



**NOTICE OF A REGULAR MEETING
THE BRENHAM CITY COUNCIL
THURSDAY APRIL 4, 2013 AT 1:00 P.M.
SECOND FLOOR CITY HALL
COUNCIL CHAMBERS
200 W. VULCAN
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Goss**
- 3. 3-a. New Employees**
 - Meri-ane Allen - Communications
 - Ashley McDonald - Police Department
 - Mary Sklar - Utility Billing
 - Angeline Howard - Utility Billing
 - Sarah Hill - Development Services
 - Dennis Krueger – Sanitation Department
- 3-b. Service Recognitions**
 - Joyce Mahanay – 5 years
 - Alan Finke – 35 years
- 4. Special Recognitions and Presentations**

2013 Tyler Public Sector Excellence Award - Wanda Kramer
- 5. Proclamations**
 - **Disabled Veteran’s Day – April 23, 2013** **Page 1**
 - **Child Abuse Awareness Month – April 2013** **Page 2**
- 6. Citizens Comments**

CONSENT AGENDA

7. Statutory Consent Agenda

The Statutory Consent Agenda includes non-controversial and routine items that Council may act on with one single vote. A councilmember may pull any item from the Consent Agenda in order that the Council discuss and act upon it individually as part of the Regular Agenda.

- 7-a. Minutes from the March 7, 2013 Council meeting** **Pages 3-13**

WORK SESSION

- 8. Presentation of the 2012 Municipal Court Statistics** **Pages 14-15**
- 9. Presentation of the Recreation and Aquatics Department Update** **Page 16**
- 10. Discussion and Update on Potential Areas for Annexation into the Corporate Boundaries of the City of Brenham** **Page 17**
- 11. Discussion and Presentation on Street, Curb and Sidewalk Design Standards in New Residential Developments** **Pages 18-19**
- 12. Discussion and Presentation on Mobile Home/Manufactured Home Subdivisions, Including Section 23-25 of the City of Brenham's Code of Ordinances** **Pages 20-26**

REGULAR AGENDA

- 13. Discuss and Possibly Act Upon an Ordinance on Its First Reading Authorizing the Placement of Stop Signs on Chappell Hill Street at Its Intersection with Pecan Street** **Pages 27-32**
- 14. Discuss and Possibly Act Upon an Ordinance on Its First Reading Authorizing the Placement of Two Additional Stop Signs at the Intersection of Tison and W. Stone Streets** **Pages 33-37**
- 15. Discuss and Possibly Act Upon the Appointment of a New Member to the Parks and Recreation Advisory Board** **Pages 38-42**
- 16. Discuss and Possibly Act Upon a Request for a Noise Variance from American Cave Man Charities for a Fund-Raising Event Benefitting the Boys & Girls Club to be Held on April 27, 2013 from 1:00 p.m. – 10:30 p.m. and Authorize the Mayor to Execute Any Necessary Documentation** **Pages 43-45**

Administrative/Elected Officials Reports: Reports from City Officials or City staff regarding items of community interest, including expression of thanks, congratulations or condolences; information regarding holiday schedules; honorary or salutory recognitions of public officials, public employees or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that have arisen after the posting of the agenda.

17. Administrative/Elected Officials Report

Adjourn

Executive Sessions: The City Council for the City of Brenham reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code, Chapter 551, including but not limited to §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiations.

CERTIFICATION

I certify that a copy of the April 4, 2013 agenda of items to be considered by the City of Brenham City Council was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on April 1, 2013 at **12:15 P.M.**

Jeana Bellinger, TRMC

Jeana Bellinger, TRMC
City Secretary

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 City Council was removed by me from the City Hall bulletin board on the _____ day of _____, 2013 at _____ AM PM.

Signature

Title

PROCLAMATION

WHEREAS, There are over 23 million veterans living in the United States, over 5 million of whom are disabled; over one million live in Texas alone; and

WHEREAS, In the life of our nation, not every generation has been summoned to defend our country in its hour of need. But every generation to answer that call has done so with honor and with courage.

WHEREAS, While those wars are history for some, for others, the healing continues. They fight to stand again, to walk again, to work again; and

WHEREAS, Today, their legacy is continued by others, but their service to our country will never be forgotten; we will remain in their debt forever; and

WHEREAS, It is right and just for the City Council and the residents of Brenham to join together to recognize and commend our Disabled Veterans for their dedication and support to our nation,

Now, THEREFORE I, Milton Y. Tate Jr., Mayor of the City of Brenham, Texas do Hereby Proclaim Saturday, April 13, 2013 as

Disabled American Veterans Day

In Witness, Whereof, I have set my hand and affixed the Seal of Brenham.

Milton Y. Tate Jr., Mayor
City of Brenham

PROCLAMATION

WHEREAS, Ever child deserves to grow up in a safe and loving permanent home where the physical, emotional and educational needs are fully met; and

WHEREAS, In 2012, every eight minutes a child in Texas was the subject of abuse or neglect; over 60,000, including 53 in Washington County were victims of child abuse with 60 percent of those under the age of six; and

WHEREAS, In 2012, there were 212 child abuse related fatalities in Texas – that is a child every 41 hours; over 47,000 children, including 53 in Washington County, were in the care and custody of the Texas Department of Family and Protective Services because of neglect and abuse; and

WHEREAS, Court Appointed Special Advocates – CASA Volunteers, speak for the child and are the child's voice in the courts; every child deserves a volunteer but fewer than half in Texas care have a CASA volunteer; and

WHEREAS, It is right and just for the City Council to commend those who protect our children, either as CASA Volunteers or by providing a safe haven;

Now, THEREFORE I, Milton Y. Tate, Mayor of the City of Brenham, Texas do Hereby Proclaim the month of April, 2013 as

Child Abuse Awareness and Prevention Month

In Witness, Whereof, I have set my hand and affixed the Seal of Brenham.

Milton Y. Tate, Mayor
City of Brenham

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on March 7, 2013 beginning at 1:00 p.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members present:

Mayor Milton Y. Tate, Jr.
Mayor Pro Tem Gloria Nix
Councilmember Andrew Ebel
Councilmember Danny Goss
Councilmember Keith Herring
Councilmember Mary E. Barnes-Tilley
Councilmember Weldon Williams, Jr.

Members absent:

None

Others present:

City Manager Terry Roberts, Assistant City Manager Kyle Dannhaus, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Amanda Klehm, Chief Financial Officer Carolyn Miller, Stacy Hardy, Kaci Konieczny, Wende Ragonis, Christi Korth, Fire Chief Ricky Boeker, Allan Hinze, Police Chief Rex Phelps, Chris Jackson, David Doelitsch, Billy Rich, Amanda Carker, Ginger Bishop, Development Services Director Julie Fulgham, Kim Hodde, Public Utilities Director Lowell Ogle, Dane Bybee, Bobby Keene, Kevin Boggus, Grant Lischka, Cleveland McBride, and Terry L. Fielder

Citizens present:

Clint Kolby, Page Michel, Perry Thomas, Robert and Kathleen Wilson, Michele Kwiatowski, Casey Acker, Jerry and Jan Calvert, and William Krueger

Media Present:

Arthur Hahn, Brenham Banner Press; Frank Wagner, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Mayor Pro Tem Nix**

3. 3-a. New Employees

- Cleveland McBride - Water Construction

Public Utilities Director Lowell Ogle introduced Cleveland “Tweety” McBride as a new employee in the Water Construction department.

3-b. Service Recognitions

Service recognitions were presented to the following employees:

- Terry L. Fielder – Sewer Construction Department – 25 years

Public Utilities Director Lowell Ogle expressed his appreciation for Terry Fielder’s good attitude, hard work, and dedication over his twenty-five (25) year career with the City of Brenham.

