

DRAFT
OFFICIAL ACTIONS OF THE
ADDISON CITY COUNCIL
AND
PLANNING & ZONING COMMISSION

June 17, 2021 @ 6:30 PM

Special Joint Meeting

Addison TreeHouse
14681 Midway Rd., Addison, TX 75001

The Addison City Council and Planning and Zoning Commission conducted a Special Joint Meeting on Thursday, June 17, 2021, at the Addison TreeHouse with a quorum of the City Council and the Planning & Zoning Commission physically present. Limited seating for members of the public was available using CDC recommended social distancing measures. The meeting was live streamed on Addison's website at www.addisontexas.net.

City Council Present:

Mayor Joe Chow; Mayor Pro Tempore Guillermo Quintanilla; Deputy Mayor Pro Tempore Paul Walden; Council Member Tom Braun; Council Member Lori Ward; Council Member Kathryn Wheeler; Council Member Marlin Willesen.

Planning & Zoning Commission Present:

Chair Eileen Resnick; Vice Chair Tom Souers; Commissioner Robert Catalani; Commissioner Nancy Craig; Commissioner Chris DeFrancisco; Commissioner Denise Fansler; Commissioner John Meleky

Call Meeting to Order: Mayor Chow called the City Council to order and welcomed the Planning & Zoning Commission to this joint meeting. Chair Eileen Resnick called the Planning & Zoning Commission to order.

Pledge of Allegiance: Mayor Chow led the Pledge of Allegiance.

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

Public Comment: *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing starts. Citizen comments are limited to **three (3) minutes**, unless otherwise required by law. To address the Council, please fill out a **City Council Appearance Card** and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

City Secretary Parker advised that no citizens had requested to address the City Council or Planning & Zoning Commission via telephonic means.

Regular Items

1. **Present and Discuss the Development Code Review Process and Solicit Feedback on the Draft Unified Development Code Development Standards Addressing Flood Prevention, Grading and Drainage, Access and Circulation, and the Subdivision of Land.**

Ken Schmidt, Director of Development Services presented this item. He provided a review of what has been done on this Unified Development Code (UDC) project since it began in 2018. He introduced Matt Goebel and Gabby Hart with Clarion Associates who were present to review the second of four drafting Phases of the UDC project.

Mr. Goebel provided a review of the Project Goals and the Scope and Timeline of the project. He noted that this is the first of three planned joint meetings with the City Council and Planning & Zoning Commission for this second drafting phase. He also advised there is a project website www.AddisonUDC.org and individuals may sign up for alerts regarding this project or view project materials. He advised that so far public interest has been low and options to improve that participation were discussed.

Mr. Goebel provided a summary of the previous Phase 1 discussion that included a new consolidated Use Table, including some proposed new uses as well as eliminating some existing uses. He advised that some of the existing zoning districts for residential, mixed-use, and non-residential will be consolidated or adjusted.

Council Member Braun inquired about House Bill 2439 which mandates that a “building product or material [that] is approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building.” 3000.002(a)(1). Attorney Brenda McDonald briefed the City Council and Planning & Zoning Commission on the House Bill. She advised that this matter will be discussed more in the future however noted that it may be an option to contractually agree on building materials with developers.

Today’s discussion was regarding Article 4: Development Standards. Mr. Goebel presented a question to the City Council and Planning & Zoning Commission Members regarding redevelopment and whether projects should be categorized based on the scope of the

redevelopment activity. For example, adding a patio to a restaurant versus doing a major renovation could have different requirements. He noted the Advisory Committee voiced a concern that small business owners might not be able to reinvest in their business if the expense and more involved process is not feasible. Mr. Goebel added that these requirements should be calibrated to Addison's needs. He presented a "tiered" or "scaled" approach that would accommodate a broad range of redevelopment needs.

Mr. Goebel briefly reviewed the Flood Standards portion of the Code to share that those standards will largely stay the same and there will be a cross-reference to the Drainage Criteria Manual and other applicable Public Works and Engineering Department standards.

