



PLANNING AND ZONING COMMISSION AGENDA

TUESDAY, JULY 20, 2021

6:00 P.M.

ADDISON TREEHOUSE

14681 MIDWAY ROAD, SUITE 200, ADDISON, TX 75001

Notice is hereby given that the Addison Planning & Zoning Commission will conduct its REGULARLY SCHEDULED MEETING at 6:00 pm on Tuesday, July 20, 2021, at the Addison TreeHouse with a quorum of the Planning and Zoning Commission physically present. To facilitate public participation and to mitigate the spread of COVID-19, the Town will also utilize telephonic or videoconferencing capabilities to allow individuals to address the Commission. Email comments for Planning and Zoning Commission meetings may also be submitted to kschmidt@addisontx.gov by 3:00 pm the day of the meeting. Members of the public are entitled to participate remotely via Toll-Free Dial-in Number: 877-853-5247; Meeting ID: 409.327.0683#, Participant ID: #. For more detailed instructions on how to participate in this meeting, please visit our Agenda Page. The meeting will be live-streamed on Addison's website at www.addisontexas.net.

Call Meeting to Order

Pledge of Allegiance

Regular Agenda:

1. Consider action to approve the minutes from the May 18, 2021 Planning and Zoning Commission meeting.

2. **PUBLIC HEARING** Case 1830-Z/4551 Beltway Drive. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on a 1.17 acre property located at 4551 Beltway Drive, from Local Retail (LR) to Commercial-1 (C-1) District.

3. Case CP2021-001/4551 Beltway Drive Medical Office. Concept Plan for medical office use on one lot on 1.17 acres comprising part of Tract III of the Beltway Office Park Addition, generally located at the northwest corner of Beltway Drive, 350 feet south of Belt Line Road. Zoned: Local Retail (LR).

4. Present, discuss, and consider action on proposed updates to the Planning and Zoning Commission Rules, Regulations, and Procedures.

Adjourn Meeting

NOTE: The Planning & Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH
DISABILITIES. PLEASE CALL (972) 450-7017 AT LEAST 48 HOURS IN
ADVANCE IF YOU NEED ASSISTANCE.**

POSTED BY: _____
Irma G. Parker, City Secretary

DATE POSTED: _____

TIME POSTED: _____

DATE REMOVED FROM BULLETIN BOARD: _____

REMOVED BY: _____

Planning & Zoning Commission
Meeting Date: 07/20/2021

2.

Agenda Caption:

Consider action to approve the minutes from the May 18, 2021 Planning and Zoning Commission meeting.

Attachments

May 18, 2021 Planning and Zoning Commission Minutes

OFFICIAL ACTIONS OF THE ADDISON PLANNING AND ZONING COMMISSION

May 18, 2021, 6:00 P.M.
Addison Tree House, 14681 Midway Road

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

Call Meeting to Order

Pledge of Allegiance

Regular Agenda:

1. Consider action to approve the minutes from the April 20, 2021 Planning and Zoning Commission meeting.

Motion: Approval of the minutes as presented.

Moved by Commissioner John Meleky, Seconded by Commissioner Nancy Craig

AYE: Chair Eileen Resnik, Vice Chair Tom Souers, Commissioner Robert Catalani, Commissioner Nancy Craig, Commissioner Chris DeFrancisco, Commissioner Denise Fansler, Commissioner John Meleky

Passed

2. **PUBLIC HEARING** Case 1828-SUP/District. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite 544, which property is currently zoned PD, Planned Development, through Ordinances O12-002 and O20-08, by approving a Special Use Permit for a new restaurant with the sale of alcoholic beverages for on premises consumption only.

Discussion:

Ken Schmidt, Director of Development Services, presented the Staff Report.

Vice Chair Souers inquired about the process Town staff employs to evaluate ADA parking requirements for new development and also highlighted potential ADA access conflicts in the vicinity of the existing patio at this site. Mr. Schmidt explained that ADA parking requirements are typically reviewed as part of the overall site plan review and applicants are typically required to employ an ADA consultant to review and inspect for ADA compliance. Mr. Schmidt confirmed that applicants are required to demonstrate ADA compliance as part of the plan and permit review process.

