

**CITY OF BRENHAM  
PLANNING AND ZONING COMMISSION MINUTES  
DECEMBER 16, 2024**

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

A regular meeting of the Brenham Planning and Zoning Commission was held on December 16, 2024, at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

M. Keith Behrens, Chair  
Deanna Alfred, Vice Chair  
Chris Cangelosi  
Darren Heine  
Calvin Kossie  
Cayte Neil  
Cyndee Smith

Commissioners absent:

None

Staff present:

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

Citizens/Media present:

Tam Le  
Lindi Braddock  
Jake Carlile  
Chad Bolcerek

**1. Call Meeting to Order**

Chairman Behrens called the meeting to order at 5:16 pm with a quorum of seven (7) Commissioners present.

**2. Public Comments**

There were no public comments.

**3. Reports and Announcements**

Stephanie Doland wished all the Board members a Merry Christmas from the City of Brenham staff.

**4. Statutory Consent Agenda**

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

**4-a. Minutes from November 25, 2024, Planning and Zoning Commission Meeting.**

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

**REGULAR SESSION**

- 5. Public Hearing, Discussion and Possible Action on Case Number P-24-044: A request by the Estate of Jeannette O. Parry / Russell Noe, Executor, for approval of a Replat of the West Main Street Addition, Lot 5A1A to create Lot 5A1A-1 (0.2578-acres) and Lot 5A1A-2 (0.1660-acres), being a total of 0.4238-acres, currently addressed as 407 West Main Street and further described as part of the Arrabella Harrington Survey, A-55, in Brenham, Washington County, Texas.**

Shauna Laauwe, City Planner, presented the staff report for Case No. P-24-044. Ms. Laauwe stated that the property owner and applicant is the Estate of Jeannette O. Parry / Russell Noe, Executor, and the applicant/surveyor is Donald Ray Hunter / HLB Services, LLC. The subject property, identified as Lot 5A1A of the West Main Street Addition is a 0.4238-acres lot addressed as 407 West Main Street, is a through and corner lot generally located on the southeast corner of W. Main Street and Seward Street with also having frontage along West Alamo Street to the south. The subject property is zoned R-2, Mixed Residential Zoning and consists of a single-family home and a detached garage with a large portion of vacant land that fronts onto W. Alamo Street. The owner wishes to subdivide the existing lot into two lots for future sale and residential development. The plat creates proposed Lot 5A1A-1 and 5A1A-2, with proposed Lot 5A1A-1 (0.2578-acres) consisting of the existing single-family residence and proposed Lot 5A1A-2 (0.1660-acres) to be sold for residential development. On December 9, 2024, the Board of Adjustments granted a variance to allow proposed Lot 5A1A-1 and Lot 5A1A-2 to have a reduced lot depth of 90 feet and 91 feet, respectively. This plat also dedicates 15-foot public utility easements along the property lines abutting W. Main Street, Seward Street and W. Alamo Street.

A Public Hearing Notice was published in the Banner Press and notices were mailed to property owners within 200-feet of the subject properties on November 27, 2024. Two written citizen comments were received in support of this replat request: Craig & Theresa Norman of 413 W. Main Street and Sean Phillips of 410 W. Alamo Street, who just asked what street the new lot would be addressed off.

Chairman Behrens closed the regular session and opened the public hearing at 5:21 pm. Lindi Braddock who is the realtor for this property stated that the property is for sale and a buyer is under contract for the southern portion of the property. There were no other comments.

Chairman Behrens closed the public hearing and re-opened the regular session at 5:23 pm.

A motion was made by Commissioner Heine and seconded by Commissioner Kossie to approve the request by the Estate of Jeannette O. Parry / Russell Noe, Executor, for approval of a Replat of the West Main Street Addition, Lot 5A1A to create Lot 5A1A-1 (0.2578-acres) and Lot 5A1A-2 (0.1660-acres), being a total of 0.4238-acres, currently addressed as 407 West Main Street, as presented. The motion carried unanimously.

