



CITY OF COLLEGE STATION

*College Station, Traditional Values,  
Progressive Thinking in the Research Valley*

**Mayor**  
Ron Silvia  
**Mayor Pro Tempore**  
Dennis Maloney  
**City Manager**  
Thomas E. Brymer

**City Council**  
James Massey  
John Happ  
Robert Wareing  
Susan Lancaster  
Nancy Berry

---

**Draft Minutes  
College Station City Council  
Special Meeting  
Tuesday, September 28, 2004 at 3:00 p.m.  
City Hall Council Chambers, 1101 Texas Avenue  
College Station, Texas**

**COUNCIL MEMBERS PRESENT:** Mayor Silvia, Mayor Pro Tem Maloney, Council members Massey, Happ, Wareing, Lancaster, Berry

**STAFF PRESENT:** City Manager Brymer, Assistant City Manager Brown, City Attorney Cargill Jr., City Secretary Hooks, Assistant City Secretary Casares

Mayor Silvia called the special meeting to order at 3:04 p.m.

**Special Meeting Agenda Item No. 1 -- Presentation, discussion and possible action on all recommendations to date from the Neighborhood Ad Hoc Task force regarding neighborhood integrity issues.**

Assistant City Manager Glenn Brown introduced Assistant Police Chief Scott McCollum, Assistant Fire Chief Eric Hurt, and Director of Development Services Joey Dunn. Mr. Brown highlighted the key policy decisions and summarized the Neighborhood Ad Hoc Task Force and staff recommendations regarding neighborhood integrity issues. He also presented an overview of the charge delegated to the task force. Mr. Brown pointed out that all of the recommendations fall into two categories: (1) those which will be applicable on a city basis, and (2) those that would apply to a zoning overlay district only. Recommendations regarding parking, code enforcement, noise and rental registrations would be applied city wide in all R-1 and R-2 areas. Recommendations regarding an overlay zoning district would apply to a specific geographic region of the City. Overlay districts could address such issues as: lot size, number of unrelated, percent of green space on individual lots, contextual set backs, architectural controls and preservation of building plots. Also, as a reminder, all aspects of the zoning ordinance are subject to grandfathering or amortization.

Mr. Brown, Mr. McCollum and Mr. Hurt presented the following recommendations:

**CODE ENFORCEMENT**

KEY POLICY ISSUES FOR COUNCIL CONSIDERATION: ADDITIONAL STAFFING/SPEED UP PROCESS

- With adoption of the budget, Council approved an additional position for Code Enforcement.
- To speed up the process, staff recommends we return to the use of certified mail for all code enforcement letters mailed out. By knowing the date of receipt we can begin enforcement activities in a time span that will be reduced by 2 to 5 days. There is an additional cost of approximately \$13,000 per year to do this.

Task Force Recommendations:

- Provide more personnel and resources
- Provide more education
- Work to speed up the process

Mr. Hurt presented a brief overview of the Code Enforcement Education program "A Joint Effort."

The City Council recommended:

- Use certified letters after no response to original violation letter from Code Enforcement. Allow seven to ten days before using certified mail.
- Continue educational programs and work with property owners, property managers to incorporate Code Enforcement ordinance requirements as part of their lease.
- Incorporate Blinn Students into the educational process.
- Consider using Wolf Pen Creek music series as another educational opportunity for Code enforcement.

**NOISE**

KEY POLICY ISSUES FOR COUNCIL: HIGHER FINES/ADDITIONAL RESOURCES

- Regarding fines, maximum limits are established by State Law, so this is not a decision point for the Council. Also, it should be pointed out that the City's Municipal Judge establishes a window for fines that fall within state statute. In comparison to windows established by municipal judges in other cities, it appears noise/code enforcement fines are higher in College Station.
- Regarding more stringent enforcement, staff said the current programs have reduced loud party complaints by 52% in four years, and it is recommended continuing the programs with the existing resources that have been allocated.

Task Force Recommendations:

- Increase fines for violations
- Provide more stringent Police and Code enforcement
- Fine landlords where violations occur
- Police response/TABC/Code Enforcement

The City Council recommended:

- Police Department staff will work with Legal Department to amend existing ordinances, or establish an ordinance that would be used as a vehicle making the property owners more responsible for noise violations.
- Continue all programs and efforts currently in place.

### **OVERLAY ZONING DISTRICT**

#### KEY POLICY DECISION FOR COUNCIL:

- Consider directing staff to develop an ordinance for the establishment of Overlay Zoning District.

#### Task Force Recommendations:

- That the use of overlay districts should be a tool encouraged by the City and used by neighborhoods wanting to identify and preserve the existing character of their neighborhoods.

#### The City Council recommended:

- Development Services will work with Legal Department in developing an ordinance establishing overlay zoning districts as well as determining the minimum size for the overlay districts.
- Development Services will complete a draft of the process that neighborhoods will follow when applying an overlay district.

### **RENTAL REGISTRATION AND RENTAL INSPECTION PROGRAMS**

#### KEY POLICY ISSUES FOR COUNCIL: RENTAL REGISTRATION PROGRAM AND FUNDING

- Consider directing staff to prepare an ordinance creating a rental registration program. Staff also recommends that an ordinance establish a fee so the program will have offsetting revenues in compliance with the city's financial management policies.

#### Task Force Recommendations:

- Implement a rental registration program, at no cost to the owner of the rental property.
- Do not implement a rental inspection program.

#### The City Council recommended:

- Code Enforcement staff will work with Legal Department in developing an ordinance creating the rental registration program and establishing a fee.
- Staff should consider a grace period of six months to a year at the initiation of the program, to encourage property owners to voluntarily sign up.
- The City Council did not recommend implementing a rental inspection program.

### **NUMBER OF UNRELATED PER SINGLE FAMILY DWELLING**

#### KEY POLICY ISSUES FOR COUNCIL:

- Consider changing the current ordinance, or leaving it at four. (The staff recommends the number remain at four.)
- Consider directing staff to address the issue in a zoning overlay ordinance

The Task Force recommended the number be left at four.

Council recommended:

- Leave at four unrelated per single family dwelling.
- Directed staff to address the issue in a zoning overlay ordinance.

## **PARKING RECOMMENDATIONS**

### **KEY POLICY ISSUES FOR COUNCIL: ON-STREET PARKING LIMITATIONS**

- Consider the establishment of a process for limiting on-street parking that has not been identified as a public health/safety issue by staff.
- Consider a change to the Zoning Ordinance to require one off-parking space per bedroom for new construction, or include in an overlay zoning district. (Current requirement is two spaces for a single family home.)

The Task Force Recommended:

- Parking be limited to one side of street
- Change requirement to one off-street space per bedroom
- Limit on-street parking hours
- Investigate an on-street parking permit system

The City Council Recommended:

- Incorporate into the zoning overlay district ordinance. That is, limitation of parking on one side of the street, or limit hours of parking that will be considered by neighborhoods groups as part of a zoning overlay ordinance processes.

### **Special Meeting Agenda Item No. 2 -- Adjourn**

Hearing no objections the special meeting adjourned at 5:12 p.m.

PASSED and APPROVED this 21<sup>st</sup> day of October, 2004.

APPROVED:

\_\_\_\_\_  
Mayor Pro Tem Maloney

ATTEST:

\_\_\_\_\_  
City Secretary Connie Hooks