

**CITY OF BRENHAM
PLANNING AND ZONING COMMISSION MINUTES
December 17, 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 December 17, 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 Sanguedolce, City Engineer/Director of Development Services
Stephanie Doland, Assistant Director of Development Services
Lowell Ogle, Assistant City Manager – Public Utilities
Kim Hodde, Planning Technician

Citizens present:

Jon Hodde	Brett Smith
Kevin & Tammy Burnett	Bob Smith
Donald Lampe	Jason Gaertner

1. Call Meeting to Order

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

2. Public Comments

There were no public comments.

3. Reports and Announcements

Stephanie Doland thanked all of the Board members for attending the joint City Council/Board of Adjustment/Planning and Zoning Commission meeting on December 6, 2018. She informed the Board and invited them to attend the Town Hall meeting that will be held on January 10, 2019 at 5:15 pm at the Nancy Carol Roberts Memorial Library to gather information for preparation and planning of the new comprehensive plan for the City of Brenham.

Ms. Doland informed the Board that a draft sign ordinance will be presented in a workshop for discussion at the January Planning and Zoning 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 November 26, 2018 Planning and Zoning Commission Meeting

Chairman Low asked for any corrections or additions to the minutes as presented. A motion was made by Commissioner Alfred and seconded by Commissioner Wamble to approve the minutes from the November 26, 2018 meeting, as presented. The motion carried unanimously.

REGULAR MEETING

5. Discussion and Possible Action on Case No. P-18-029: A request for approval of a variance to Section 23-22(5)(a) of Article III of the Subdivision Ordinance to remove the requirement to have property frontage on public right-of-way for the property located on Selma Lane, specifically described as Tract 195 (2.412 acres) and Part of Tract 197 (4.257 acres) of the Elizabeth Gordon Survey, A-49, being a total of 6.669 acres, in Brenham, Washington County, Texas

Stephanie Doland presented the staff report for Case No. P-18-029 (on file in the Development Services Department). Staff has reviewed the request and finds that the applicant could plat the property in accordance with applicable City subdivision standards with cooperation from an adjacent property owner via dedication of land for a public or private right-of-way; therefore, staff is unable to support the request and recommends denial.

Mr. Burnett stated that this property is over 60 acres and most of the rear property is agricultural. He presented letters from all of the neighbors stating that they were in support of this. He also stated that when he built his home, he had no idea where the individual property lines were; thus, he actually has a property line running through his residence. Platting this property would take care of this issue.

In response to various questions from Commissioners, Ms. Doland reported the following:

- If this variance is granted, other properties on Selma Lane may need to request variances in the future.
- Typically, only county roads are named; however, Selma Lane which is currently an access easement, could have been named for 9-1-1/emergency response reasons.
- Several other variances to access requirements have been granted in the past few years; however, Erik Smith (the previous Development Services Director/Planner) recommended denial.
- Selma Lane can be dedicated by plat and would make the property available for a future roadway.
- A private or public road or right-of-way requires 55'. The easement known as Selma Lane is currently 30'.
- To plat the property in accordance with City and County standards dedication of right-of-way is needed. At the time of dedication the City will work with the County to determine the requirements of build-out with the requirement likely being at a later date.
- Berlin Fire Department is the first responder with Brenham Fire as the secondary responder. Fire has mentioned that in its current state, it is an issue for the Fire Department to access all the properties via Selma Lane.
- Since the property is being platted, now would be the ideal time to "fix" this right-of-way issue, especially since there are eight (8) properties currently using Selma Lane for access.

Jon Hodde stated that this access has been in existence for about 35 years. He further stated that the Selma Lane access easement is a recorded easement for access.

Commissioner Behrens suggested that the City put together a step-by-step plan for owners/applicants to follow in situations like this.

A motion was made by Calvin Kossie and seconded by Marcus Wamble to deny the request as presented and to adopt the staff report findings. The motion failed for lack of (4) consenting votes.

The voting was as follows:

- Commissioner Alfred – no
- Commissioner Wamble – yes
- Commissioner Behrens – no
- Commissioner Low – abstained from voting
- Commissioner Kossie – yes
- Commissioner Sheffield – abstained from voting

A motion was made by Commissioner Behrens and seconded by Commissioner Alfred to deny the variance request and require access to public right-of-way with the request the City consider putting a plan in place to deal with family-land access issues in the future. The motion carried unanimously.

