



PLANNING AND ZONING COMMISSION AGENDA

Tuesday, March 15, 2016

6:00 p.m.

Council Chambers, Addison Town Hall
5300 Belt Line Road, Dallas, Texas 75254

Pledge of Allegiance

1. Discuss and take action regarding the selection of a chairman and vice-chairman for the Planning and Zoning Commission.
2. Discuss and take action regarding approval of the minutes of the December 15, 2015 meeting.
3. Discuss and take action regarding approval of the minutes of the January 5, 2016 meeting.
4. **PUBLIC HEARING** Case 1730-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of the Code of Ordinances in order to revise the terms for existing and future members of the Planning and Zoning Commission and Board of Adjustment in order to align terms in accordance with recently adopted City Council policy regarding the Boards and Commissions appointment process.
5. **PUBLIC HEARING** Case 1731-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of Appendix B – Subdivisions in order to grant the Planning and Zoning Commission final plat approval authority.

6. **PUBLIC HEARING** Case 1732-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of Appendix A – Zoning and Appendix B – Subdivisions in order to delete sections pertaining to administrative fees.
7. **PUBLIC HEARING** Case 1733-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance moving landscape regulations from Appendix A – Zoning, Article XXI to a new Article VI in Chapter 34 (Environment) of the Code of Ordinances.

WORKSESSION

1. Announcements and acknowledgements regarding Town and Planning and Zoning events and activities
2. Discussion regarding process and procedural improvements when considering cases before the Planning and Zoning Commission.
3. Discussion regarding new commissioner training and orientation manual.
4. Discussion regarding the work session/tour schedule and time.

Adjourn Meeting

NOTE: The Planning & Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

Posted:
Charles Goff, 3/11/16, 11:00am

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH DISABILITIES.
PLEASE CALL (972) 450-7017 AT LEAST
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Announcements and acknowledgements regarding Town and Planning and Zoning events and activities

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Discuss and take action regarding the selection of a chairman and vice-chairman for the Planning and Zoning Commission.

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Discuss and take action regarding approval of the minutes of the December 15, 2015 meeting.

Attachments

12-15-15 Minutes



**OFFICIAL ACTIONS OF THE ADDISON
PLANNING AND ZONING COMMISSION**

December 15, 2015

6:00 P.M. – Council Chambers

Addison Town Hall, 5300 Belt Line Road Dallas, TX 75254

Present: Jason Ennis, Stacey Griggs, Debra Morgan, Skip Robbins, Jim
Robinson, Tom Schaeffer, Randy Smith

Absent: None

Chairman Robbins called the meeting to order at 6:00pm.

1. Discussion and take action regarding approval of the minutes of the November 17, 2015 meeting.

Commissioner Smith moved to approve the minutes of the November 17, 2015 meeting with no corrections. Commissioner Robinson seconded.

Voting Aye: Griggs, Ennis, Morgan, Robbins, Robinson, Schaeffer, Smith

Voting Nay: None

Absent: None

Motion passed.

2. **PUBLIC HEARING** Case 1724-SUP/Antonio's Ristorante. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on property located at 4985 Addison Circle, which property is currently zoned UC, Urban Center, by amending the existing Special Use Permit for a restaurant and the existing Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, on application from Antonio's Ristorante, represented by Mr. Sean Moore.

Commissioner Griggs recused herself during consideration of this item due to a conflict of interest. The appropriate form was filed with the City Secretary's Office.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Sean Moore, the applicant, and Kevin Polston, the property owner, presented to the Commission and answered questions.

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Chairman Robbins closed the public hearing.

Commissioner Ennis moved to recommend approval of ordinance changing the zoning on property located at 4985 Addison Circle by amending the existing Special Use Permit for a restaurant and the existing Special Use Permit for the sale of alcoholic beverages for on-premises consumption, in order to expand the existing patio, subject to the following condition:

- Should the existing or proposed patio on the southern side of the building be utilized, the applicant shall submit a revised site plan incorporating the fencing required by Ordinance 008-043 with the exception of the area immediately in front of the main entrance.

Commissioner Morgan seconded.

Voting Aye: Ennis, Morgan, Robbins, Schaeffer, Smith
Voting Nay: Robinson
Abstain: Griggs
Absent: none

Motion passed.

