

CITY OF BRENHAM
PLANNING AND ZONING COMMISSION MINUTES
June 25, 2018

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 June 25, 2018 at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

Nancy Low, Chairman
Deanna Alfred, Vice Chairman
Keith Behrens
Calvin Kossie
Lynnette Sheffield
Marcus Wamble

Commissioners absent:

Leroy Jefferson

Staff present:

Lori Lakatos, City Engineer
Lowell Ogle, Assistant City Manager
Jeana Bellinger, City Secretary
Kim Hodde, Planning Technician

Citizens present:

Jon Hodde

1. Call Meeting to Order

Chairman Low called the meeting to order at 5:18 pm with a quorum of six (6) Commissioners present.

2. Public Comments

There were no public comments.

3. Reports and Announcements

There were no reports or announcements.

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 May 29, 2018 Planning and Zoning Commission Meeting

Chairman Low asked for any corrections or additions to the minutes as presented. Commissioner Sheffield stated that she thought there was a correction to the minutes at the last meeting but it is not reflected in these minutes. It was clarified that there were no corrections or additions to the minutes; therefore, Chairman Low declared the minutes approved by consent rather than having a motion and a second to approve them. Lori Lakatos had stated that a motion and a second was needed to approve the minutes. So, a motion was then made and seconded to approve the minutes. This is why there was not a "correction" to the minutes noted from last meeting.

A motion was made by Commissioner Alfred and seconded by Commissioner Kossie to approve the minutes from the May 29, 2018 meeting, as presented. The motion carried unanimously.

Chairman Low stated that if there are not corrections, the minutes can accepted as presented. Chairman Kossie asked Ms. Lakatos if this is okay or if a motion is needed for approval. Ms. Lakatos deferred the question to the City Secretary, Jeana Bellinger, who was in attendance at the meeting, for a response. Ms. Bellinger stated that a motion and a second is needed to approve the minutes. Chairman Low stated that Robert's Rules of Order states that the Chair can approve the minutes on a consent agenda if there are no corrections or additions to the minutes. Ms. Bellinger stated that the City of Brenham hasn't formally adopted all of Robert's Rules of Order and only uses it as a guide for the meetings. Therefore, City Council and other City Boards use a motion and a second for approval.

Chairman Low stated that this Board will follow these rules but it is not required by Roberts Rules of Order.

A motion was made by Commissioner Alfred and seconded by Commissioner Kossie to approve the minutes from the May 29, 2018 meeting, as presented. The motion carried unanimously.

REGULAR MEETING

5. Discussion and Possible Action on Case No. P-18-016: A request for approval of a Preliminary Plat to form the Pelayo Subdivision, being a subdivision of 0.437 acres of land consisting of 3 lots located at 613/703/705 Campbell Street, situation in the A. Harrington Survey, A-55, in the City of Brenham, Washington County, Texas

Chairman Low stated that this is Case No. P-18-016: A request for approval of a Preliminary Plat to form the Pelayo Subdivision, being a subdivision of 3 lots totaling 0.437 acres of land located at 613/703/705 Campbell Street described as Jim Fields, Block 1, Lots 5 & 6, Block 2, Lot 1 plus 40'x100' LT (Old Field Ave). There were two variances granted – one for the depth for all three lots and one for the east side yard setback for the proposed Lot 2. Engineering and Development Services have reviewed this plat for compliance with the City of Brenham's regulations and ordinances and recommends approval of this plat, as presented.

Commissioner Sheffield stated that the side setback on Lot 2 is smaller than required. It was clarified that a variance was issued by the Board of Adjustment for the lot depths for all three proposed lots and the east side setback for proposed Lot 2. Chairman Low asked the reason for the applicant to subdivide if (per the cover letter) no further development is being planned. Jon Hodde, agent for the owner, said that it was mis-stated in the letter. The owner would like to subdivide the lot into two lots and construct a single family residence on the new lot. The other two lots have existing single-family residences on them so there would be no further development after this.

A motion was made by Commissioner Kossie and seconded by Commissioner Behrens to approve the Preliminary Plat to form the Pelayo Subdivision, as presented. The motion carried unanimously.

6. Discussion and Possible Action on Case No. P-18-017: A request for approval of a Preliminary Plat to form the Andrade Subdivision, being a subdivision of 8.841 acres of land consisting of 5 lots located at FM 332 and Brauner Lane, part of the Phillip Coe Survey, A-31 and the James Schrier Survey, A-98, in the City of Brenham's Extraterritorial Jurisdiction (ETJ), Washington County, Texas

Chairman Low stated that this is Case No. P-18-017: A request for approval of a Preliminary Plat to form the Andrade Subdivision, being a subdivision of 5 tracts totaling 8.841 acres of land located at FM 332 and Brauner Lane, more specifically described as A0031 Phillip Coe, Tract 453. This property is located in the City of Brenham's Extraterritorial Jurisdiction (ETJ). Engineering and Development Services have reviewed this final plat for compliance with the City of Brenham's regulations and ordinances and recommends approval of this plat, as presented.

Commissioner Sheffield asked if the lots comply with City standards. Ms. Lakatos confirmed that they do meet City requirements. Commissioner Behrens asked if the County reviews plats that are located in the ETJ. Ms. Lakatos replied that the plats in the ETJ are sent to the County for review and comments.

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

7. Adjourn

Chairman Low adjourned the Planning and Zoning Commission meeting at 5:30 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:

Planning and Zoning Commission

Nancy Low
Chairman

July 23, 2018
Meeting Date

Attest

Kim Hodde
Staff Secretary

July 23, 2018
Meeting Date