NOTICE OF A REGULAR MEETING
BRENHAM PLANNING AND ZONING COMMISSION
THURSDAY, OCTOBER 28, 2019 AT 5:15 P.M.
SECOND FLOOR CITY HALL BUILDING
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 August 29, 2019 Planning and Zoning Commission Meeting

REGULAR AGENDA

5. Discussion and Possible Action on Case No. 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.

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.


14. Adjourn

CERTIFICATION

I certify that a copy of the October 28, 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 October 25, 2019, at 4:00 pm.

__________________________
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 ________.

_____________________________  ______________________________
Signature                              Title
A regular meeting of the Brenham Planning and Zoning Commission was held on August 29, 2019 at 5:15 pm in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:
Leroy Jefferson
Calvin Kossie
Nancy Low
Lynnette Sheffield
Marcus Wamble

Commissioners absent:
M. Keith Behrens, Chair (excused)
Deanna Alfred, Vice Chair (excused)

Staff present:
Lowell Ogle, Assistant City Manager
Stephanie Doland, Development Services Director
Kim Hodde, Planning Technician
Caz Muske
Jennifer Eckermann

Citizens present:
Meredith Dang, KKC
Roslyn Bradford
Susan Gilbert
Mary Thornhill
Pat & Mike Kilpatrick
Perry Thomas
Geraldine Johnson
Lu Hollander
Melinda Faubion
Shirley Harris Jackson
Seleste Esparza
Teddy Boehm
Cordelia Cummings
DeeAnna Marek
Elizabeth Price
Jo Ann Wolf
Arthur Hahn, Brenham Banner Press
Joshua Blaschke, KWHI

1. Call Meeting to Order

In the absence of the Chairman and Vice Chairman, Kim Hodde called the meeting to order at 5:16 pm with a quorum of five (5) Commissioners present. A motion was made by Commissioner Kossie and seconded by Commissioner Sheffield to appoint Commissioner Low as Acting Chairman for this meeting. The motion carried unanimously.

2. Public Comments

There were no public comments.

3. Reports and Announcements

Stephanie Doland informed the Board that Shauna Laauwe has been hired as a Project Planner and will be starting her employment on September 9, 2019. She will be introduced to the Board at the September P & Z 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 July 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 Wamble to approve the minutes from the July 22, 2019 meeting, as corrected. The motion carried unanimously.

REGULAR MEETING

Kim Hodde presented the staff report for Case No. P-19-026 (on file in the Development Services Department). Ms. Hodde stated that this property is owned by BK Stringer, LTD and that the applicant desires to divide this tract into two (2) lots to begin development of the land. Proposed Lot 1 will contain 38.8013-acres and proposed Lot 2 will contain 9.1887-acres of land. Engineering and Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinance and recommends approved 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 BK Stringer Development Subdivision, as presented. The motion carried unanimously.

Kim Hodde presented the staff report for Case No. P-19-031 (on file in the Development Services Department). Ms. Hodde stated that this final plat is the companion document to the preliminary that was discussed and approved in the preceding item. Engineering and Development Services have reviewed this final plat for compliance with applicable City of Brenham regulations and ordinance and recommends approved of this final plat as presented.
A motion was made by Commissioner Kossie and seconded by Commissioner Sheffield to approve the Final Plat of the BK Stringer Development Subdivision, as presented. The motion carried unanimously.

7. Public Hearing, Discussion and Possible Action on Case Number P-19-029: A City initiated request to approve an Ordinance of the City of Brenham, Texas Adopting the 2019 Comprehensive Plan, entitled “Historic Past, Bold Future: Plan 2040,” as the City’s Comprehensive Plan and repealing all ordinances or parts of ordinances in conflict herewith and providing for an effective day.
Stephanie Doland presented the staff report for Case No. P-19-029 (on file in the Development Services Department). Ms. Doland stated that this Comprehensive Plan process has been a yearlong process. She thanked the Planning and Zoning Commission, the Board of Adjustment and the Comprehensive Plan Action Committee (CPAC), and City Council members for all their hard work and input. Ms. Doland introduced Meredith Dang from Kendig Keast Collaborative and stated that the City of Brenham has been very lucky to have Ms. Dang and Gary
Mitchell guiding the City through this process. She also stated that Meredith was just recently promoted to Practice Leader of Community Planning, so congratulations are given.

