the application in these areas:

1. **Increasing viability and future of a historic property**
2. The business or program has potential to increase tourism to Downtown Brenham
3. Percentage of grant fund to total project cost
4. Are any downtown/tourism partners involved in the project?

**The Scoring Criteria include up to 10 points for each area:**

1. How does this project increase the viability and future of a historic property?  
No impact or harmful: 0 Points  
Low Impact: 5 Points  
High Impact: 10 Points
  
2. How will this project increase tourism in Downtown Brenham?  
Sliding scale, low to high based on what they will do to attract customers/visitors?
  
3. Percentage of grant fund to total project cost (2.5 – 10?)  
Less than 20%  
Up to 50%  
Up to 75%  
More than 75%
  
4. Are Downtown Brenham/Tourism Partners involved in the project?
  
5. Others?



## **AGENDA ITEM 6 – WORK SESSION**

### **MEMORANDUM**

To: Main Street Board Members

From: Jennifer Eckermann

Subject: Discuss and Consider Information to be Included in the City of Brenham Parklet Manual

Date: 4.1.22

A presentation about parklets was presented to City Council on December 16, 2021 to give new Councilmembers information about the history and importance of parklets, and how our first parklet came to be. At that time, I let Council know that Main Street would be back with a Parklet Manual developed to let interested parties know everything needed to develop a parklet in Downtown Brenham.

During recent meetings, the Design and Economic Vitality Committees considered our current requirements, and manuals from other communities across the country, in the development of the information for the manual, which is attached.

This Work Session item is to review manual highlights, and discuss particular parts that are different than the current requirements.

Following discussion and possible changes, the Board will consider recommending approval of the manual to City Council.

## INTRODUCTION:

The City of Brenham has created a downtown parklet initiative that provides a public-private partnership for streetscape improvements in the public realm.

Parklets convert curbside parking into vibrant community spaces. They contribute to the aesthetics of the streetscape, provide an economical solution to the need for increased public spaces, and provide amenities such as seating and landscaping.

While parklets are funded and maintained by businesses, they provide benefit to the entire community as well as visitors and adjacent businesses. Parklets generate community and economic development by attracting more people to downtown where they shop, eat, relax and experience all Downtown Brenham has to offer.

Two types of parklet opportunities are offered – a Private Parklet that allows a restaurant to reserve the space during business hours, and a Public Parklet that is available for public use at all times.

## PARKLET PROCESS OVERVIEW:

### PERMITTING PROCESS

#### **Step 1: Complete and submit a Parklet Eligibility Checklist Form**

After reviewing this manual, the parklet sponsor (applicant) must prepare and submit a Parklet Eligibility Checklist Form.

#### **Step 2: Eligibility Determined**

Once Parklet Eligibility Checklist is evaluated, City staff will notify the sponsor of the determination of eligibility.

#### **Step 3: Complete Building Permit and Parklet Applications**

Once the notification of eligibility is received, the sponsor should submit a Building Permit application, and the Parklet Application along with the required supporting documents listed on the application.

All parklet designs are required to comply with the Parklet Design Standards found in this Parklet Manual.

#### **Step 4: Review and Approval of Parklet License Agreement**

Once the Parklet Application is reviewed by City staff, a Parklet License Agreement will be sent to the sponsor for review.

Once the sponsor has reviewed the Agreement, a date will be set for City Council approval.

## Step 5: Issuance of Permit and Scheduling of Field Inspection

Once the Parklet License Agreement is approved by City Council, Development Services will issue the building Permit and schedule an inspection.

### FEES:

**Building Permit Fee**                      TBD based on cost of project

### Annual Parklet Fee

Private Parklet:                      \$500

Public Parklet:                      \$250

### Terms:

- Each License Agreement is for a period of one year, with 4 years of extensions allowed.
- The Annual Parklet Fee may be paid in full for the 5-year length of the Agreement at a 20% discount. There will be no refund if the sponsor does not adhere to the Agreement, and the Parklet is required to be removed.
- Only one permit is required; however, if paying annually, each Agreement extension must be requested in writing to Main Street by no later than ten (10) working days prior to the end of each year. Once a written request is received, Main Street will initiate a brief department review to determine if an extension will be issued. A permit extension will be considered if there are no issues or violations. Extensions may be subject to additional requirements and/or restrictions. Permit extension request must be submitted via email to [info@downtownbrenham.com](mailto:info@downtownbrenham.com)

The Annual Parklet Fee is required prior to extension approvals.