Commissioner Catalani inquired about the anticipated opening date for District and the genesis of the business name.

The applicant, Jon D'Angelica with District, indicated that if the project does not experience delays, the plan is to open in September. Mr. D'Angelica shared that District was established in 2007 as a sharable plates concept, pairing its food with wine and whiskey. The name District was meant to reflect the concept of wine districts. The original name of the business was 38 North, the latitude of San Francisco. With plans to grow beyond California, the change to District was made.

Commissioner Meleky inquired about the possibility of adding a handicapped parking space in the vicinity of District.

Rusty Ridge, the architect for District, indicated that there would need to be additional coordination with the landlord, as parking is shared in the development. Mr. Schmidt shared that staff could also discuss this consideration with the new property management team for Village on the Parkway.

Chair Resnik opened the meeting as a public hearing.

Public Hearing: There were no speakers on this item.

Chair Resnik closed the public hearing.

Motion: Recommend approval of the request with the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.

Moved by Commissioner John Meleky, Seconded by Commissioner Denise Fansler

AYE: Chair Eileen Resnik, Vice Chair Tom Souers, Commissioner Robert Catalani, Commissioner Nancy Craig, Commissioner Chris DeFrancisco, Commissioner Denise Fansler, Commissioner John Meleky

Passed

3. Present and discuss key outcomes of a review of the adopted Planning and Zoning Commission Rules, Regulations, and Procedures.

Discussion:

Ken Schmidt, Director of Development Services, presented the Staff Report.

Mr. Schmidt summarized the conclusion of the review of the Planning and Zoning Commission Rules, Regulations and Procedures that occurred during the May 17th Commission work session. He confirmed that staff would make identified refinements and present the updated document as a redline document to the Commission at its July meeting.

There being no further business before the Commission, the meeting was adjourned.

Planning & Zoning Commission

3.

Meeting Date: 07/20/2021

Agenda Caption:

PUBLIC HEARING Case 1830-Z/4551 Beltway Drive. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on a 1.17 acre property located at 4551 Beltway Drive, from Local Retail (LR) to Commercial-1 (C-1) District.