Ms. Dang opened by stating that the Comprehensive Plans is a guidance document for the City. The Comprehensive Plan does not automatically trigger any changes and that City Council approval is required. Ms. Dang stated that the plan is divided into two sections: Brenham Today, which is the existing City Report, and Historic Past, Bold Future Plan 2040, which is the future City report. Each aspect of the plan focuses on five (5) key areas: Land Use and Development, Transportation, Growth Capacity, Economic Opportunity, and Parks & Recreation. Public input is a vital aspect in preparation of this document. Various methods were used to gather data including Surveys, Town Hall meetings, Open Houses, Listening Sessions, and Advisory Committee meetings.

Ms. Dang reviewed the Plan’s strategic action priorities and their implementation including capital investments, programs and initiatives, regulations and standards, partnerships and coordination and additional studies.

Ms. Dang stated that that Future Land Use Map does not necessarily match up with what is on the ground today but reflects projected growth. The Future Land Use map may influence future development but it is not a zoning map. Ms. Dang also discussed the top priority action agenda for the City to focus on within the next 1-3 years.

She stated that Appendix A shows all of the strategic action initiatives as well as what entity/department is involved as well as a possible timeline for implementation. Ms. Dang closed by saying that through annual progress reports and minor updates, this plan is intended to be a living document and not sit on the shelf for ten years.

Public notice for the public hearing was published in the Banner Press on August 16, 2019.

Acting Chairman Low opened the Public Hearing at 5:39 pm and asked for any comments. Perry Thomas, 150 Kuehn Lane, asked if the plan discusses the Family Park on the south side of town. Meredith replied that the plan does recognize it, but it doesn’t have specifics for the development.

Acting Chairman Low stated that a very good response was received from the community regarding Brenham’s future. She thanked Ms. Dang and KKC for their work and professionalism during this process.

Acting Chairman Low closed the Public Hearing at 5:40 pm and re-opened the Regular Session.

A motion was made by Commissioner Kossie and seconded by Commissioner Wamble to recommend approval to the Brenham City Council of an Ordinance Adopting the 2019 Comprehensive Plan, entitled “Historic Past, Bold Future: Plan 2040,” as the City’s Comprehensive Plan and repealing all ordinances or parts of ordinances in conflict herewith and providing for an effective, as presented. The motion carried unanimously.

8. Public Hearing, Discussion and Possible Action on Case No. 19-028: A City initiated request to amend the City of Brenham’s Code of Ordinances to repeal Ordinance Number O-19-017 and to remove Appendix A: Zoning, Part II, Division 1, Section 18 – Exterior Construction Materials for Selected Districts.

Stephanie Doland presented the staff report for Case No. P-19-028 (on file in the Development Services Department). Ms. Doland stated that earlier this year staff received a citizen request for an ordinance regulating metal facades. The P & Z amended the ordinance that was presented by staff then recommended approval to City Council. The ordinance prohibiting the use of metal façade on residential property was approved by City Council on May 2, 2019. Subsequently, HB2439 was passed by the Legislature and takes effect on September 1, 2019 stating that a City may not adopt or enforce a regulation that limits the use of a building material allowed by a National Model Code. This item is to repeal the ordinance that was approved in May and remove the restriction on the exterior construction materials.

Public notice for the public hearing was published in the Banner Press on August 16, 2019

Acting Chairman Low opened the Public Hearing at 5:47 pm and asked for any comments. There were no citizen comments.
Acting Chairman Low closed the Public Hearing at 5:47 pm and re-opened the Regular Session.

A motion was made by Commissioner Sheffield and seconded by Commissioner Kossie to recommend approval to the Brenham City Council to amend the City of Brenham’s Code of Ordinances to repeal Ordinance Number O-19-017 and to remove Appendix A: Zoning, Part II, Division 1, Section 18 – Exterior Construction Materials for Selected Districts, as presented. The motion carried unanimously.