Mr. Goebel advised that a new section, Access and Circulation, will include Street Connectivity, Driveways and Access, and Pedestrian Circulation. It was noted that these will need to coordinate with the Trails Master Plan and the Transportation Master Plan. The Pedestrian Circulation component will need to be balanced with landscaping and parking requirements. A question regarding crosswalks was raised. It was noted that they are addressed by the Transportation Criteria Manual, and crosswalk improvements will typically be carried out through Town projects, not private development projects.

Feedback received from City Council and Planning & Zoning Commission Members included that since the pandemic more people are working from home, and many may continue to do so, impacting certain areas of the UDC. It was stated that restaurants that have an entertainment component may need different parking requirements. Shared office spaces, restaurant take-out business, and transportation services such as Uber or Lyft are all influencing parking lot needs. Attorney McDonald requested the consultant look at the allowable locations for sexually oriented businesses. The future need for electric charging stations for vehicles was briefly discussed.

Mr. Goebel advised that the next meeting, scheduled to be held July 22, 2021, will include discussion on Parking & Loading, Site and Building Design, and Exterior Lighting. The August meeting will cover Landscaping, Buffering, & Fences, and Parkland Dedication and Park Development Fees. Prior to each of these meetings, the project team will meet with the Advisory Committee as well. Mr. Goebel advised that in the future there will be an on-line option for the Advisory Committee members, the Commission and City Council to provide input.

It was noted that a draft of the UDC document will be available in the Spring of 2022 and adoption is planned for mid-year 2022.

[See Attached Exhibit A: Addison UDC -Part 2]

Adjourn Meeting

Chair Resnick adjourned the Planning & Zoning Commission. Mayor Chow adjourned the City Council meeting.

TOWN OF ADDISON, TEXAS
City Council

Planning & Zoning Commission

Joe Chow, Mayor

Eileen Resnik, Chair

ATTEST:

Irma G. Parker, City Secretary

Exhibit A

*Addison UDC -Part 2
Meeting Presentation
Special Joint Meeting City Council & Planning & Zoning
Commission
June 17, 2021*



ADDISON, TEXAS

UNIFIED DEVELOPMENT CODE

**Part 2:
Development
Standards**
June 2021

CLARION

TEAM MEMBERS

Matt Goebel, AICP

Clarion - Project Manager
Code Drafting

Gabby Hart, AICP

Clarion - Project Associate
Code Drafting

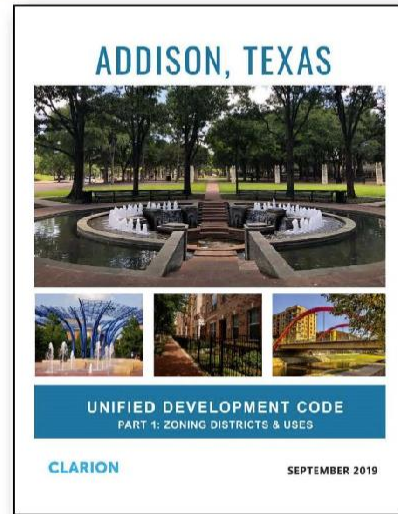
Jim Dougherty, Esq.

Texas Land-use Law Expert



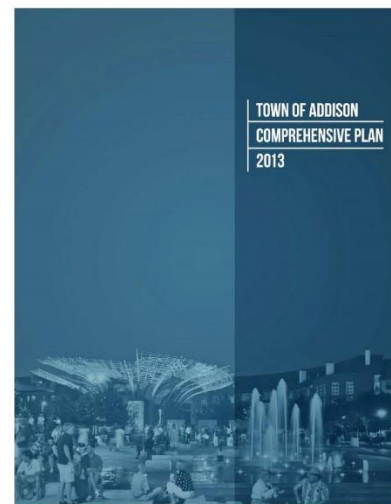
MEETING AGENDA

- **Overview of the Unified Development Code update project**
- **Review changes proposed in Part 1: Zoning Districts and Uses**
- **Review and discuss the following topics related to development standards:**
 - General redevelopment applicability
 - Floods
 - Grading & drainage
 - Access & circulation



