

**CITY OF BRENHAM**  
**PLANNING AND ZONING COMMISSION MINUTES**  
**May 28, 2019**

*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 May 28, 2019 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  
Leroy Jefferson  
Calvin Kossie  
Nancy Low  
Lynnette Sheffield  
Marcus Wamble

Commissioners absent:

Deanna Alfred, Vice Chair – out of town

Staff present:

Stephanie Doland, Assistant Director of Development Services  
Lowell Ogle, Assistant City Manager  
Kim Hodde, Planning Technician

Citizens present:

Joshua Blaschke (KWHI)  
Gabbi Berry  
Tina Heritage

**1. Call Meeting to Order**

Chairman Behrens called the meeting to order at 5:19 pm with a quorum of six (6) Commissioners present.

**2. Public Comments**

There were no public comments.

**3. Reports and Announcements**

Stephanie Doland discussed the following meetings:

1. The 4<sup>th</sup> Comprehensive Plan Advisory Committee (CPAC) will be held in the City Council Chambers on Thursday, May 30, 2019 from 4-6 pm.
2. The final joint PZ/BOA/CC meeting on the Comprehensive Plan has been scheduled for Thursday, June 20, 2019 from 11:30 am to 12:30 pm.
3. The final Open House meeting concerning the Comprehensive Plan will be held on Thursday, June 20, 2019 from 5:00 – 7:00 pm at the Barnhill Center.
4. Ms. Doland inquired about moving the June regular meeting to June 17<sup>th</sup> (1 week early). Commissioners Sheffield, Behrens and Low knew that they had a conflict with the 17<sup>th</sup>.
5. Ms. Doland inquired about moving the August regular meeting to August 19<sup>th</sup> (1 week early) Commissioners Kossie and Wamble mentioned conflicts with this date. Ms. Doland stated that staff would email the Board members some options for these two meetings.
6. The Comprehensive Plan is scheduled to be considered by the Planning and Zoning Commission at the August meeting.

## CONSENT AGENDA

### 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 the April 22, 2019 Planning and Zoning Commission Meeting

Chairman Behrens asked for any corrections or additions to the minutes as presented. A motion was made by Commissioner Sheffield and seconded by Commissioner Low to approve the minutes from the April 22, 2019 meeting, as presented. The motion carried unanimously.

## REGULAR MEETING

### 5. Discussion and Possible Action on Case No. P-19-014: Preliminary Plat of the Farm Houses of Pleasant Hill Subdivision, being 6.000 acres of land out of the John Carrington Survey, Abstract-120 in Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-014 (on file in the Development Services Department). The property is located in the City's extraterritorial jurisdiction (ETJ) and is proposed to have four (4) residential lots. Staff has reviewed the plat and finds that it meets all applicable City ordinances and recommends approval.

A motion was made by Commissioner Kossie and seconded by Commissioner Wamble to approve the Preliminary Plat to form the Farm Houses of Pleasant Hill Subdivision, as presented. The motion carried unanimously.

### 6. Discussion and Possible Action on Case No. P-19-015: Final Plat of the Farm Houses of Pleasant Hill Subdivision, being 6.000 acres of land out of the John Carrington Survey, Abstract-120 in Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-015 (on file in the Development Services Department). The property is located in the City's extraterritorial jurisdiction (ETJ) and is proposed to have four (4) residential lots. Staff has reviewed the plat and finds that it meets all applicable City ordinances and recommends approval.

A motion was made by Commissioner Kossie and seconded by Commissioner Low to approve the Final Plat to form the Farm Houses of Pleasant Hill Subdivision, as presented. The motion carried unanimously.

### 7. Discussion and Possible Action on Case No. P-19-017: Preliminary Plat of the Market Square Brenham Subdivision, being 51.119 acres of land out of the John Long Survey, Abstract-156 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-017 (on file in the Development Services Department). This property was previously rezoned and this plat will divide the property into two (2) lots to begin development of the land. Proposed Lot 1 will contain 1.70 acres of land the proposed Lot 2 will contain the remaining 49.419 acres of land. Staff has reviewed the plat and finds that it meets all applicable City ordinances and recommends approval.