9. Discussion and Possible Direction to Staff regarding a Historic Preservation Ordinance

Stephanie Doland stated that this a workshop item and the Board could give staff direction as to how they want to proceed forward; however, no formal action will be taken. Ms. Doland then introduced Mary Thornhill who stated that she lives on E. Main Street near S. Market Street. Ms. Thornhill stated that she began researching historic preservation ordinances when an historic home nearby her residence was recently alleged to be considered for demolition. She said the owner of the home, which was built in 1862, was frustrated because the home had experienced a break-in/burglary and the owner commented that he should just tear it down and build a parking lot. Ms. Thornhill researched and found that Brenham does not have a Historic Preservation Ordinance. She then began researching historic preservation ordinances from surrounding cities. Ms. Thornhill stated that historic ordinances are not meant to restrict what can be done to a historic building but rather a guideline to help preserve the historic look and feel of existing buildings. Property values and quality of life increase with a viable downtown. Everyone loses if Brenham’s landmarks are not preserved. She stated that you cannot plan for the unforeseen actions that someone will take. The goal is not to make Brenham a museum but to preserve our landmarks.

In response to Commissioner’s questions, Ms. Doland stated that:
- HB 2439 has exceptions for historic preservation ordinances
- This video and information will be presented to the Main Street Board at their upcoming September meeting. Many different community stakeholders will have the opportunity to be involved, i.e. Main Street, Downtown, P & Z, etc.

The consensus of the Board was to have staff move forward with setting up a workshop where additional information can be provided.

10. Adjourn

A motion was made by Commissioner Sheffield and seconded by Commissioner Wamble to adjourn the meeting at 6:18 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  October 28, 2019
Planning and Zoning Commission  Chairman  Meeting Date

_____________________________________  Kim Hodde  October 28, 2019
Attest  Staff Secretary  Meeting Date
CASE P-19-032
PRELIMINARY PLAT: SOUTHWEST INDUSTRIAL PARK (SWIP), SECTION IV

<table>
<thead>
<tr>
<th>PLAT TITLE:</th>
<th>Southwest Industrial Park (SWIP), Section IV, Lot 1</th>
<th>CITY/ETJ: City</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAT TYPE:</td>
<td>Preliminary Plat</td>
<td></td>
</tr>
<tr>
<td>OWNER/APPLICANT:</td>
<td>Brenham Community Development Corporation / Hodde &amp; Hodde Land Surveying, Inc. – Jon E. Hodde</td>
<td></td>
</tr>
<tr>
<td>ADDRESS/LOCATION:</td>
<td>Longwood Drive, located near the intersection of Longwood Drive and Industrial Boulevard</td>
<td></td>
</tr>
<tr>
<td>LEGAL DESCRIPTION:</td>
<td>Proposed Lot 1 of the Southwest Industrial Park, Section IV, in Brenham, Washington County, Texas</td>
<td></td>
</tr>
<tr>
<td>LOT AREA:</td>
<td>6.00 acres</td>
<td></td>
</tr>
<tr>
<td>ZONING DISTRICT/USE:</td>
<td>I - Industrial / undeveloped vacant land</td>
<td></td>
</tr>
<tr>
<td>COMP PLAN</td>
<td>Industrial</td>
<td></td>
</tr>
<tr>
<td>FUTURE LAND USE:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUEST:

The subject 6.000 acres of land is owned by the Brenham Community Development Corporation (BCDC). The owner desires to plat this tract for development of this tract of land. There is an existing 60’ wide utility and drainage easement across the northern line of this tract.

STAFF ANALYSIS AND RECOMMENDATION:

Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat as presented.

EXHIBITS:

A. Proposed Preliminary Plat
CASE P-19-033
FINAL PLAT: SOUTHWEST INDUSTRIAL PARK (SWIP), SECTION IV

<table>
<thead>
<tr>
<th>PLAT TITLE:</th>
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<td>ZONING DISTRICT/USE:</td>
<td>I - Industrial / undeveloped vacant land</td>
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<tr>
<td>COMP PLAN FUTURE LAND USE:</td>
<td>Industrial</td>
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REQUEST:

The subject 6.00 acres of land is owned by the Brenham Community Development Corporation (BCDC). The owner desires to plat this tract for development of this tract of land. There is an existing 60’ wide utility and drainage easement across the northern line of this tract.

STAFF ANALYSIS AND RECOMMENDATION:

Development Services have reviewed this final plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat as presented.

