NOTICE OF A REGULAR MEETING
BRENHAM PLANNING AND ZONING COMMISSION
MONDAY, JUNE 24, 2019 AT 5:15 P.M.
SECOND FLOOR CITY HALL
COUNCIL CHAMBERS
200 W. VULCAN
BRENHAM, TEXAS

1. Call Meeting to Order

2. Public Comments
   [At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.]

3. Reports and Announcements

CONSENT AGENDA

4. Statutory Consent Agenda
   The Statutory Consent 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 May 28, 2019 Planning and Zoning Commission Meeting

REGULAR AGENDA

5. Public Hearing, Discussion and Possible Action on Case No. P-19-021: A request by Brenham Wholesale Grocery for an Amendment to the City of Brenham’s Official Zoning Map of the Code of Ordinances to change the zoning from a Manufactured Home Residential Use District (R-3) to an Industrial Use District (I) on 1.27 acres of land described as James Walker Survey, A-106, and 0.136 acres described as Arrabella Harrington Survey, A-55, and 0.608 acres described as Block 1, Beacon Hill Addition, and 0.137 acres described as a portion of Limit Street, being a total of 2.151-acres in Brenham, Washington County, Texas.

6. Discussion and Possible Action on Case No. P-19-022: A Final Plat of Reserve “F” of the Vintage Farms Subdivision, Phase I to create Vintage Farms Subdivision, Phase II consisting of 17.778 acres located generally on State Highway 36 N and Dixie Road in Brenham, Washington County, Texas.

7. Adjourn
CERTIFICATION

I certify that a copy of the June 24, 2019, agenda of items to be considered by the Planning & Zoning Commission was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on June 19, 2019, at 4:00 pm.

Kim Hodde
Kim L. Hodde, Planning Technician

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 the attached notice and agenda of items to be considered by the Planning and Zoning Commission was removed by me from the City Hall bulletin board on the ______ day of ___________________, 2019 at ________ am/pm.

_________________________________  ______________________________
Signature                              Title
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 4th 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 17th (1 week early). Commissioners Sheffield, Behrens and Low knew that they had a conflict with the 17th.
5. Ms. Doland inquired about moving the August regular meeting to August 19th (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.


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.

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   June 24, 2019
Planning and Zoning Commission   Chairman   Meeting Date

_____________________________________ Kim Hodde   June 24, 2019
Attest      Staff Secretary   Meeting Date
CASE NUMBER P-19-021
ZONE CHANGE REQUEST – SOUTHEAST CORNER OF THE INTERSECTION OF OLD CHAPPELL HILL ROAD AND S. BLUE BELL ROAD

STAFF CONTACT: Kim Hodde, Planning Technician

OWNERS/APPLICANTS: Brenham Wholesale Grocery

ADDRESS/LOCATION: Located at the southeast corner of the intersection of S. Blue Bell Road and Old Chappell Hill Road (Exhibit A).

LEGAL DESCRIPTION: 1.27 acres of land described as James Walker Survey, A-106, and 0.136 acres described as Arrabella Harrington Survey, A-55, and 0.608 acres described as Block 1, Beacon Hill Addition, and 0.137 acres described as a portion of Limit Street, being a total of 2.151-acres.

LOT AREA: Approximately 2.151 acres

ZONING DISTRICT/USE: Manufactured Home Residential Use District (R-3) / Vacant (Exhibit B)

FUTURE LAND USE: Combination of Commercial/Retail and Single-Family

REQUEST: A request to change the zoning classification from a Manufactured Home Residential Use District (R-3) to an Industrial Use District (I) (Exhibit C).

BACKGROUND:
The subject property is currently zoned as R-3, Manufactured Home Residential Use District. The property owner/applicant, Brenham Wholesale Grocery, would like to develop the property with a convenience store. The applicant has requested that the property be rezoned to Industrial, which allows for a convenience store by right and is consistent with the Comprehensive Plan and the future land use map.

ANALYSIS OF CITY OF BRENHAM ZONING POLICIES:
The purpose of zoning policies is to provide guidelines for considering future amendments to the zoning ordinance (Part 1, Section 4 of Appendix A – “Zoning” of the Brenham Code of Ordinances). They are as follows:

(1) The city's zoning should recognize and seek to preserve the small town attributes that make Brenham a special place for its citizens to live, work and play.

