



Old Town Design Standards Review Committee Agenda

Wednesday, February 14, 2024
5:30 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

Invocation

Pledge of Allegiance

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Old Town Design Standards Review Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Staff prior to addressing the Committee members. Each speaker will be allowed three (3) minutes. Please note that the Committee members may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Old Town Design Standards Review Committee members from deliberating or taking action on an item not listed on the agenda. The Committee may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy. Each person in attendance who desires to speak to the Old Town Design Standards Review Committee on an item posted on the agenda, shall speak when the item is called forward for consideration.

3. **CONSENT AGENDA**

All items listed below are considered to be routine by the Old Town Design Standards Review Committee and will be enacted with one motion. There will be no separate discussion of the items unless a Committee member or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

- [A.](#) Consider approval of the minutes from the January 17, 2024, Old Town Design Standards Review Committee meeting. (*Staff Contact: Peggy Fisher, Senior Administrative Assistant*)

4. **ITEMS FOR CONSIDERATION**

5. **REPORTS AND DISCUSSION ITEMS**

- [A.](#) 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*)

6. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

7. **ADJOURN**

Staff Contact

CERTIFICATE

I hereby certify that the above agenda was posted on this the 9th of February 2024, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Old Town Design Standards Review Committee

DEPARTMENT: Development Services
FROM: Peggy Fisher, Administrative Assistant Sr.
MEETING: February 14, 2024

SUBJECT:

Approve the minutes from January 17, 2024 Regular Session of the Old Town Design Standards Review Committee meeting.

SUMMARY:

Minutes from the January 17, 2024 Regular Session of the Old Town Design Standards Review Committee meeting

RECOMMENDATION:

Approve as presented

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

None

REFERENCE:

None

FISCAL IMPACT:

None

STAFF CONTACT:

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

OLD TOWN DESIGN STANDARDS REVIEW COMMITTEE

January 17, 2024
MINUTES

Roll Call

Members Present

Art Brucks(Chair)
Neal Jones
Ethan Shelton
William Carlson
Tim Spears(Vice Chair)
Jeremy Bleeker
Stacey Henry

Members Absent

Winter Moore
Meghan Marlin

Staff

Tony McIlwain, Director Development Services
Emilio Sanchez, Assistant Director Development Services
Lidon Pearce, Senior Planner
Peggy Fisher, Administrative Assistant

1. **Call to Order – 5:38**

Invocation – Art Brucks

Pledge of Allegiance

2. **Citizen Appearance**

None

3. **Consent Agenda**

A. **Approve the minutes from the November 29, 2023 Old Town Design Standards Review Committee meeting.**

Motion was made by Committee Member Jeremy Bleeker and second by Committee Member Tim Spears to approve.

Motion passed, 7-0. Committee members Winter Moore & Meghan Marlin were absent.

4. Items for Consideration

- A.** Dobson Townhomes (Case 23-003): Consider a development plan for Dobson Townhomes located at 200 S. Dobson with a waiver to the maximum roof pitch for a Rural Farmhouse architectural style. *(Staff Presenter: Lidon Pearce, Senior Planner)*

Motion was made by Committee Member Neal Jones and second by Committee Member Stacey Henry to approve.

Motion passed, 7-0. Committee members Winter Moore & Meghan Marlin were absent.

- B.** Crown Magnolia Offices (Case 23-284): Consider a development plan for Crown Magnolia Offices located at 124 Magnolia Street. *(Staff Presenter: Lidon Pearce, Senior Planner)*

Motion was made by Committee Member Tim Spears and second by Committee Member Jeremy Bleeker to approve.

Motion passed, 7-0. Committee members Winter Moore & Meghan Marlin were absent.

5. Reports and Discussion Items

None

6. Board Request for Future Agenda Items or Reports

None

7. Adjourn

There being no further business Chair Art Brucks adjourned the meeting.

Time – 5:49 PM

Peggy Fisher
Administrative Assistant
Recording Secretary

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:

Tony D. McIlwain, AICP, CFM
Development Services Director
tmcilwain@burlesontx.com
817-426-9684

OLD TOWN RIGHT-OF-WAY USE AGREEMENTS

Old Town Design Standards Review Committee: February 14, 2024

RIGHT-OF-USE AGREEMENTS

The City utilizes a right-of-way (R-O-W) use agreement for any improvement or use within a publicly dedicated right-of-way or easement. The current process is detailed Section 3.3 of the City's Design Manual.