EXHIBITS:

A. Proposed Final Plat
CASE P-19-035
PRELIMINARY PLAT: SCHEEL SUBDIVISION

<table>
<thead>
<tr>
<th>PLAT TITLE:</th>
<th>Scheel Subdivision, Lots 1-3</th>
<th>CITY/ETJ: City</th>
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<tbody>
<tr>
<td>PLAT TYPE:</td>
<td>Preliminary Plat</td>
<td></td>
</tr>
<tr>
<td>OWNER/APPLICANT:</td>
<td>Robert and Jeanette Scheel / Lampe Surveying – Donald W. Lampe</td>
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</tr>
<tr>
<td>ADDRESS/LOCATION:</td>
<td>1825 Burleson Street, located along the west side of Burleson Street</td>
<td></td>
</tr>
<tr>
<td>LEGAL DESCRIPTION:</td>
<td>Proposed Tracts 1-3 in the Scheel Subdivision, in Brenham, Washington County, Texas</td>
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</tr>
<tr>
<td>LOT AREA:</td>
<td>3.721 acres plus 0.106 acres of dedicated right-of-way</td>
<td></td>
</tr>
<tr>
<td>ZONING DISTRICT/USE:</td>
<td>R-1 Single Family Residential / residential / vacant land</td>
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<tr>
<td>COMP PLAN FUTURE LAND USE:</td>
<td>Single family residential</td>
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REQUEST:

The subject 3.721 acres of land is owned by Robert and Jeanette Scheel who desire to divide this tract into three (3) tracts. 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.

STAFF ANALYSIS AND RECOMMENDATION:

Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat as presented.

EXHIBITS:

A. Proposed Preliminary Plat
CASE P-19-036
FINAL PLAT: SCHEEL SUBDIVISION

PLAT TITLE: Scheel Subdivision, Lots 1-3
CITY/ETJ: City

PLAT TYPE: Final Plat

OWNER/APPLICANT: Robert and Jeanette Scheel / Lampe Surveying – Donald W. Lampe

ADDRESS/LOCATION: 1825 Burleson Street, located along the west side of Burleson Street

LEGAL DESCRIPTION: Proposed Tracts 1-3 in the Scheel Subdivision, in Brenham, Washington County, Texas

LOT AREA: 3.721 acres plus 0.106 acres of dedicated right-of-way

ZONING DISTRICT/USE: R-1 Single Family Residential District / residential / vacant land

COMP PLAN FUTURE LAND USE: Single Family Residential

REQUEST:
The subject 3.721 acres of land is owned by Robert and Jeanette Scheel who desire to divide this tract into three (3) tracts. 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.

STAFF ANALYSIS AND RECOMMENDATION:
Development Services have reviewed this final plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat as presented.

EXHIBITS:
A. Proposed Final Plat
CASE P-19-037
PRELIMINARY PLAT: ANTON SUBDIVISION (ETJ)

PLAT TITLE: Anton Subdivision, Lots 1-2
CITY/ETJ: ETJ

PLAT TYPE: Preliminary Plat

OWNER/APPLICANT: Kenneth and Kelcie Anton / ATM Surveying – Adam Wallace

ADDRESS/LOCATION: 3347 Tigerpoint Road, located near the intersection of FM 332 and Tigerpoint Road

LEGAL DESCRIPTION: Proposed Lots 1 and 2 of the Anton Subdivision in Washington County, Texas

LOT AREA: 20.873 acres

ZONING DISTRICT/USE: Not applicable / residential and agricultural

COMP PLAN USE: Rural

FUTURE LAND USE:

REQUEST:
The subject 20.8763 acres of land is owned by Kenneth and Kelcie Anton who desire to divide this tract into two lots. Proposed Lot 1 will contain 16.55 acres of land and proposed Lot 2 will contain 4.327 acres of land.

STAFF ANALYSIS AND RECOMMENDATION:

Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat with the condition that the following revisions be submitted:

1. Utilize a darker heavy line to indicate the boundary of the land to be subdivided.
2. Add 2-foot interval contour lines (10' currently shown).
3. Differentiate the line for the proposed lot line from the 50' building line. Suggest utilizing a dashed line for the Building Line.
4. Add the width of Tigerpoint road.
6. Please show the locations of all easements and right-of-ways and identify easements as underground or overhead.
7. Please show the locations of existing and proposed (if any) water wells.

