



Infrastructure & Development
Committee Agenda

Monday, December 15, 2025
3:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the 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 Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

A. Consider and take possible action on the minutes from November 5, 2025 Infrastructure & Development Committee meeting. *(Staff Contact: Monica Solko, Deputy City Secretary)*

4. **REPORTS AND PRESENTATIONS**

A. Receive a report, hold a discussion, and provide staff direction regarding accessory dwelling units, drive-through design and stacking requirements, and vehicle parking regulations. *(Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)*

5. **REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

6. **RECESS INTO EXECUTIVE SESSION**

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

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

7. **ADJOURN**

RANDY MORRISON, PE, PMP, MCE
Capital Engineering
Director of Capital Engineering
rmorrison@burlesontx.com
Phone: (817) 426-9295

CERTIFICATE

I hereby certify that the above agenda was posted on this the 4th of December 2025, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

BUDGET STATEMENT

Pursuant to Section 551.043, Government Code, the following taxpayer impact statement must be on the City Council meeting agenda at which the City Council will discuss or adopt a budget for the City of Burleson: For a median-valued homestead property (\$306,724), the City's portion of the property tax bill in dollars for the current fiscal year (FY24-25) is \$2,032.66, the City's portion of the property tax bill for the upcoming fiscal year (FY25-26) for the same property if the proposed budget is adopted is estimated to be \$2,213.93, and the City's portion of the property tax bill in dollars for the upcoming fiscal year (FY25-26) for the same property if a budget funded at the no-new-revenue rate under Chapter 26, Tax Code, is adopted is estimated to be \$2,021.62.

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.

Infrastructure & Development Committee

DEPARTMENT: City Secretary's Office
FROM: Monica Solko, Deputy City Secretary
MEETING: December 15, 2025

SUBJECT:

Consider and take possible action on the minutes from November 5, 2025 Infrastructure & Development Committee meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)

SUMMARY:

The Infrastructure & Development committee duly and legally met on November 5, 2025 for a regular meeting

RECOMMENDATION:

Committee may approve the minutes as presented or approve with amendments.

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A:

STAFF CONTACT:

Monica Solko, TRMC
Deputy City Secretary
msolko@burlesontx.com
817-426-9682

INFRASTRUCTURE & DEVELOPMENT COUNCIL COMMITTEE
NOVEMBER 5, 2025
DRAFT MINUTES

Council Present:

Dan McClendon, Chair
 Chris Fletcher
 Alexa Boedeker

Council Absent:Staff:

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

1. CALL TO ORDER – 9:00 a.m.

Chair Dan McClendon called the meeting to order. **Time: 9:05 a.m.**

2. CITIZEN APPEARANCES

- No speakers.

3. GENERAL

A. Minutes from the August 20, 2025 Infrastructure & Development committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)

Motion made by Chris Fletcher and seconded by Alexa Boedeker to approve.

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

A. Receive a report, hold a discussion, and provide recommendations to the city council regarding accessory dwelling units, drive-through design and stacking requirements, and vehicle parking regulations. (Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)

Tony McIlwain, Development Services Director, presented proposed ordinance amendments. He reviewed updates based on previous committee discussions, including standards the City could consider in response to market conditions, planning best practices, and developer needs. Lidon Pearce, Principal Planner, provided background on Comprehensive Plan updates, including multi-family density considerations along the IH-35 and Chisholm Trail corridors, noting that staff is still awaiting TOASE guidance on subdivision-related text amendments.

Tommy Ludwig, City Manager, discussed the “wait-and-see” approach regarding text amendments following the last legislative session, specifically how conforming uses, property rights, and notice provisions may need to be updated. He noted that the Council’s vision has shifted toward lower-density development, sustainability, and thoughtful consideration of density, contributing to some delays along with the pending TOASE guidance.