6. Discussion and Possible Action on Case No. P-18-030: A request for approval of a Preliminary Plat to form the Westwood Division No. 1 Subdivision, being a subdivision of 26.469 acres of land located at the northwest corner of State Highway 36 N and US Highway 290 W containing seven proposed Lots, currently addressed as 2080 – 2160 US Highway 290 W and 100 Westwood Lane and 0.257 acres of right-of-way dedication for Westwood Lane and a subdivision of 2.389 acres of land located at the southwest corner of State Highway 36 N and US Highway 290 W containing two proposed Lots, currently addressed as 2135 – 2205 US Highway 290

W, said 28.858 acres being situated in the Phillip Coe Survey, A-31, in the City of Brenham, Washington County, Texas

Stephanie Doland presented the staff report for Case No. P-18-030 (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 Alfred and seconded by Commissioner Sheffield to approve the Preliminary Plat to form the Westwood Division No. 1 Subdivision, as presented. The motion carried unanimously.

- 7. Discussion and Possible Action on Case No. P-18-031: A request for approval of a Final Plat to form the Westwood Division No. 1 Subdivision, being a subdivision of 26.469 acres of land located at the northwest corner of State Highway 36 N and US Highway 290 W containing seven proposed Lots and 0.257 acres of right-of-way dedication for Westwood Lane currently addressed as 2080 – 2160 US Highway 290 W and 100 Westwood Lane and a subdivision of 2.389 acres of land located at the southwest corner of State Highway 36 N and US Highway 290 W containing two proposed Lots, currently addressed as 2135 – 2205 US Highway 290 W, said 28.858 being situated in the Phillip Coe Survey, A-31, in the City of Brenham, Washington County, Texas**

Stephanie Doland presented the staff report for Case No. P-18-031 (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 Kossie and seconded by Commissioner Behrens to approve the Final Plat to form the Westwood Division No. 1 Subdivision, as presented. The motion carried unanimously.

- 8. Discussion and Possible Action on Case No. P-18-032: A request for approval of a Preliminary Plat to form the Blue Bell Subdivision, Section 1, being a subdivision of 29.340 acres of land located at 2004 Old Chappell Hill Road, containing one proposed Lot and Detention Reserve "A", and a 0.197 acre right-of-way dedication for Old Chappell Hill Road, being situated in the James Walker Survey, A-106 and the Sunny Heights Addition, in the City of Brenham, Washington County, Texas**

Stephanie Doland presented the staff report for Case No. P-18-032 (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 Alfred to approve the Preliminary Plat to form the Blue Bell Subdivision, Section 1, as presented. The motion carried unanimously.

- 9. Discussion and Possible Action on Case No. P-18-033: A request for approval of a Final Plat to form the Blue Bell Subdivision, Section 1, being a subdivision of 29.340 acres of land located at 2004 Old Chappell Hill Road, containing one proposed Lot and Detention Reserve "A", and a 0.197 acre right-of-way dedication for Old Chappell Hill Road, being situated in the James Walker Survey, A-106 and the Sunny Heights Addition, in the City of Brenham, Washington County, Texas**

Stephanie Doland presented the staff report for Case No. P-18-033 (on file in the Development Services Department). She stated that this is the Final Plat for the preliminary plat just approved. Staff has reviewed the plat and finds that it meets all applicable City ordinances and recommends approval.

A motion was made by Commissioner Wamble and seconded by Commissioner Kossie to approve the Final Plat to form the Blue Bell Subdivision, Section 1, as presented. The motion carried unanimously.

- 10. Discussion and possible approval of the 2019 Planning and Zoning Commission Calendar for meeting dates and submittal deadlines**

Stephanie Doland presented the 2019 Planning and Zoning Commission calendar for meeting dates and submittal deadlines. She stated that the calendar reflects a 28-day submittal deadline for residential replats, specific use permits, zone change requests, text amendments, and Planned Development Districts due to the legal notification process and a 14-day submittal deadline for all other plats and subdivision variance requests. There were a couple of submission deadline dates that are revised due to holidays. The May meeting has been moved to Tuesday instead of Monday due to the Memorial Day holiday and the December meeting is proposed for December 16, 2019 instead of December 23, 2109.

A motion was made by Commissioner Kossie and seconded by Commissioner Alfred to approve the 2019 Planning and Zoning Commission calendar as presented. The motion carried unanimously.

11. Adjourn

A motion was made by Commissioner Alfred and seconded by Commissioner Kossie to adjourn the meeting at 6:12 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:

Planning and Zoning Commission

M. Keith Behrens
Chairman

January 28, 2019
Meeting Date

Attest

Kim Hodde
Staff Secretary

January 28, 2019
Meeting Date