- The permit will be null and void, if all applications and design requirements are not met.
- All elements of the parklet must be removed within five (5) business days after the expiration of the permit or within five (5) business days after the cessation of the business associated with the permit; whichever occurs first.

### DESIGN STANDARDS

A parklet typically consists of a platform, protective enclosure (protective elements such as

planters and railings) and amenities (e.g. benches, chairs, tables, lighting, umbrellas, landscaping). All approved parklets are considered temporary installations. A parklet design that requires a poured concrete platform or drilling into the surface of the street curb or sidewalk is prohibited. Installation must not damage the street, curb, sidewalk or any aspect of the public right-of-way.

**1. Platform of Parklet Standards:**

- The design of the platform must accommodate the crown of the road to provide a level walking surface for the parklet
- The parklet must be ADA accessible
- Parklet designs must maintain a visual connection to the street and not obstruct seated sight lines to existing businesses and signage.
- The platform may not have more than ½" gap from the curb to permit easy access and avoid tripping hazards
- The platform must not impede the flow of curbside stormwater drainage
- Design considerations should include measures to prevent debris buildup beneath the deck

**2. Protective Enclosure of the Parklet:**

The parklet must have a continuous protective enclosure along each side, with exception to the side adjacent to the curb (three sides total). This enclosure will buffer users and make the parklet visible to traffic. Enclosures can consist of planters, railing and/or other visible protective edging as approved by City staff in the application process. Enclosure should include architectural elements and must be between three (3) feet and four (4) feet in height, measured from the walking surface of the parklet. While not visible from the sidewalk, the parklet's back is highly visible from across the street.

**3. Protective (buffering) Elements Between the Parklet and Adjacent Parking Spaces:**

The parklet must be buffered from vehicles parking on adjacent parking spaces using wheel stops or planter boxes, which must be placed 4 feet from the parklet. Planter boxes should have a height of 3 feet. At no point should plants in the planter boxes obstruct visibility to moving traffic and parking cars. These wheel stops or planter boxes act as bollards to protect against parking maneuvers.

**4. Projections Beyond the Parklet:**

No element of the parklet, including umbrellas, is permitted to extend beyond the



footprint of the parklet.

**5. Advertising:**

Any type of advertising in the parklet area, including advertising on umbrellas, is prohibited. No sign permits will be used for parklets.

**6. Durability of Parklet Materials:**

The parklet should be durable and designed to be outdoors and able to withstand wind stress.

**7. ADA Requirements:**

Parklets shall be constructed and/or installed to conform to the applicable provisions, rules, regulations, guidelines of the Americans with Disabilities Act (ADA) and Texas Accessibility Standards (TAS). Parklets may not occupy a designated ADA accessible parking space.

**8. Power and Water Connections:**

The design of the parklet must not require power and/or water connections.

**RESPONSIBILITIES OF PARKLET SPONSORS**

Parklet sponsors are responsible for the following:

- Keep the parklet well maintained and in good repair with daily cleaning
- Keep the parklet free of debris, grime and graffiti
- Water and maintain all parklet vegetation
- Provide pest control as needed
- In Private Parklets:
  - Alcohol is allowed if proper TABC licenses are provided
  - Food can be served if the kitchen facilities are permitted and in good standing
  - Food trays, carts, receptacles for dirty dishes, etc. shall not be placed or stored on any portion of the sidewalk or parklet
  - Non-disposable dishes, silverware, and linens must be used to prevent items from blowing of tables
  - Cooking appurtenances are prohibited within the parklet
- Amplified music is prohibited in parklets

## PARKLET ELIGIBILITY CHECKLIST FORM

**Submittal Instructions:** After completing the Parklet Eligibility Checklist, email this downloadable and fillable form as an attachment to [info@downtownbrenham.com](mailto:info@downtownbrenham.com) . Also include a photo or aerial image of the site, identifying the specific parking spaces on which you are proposing to install the parklet. Once the eligibility of a site has been determined, City staff will email the parklet sponsor instructions on how to submit the Parklet Application.

### CONTACT INFORMATION

Name of persons and business sponsoring the parklet:

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Phone number and email of parklet sponsor:

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Name and address of business:

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Phone number of business (establishment) associated with parklet:

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**At this point of the process, drawings of the proposed parklet are not required. However, some information regarding the installation site of the parklet is needed to determine the eligibility of the proposal prior to submitting a Parklet Application with supporting documents. The standards set forth below are minimum standards and eligibility is determined based on the site meeting all requirements as verified by City staff. Place a checkmark in the box next to each standard to indicate the site is in full compliance.**

- The parklet must be located in the Downtown Brenham Historic Overlay District
- Parklet is not located on TxDOT right-of-way (Main and Alamo Streets)
- The parklet is associated with a business that primarily sells food and/or beverages such as a restaurant or coffee shop
- The parklet is located adjacent to the establishment where on-street parking spaces exist, and is less than or equal to the establishment frontage
- There is no parklet on the block (only one is allowed per block face)
- The parklet is within a dedicated parking lane in the right-of-way and will occupy a minimum of two and a maximum of three parking spaces.