4. Citizens Comments

There were no citizen comments.

CONSENT AGENDA

5. Statutory Consent Agenda

The Statutory Consent Agenda includes non-controversial and routine items that Council may act on with one single vote. A councilmember may pull any item from the Consent Agenda in order that the Council discuss and act upon it individually as part of the Regular Agenda.

5-a. Ordinance No. O-13-003 on Its Second Reading Amending Chapter 2, Administration, of the Code of Ordinances of the City of Brenham to Amend Article V, Open Records and Records Management

A motion was made by Councilmember Herring and seconded by Mayor Pro Tem Nix to approve the Statutory Consent Agenda Item 5-a. Ordinance No. O-13-003 relating to Open Records and Records Management.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

REGULAR AGENDA

6. Discuss and Possibly Act Upon a Variance Request from Adolph Wehmeyer from Section 23-25(3), Subdivision Ordinance of the Code of Ordinances to Allow the Development of a New Mobile Home Park on Approximately 19.3 Acres Located on FM 389 and Situated Directly West of the Eight Star Corporation's Mobile Home Park (Formerly Known as Wehmeyer Mobile Home Park)

A motion was made by Councilmember Ebel and seconded by Councilmember Herring to remove this item from the table.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

Development Services Director Julie Fulgham presented this item. Fulgham reiterated to Council that Mr. Wehmeyer has submitted a request for a variance from Section 25-23(3) of the Subdivision ordinance to vary from the requirement that a mobile home park has a minimum frontage of 200 feet to allow the development of a mobile home park on Mr. Wehmeyer's land directly east of the former Wehmeyer Mobile Home Park, with only 131 feet of frontage.

Fulgham stated Staff with the help of the City Secretary's office has researched the intent of the regulations in which the variance is being sought and could not find anything specific regarding the intent of the regulation. Fulgham explained that frontage requirements have a basis on access to public rights-of-ways for minimum frontage regulations and aesthetics and circulation (to prohibit excessive block lengths in urbanized areas) for maximum frontage regulations; however, discussion on the intent or regarding the basis of this requirement in Brenham has not been discovered during the research of City documents.

Fulgham stated that Chief Phelps has researched police records regarding accidents near this property; however, there have only been two accidents in the past two years in close proximity to the existing manufactured home park adjacent to this property. Fulgham explained that they received information about the approval of the TXDOT driveway permit right before the meeting and they have the access agreements to the existing mobile home, but Fulgham is still reviewing those documents. Fulgham passed out handouts containing a redlined version of the Ordinance, Warranty Deed, and access agreements to the Council.

Councilmember Goss suggested that we review the frontage requirements in the Subdivision Ordinance pertaining to manufactured home parks since Staff was unable to find documentation explaining the significance of the 200-400 foot frontage. Goss would be in favor of doing away with the specifications and fall back on the standard frontage listed otherwise in the Ordinance. Goss does not feel comfortable approving the variance to Wehmeyer because of the large magnitude of the variance may set a precedent for future builders.

Councilmember Barnes-Tilley also addressed her concerns about setting a precedent for future applicants. Barnes-Tilley suggested that Staff bring back more information on the frontage, where Council could further discuss the frontage issue in the Ordinance and not grant the variance at this time.

City Manager Terry Roberts stated that if they remove the wording for the frontage in the Ordinance, then it will default to the rules and regulations listed in the City's zoning ordinance. Fulgham advised that the standard frontage would fall back to 110 feet for property in the ETJ because the zoning ordinance would then be silent upon elimination of the current frontage wording.

A motion was made by Councilmember Ebel and seconded by Councilmember Williams to approve a Variance request from Adolph Wehmeyer from Section 23-25(3), Subdivision Ordinance of the Code of Ordinances to allow the development of a new mobile home park on approximately 19.3 acres located on FM 389 and situated directly West of the Eight Star Corporation's Mobile Home Park (formerly known as Wehmeyer Mobile Home Park)

Mayor Tate called for a vote. The motion failed with a 4-3 vote, with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	No
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	No
Councilmember Keith Herring	No
Councilmember Mary E. Barnes-Tilley	No
Councilmember Weldon Williams	Yes

7. Discuss and Possibly Act Upon Acceptance of the Audit from Seidel, Schroeder, & Company for Fiscal Year 2012

Chief Financial Officer Carolyn Miller presented the comprehensive annual financial report (CAFR) for the fiscal year ended September 30, 2012. She explained how various staff members produce the financial report and introduced audit partner, Michele Kwiatkowski, from Seidel, Schroeder & Company.

Kwiatkowski presented a detailed overview of the audit report to Council. Kwiatkowski passed out a handout further explaining the audit to Council.

A motion was made by Mayor Pro Tem Nix and seconded by Councilmember Ebel to accept the audit from Seidel, Schroeder, & Company for fiscal year 2012.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Abstain
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

8. Discuss and Possibly Act Upon a Resolution No. R-13-002 Adopting a Records Management Policy for the City of Brenham

City Secretary Jeana Bellinger presented this item. Bellinger explained the State of Texas Local Government Act requires all cities to establish and implement a Records Management Program. Bellinger stated the Records Management Policy will be used as a tool to assist all City departments in maintaining records as outlined in the Records Management Program. Bellinger further explained that each director will receive retention schedules that apply to their department, which will help the directors to better manage their records. Bellinger explained that if her office receives an open records request and the files have been maintained even though the retention schedule states that the files could be destroyed, they have to present them upon request. Bellinger passed out a redlined version of the Resolution and Records Management Policy to Council.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Herring to approve Resolution No. R-13-002 adopting a Records Management Policy for the City of Brenham.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

9. Discuss and Possibly Act Upon Resolution No. R-13-003 Authorizing the Abandonment of a Portion of Peabody Street West of Church Street and the Conveyance of 0.038 Acres to Unity Theatre Company, and 0.065 Acres to Heather Van Dyke Thielemann, Trustee, and Retaining 0.085 Acres for a City of Brenham Utility Easement

Assistant City Manager Kyle Dannhaus presented this item. Dannhaus stated the City has no further need to maintain a public roadway on this section; therefore, Staff recommends the abandonment of this property. Dannhaus stated the adjacent property owners were contacted and the property would be recommended to be conveyed as 0.038 acres to Unity Theatre Company and 0.065 acres to Heather Van Dyke Thielemann, Trustee, while the City will retain an easement on the portion of the property for electric, gas and sewer in the amount of 0.085 acres.

A motion was made by Councilmember Goss and seconded by Councilmember Herring to approve Resolution No. R-13-003 authorizing the abandonment of a portion of Peabody Street west of Church Street and the conveyance of 0.038 acres to Unity Theatre Company, and 0.065 acres to Heather Van Dyke Thielemann, Trustee, and retaining 0.085 acres for a City of Brenham utility easement.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

10. Discuss and Possibly Act Upon an Ordinance on Its First Reading to Repeal Ordinance O-07-009 and Grant a Non-Exclusive Franchise to Budget Roll-Off Service to Operate a Roll-Off Container Service for Residents, Businesses, and Industries Inside Brenham City Limits

City Secretary Jeana Bellinger presented this item. Bellinger explained she has been working with Public Works Director Dane Rau and City Attorney Cary Bovey to update the Sanitation Franchise Ordinance. Bellinger stated the major changes include updating the general language, getting all of the Sanitation Franchises on the same expiration date each year, rates to be charged, payments to the City, access to records and reporting, placement of containers, interruption of service or default, and further explaining the issue of containers on the street to state if damage to the street occurs, the franchisee will be responsible for the street repair. Bellinger explained that the new Ordinance will be sent to Sanitation franchise holder for review and if they agree with the terms, they are to sign and return to the City Secretary's office.

