



## MEMORANDUM

February 20, 2018

TO: Members of the Addison City Council

FROM: Kathryn Wheeler, Chair, Addison Planning and Zoning Commission

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

SUBJECT: 2017 Planning and Zoning Progress Report

ATTACHMENT: 2017 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

In 2017, a total of 4 new members served on the Planning and Zoning Commission. Tom Braun, John Meleky and I joined the Commission at the start of the year. Upon Mr. Braun’s resignation, Linda Groce was appointed to complete his term. Debra Morgan served as Chair and I served as Vice Chair for the year. Charles Goff, staff liaison, continues to shepherd the overall P&Z process.

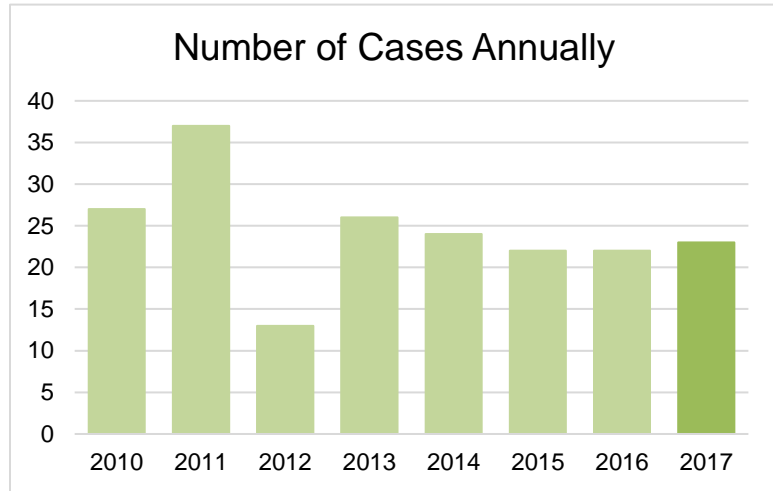
The Commission met for seven regular meetings. Commissioners attended these meetings an average of 88% of the time. Three Commissioners had perfect attendance during their tenure on the Commission in 2017 – Tom Braun, Linda Groce, and Tom Schaeffer. See Attachment 1 for detailed attendance information for each commissioner.

### **2017 Case Statistics**

During 2017, the Planning and Zoning Commission reviewed 23 cases:

- 10 Zoning Changes
- 7 Special Use Permits
- 5 Plats
- 1 Comprehensive Plan Amendment

As shown in the chart to the right, this is fairly consistent with the case load heard by the Commission over the past 7 years.



### **Notable Zoning Cases**

Several cases stood out during the year:

- 1752-Z/14555 Dallas Parkway (Jan) – the Commission reviewed a request by Cawley Partners to amend a Planned Development district to construct a two-phase office project consisting of two 245,000 square foot six-story office buildings with an amenity building located at the southern end of Addison fronting Dallas Parkway. This case was subsequently approved by the City Council, and Phase I is currently under construction.
- 1753-Z/AMLI (Jan) – AMLI presented plans for a 349-unit multifamily development at the southeast corner of Quorum Drive and Edwin Lewis Drive and requested to rezone the property to a Planned Development district. This development will extend the Addison Circle development pattern further south towards Belt Line and includes several pedestrian enhancements contemplated in the Master Transportation Plan as well as sanitary sewer upgrades that will facilitate further development. This project is also under construction
- 1767-Z/Elan Addison Grove (Nov) – the Commission reviewed development plans for the multi-family component of the Addison Grove redevelopment of the former Sam’s Club site at Midway Road and Belt Line Road. The plans included 321 units with over 21,000 square feet of retail, restaurant and amenity space fronting Belt Line Road. The developer is currently finalizing construction drawings and intends to start construction in the Spring of 2018.

These three developments will collectively add over 500,000 square feet of office space and 670 new housing units, which will provide a significant increase to the Town’s tax base. Furthermore,

each of these projects advance aspects of the Town's recently adopted Master Transportation Plan and improve pedestrian connectivity.

### **Notable Planning Activities**

In 2017, the Commission also reviewed the findings of the Inwood Road Corridor Special Area Study and recommended adoption of a Comprehensive Plan amendment that formalizes goals and establishes the framework for future development standards for redevelopment along Inwood Road and properties to the west.

### **Suggestions for Improvement**

I would suggest that the Council revisit the Town's current policy as it pertains to the use of terms or graphic depictions relating to alcoholic beverages on exterior signage. The P&Z Commission needs a clear direction, since it seems to be a trend lately with SUP cases.

I believe that the P&Z needs to review its Rules and Procedures, they have not been updated since 2004.

### **Conclusion**

I would like to thank our Commissioners who termed out in December – Chair Debra Morgan, Jim Robinson, Stacey Griggs and Tom Schaeffer. Each of these Commissioners took their responsibilities seriously, were thoughtful in their decisions and added value to this Board.

I welcome our new Commissioners – Eileen Resnik, Tom Souers, Denise Quintanilla and Jerry Dougan. They have already jumped in to discussions and made insightful comments in our work session and our January Hearing. I look forward to a very productive year ahead.

As I was lucky enough to serve on P&Z during Carmen Moran's time as Development Director and then with Charles Goff's tenure, I just wanted to express my thanks to Charles – he has grown in this job and really made it his own!

And finally, I would like to thank you all for allowing me to serve on the Planning and Zoning Commission once again.

Planning and Zoning Commissioner Attendance Record - 2017

Commissioner	Present	Absent	Eligible	%Attend	17-Jan	21-Feb	21-Mar	18-Apr	16-May	20-Jun	18-Jul	15-Aug	19-Sep	17-Oct	21-Nov	19-Dec	
Braun, Tom	1	0	1	100%	P	No Meeting		No Meeting		No Meeting			No Meeting	No Meeting			
Groce, Linda	6	0	6	100%			P		P		P	P					
Griggs, Stacey	6	1	7	86%	P		P		P		A	P			P	P	
Meleky, John	6	1	7	86%	P		P		P		P	A			P	P	
Morgan, Debra	5	2	7	71%	P		P		P		A	P			P	A	P
Robinson, Jim	5	2	7	71%	P		P		P		P	A			P	A	P
Schaeffer, Tom	7	0	7	100%	P		P		P		P	P			P	P	P
Wheeler, Kathryn	6	1	7	86%	P		P				A	P			P	P	P
<b>Averages</b>				<b>88%</b>	<b>100%</b>		<b>100%</b>		<b>86%</b>		<b>71%</b>	<b>71%</b>		<b>71%</b>	<b>100%</b>		