Please indicate the number and type (parallel or angled) of parking spaces that will be

occupied by the proposed parklet: \_\_\_\_\_ parking spaces

Also indicate the size (length, width and height) of the proposed parklet:

\_\_\_\_\_

- The parklet will not impede the flow of drainage
- The parklet will not impede pedestrian or vehicular traffic
- The parklet must not be placed in a manner that restricts access to any dumpsters, garbage receptacles, private or public utilities (e.g. electrical poles, street lights, underground utility access, electrical transformer vaults, etc.) nor be placed over any utility appurtenances, fire hydrants, valves, manholes, meters, etc.
- The parklet will not create a sight distance/visibility problem for vehicular traffic

Once completed, print, date sign and send the form as an attachment to [info@downtownbrenham.com](mailto:info@downtownbrenham.com)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

## **PARKLET APPLICATION** *(to include)*

**Submittal Instructions:** After completing the Parklet Application, email this downloadable and fillable form with all required supporting documents as attachments to [info@downtownbrenham.com](mailto:info@downtownbrenham.com). Once the application has been reviewed, City staff will email the Parklet License Agreement for the sponsor to review. Once the Parklet License Agreement is approved by City Council, the sponsor will be emailed instructions on how to obtain the Building Permit from Development Services and schedule a field inspection.

**NOTE:** Every application will be subject to a determination of completeness. The responsible city official is not required to review an application unless it is complete.

### **CONTACT INFORMATION**

Name of persons and business sponsoring the parklet:

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Phone number and email of parklet sponsor:

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Name and address of business:

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Phone number of business (establishment) associated with parklet:

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### **PARKLET INFORMATION**

Is this parklet: \_\_\_\_\_ Private \_\_\_\_\_ Public

Number of parking spaces (min. 2 spaces, max. 3 spaces) to be taken for the parklet installation:

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Estimated cost of the project: \_\_\_\_\_

Is this parklet: \_\_\_\_\_ Private \_\_\_\_\_ Public

If Private, list days and times the parklet will be reserved for business:

Days: \_\_\_\_\_

Hours: \_\_\_\_\_

## REQUIRED SUPPORTING DOCUMENTS:

1. **Proof of Liability Insurance:** Workers Compensation and Employers Liability, and General Liability Insurance is required as detailed in the License Agreement. The policy must include the parklet installation and must be kept in full force throughout the full term of the Parklet Agreement, which begins on the date the permit issued.
2. **Proof of Consent:** this is a letter with a statement asserting that the owner of the property where the establishment associated with the parklet is located has been contact and they fully support the proposed parklet installation. The statement must include the name(s) and contact information (i.e. phone number and email address) of the property owner.
3. **Site Plan:** The site plan must demonstrate full compliance with the standards in the Parklet Eligibility Checklist form and the Parklet Design Standards found in the Parklet Manual. A site plan includes but is not limited to showing the location of the business frontage (business associated with the parklet), width of existing adjacent sidewalk, width and depth of the parklet, location and material of the parklet protective elements. Also, show with dash lines location of parking spaces to be occupied by the parklet installation. Please note that the site plan must be computer-generated, drawn to scale and stamped by a licensed architect, landscape architect, or engineer. Also note that all distances and dimensions must be in feet and inches.
4. **Parklet Elevations:** Elevation drawings should identify parklet design, heights and materials.
5. **Statement of Purpose:** A written statement identifying purpose of the parklet (e.g; dining, lounging, etc.) and providing parklet installation costs and schedule (number of day it would take to complete the installation once a Building Permit is issued.
6. **A written description of parklet materials and proposed parklet amenities:** (e.g. chairs, tables, benches, umbrellas, landscaping, etc.)