PROJECT GOALS

- **Implement the Comprehensive Plan**
- **Improve user-friendliness**
- **Streamline development review process**
- **Enhance design and form standards**
- **Protect existing neighborhoods**
- **Promote alternative forms of transportation**
- **Encourage sustainable development**



PROJECT SCOPE & TIMELINE



PROJECT WEBSITE

- www.AddisonUDC.org
- Access project materials
- Sign-up to receive project alerts
- View upcoming events
- Ask questions
- Submit feedback and comments



PHASE 1 SUMMARY

IMPROVED PAGE LAYOUT

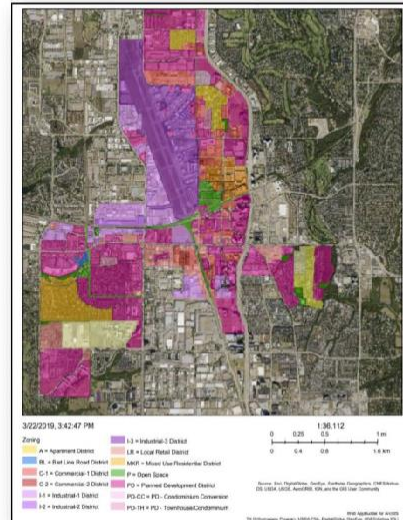
The image illustrates the 'Improved Page Layout' for the Unified Development Code. It shows two versions of a page side-by-side, with an orange arrow pointing from the original layout on the left to the improved layout on the right.

Left Page (Original Layout): This page is densely packed with text and lists. It includes sections like 'Section 1 - Zoning Districts', 'Section 2 - Zoning Districts', and 'Section 3 - Zoning Districts'. The text is small and difficult to read due to the narrow columns.

Right Page (Improved Layout): This page is much clearer and more organized. It features a large table titled 'Table 2.6.1 CL - Commercial Limited' with columns for 'Zoning Districts (Minimum)', 'Other Standards (Minimum)', and 'Building Height'. Below the table is a diagram of a building with various parts labeled with letters (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z). The text is larger and more legible, and the overall design is more professional and easier to navigate.

FINE-TUNE THE ZONING DISTRICTS

- **Generally, clean up” the district lineup:**
 - Move from a district-based approach to a citywide approach (Example: Allow Addison Circle and Belt Line zoning tools to be used elsewhere)
 - Establish a rational menu of tiered districts to encourage future by-right development (versus always having to negotiate PUDs)
- **Factors for consolidation**
 - Similar purpose
 - Similar lot and building standards
 - Similar uses permitted
- **Factors for elimination**
 - District rarely or never applied
 - Intent can be met by another district
- **Factors for establishing new**
 - Current districts don't achieve desired result



RESIDENTIAL DISTRICTS

Current Districts

R-1 - Single-Family Dwelling	
R-2 - Single-Family Dwelling	
R-3 - Single-Family Dwelling	
R-16 - Single Family Dwelling	
MXR - Mixed-Use Residential	Low-Density
	Medium-Density
	High-Density
A - Apartment Dwelling	

Proposed Districts

R-1 - Residential
-- (OBSOLETE)
-- (OBSOLETE)
R-2 - Residential
R-3 - Residential
R-4 - Residential
R-5 - Residential
A - Apartment Dwelling (LEGACY)

MIXED-USE DISTRICTS

Current Districts

UC - Urban Center	Residential	M-1 - Mixed-Use Neighborhood
	Commercial	M-4 - Mixed-Use Center
BL - Belt Line	Les Lacs Village	M-2 - Mixed-Use Suburban Corridor
	Dining District	
	Epicurean District	
	Addison Village	
--		M-3 - Mixed-Use Urban Corridor (NEW)
--		M-5 - Mixed-Use Regional (NEW)