City Attorney Cary Bovey stated the City is bound by the regulations of the Texas Public Information Act; therefore, a Sanitation Franchise holder will be notified when their records are requested as part of an open records request. The City's only obligation is to advise the franchise holder of the request; it is the responsibility of the franchisee to contact the Attorney General's Office to make any arguments they may have with regards to the release of their company specific information.

Councilmember Danny Goss questioned the place of containers and the time limit they are allowed to be placed on a traveled street. Goss expressed concerns about containers utilizing Downtown Brenham parking spaces. Assistant City Manager Kyle Dannhaus responded stating the container owner must request permission in writing to the City before the container can be placed on the street. Dannhaus agreed that a time limit request is not unreasonable. Councilmember Goss would like Bellinger to bring back changes to the Ordinance on its second reading at the next Council meeting with changes to reiterate a time limit on containers placed in the streets. Goss suggested the wording should indicate that the City reserves the right to specify the exact time and placement of containers.

A motion was made by Councilmember Herring and seconded by Councilmember Barnes-Tilley to approve an Ordinance on its first reading to repeal Ordinance O-07-009 and grant a non-exclusive franchise to Budget Roll-Off Service to operate a roll-off container service for residents, businesses, and industries inside Brenham city limits with an amendment to Section 8 stating that the City can set an exact time limit in which a container may be placed on a city street.

Mayor Tate called for a vote. The motion passed with correction with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

11. Discuss and Possibly Act Upon an Ordinance on Its First Reading to Repeal Ordinance O-09-008 and Grant a Non-Exclusive Franchise to Brazos Valley Recycling to Operate a Roll-Off Container Service for Residents, Businesses, and Industries Inside Brenham City Limits

City Secretary Jeana Bellinger presented this item. Bellinger explained this item is the exact same as Item 10. Bellinger stated that each company has to be brought to City Council individually. Bellinger stated that this Ordinance will be brought back to Council for its second reading with Councilmember Goss' suggested changes as well.

A motion was made by Councilmember Goss and seconded by Councilmember Herring to approve an Ordinance on its first reading to repeal Ordinance O-09-008 and grant a non-exclusive franchise to Brazos Valley Recycling to operate a roll-off container service for residents, businesses, and industries inside Brenham city limits with an amendment to Section 8 stating that the City can set an exact time limit in which a container may be placed on a city street.

Mayor Tate called for a vote. The motion passed with correction as requested in Item 10 with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

12. Discuss and Possibly Act Upon an Ordinance on Its First Reading to Grant a Non-Exclusive Franchise to Action Roll-Offs, Inc. to Operate a Roll-Off Container Service for Residents, Businesses, and Industries Inside Brenham City Limits

City Secretary Jeana Bellinger presented this item. Bellinger explained this item is the exact same as Item 10. Bellinger stated that each company has to be brought to City Council individually. Bellinger stated that this item will brought back to Council for its second reading with Councilmember Goss' suggested changes as well.

A motion was made by Councilmember Barnes-Tilley and seconded by Councilmember Goss to approve an Ordinance on its first reading to grant a non-exclusive franchise to Action Roll-Offs, Inc. to operate a roll-off container service for residents, businesses, and industries inside Brenham city limits with an amendment to Section 8 stating that the City can set an exact time limit in which a container may be placed on a city street.

Mayor Tate called for a vote. The motion passed with correction as requested in Item 10 with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Gloria Nix	Yes
Councilmember Andrew Ebel	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Mary E. Barnes-Tilley	Yes
Councilmember Weldon Williams	Yes

WORK SESSION

13. Discussion and Update on the Brenham Municipal Airport Hangar Project

City Engineer Grant Lischka presented this item. Lischka explained that Staff met with Texas Department of Transportation (TXDOT) about using the City's Non-Primary Entitlement Funds (NPE) as a possible funding source for the access for the proposed box hangars. Lischka stated the City currently has \$450,000 of NPE funds "banked" with an additional \$150,000 anticipated in August, for a total of \$600,000. Lischka further explained that during the discussions with TXDOT, they felt that a better use of the City's NPE funds would be for the City of Brenham to construct another row of T-hangars. Lischka stated TXDOT suggested that access to the box hangars and T-hangars would be put into their Capital Improvement Program (CIP) Grant.

Lischka explained that by working with TXDOT, a project scope was determined with a preliminary project estimate of \$1,695,000. Lischka stated the City would be responsible for approximately \$169,500 (10% of the project costs). Lischka also explained TXDOT plans to take the project to the Transportation Commission for their approval in early May. Lischka advised Council that he will bring a Resolution at the next council meeting requesting Council's approval of the Airport Hangar Project.

14. Presentation of the 2012 Annual Report by the Fire Department

Fire Chief Ricky Boeker presented this report. He reviewed the department's performance, statistics, and services. Boeker discussed various grant funding and donations the Fire Department received throughout the year in addition to their budget. The department responded to 583 fires in 2012, 471 incident in the City limits and 112 incidents outside of the City. The department's county response decreased from 119 to 109. Boeker explained the various fire safety presentations they provide for the community. Boeker updated on the project status of the Fire sub-station. ISO was performed in March 2012 and ISO maintained Brenham's PPC at "3."

15. Presentation of the 2012 Annual Report by the Police Department

Chief Rex Phelps presented this report. Phelps reviewed the department's performance, statistics, and services. Phelps explained the department's recognition status within the Texas Best Practices Program for Law Enforcement Agencies, which is a quality control initiative where the police department has to meet or exceed 180 standards that have been established by the Texas Police Chief's Association. Phelps explained the new core values of the police department, which include: empathy, edification, enthusiasm, and excellence. Phelps was proud to report that the Part 1 crime rate decreased by 8% compared to the previous year.

Phelps stated that in 2012, patrol officers conducted approximately 7,169 traffic stops, responded to approximately 3,617 emergency 911 calls, and responded to 25,494 total calls to include self-initiated activity and non-emergency calls. The K-9s were deployed over 100 times in 2012 for both narcotic searches and for fleeing felons. Phelps discussed the Citizens on Patrol (COPS) program, which is made up of over 50 members. The COPS logged 7,793.25 man hours, which equates to 650 hours per month patrolling the city and assisting the patrol officers with equipment and resource support. Code Enforcement addressed 753 code violations of the City of Brenham's Health and Sanitation ordinance in 2012. In 2012, the animal shelter and animal control sections processed 1906 animals. Phelps expressed his appreciation to all of his officers, the Mayor and City Council, and the public for all of their assistance during the year.

16. Administrative/Elected Officials Report

City Manager Terry Roberts reported on the following:

- Animal Shelter Task Force has been meeting. The County representative to the Task Force is Commissioner Fuchs and the City's representative is Councilmember Williams.
- A mystery flyer has been floating around Downtown relating to 2 hour parking violations. He stated that the source of the flyer is still unknown but that staff is currently trying to find it origin.
- The ILA with the County for Animal Control/Shelter services is still in the works. It appears that the County is willing to participate in the construction of a new animal shelter facility.

Chief Financial Officer Carolyn Miller reported on the promotion of Stacy Hardy as the City Controller. Miller explained that with the move of former Budget Officer, Debbie Gaffey, to Public Utilities it allowed for the promotion of Stacy Hardy. Miller stated that her department would be advertising soon to fill Stacy's previous position of Accounting Manager.

Development Services Director Julie Fulgham reported that Kim Hodde was promoted to Planning Technician and that a new Administrative Assistant, Sarah Hill, would be starting in a couple of weeks.