EXHIBITS:

A. Proposed Preliminary Plat
CASE P-19-038
FINAL PLAT: ANTON SUBDIVISION (ETJ)

PLAT TITLE: Anton Subdivision, Lots 1-2
PLAT TYPE: Final Plat
OWNER/APPLICANT: Kenneth and Kelcie Anton / ATM Surveying – Adam Wallace
ADDRESS/LOCATION: 3347 Tigerpoint Road, located near the intersection of FM 332 and Tigerpoint Road
LEGAL DESCRIPTION: Proposed Lots 1 and 2 of the Anton Subdivision in Washington County, Texas
LOT AREA: 20.873 acres
ZONING DISTRICT/USE: Not applicable / residential and agricultural
COMP PLAN: Rural
FUTURE LAND USE:

REQUEST:
The subject 20.8763 acres of land is owned by Kenneth and Kelcie Anton who desire to divide this tract into two lots. Proposed Lot 1 will contain 16.55 acres of land and proposed Lot 2 will contain 4.327 acres of land.

STAFF ANALYSIS AND RECOMMENDATION:
Development Services have reviewed this final plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat with the condition that the following revisions be submitted:

1. Please utilize a darker heavy line to indicate the boundary of the land to be subdivided.
2. Dimension Tigerpoint Road.
3. Please show the locations of all easements and right-of-ways and identify easements as underground or overhead.
5. Please show the locations of all easements and right-of-ways and identify easements as underground or overhead.
6. Please show the locations of existing and proposed (if any) water wells.

EXHIBITS:
A. Proposed Final Plat
CASE P-19-039
PRELIMINARY PLAT: ZIPPY J – BRENHAM SUBDIVISION

PLAT TITLE: Zippy J – Brenham Subdivision

PLAT TYPE: Preliminary Plat

OWNER/APPLICANT: Zippy J’s Brenham Holdings, LLC / Carmen and Martha Cruz / Lampe Surveying – Donald W. Lampe

ADDRESS/LOCATION: 203 S. Blue Bell Road, located at the southeast corner of the intersection of S. Blue Bell Road and Old Chappell Hill Road (Tract 1) / 1807 Harrell Road (Tract 2)

LEGAL DESCRIPTION: Proposed Tracts 1 and 2 in the Zippy J – Brenham Subdivision, in Brenham, Washington County, Texas

LOT AREA: 2.062 acres plus 0.074 acres of dedicated right-of-way

ZONING DISTRICT/ USE:
I Industrial / undeveloped vacant land (Tract 1)
R-3 Manufactured Home Residential / residential (Tract 2)

COMP PLAN

FUTURE LAND USE: Industrial

REQUEST:
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 Adjustments granted a variance to allow for the existing 43-foot lot width and 5,160 square foot lot size for Tract 2.

STAFF ANALYSIS AND RECOMMENDATION:
Development Services have reviewed this preliminary plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and recommends approval of this plat as presented.

EXHIBITS:
A. Proposed Preliminary Plat
City of Brenham  
Planning and Zoning Commission  
Staff Report  
October 28, 2019

**CASE P-19-040**  
**FINAL PLAT: ZIPPY J – BRENHAM SUBDIVISION**

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<tr>
<th>PLAT TITLE:</th>
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<th>CITY/ETJ: City</th>
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<tr>
<td>PLAT TYPE:</td>
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<tr>
<td>OWNER/APPLICANT:</td>
<td>Zippy J’s Brenham Holdings, LLC / Carmen and Martha Cruz / Lampe Surveying – Donald W. Lampe</td>
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<td>ADDRESS/LOCATION:</td>
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<tr>
<td>LEGAL DESCRIPTION:</td>
<td>Proposed Tracts 1 and 2 in the Zippy J – Brenham Subdivision, in Brenham, Washington County, Texas</td>
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<tr>
<td>LOT AREA:</td>
<td>2.062 acres plus 0.074 acres of dedicated right-of-way</td>
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<tr>
<td>ZONING DISTRICT/</td>
<td>I Industrial / undeveloped vacant land (Tract 1)</td>
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<tr>
<td>USE:</td>
<td>R-3 Manufactured Home Residential / residential (Tract 2)</td>
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<td>COMP PLAN</td>
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</tr>
<tr>
<td>FUTURE LAND USE:</td>
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</tbody>
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REQUEST:

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 Adjustments granted a variance to allow for the existing 43-foot lot width and 5,160 square foot lot size for Tract 2.