Proposed Districts

NONRESIDENTIAL DISTRICTS

Current Districts

LR - Local Retail		CL - Commercial Limited
C-1 - Commercial-1 District		CG - Commercial General
C-2 - Commercial-2 District		LI - Light Industrial
I-1 - Industrial-1 District		
I-2 - Industrial-1 District		
I-3 - Industrial-1 District		AA - Addison Airport
--		CF - Community Facilities (NEW)
P - Open Space		PO - Parks and Open Space
PD - Planned Development	PD - Standard	PD - Planned Development
	PD-TH - Townhouse/Condo	PD-TH -Townhouse/Condo (LEGACY)
	PD-CC - Condo Conversions	-- (OBSOLETE)

Proposed Districts

PLANNED DEVELOPMENT

- **Revised purpose statement:**
 - Clarifies that this is a unique tool for special cases
 - Requires public benefits in exchange for flexibility
- **Established qualifying criteria for projects seeking PD zoning:**
 - Minimum of 5 acres (disincentivize PDs on small sites)
 - Not located in the M-4 (mixed-use center) or M-5 (mixed-use regional) districts
 - Couldn't otherwise be developed using standards in a base district

NEW CONSOLIDATED USE TABLE

3.2.8 Table of Allowed Uses

P = permitted use S = special use permit required A = accessory use T = temporary use Blank Cell = prohibited use * = use-specific standards apply
 X = more permissive than current X = less permissive than current (strikethrough indicates current permission)

	Residential					Mixed-Use					Nonresidential						Use-Specific Standards
	R-1	R-2	R-3	R-4	R-5	M-1	M-2	M-3	M-4	M-5	CL	CG	LI	AA	CF	PO	
Residential																	
Household Living¹⁴³																	
Cottage development (NEW)				S*													3.3.2A
Dwelling, duplex				P	P												
Dwelling, fourplex				P	P		P										
Dwelling, live/work						P	P	P	P	P							
Dwelling, multifamily				P	P	P*	P	P	P*	P							3.3.2B
Dwelling, single-family (attached)				P	P	P	P*										
Dwelling, single-family (detached)	P	P	P	P	P												3.3.2C
Dwelling, triplex				P	P												
Manufactured home development (HUD-Code)	S*	S*	S*	S*	S*	S*	S*		S*		S*	S	S	S			3.3.2D
Group Living¹⁴⁴																	
Assisted living facility	S	S	S	S	S	P	P	P	P	P	S	S	S	S			
Continuing care retirement facility (NEW)				S	S	P	P	P	P	P							
Group care home, FHAA small ¹⁴⁵	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	S	S	S	S			3.3.2E
Group care home, FHAA large				P*	P*	P*	P*	P*	P*	P*	S	S	S	S			3.3.2E
Supportive housing, small (NEW)						S	S	S	S								
Supportive housing, large (NEW)										S							

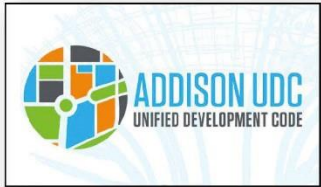
TEMPORARY & ACCESSORY USES

- Both topics are not clearly addressed in current regulations
- Consolidated and updated accessory use/structure standards
- Created new town-wide temporary use/structure standards



2021: PROJECT RESTARTS

- Time has passed, with the pandemic and staffing changes
- Lessons learned from the pandemic?
- Any other issues or changes in Addison in the past year?
- How can we rebuild positive momentum for the code update?



FUTURE PUBLIC OUTREACH

- **Community open houses - Topic-based?**
 - Residential neighborhood issues?
 - Commercial redevelopment issues?
- **Publicize the code update at other project-specific meetings (with better attendance)**
- **Other ideas to build positive momentum for the project?**



ARTICLE 4: DEVELOPMENT STANDARDS

REDEVELOPMENT APPLICABILITY

- All new development must comply with updated development standards
- But when does redevelopment trigger site and building improvements?

- **Proposed approach**
 - Smaller redevelopment projects only comply with limited standards on the affected portion of the site
 - Larger redevelopment projects comply with most or all standards on more of the site

DISCUSSION:
Do you agree with a scaled approach that requires some (or all) redevelopment projects to meet the new code's development standards?

