



Planning and Zoning Commission - Work Session Meeting

June 4, 2026 - 5:30 PM

Multipurpose Room

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. CITIZEN COMMENTS

Citizens wishing to address the Commission on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to five (5) minutes.

3. WORK SESSION - 5:30 P.M.

A. Staff Announcements

B. Commission Announcements

C. Summary of City Council Actions

D. Presentation by Chief Building Official Chris Valtierra regarding Building Safety Department Roles & Responsibilities and 2024 I-Codes Adoption Process & Update

E. Commercial Drone Delivery Ordinance Discussion

4. ADJOURN

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on May 29, 2026, prior to 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Clarissa Carrasco, Planning Technician

This building is wheelchair accessible. Disabled parking spaces are available. Request for sign interpreter services must be made 48 hours ahead of meeting to make arrangements. Call 817 473-0211 or TDD 1-800-RELAY TX, 1-800-735-2989.

In deciding a zoning change application, the Planning & Zoning Commission and City Council are required to determine the highest and best use of the property in question. The Commission may recommend and the Council may approve a change in zoning to the category or district requested by the applicant or to any zoning category or district of lesser intensity. Notice is presumed sufficient for every District up to the intensity set forth in the zoning change application.



**City of Mansfield
Staff Report**

Item ID: 26-2134

Agenda Date: June 4, 2026

Title

Presentation by Chief Building Official Chris Valtierra regarding Building Safety Department Roles & Responsibilities and 2024 I-Codes Adoption Process & Update

Description/History

During this work session, Chief Building Official Chris Valtierra will provide an overview of the Building Safety Department Roles & Responsibilities along with an update and presentation regarding the 2024 I-Codes Adoption Process.

Strategic Initiative

Focus on the Future
Provide a Safe Community
Building Strong Neighborhoods

Recommendation

N/A

Funding Source

N/A

Prepared By

Clayton Comstock, Executive Director of Planning and Development - (817) 276-4252



Agenda Date: June 4, 2026

Title

Commercial Drone Delivery Ordinance Discussion

Description/History

At this work session, the Planning & Zoning Commission will continue its discussion regarding the emerging regulatory framework for commercial drone delivery and unmanned aircraft system (UAS) facilities, with a focus on how Mansfield can proactively address this evolving industry through zoning and development standards. The discussion will build on recent analysis of peer cities across North Texas, which shows a consistent approach centered on regulating ground-based infrastructure—such as drone hubs and staging areas—rather than attempting to regulate airspace, which is largely governed at the federal level.

Staff will present key policy considerations related to land use classification, site design, and compatibility with surrounding development. This includes how other cities are addressing accessory versus primary use distinctions, establishing buffers from residential and other noise-sensitive uses, and applying standards for screening, placement, and parking. Recent ordinances, such as those adopted in Plano and Garland, illustrate a tiered approach that differentiates between small accessory hubs and larger, more intensive operations, often requiring additional review through a Specific Use Permit process for higher-impact facilities.

The Commission's discussion will help guide the development of a Mansfield-specific ordinance that balances innovation and economic opportunity with neighborhood compatibility and operational clarity. Staff is seeking input on key policy directions, including appropriate separation distances, the treatment of accessory "middle destination" facilities (e.g., pickup/drop-off points for restaurants and retailers), and the overall framework for administrative approval versus discretionary review. This work session is intended to ensure alignment with City Council direction and position Mansfield to respond effectively as drone delivery continues to expand in the region.