Attachments

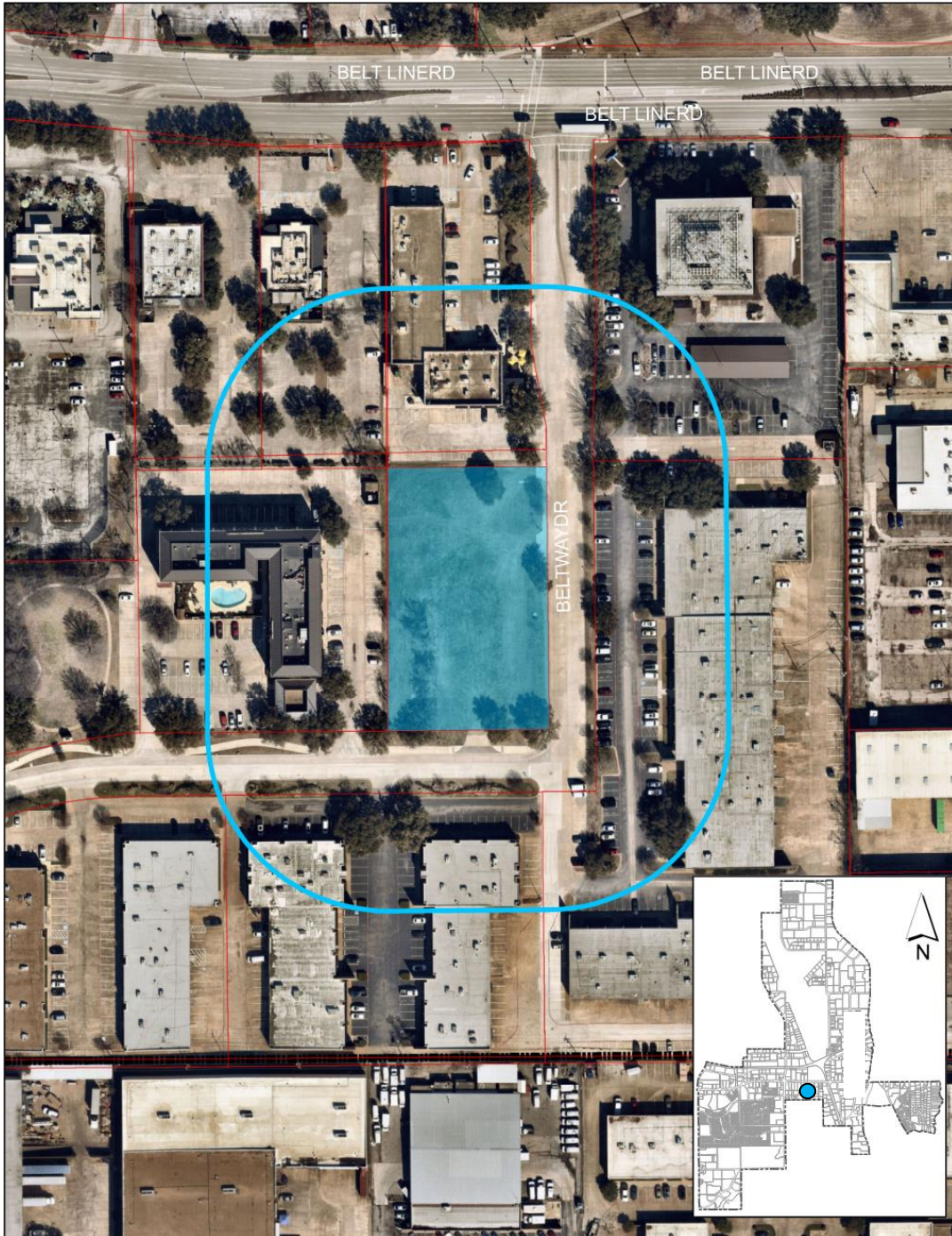
1830-Z P & Z Packet

1830-Z Zoning Exhibit

1830-Z

PUBLIC HEARING Case 1830-Z/4551 Beltway Drive. Public hearing, discussion, and take action on a recommendation regarding an ordinance changing the zoning on a 1.17 acre property located at 4551 Beltway Drive, from Local Retail (LR) to Commercial-1 (C-1) District.

LOCATION MAP





July 15, 2021

STAFF REPORT

RE: 1830-Z/4551 Beltway Drive

LOCATION: 4551 Beltway Drive

REQUEST: Approval of a request to rezone a 1.17 acre property located at 4551 Beltway Drive, from Local Retail (LR) to Commercial-1 (C-1) District.

APPLICANT: Rob Baldwin, Baldwin Associates

DISCUSSION:

Background: This request to rezone from the Local Retail (LR) to Commercial-1 (C-1) district has been submitted for the purpose of permitting medical office use on 1.17 acres comprising part of Tract III of the Beltway Office Park Addition, generally located at the northwest corner of Beltway Drive, 350 feet south of Belt Line Road.

The applicant, Rob Baldwin of Baldwin Associates, is representing a brokerage and development team that wishes to develop a speculative medical office building on this property. Concurrent to this request, the applicant has requested Commission review and approval of a concept plan for medical office use that demonstrates compliance with the requested C-1 zoning district and all other Town development standards.

The current use of this lot is vacant; however, office use previously existed on this tract and in 1995, an SUP was approved for a restaurant. Buildings and surface parking lots on this property were demolished in 2007.

Compliance with the Town's Comprehensive Plan: The 2013 Comprehensive Plan assessed future land use needs through a Town-wide "Attributes of Success" analysis, a qualitative assessment of the presence of key traits that are found to be shared by successful communities. This assessment was carried out across the Town's six geographical sectors, with the subject property being located in Sector 2 West. Given that this site is vacant, the Comprehensive Plan did not address this property, as the "Attributes of Success Analysis" focused on mature, developed properties experiencing varied degrees of success and decline.

