

MEMORANDUM

TO: Charles Goff, Town of Addison
FROM: Matt Goebel and Gabby Hart, Clarion Associates
CC: James L. Dougherty
DATE: June 29, 2020
RE: **Addison UDC – Part 2: Development Standards**

We are pleased to submit Part 2 of 3 of the Addison Unified Development Code (UDC) update project. Part 2 introduces updates to the development quality standards, including flood regulations; grading and drainage; access and circulation; parking and loading; landscaping, buffering, and fences; site and building design; exterior lighting; and subdivision regulations. The following bullets summarize the new UDC organization and the timeline for when each article will be drafted:

- Article 1: General Provisions [stay tuned, Part 3]
- Article 2: Zoning Districts [included in Part 1]
- Article 3: Use Regulations [included in Part 1]
- **Article 4: Development Standards**
- **Article 5: Subdivision Standards**
- Article 6: Administration and Procedures [stay tuned, Part 3]
- **Article 7: Definitions [included in Part 2, will be updated with each Part]**

The remainder of this memorandum highlights key changes proposed in Part 2, based on our own analysis and meetings with staff and stakeholders, other area-specific planning efforts, guidance provided in the [Addison Comprehensive Plan](#), with particular focus on the [Development Regulations Assessment Report](#), specifically:

- **Create a more user-friendly code.** This draft illustrates how the new reformatted and reorganized UDC will be much more user-friendly than the current regulations. In addition to reformatting and reorganizing information, we also developed several tables to improve the readability. Subsequent drafts will also introduce additional new graphics to illustrate complicated concepts and ideas.
- **Improve and tailor development standards.** Part 2 includes updates to Addison's current development quality standards. This draft consolidates various provisions to remove unnecessary material and to move toward a more cohesive set of quality standards that address the different development contexts that exist in Addison. Proposed changes are based on the recommendations in the Assessment Report and additional discussions with staff.

This is a draft only; there will be several opportunities for public review and input related to this material before the formal adoption process begins (where several more opportunities for input will be provided).



Please visit www.addisonudc.org for project information, to sign up for regular updates, and to provide feedback.

Article 4: Development Standards

This draft introduces several updates to the development quality standards in Addison, based on the Assessment Report and subsequent discussions with staff.

4.1 Purpose

Article 4 includes a new purpose statement that establishes a clear intent for why Addison regulates development quality standards.

4.2 Applicability

This section is new and establishes clear thresholds for when development activity triggers the need to make site and building improvements. This section also includes clarification on the timing of applicability and how this article relates to existing and future PD development. Some of the thresholds in this draft are based on current standards; however, several are new and require further discussion.

4.3 Floods

This section carries forward current Chapter 42 with no substantive changes.

4.4 Grading and Drainage

The Town's current grading and drainage standards are located in a separate [Drainage Criteria Manual](#) available on the Town's website. Rather than dismantling that document and relocating some standards in the UDC, we think it is more effective to reference that manual in the UDC to retain a "one stop shop" for these standards and so that readers know where to find that information. Some communities include general site layout and design standards in the UDC and reference an outside criteria manual for detailed engineering and other technical design standards.

4.5 Access and Circulation

This is generally a new section for the Town's consideration. All provisions in the draft are new unless otherwise noted. This section is included in the general development standards, versus the subdivision standards, so that many of these improvements will be applied to redevelopment projects and individual sites, not just new subdivisions. The subsections cover vehicular, pedestrian, and bicycle connectivity independently.

4.6 Parking and Loading

This is a new section that consolidates off-street parking and loading standards from several sections of the *Code of Ordinances*. This draft includes a new table of minimum vehicle parking requirements that corresponds to the table of allowed uses presented in Part 1 (ensuring that each proposed land use type has an associated off-street parking requirement). The current minimum parking requirement for each use is listed (if one exists) in the middle column for comparison against the new proposed requirement. Some existing parking requirements include a broad range of land use types (e.g. "service, general retail"). In these cases, we used our judgment to assign a current parking standard to the proposed land use type most closely related to it. Proposed changes are indicated with footnotes. The current standards column will be removed prior to adoption. This draft includes new minimum parking standards as well as a new maximum parking standard of 125 percent of the minimum parking required (except for residential uses that have a set maximum of 2 spaces per dwelling unit).

The current code does not specify parking standards for many uses. We have suggested new standards for all use types for discussion purposes, based generally on Texas and national research. We heard differing feedback as to whether current standards are too high or too low. We were not overly aggressive

with the suggested new minimums in this draft (knowing that the Town is very auto-dependent). The applicability section can be more aggressive in setting exemptions for areas where parking ratios may not need to be as high (e.g., mixed-use areas).

Several other new and revised sections are included, including parking alternatives, vehicle parking layout and design, vehicle loading areas, drive-through facilities, and use of parking

4.7 Landscaping, Buffering, and Fences

This section is built on a consolidation of multiple landscaping sections from throughout the current ordinances, primarily Chapter 34: Environment, Article VI: Landscaping Regulations; Chapter 18, Article X: Fences; and various landscaping-related provisions found in the current zoning district standards. Many specific edits are noted to introduce new flexibility, to clarify requirements, and to raise the bar for landscape design quality generally. Buffering and fencing standards are enhanced.