Police Chief Rex Phelps reported on the following:

- Introduced his Administrative Assistant Ginger Bishop and reported that Ashley McDonald would be coming on board soon as the new Patrol Secretary.
- Advised Council that he received a call from someone who wishes to remain anonymous stating that they would be willing to donate \$500,000.00 to build new animal shelter if the City and County will match their donation.

City Engineer Grant Lischka updated Council on the following:

- The paving project is still on-going around town and is going very well.
- TxDOT will be opening up both west bound traffic lanes at the new Westwood intersection today and work will be completed on the east-bound lanes next week.

Fire Chief Ricky Boeker advised Council of a massive AT&T outage in the area, which has caused emergency communication to be down. They are working on the problem and hope to have it fixed soon. In the meantime, they are communicating through backup lines.

Mayor Pro Tem Gloria Nix questioned the closing of the Farmers Market. Development Services Director Julie Fulgham states that a new law prohibits food made in one's home (without a commercial kitchen and proper food inspections) from being sold to the public; therefore, the owners were concerned about possible litigation and decided to close the market. Fulgham explained that her department is currently working with another similar-type operation and will advise Council once all the details are worked out.

The meeting was adjourned.

Milton Y. Tate, Jr.
Mayor

Jeana Bellinger, TRMC
City Secretary



AGENDA ITEM 8

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: April 1, 2013	
DEPT. OF ORIGIN: Municipal Court	SUBMITTED BY: Rhonda Kuehn	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Presentation of the 2012 Municipal Court Statistics		
SUMMARY STATEMENT: The Municipal Court statistics will be discussed and presented by Municipal Court Administrator Rhonda Kuehn.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Municipal Court Statistics		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: N/A		
APPROVALS: Carolyn D. Miller		

MUNICIPAL COURT STATISTICS				
	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
Total Cases Filed	<u>8601</u>	<u>7838</u>	<u>7347</u>	<u>7906</u>
Traffic Misdemeanors				
Non-Parking	5,138	5,174	3,842	4,544
Parking	454	55	64	44
Dispositions Prior to Trial	2,824	2,800	2,476	2,425
Dispositions at Trial	88	95	93	155
Cases Dismissed	2,670	2,808	1,646	706
Non-Traffic Misdemeanors				
State Law	2,842	2,492	3,336	3,213
City Ordinance	167	117	105	105
Dispositions Prior to Trial	1,269	1,152	1,847	1,867
Dispositions at Trial	102	132	173	201
Cases Dismissed	232	243	312	412
Juvenile Activity	218	226	223	213
Warrants Issued	806	1,849	2,858	963
Total Revenue Collected	\$ 1,090,569	\$ 1,172,525	\$ 1,214,732	\$ 1,121,043
Total Remitted to State	\$ 422,383	\$ 412,989	\$ 353,415	\$ 297,787
General Gov't Revenues	\$ 668,186	\$ 759,536	\$ 861,317	\$ 823,256



AGENDA ITEM 9

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: April 1, 2013	
DEPT. OF ORIGIN: Recreation and Aquatics	SUBMITTED BY: Jamie Maurer	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Presentation of the Recreation and Aquatics Department Update		
SUMMARY STATEMENT: The Recreation and Aquatics Department will be making a presentation highlighting programs and events of 2012. Tammy Jaster will be presenting the aquatics portion. Crystal Dahlquist will be presenting the recreation portion.		
If Council would like a copy of the presentation after the meeting, please contact Tammy or Crystal.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: N/A		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Discussion only		
APPROVALS: Terry K. Roberts		



AGENDA ITEM 10

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: April 1, 2013	
DEPT. OF ORIGIN: Administration	SUBMITTED BY: Grant Lischka	
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL <input type="checkbox"/> EXECUTIVE SESSION	CLASSIFICATION: <input type="checkbox"/> PUBLIC HEARING <input type="checkbox"/> CONSENT <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> WORK SESSION	ORDINANCE: <input type="checkbox"/> 1 ST READING <input type="checkbox"/> 2 ND READING <input type="checkbox"/> RESOLUTION
AGENDA ITEM DESCRIPTION: Discussion and Update on Potential Areas for Annexation into the Corporate Boundaries of the City of Brenham		
SUMMARY STATEMENT: Staff has identified several areas for potential annexation. These areas were selected due to recent utility extensions, at the property owner's request or because of their vicinity to existing infrastructure and development pressure. The areas Staff specifically identified are as follows: <ol style="list-style-type: none"> 1. West of State Highway 36 South and east of the BNSF Railroad 2. West of State Highway 36 North at FM 577 3. West of State Highway 36 North between U.S. 290 West and BNSF Railroad 4. East of FM 577 and North of U.S. Highway 290 East <p>Staff requests direction on the above listed areas as well as any other areas Council identifies for potential future annexation.</p>		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS: B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference): N/A		
ATTACHMENTS:		
FUNDING SOURCE (Where Applicable): N/A		
RECOMMENDED ACTION: Discussion only		
APPROVALS: Terry K. Roberts		



AGENDA ITEM 11

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: April 1, 2013	
DEPT. OF ORIGIN: Administration	SUBMITTED BY: Grant Lischka	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discussion and Presentation on Street, Curb and Sidewalk Design Standards in New Residential Developments		
<p>SUMMARY STATEMENT: As discussed in the March 21st Council work session, the City of Brenham adopted Design and Construction Standards in June of 1996 and Standard Specifications in August of 1996 to regulate development of both public infrastructure and private property. These adopted standards and specifications supplement the City of Brenham’s Zoning, Subdivision, and Building Code ordinances. A comprehensive review of these standards has begun to ensure the minimum requirements align with currently accepted and modern engineering practices and building methods and standards.</p> <p>Concurrently, staff has been approached by a developer that is requesting the option of a lay-down curb on local residential streets. If allowed, the lay-down curb will change the look of new residential subdivisions. Staff has evaluated the request and has the following suggestions if lay-down curbs are allowed:</p> <ol style="list-style-type: none"> 1. They may only be used on new local residential streets constructed in new subdivisions (collector streets shall have standard curb, even if inside the subdivision) 2. If lay-down curbs are used in a subdivision, all residential streets must match (no mixing standard curbs and lay-down curbs) and transitions will be approved by the City Engineer 3. All streets with lay-down curb must be constructed of concrete (no asphalt) 4. Sidewalks must be provided on both sides of the road and may not be next to the curb 5. Developer must submit drainage calculations that show the curb is designed to provide adequate drainage (this is required for standard curb also) <p>Additionally, while reviewing these specifications, staff discovered that the City of Brenham currently requires sidewalks to be constructed at the time a lot is developed. The administration of a policy that is piecemeal like this is problematic and the result is that there are little to no new sidewalks developed within the City. Staff believes that the only way to have a successful sidewalk program is to require it at the time of subdivision development and would like Council’s input regarding this specification. There are a few options for a sidewalk policy which are:</p> <ol style="list-style-type: none"> 1. Eliminate the sidewalk requirement; 2. Keep the requirement as is and work to better enforce sidewalk development as a lot is built on; 3. Amend the specification to require sidewalks at the time of subdivision development; 		

4. Require sidewalks to be built at the time of development, but only on one side of the street; and/or
5. Require sidewalks on all streets classified higher than local (require them on collectors, arterials, etc.).

These standards can be amended by the City Engineer by filing amendments for 30 days in the City Secretary's office before enforcement. Staff would like Council's input before amending these standards and specifications.