Strategic Initiative

Focus on the Future

Recommendation

N/A

Funding Source

N/A

Prepared By

Katasha Smithers, Planning Manager - Current Planning - (817) 276-4235

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANSFIELD, TEXAS AMENDING CHAPTER 155, "ZONING," OF THE CODE OF ORDINANCES OF THE CITY OF MANSFIELD, TEXAS, BY AMENDING SECTION 155.012 TO ESTABLISH DEFINITIONS RELATED TO COMMERCIAL DRONE DELIVERY; AMENDING SECTION 155.054(F), TABLE "F" AND TABLE "O," TO ALLOW COMMERCIAL DRONE DELIVERY BY RIGHT OR BY SPECIFIC USE PERMIT IN THE C-1, C-2, C-3, I-1, I-2, AND PD DISTRICTS; AMENDING SECTION 155.099 TO ESTABLISH SPECIAL CONDITIONS GOVERNING COMMERCIAL DRONE DELIVERY AND REVISE SPECIAL CONDITIONS GOVERNING AIRPORTS, HELIPOINTS, HELISTOPS, AND VERTIPOINTS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mansfield, Texas (the "City") is a home-rule municipality with full power of local self-government pursuant to the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, the City is authorized to regulate land use, zoning, and development to promote the public health, safety, and general welfare of the community; and

WHEREAS, commercial drone delivery is an emerging retail and logistics service model that utilizes unmanned aircraft systems to deliver goods directly to consumers and is expanding across North Texas; and

WHEREAS, the City has previously allowed drone delivery operations as an accessory use to existing retail establishments through administrative interpretation; and

WHEREAS, the City Council finds that clear and consistent regulations are necessary to provide predictability for property owners, residents, and businesses and to avoid reliance on case-by-case determinations; and

WHEREAS, the Federal Aviation Administration has exclusive authority over navigable airspace, including the regulation of aircraft operations, flight paths, altitude, and aviation safety; and

WHEREAS, Texas Government Code Section 423.009 limits the authority of municipalities to regulate the operation of unmanned aircraft, except in narrowly defined circumstances, and federal and state law preempt local regulation of drone operations while airborne; and

WHEREAS, the ordinary meaning of “operation” in this context refers to the active piloting, flying, and/or directional control of a drone as an aircraft; and

WHEREAS, the City retains authority under Texas Local Government Code Section 211.003 to regulate land use and the placement, design, and development of ground-based infrastructure associated with drone delivery operations; and

WHEREAS, the City Council finds that drone delivery infrastructure should be designed and located to ensure compatibility with surrounding land uses and to minimize adverse impacts on adjacent properties, including residential areas; and

WHEREAS, the City Council finds that drone delivery operations that are clearly subordinate and accessory to existing commercial uses may be appropriate in certain zoning districts subject to defined standards, while standalone or higher-intensity operations may warrant additional review through a Specific Use Permit process in order to support innovation, economic vitality, and balanced growth within the City;

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Mansfield, Texas, in compliance with the laws of the State of Texas with reference to the amendment of Chapter 155 of the Code of Ordinances of the City of Mansfield, Texas, “the Mansfield Zoning Ordinance,” have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing opportunity to all property owners generally and to all interested citizens, the governing body of the City is of the opinion and finds that the Code of Ordinances should be amended;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS:

SECTION 1.

That Section 155.012 of the Mansfield Zoning Ordinance, “Definitions,” is hereby amended by inserting the following new definitions related to Commercial Drone Delivery, alphabetically, and to read as follows:

“COMMERCIAL DRONE DELIVERY HUB – ACCESSORY. A use that is subordinate and incidental to a permitted primary use on the same lot and that includes one or more designated Drone Staging Areas for small unmanned aircraft systems (sUAS), as defined by the Federal Aviation Administration (FAA), used to distribute commercial goods by air. The use may include land, structures, buildings, ground-mounted equipment, and related facilities that support drone delivery operations, including staging, loading, docking, charging, and temporary storage, but does not include major repair, fleet maintenance, or standalone distribution operations.

COMMERCIAL DRONE DELIVERY HUB – PRIMARY. A use in which the principal activity conducted on-site is the operation, staging, distribution, docking, charging, maintenance, or management of small, unmanned aircraft systems (sUAS), as defined by the Federal Aviation Administration (FAA), for the distribution of commercial goods by air. The use may include one or more designated Drone Staging Areas, together with any associated land, buildings, structures, ground-mounted equipment, or operational facilities necessary to support drone delivery functions.

COMMERCIAL DRONE KIOSK. An accessory structure, device, enclosure, platform, or designated area used for the short-term holding, transfer, pickup, or delivery of goods, packages, or materials between an unmanned aircraft system and an on-site primary use or customer. A Commercial Drone Kiosk may include automated loading equipment and appurtenant safety features, but does not include long-term storage, warehousing, distribution center operations, or on-site drone maintenance, repair, fueling, or dispatch operations.

