

CITY OF BRENHAM
PLANNING AND ZONING COMMISSION MINUTES
February 27, 2017

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 February 27, 2017 at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

Nancy Low, Vice Chairman
Deanna Alfred
Calvin Kossie
Leroy Jefferson
Charlie Pyle
Lynnette Sheffield

Commissioners absent:

Walt Schoenvogel, Chairman

Staff present:

Erik Smith, Development Services Manager
Kim Hodde, Planning Technician

Citizens present:

Darren Huckert (Jones & Carter)
Vince Michel

1. Call Meeting to Order

Vice Chairman Low called the meeting to order at 5:15 pm with a quorum of six (6) Commissioners present.

CONSENT AGENDA

2. 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.

2-a. Minutes from the January 23, 2017 Planning and Zoning Commission Meeting

Vice Chairman Low asked for any corrections or additions to the minutes as presented. A motion was made by Commissioner Pyle and seconded by Commissioner Kossie to approve the minutes from the January 23, 2017 meeting as presented. The motion carried unanimously.

REGULAR AGENDA

3. Discussion and possible action concerning a request for approval of a Preliminary Plat to form the Parklane Villas Subdivision, consisting of 1 lot, being a subdivision of 6.274 acres of land, a portion of a called 7.5206 acre tract and all of Parkcrest Subdivision, Section II, Block 1, situated in the Arrabella Harrington Survey, A-55, Brenham, Washington County, Texas.

Erik Smith, Development Services Manager, stated that this is a preliminary plat consisting of 1 new lot on 6.274 acres located along Hosea St. and Bob St. in Brenham, Washington County, Texas. The applicant has vacated the individual lots that were previously platted to create one tract of land. The applicant needs plat approval before building permits can be issued. Mr. Smith stated that this is a very basic tract for the Brenham Housing Authority for multi-family use for their apartment project. Staff has reviewed this plat and finds that it meets all of the required ordinances and specifications.

STAFF RECOMMENDATION:

Staff recommends approval of the preliminary plat.

Commissioner Sheffield stated that she was delighted to see this land used for a good purpose but she hopes that they looked hard at the floodplain issues. Mr. Smith stated that the civil would have to be designed to accommodate any drainage issues. Commissioner Pyle asked if this project was a tax credit project. Mr. Smith replied that this is part of a larger project that started over a year ago. The City Council issued a letter stating that they didn't contest the project and the partnership submitted the required documentation while applying for the tax credits. Mr. Smith stated that the platting could have been done a long time ago; however, not knowing how long the tax credit project would take or what might change in the process, it was decided to wait until this phase of the project to proceed with the platting. After the platting process is complete, the civil plan review process will be done to ensure that drainage is addressed. The building plans for this phase were just received so the plan review process for the construction phase has also started. Mr. Smith stated that once these units are completed, then people will be moved from older BHA units into these units and it will result in a net decrease of 14 BHA units.

A motion was made by Commissioner Alfred and seconded by Commissioner Sheffield to approve the Preliminary Plat to form the Parklane Villas Subdivision as presented. The motion carried unanimously.

4. Discussion and possible action concerning a request for approval of a Final Plat to form the Parklane Villas Subdivision, consisting of 1 lot, being a subdivision of 6.274 acres of land, a portion of a called 7.5206 acre tract and all of Parkcrest Subdivision, Section II, Block 1, situated in the Arrabella Harrington Survey, A-55, Brenham, Washington County, Texas.

Erik Smith, Development Services Manager, stated that this is a final plat consisting of 1 new lot on 6.274 acres located along Hosea St. and Bob St. in Brenham, Washington County, Texas. The applicant has vacated the individual lots that were previously platted to create one tract of land. The applicant needs plat approval before permits can be issued. Erik Smith stated that this is the Final Plat to complete the Preliminary Plat that was previously approved. He noted that on the Final Plat there are not contours or improvements shown. Staff has reviewed this plat and finds that it meets all of the required ordinances and specifications.

STAFF RECOMMENDATION:

Staff recommends approval of this final plat.

A motion was made by Commissioner Sheffield and seconded by Commissioner Kossie to approve the Final Plat to form the Parklane Villas Subdivision as presented. The motion carried unanimously.

Vice Chairman Low asked what will happen to the old units. Vince Michel stated that once everyone has been moved out of the 1st phase old units (80 units) into the 1st phase new units, the old units will be demolished and the 2nd phase new units will be constructed then the 2nd phase old units will be demolished and the final phase constructed. They are looking to start construction on Phase I in June or July. They are very excited about this project since the tax credits are very competitive and hard to get. Spring of 2018 will be the next round of tax credits.

5. Administrative Report

Erik Smith presented the Administrative report for January 2017, including building permit/inspection/code enforcement information. He stated that City Council approved the recommendation for the Subdivision ROW frontage variance for David Korth. He reminded everyone that the Planning and Zoning Commission will have a joint meeting with City Council on March 23, 2017 at 1:00 pm for the Stylecraft Zone Change (Planned Development District Ordinance); therefore, we will NOT have a meeting on Monday, March 27, 2017. We will address any other P & Z items at the March 23rd meeting. Commissioner Sheffield asked if they would get the item information in advance. Mr. Smith stated that he would get the information to the board members as quickly as it is available. He stated that the zone change ordinance will dictate how the lots will be designed and, therefore, how the plats will need to be.

Mr. Smith asked the Board if they are comfortable receiving the packets by email and then having hard copies available at the meetings. Everyone was okay with this. However, for the March 23rd meeting, hard copy packets will be delivered to the Board members.

Commissioner Sheffield asked when the Masonry Ordinance would be done. Erik stated that he couldn't provide an answer since it is still in the very early stages and they have only met twice. The 3rd meeting was cancelled and hasn't been rescheduled yet. The ordinance can be very complicated ordinance or it can be very simple. Right now, it is a little longer than most cities but it will probably be pared down some. This ordinance is dealing with the percentage of masonry on building facade. Initially, it was proposed as 100% front, 80% side and 50% back but now it is being proposed as 50% overall. This gives the Developer more flexibility. Mr. Smith stated that he is still working on this ordinance but he is unsure as to when it will be completed. Commissioner Alfred asked if the masonry has anything to do with the depth of the slab or just the facade. Erik stated that the foundation requirements are mandated by the Building Code and the Masonry is considered a Design Standard. We are still deciding whether to put it in the Design Standards or the Zoning Ordinance.

Mr. Smith advised the P & Z that the Sign Ordinance revisions are getting revived. Commissioner Sheffield stated that she thinks the downtown needs to be separate from the regular sign ordinance. He stated that he is planning to have a workshop with Council in April to update them as to why nothing has been done with the Sign Ordinance yet. The revisions have been sitting on his desk for nearly two years while waiting to try to figure out the TxDOT ROW issue. He stated that Senator Kolkhorst has introduced legislation regarding pedestrian friendly zones in TxDOT right of ways and if it gets passed, the problem will be solved.

6. Adjourn

Vice Chairman Low adjourned the Planning and Zoning Commission meeting at 5:38 p.m.

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:

_____	<u>Walt Schoenvogel</u>	_____
Planning and Zoning Commission	Chairman	Meeting Date
_____	<u>Kim Hodde</u>	_____
Attest	Staff Secretary	Meeting Date