

**BURLESON SPECIAL JOINT CITY COUNCIL AND PLANNING & ZONING COMMISSION
MEETING
APRIL 14, 2026
MINUTES**

ROLL CALL

COUNCIL PRESENT:

Alexa Boedeker
Chris Fletcher
Larry Scott
Dan McClendon
Adam Russell

COMMISSIONERS PRESENT:

David Hadley
Dan Taylor
Cynthia Plonien
Ashley Brookman
Michael Tune
Beth Lytner

Michael Kurmes
Bobby Reading

Staff present

Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Amanda Campos, City Secretary
Allen Taylor, City Attorney
Matt Ribitzki, Deputy City Attorney

COUNCIL ABSENT:

Victoria Johnson
Phil Anderson

COMMISSIONERS ABSENT:

Clint Faram
Brandon Crisp

1. CALL TO ORDER - Time p.m.

Mayor Fletcher called the Council meeting to order. **Time: 5:31 p.m.**
Chair Tune called the Planning & Zoning meeting to order: **Time: 5:31 p.m.**

2. CITIZEN APPEARANCES

There were no speakers

3. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion and provide staff direction on proposed amendments to the 2020 Midpoint Update of the Comprehensive Plan, Future Land Use Map, and the zoning code. (Staff Contact: Tony D. McIlwain, Development Services Director)**

Tony McIlwain, Development Services Director introduced Lidon Pearce, Principle Planner, who presented the amendments to the 2020 Midpoint Update of the Comprehensive Plan, the Future Land Use Map, and the zoning code.

Lidon reviewed the background on these items and the request for a joint meeting between the council and the commission to discuss these matters. The purpose of the joint meeting is to better understand and align with the council's direction and vision.

Accessory Dwelling Unit (ADU). ADU were discussed with the following points and requirements questioned. After discussion and clarifications both the council and the commission agreed on the requirements.

- The primary resident and the ADU will only be occupied by the owner or member of the family. The ADU will not be available through the rental market
- Gross Floor Area should not be larger than 900 sq ft or ½ of the GFA of the primary dwelling
- Zoning requirements and setbacks will be in full force
- Limit 1 ADU per lot
- There is no need for short-term rentals to be issued, these are not market rentals
- 1 additional off-street parking space, accessible from driveway shall be required
- The primary address will be used for the ADU no separate address
- No additional utility meters.
- In a Nonresidential zoned district, a SUP will be required - mixed used development where the ADU is part of the building on a separate floor the tenant shall be the owner of the building or owner of business The ADU cannot be a business only residential

The council and commission heard a report on drive-thru designs and stacking requirements and agreed with staff. This report was previously discussed by the commission and the council Infrastructure & Development Committee prior to this meeting and all comments and suggestions were incorporated.

- All drive-thru facilities shall provide stacking lanes
- Minimum width of stacking lanes is 9ft and a depth of 20 feet
- Restaurants with drive-thru shall designate 1 parking spot per lane for customers waiting on orders
- Directional signage and pavement markings to indicate flow of vehicle
- Drive-thru entrance/exit minimum of 50 feet from intersection of public right-of-way
- Designate 9 foot wide escape lane for emergency

Vehicle Parking Regulations, Section 134 were reviewed and discussed.

- Recommendation to consider: Residential
 - Front entry – minimum 36 feet or 20 feet. Want to eliminate vehicle overparked blocking sidewalks
 - Side entry – minimum driveway pad at the entrance 20 feet by 30 feet and connecting drive to pad be at least 12 feet wide
 - Side entry – side yard between the outside edge of the driveway and property line of no less than 5 feet in width
- Recommendation to consider: Nonresidential
 - Remove parking requirements for properties along the following corridors; Wilshire, John Jones, Alsbury, Hidden Creek, I-35, and Old Town
 - Still require ADA compliance, off street parking for deliveries, shared parking agreement for multi-tenant developments
 - If parking exceeds 110% of parking outlined in Appendix B, Section 134, additional 100 sq ft of landscaping in front yard of each addition space

The development community has not been engaged concerning these recommendations and proposed changes but will be.

Amendments to 2020 Midpoint Update

Regional Office/Commerical/Multifamily adding new text for apartment complexes regarding their suitability within IH-35 overlay. Zoning Districts GR and C add multi family (MF1&2) and Planned Development.

Chisholm Trail Corridor adding new text medium to high density single-family and multifamily residential may be allowed as part of a mixed-use developments on non major intersection parcels as adequate infrastructure and connectivity becomes available. Zoning Districts GR and C add Planned Development.

Re-designating Transit Oriented Development – incorporate areas along Alsbury and SW Hulen intersection into Community Central and re-designate remaining area into new Mixed Use FLUM category. Neighborhood Services and General Retail add Planned Development.

- New text: Community Commercial is generally located along major streets and at significant nodes. This category is intended to provide suitable areas for the development of light to medium intensity commercial uses to support surrounding urban development.
- New text: Mixed-use developments consisting of office, retail, cultural facilities, and housing are encouraged. Housing options include a range of medium-to-high density single-family and multifamily residential.
- New text: Mixed use developments should be integrated at key nodes, focusing on placemaking and walkability, both within the node and from surrounding neighborhoods.
- New text: Landscaping and urban design should enhance visitors' experiences, separate sidewalks from major roads and define pedestrian routes to promote connectivity and walkability.

Industrial/Heavy Industrial Employment Growth Center will incorporate changes to 2020 Midpoint to align with council's direction on a new Heavy Industrial zoning district.

Zoning Code Highlights for June and July- shifted from specific land use lists to streamlined use categories, staff consolidated 200+ uses into roughly 30 broad land use categories. Updated definitions language and removed definitions that are no longer relevant and converted IH-35 and Business Park overlays into new base zoning districts named as Interstate Commercial & Business Park Districts. Added development area regulation tables and lot yard setback graphics to zoning district and altered Planned Development language and criteria.

Supplemental Regulation updates – staff is finalizing updates for Article V of the Zoning code dealing with supplemental regulations. The following will be reviewed and revised if necessary, Landscape, fencing/screening, parking, site plans, and sign standards. There is currently no definitive schedule for these items.

4. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the City Council and Planning and Zoning Commission may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda. The City Council may reconvene into open session and take action on posted items.

A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code

12. ADJOURNMENT

Motion made by Adam Russell and seconded by Alexa Boedeker to adjourn.

Motion passed 5-0, with Phil Anderson and Victoria Johnson absent.

Mayor Chris Fletcher adjourned the meeting.

Time: 7:01 p.m.

Chair Michael Tune adjourned the Planning and Zoning Commission.

Time: 7:02 p.m.

Amanda Campos
City Secretary