The following list identifies examples of items that require an agreement:

- ❖ Masonry fences or any part of a fence that is masonry
- ❖ Retaining walls greater than 3 feet or, if the wall supports a structure, less than 3 feet
- ❖ Private storm drains or area drains
- ❖ Swimming pool decks
- ❖ Wood decks, patios, and gazebos
- ❖ Buildings, signs, or other permanent improvements

OLD TOWN RIGHT-OF-USE AGREEMENTS

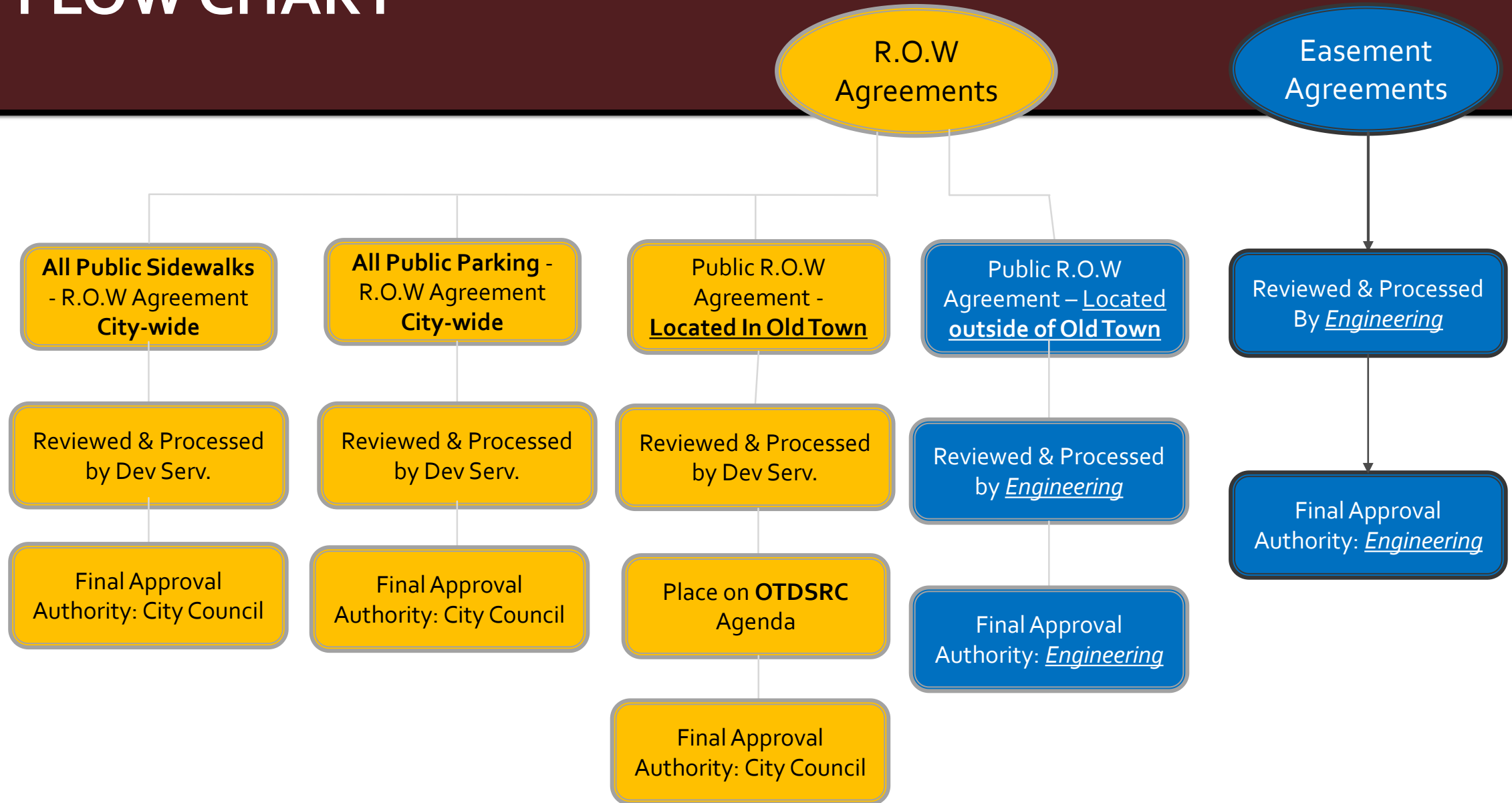
- ❖ Prior to 2016, Old Town easement and right-of-way use agreements were administratively handled by the Director of Engineering.
- ❖ Starting in 2016, City management directed staff to take Old Town easement and right-of-way use agreements forward for review and approval by the City Council for any improvement or use within a publicly dedicated right-of-way.
- ❖ There are currently six different Old Town establishments that have approved easement and right-of-way use agreements: Grumps, Old Texas Brewing, Babe's Chicken House, Eagle's Point, Spice Rack, and Old Town Station.

OLD TOWN RIGHT-OF-USE AGREEMENTS

- ❖ Most recently, the Council Policy and Valuation Policy Committee has conducted two meetings (11.2.23 and 1.24.24) to discuss revisions to the current process for right-of-way use agreements.
- ❖ The Committee intends to recommend to the City Council that all right-of-way use agreements located in Old Town will proceed to the Old Town Design Standards Review Committee for review and then to City Council for consideration.
- ❖ The Committee has directed staff to provide a report and seek the OTDSRC's feedback on criteria for plan submittals and possibly adding design professionals to its membership.

