



Department Memo

Planning & Zoning Commission Meeting

DEPARTMENT: Development Services

FROM: Peggy Fisher, Administrative Assistant Sr.

MEETING: September 23, 2025

SUBJECT:

Approve the minutes from September 9, 2025 Regular Session of the Planning & Zoning Commission meeting.

SUMMARY:

Minutes from the September 9, 2025 Regular Session of the Planning & Zoning Commission meeting.

OPTIONS:

Approve as presented

RECOMMENDATION:

Approve the minutes from the September 9, 2025 Regular Session of the Planning & Zoning Commission meeting.

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

None

FISCAL IMPACT:

None

STAFF CONTACT:

Peggy Fisher
Recording Secretary
pfisher@burlesontx.com
817-426-9611

PLANNING AND ZONING COMMISSION

September 9, 2025

MINUTES

Roll Call

Commissioners Present

David Hadley
Cobi Tittle
Ashley Brookman
Bill Janusch
Michael Tune (Chair)
Clint Faram
Michael Kurmes
Brandon Crisp
Bobby Reading

Commissioners Absent

Dan Taylor

Staff

Matt Ribitzki, City Attorney
Emilio Sanchez, Assistant Director Development Services
Peggy Fisher, Administrative Assistant

REGULAR SESSION

1. Call to Order – 6:00 PM

Invocation – David Hadley

Pledge of Allegiance

Texas Pledge

2. Citizen Appearance

None

3. Consent Agenda

Staff requested that Item 3B be removed from the Consent Agenda and moved to General.

- A. Consider approval of the minutes from August 12, 2025 Planning and Zoning Regular Commission meeting. (Staff Contact: Tony McIlwain, Director Development Services).
- B. 1161 SW Wilshire BLVD (Case 25-099): Consider and take possible action on a resolution for a Commercial Site Plan with waivers to Chapter 63, Sign Regulations, Section 63-36; pertaining to a roof sign, the number of poster signs and Chapter 86, Landscaping, Trees and Vegetation, Section 86-109; pertaining to landscaping of parking lots. (Staff Contact: Emilio Sanchez, Development Services Deputy Director)
- C. Hooper Business Park Addition (Case25-132): Consider and take possible action on a final plat for Hooper Business Park Addition, Lot 1, BLK1, Lots 1-4, BLK 2, Lot 1, Blk 3, and Lot 1, BLK 4; addressed as 9640 FM 1902. (Staff Contact: Emilio Sanchez, Development Services Deputy Director)
- D. Scott Acres Addition (Case25-157): Consider and take possible action on a replat for Scott Acres Addition, Lot R1C; addressed as 2120 Houston Road. (Staff Contact: Emilio Sanchez, Development Services Deputy Director)
- E. McDonalds Addition (Case25-158): Consider and take possible action on a replat for McDonalds Addition, Lots 1R and 2R BLK 9; addressed as 3716 CR 806. (Staff Contact: Emilio Sanchez, Development Services Deputy Director)

Motion made by Commissioner Michael Kurmes and second by Commissioner Cobi Tittle to approve the consent agenda.

Motion passed, 8-0. Commissioner Dan Taylor was absent.

4. Public Hearing

None

5. Reports and Presentations

None

6. General

Staff requested that Item 3B be removed from the Consent Agenda and moved to General.

- B.** 1161 SW Wilshire BLVD (Case 25-099): Consider and take possible action on a resolution for a Commercial Site Plan with waivers to Chapter 63, Sign Regulations, Section 63-36; pertaining to a roof sign, the number of poster signs and Chapter 86, Landscaping, Trees and Vegetation, Section 86-109; pertaining to landscaping of parking lots. (*Staff Contact: Emilio Sanchez, Development Services Deputy Director*)

Emilio Sanchez presented the case to the Commission, reviewed the staff report, and answered questions from the Commission.

Motion made by Commissioner David Hadley and second by Commissioner Michael Kurmes to approve the consent agenda.

Motion passed, 8-0. Commissioner Dan Taylor was absent.

7. Community Interest Items

None

8. Executive Session

In accordance with Chapter 551 of the Texas Government Code, the City 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.

A. Pending or Contemplated Litigation or to Seek the Advice of the City of Attorney Pursuant to Section 551.071

9. Adjourn

There being no further business Chair Michael Tune adjourned the meeting.
Time – 6:07PM

Peggy Fisher
Administrative Assistant
Recording Secretary