

Memorandum

January 14, 2014

TO: Mayor Meier and the Members of the Addison City Council

FROM: Ralph Doherty, Chair, Planning and Zoning Commission, Town of Addison

COPY: Planning and Zoning Commissioners, Town of Addison, Mr. Ron Whitehead, City Manager, Town of Addison, Ms. Lea Dunn, City Manager designee, Town of Addison, Ms. Carmen Moran, Director of Development Services, Town of Addison, and Mr. Charles Goff, Assistant to the City Manager, Town of Addison

SUBJECT: 2013 Planning and Zoning Commission's Annual Report to the Council

ATTACHMENT: 2013 Planning and Zoning Commission's Meeting and Attendance Statistics

The Planning and Zoning Commission is governed by the Rules, Regulations, and Procedures of the Town of Addison. These Rules stipulate under Article III, DUTIES OF THE COMMISSION, Paragraph (j) that the Commission shall:

"Submit each year a progress report to the City Council summarizing its activities, major accomplishments for the past year, and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and the identity of Commission officers."

Please let this document serve as the Commission's progress report, and the attendance record of all members is also attached for your review and use.

Overview

The role of Addison's Planning and Zoning Commission is often described as one of providing guidance to the Town Council and Staff on the "Highest and Best" use of the Town's land resources. I frame it also as one of providing **Opportunities** and **Support for Addison's:**

- **Residents** to represent their interests
- **Land Owners and/or Developers** to initiate or to extend their footprint within the Town
- **Staff** to demonstrate their expertise and professionalism, and finally
- **Administration and Council** to exercise leadership and forward thinking when focusing on preserving the economic health, the Addison Way, and the quality of life in our Town.

Given that background, 2013 was another busy year in Planning and Zoning. In addition to the typical cases reviewed during a "normal" year, which I will outline below, last year marked the completion of the eighteen-month-long landmark study resulting in a complete revision of the Town's 1991 Comprehensive and Strategic Land Use Plan.

The Commission

For the first time in several years the Commission experienced no turnover in 2013, as seven individuals, in total, served on the Commission during the year. This relatively rare occurrence allowed the team to hone their skills and knowledge of P&Z, the needs of the Town, as well as to focus intently on the cases, educational opportunities, etc. presented during the year.

A review of 2013 P&Z meeting statistics reveals that individual meeting attendance averaged 90%, up from 79% in 2012. We held eleven meetings during the year, as opposed to the normal twelve, as we had no cases in September. Individual meeting attendance ranged from 71% to 100%, with perfect attendance in five monthly meetings – March, June, July, October, and November. Commissioners Groce, Stockard, and Wheeler had perfect attendance in 2013, and they deserve our admiration and recognition for this record.

I chaired the Commission in 2013, and Ms. Kathryn Wheeler again assisted me by serving as Vice-Chair. As always, the P&Z was more than ably supported by Ms. Carmen Moran, Addison's Director of Development Services, and also by staff members Charles Goff and Ben Magill. As stated in previous reports, Carmen remains the intellectual conscience of P&Z in Addison, and the valued counselor for all of the Town's administrators, executives, and professionals. She is also the repository of much of the development history of the Town, and her work on and numerous contributions to the Comprehensive and Strategic Land Use Plan revision has been, quite frankly, invaluable and unmatched.

The annual election for the 2014 Chair of the Commission will be held on January 23rd, and I will again ask my colleagues to elect me to represent them and to serve the Town in that capacity during my last full calendar year on the Commission.

Highlighted 2013 cases

Let me now briefly highlight some important 2013 achievements and cases as follows:

Comprehensive and Strategic Land Use Plan

Responding to the Mayor's 2012 challenge, the Commission continued and completed its hard work on revising the Comprehensive and Strategic Land Use Plan during 2013. Ongoing activities included background briefings, individual and group study, field trips, and in-depth, spirited discussions focused on answering the somewhat rhetorical question – *“What is the most strategic, highest, and best use for Addison's scarce land resources?”* The Commission defined a set of “Addison Land Use Attributes of Success”, a Land Use Assessment Methodology, and Land Use Decision process to assist the P&Z and Council in our tasks. Taken together, the success factors and land use assessment process will guide the Commission and the Town for decades to come.

UDR/Vitruvian

In recognition of its current and projected record of success, Addison's signature development project was rezoned last summer to allow for additional parcels of land, including the existing shopping center at Spring Valley and Marsh. Vitruvian has come to anchor Southwest Addison and serves as an example for all as to “how to do it right.” The partnership established by UDR management with Addison's Council, Administration, Staff, and the Professionals in

Development Services has enabled this years long and very complex project to proceed with nary a "hitch."

Hilton 2

The first new hotel property planned for Addison since 1996 was approved in November. The "Hilton 2" will be an early example of a new brand being developed by Hilton and its franchisees in order to better serve its younger professional customer set. The P&Z, joined by several Council Members, toured their H2 property in Frisco and came away quite favorably impressed. The property features new and creative ways to enhance guest security, as well as additional business processes and policies that combine to offer and increase target market focus.

Performance Hall for Greenhill School

One of Addison's most prominent educational assets will expand its footprint by adding a Performance Hall on campus. The project will require moving existing parking and perhaps athletic facilities in order to make room for the new building, but should be accomplished with little/no disruption to area residents. The significant commitment to the arts will serve to dramatically improve both Addison's educational and fine arts environments.

Looking Ahead

2014 will surely bring new cases, challenges, and opportunities to the Commission and to the Town. Most economists' forecast another busy year in land development, and we'll have the opportunity to put into practice the processes and procedures that we defined in the Comp Plan revision project. The multi-year LBJ Freeway improvement project (LBJ Express) continues and may cause additional residents and businesses to consider Addison as a "driveway to desk" or safe haven community going forward. As in the past, should they decide to move in, the Commission stands ready to facilitate their decision with respect to community needs and, of course, the Addison Way.

Summary

As stated in previous several years, I view the Commission as a dedicated, professionally experienced, and dynamic group of citizens that work quite well together, enjoying increasing their knowledge of Planning and Zoning theory and practice. It may be of interest to the council to learn that the average Commissioner has resided in Addison for over sixteen years, again clear evidence of the level of commitment to the Town. Finally, it is a matter of pride that we now count five among the Council as "P&Z alums", specifically Councilmembers Arfsten, DeFrancisco, Gunter, and Resnik, as well as Mayor Meier.

In closing, the Commission will lose a key resource and asset early in the New Year, as Ms. Carmen Moran, Addison's Director of Development Services has announced her retirement. As everyone knows, you simply cannot replace Carmen's knowledge, skills, dedication to Addison, and sphere of influence. However and regardless, the Commissioners are committed to Addison and to working closely with the Staff, Administration, and the Council alike in order to sustain and improve the "Addison Way" for everyone who lives, works, or plays in our community.

Planning and Zoning Commissioner Attendance Record - 2013

Commissioner	Present	Absent	Eligible	% Attended	Attendance by Month												
					January	February	March	April	May	June	July	August	September	October	November	December	
Doherty, Ralph	10	1	11	91%	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Groce, Linda	11	0	11	100%	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Hewitt, Jennifer	8	3	11	73%	Present	Absent	Present	Present	Present	Present	Present						
Hughes, Ivan	10	1	11	91%	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Oliver, John	8	3	11	73%	Absent	Absent	Present	Present	Present	Present	Present						
Stockard, Roy	11	0	11	100%	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Wheeler, Kathryn	11	0	11	100%	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Averages	10	1	11	90%	86%	71%	100%	86%	86%	100%	100%	100%	86%	N/A	100%	100%	71%