STAFF ANALYSIS (For Ordinances or Regular Agenda Items):

A. PROS:

B. CONS:

ALTERNATIVES (In Suggested Order of Staff Preference): N/A

ATTACHMENTS:

FUNDING SOURCE (Where Applicable): N/A

RECOMMENDED ACTION: Discussion only

APPROVALS: Terry K. Roberts



AGENDA ITEM 12

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: March 28, 2013	
DEPT. OF ORIGIN: Development Services	SUBMITTED BY: Julie Fulgham	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discussion and Presentation on Mobile Home/Manufactured Home Subdivisions, Including Section 23-25 of the City of Brenham’s Code of Ordinances		
SUMMARY STATEMENT: The Development Services Department has conducted research regarding Manufactured Home Park/Subdivision frontage regulations found within Subdivision Ordinances. Section 23-25 of the City of Brenham Code of Ordances outlines that the maximum frontage for a manufactured home park/subdivision development is 400 feet and the minimum frontage is 200 feet.		
<p>Maximum frontage regulations are related to aesthetics. The current ordinance only relates to development of a single park/subdivision and does not take into consideration a conglomeration of individual park developments fronting along a public right-of-way. If maximum frontage is to truly be regulated for aesthetic concerns, then the ordinance should be amended to reflect this intent and state maximum frontage is for all manufactured home parks/subdivisions adjacent to one another or set regulations parks must be within a certain distance apart.</p> <p>Minimum frontage regulations are intended so that a manufactured home park/subdivision has adequate access to a public right-of-way. If Section 23-25 were relaxed or removed, the following City of Brenham codes would regulate minimum frontage requirements:</p> <ol style="list-style-type: none"> 1. ETJ properties would be required to have a minimum frontage of the zoning district in which they would be allowed if located within the City limits, if it is developed as urban lots (all utilities provided). Rural lots in the subdivision ordinance are required to have a minimum lot width of 125 feet and low-density residential lots in the subdivision ordinance are required to have a minimum lot width of 110 feet. (Mr. Adolph Wehmeyer’s requested manufactured home park development, presented to Council at the March 7, 2013 Council meeting, would be classified as an urban lot development since all utilities were to be provided. This is consistent with the R-3 zoning district standards, and the terms of the annexation development agreement.) 2. New manufactured home parks/subdivisions located within an R-3 zoning district, (and within the City limits), do not specifically call out a minimum lot width and only require a minimum site size of 4 acres. Additionally, the R-3 zoning district requires each home space within the park to be a minimum of 5,000 square feet. However, a minimum lot in an R-3 District for a single manufactured home is 60 feet and staff would interpret the minimum lot size for any manufactured home park development to be 60 feet. 		

The City of Brenham has also adopted Chapter 14, Mobile Homes, Manufactured Home and Manufactured Home Parks, to regulate these types of dwellings. The chapter covers both development regulations, but also maintenance and management of the park. This chapter has minimum width requirements for manufactured home parks, but this minimum width is defined as the average of the park and is not related to lot frontage on a public right-of-way. The minimum width in this chapter is 200 feet and is defined as an average of the entire park (therefore a triangular or trapezoidal shaped property can still meet this requirement if the width averages to be at least 200 feet).

The Development Services Department reached out to 10 Texas cities, which are: Athens, Beeville, Belton, Dumas, Gainesville, Huntsville, Lockhart, Navasota, Mount Pleasant, and Sulphur Springs. We received response from Belton, Huntsville, Lockhart, and Mount Pleasant at the time of this memo. All of the cities we received responses from regulate manufactured home parks/subdivision; however, there is little consistency other than their regulations is limited to zoning ordinances and not subdivision ordinances. The City of Brenham appears to have the most comprehensive manufactured home park/subdivision regulations.

STAFF ANALYSIS (For Ordinances or Regular Agenda Items):

A. PROS:

B. CONS:

ALTERNATIVES (In Suggested Order of Staff Preference): N/A

ATTACHMENTS: 1. Responses received from Cities of Belton, Huntsville, Lockhart, and Mount Pleasant, Texas

FUNDING SOURCE (Where Applicable): N/A

RECOMMENDED ACTION: Discussion only

APPROVALS: Terry K. Roberts

Research:

Questions sent:

Good Afternoon,

The City of Brenham is currently reviewing the minimum frontage regulations for Manufactured Home Parks (MHP).

I am looking for the following information regarding MHP regulations:

Zoning Regulations:

Zoning District(s) that allow MHP:

Lot frontage (minimum) for Districts that allow MHP:

Lot frontage (maximum) for Districts that allow MHP (if applicable):

Are there additional frontage regulations specifically applied to MHP?

Is there a minimum or maximum acreage for MHP?

Subdivision Regulations:

Are there frontage regulations in the Subdivision Ordinance for MHP?

If so, what are they?

Is there minimum or maximum acreage for MHP?

If so what are they?

Does a frontage and acreage regulation requirement apply to a MHP in the ETJ as well?

Are there special regulations for MHP in the ETJ?

Any information regarding how your City regulates manufactured homes/manufactured home parks is greatly appreciated!

City of Belton:

SECTION 16 MH - MOBILE HOME DISTRICT

16.1 GENERAL PURPOSE AND DESCRIPTION:

The MH - Mobile Home District is a detached residential district establishing standards for the development of mobile home parks and subdivisions. Mobile home subdivisions include individually platted lots, for sale within the subdivision, for the placement of mobile home units. A mobile home park offers spaces for the placement of mobile home units on a lease or rental basis. The District will establish area and design requirements for parks and subdivisions, as well as, yard requirements for individual lots. Both parks and subdivisions provide open space and recreational areas appropriate for the acreage and number of units contained.

6.3 AREA REGULATIONS:

A. Size of Yards (For each space within Mobile Home Park or Subdivision):

1. Minimum Front Yard - Thirty feet (30') from a dedicated street; fifteen feet (15') from any private street or drive.
2. Minimum Side Yard - Five feet (5'); twenty feet (20') between units; twenty feet (20') from any zoning district line (also see Section 36.4)
3. Minimum Rear Yard - Ten feet (10'); twenty feet (20') from any zoning district line

B. Size of Lots:

1. Minimum Lot Area - Three thousand, five hundred (3,500) square feet per unit
2. Minimum Lot Width - Thirty-five feet (35')
3. Minimum Lot Depth - One hundred feet (100')

City of Huntsville:

Julie

In short, the City of Huntsville does not have any standards specifically for Manufactured Home Parks (MHP).

We recently updated our Development Code to include the 1976 rule on Mobile Homes not being allowed in the city limits; and, we now require manufactured homes to be skirted within 30 days of occupancy (we go off the electric permit).

The only thing we have limiting the number of homes on private property is a 6,000 square foot requirement for each structure. Our setbacks are standard: 25' front/street, 10' side and rear. Each structure must be at least 10 feet from the next structure and have room for two parking spaces.

Each structure must have its own sewer connection to a public line.

Water is usually private and they can meter it how they choose to the multiple structures.

You cannot regulate acreage size or year of structure in the ETJ but what usually gets them is if they are on an aerobic or septic system and the amount of acreage the spray fields need. I believe our county - Walker County Planning and Development - does have some rules for their MHP and they can be reached at 936-436-4939 that may be of more use to you – but for ETJ/County properties.

Let me know if you need further information – glad to assist!

Rose

Rose Kader
Planner
City of Huntsville
448 State Highway 75 North
Huntsville, TX 77320
936-294-5782 (o)
936-294-5795 (f)
rkader@huntsvilletx.gov
www.huntsvilletx.gov

City of Lockhart:

Subject: RE: Manufactured Home Park Regulations

Following are responses in blue text from the City of Lockhart.