With this proposed rezoning, The Commercial-1 District would enhance the evaluation of this property through the "Attributes of Success" perspective. Specifically, the Commercial-1 district would allow this property to be more "competitive" and "functional" for new investment, as retail and restaurant use now requires better visibility, access, and amenities than what this site presents. Uses such as medical office would be compatible with the surrounding development pattern and would be more likely to be economically viable at this location.

Compatibility with other Town Policies:

- Master Transportation Plan: Beltway Drive is designated as a commercial collector street in the Town's Master Transportation Plan. This street type presents sufficient capacity to support traffic demand generated by uses permitted by the Commercial-1 district. Any needed right-of-way for Beltway Drive at this location would be evaluated during the replat application and civil engineering design review process.
- Parks, Recreation, and Open Space Master Plan: With the character of this segment of the Beltway Drive corridor being heavily commercial, this plan focused primarily on pedestrian connectivity through this area. Development of this site would enhance pedestrian connectivity through the construction of enhanced sidewalk facilities.
- Trail Master Plan: The trail master plan requires a wide sidewalk with buffer and calls for this segment of Beltway Drive to serve as a bike boulevard. Development of this site will implement the envisioned sidewalk concept and will not serve as a hindrance to the bike boulevard concept.

Compatibility with Adjacent Uses: This site is largely surrounded by uses that are already permitted in the Commercial-1 district, either by right or by SUP. To the north, the site is bordered by a surface parking lot, with a restaurant (Cantina Laredo) backing to it, that is zoned Local Retail with an SUP for restaurant use. To the east, there are flex office/warehouse, Commercial-1 zoned properties. To the south, there are Local Retail zoned service and retail uses. To the west, there is a limited-service hotel that is zoned Planned Development. The less intensive commercial uses of the Commercial-1 district are compatible with this existing development pattern and the surrounding zoning designations.

Public Service Demand: The proposed Commercial-1 zoning designation would better position this site to attract less intensive commercial uses which are likely to have a lower impact on public services than restaurant, retail, or hospitality uses. There is sufficient existing and planned infrastructure capacity to accommodate the traffic and utility demand presented by this rezoning request and anticipated development of this property.

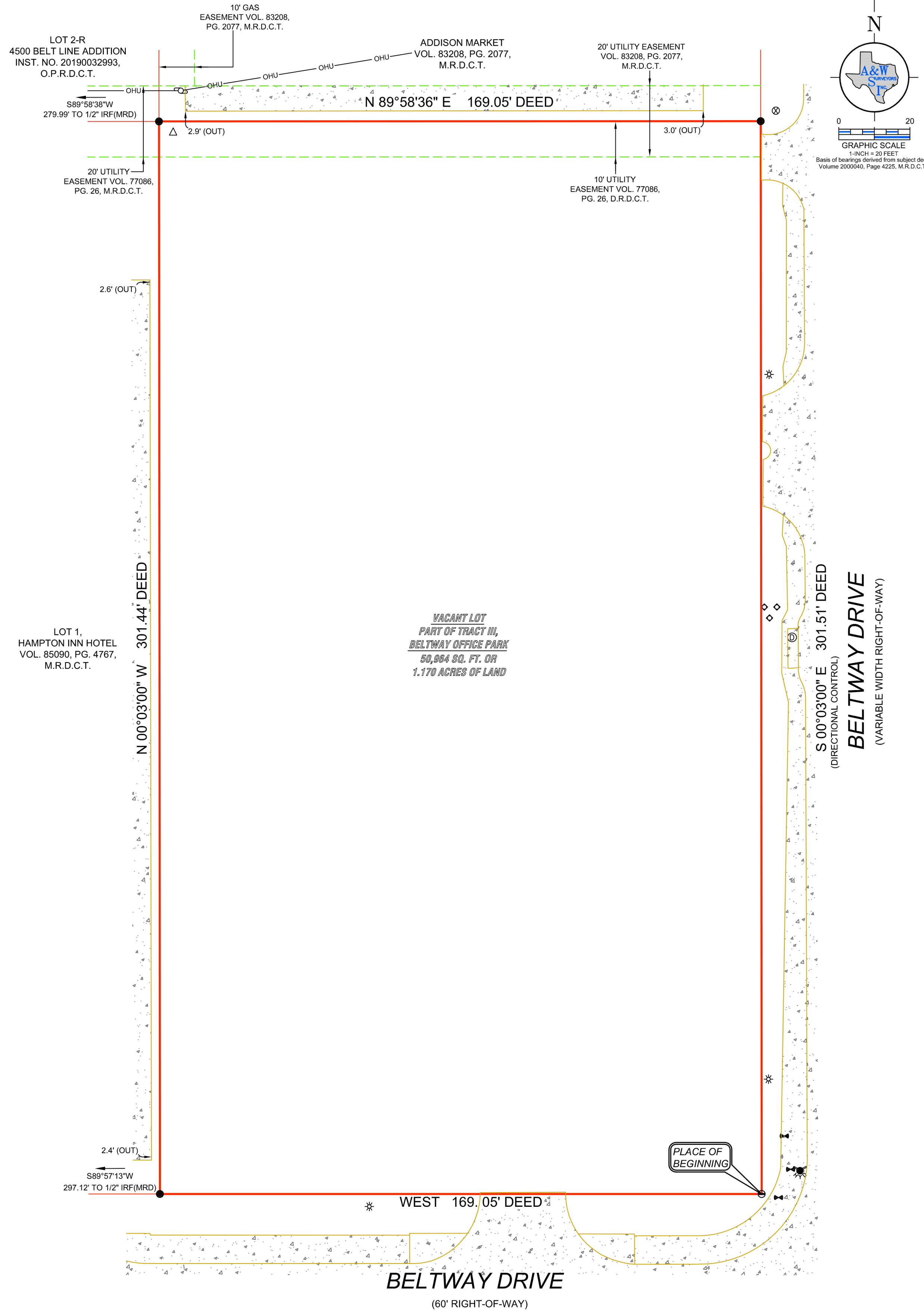
Public Notice: The Town provided notice to property owners within two hundred feet of the subject property in accordance with Town and State requirements. As of the posting of this agenda, no feedback has been received on this application.