STAFF ANALYSIS AND RECOMMENDATION:

Development Services have reviewed this final plat for compliance with applicable City of Brenham regulations and ordinances of the City of Brenham, Texas and **recommends approval** of this plat as presented.

EXHIBITS:

A. Proposed Final Plat
Memorandum

Date          October 20, 2019
To            Chair Keith Behrens and Planning and Zoning Commission
From          Shauna Laauwe, Project Planner
Subject       P-19-034 Workshop - Text Amendment to allow Recreational Vehicle (RV) Parks

Distribution  James Fisher, City Manager

The Development Services Department was recently asked to consider an amendment to the Code of Ordinances, Appendix A – Zoning, to allow recreational vehicle (RV) parks to be developed and operated in the R-3 and B-1, Zoning Districts with prior approval of a Specific Use Permit.

A prospective developer approached the City of Brenham to develop a RV park within the city limits. However, the current code of ordinances does not specifically mention recreational vehicle parks, and thus they are prohibited within the city limits. A text amendment for the allowance of RV parks may benefit the City of Brenham by providing the growing sector of recreational vehicle vacationers a place to stay within the city limits and, in doing so, broadening both the City’s tourism appeal whilst increasing sales and property tax opportunities.

In researching RV Park development standards, city staff compared the requirements of 15 cities throughout Texas. Please refer to the attached table “Recreational Vehicle Park Standards” that summarizes the explicit standards regarding the development of RV parks in the researched cities. Most of the RV park standards varied slightly, however, one commonality was the requirement that proposed RV parks were platted and subject to minimum site layout requirements verified via a site plan review. In general, each municipality has minimum RV Park development standards regarding: minimum total park size, density of pad sites per acre, internal street layout and driveway widths, required facilities, landscape requirements, utility hookups, parking, and setbacks. Similar minimum development standards, in addition to the Specific Use Permit process, would ensure the objectives of the City of Brenham Zoning Ordinance were met by: requiring aesthetics through landscaping and recreational features, the protection of the integrity of developments contiguous to any RV parks, and to provide for an orderly, safe and nuisance-free development.

Some research details to note included that the minimum total park development size varies from as little as one (1) acre in Pecos City and an allowance of a maximum of 20 pad sites per acre to a five (5) acre minimum in Port Arthur with a density limitation of 15 pad sites per acre. The density
of 15 or 20 pad sites were the most prevalent, with only Kyle, Texas differing with a maximum of 17 pad sites per acre. Minimum pad site area requirements range from 1,750 square feet to 2,500 square feet, with site dimensions varying from 25 to 40 feet in width and as little as 19 feet to as much as 65 feet in depth. Some cities such as Bastrop, Belton, and Smithville went further and detailed how each pad site would be laid out to require a 30 ft x 65 ft pad site that would have 1/3 of the space (10 ft x 65) on the driver’s side be planted with grass and other landscaping, the middle 1/3 portion to be paved with cement or asphalt and dedicated to the placement of the recreational vehicle, and finally the 1/3 passenger side area could be paved with cement, asphalt, crushed rock and used as a parking or patio area. As for internal circulation, most municipalities required 20 to 24-foot two-way streets with no dead-ends and a wider than normal, 32-foot driveway entrance from the public street. In addition, required facilities included an office for the RV park manager, 1 toilet and 1 lavatory for each gender for every 15 to 20 RV sites, showers, and some required laundry facilities as well.

After reviewing the aforementioned research and considering the needs and opportunities within the City of Brenham, City Staff narrowed down RV Park development recommendations for the Planning and Zoning Commission and City Council to consider.

**Staff recommends:**

- Minimum 3 acres for development with up to 20 pad sites per acre and similar setbacks as required for manufactured home parks;

- Setbacks:
  - 25 foot front yard setback
  - 10 foot rear yard setback, and
  - Side yard setbacks of 10 feet from adjacent property, 15 feet if adjacent to a collector/local street, or a 25 foot side yard setback if adjacent to an arterial street.

- Bufferyards:
  - Same standards as manufactured home parks:
    - 20 feet between single-family uses,
    - 25 feet between office and light industry uses; and
    - 125 feet from heavy industrial uses.