Generally, discussion is needed on the administration of this section. The current code places the authority for landscaping under the Director of Parks and Recreation. This draft continues that practice. However, it is common in many communities for the Development Services Director to have such authority. Further discussion is also required to determine if the airport should be more explicitly exempt from landscape requirements.

4.8 Site and Building Design

This section includes several improvements from the current regulations, including a new organization. Rather than relocating separate standards based on discrete areas (e.g., UC and Belt Line zone districts), this draft organizes building and site design based on development type (residential, mixed-use, and nonresidential). This draft also establishes new town-wide standards for greater consistency across projects and to minimize the need to use the PD tool to require higher-quality building design. The content in this section builds on the Town's current standards and retains area-based design standards when appropriate – particularly with building material requirements.

As per staff's direction, this section is being drafted to include site and building design standards as if H.B. 2439 did not exist. This section (and others) will be re-evaluated and updated (if necessary) prior to adoption hearings to align with current Texas legislation. Once the draft text has been discussed and finalized, we will integrate graphics into this section to help illustrate key concepts (e.g., "distinct façade design").

4.9 Exterior Lighting

The current *Code of Ordinances* has minimal exterior lighting standards, mostly which apply to only specific districts (Belt Line, LR, C-2). Although we have not discussed exterior lighting standards in detail with staff, they are recommended in the Assessment Report as an additional tool that can help Addison raise the overall bar on development quality.

This draft proposes some relatively simple standards to apply more broadly throughout the Town, but they are more complex than what the Town is administering today. Comprehensive lighting standards require additional up-front submittal requirements to demonstrate compliance and can require additional code enforcement measurement devices.

This draft also introduces a new concept of lighting classes that tailors exterior lighting standards to recognize that different parts of the community, and/or different use types, have different lighting needs. Lighting classes may become complex and have many tiers in larger cities. For Addison, further discussion is necessary about whether lighting classes are necessary and worthwhile. They would provide a tool to be more fine-grained in regulating lighting differently in various areas – but they may not be worth the additional administrative complexity in a community the size of Addison. This draft introduces a relatively

simple system of three classes of lighting based on the type of use. If this approach is embraced, then we could further fine-tune the subsequent standards based on the lighting classes.

4.10 Signs

This section will be drafted in Part 3.

Article 5: Subdivision Standards

This article consolidates and updates the current subdivision standards as outlined in the Assessment and Annotated Outline. This article also reorganizes content to be more user-friendly, beginning with general provisions, followed by subdivision design standards (i.e., how to layout and design the subdivision), and then regulations for subdivision improvements (i.e., required infrastructure and utilities). Footnotes throughout identify proposed changes from current standards.

5.1 General Provisions

This new section includes several new subsections to clarify the purpose, applicability, and administration of the subdivision standards. The current regulations lack a clear intent statement and do not explicitly identify when subdivision standards apply to development. Current sections related to the administration of the subdivision regulations have been relocated to this section.

5.2 Subdivision Design Standards

This section establishes the general standards for how subdivisions should be designed in Addison, including lot planning, access, block length, and block arrangement. This section also includes street design and construction standards, several of which are technical in nature and recommended to be relocated to a criteria manual outside of the UDC. Private street standards are also included in this section. New cluster subdivision regulations are introduced to allow alternate forms of development in exchange for permanently protected sensitive lands and/or common open space.

5.3 Subdivision Improvements

This section includes standards for required subdivision improvements within public rights-of-way or recorded easements (i.e., storm sewer, sanitary sewer, water, street lighting, sidewalks, street trees). Updated parkland dedication standards derived from the current MXR and UC zoning districts are also included, providing developers with a dedication or payment-in-lieu option for providing required open space.

Article 7: Definitions and Rules of Construction

Rules of Construction

Section 7.1 includes general rules of construction that are essential in understanding the context and general terminology used throughout the UDC. Most of the content in this section is new.

Definitions

This draft includes the definitions pertinent to the elements drafted to-date. New terms added in Part 2 are highlighted in yellow. We will continue to build on these definitions as future drafts are released. Several of the definitions in this draft are new, but some were carried forward from the existing regulations and revised as footnoted.

General Comments

Footnotes, Cross-References, and Commentary

This draft includes numerous footnotes that highlight relocations, new or modified provisions, and ask important policy questions. Some of the footnotes are marked “STAFF” to identify topics that require further discussion with Town staff, stakeholders, and the general public; we hope to resolve these prior to publishing the Consolidated Draft. Cross-references throughout are hyperlinked to other sections within the document for ease of reference. Since some articles have not yet been drafted, there are several placeholders “Section ---” that will be updated after all three Parts of the UDC have been drafted.

Each article (and some sections) begin with a shaded text commentary box drawing attention to the primary purpose of the article or section and the major changes from the current development regulations. These commentary boxes provide context for review and will be deleted prior to the final Adoption Draft.

Grammar and Minor Corrections

We made several style, grammar, and formatting assumptions throughout this draft, such as consistent capitalization of key terms, and spelling out numbers one through nine (numerals for 10 and higher). Any spelling errors, typos, or grammatical errors from the current regulations were corrected in this draft UDC, often without footnote.