
Old Town Design Standards Review Committee

DEPARTMENT: Development Services
FROM: Tony D. McIlwain, Development Services Director
MEETING: February 14, 2022

SUBJECT:

Receive a report, hold a discussion and provide staff feedback regarding Old Town right-of-use agreements. (*Staff contact: Tony D. McIlwain, AICP, CFM, Development Services Director*)

SUMMARY:

The Council Policy and Valuation Committee has conducted two meetings to discuss changes to the City's right-of-use agreements. Specifically, the Committee has discussed incorporating the Old Town Design Standards Review Committee (OTDSRC) into the review and recommendation process for right-of-way use agreements located within Old Town. As part of this process, the Council Policy and Valuation Committee has directed staff to seek feedback from the OTDSRC regarding criteria for plan submittals and expanding to add design professionals to its membership.

Currently city staff requires the following criteria for plan submittals:

- Facility Details – provide a detail and/or cross-section of the private facilities to be placed in the R.O.W/easement. Vertical alignment of existing and proposed facilities must be shown.

Staff would like to discuss adding additional plan submittal details such as:

- Colored architectural or technical renderings that detail the proposed improvements, building materials specifications, height and coverage.
- If applicable, standardized details for outdoor dining (e.g. colored renderings, number of tables, chairs, lighting, etc.).
- If in Old Town, must adhere to the Old Town Design Standards.

Currently, the membership of the OTDSRC consists of:

- Nine members, and one member must reside or own a business in Burleson Old Town Overlay district, one member shall be the seated President of the Burleson Heritage Foundation.

RECOMMENDATION:

Staff recommends the OTDSRC provide feedback and recommendations to the Council Policy and Valuation Committee regarding right-of-way use criteria for plan submittal and inclusion of design professionals to its membership.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

11/20/23: The Council Policy and valuation Committee received a report regarding right-of-use agreements and provided staff direction for proposed changes.

1/24/24: The Council Policy and Valuation Committee received a 2nd report regarding right-of-use agreements and directed staff to solicit input from the OTDSRC.

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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