
City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Tony McIlwain, Development Services Director

MEETING: February 17, 2025

SUBJECT:

Consider and take possible action on an ordinance authorizing the City Manager to negotiate and execute a facilities reimbursement, shared parking, and mutual access agreement with Eastern Heights Church d/b/a the Heights Church, a Texas non-profit corporation, providing a severability clause, and providing an effective date. *(First Reading) (Staff Contact: Tony McIlwain, Development Services Director)*

SUMMARY:

The City Manager's office received a request from Councilman Larry Scott for additional parking at Fire Station 16 prior to the Policy 17 changes. Fire Station 16 is a 13,917-sf two-story building located at the southeast corner of Hidden Creek Parkway and Dobson Street. The fire station houses the Emergency Operations Center (EOC) and hosts other city meetings throughout the year. At the time of the commercial site plan, the City's parking ordinance did not address requirements for fire stations.

Since the city's ordinances do not address parking requirements, the City's representative proposed utilizing the number of dorm rooms and multiplying by two. Twelve dorm rooms were proposed, which resulted in a total of 24 parking stalls. Four additional parking stalls were added for the EOC, for 28 spaces. This parking calculation did not consider potential visitors to the site to utilize the available meeting room.

In addition to the fire station, a memorial was constructed on the site to honor a Burleson High School student who passed away near the fire station site. The only overflow parking is at the City of Burleson softball fields across Hidden Creek Parkway, which is considered a major arterial. There is no designated crosswalk to allow pedestrians to safely cross the roadway, except for the intersection of Dobson Street and Hidden Creek Parkway; however, this pedestrian route is not ideal for visitors to the fire station.

Staff began evaluating the addition of parking stalls to accommodate overflow parking at the fire station. During the site evaluation, a site plan was submitted for a proposed church development south of the fire station property. The representative for the church requested consideration to utilize the existing access drive on the fire station as a secondary access point for the church to increase circulation through the site. The access drive is currently twelve feet in width. The church proposes to widen the access drive to twenty-four foot wide.

Staff met with the church's representative regarding a shared parking agreement allowing visitors to park within the church's parking lot serving as overflow parking for the fire station. Widening

the access drive would allow for better circulation for the church and serve as ingress and egress for overflow parking for the fire station. In addition to the shared parking for the fire station, staff worked with the church's representative to add a pedestrian path from the church's parking lot to the memorial and, ultimately, the fire station building. Two additional handicapped parking stalls are proposed adjacent to the access drive, increasing the number of accessible parking spaces for the fire station. Currently, the only handicap-accessible parking is near the fire station entrance. The additional parking spaces are closer to the memorial, providing a direct pedestrian path.

Since the traffic analysis indicated traffic along S. Dobson St. would be more efficient with two points of ingress and egress, staff recommends allowing the church to utilize the access drive and widen the pavement to 24 feet. The terms of the proposed Facilities Reimbursement, Shared Parking, and Mutual Access Agreement are as follows –

Summary of Developer's Obligations -

Developer will pay for design and construct to city standards the following facilities on the city's property.

- Widen existing access drive to 24 feet
- Add two handicapped parking spaces adjacent to the access drive
- Pedestrian path from access drive to the memorial and connect to the existing sidewalk

Provide final approved construction documents, bonds, and insurance.

Complete improvements no later than December 31, 2025.

Grants the City a non-exclusive, revocable license to use the parking area identified within the agreement. (The Church cannot revoke the license for the first five years following the agreement's execution.)

Agrees not to interfere with the use or obstruct the City's access to Fire Station No. 16 or the water tower site.

Summary of City's Obligations –

City agrees to reimburse the Developer the not-to-exceed sum of \$20,341.00 for the design and construction of the handicap spaces and sidewalk across Fire Station 16 only. The Developer would be responsible for the entire cost of the proposed improvements to the access drive on the city's property.

City grants the Developer a non-exclusive, revocable license to use the access drive.

The City will maintain the Facilities in accordance with the City's ordinance practices and maintenance schedule except when damage is caused by the Developer, its invitees, agents, assigns, members, patrons, or other representatives.

The City will provide a 10-day written notice to the Developer before performing maintenance, repair, reconstruction, or replacement of the Facilities. The cost of the work shall be shared equally for maintenance of the access drive.

RECOMMENDATION:

Approve an ordinance authorizing the City Manager to negotiate and execute a facilities reimbursement, shared parking, and mutual access agreement with Eastern Heights Church d/b/a the Heights Church, a Texas non-profit corporation, providing a severability clause, and providing an effective date.

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

None

REFERENCE:

NA

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$20,341.00

Account Number(s): 4203101-62010(\$2,000 for design) and 4203101-70020 (\$18,341 for construction)

Fund: 4203101

Account Description: Non-Bond Capital

STAFF CONTACT:

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