

Chairperson Bobby Gutierrez
Vice-Chairperson Leo Gonzalez
Parliamentarian Kevin Krolczyk

Commissioners
John Bush
Cathy Conlee
Kyle Incardona
Prentiss Madison
Reuben Marin
Robert Swearingen



CITY OF BRYAN
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MINUTES

**BRYAN PLANNING AND ZONING COMMISSION
WORKSHOP MEETING
THURSDAY, SEPTEMBER 15, 2016 – 5:00 P.M.
ROOM 305, BRYAN MUNICIPAL BUILDING
300 SOUTH TEXAS AVENUE, BRYAN, TEXAS**

Disclaimer: *The meeting minutes herein area a summarization of meeting procedures, not a verbatim transcription*

1. CALL TO ORDER.

Chairperson Gutierrez called the meeting to order at 5:05 p.m.

Commissioner members present: Mr. Bobby Gutierrez, Mr. Leo Gonzalez, Mr. Kevin Krolczyk, Mr. John Bush, Ms. Cathy Conlee, and Mr. Kyle Incardona.

Staff members present: Mr. Cody Cravatt, Development Manager; Mr. Martin Zimmermann, Planning Manager; Ms. Stephanie Doland, Staff Planner; Mr. Randy Haynes, Senior Planner; Ms. Lindsay Hackett, Staff Planner; Mr. Paul Kaspar, City Engineer; Mr. Johnnie Price, Assistant City Engineer; Mr. Thomas Leeper, First Assistant City Attorney; Mr. Darrell Lovelette, Director of Parks and Recreation.

2. STAFF ANNOUNCEMENTS (This item includes introductions of new employees, meeting reminders, upcoming events, and staff recognition).

- a. **Upcoming regular meeting dates: October 6, October 20, and November 17, 2016.**
- b. **Proposed special meeting on September 29, 12 Noon, Council Chambers.**
- c. **Proposed joint workshop meeting with Bryan Business Council on October 10, 11am – 12pm, Council Chambers.**
- d. **Texas APA 2016 Certificate of Achievement for Planning Excellence.**

Mr. Zimmermann made staff announcements. No action was taken.

Commissioner Swearingen entered the meeting at 5:15 pm.

Commissioner Madison entered the meeting at 5:18 pm.

3. STAFF PRESENTATION AND DISCUSSION THE PROPOSED UPDATE TO THE BRYAN COMPREHENSIVE PLAN/PARKS, TRAILS AND OPEN SPACE MASTER PLAN (Questions may be directed to staff, no action will be taken).

Mr. Dan Sefko of Freese and Nichols gave a presentation on the proposed update to the Bryan Comprehensive Plan/Parks, Trails and Open Space Master Plan. Commissioners directed questions to staff. No action was taken.

4. STAFF PRESENTATION, DISCUSSION AND DIRECTION TO STAFF CONCERNING THE REGULATION OF SUBDIVISIONS IN THE EXTRA-TERRITORIAL JURISDICTION.

Mr. Zimmermann provided background information. Without objection, Chairperson Gutierrez appointed Commissioners Bush and Swearingen to serve on a subcommittee to study the regulation of subdivisions in the ETJ, and to report back to the Commission at a future workshop meeting.

5. STAFF PRESENTATION, DISCUSSION AND POSSIBLE DIRECTION TO STAFF CONCERNING THE ISSUE OF BY-THE-ROOM OCCUPANCY OF SINGLE-FAMILY HOMES IN ESTABLISHED BRYAN NEIGHBORHOODS (“STEALTH DORMS”).

Mr. Zimmermann provided background information. Without objection, Chairperson Gutierrez appointed Commissioners Incardona and Conlee to serve on a committee to study the issue of by-the-room occupancy of single-family houses in established neighborhoods, and to report back to the Commission at a future workshop meeting.

6. REVIEW OF AGENDA ITEMS FOR REGULAR MEETING OF September 15, 2016 (Questions may be directed to staff; no action will be taken).

Commissioners reviewed regular meeting agenda items. Questions were directed to staff. No action was taken.

7. FUTURE AGENDA ITEMS (A Planning and Zoning Commission member may request that a subject for which notice has not been given be placed on an agenda for a future meeting).

No future agenda items were discussed. No action was taken.

8. ADJOURN.

Without objection, Chairperson Gutierrez adjourned the meeting at 5:57 p.m.

These minutes were reviewed and approved by the City of Bryan Planning and Zoning Commission on this the 6th day of **October, 2016.**

Bobby Gutierrez, Chairperson
Planning and Zoning Commission
City of Bryan, Texas

Martin Zimmermann, AICP
Planning Manager and Secretary to the
Planning and Zoning Commission