- 3. PUBLIC HEARING Case 1728-SUP/Yard House.** Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on property located at 5100 Belt Line Road Suite 212, which property is currently zoned PD, Planned Development, through Ordinance 012-001, by amending the existing Special Use Permit for a restaurant and the existing Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, on application from GHA Architects, represented by Mr. Jason Bolling.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Kourtnie Airheart, the applicant's representative, presented to the Commission and answered questions.

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Chairman Robbins closed the public hearing.

Commissioner Robison moved to recommend approval of ordinance changing the zoning on property located at 5100 Belt Line Road Suite 212 by amending the existing Special Use Permit for a restaurant and the existing Special Use Permit for the sale of alcoholic beverages for on-premises consumption, in order to cover the existing patio and add vinyl roll down walls, subject to no conditions.

Commissioner Griggs seconded.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: none
Absent: none

Motion passed.

4. **PUBLIC HEARING** Case 1725-Z/Addison Groves. Public hearing, discussion, and take action on a recommendation regarding an ordinance rezoning approximately 17.4 acres of land located at 4150 Belt Line Road in order to create a new Planned Development District for retail, restaurant, residential and office uses with modified development standards, on application from Fenway Development, Inc., represented by Mr. Frank Liu.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Frank Liu, the applicant, and Scot Johnson, the applicant's traffic engineer, presented to the Commission and answered questions.

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: Morgan Jones, 14824 Le Grande Drive
Lorrie Semler, 14821 Le Grande Drive

Joyce Gruger, 3804 Waterside Court
Ray Ryland, 14817 Surveyor Blvd
Jim Duffy, 3887 Ridgelake Court
Roger Hart, 4135 Towne Green Circle
Dave Marold, 3918 Winter Park Lane
Susan Halpern, 14800 Le Grande Drive
Cathy Ways, 4104 Rush Circle
Aubri Simmons, 4102 Rush Circle
Nathan Caplovitz, 4015 Bobbin Lane
Ron Whitehead, 3919 Bobbin Lane
Paul Walden, 14806 Le Grande Drive
Mary Laub, 10925 Crooked Creek Circle Dallas, TX 75229
Greg Cohlma, 14805 Le Grande Drive
Cindi Kruse, 4167 Towne Green Circle
Robert Clinesmith, 3025 Bryan Street #2E Dallas, TX
Vickie Belen, 4105 Pokolodi Circle
Renee Rossi, 14872 Towne Lake Circle

POSITION OF THOSE PRESENT BUT NOT SPEAKING AT THE PUBLIC HEARING:

For: none
On: none
Against: Tanya Thomas, 14879 Towne Lake Circle
Teresa Wilkin, 4133 Towne Green Circle
Judy Lindloff, 14891 Towne Lake Circle
Iris Smith Caplovtiz, 4015 Bobbin Lane
Eric Laub, 10925 Crooked Creek Circle, Dallas, TX 75229
Maureen Smith, 4409 Leadville Place
Steve Loras, 4114 Rush Circle
Joan Loras, 4114 Rush Circle
Sharon Magro, 4110 Rush Circle
Jeri Marold, 3918 Winter Park Lane
Pat Matula, 3884 Lakeview Court
Joan Dominique, 14818 Le Grande Drive
Kent Dominique, 14818 Le Grande Drive

Chairman Robbins closed the public hearing.

Commissioner Ennis moved to recommend approval of an ordinance changing the zoning on the property located at 4150 Belt Line Road in order to create a new Planned Development District for retail, restaurant, residential and office uses with modified development standards, subject to the following conditions:

- The private drive commonly referred to as Runyon Road between the western property line and the intersection of Belt Line Road shall be upgraded to Town standards and become public right of way.