## PARKLET SPONSOR RESPONSIBILITIES

The parklet sponsor has an obligation to meet the following responsibilities:

1. **Maintain insurance required**
2. **Pay for all costs associated with the parklet permits, insurance, installation, maintenance and eventual removal, as well as the repairs to any elements of the right-of-way that may sustain damages due to the installation, use or removal of the parklet**
3. **Regular maintenance of the parklet. Maintenance includes but is not limited to the following:**

- Daily removal of trash and debris from the parklet
  - Removal of grime and graffiti on the parklet as needed
  - Removal of trash and debris under the parklet, as needed
  - Watering any landscaping
  - Pest control
  - Repairs as needed to restore the parklet back to original state
4. **Sound amplification systems in the parklet are prohibited**
  5. **No elements or amenities of the parklet are to be stored on the sidewalk or on the street**
  6. **Removal of all the parklet elements within five (5) business days after the expiration of the Parklet License Agreement or within five (5) business days after the cessation of the business associated with the Parklet License Agreement, whichever occurs first.**

DRAFT



## **AGENDA ITEM 7 – WORK SESSION**

### **MEMORANDUM**

To: Main Street Board Members

From: Jennifer Eckermann

Subject: Update on Possible Parking Changes in Relation to the Courthouse Renovation Project

Date: 4.1.22

It was determined that a plan for angled parking on both sides of Park Street, as requested by the County, would not be feasible with the width of the road.

Dane Rau and I met with Judge Durrenberger on Thursday, March 17, to let him know that Strand had made a mistake and there is not enough room. At the same meeting, we asked if they would consider moving the sidewalk about 5 feet closer to the courthouse, giving us room to add angled parking to both sides of the street – on Park and Baylor Streets. He said he thought it was a good idea and that he'd ask the architect.

I spoke to Architexas this week – the architecture firm handling the Courthouse renovation project/grant. I asked if they'd considered moving in the sidewalk to add angled parking, and he said the Historical Commission said it was a hard NO.

He asked me if the City would consider switching the parallel parking on the courthouse side with the angled on the Annex side and do that on both Park and Baylor.

I spoke to Dane, and he and I both agree that this would be a no-go for us for a couple of reasons:

1. We know the County wants open space for handicapped parking in front of the entrance. With parallel spots, that's losing 2-3 spaces, but if angled parking is moved over there, I imagine you might lose 4-5 spaces. With all the parking the County has reserved, this is asking for too much. We need public parking not just for the courthouse but also for all of the other businesses in the downtown area.
2. Also, on Baylor Street, we have a commitment to 96 West for the parklet. The impact of the parklet is much more beneficial than making it easier for more courthouse employees to park closer to the building!

I shared this information with the City Manager and she concurred that the City would not support the request to switch the parallel and angled spaces.

I let Architexas know of the decision.





## **AGENDA ITEM 8 – REGULAR SESSION**

### **MEMORANDUM**

To: Main Street Board Members

From: Jennifer Eckermann

Subject: Discuss and Possibly Act Upon Economic Vitality Committee Recommendation to  
to Approve Changes to the Economic Impact and Innovation Grant

Date: 4.1.22

Following the earlier discussion, and including any changes, staff recommends approval of the changes to the Economic Impact & Innovation Grant.



**AGENDA ITEM 9 – REGULAR SESSION**

**MEMORANDUM**

To: Main Street Board Members

From: Jennifer Eckermann

Subject: Discuss and Possibly Act Upon a Recommendation of the Design and Economic Vitality Committees to Approve the Parklet Manual

Date: 4.1.22

Following the earlier discussion, and including any changes, staff recommends approval of the the information to include in the City of Brenham Parklet Manual.



**AGENDA ITEM 10 – WORK SESSION**

**MEMORANDUM**

To: Main Street Board Members  
From: Jennifer Eckermann  
Subject: Committee Reports  
Date: 4.1.22

Attached are notes from the March meetings of the Design and Economic Vitality Committees.

We will also have an update for you on the Summer Sip & Art Walk at the Monday meeting.



## Design Committee Meeting Notes

Members: Chair Elizabeth Price, Bev Frew, Pete Simpson,

Doug Peck, Margie Young

**March 8, 2022**

- **Certificate of Appropriateness Potential Application**
  - No new applications submitted
  
- **Incentive Grants – No change**
  - Outstanding applied applications
    - 100 E. Alamo Investments, LLC (update)
    - Brenham Heritage Museum
  
- **Sign Grants – No Change**
  - No new apps to review
  - Outstanding applications
    - Brenham Heritage Museum
  