DAN GIBSON, AICP
City Planner

Good Afternoon,

The City of Brenham is currently reviewing the minimum frontage regulations for Manufactured Home Parks (MHP).

I am looking for the following information regarding MHP regulations:

Zoning Regulations:

Zoning District(s) that allow MHP: Manufactured home parks are allowed only in the MH zoning district, and only upon approval of a specific use permit by the Planning and Zoning Commission.

Lot frontage (minimum) for Districts that allow MHP: There is no minimum lot frontage for the MHP or individual home sites. It is established by the minimum required setbacks around the MHP perimeter as well as the minimum required 25-foot distance between adjacent homes.

Lot frontage (maximum) for Districts that allow MHP (if applicable): There is no maximum lot frontage for the MHP or individual home sites.

Are there additional frontage regulations specifically applied to MHP? No frontage standard.

Is there a minimum or maximum acreage for MHP? The minimum size for a parcel zoned MH is five acres, and the maximum permitted density is seven homes per gross acre.

Subdivision Regulations:

Are there frontage regulations in the Subdivision Ordinance for MHP? No.

If so, what are they?

Is there minimum or maximum acreage for MHP? No.

If so what are they?

Does a frontage and acreage regulation requirement apply to a MHP in the ETJ as well? No.

Are there special regulations for MHP in the ETJ? No.

Any information regarding how your City regulates manufactured homes/manufactured home parks is greatly appreciated! Except for regulating where manufactured home parks are allowed, which is in the zoning ordinance, all of our other standards for MHP's are in a separate ordinance that is cross-referenced in the zoning ordinance. The standards are in Chapter 34 "Manufactured Home Parks" of the Code of Ordinances, which can be found through links on our website www.lockhart-tx.org. Click on the blue link to the Code of Ordinances on the right-hand side, and then click on the similar link in the middle of the next page that comes up. After that you will be at the MuniCode site. Scroll down to Chapter 34 in the contents listed in the frame on the left, and click on it to show articles listed in the frame on the right. Clicking on each article title will reveal the text.

City of Mount Pleasant:

114

Mount Pleasant - Land Usage

(9) School, private or public: One space for each classroom, plus one space for each four seats in any auditorium, gymnasium or other place of assembly.

(10) Off-street parking and loading regulations:

See § 155.47.

('87 Code, Zoning Ordinance, Art. II, § 5) (Am. Ord. 2003-14, passed 9-16-03)

~~§ 155.25~~ MH - MOBILE HOME DISTRICT.

Zoning

(A) *Purpose.* The purpose of this district is to establish a suitable environment for mobile home use and to eliminate the often negative impacts of these dwellings on adjacent areas.

(B) *Use regulations.*

(1) Mobile homes and travel trailers shall be located only in approved mobile home parks with the following exceptions:

(a) A mobile home may be used as an office structure on a lot doing business as, and licensed for, mobile homes and/or recreational vehicle sales;

(b) Travel trailers may be used as temporary offices on construction sites.

(2) A travel trailer, motor home or camper may be kept on the premises of a residential dwelling but may not be used as living quarters or for the conduct of business.

(3) The normal and customary accessory uses, including office and/or maintenance buildings for the mobile home park, recreation buildings, swimming pool, laundry and storage facilities for use by mobile home park residents and open recreation areas.

(C) *Development regulations.*

(1) *Area and spacing requirements.*

(a) A mobile home park shall be at least two acres in size and there shall be no more than 12 mobile homes per acre.

(b) There shall be at least a 20-foot space between mobile homes. When mobile homes are parked end-to-end, this space shall be not less than ten feet.

(c) Each mobile home shall be located at least 25 feet from the property lines of the mobile home park which abuts a public street or highway.

(d) Vehicular entrances to or exits from a mobile home park shall be at least 200 feet along streets from any school, public playground, church, hospital or library.

(2) *Streets and walkways.*

(a) Each mobile home park shall adjoin a public street and each mobile home lot shall have direct access to a private interior street at least 25 feet in width. The internal street or streets shall be continuous and connect with other internal streets or with public streets or be provided with a paved cul-de-sac.

(b) Internal access drives shall be provided to each mobile home space and shall be at least 25 feet in width.

(c) Walkways not less than two feet wide shall be provided from the mobile home lot to the service buildings within each mobile home park.

(3) *Anchoring and storage.*

(a) Each mobile home shall rest upon a concrete slab of sufficient strength to support the wheels and the front parking jack. Each slab shall be at least eight feet by ten feet and have a minimum thickness of four inches.

(b) Each mobile home shall be firmly anchored to the slab upon which it rests by means of tie-downs and anchors secured in accordance with regulations established by the Texas Manufactured Housing Standards Act.

(c) The area underneath a mobile home shall not be used for storage but shall be screened with material similar in composition and characteristics to that used to construct the mobile home.

(4) *Landscaping and screening.*

(a) All streets, drives and walkways within a mobile home park shall be surfaced with pavement in accordance with city specifications.

(b) Exposed ground surfaces throughout the mobile home park shall be completely and permanently landscaped. These surfaces shall be protected with a vegetative growth that is capable of preventing soil erosion and objectionable dust.

(c) In the event a mobile home park backs or sides upon a residential, business, commercial or industrial district, a solid screening fence at least six feet in height shall be erected along the property line between the two districts.

(D) *Parking regulations.*

(1) Two parking spaces for each mobile home lot, plus one additional space for each three lots shall be provided.

(2) Off-street parking and loading regulations: see § 155.47.
('87 Code, Zoning Ordinance, Art. II, § 6) (Am. Ord. 1996-14, passed 10-15-96)



AGENDA ITEM 13

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: March 28, 2013	
DEPT. OF ORIGIN: Public Works	SUBMITTED BY: Dane Rau	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input checked="" type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Ordinance on Its First Reading Authorizing the Placement of Stop Signs on Chappell Hill Street at Its Intersection with Pecan Street		
<p>SUMMARY STATEMENT: The City of Brenham has received a request to place two stop signs on Chappell Hill St. at its intersection with Pecan St. This intersection has been discussed routinely with Staff and local residents and we would like to get Council’s reaction and possibly approval or disapproval on this request.</p> <p>Staff has reviewed and discussed the pros and cons of placing stop signs at this location numerous times. The data that has been looked at does not warrant stop signs at this location, but there can be benefits outside of the statistics that could help this intersection with the placement of stop signs on Chappell Hill.</p> <p>Rex will be glad to share with you his traffic study of this intersection when compared to other four way stops on Chappell Hill St. This intersection is not the easiest to cross and does have some sight distance issues when vehicles are looking to cross over Chappell Hill St. from Pecan.</p> <p>As discussed, Staff can see the benefits of stop signs at this intersection and also the cons, but we would like to ask Council’s opinion and obtain a direction since the data and statistics do not clearly point us in one direction or the other.</p>		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
<p>A. PROS: By placing signs on Chappell Hill it will require everyone to stop and eliminate any sight distance issues concerning crossing over Chappell Hill. It will also slow down traffic in that stretch of Chappell Hill.</p> <p>B. CONS: Will become another four way stop on Chappell Hill St and has the ability to cause additional noise for the surrounding property owners.</p>		
ALTERNATIVES (In Suggested Order of Staff Preference):		

ATTACHMENTS: (1) Draft of Ordinance; (2) Map of Intersection; and (3) Request from Mr. Danny Ross

FUNDING SOURCE (Where Applicable): N/A

RECOMMENDED ACTION: Approve an Ordinance on its first reading authorizing the placement of stop signs on Chappell Hill Street at its intersection with Pecan Street

APPROVALS: Terry K. Roberts

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE PLACEMENT OF STOP SIGNS IN THE CITY OF BRENHAM, TEXAS, SETTING THE LOCATION OF SAID STOP SIGNS, REGULATING THE TRAFFIC AT SAID STOP SIGNS, AND PROVIDING FOR PENALTY FOR VIOLATION THEREOF

WHEREAS, it is necessary to provide stop signs on Pecan Street at its intersection with S. Chappell Hill Street in the City of Brenham to prevent accidents and collisions, to promote the flow of traffic along and into such streets, and to regulate the same:

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Brenham, Texas:

SECTION I.