A motion was made by Commissioner Kossie and seconded by Commissioner Jefferson to approve the Preliminary Plat to form the Market Square Brenham Subdivision, as presented. The motion carried unanimously.

### 8. Discussion and Possible Action on Case No. P-19-018: Final Plat of the Market Square Brenham Subdivision, being 51.119 acres of land out of the John Long Survey, Abstract-156 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-018 (on file in the Development Services Department). Staff has reviewed the plat and finds that it meets all applicable City ordinances and recommends approval.

A motion was made by Commissioner Sheffield and seconded by Commissioner Kossie to approve the Final Plat to form the Market Square Brenham Subdivision, as presented. The motion carried unanimously.

**9. Discussion and Possible Action on Case No. P-19-019: A City Initiated Request to Amend Chapter 21 – Signs of the City of Brenham Code of Ordinances.**

Stephanie Doland presented the staff report for Case No. P-19-019 (on file in the Development Services Department). Ms. Doland stated that staff has been working on a revised sign ordinance and have had multiple meetings with the various city departments and boards, as well as receiving valuable public input. Ms. Doland discussed the various facets of the ordinance including the purpose and scope, definitions, signage types, enforcement, etc. The consensus of the Board was to recommend a change to Section 21-9 to increase the maximum square footage for changeable electronic variable message signs (CEVMS) to 60 square feet per sign face instead of the proposed 50 square feet as well as a change to Section 21-12 to increase the maximum height for an entry monument sign to 8 feet instead of the proposed 5 feet. It was noted that TxDOT has standards in place for regulating the copy change, lumens, and other aspects of CEVMS signage.

A motion was made by Commissioner Behrens and seconded by Commissioner Kossie to recommend approval of the amended Chapter 21 – Signs of the City of Brenham Code of Ordinances to the Brenham City Council with the following changes:

- Section 21-9 – increase to 64 square feet instead of the proposed 50 square feet; and
- Section 21-12 – increase to 8 feet instead of the proposed 5 feet.

The motion carried unanimously.

**10. Discussion and Possible Action on Case No. P-19-020: A City Initiated Request to amend the City of Brenham’s Code of Ordinances Appendix A: Zoning by amending Part II, Division 2, Section 3.02, Permitted Uses: (nonresidential uses) – to allow signs for public facilities which are placed by a governmental entity or public institution of higher education as a permitted use in the B-1 Zoning District.**

Stephanie Doland presented the staff report for Case No. P-19-020 (on file in the Development Services Department). Ms. Doland explained that this item came about when Blinn College requested four entry monuments on properties that did not have buildings on them. Entry monument signs are allowed in Chapter 21 – Signs of the Brenham Code of Ordinances; however, the Zoning Ordinance requires that the sign be placed on the same lot as the business. Staff researched and found that entry monument signage may be appropriate as the primary use of non-residential property. For example, signs designating entry into Washington County, the City of Brenham or the Blinn College District may be appropriate on properties that are owned by the respective entities and is otherwise vacant. The proposed text amendment would allow governmental entities and other public institutions the opportunity to place monument signs on vacant property to help establish a sense of place and distinguish arrival to otherwise unseen boundaries.

Chairman Behrens opened the Public Hearing at 5:59 pm and asked for any comments. There were no citizen comments.

Chairman Behrens closed the Public Hearing at 5:59 pm and re-opened the Regular Session.

A motion was made by Commissioner Low and seconded by Commissioner Wamble to recommend approval to the Brenham City Council of the amendment to Part II, Division 2, Section 3.02, Permitted Uses, as presented. The motion carried unanimously.

**11. Adjourn**

A motion was made by Commissioner Kossie and seconded by Commissioner Sheffield to adjourn the meeting at 6:01 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*  
Planning and Zoning Commission

M. Keith Behrens  
Chairman

June 24, 2019  
Meeting Date

*Kim Hodde*  
Attest

Kim Hodde  
Staff Secretary

June 24, 2019  
Meeting Date