- The Townhouses and Live/Work units within Block A (as shown on the concept plan) shall be constructed using noise mitigation methods so that outside noise levels, measured within the habitable space of the units, do not exceed 45 DNL. A certified acoustical engineer shall approve the construction plans for these units to assure they will provide a 45 DNL noise level, and a certified acoustical engineer shall inspect the units, once constructed, and verify that the required noise level has been attained.
- The sanitary sewer line servicing this development shall be increased to a minimum 10' line in accordance with Town standards. This includes approximately an additional 230 linear feet of line than is being proposed in the applicant's wastewater study.
- The driveway access to the property adjacent to this site (4180 Belt Line Road) shall be reconstructed to align with the entrance/exit of the parking structure being proposed on the site. The applicant shall make any improvements necessary on the adjacent property (4180 Belt Line Road) to accommodate the driveway relocation.
- Any medical or dental use be subject to a Special Use Permit.
- Before the wall along Beltway is removed, that the townhomes to be constructed in that area be constructed first or only for the construction of those townhomes.
- At least fifty (50) percent of the non-apartment units be built before phase one multi-family is commenced.

Commissioner Robinson seconded the motion.

Commissioner Smith moved to amend the motion to remove the multi-family housing portion from the plan.

Voting Aye: Smith

Voting Nay: Ennis, Griggs, Robbins, Robinson, Schaeffer

Absent: none

Abstain: Morgan

The motion to amend failed.

Commissioner Morgan moved to amend the motion by adding the following condition:

- The Belt Line/Beltway connection be turned into a pedestrian walkway and not a public road.

Voting Aye: Griggs, Morgan, Robbins, Schaeffer

Voting Nay: Ennis, Robinson, Smith

Motion to amend passed.

There was no further consideration of this item.

WORK SESSION

1. Announcements and acknowledgements regarding Town and Planning and Zoning Events and Activities.
2. Discuss the monthly chairman's report of Planning and Zoning Commission actions to the City Council.
3. Discuss the 2016 meeting schedule for the Planning and Zoning Commission.

Meeting Adjourned

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Discussion regarding process and procedural improvements when considering cases before the Planning and Zoning Commission.

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Discuss and take action regarding approval of the minutes of the January 5, 2016 meeting.

Attachments

1-5-16 Minutes



**OFFICIAL ACTIONS OF THE ADDISON
PLANNING AND ZONING COMMISSION**

January 5, 2016

6:00 P.M. – Council Chambers

Addison Town Hall, 5300 Belt Line Road Dallas, TX 75254

Present: Jason Ennis, Stacey Griggs, Debra Morgan, Skip Robbins, Jim
Robinson, Tom Schaeffer, Randy Smith

Absent: None

Chairman Robbins called the meeting to order at 6:00pm.

- 1. PUBLIC HEARING** Case 1725-Z/Addison Groves. Public hearing, discussion, and take action on a recommendation regarding an ordinance rezoning approximately 17.4 acres of land located at 4150 Belt Line Road in order to create a new Planned Development District for retail, restaurant, residential and office uses with modified development standards, on application from Fenway Development, Inc., represented by Mr. Frank Liu.

Commissioner Morgan moved to reconsider the vote taken by the Commission regarding Case 1725-Z/Addison Groves during the December 15, 2015 Planning and Zoning Commission Meeting.

Commissioner Schaeffer seconded the motion.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer

Voting Nay: none

Absent: Smith

Commissioner Smith arrived after the vote to reconsider was taken.

Commissioner Ennis moved to recommend approval of an ordinance changing the zoning on the property located at 4150 Belt Line Road in order to create a new Planned Development District for retail, restaurant, residential and office uses with modified development standards, subject to the following conditions:

- The private drive commonly referred to as Runyon Road between the western property line and the intersection of Belt Line Road shall be upgraded to Town standards and become public right of way.
- The Townhouses and Live/Work units within Block A (as shown on the concept plan) shall be constructed using noise mitigation methods so that outside noise

levels, measured within the habitable space of the units, do not exceed 45 DNL. A certified acoustical engineer shall approve the construction plans for these units to assure they will provide a 45 DNL noise level, and a certified acoustical engineer shall inspect the units, once constructed, and verify that the required noise level has been attained.