DRONE STAGING AREA. A designated area over which an unmanned aircraft completes final approach, hover, landing, and takeoff operations. The Drone Staging Area may include landing pads, required safety buffers, and areas for the temporary storage of goods, materials, containers, or equipment associated with drone delivery operations.

HELIPORT. An area of land, water, or structural surface used, or intended for use, for the landing, takeoff, docking, loading, or unloading of rotary-wing, tiltrotor, electric vertical takeoff and landing (eVTOL), or similar aircraft, together with any associated buildings, structures, facilities, fueling areas, charging infrastructure, passenger areas, or operational support facilities. This definition includes vertiports and similar advanced air mobility facilities.

HELISTOP. A heliport limited to the landing, takeoff, loading, and unloading of aircraft where aircraft fueling, charging, maintenance, repair, storage, or long-term staging is not permitted.

NOISE-SENSITIVE USE. A residential dwelling, park, school, daycare, hospital, retirement or supportive housing facility, or similar land use that may be adversely affected by noise, lighting, or operational impacts associated with drone delivery activities.”

SECTION 2.

That Section 155.054(F), “Permitted Use Table”, is hereby amended by revising Table F, “General Retail Uses”, by inserting a new Line 26 and 27 for “Commercial Drone Delivery Hub - Accessory”, and “Commercial Drone Delivery Hub - Primary” and that all other listed uses under Section 155.054(B), Table F, must be renumbered accordingly, to read as follows:

Residential Districts												Permitted Primary Uses	Nonresidential Districts										
		S F- 5 A C /2 4	S F- 1 2	S F- 9 2	S F- 8 4 1	S F- 8 4 1	S F- 7 5 1	S F- 7 5 1	S F- 7 5 1	S F- 6 2	2 F	M F- 1	M F- 2	F. General Retail Uses	O P	C 1	C 2	C 3	I 1	I 2	P D	Parking Group Table, § 155.091	Special Conditions, § 155.099
														26. Commercial Drone Delivery Hub – Accessory		S	P	P	P	P	P		42 A
														27. Commercial Drone Delivery Hub – Primary		S	S	S	S	S	P		42 B

SECTION 3.

That Section 155.099(B) of the Mansfield Zoning Ordinance, “Special conditions by use,” is hereby amended by inserting a new subsection “(42) Commercial Drone Delivery,” with the following new standards for Commercial Drone to read as follows:

“(42) Commercial Drone Delivery

Intent. The intent of these Commercial Drone Delivery Hub provisions is:

- 1. To support emerging delivery technologies while protecting the public health, safety, and welfare through context-sensitive development standards;**
- 2. To establish clear and predictable zoning and development standards for ground-based commercial drone delivery facilities and associated infrastructure;**
- 3. To ensure that commercial drone delivery facilities remain compatible with surrounding development through thoughtful site design, screening, landscaping, and operational placement standards;**
- 4. To establish proportional standards that distinguish between accessory and primary commercial drone delivery operations based on their scale and potential impacts; and**
- 5. To provide a supplemental review process for proposals that do not meet the standards of this section.**