**6. Public Hearing, Discussion and Possible Action on Case Number P-24-045: A request by Jake Carlile / Arete Property Group for approval of a Replat of the Washington Terrace Addition, Block 16, being Portions of Lots 2, 4, and 6 (0.314-acres) Lot 8, and the south half of Lot 10 (0.2888-acres) to create Lot 2A, being a total of 0.602-acres, currently addressed as 1301 and 1307 N. Park Street and further described as part of the Arrabella Harrington Survey, A-55, in Brenham, Washington County, Texas.**

Shauna Laauwe, City Planner, presented the staff report for Case No. P-24-045. Ms. Laauwe stated that the property owner and applicant is Jake Carlile / Arete Property Group, and the applicant/surveyor is Reid Ullrich / Kerr Surveying. The subject properties, identified as Washington Terrace Addition, Block 16, being Portions of Lots 2, 4, and 6 (0.314-acres) Lot 8, and the south half of Lot 10 (0.2888-acres), encompass a 0.602-acre parcel currently addressed as 1301 and 1307 N. Park, and are generally located west of N. Park Street, north of Sayles Street, east of Ewing Street and south of McNeese Street. The subject property consists of a single-family home that will be demolished and vacant land. The property owner / applicant would like to combine these two tracts for future development of proposed Lot 2A for a townhome development. Since the combined property is less than 1-acre (0.602-acres), there is no detention required. There are buffer yard requirements that will have to be met on the north side of the property. This plat also dedicates a 20-foot public utility easement along the eastern property line (N. Park Street) and dedicates a 15-foot public utility easement along the southern property line (Sayles Street).

A Public Hearing Notice was published in the Banner Press and notices were mailed to property owners within 200-feet of the subject properties on November 27, 2024. No written citizen comments were received regarding this replat request.

Engineering and Development Services staff have reviewed the proposed replat for compliance with the City of Brenham's applicable regulations and ordinances and recommend **approval**.

Chairman Behrens closed the regular session and opened the public hearing at 5:26 pm. In response to Commissioner questions, Jake Carlile stated the following:

- Homes will be rental units with the "townhome" feel.
- Two buildings proposed with 5-6 units per building.
- Proposed drives off N. Park Street and Sayles Street for two points of ingress and egress.
- The layout has not been finalized but they are looking at a mix of 2-bedroom, 2-bathroom, 1-bedroom, 1-bathroom, studio units, and possibly a few ADA accessible units and/or 55+ units.
- Due to the bufferyard and setback requirements, most units will be 2-story with a garage. There may be some single-story units for ADA or 55+.
- The garage entry is not finalized but the proposal is for front facing garages.
- Commissioner Heine urged Mr. Carlile to contact TxDOT regarding approval of the N. Park Street drive before the plans are finalized.

There were no other comments.

Chairman Behrens closed the public hearing and re-opened the regular session at 5:37 pm.

A motion was made by Commissioner Smith and seconded by Commissioner Cangelosi to approve the request by Jake Carlile / Arete Property Group for approval of a Replat of the Washington Terrace Addition, Block 16, being Portions of Lots 2, 4, and 6 (0.314-acres) Lot 8, and the south half of Lot 10 (0.2888-acres) to create Lot 2A, being a total of 0.602-acres, currently addressed as 1301 and 1307 N. Park Street, as presented. The motion carried unanimously.

**7. Adjourn.**

A motion was made by Commissioner Alfred and seconded by Commissioner Kossie to adjourn the meeting at 5:38 pm. The motion carried unanimously.

*The City of Brenham appreciates the participation of our citizens, and the role of the Planning and Zoning Commissioners in this decision-making process.*

Certification of Meeting Minutes:

*M. Keith Behrens*  
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Planning and Zoning Commission

M. Keith Behrens  
Chair

January 27, 2025  
Meeting Date

*Kim Hodde*  
\_\_\_\_\_  
Attest

Kim Hodde  
Staff Secretary

January 27, 2025  
Meeting Date