- The sanitary sewer line servicing this development shall be increased to a minimum 10' line in accordance with Town standards. This includes approximately an additional 230 linear feet of line than is being proposed in the applicant's wastewater study.
- The driveway access to the property adjacent to this site (4180 Belt Line Road) shall be reconstructed to align with the entrance/exit of the parking structure being proposed on the site. The applicant shall make any improvements necessary on the adjacent property (4180 Belt Line Road) to accommodate the driveway relocation.
- Medical and health related uses shall be permitted upon approval of a Special Use Permit.
- At least 50% of the live/work and townhome units must be under construction prior to the issuance of a building permit for the multifamily units or the garage building.
- The existing screening wall along the southern property line shall not be removed until construction has commenced on the Townhome units along the wall.

Commissioner Robinson seconded the motion.

Commissioner Morgan moved to amend the motion by adding the following condition:

- The site plan shall be amended to exclude the type A street and the proposed type C street from Belt Line Road to Beltway Drive and to make it a pedestrian connection.

Commissioner Schaeffer second the amendment.

Voting Aye: Griggs, Morgan, Robbins, Schaeffer

Voting Nay: Ennis, Robinson, Smith

Motion to amend passed. The Commission then voted on the original motion as amended.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Schaeffer

Voting Nay: Robinson, Smith

Absent: none

Motion passed.

Meeting Adjourned

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Discussion regarding new commissioner training and orientation manual.

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

Discussion regarding the work session/tour schedule and time.

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

PUBLIC HEARING Case 1730-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of the Code of Ordinances in order to revise the terms for existing and future members of the Planning and Zoning Commission and Board of Adjustment in order to align terms in accordance with recently adopted City Council policy regarding the Boards and Commissions appointment process.

Attachments

1730-Z Staff Report



March 11, 2016

STAFF REPORT

RE: Case 1730-Z/Town of Addison

REQUEST: Approval of an ordinance amending various sections of the Code of Ordinances in order to adjust terms for the Planning and Zoning Commission and Board of Adjustment

DISCUSSION:

Background: In the past, the Town has not had a formal process or schedule for making appointments to various Boards and Commissions, most notably, for the Planning and Zoning Commission and the Board of Adjustment. Appointments to these two bodies were made sporadically through the year as terms expired or members resigned. This increases the time spent at a staff level tracking what terms are coming due for appointment or reappointment, notifying the Council, scheduling an item for the agenda, and then orienting new members of the Board and Commission individually.

Most cities have adopted a formal procedure for making appointments to their Boards and Commissions involving an application process with synchronized terms so that all appointments for the year are made on the same date.

The City Council recently adopted a similar process for Addison. Under the new process, all appointments will be made at the December Council Meeting. Terms would run from January 1st to December 31st of the following year. Prior to the December meeting, staff will gather applications from those desiring appointment to various boards and commissions and make them available to Council for their consideration. If a vacancy occurs during a term, a replacement would be appointed to serve for the remainder of that term.

Current Request: In order to transition to this new process, the terms of the current members of both the Planning and Zoning Commission and the Board of Adjustment must be adjusted accordingly.

Planning and Zoning Commission

Place	Appointment	Term #	Term Ending Date
Place 1	Marshall (Skip) Robbins	1	12-31-2016
Place 2	Jason Ennis	1	12-31-2016
Place 3	Randy Smith	1	12-31-2016
Place 4	Jim Robinson	1	12-31-2017
Place 5	Stacey Griggs	1	12-31-2017
Place 6	Debra Morgan	1	12-31-2017
Place 7	Tom Schaeffer	1	12-31-2017

Following the expiration of the initial term listed above, places 1-3 will be appointed in even numbered years and places 4-7 will be appointed in odd numbered years. This aligns with the Council level where three members are elected in even years and four members are elected in odd years. Currently, Council Members nominate individuals for consideration by the full Council. Under this process, the places have been aligned so that the Council Members elected in May would be able to make their nomination in December of the same year.

Board of Adjustment

The Board Adjustment consists of five regular members. According to the current code, four alternate members are also to be appointed. In practice, just seven people have been appointed to the Board of Adjustment. Similar to the Planning and Zoning Commission, a Council Member nominates someone for consideration by the full Council for appointment to the Board. When a meeting is necessary and staff calls a meeting, the first five members to respond are seated as the regular members for that meeting.

Staff would like to use this opportunity to bring the current code in line with this practice. To do so, the number of appointments would be reduced from nine to seven. The Board would remain at five members, with just two alternates, instead of four. Additionally, staff is proposing to add language to the ordinance to codify the practice of seating the first five members to respond to a call of a meeting as the regular members.