The subject property is currently under-developed, primarily vacant land. The subject property is adjacent to Old Chappell Hill Road to the north, Harrell Street to south, and S. Blue Bell Road to the west. Properties to the north of the subject property are zoned industrial and are city-owned facilities (wastewater treatment plant). Properties to the east of the subject property are zoned R-
3 and developed with single-family housing and manufactured homes/MH parks. Properties to the east across Blue Bell Road are developed with a mix of commercial (office and retail) and residential. The applicant proposes to construct a convenience store to serve the neighborhood and the community. Allowing the proposed rezoning request would allow the approximately 2.151 acres to develop in a manner to meet the general needs of the neighborhood and community and would be in keeping with the development pattern in the general vicinity.

(2) The city's zoning should be guided by the future land use plan and other applicable guidelines found in the Comprehensive Plan.

The future land use map portion of the Envision 2020 Comprehensive Plan suggests the subject property may be appropriate for commercial/retail uses. However, the Comprehensive Plan also includes land use policies to help guide land use decisions. Specifically the Plan recommends that the City consider permitting commercial and retail uses along highly traveled roadways such as S. Blue Bell Road and Old Chappell Hill Road. If the requested zone change were approved, the subject property would allow for the development of office, retail and commercial uses in addition to industrial uses. Staff believes that the proposed request is aligned with the goals and land use policies established in the Comprehensive Plan.

(3) The city's zoning should be designed to facilitate the more efficient use of existing and future city services and utility systems in accordance with the Comprehensive Plan.

The subject property is primarily vacant and existing utility services are located along the right-of-ways for S. Blue Bell Road, Old Chappell Hill Road, and Harrell Road and can be extended to serve the proposed development on the property.

(4) The city's zoning should be organized and as straight forward as possible to minimize use problems and enforcement problems.

The proposed zone change, if approved, will be reflected on the City of Brenham zoning map available for citizen viewing on the City of Brenham homepage.

(5) The city's zoning process should be fair and equitable, giving all citizens adequate information and opportunity to be heard prior to adoption of zoning amendments.

Property owners within 200 feet of the project site were mailed notifications of this request on June 12, 2019. The Notice of Public Hearing was published in the Brenham Banner on June 13, 2019. Any public comments submitted to staff will be provided in the Planning & Zoning Commission and City Council packets or during the public hearing.

(6) The city's zoning should insure that adequate open space is preserved as residential and commercial development and redevelopment occur.

If approved, the property will be required to adhere to minimum building setbacks and maximum impervious coverage requirements for property zoned I, Industrial. Staff finds that the aforementioned requirements will ensure that adequate open spaces is preserved on the subject property.

(7) The city's zoning should insure Brenham's attractiveness for the future location of business and housing by preserving an attractive and safe community environment in order to enhance the quality of life for all of its residents.
Staff believes that the requested zoning and associated land uses are appropriate in this location given adjacent zoning designations, existing development in the vicinity, and conformance with the City's adopted future land use map.

(8) The city's zoning ordinance should preserve neighborhood culture by retaining and promoting land uses consistent with the community's plan for the development and/or redevelopment of its neighborhoods.

Rezoning the subject property to Industrial will allow the subject property to develop in accordance with property in the general vicinity. The subject 2.151 acres of land is located between two arterial roadways that are both capable of handling traffic associated with uses allowed in the Industrial district. Adjacent property to the east is zoned R-3 and developed with single-family dwellings, manufactured homes and manufactured home parks. The applicant, Brenham Wholesale Grocery will be required to adhere to minimum buffer yard and screening requirements. Buffer yard and screening requirements are established to preserve existing neighborhoods and ensure adjacent property develops in a manner compatible to nearby land uses.

(9) The city's zoning should protect existing and future residential neighborhoods from encroachment by incompatible uses.

Staff finds that rezoning the property will protect adjacent existing and future residential neighborhoods due to the City adopted development standards including requirements related to buffer yards, screening, setbacks, drainage and landscaping.

(10) The city's zoning should assist in stabilizing property values by limiting or prohibiting the development of incompatible land uses or uses of land or structures which negatively impact adjoining properties.

Staff is unable to determine any destabilizing effects on the neighboring properties should this rezoning request be approved.

(11) The city's zoning should make adequate provisions for a range of commercial uses in existing and future locations that are best suited to serve neighborhood, community and regional markets.

If approved, the proposed rezoning will allow development for a mixture of land uses, including retail, office, and commercial uses. Staff believes that the proposed zoning change, if approved, will allow for commercial development that will serve the properties in the general vicinity and the community. There are additional properties in the vicinity that could be utilized for residential use.