Lidon Pearce, Principal Planner, continued with a review of potential Accessory Dwelling Unit (ADU) regulations. He presented a proposed definition, emphasizing that ADUs are intended as true dwelling units for family members, not rental properties. Committee members discussed whether ADUs should be required to be attached or allowed as detached structures. Chair McClendon noted a preference to avoid creating duplex-like conditions and recommended clarifying that ADUs be defined as separate structures. Eric Oscarson, Deputy City Manager, commented that current zoning already allows mother-in-law suites attached to the primary structure; the proposed regulations would address detached buildings. Committee members raised parking concerns, and Mr. Ludwig confirmed that an additional parking space would be required. Staff will gather more details and direction from the committee before presenting ADU regulations to P&Z.

Mr. Pearce then reviewed proposed ADU development standards: a maximum size of 900 sq. ft., not exceeding 50% of the primary structure; lot considerations; a minimum 6-foot separation between structures; one ADU per lot; one utility meter; and one additional parking space. The committee discussed subleasing, rental use, and short-term rentals, with Deputy City Attorney Matt Ribitzki noting enforcement challenges. Chair McClendon recommended keeping rental restrictions as-is. The committee also discussed allowing ADUs in commercial or industrial zoning districts by Specific Use Permit (SUP).

Drive-thru design and vehicle stacking requirements were reviewed next. Staff evaluated standards from several cities and noted that while two lanes perform better, the proposal addresses one-lane configurations. Tony McIlwain, Development Services Director, cautioned that new standards may increase variance requests. Mr. Pearce explained that some parking spaces may need to be removed to accommodate stacking, and additional consideration will be required during commercial site plan review. He also recommended including an emergency escape lane.

Vehicle parking regulations for residential uses were also discussed. Building Official Dylan Whitehead noted garages are currently counted toward required parking, but Lidon recommended no longer counting garages due to low utilization, which contributes to sidewalk obstructions. This change could require smaller homes on larger lots and could result in wider lots, particularly on corners. Additional surface parking may be needed for homes with ADUs. The committee discussed applicability to new developments, replat requirements, and vested rights.

Lidon also proposed removing minimum parking requirements for properties with direct frontage on Wilshire, John Jones, Alsbury, Hidden Creek, IH-35, and Old Town, while maintaining ADA parking and loading requirements. Shared parking agreements would be required for multi-tenant developments. He explained that large retailers often have oversized parking lots built to peak standards; reducing minimums could promote redevelopment and additional out-parcel businesses.

Committee discussion focused on whether developers should determine their own parking needs, impacts to small businesses, and ensuring future flexibility without enabling under-parking. Lidon stated he could draft options including percentage-based maximums, landscaping incentives, and frontage-related considerations.

Next steps:

Staff will incorporate committee feedback into red-line text amendments and prepare notices for P&Z and City Council public hearings. Subdivision platting updates, Comprehensive Plan revisions, and TOD-related items are still in progress. City Manager Ludwig confirmed staff has sufficient direction to move forward and will bring the updates back to the committee prior to P&Z consideration.

5. REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. RECESS INTO EXECUTIVE SESSION

In accordance with Chapter 551 of the Texas Government Code, the City Council 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 Attorney pursuant to Section 551.071, Texas Government Code

- No executive session needed.

7. ADJOURN

There being no further discussion Chair Dan McClendon adjourned the meeting.

Time: 10:28 a.m.

Monica Solko
Deputy City Secretary

Infrastructure & Development Committee

DEPARTMENT: Development Services


FROM: Tony D. McIlwain, AICP, CFM, Development Services Director

MEETING: December 15, 2025

SUBJECT:

Receive a report, hold a discussion, and provide staff direction regarding accessory dwelling units, drive-through design and stacking requirements, and vehicle parking regulations. *(Staff Contact: Tony McIlwain, AICP, CFM, Development Services Director)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 <p>Dynamic & Preferred City Through Managed Growth</p>	2.2 Promote sustainable residential and commercial development through strategic and long-term planning

SUMMARY:

Staff provided a briefing to the Infrastructure & Development Committee on November 5th on the following three (3) topics:

- accessory dwelling units
- drive-through design and stacking requirements
- vehicle parking regulations

At the conclusion of that meeting, the Committee approved a motion to have staff prepare more detailed information for further review and discussion. Staff has prepared more detailed work on the three (3) topics from the November 5th meeting.

