

**CITY OF BRENHAM
PLANNING AND ZONING COMMISSION MINUTES
October 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 October 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
Marcus Wamble

Commissioners absent:

Deanna Alfred, Vice Chair (excused)
Lynnette Sheffield (excused)

Staff present:

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

Citizens present:

Donald W. Lampe	Alyssa Faykus (Brenham Banner Press)
Robert Scheel	Keith Herring
Mark Scheel	Adam Griffin
Jon Hodde	Josh Blaschke (KWHI)
Kelcie Anton	

1. Call Meeting to Order

Chairman Behrens called the meeting to order at 5:15 pm with a quorum of five (5) Commissioners present.

2. Public Comments

There were no public comments.

3. Reports and Announcements

Stephanie Doland made the following announcements:

- Introduced Shauna Laauwe, Project Planner
- 2020 Plan of Work – workshop to prioritize “to-do” list from Comprehensive Plan / additional training.

- Annexation – several different areas to be annexed in a “phased-in” approach. Possible item at the next P & Z meeting for recommendation of zoning for the annexed areas. There will be a couple meetings to discuss the “frequently-asked questions”.
- Historic Preservation Ordinance – working on details for moving forward with the workshop
- Board re-appointments – all P & Z Commissioners up for re-appointment have submitted their applications.
- Due to the recent Legislative changes, staff will be meeting with local surveyors regarding how the changes affect our processes.

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 August 29, 2019 Planning and Zoning Commission Meeting

Chairman Behrens asked for any corrections or additions to the minutes as presented. Commissioner Low stated that under item 4a it should be say acting Chairman Low instead of Chairman Behrens. Kim Hodde noted the correction. A motion was made by Commissioner Kossie and seconded by Commissioner Low to approve the minutes from the August 29, 2019 meeting, as corrected. The motion carried unanimously.

REGULAR MEETING

5. Discussion and Possible Action on Case Number P-19-032: Preliminary Plat of the Southwest Industrial Park (SWIP), Section IV, Lot 1, being 6.00 acres of land out of the Phillip Coe Survey, Abstract-31 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-032 (on file in the Development Services Department). Ms. Doland stated that this property is owned by the Brenham Community Development Corporation and that the applicant desires to plat this tract to begin development of the land. Proposed Lot 1 will contain 6.000-acres of land. Development Services have reviewed this Preliminary Plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Preliminary Plat as presented.

A motion was made by Commissioner Low and seconded by Commissioner Kossie to approve the Preliminary Plat of the Southwest Industrial Park (SWIP), Section IV, as presented. The motion carried unanimously.

6. Discussion and Possible Action on Case No. P-19-033: Final Plat of the Southwest Industrial Park (SWIP), Section IV, Lot 1, being 6.00 acres of land out of the Phillip Coe Survey, Abstract-31 in Brenham, Washington County, Texas

Stephanie Doland presented the staff report for Case No. P-19-033 (on file in the Development Services Department). Ms. Doland stated that this property is owned by the Brenham Community Development Corporation and that the applicant desires to plat this tract to begin development of the land. Proposed Lot 1 will contain 6.000-acres of land. Development Services have reviewed this Final Plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Final plat as presented.

A motion was made by Commissioner Kossie and seconded by Commissioner Wamble to approve the Final Plat of the Southwest Industrial Park (SWIP), Section IV, as presented. The motion carried unanimously.

7. Discussion and Possible Action on Case No. P-19-035: Preliminary Plat of the Scheel Division No. 1, Lots 1-3, being 3.721 acres of land and 0.106 acres dedicated for public right-of-way, out of the A. Harrington Survey, Abstract-55 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-035 (on file in the Development Services Department). Ms. Doland stated that this property is owned by Robert and Jeanette Scheel and that the applicant desires to divide this tract into three lots. Proposed Tract 1 will contain 1.487 acres of land, proposed Tract 2 will contain 1.117 acres of land and proposed Tract 3 will contain 1.117 acres of land. Included in the proposed plat is a 0.106-acre dedication for public right-of-way along Burleson Street. Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Preliminary Plat as presented.