That there shall be established and installed two stop signs on Pecan Street at its intersection with S. Chappell Hill Street immediately before entering said intersection, regulating both northbound and southbound traffic on Pecan Street.

This stop sign shall be placed at the top of a standard pole, placed in the ground on the right hand side of the street identified herein.

SECTION II.

That every person, firm or corporation, operating a motor vehicle or other vehicle of any kind, in, on, along and into the street or street intersection designated in Section I hereof, upon reaching a stop sign at the location so designated, shall bring said vehicle to a full and complete stop or halt, before proceeding further along said street or into or on said street intersection.

SECTION III.

That any person, firm or corporation, violating Section II hereof, shall be fined in a sum not less than \$1.00 and not more than \$500.00, plus court costs.

SECTION IV.

This ordinance shall be effective from and after the date of its passage as provided by the Charter of the City of Brenham.

PASSED AND APPROVED on its first reading this the _____ day of _____, 2013.

PASSED AND APPROVED on its second reading this the ____ day of _____, 2013.

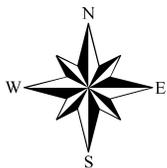
Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary



1 inch = 50 feet



From: Danny Ross <ross7903@sbcglobal.net>
Date: March 19, 2013, 10:39:38 AM CDT
To: Rex Phelps <rphelps@cityofbrenham.org>
Subject: Stop Sign

Chief Phelps

First I wanted to thank you for the increased presence of patrol cars and putting the 'radar trailer' on Chappell Hill a few weeks ago. Although, we still have a problem with speeders and wrecks at the corner of Pecan St. The purpose of this email is to ask you to install stop signs at this corner. That should put an end to Chappell Hill St. being a non-stop thoroughfare to those who continually speed from Alamo St. to Tom Green St. and it will make the Pecan St. intersection much safer.

Thanks for your consideration.

Danny Ross



AGENDA ITEM 14

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: March 28, 2013	
DEPT. OF ORIGIN: Public Works	SUBMITTED BY: Dane Rau	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input checked="" type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon an Ordinance on Its First Reading Authorizing the Placement of Two Additional Stop Signs at the Intersection of Tison and W. Stone Streets		
<p>SUMMARY STATEMENT This intersection is an awkward intersection that currently has traffic stopping on W. Stone St. with traffic having the right-of-way on Tison St. If you drive down W. Lubbock and W. Stone St., you will notice that this is the only street that does not have a stop sign preventing traffic from entering onto one of these thoroughfare streets. As you watch this intersection, you will see that most vehicles tend to want to stop on Tison because it seems like you would be yielding to the larger street, being W. Stone. By placing two stop signs on Tison, it will allow all residential streets intersecting W. Stone or W. Lubbock to have the same pattern.</p> <p>Staff did look at rotating the stop signs from W. Stone to Tison, but feels that, due to this area being residential, it would be a wiser decision to keep the existing signs in place and add two stop signs to Tison creating a four way stop.</p>		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
<p>A. PROS: Will take the doubt out of whether to stop or not stop on traffic that is traveling from Tison St to W. Stone St. Also, will keep the same philosophy that all other streets represent when intersecting with W. Stone or W. Lubbock in that area.</p> <p>B. CONS: Will add two more stop signs to that intersection which is not always accepted well.</p>		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Draft of Ordinance; and (2) Map of Intersection		
FUNDING SOURCE (Where Applicable): N/A		

RECOMMENDED ACTION: Approve an Ordinance on its first reading authorizing the placement of two additional stop signs at the intersection of Tison and W. Stone Streets

APPROVALS: Terry K. Roberts

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE PLACEMENT OF STOP SIGNS IN THE CITY OF BRENHAM, TEXAS, SETTING THE LOCATION OF SAID STOP SIGNS, REGULATING THE TRAFFIC AT SAID STOP SIGNS, AND PROVIDING FOR PENALTY FOR VIOLATION THEREOF.

WHEREAS, it is necessary to provide stop signs on Tison Street at its intersection with W. Stone Street in the City of Brenham to prevent accidents and collisions, to promote the flow of traffic along and into such streets, and to regulate the same:

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Brenham, Texas:

SECTION I.

That there shall be established and installed two stop signs on Tison Street at its intersection with W. Stone Street immediately before entering said intersection, regulating both northbound and southbound traffic on Tison Street.

This stop sign shall be placed at the top of a standard pole, placed in the ground on the right hand side of the street identified herein.

SECTION II.

That every person, firm or corporation, operating a motor vehicle or other vehicle of any kind, in, on, along and into the street or street intersection designated in Section I hereof, upon reaching a stop sign at the location so designated, shall bring said vehicle to a full and complete stop or halt, before proceeding further along said street or into or on said street intersection.

SECTION III.

That any person, firm or corporation, violating Section II hereof, shall be fined in a sum not less than \$1.00 and not more than \$500.00, plus court costs.

SECTION IV.

This ordinance shall be effective from and after the date of its passage as provided by the Charter of the City of Brenham.

PASSED AND APPROVED on its first reading this the ____ day of _____,
2013.

PASSED AND APPROVED on its second reading this the ____ day of _____,
2013.

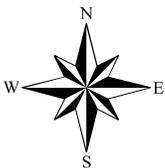
Milton Y. Tate, Jr.
Mayor

ATTEST:

Jeana Bellinger, TRMC
City Secretary



1 inch = 50 feet





AGENDA ITEM 15

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: April 1, 2013	
DEPT. OF ORIGIN: Recreation/Aquatics	SUBMITTED BY: Jamie Maurer	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon the Appointment of a New Member to the Parks and Recreation Advisory Board		
SUMMARY STATEMENT: Due to his work schedule, Ed Mueshler has requested his resignation from the Parks and Recreation Advisory Board. Luis Mendoza submitted a Board Appointment Application to the City Secretary's office in August of 2012 and he is still interested in serving. I am recommending that Council appoint Mr. Mendoza to the Parks and Recreation Advisory Board due to the resignation of Mr. Mueshler.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Resignation Memo to Jeana Bellinger; and (2) Board Appointment Application from Luis Mendoza		
FUNDING SOURCE (Where Applicable):		
RECOMMENDED ACTION: Approve the appointment of Luis Mendoza to the Parks and Recreation Advisory Board		
APPROVALS: Terry K. Roberts		



To: Jeana Bellinger

From: Jamie Maurer, Recreation Superintendent

Subject: Ed Mueshler resignation for the Parks and Recreation Advisory Board

Date: April 1, 2013

Due to his work schedule, Ed Mueshler has been unable to make a number of monthly Parks and Recreation Advisory Board (PARB) meetings. After talking to Mr. Mueshler, he has requested to resign from the PARB board. He has enjoyed his time serving on the board and has enjoyed being a part of many new projects in our park system these last few years.