RECOMMENDATION:

Staff recommends approval of the proposed changes, and the Committee's recommendation of approval to the Planning and Zoning Commission and City Council.

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

August 20, 2025: Staff provided a briefing to the Committee on various topics related to land use, development patterns and legislative updates.

November 5, 2025: Staff provided a briefing to the Committee on accessory dwelling units (ADUs), drive-through design and stacking requirements, and parking standards.

REFERENCE:

N/A

FISCAL IMPACT:

Proposed Expenditure/Revenue: n/a

Account Number(s): n/a

Fund: n/a

Account Description: n/a

Procurement Method: n/a

STAFF CONTACT:

Tony D. McIlwain, AICP, CFM
Development Services Director

tmcilwain@burllesontx.com

817-426-9684



Burleson Development Updates

PRESENTED TO INFRASTRUCTURE & DEVELOPMENT COMMITTEE ON 12.15.2025.

LIDON PEARCE, CNU-A, AICP

PRINCIPAL PLANNER

Background

On August 20th , planning staff made a presentation to the Infrastructure & Development (I&D) Committee on several topics related to development patterns, sustainable development, and legislative updates .

On November 5th, planning staff made an updated presentation to the I&D Committee that focused on proposals related to parking regulations, stacking requirements, and accessory dwelling units (ADUs).

This presentation proposes text amendments based on the I&D Committee's November 5th discussions. This is being provided to the Committee for consideration prior to proceeding to Planning and Zoning Commission and City Council.

Accessory Dwelling Unit (ADU) regulations

Proposed Definition:

Accessory Dwelling Unit (ADU). A self contained housing unit, inclusive of sleeping, cooking, and sanitary facilities on the same Lot as a Primary Dwelling, subject to otherwise applicable dimensional and parking requirements.

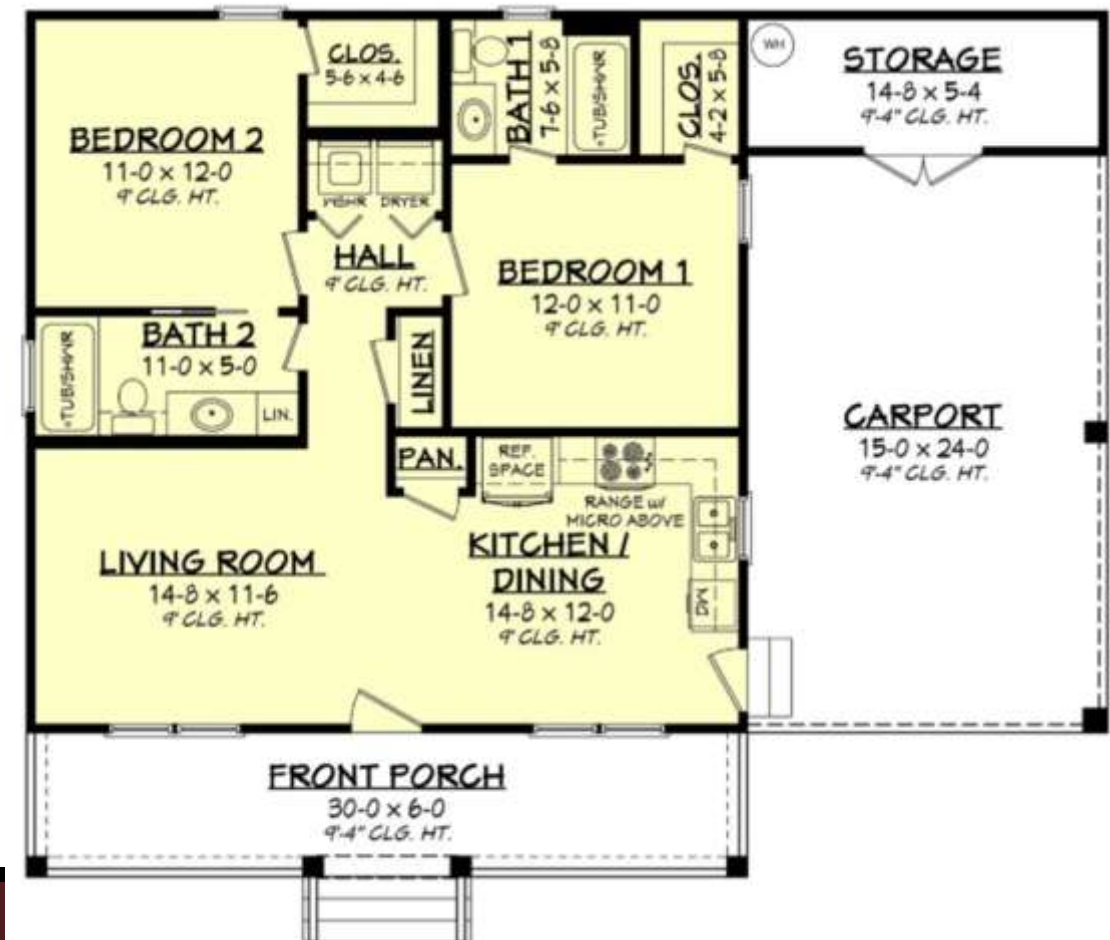
***ADUs shall not be larger than a GFA (Gross-Floor-Area) of 900 square feet, or one-half the GFA of the Primary Dwelling, whichever is smaller.**

