



## MEMORANDUM

March 1, 2017

TO: Members of the Addison City Council

FROM: Debra Morgan, Chair, Addison Planning and Zoning Commission

COPY: Planning and Zoning Commissioners  
Wes Pearson, City Manager  
Charles Goff, Assistant Director of Development Services and Planning

SUBJECT: 2016 Planning and Zoning Progress Report

ATTACHMENT: 2016 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

While 2015 was a year of transition for Addison’s Planning and Zoning (P&Z) Commission, 2016 was seamless. This was due to the efforts of the prior Chair and Counsel to create an amendment and training process to terms that coincided with the respective Council Member. This has been allowed the commission to operate efficiently with an entire year of no commission changes and no staff changes. Charles Goff, staff liaison, continues to shepherd overall P&Z process.

### 2016 Statistics

During 2016, P&Z acted on 22 cases:

11 Special Use Permits (SUP)  
6 Zoning,  
1 Plat, and  
4 Replats.

**ADDISON**

P.O. Box 9010  
Addison, TX 75001

phone: 972.450.7000  
fax: 972.450.7043

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IT ALL COMES  
TOGETHER.

Commissioners attended scheduled meetings 92% of the time. See Attachment 1 for detailed attendance information for each commissioner.

### **Highlights**

1. Several residential, office development and procedural cases stood out during the year:
  - 1725-Z/Addison Grove – the Commission met to address a minor procedural issue with the Commission’s vote in 12/2015. The motion passed and was subsequently presented to Council. Later in the year, Case 1729-Z/Addison Grove was presented to consider a development plan for the project, including a site plan, landscape plan and building elevations and floor plans for 57 townhomes. The motion passed with one condition related to fencing and public access.
  - 1730-Z/Town of Addison – the Commission considered 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 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. The motion passed.
  - 1731-Z/Town of Addison – the Commission met to discuss and take action on a recommendation for ordinance amending the various sections of Appendix B – Subdivisions in order to grant the Commission final plat approval authority. The motion passed.
  - 1735-Z/UDR – the Commission met to discuss and take action on a recommendation regarding an ordinance amending an existing ordinance zoning an area known as Vitruvian Park (121 acres) to adopt a new concept plan, add additional permitted uses, and revise various development standards. The motion passed. Also, case 1734-Z/Vitruvian West I addressed a development plan for the development of 383 multifamily units and an amenities center in an existing PD located within Vitruvian and approving waivers to unit size and construction materials. That motion passed with the requested waivers of design standards. And, case 1727-Z/Brookhaven Village was presented regarding a development plan for the development of approximately 86,310 SF of retail and restaurant space in an existing PD located at Marsh Lane and Spring Valley Road and approving a waiver to construction material requirements. The motion passed with the waiver. These Cases involved the Vitruvian Park/UDR sites.
  - 1738-Z/Trinity Christian Academy – the Commission met to consider a recommendation regarding an ordinance rezoning approximately 39.4 acres, currently zoned R-1, Residential-1, with a SUP for a private school and approximately 1.74 acres, zoned PD, in order to create a new PD District

allowing a private school and approving a concept plan and development standards. The motion passed with a condition that the applicant provide a traffic management plan to the Town for review and approval by the Zoning Administrator and that the applicant abide by said plan.

- 1737-Z/14345 Dallas Parkway – the Commission considered a recommendation regarding an ordinance to change the zoning of the property (18.2 acres) from I-1 Industrial-1 to a PD District allowing office and other commercial uses and establishing development standards including a minimum building height on application by the Town of Addison. The motion passed. Later in the year, the Commission met on a REPLAT/S. Finley Ewing Jr. Addition Lot 2R, Block 1. The Commission considered a replat for one lot totaling 15.793 acres located generally at 14345 Dallas Parkway, on application from Stantec. The motion also passed.
  - 1746-Z/Town of Addison – the Commission considered a recommendation regarding an ordinance amending the Code of Ordinances by adding that a SUP for the sale of beer and wine for off-premises consumption only may be issued in conjunction with the issuance of a SUP for a hotel. The motion passed.
  - 1750-Z/Town of Addison – the Commission considered and passed a motion recommending approval of a resolution adopting the proposed Master Transportation Plan without amendment. The motion passed.
2. During 2016 a chair and a vice chair were elected by the Commission. Commissioner Skip Robbins was elected chair and Commissioner Morgan was elected vice chair.

### **Recommendations for 2017**

- Continue to have at least two joint work sessions per year with Council to facilitate communication and a better understanding of Council's vision for Addison.
- Continue with the Monday work sessions and, when available or necessary, site tours of agenda items.
- With agenda items that result in significant citizen reaction (positive or negative), provide an opportunity during the work sessions to discuss with Town's counsel if there are questions or areas that need to be addressed; this will also give Commissioners an opportunity to openly and professionally raise areas of concern, provide updates on any non-public meetings or discussion with applicants, etc. However, the Commission will continue to reserve the right to use an executive session (non-public) meeting to address items as determined by the Commission or its counsel.

Planning and Zoning Commissioner Attendance Record - 2016

Commissioner	Present	Absent	Eligible	%Attend	5-Jan	19-Jan	16-Feb	15-Mar	19-Apr	17-May	21-Jun	19-Jul	16-Aug	20-Sep	18-Oct	15-Nov	19-Dec			
Ennis, Jason	10	1	11	91%	P	No Meeting	No Meeting	P	P	P	P	A	P	P	P	P	P	P		
Griggs, Stacey	11	0	11	100%	P			P	P	P	P	P	P	P	P	P	P	P	P	P
Morgan, Debra	10	1	11	91%	P			P	P	A	P	P	P	P	P	P	P	P	P	P
Robbins, Skip	10	1	11	91%	P			P	P	P	P	P	A	P	P	P	P	P	P	P
Robinson, Jim	11	0	11	100%	P			P	P	P	P	P	P	P	P	P	P	P	P	P
Schaeffer, Tom	11	0	11	100%	P			P	P	P	P	P	P	P	P	P	P	P	P	P
Smith, Randy	8	3	11	73%	P			P	P	A	P	P	P	P	A	P	P	P	A	A
<b>Percentage</b>				<b>92%</b>	<b>100%</b>					<b>100%</b>	<b>100%</b>	<b>86%</b>	<b>86%</b>	<b>86%</b>	<b>86%</b>	<b>86%</b>	<b>100%</b>	<b>100%</b>	<b>86%</b>	