- (A) **Commercial Drone Delivery Hub – Accessory.**
1. The primary use must consist of at least 50,000 square feet of gross floor area. Where the primary use is part of a multi-tenant building, the single tenant associated with the Commercial Drone Delivery Hub must be at least 50,000 square feet of gross floor area.
 2. Each Drone Staging Area for Commercial Drone Delivery Hub – Accessory must:
 - a. Be served by permanent power within six months of issuance of a Certificate of Occupancy.
 - b. Be located to the rear or side of the primary use as determined by the primary entrance wall plane,
 - c. Not exceed 2.5% of the gross floor area of the primary use.
 - d. Not be located:
 - i. Within any required building setbacks;
 - ii. Within any required landscape buffers;
 - iii. Within any fire lanes, easements, or required loading areas, designated pedestrian pathways, vehicle circulation areas, or required parking spaces;
 - iv. Within 300 feet, measured from the Drone Staging Area to the property line of a Noise-Sensitive Use.
 - e. Provide a detailed site plan, subject to administrative approval.
 - f. Not exceed 30 feet in height.
 - g. Meet the parking lot landscape screening standards.
 - h. Be provided with a perimeter ornamental metal fence with a maximum height of 8 feet.
 3. Any building associated with a Commercial Drone Delivery Hub – Accessory:
 - a. Must not exceed 200 square feet;
 - b. No external staircase;
 - c. Maximum height of 12 feet measured to the top plate;
 - d. Storage containers, pods, and similar structures are prohibited within 50 feet of ROW, unless the structures include architectural features, including doors, windows, masonry cladding, and a pitched roof.
 4. Any request for deviation from the provisions related to Commercial Drone Delivery – Accessory must be considered in accordance with the procedures of Section 155.080, Specific Use Permit.
- (B) **Commercial Drone Delivery Hub – Primary. Each Drone Staging Area for Commercial Drone Delivery Hub – Primary must:**
1. Be served by permanent power.

2. Have an approved Specific Use Permit (SUP), along with a detailed site plan and supporting documentation.
3. Provide a minimum of five (5) off-street parking spaces.
4. Not be located:
 - a. Within any required building setbacks;
 - b. Within any required landscape buffers;
 - c. Within any fire lanes, easements, or required loading areas, designated pedestrian pathways, vehicle circulation areas, or required parking spaces;
 - d. Within 300 feet, measured from the Drone Staging Area to the property line, of a Noise-Sensitive Use.
5. Drone-related equipment, structures, towers, masts, or appurtenances must not exceed 30 feet in height.
6. Landscaping must comply with Section 155.092 and must be designed to enhance visual screening and reduce impacts on adjacent properties and uses.
7. Screening must be provided with an ornamental metal fence or similar screening material with a maximum height of 8 feet.
8. Any building associated with a Commercial Drone Delivery Hub – Primary must meet Section 155.056 (E), Community Design Standards.

(C) Commercial Drone Kiosks:

1. Must be situated adjacent to the primary structure, either to the side or rear, within 50 feet.
2. Must be accessory and subordinate to a legally established primary use located on the same lot. The kiosk may only facilitate deliveries associated with goods, materials, or products offered by the primary on-site use.
3. Must not exceed 64 square feet in footprint area.
4. Must acquire a building permit.
5. Must not be located:
 - a. Within any required building setbacks;
 - b. Within any required landscape buffers;
 - c. Within any fire lanes, easements, or required loading areas, designated pedestrian pathways, vehicle circulation areas, or required parking spaces.
 - d. Within 150 feet of a Noise-Sensitive Use.
6. Must not exceed 15 feet in height when detached. Kiosks mounted to or integrated into a principal structure may extend above the roofline only as permitted for mechanical or accessory rooftop equipment within the zoning district.
7. The cumulative linear frontage occupied by outdoor sales, display, vending, storage, and Commercial Drone Kiosk operations must not exceed 10% of the primary building frontage associated with the use.

- 8. The Commercial Drone Kiosk and surrounding area must be maintained in a clean and orderly condition, free of abandoned containers, packaging materials, debris, or inoperative equipment.
- 9. Any request for deviation from the provisions related to Commercial Drone Kiosk must be considered in accordance with the procedures of Section 155.080, Specific Use Permit.”

SECTION 4.

That Section 155.054(B), “Permitted Use Table,” is hereby amended by revising Table O, “Transportation Uses,” by deleting Line 1 “Airport Landing Field” and revising Line 3 “Heliport” and that all other listed uses under Section 155.054(B), Table O, must be renumbered accordingly, to read as follows:

Residential Districts													Permitted Primary Uses	Nonresidential Districts						Parking Group Table, § 155.091	Special Conditions, § 155.099		
A	S F-5 A C /2 4	S F-1 2	S F-6/ 0	S F-8/ 1	S F-8/ 4	S F-8/ 1	S F-7/ 5	S F-7/ 1	S F-7/ 5	S F-6/ 1	2 F	M F-1	M F-2	O P	O P	C -1	C -2	C -3	I -1			I -2	P D
														O. Transportation Uses									
														1. Airport Landing Field-Airport, Heliport, Helistop or Vertiport		S	S	S	S	S	P	15	
														2. Bus Station or Terminal			S	S	P	P	P		
														3. Heliport	-	S	S	S	S	S	P	-	15
														4. 3. Hauling or Storage Company				S	P	P	P	8c	
														5. 4. Motor Freight Terminal				S	P	P	P	8c	
														6. 5. Parking Lot or Structure, Commercial	S	S	S	S	P		P	16	
														7. 6. Parking Lot, Truck				S	P	P			
														8. 7. Railroad Freight Terminal				S	P	P		8c	
														9. 8. Railroad Passenger Station			S	S	P	P	P		
														10. 2. Railroad Track or Right-Of-Way	P	P	P	P	P	P	P		

SECTION 5.

That Section 155.099(B) of the Mansfield Zoning Ordinance, “Special conditions by use,” is hereby amended by repealing and replacing (15) “Airport landing field and heliport” to read as follows:

(15) Airport, Heliport, Helistop, or Vertiport.

- (a) Any proposed airport, heliport, helistop, or vertiport must comply with all applicable regulations of the Federal Aviation Administration (FAA) and any other governmental authority having jurisdiction.**
- (b) The location and design of any airport, heliport, helistop, or vertiport must minimize adverse impacts on adjacent properties and promote compatibility with surrounding land uses, including consideration of noise, lighting, traffic circulation, safety, and operational characteristics. Any designated approach or transitional area identified during approval of the facility may only be modified upon approval by the City Council.**
- (c) Off-street parking must be provided in accordance with the requirements established by the City Council or the applicable parking requirements of this chapter, based on the operational characteristics of the facility.**
- (d) Any airport, heliport, helistop, vertiport, associated landing or takeoff area, staging area, building, hangar, passenger facility, charging area, fueling area, maintenance structure, or other operational structure must not be located within 100 feet of a property line or within 300 feet of a Noise-Sensitive Use unless otherwise approved by the City Council through a Specific Use Permit or planned development district. Required separation distances must be measured in a straight horizontal line from the nearest edge of the landing area, takeoff area, staging area, structure, or operational feature to the applicable property line or Noise-Sensitive Use property line. The City Council may modify these distances through approval of a Specific Use Permit upon determining that the proposed facility will not adversely impact surrounding properties or the public health, safety, and welfare.**
- (e) Aircraft maintenance, repair, fueling, charging, docking, storage, or servicing activities must comply with all applicable federal, state, and local regulations. All repairs and maintenance of aircraft, machinery, batteries, or related equipment must be conducted within an enclosed hangar or building. The City Council may impose additional conditions reasonably necessary to protect the public health, safety, and welfare.**

SECTION 6.

That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby, repealed and all other ordinances of the City not in conflict with the provisions of this ordinance must remain in full force and effect.

SECTION 7.

Should any paragraph, sentence, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same must not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid, illegal or unconstitutional, and must not affect the validity of the Mansfield Zoning Ordinance as a whole.

SECTION 8.

Any person, firm or corporation violating any of the provisions of this ordinance or the Mansfield Zoning Ordinance, as amended hereby, must be deemed guilty of a misdemeanor and, upon conviction in the Municipal Court of the City of Mansfield, Texas, must be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense, and each and every day any such violation must continue must be deemed to constitute a separate offense.

SECTION 9.

The City Secretary of the City of Mansfield is hereby directed to publish this ordinance as required by law.

SECTION 10.

This ordinance must take effect immediately from and after its passage upon reading and the publication of the caption, as the law and charter in such cases provide.

DULY PASSED on the first and final reading by the City Council of the City of Mansfield, Texas, this _____ day of _____, 2026.

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

APPROVED AS TO CONTENT:

Clayton Comstock, Executive Director of Planning and Development Services

APPROVED AS TO FORM AND LEGALITY:

Victor Flores, City Attorney

DRAFT