Accessory Dwelling Unit (ADU) regulations

Accessory Dwelling Unit Standards:

1. Either the primary residence or ADU shall be occupied by the property owner.
2. The accessory dwelling unit shall be subordinate to the primary structure in overall height and size and placed in accordance with applicable zoning district setbacks.
3. ADUs shall not be larger than a GFA (Gross-Floor-Area) of 900 square feet or one-half the GFA of the Primary Dwelling, whichever is smaller.
4. There is a limit of one (1) accessory dwelling unit per lot.
5. Short-term rental (STR) permits will not be issued for ADUs.
6. One additional off-street parking space, accessible from the current drive-way; shall be required prior to approval of the final inspection for the ADU.
7. Additional utility meters and the issuance of separate addresses for the ADU are prohibited.

Examples of a 900 sq. ft home



Accessory Dwelling Unit (ADU) regulations

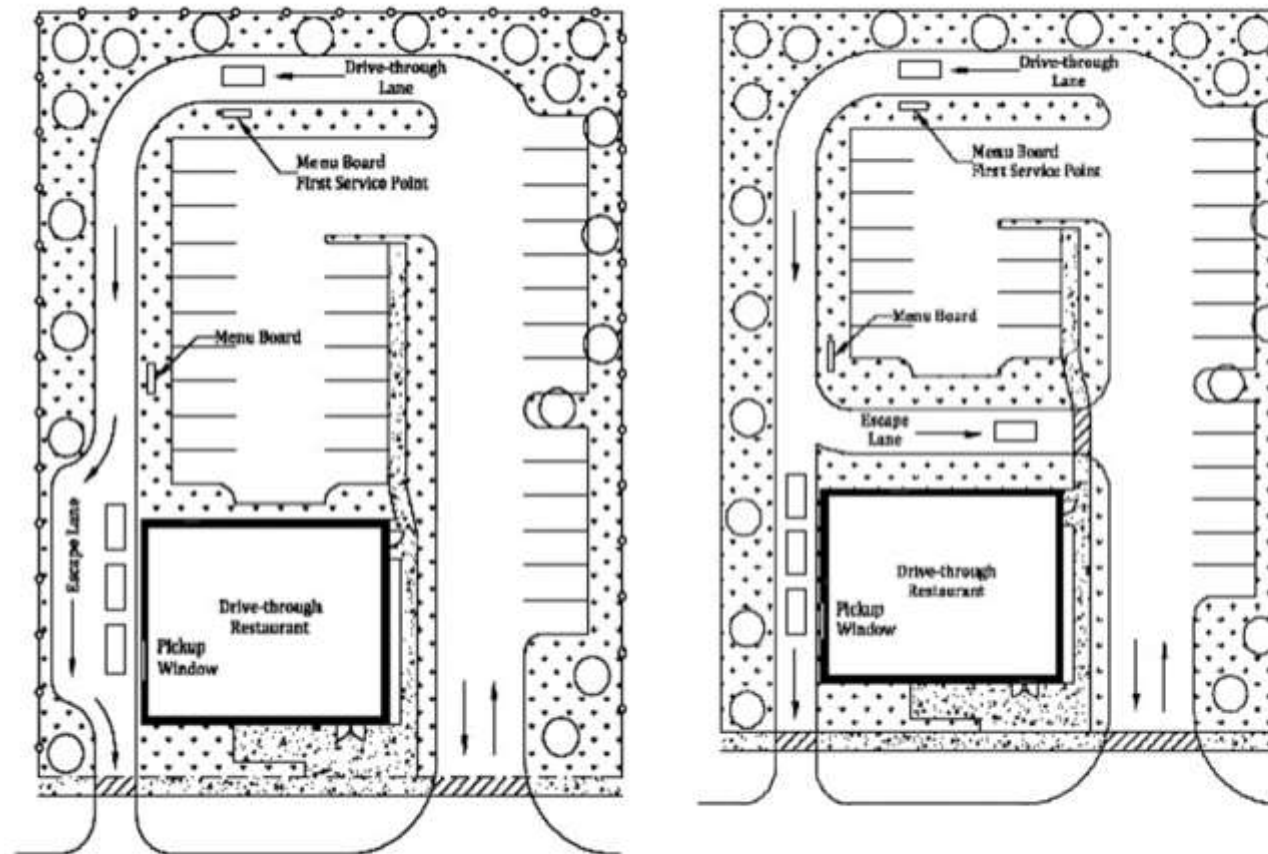
ADUs in Nonresidential zoning districts (approval by SUP or as part of a PD zoning)

1. Shall require one dedicated parking spot for the tenant.
2. Shall be occupied by the building owner or business tenant.

Drive-thru Design and Stacking Requirements.

1. Stacking lanes. All uses with drive-thru facilities shall provide stacking lanes for inbound vehicles designed so that vehicles queued within the stacking lanes do not interfere with vehicle and pedestrian circulation onsite, on adjacent properties, or within public rights-of-way.
2. Stacking lanes shall have a minimum width of nine (9) feet.