APPLICABILITY

Tier 1: Minor Projects



Tier 2: Major Projects



APPLICABILITY

Development Type	Tier 1	Tier 2
Expansions, alterations, or modifications that increase the gross floor area of an existing structure	Greater of 10,000 SF or between 10-50%	> 50%
Expansions, alterations, or modifications that increase the total number of existing dwelling units on a lot	Lesser of 10 dwelling units or between 10-25%	> 25%
The alteration or expansion of any vehicular parking area	Greater of 6 spaces or 50%	N/A
Any expansion or enlargement of a structure or land use that requires a Special Use Permit	<input checked="" type="checkbox"/>	N/A
Applications for building permits or for certificates of occupancy for buildings previously unoccupied	For 6 consecutive months	For > 6 consecutive months
An existing principal structure is relocated on the lot	N/A	<input checked="" type="checkbox"/>

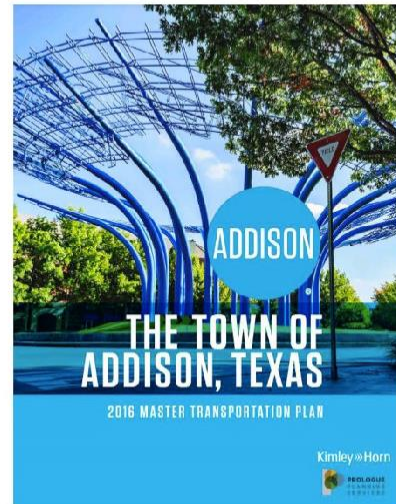
FLOODS, GRADING AND DRAINAGE

- **Carries forward current Chapter 42 flood standards**
 - Specific requirements for residential and nonresidential new construction & substantial improvements
 - Administrative and procedural content relocated to future Part 3 draft
- **Cross-reference to the Drainage Criteria Manual and any other applicable Public Works and Engineering Department standards**



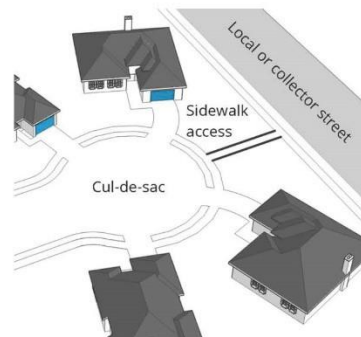
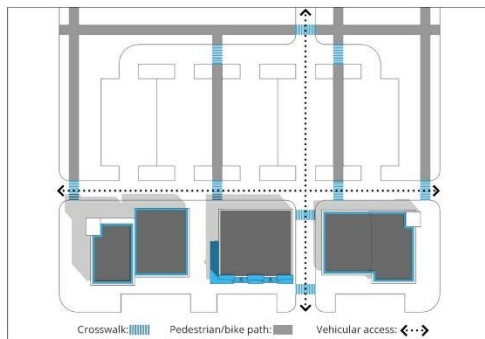
ACCESS AND CIRCULATION

- New section to cover vehicular, pedestrian, and bicycle connectivity
- Aligns with and implements the Master Transportation Plan
- Clarifies when the Town may require a developer to construct public street improvements
- Circulation plans required for all development except single-family residential uses within platted subdivisions



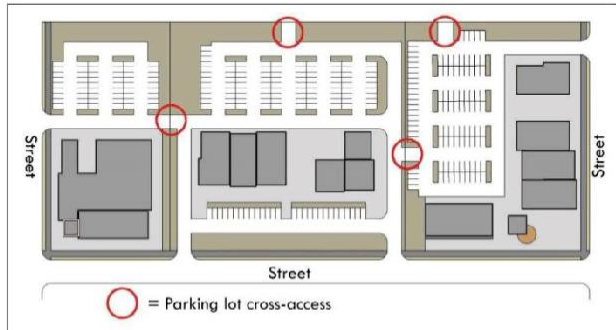
ACCESS AND CIRCULATION VEHICULAR

- Street connectivity required within and surrounding proposed development



ACCESS AND CIRCULATION VEHICULAR

- Cross access between abutting development required for new single-family attached, multifamily, nonresidential and mixed-use development