(12) The city's zoning should give reasonable accommodation to legally existing incompatible uses, but it should be fashioned in such a way that over time, problem areas will experience orderly change through redevelopment that gradually replaces the nonconforming uses.

The property is primarily vacant, and staff is not aware of any hindrances on the property created by legally existing incompatible uses. The applicant's request will allow the subject property to develop with a mixture of land uses and if approved, will allow for compatible, legally conforming development.

(13) The city's zoning should provide for orderly growth and development throughout the city.
Staff finds that the proposed rezoning change will allow for the orderly growth and development in the general vicinity and throughout the city. Furthermore, the proposed rezoning is in accordance with the City’s adopted Future Land Use Map and Comprehensive Plan.

STAFF RECOMMENDATION:

Staff recommends approving the proposed rezoning to the Industrial zoning use district (I) for the subject 2.151-acre tract.

EXHIBITS:

A. Aerial Map
B. Zoning Map
C. Cover Letter
D. Site photos
May 23, 2019

Attn: Planning & Zoning Commission, City of Brenham, Texas, USA

From: Bradley Trochta
   Brenham Wholesale Grocery Co., Inc.
   602 W. First ST.
   Brenham, TX 77833

RE: Request for Zone Change

Dear Planning & Zoning Commission,

Brenham Wholesale has purchased three tracts of land at the corner of Old Chappell Hill Road and Hwy. 577 in the Old Beacon Hill Subdivision with the intention of building a state-of-the-art convenience store. In conjunction with this, we are concurrently working with the city on the re-plat of the land and the abandonment of a portion of Limit Street to have a squared property with safe access off of Hwy. 577 and Old Chappell Hill Road. With the building of this facility, we will be able to bring more jobs to the community along with neighborhood services and fresh food to a geographic area of the city that could benefit thousands of city residents.

After discussions and meetings with Susan Cates & Stephanie Doland, it appears the best route to move one step closer to bringing this plan to fruition is to have a zoning change. In accordance with their advice, we would like to formally request to rezone the attached properties from R3 – Manufactured Home Residential to I – Industrial.

Thank you for the consideration. Please feel free to reach out to me for any additional information that could be used to assist in your decision. I can be reached at 979-332-5432.

Warm Regards,

[Signature]

Bradley Trochta
Intersection of Harrell & Limit Streets – looking north

Intersection of Harrell & Limit Streets – looking north
Intersection of Old Chappell Hill & Blue Bell—looking southeast

Blue Bell Road – looking east
CASE P-19-022

FINAL PLAT: Vintage Farms Subdivision, Phase II

STAFF CONTACT: Kim Hodde, Planning Technician

PLAT TITLE: Vintage Farms Subdivision, Phase II  CITY/ETJ: City Limits

PLAT TYPE: Final Plat

OWNER/APPLICANT: CTX Land Investments, LLC / Stylecraft Builders, Inc.

LOT AREA / LOCATION: 17.778 acres located on State Highway 36 North near Dixie Road

LEGAL DESCRIPTION: Vintage Farms Subdivision, Phase II in the City of Brenham, Washington County, Texas

ZONING DISTRICT: Planned Development District (O-17-005) / Single-Family Residential

EXISTING USE: Vacant land

COMP PLAN: Commercial/Retail

FUTURE LAND USE:

REQUEST: A request to replat Reserve “F” of the Vintage Farms Subdivision, Phase I to create Vintage Farms Subdivision, Phase II consisting of 17.778 acres, in the City of Brenham, Washington County, Texas.

BACKGROUND:

On October 23, 2017, the Planning and Zoning Commission approved the Preliminary Plat for the Vintage Farms Subdivision, Phases I, II and III. On November 27, 2017, the Commission approved the Final Plat creating Vintage Farms Subdivision, Phase I. The Final Plat included platting of 102 residential lots and Reserves A-F. The subject 17.778 acres included with the proposed Final Plat was designated as “Reserve F” on the aforementioned subdivision plats. CTX Land Investments, LLC requests approval of a Final Plat to replat Reserve “F” of the Vintage Farms Subdivision, Phase I to create the Vintage Farms Subdivision, Phase II, consisting of 17.778 acres of land and the creation of 52 residential lots and corresponding right-of-way and easements. The proposed plat meets all applicable standards of the Planned Development District.

STAFF RECOMMENDATION:

Engineering and Development Services staff have reviewed the proposed plat for compliance the City of Brenham’s regulations and ordinances and recommend approval of the proposed plat.

EXHIBITS:
A. Proposed Final Plat Document