3. Each stacking space shall have a minimum depth of twenty (20) feet.
4. Stacking lane minimum length shall be measured along the centerline beginning at the center of the service window, kiosk, bay, etc., to the entry point of the drive-up lane. The length of the lane shall be determined according to the use as follows:
 - a. All uses not listed below: 60 feet for each lane.
 - b. Auto Repair, Quick Lube/Oil Change, and State Inspections: 80 foot lane. If more than one lane is provided may be reduced to 40 feet each lane.
 - c. Attendant Car Wash: 100 foot lane. If more than one lane is provided than may be reduced to 60 feet each lane.
 - c. Restaurant: 160 foot lane with a minimum of 100 feet behind the order board. If more than one lane is provided may be reduced to 120 feet each lane with a minimum of 80 feet behind the order board.
5. Restaurants providing drive-thru service shall indicate a minimum of one parking spot per lane for customers waiting for an order to be completed. This is in addition to the minimum required parking for the restaurant.
6. Directional signage and pavement markings shall be provided to indicate the flow of vehicles to and through the drive-thru facility, subject to applicable sign regulations.
7. Each drive-thru entrance/exit shall be a minimum of fifty (50) from an intersection of a public right-of-way.
8. Drive-thru design shall provide a nine (9) foot wide escape lane for emergency egress from the stacking queue before reaching the drive thru window.