- **Spring Eggs Art Walk**
  - Registration is closed as of Friday, March 4, 2022; we have 27 participants
  - Categories
    - Best of Show – \$200- Kieke Egg Farm
    - Adult 18 & Over - \$125 each
      - Most Creative – Brown Water Cigar Bar
      - Most Votes – Hermann Furniture
      - Judges Choice – The Pomegranate/Fork & Crumb
      - Best Easter Theme – 96 West
      - Best Seasonal Theme – Tres Chic Boutique
    - Student 18 & Under - \$125 each
      - Most Creative – Brenham Floral (Brenham Foundry & Floral Company)
      - Most Votes – The Canyon Chick
      - Judges Choice – Las Americas Latin Cuisine
      - Best Easter Theme – Must Be Heaven
      - Best Seasonal Theme - Glamfetti
  - Sponsorships - \$1,450
  - Dates – Easter is April 17
    - Egg Pick-up: February 14 – March 18,
    - Placement: March 24 & March 25 by 5 pm
    - Voting and bidding: March 26 – April 15 - online and in sponsor stores

- Design Committee set a date to judge eggs – **They will judge on March 29 at 5 pm. Meet at City Hall and get 2 ATVs.**
  - Winners announced: April 19
  - Winning Photos: April 21
  - Pick up eggs April 19 – April 22
  
- **Parklet Manual Development Questions to Discuss**
  1. **Food/beverage establishments only?** Leaning toward yes in an effort to limit the number
  2. **Limit to a specific number? How to limit?** At least one block-facing between parklets, or a certain # of linear feet? Say Pioneer wanted one, is that far enough since the block is so long? Maybe consider the parking lot at one block length? **Whatever we go with whether linear footage or on certain blocks of streets, it should be written into the manual about the public right of way space.**
  3. **Assume none will be requested at certain locations:** Brown Water; Main Street Uncorked; Tabu; The Pomegranate; HSF already has a parking space in the lot. I can't imagine Legend's would spend money on it OR keep it maintained, but someone else may come in (which is the same as all the above!)
  4. **Any fees? Permit fee, or annual fee?** If so, private vs. public use? (Private would be an establishment that reserves use of the parklet during business hours, and public use is the parklet is **not** reserved by the business paying for and maintaining the parklet.) If just a permit fee, any suggestions based on the current fee schedule attached? If annual, how much – private vs public? Leaning toward permit fee only. **There should be a fee for business owners to use this space. This could be an annual amount. For private use \$500 and public use \$250.**
  5. **Anything else that should be changed/considered?** We'll send a draft of the manual to you for review when complete. Plan to present manual as a recommendation of Promotion and EVC Committees.
  
- **Discuss Austin Alley (?)**
  1. **WHY?** Cleans up an alleyway that has become more visible; improves a primary entrance to downtown; establishes safe and inviting connectivity between Alamo and Main Streets
  2. **Considering 2-3 levels of improvements/amenity options** From simple and low cost to all the way and including burying utilities
  3. **Pete will present the attached initial option that could probably be funded by Main Street.** Are there any smaller improvements that could be added with the BCDC match?
  
- **The next meeting will be on April 19, 2022.**



## Economic Vitality Committee Notes

Members: Chairman Jon Hill, Susan Cates, Melinda Faubion,  
Lowell Ogle, and Erica Warren

3.22.22

### Present

Jon Hill

Susan Cates

Melinda Faubion

Erica Warren

Jennifer Eckermann

Nancy Joiner

### Absent

Lowell Ogle

- **EIIG Discussion of Application and Possible Project** - We went over the updated versions of the 2022 EIIG and it was suggested to switch the first and second paragraphs on the information sheet. ADA and fire suppression were added to the information sheet. There will be a point system with four factors that will help qualify someone for this grant. Local partners were added but were clarified as tourism/downtown partner. We could have two EIIGs, and they are Glamfetti and Mescalito.
- **Consider Policies and Guidelines for Development of Parklet Manual** – The introduction on the Parklet application describes two types of parklet opportunities, which are public or private parklets. In Step 3 a building permit should be submitted and the parklet application along with the required supporting documents. There will be a fee based on private and public use. We are removing the annual renewal fee. Under terms, it was changed to “each annual Agreement extension must be requested in writing to Main Street by no later than 10 (10) working days before the end of each year.” There was another statement that added “Extensions may be subject to additional requirements and/or restrictions. Under Responsibilities of Parklet sponsors, it should say “Parklet sponsors are responsible for the following:”  
  
There will be a Parklet Eligibility Checklist form which tells them what information they will need. Plus the Parklet Application was reviewed.
- Other – The 290 flyover project is ongoing. TxDOT is in the process of acquiring the land that will need to be used to expand this project. It is subject to begin in 2025.
- We need to conduct a **Downtown Business Mix survey** for potential businesses.
- The next meeting will be on April 26, 2022, at 4 pm.