A motion was made by Commissioner Kossie and seconded by Commissioner Wamble to approve the Preliminary Plat of the Scheel Division No. 1, as presented. The motion carried unanimously.

8. Discussion and Possible Action on Case No. P-19-036: Final Plat of the Scheel Division No. 1, Lots 1-3, being 3.721 acres of land and 0.106 acres dedicated for public right-of-way, out of the A. Harrington Survey, Abstract-55 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-036 (on file in the Development Services Department). Ms. Doland stated that this property is owned by Robert and Jeanette Scheel and that the applicant desires to divide this tract into three lots. Proposed Tract 1 will contain 1.487 acres of land, proposed Tract 2 will contain 1.117 acres of land and proposed Tract 3 will contain 1.117 acres of land. Included in the proposed plat is a 0.106-acre dedication for public right-of-way along Burleson Street. Development Services have reviewed this final plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Final Plat as presented.

A motion was made by Commissioner Low and seconded by Commissioner Kossie to approve the Final Plat of the Scheel Division No. 1, as presented. The motion carried unanimously.

9. Discussion and Possible Action on Case No. P-19-037: Preliminary Plat of the Anton Subdivision, Lots 1 and 2, being 20.873 acres of land out of the James Schrier Survey, Abstract-98 in Washington County, Texas

Stephanie Doland presented the staff report for Case No. P-19-037 (on file in the Development Services Department). Ms. Doland stated that this property is owned by Kenneth and Kelcie Anton and is located in the City's Extraterritorial Jurisdiction (ETJ). The applicant desires to divide this tract into two lots. Proposed Lot 1 will contain 16.55 acres of land and proposed Tract 2 will contain 4.327 acres of land. The staff report recommendation was for approval with conditions; however, the applicant satisfied all the conditions prior to the meeting so no conditions of approval are required. Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Preliminary Plat as presented.

A motion was made by Commissioner Wamble and seconded by Commissioner Low to approve the Preliminary Plat of the Anton Subdivision, as presented. The motion carried unanimously.

10. Discussion and Possible Action on Case No. P-19-038: Final Plat of the of the Anton Subdivision, Lots 1 and 2, being 20.873 acres of land out of the James Schrier Survey, Abstract-98 in Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-037 (on file in the Development Services Department). Ms. Doland stated that this property is owned by Kenneth and Kelcie Anton and is located in the City's Extraterritorial Jurisdiction (ETJ). The applicant desires to divide this tract into two lots. Proposed Lot 1 will contain 16.55 acres of land and proposed Tract 2 will contain 4.327 acres of land. The staff report recommendation was for approval with conditions; however, the applicant satisfied all the conditions prior to the meeting so no conditions of approval are required. Development Services has reviewed this Final plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Final Plat as presented.

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

11. Discussion and Possible Action on Case No. P-19-039: Preliminary Plat of the Zippy J – Brenham Subdivision, Tracts 1 and 2, being 2.062 acres of land and 0.074 acres dedicated for public right-of-way, out of the A. Harrington Survey, Abstract-55 and the James Walker Survey, Abstract-106 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-039 (on file in the Development Services Department). The proposed Tract 1, containing 1.944 acres of land is owned by Zippy J's Brenham Holdings, LLC and the proposed Tract 2, containing 0.118 acres of land, is owned by Carmen and Martha Cruz. Included in the proposed plat is a 0.074-acre dedication for public right-of-way along Chappell Hill Road as well as a public utility easement (PUE) for relocation of an existing sanitary sewer line. On July 8, 2019, the Board of Adjustment granted a variance to allow for the existing 43-foot lot width and 5,160 square foot lot size for Tract 2. Development Services has reviewed this Preliminary Plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Preliminary plat as presented.

A motion was made by Commissioner Wamble and seconded by Commissioner Kossie to approve the Preliminary Plat of the Zippy J – Brenham Subdivision, as presented. The motion carried unanimously.

12. Discussion and Possible Action on Case No. P-19-040: Final Plat of the Zippy J – Brenham Subdivision, Tracts 1 and 2, being 2.062 acres of land and 0.074 acres dedicated for public right-of-way, out of the A. Harrington Survey, Abstract-55 and the James Walker Survey, Abstract-106 in Brenham, Washington County, Texas.