- Pad site be a minimum of 1,950 square feet-- 30 feet in width by 65 feet (30’x65’) in depth and have similar stipulations as Bastrop, Belton, and Smithville with 1/3 of the space (10 ft x 65) on the driver’s side be planted with grass and other landscaping, the middle 1/3 portion to be paved with cement or asphalt for the parking of the recreational vehicle, and finally the 1/3 passenger side area could be paved with cement, asphalt, crushed rock and used as a parking or patio area.

- Traffic management to require internal private driveway circulation with access to a public street that would undergo site plan review by the Plan Review Committee.
  - Internal streets would be required to be two-way roads that are 24 feet in width or one-way roads that are 15 feet in width that provides 60-foot radii turn-around for emergency access.

- Minimum parking space standards: One parking space in addition to the recreational vehicle, be included at each pad site and that one parking space per employee at maximum shift be located at site manager office.
Another aspect detailed were landscaping requirements. Landscaping requirements help provide for the orderly, attractive and healthful development of property and promote the general welfare of the community. The use of landscape features can contribute to air purification, water absorption, and mitigate against noise, light, and heat hindrances. Staff proposes the recently passed landscaping standards be applied in full and for RV Parks to follow the requirements for nonresidential and multi-family uses. In addition, Staff proposes that a minimum of eight percent (8%) of the gross site area be dedicated to recreational use areas. This requirement was a commonality between several of the researched municipalities. These recreational use areas include required bathrooms, showers, and manager office spaces and other amenities such as adult recreation areas (basketball court, sand volleyball, etc.), playgrounds, pool, and dog parks.

Based on the research and request, **staff recommends the Planning and Zoning Commission and City Council consider a text amendment to allow recreational vehicle parks** to be considered as a Specific Use with the explicit development standards and criteria detailed above in the R-3, B-1, and B-2 zoning districts. The R-3, Manufactured Home Residential District, would be considered compatible with a RV Park due to manufactured home parks having similarities in site layout design with pad sites and internal roadways. The B-1, Local Business/Residential Mixed Use District is established as a medium density, mixed use district and one that could be considered as compatible with RV Parks. However, to discourage development in B-1 areas in the center of the City, Staff recommends a minimum RV Park development area of 3 acres with a maximum density of 20 pad sites per acre. While the request did not include the B-2, Commercial, Research and Technology District, staff feels that RV Parks may also be found to be compatible within the district as a specific use with explicit development standards. Among other uses, the B-2 district permits multifamily, retirement villages with a site area of two (2) or more acres, and permitted uses in the B-1.

In conclusion, Staff is looking for feedback regarding the proposed text amendment from P&Z and with their approval, will plan to bring the item back for consideration in November. Please provide any feedback, thoughts, or comments on the proposed amendments to Shauna Laauwe at 979-337-7215 or slaauwe@cityofbrenham.org.
### Recreational Vehicle Park Standards