Example of Drive thru with Escape Lanes



Example Layouts

Vehicle Parking Regulations, Section 134

Residential

Currently - 2 spaces for each dwelling unit – not defined if garage space or driveway spaces

Recommend – Garage and driveway pad criteria (effectively increase to 4 spaces) for all SF dwelling districts

Front Entry Garage Criteria.

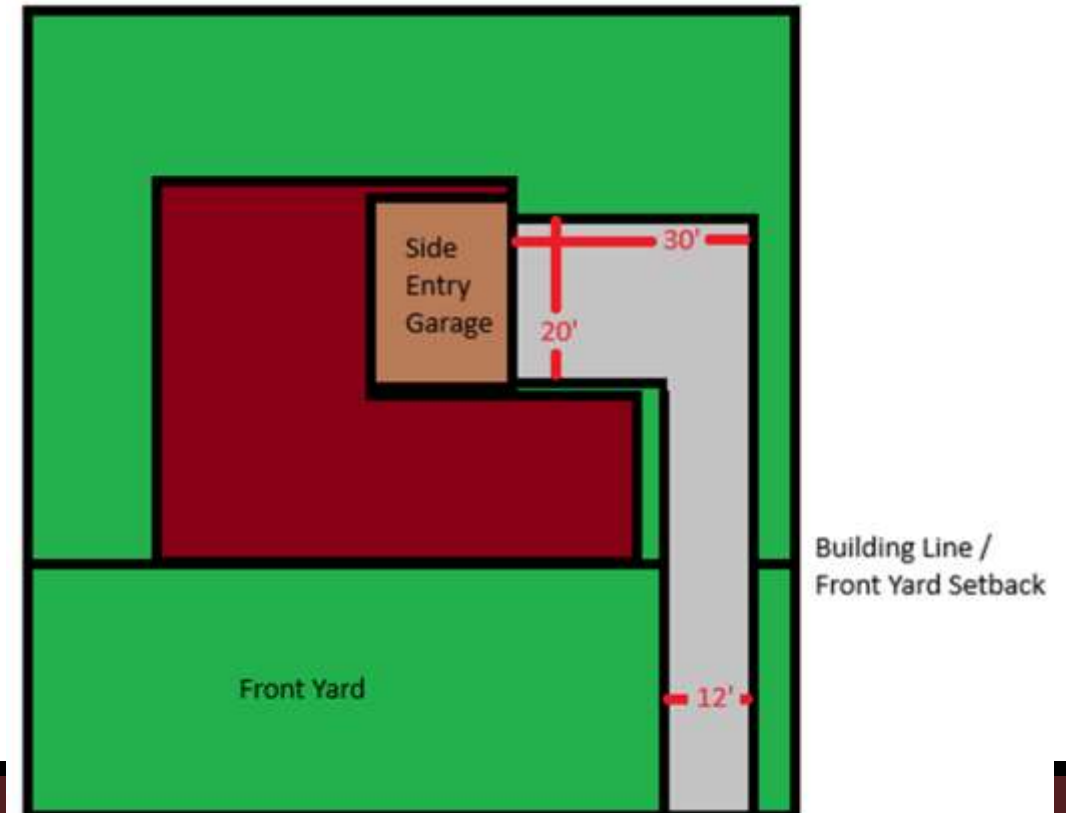
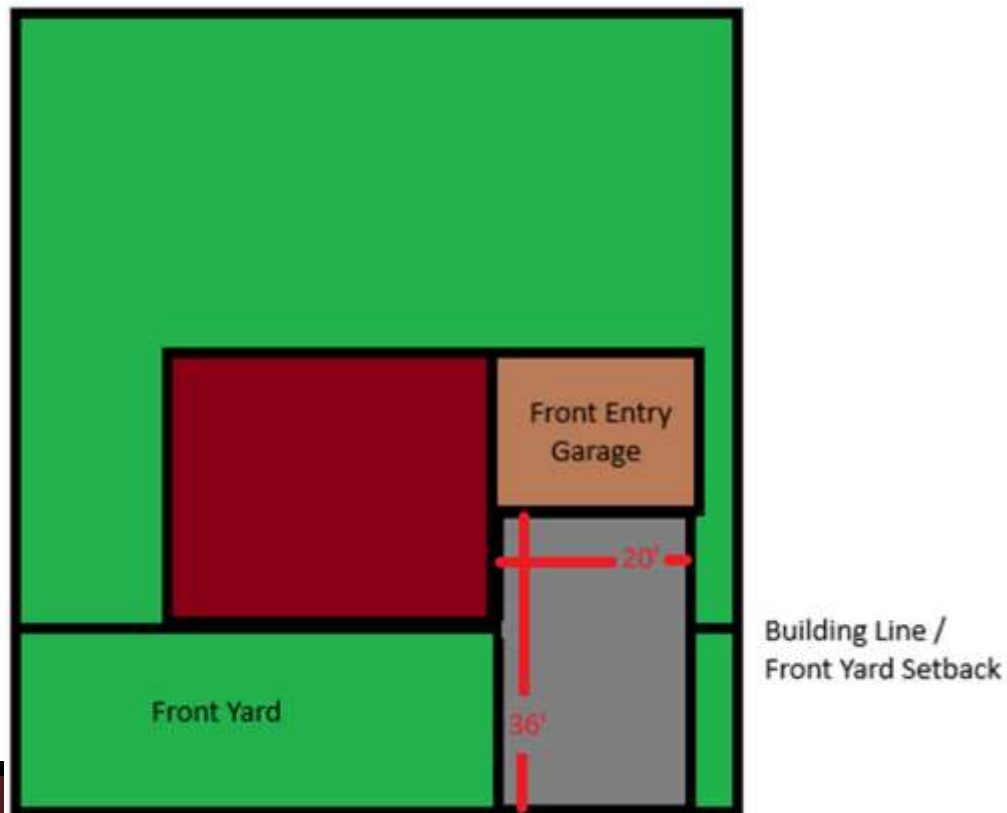
1. Front loading garages shall have a minimum driveway depth of 36 feet.
2. Front loading garages shall have a minimum driveway width of 20 feet.