ACCESS AND CIRCULATION DRIVEWAYS AND ACCESS

- Must comply with Transportation Technical Standards
- Access points limited to one per property unless development generates higher traffic volumes
- Includes location (setbacks), removal, and surfacing requirements

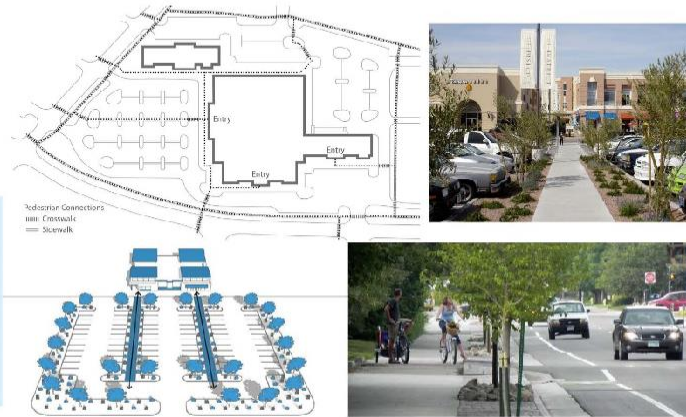


ACCESS AND CIRCULATION PEDESTRIAN CIRCULATION



Example of current development pattern on auto-oriented corridor

Examples of how the code could require better connectivity, both internal to the site and also to surrounding areas



DISCUSSION:

Should most new development be required to establish pedestrian connections to surrounding neighborhoods?

Should pedestrian walkways be required in larger parking lots?

DISCUSSION QUESTIONS

- **Redevelopment**
 - Do you agree with a scaled approach that requires some (or all) redevelopment projects to meet the new code's development standards?
- **Connectivity**
 - Should most new development be required to establish pedestrian connections to surrounding neighborhoods?
 - Should pedestrian walkways be required in larger parking lots?
- **Other?**
 - Are there other key issues from this presentation to discuss?

NEXT STEPS

FUTURE DEVT STDS MEETINGS

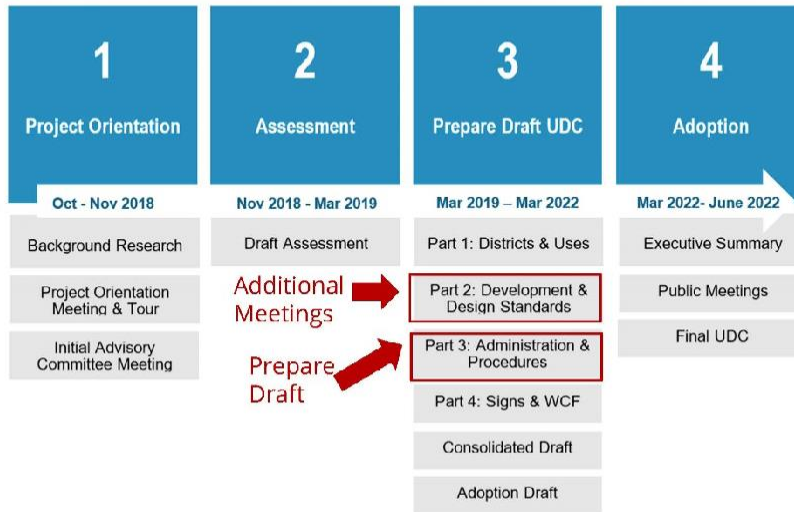
- **July 20-21**
 - Parking & Loading
 - Site and Building Design
 - Exterior Lighting
- **August 25-26**
 - Landscaping, Buffering & Fences
 - Parkland Dedication and Park Development Fee

Are there particular areas of concern or focus areas you would like us to address at these meetings?

DATES/TIMES to be confirmed



NEXT STEPS



COMMENTS?

- www.AddisonUDC.org
- Please submit comments by September 1
- Submit comments to: udc@addisontx.gov



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Name *

Subject

Message

[Send](#)



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CLARION