<table>
<thead>
<tr>
<th>City Name</th>
<th>Full Address</th>
<th>Building Restrictions</th>
<th>Density Requirements</th>
<th>Permanent Restrictions</th>
<th>Street Requirements</th>
<th>Required Facilities</th>
<th>Landscape Requirements</th>
<th>Utilities</th>
<th>Parking</th>
<th>Setback</th>
<th>Link to Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beeville</td>
<td>PO Box 337</td>
<td>Yes</td>
<td>25 sites per acre</td>
<td>30 sites on 3 acres</td>
<td>Office for RV manager, building official, laundry facilities.</td>
<td>Office</td>
<td>Parking lot with at least 300 ft. in width.</td>
<td>Water, sewer, and electrical service.</td>
<td>Minimum one solid waste collection facility per 100 sites, one sanitary waste station per 150 sites, one dump station per RV park.</td>
<td>Minimum 1.2 parking spots per RV site.</td>
<td><a href="https://library.municode.com/tx/beeville/codes/ordinances?nodeId=PTIICOOR_CH19REVEPA_ARTIIIREVEPA_ARTIIIREVETRTRPA_R2.html?showset=midlothianset">https://library.municode.com/tx/beeville/codes/ordinances?nodeId=PTIICOOR_CH19REVEPA_ARTIIIREVEPA_ARTIIIREVETRTRPA_R2.html?showset=midlothianset</a></td>
</tr>
<tr>
<td>No.</td>
<td>Pop:</td>
<td>sqmi:</td>
<td>Waco</td>
<td>Yes (must apply for special permit with complete plan to build in any zoning area)</td>
<td>20 sites per acre (one RV per site)</td>
<td>Dimensions in feet: One-way, no parking - 11 (Acceptable only if park provides less than 25 spaces) One-way, parking one lane - 20 Two-way, parking one lane - 27 Two-way, parking on either side - 34 Office for RV park manager. Underground electric utilities and sewage station which feeds to city sewer pipe. One shower, one laundry machine and one dump station will be provided. No laundry machine and one toilet, one shower, one dressing room per 12 or less RV sites. One toilet, one shower, one dressing room for every 12 additional sites. Minimum of 20% of the total park is to be devoted to recreational areas. Recreational areas must be minimum of 2500 sq ft. Walkways at least 3 ft wide are required to give access from RV sites to recreational/sanitary facilities. Each RV site will have a water and sewer connection. 2,000 minimum square feet for each lot, at least 30 ft wide. All site-built structures located within the park shall be constructed and/or placed in compliance with the city’s building codes. Minimum of 2,500 square feet for each space and 40 ft in width. Utility hookups shall be installed on the site to receive the waste from the RV park facility. Each lot will be at least 30 ft wide, with at least 15 ft for the site. No more than 25 spaces will be located in any park. Entrance of internal roadway min. pavement width of 15'. Two-way - 24'/ One-way - 15'. Emergency access lane - unobstructed width of 24 feet for two-way and 15 feet for one-way (with a turning area &amp; radii of 60'). No dead end streets permitted. Office for RV park manager. 2 bathroom facilities, with minimum of 2 showers, 2 lavatories, and 2 commodes required for 26-40 RV sites. One additional facility for 41-60 RV sites, two additional facilities for 61-75 RV sites, and three additional facilities for 76-99 RV sites. Minimum 44 inch wide walkways from RV sites to service buildings. Each RV site will have electrical, water, and sewer connections. 2,500 minimum square feet for each lot, at least 30 ft wide. Each boundary of the park must have a solid barrier wall at least 6 ft high. No lot/boundary line of any space or lot within the park will be within 25 ft of any road.</td>
<td><a href="https://library.municode.com/tx/waco/codes/code_of_ordinances?nodeId=PTIICOOR_CH15MAHOREV_EPA_ARTIIIRE_DIV3REVEPA">https://library.municode.com/tx/waco/codes/code_of_ordinances?nodeId=PTIICOOR_CH15MAHOREV_EPA_ARTIIIRE_DIV3REVEPA</a></td>
<td>136,436</td>
<td>95.5</td>
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</tr>
<tr>
<td>14</td>
<td>Burnet</td>
<td>Yes</td>
<td>N/A</td>
<td>Office for RV park manager. 2 bathroom facilities, with minimum of 2 showers, 2 lavatories, and 2 commodes required for 26-40 RV sites. One additional facility for 41-60 RV sites, two additional facilities for 61-75 RV sites, and three additional facilities for 76-99 RV sites. Minimum 44 inch wide walkways from RV sites to service buildings. Each RV site will have electrical, water, and sewer connections. 2,500 minimum square feet for each lot, at least 30 ft wide. Each boundary of the park must have a solid barrier wall at least 6 ft high. No lot/boundary line of any space or lot within the park will be within 25 ft of any road.</td>
<td>5,987</td>
<td>10.2</td>
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<td>15</td>
<td>Smithville</td>
<td>Yes, P&amp;Z approval, yearly license &amp; inspections</td>
<td>No</td>
<td>Office for RV park manager. 2 bathroom facilities, with minimum of 2 showers, 2 lavatories, and 2 commodes required for 26-40 RV sites. One additional facility for 41-60 RV sites, two additional facilities for 61-75 RV sites, and three additional facilities for 76-99 RV sites. Minimum 44 inch wide walkways from RV sites to service buildings. Each RV site will have electrical, water, and sewer connections. 2,500 minimum square feet for each lot, at least 30 ft wide. Each boundary of the park must have a solid barrier wall at least 6 ft high. No lot/boundary line of any space or lot within the park will be within 25 ft of any road.</td>
<td>4,256</td>
<td>3.69</td>
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