FLOW CHART

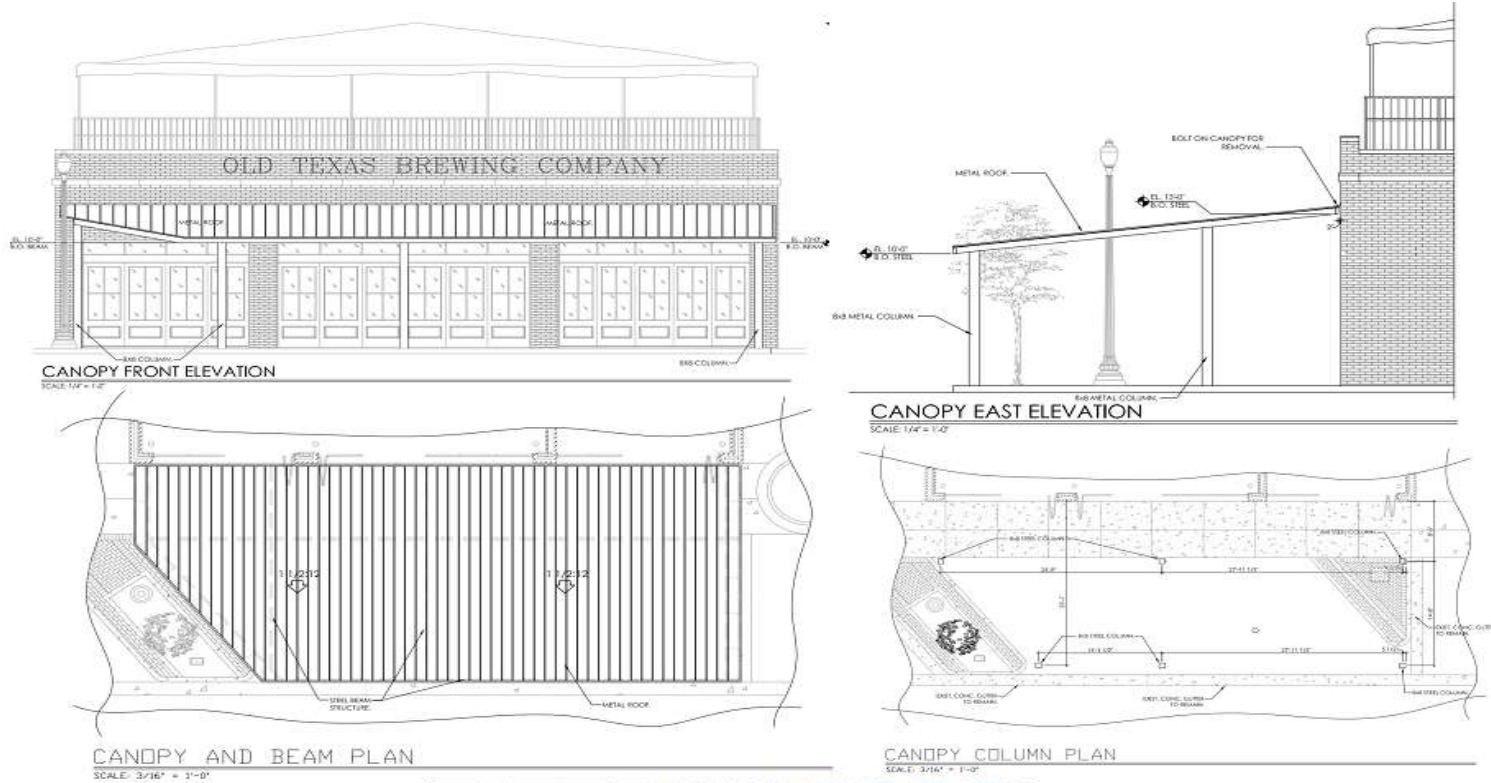
Item A.



RECENTLY APPROVED AGREEMENT (SPICE RACK)



RECENTLY APPROVED USE AGREEMENT (OTB)



CRITERIA FOR PLAN SUBMITTALS

- ❖ Staff is proposing the following plan submittal details:
 - 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.
 - 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
 - What other elements would be helpful to consider?

COMMITTEE FEEDBACK

❖ The OTDSRC :

- The committee shall consist 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.
- As the role of the OTDSRC changes, the Council Policy and Valuation Committee would like your feedback on the following considerations: any suggested changes to the number of members; composition of membership (i.e. design professionals); any necessary changes to the application and/or staff deliverables and materials, etc.

RECOMMENDATION

- ❖ Staff is requesting the OTDSRC's feedback and recommendations.
- ❖ If additional information or discussions are needed, staff will conduct additional briefings.