Stephanie Doland presented the staff report for Case No. P-19-040 (on file in the Development Services Department). The proposed Tract 1, containing 1.944 acres of land is owned by Zippy J's Brenham Holdings, LLC and the proposed Tract 2, containing 0.118 acres of land, is owned by Carmen and Martha Cruz. Included in the proposed plat is a 0.074-acre dedication for public right-of-way along Chappell Hill Road as well as a public utility easement (PUE) for relocation of an existing sanitary sewer line. On July 8, 2019, the Board of Adjustment granted a variance to allow for the existing 43-foot lot width and 5,160 square foot lot size for Tract 2. Development Services has reviewed this Final Plat for compliance with applicable City of Brenham regulations and ordinances and recommends approval of this Final Plat as presented.

A motion was made by Commissioner Kossie and seconded by Commissioner Wamble to approve the Final Plat of the Zippy J – Brenham Subdivision, as presented. The motion carried unanimously.

13. Discussion on Case No. P-19-034: Workshop Discussion regarding Recreational Vehicle (RV) Parks in the City of Brenham.

Shauna Laauwe presented the staff report for Case No. P-19-034 (on file in the Development Services Department). Ms. Laauwe stated that the applicant, Paul Kendall, approached the City quite some time ago desiring to build a recreational vehicle (RV) park in the 1700 Block of N. Park Street that is located within a B-1, Local Business / Residential Mixed-Use District. Mr. Kendall asked the City to consider allowing recreations vehicle parks in the R-3 and B-1 Districts. Ms. Laauwe stated that RV Parks are not specifically mentioned in the current Code of Ordinances or Zoning Appendix; therefore, they are not allowed in the city limits.

Ms. Laauwe stated that there are approximately 13,000 privately-owned RV Parks and 1,600 state parks in the US. About 40 million people own recreational vehicles.

Ms. Laauwe identified some potential benefits of allowing RV Parks such as helping Brenham become a “vacation destination” which brings in additional sales tax and increased property revenue.

Development standards will ensure that RV Parks will:

- Be built with limited density and be compatible to nearby and adjacent uses
- Have infrastructure for utility hookups and orderly and safe circulation for users and emergency vehicles
- Have hard surfaces for RV parking and roadways
- Built to the City’s landscaping and bufferyard standards

Ms. Laauwe explained that staff compared 15 cities throughout Texas that have adopted development regulations for RV Parks. She explained what criteria was researched and presented staff’s analysis and findings.

Staff’s recommendation is to:

- encourage RV Parks on the periphery of the City limits
- allow RV Parks in the residential zoning district R-3 and commercial zoning districts B-1 and B-2, with prior approval of a Specific Use Permit
- require a minimum development size of 3-acres to facilitate compatible land uses

A proposed text amendment to allow RV Parks in the aforementioned districts would:

- define the term Recreational Vehicle (RV)
- define Recreational Vehicle Park
- establish the Recreational Vehicle Park Use
- adopt additional standards for RV Parks

Ms. Laauwe provide various examples of RV Parks from several of the researched cities.

Commissioner questions/comments and staff responses included:

- Staff recommends establishing a 90-day maximum residency.
- Staff recommend a 15% landscape requirement as well as the requirement for trees, etc. to meet the City’s minimum landscape requirements.

- Staff will research entrance requirements to the RV park so that the use is compatible with adjacent properties and right-of-way.
- Staff will research requiring 1-tree per RV space.
- Staff will research enhanced requirements for the entry since the development is similar to a neighborhood.
- Staff recommends a manager and employees on-site to handle the day-to-day operations; additional on-site security is a possibility.
- Staff will research the traffic impacts associated with this use.

It was the consensus of the Commission to have staff do more research on these suggested revisions and then have another workshop before the text amendment is brought before the Commission for consideration.

14. Adjourn

A motion was made by Commissioner Wamble and seconded by Commissioner Low to adjourn the meeting at 6:07 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

November 25, 2019
 Meeting Date

Kim Hodde
 Attest

Kim Hodde
 Staff Secretary

November 25, 2019
 Meeting Date