**REQUEST FOR APPOINTMENT TO
CITY OF BRENHAM
BOARDS AND COMMISSIONS**

Name of Board or Commission in which you have an interest:

- | | |
|--|--|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Board of Adjustments |
| <input type="checkbox"/> Brenham Community Development Corp. | <input type="checkbox"/> Brenham Housing Authority |
| <input type="checkbox"/> Building Standards Commission | <input type="checkbox"/> Hotel Occupancy Tax Board |
| <input type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Main Street Board |
| <input checked="" type="checkbox"/> Parks & Recreation Board | <input type="checkbox"/> Planning & Zoning Board |

(Composition, terms, duties and responsibilities are outlined on the Attachment)

Name: Mr. Mendoza, Luis C.
(Title) (Last) (First) (Middle)

Residence Address: 1905 S. Lubbock St. Brenham TX 77833
(Street) (City) (State) (Zip)

Mailing Address: (If different from above)

(Street) (City) (State) (Zip)

Preferred Phone and Fax: 979-830-0018
(Phone) (Fax)

Email Address: lankin@att.net or lcm1@valmont.com

Occupation: Manufacturing-Sales Account Manager

Employer: Valmont Newmark, Bellville Operations

Are you a registered voter in Washington County? Yes No

Are you a resident of the City of Brenham? Yes No Length of residency: 4 yrs.

Are you a resident of Washington County? Yes No Length of residency: 4 yrs.

Do you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the Board to which you seek appointment?

Yes No If yes, explain: _____

Applicant Name: Luis Mendoza

BACKGROUND

Education/Training: B.S. in Recreational Administration

Areas of Interest: youth, family and community development

Current or Past Volunteer Experience/Community Service:

Please specify current or past volunteer experience/community service, if any, on Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities. Additional information may be attached.

Organization: Boys and Girls Club-golf tournament chair

Organization: YMCA of Greater Houston-professional employee

Organization: Rosenberg Rotary Club

Organization: Brenhams First Baptist Church

Reasons for seeking appointment: Please attach a brief narrative outlining your interests and qualifications for seeking this appointment. You may also add a resume or any additional documentation.

I have read and understand the instructions and appointment process. I certify that all statements that I have made on this application and other supplementary materials are true and correct. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Luis Mendoza
Signature

Aug. 27, 2012
Date

FILE THIS COMPLETED APPLICATION ALONG WITH THE CONSENT FOR FELONY BACKGROUND HISTORY FORM WITH CITY SECRETARY'S OFFICE ON OR BEFORE 5:00 P.M. ON OCTOBER 1ST

City of Brenham - City Secretary
P. O. Box 1059
Brenham, Texas 77834-1059
Phone: 979-337-7567
Fax: 979-337-7568

(Original copy will be kept on file in the City Secretary's office for 12 months from the date of submission)

September 24, 2012

To: City of Brenham - City Secretary
P. O. Box 1059
Brenham, Texas 77834-1059

Subject: Request for Appointment to the City of Brenham Boards and Commissions

I'm submitting this request for appointment to the City of Brenham's Parks and Recreation Board. My education and more than half my work experiences have been in the field of recreation. I've worked for such organizations as the City of Austin, Dallas, San Marcos and San Antonio PARD's. I've also worked for the YMCA of Great Houston. More importantly I have a young family with two growing children and my main interest is to work with an organization that is seeking to improve the living conditions of the entire city and everyone who is a resident. I would love to see the city grow in the right ways and offer more recreational & leisure amenities to its residents and potential residents.

I also feel very connected to this community. Although we've only lived here a little under 5 years, we've rooted ourselves pretty well. We volunteer intensively at our local church, I've volunteered a number of years as a Chairman for the Boys and Girls Club Charity Golf Tournament. I've also been newly appointed to the Brazos Valley Work Solutions Board of Directors. I look forward to what is in store for me with this newly appointed position.

Please consider my application and letter of interest to the City of Brenham's Boards and Commissions.

Sincerely,

Luis Mendoza



AGENDA ITEM 16

DATE OF MEETING: April 4, 2013	DATE SUBMITTED: March 28, 2013	
DEPT. OF ORIGIN: Public Works	SUBMITTED BY: Kim Hodde	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1 ST READING
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2 ND READING
<input type="checkbox"/> EXECUTIVE SESSION	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> RESOLUTION
	<input type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: Discuss and Possibly Act Upon a Request for a Noise Variance from American Cave Man Charities for a fund-raising event benefitting the Boys & Girls Club to be held on April 27, 2013 from 1:00 p.m. – 10:30 p.m. and Authorize the Mayor to Execute Any Necessary Documentation		
SUMMARY STATEMENT: Bruce Margolis from American Cave Man Charities has requested a noise variance to hold a fundraising event to raise money for the Boys and Girls Club on April 27, 2013 from 1 pm – 10:30 pm. They will have a cook-off, auction, entertainment and a car and bike show. They are estimating an attendance of approximately 500 people throughout the course of the event. They have filled out an event permit requesting closure of Commerce Street from Douglas to Baylor and Park Street from Alamo to the railroad tracks as well as usage of the Commerce Street Parking Lot for this event. Mr. Margolis is contacting all of the businesses in this area. The Brenham Police Department and the Brenham Fire Department have approved the request, and therefore, I ask the City Council to approve the variance request.		
STAFF ANALYSIS (For Ordinances or Regular Agenda Items):		
A. PROS:		
B. CONS:		
ALTERNATIVES (In Suggested Order of Staff Preference):		
ATTACHMENTS: (1) Noise Variance Request		
FUNDING SOURCE (Where Applicable): N/A		
RECOMMENDED ACTION: Approve a request for a noise variance from American Cave Man Charities for a fund-raising event benefitting the Boys & Girls Club to be held on April 27, 2013 from 1:00 p.m. – 10:30 p.m. and authorize the Mayor to execute any necessary documentation		
APPROVALS: Police Chief Rex Phelps & Fire Chief Ricky Boeker		

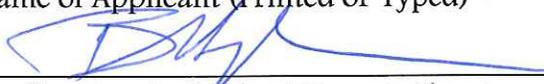
NOISE VARIANCE REQUEST

Application Fee \$10.00

1. Name of sponsoring organization: American Man Cave Charities
2. Name and address of individual making application on behalf of sponsoring organization: Bruce Margolis, 214 E. Alamo Street, Bronham, TX 77833
3. Purpose of the Event: Raise money For Boys & Girls' club
4. Location of Event: Commerce St. Parking Lot, Commerce Street *
5. Date of the event: April 27, 2013
6. Time of Event: 1:00 pm - 10:30 pm
7. Event Set-up: From: 10 am To: 1:00 pm
Event Clean-up: From: 10:30 pm To: 11:00 am
8. You are required to describe the following:
 - a) Types of Activities Planned and any additional information specific to this event: Auction, COOK-OFF, entertainment, car & bike show.
 - b) Bands/Musical Instruments: guitar
 - c) Sound amplification equipment: amps & microphones
 - d) Cleanup provisions: street sweeper after event,

Bruce Margolis
Name of Applicant (Printed or Typed)

Date: March 20, 2013


Applicant or Authorized Person's Signature

Phone: 979-421-9199

Have you ever been found guilty of a criminal offense involving crimes against property, moral turpitude, and/or a felony by any Court? Yes No. If "Yes", please identify the offense, State of conviction and penalty imposed (attach additional sheets if necessary):

x between Douglas & Baylor, & Park Street between Alamo Street & the RR tracks

CITY STAFF REVIEW

Date received: 3-20-13

 APPROVED

 DENIED


Rex Phelps, Chief of Police

Date: 3-25-13

Comments/Reason for Denial:

 APPROVED

 DENIED


Ricky Boeker, Chief of Fire Department

Date: 3-22-13

Comments/Reason for Denial: _____

Noise Variance Approved by the City Council on the _____ day of _____, 2012.

Milton Y. Tate, Jr., Mayor

Date: _____

ATTEST:

Jeana Bellinger, City Secretary
