



MEMORANDUM

March 17, 2021

TO: Members of the Addison City Council

FROM: Eileen Resnik, Chair, Addison Planning and Zoning Commission

COPY: Planning and Zoning Commissioners
Wes Pierson, City Manager
Ken Schmidt, Director of Development Services

SUBJECT: 2020 Planning and Zoning Progress Report

ATTACHMENTS: 2020 Attendance Statistics
2020 Cases Map

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

Due to the COVID-19 Pandemic, 2020 was a challenging year in many aspects. In an effort to maintain social distancing and the safety of the Commissioners and Staff, the Town put a moratorium on non-essential in person meetings, including Planning and Zoning Commission hearings, from March through May. The Commission transitioned to virtual meetings in June and has maintained that meeting format to this date.

In 2020, two new Commissioners joined the team, Nancy Craig and Chris DeFrancisco. I continued to serve as Chair and Eileen Resnik served as Vice Chair for the year. Charles Goff, Development Services Director, continued to shepherd the overall P&Z process with assistance from Planning and Development Manager, Olga Chernomorets, through September. During the period of October through December, interim Development Services Director, Phyllis Jarrell, took

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the lead over the P&Z process, with assistance from interim Planning and Development Manager Wilson Kerr.

The Commission met less frequently than in previous years, holding just 8 regular meetings. Commission meeting attendance was consistently strong in 2020, with only one absence accrued for the year. This 98 percent attendance rate reflects a 4 percent improvement from 2019. The following Commissioners had perfect attendance during their tenure on the Commission in 2020 – Robert Catalani, John Meleky, Eileen Resnik, Nancy Craig, Chris DeFrancisco and Tom Souers. Please see Attachment 1 for detailed attendance information for each commissioner.

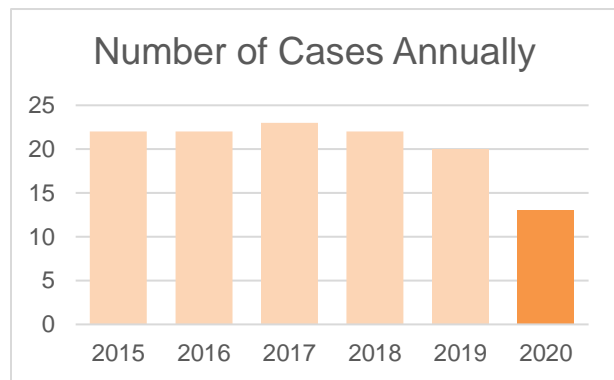
2020 Case Statistics

The Planning and Zoning Commission reviewed 14 cases in 2020. These include:

- 6 Rezoning Requests
- 7 Special Use Permits
- 1 Plat

As shown in the chart to the right, this is well below the recent trend of 22 cases per year.

A map showing the location of these cases can be found as Attachment 2.



Notable Zoning Cases

Several cases stood out during the year:

- 1807-Z/Village on the Parkway (Jan) – After the denial of the proposed site improvements and multifamily component in August 2019, the owners of Village on the Parkway returned with a smaller proposal for a two-story mixed-use building with retail and office uses, main drive aisle reconfigurations, and additional minor site and landscape improvements.
- 1809-Z/Baumann Building (Oct) – A new Planned Development (PD) district was requested for the .57-acre Baumann property located at 4901 Arapaho Road. This site was originally zoned as a parking lot expansion for the adjacent hotel, through Ordinance O04-048, and the requested PD was intended to facilitate the development of a five story, 41,388 square-foot, multitenant commercial building with one residential unit on the top floor. Given the proximity of this property to the airport, the property falls entirely within the 65 decibel noise level contour. The Town has committed to FAA requirements in its local land use decisions, specifically prohibiting residential uses within the airport noise contours. Through this case, the Town confirmed that the FAA requires strict compliance with these requirements. As a result, the Commission

recommended approval of the proposed development without the residential component.

- 1816-Z Addison Senior Living (Sep) – Cawley Partners purchased the 11.607-acre property located at the southwest corner of Dallas Parkway and Excel Parkway, with the intention to utilize most of the site for high-density office development. The developer requested to amend the existing PD district to facilitate the development of an 11-story, 294,325 square-foot, 217 dwelling-unit class A senior living facility, and a 70,806 square-foot structured parking garage on a 4.273 acre segment of the site. Additionally, they proposed to dedicate .157 acres as a new public street between Dallas Parkway and Addison Road and to dedicate 18 feet of right-of-way along Addison Road, in accordance with the Master Transportation Plan. The Commission recommended approval of this proposal, as it provides a needed housing option for Addison residents who wish to age in place and continue utilizing Town amenities.

Conclusion

I recommend the following items be reviewed in the upcoming year:

- 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 Planning and Zoning Commission needs a clear direction from Council.
- The Planning and Zoning Commission needs to review Rules and Procedures, they have not been updated since 2004.

Attachment 1

Planning and Zoning Commissioner Attendance Record - 2020

Commissioner	Present	Absent	Eligible	%Attend	21-Jan	18-Feb	17-Mar	21-Apr	19-May	16-Jun	21-Jul	18-Aug	15-Sep	20-Oct	19-Nov	15-Dec			
Catalani, Bob	8	0	8	100%	P	P	No Meeting	No Meeting	No Meeting	P	P	P	P	P	No Meeting	P			
DeFrancisco, Chris	8	0	8	100%	P	P				P	P	P	P	P		P	P	P	P
Craig, Nancy	8	0	8	100%	P	P				P	P	P	P	P		P	P	P	P
Meleky, John	8	0	8	100%	P	P				P	P	P	P	P		P	P	P	P
Resnik, Eileen	8	0	8	100%	P	P				P	P	P	P	P		P	P	P	P
Souers, Tom	8	0	8	100%	P	P				P	P	P	P	P		P	P	P	P
Wheeler, Kathryn	7	1	8	88%	P	A				P	P	P	P	P		P	P	P	P
Averages				98%	100%	88%							100%	100%		100%	100%	100%	