Side Entry Garages.

1. Side entry garages shall have a minimum driveway pad at the entrance of the garage of 20 feet by 30 feet and the connecting drive to the pad shall be at least 12 feet wide.
2. There shall a side yard between the outside edge of the driveway and the property line of no less than 5 feet in width.

Example of a front entry garage and side entry garage with proposed standards

- Driveway depth pushes garages further from roadway
- Eliminates protrusion of vehicles onto sidewalks and reduces off-street parking in neighborhoods



Vehicle Parking Regulations, Section 134

Non-residential

Currently based off of land use, unless property is zoned CC, Central Commercial within the OT, Old Town Overlay (CC in OT has no parking requirements)

Recommend removing non residential parking requirements for properties along the following corridors/areas (direct frontage on; or access by the following roadways):

- Wilshire
- John Jones
- Alsbury
- Hidden Creek
- IH-35
- Old Town

Still required to comply with ADA parking based off amount of spaces provided by applicant at commercial site plan

Still required to provide off street loading for merchandise receiving and shipping

A shared parking agreement or parking agreement understanding will be required for all multi-tenant developments

Vehicle Parking Regulations, Section 134

Mitigation to prevent overparking of sites:

If the number of parking spots proposed by the applicant or developer exceeds 110 percent of the parking as outlined in Appendix B, Zoning; Section 134. Vehicle parking regulations:

- **Then an additional 100 SF of landscaping shall be required in the front yard for each additional parking space exceeding the 110 percent threshold.**

Next Steps

Staff will incorporate committee feedback and inputs into red-line text amendments.

Notice and present ordinance changes to the Planning and Zoning Commission for consideration and recommendation.

Notice and present an ordinance amendment to City Council for potential action at a Public Hearing.

Return to I&D at a future meeting with:

- Comp Plan updates to clarify suitability of apartments along IH-35 and Chisholm Trail PKWY, as well as proposed change to the TOD area

Questions / Comments

Lidon Pearce, CNU-A, AICP
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