Place	Appointment	Term #	Term Ending Date
Place 1	Juli Branson	1	12-31-2016
Place 2	Jan Haas	1	12-31-2016
Place 3	Troy Cooper	2	12-31-2016
Place 4	Burk Burkhalter	3	12-31-2017
Place 5	Lynn Stofer	1	12-31-2017
Place 6	Jeff King	1	12-31-2017
Place 7	Reggie Carney	1	12-31-2017

As with the Planning and Zoning Commission, following the expiration of the initial term listed above, places 1-3 will be appointed in even numbered years and places 4-7 will be appointed in odd numbered years.

RECOMMENDATION: APPROVAL

The proposed changes will bring the current terms into alignment with the recently adopted Council processes regarding Board and Commission appointments and establish a foundation for scheduling future appointments to these bodies. Additionally, the changes to the Code regarding the Board of Adjustment bring the statute in line with historical practice.

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

PUBLIC HEARING Case 1731-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of Appendix B – Subdivisions in order to grant the Planning and Zoning Commission final plat approval authority.

Attachments

1731-Z Staff Report



March 11, 2016

STAFF REPORT

RE: Case 1731-Z/Town of Addison

REQUEST: Approval of an ordinance amending various sections of the Appendix B-Subdivisions in order to grant the Planning and Zoning Commission final plat approval authority.

DISCUSSION:

Background: Currently, plat applications must be considered by the Planning and Zoning Commission before also being considered by the City Council. Plat approval is a ministerial function, meaning that if a plat meets Town requirements, the plat must be approved.

The City Council has the ability to delegate plat approval authority. In conversations with the City Council, they have indicated a desire to delegate this authority to the Planning and Zoning Commission. This will allow the Town to process and approve plats about a month faster than can be done now.

Current Request: There are several sections of Appendix B – Subdivisions which discuss the plat approval process. These sections would be amended to remove the City Council and add Planning and Zoning Commission in order to grant the Planning and Zoning Commission authority for final plat approval.

RECOMMENDATION: **APPROVAL**

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

PUBLIC HEARING Case 1732-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of Appendix A – Zoning and Appendix B – Subdivisions in order to delete sections pertaining to administrative fees.

Attachments

1732-Z Staff Report



March 11, 2016

STAFF REPORT

RE: Case 1732-Z/Town of Addison

REQUEST: Approval of an ordinance amending various sections of Appendix A – Zoning and Appendix B - Subdivisions in order to delete sections pertaining to administrative fees.

DISCUSSION:

Background: Currently, administrative fees related to platting and zoning review are located in multiple sections of the Code. In addition to their respective appendices, the fees are also listed in Chapter 18 (Building and Building Regulations).

Current Request: Staff is proposing to remove these fees from Appendix A – Zoning and Appendix B – Subdivisions. This will not change the fees being charged currently.

RECOMMENDATION: APPROVAL

Planning & Zoning Commission

Meeting Date: 03/15/2016

Agenda Caption:

PUBLIC HEARING Case 1733-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance moving landscape regulations from Appendix A – Zoning, Article XXI to a new Article VI in Chapter 34 (Environment) of the Code of Ordinances.

Attachments

1733-Z Staff Report



March 11, 2016

STAFF REPORT

RE: Case 1733-Z/Town of Addison

REQUEST: Approval of an ordinance moving landscape regulations from Appendix A – Zoning to Chapter 34 (Environment).

DISCUSSION:

Background: Currently, the Town's regulations regarding landscaping are located within the Zoning Ordinance. It was placed there previously because zoning regulations carry a higher maximum fine than other code violations. Staff believes that a more appropriate location for these regulations is Chapter 34 which pertains to environmental regulations. This was discussed with the City Council, and staff was directed to proceed with the process of relocating these requirements.

Current Request: Staff is proposing to remove the section of Appendix A – Zoning which discusses landscape regulations and copy it verbatim into a new section of Chapter 34. This would not change any regulations or the Town's ability to enforce such regulations.

RECOMMENDATION: **APPROVAL**