RECOMMENDATION: APPROVAL

The Commercial-1 district is compatible and complimentary to the surrounding land use pattern and zoning framework in this segment of the Beltway Drive corridor. This proposed rezoning request complies with all Town policies and would be supported by existing and planned infrastructure improvements in this area.

Staff recommends approval of the request.

SURVEY PLAT



LEGAL DESCRIPTION

Being a part of Tract III, Beltway Office Park, an addition to the City of Addison, Dallas County, Texas, according to the plat thereof recorded in Volume 77086, Page 26, Map Records, Dallas County, Texas, and being the same tract of land described in deed to Wannee Whitis and Husband Kittichai Vichyasit, recorded in Volume 2000040, Page 4225, Deed Records, Dallas County, Texas, and being more particularly described as follows:

BEGINNING at a 3/8" iron rod found at the intersection of the West line of Beltway Drive, a variable width right-of-way, with the North line of Beltway Drive,

Thence West, along said North line, a distance of 169.05' to a 1/2" iron rod found at the Southeast corner of Lot 1, Hampton Inn Hotel, an addition to the City of Addison, according to the plat thereof recorded in Volume 85090, Page 4767, Map Records, Dallas County, Texas;

Thence North 00°03'00" West, a distance of 301.44' to a 1/2" iron rod found at the Northeast corner of said Lot 1, and being the Southeast corner of Lot 2-R, 4500 Belt Line Addition, an addition to the City of Addison, Dallas County, Texas, according to the plat thereof recorded in Instrument No. 2019002993, Official Public Records, Dallas County, Texas, and being the Southwest corner of Addison Market, an addition to the City of Addison, Dallas County, Texas, according to the plat thereof recorded in Volume 83208, Page 2077, Map Records, Dallas County, Texas;

Thence North 89°58'36" East, a distance of 169.05' to a 1/2" iron rod found in said West line of Beltway Drive, at the Southeast corner of said Addison Market;

Thence South 00°03'00" East, along said West line a distance of 301.51' to the PLACE OF BEGINNING and containing 50,964 square feet or 1.170 acres of land.

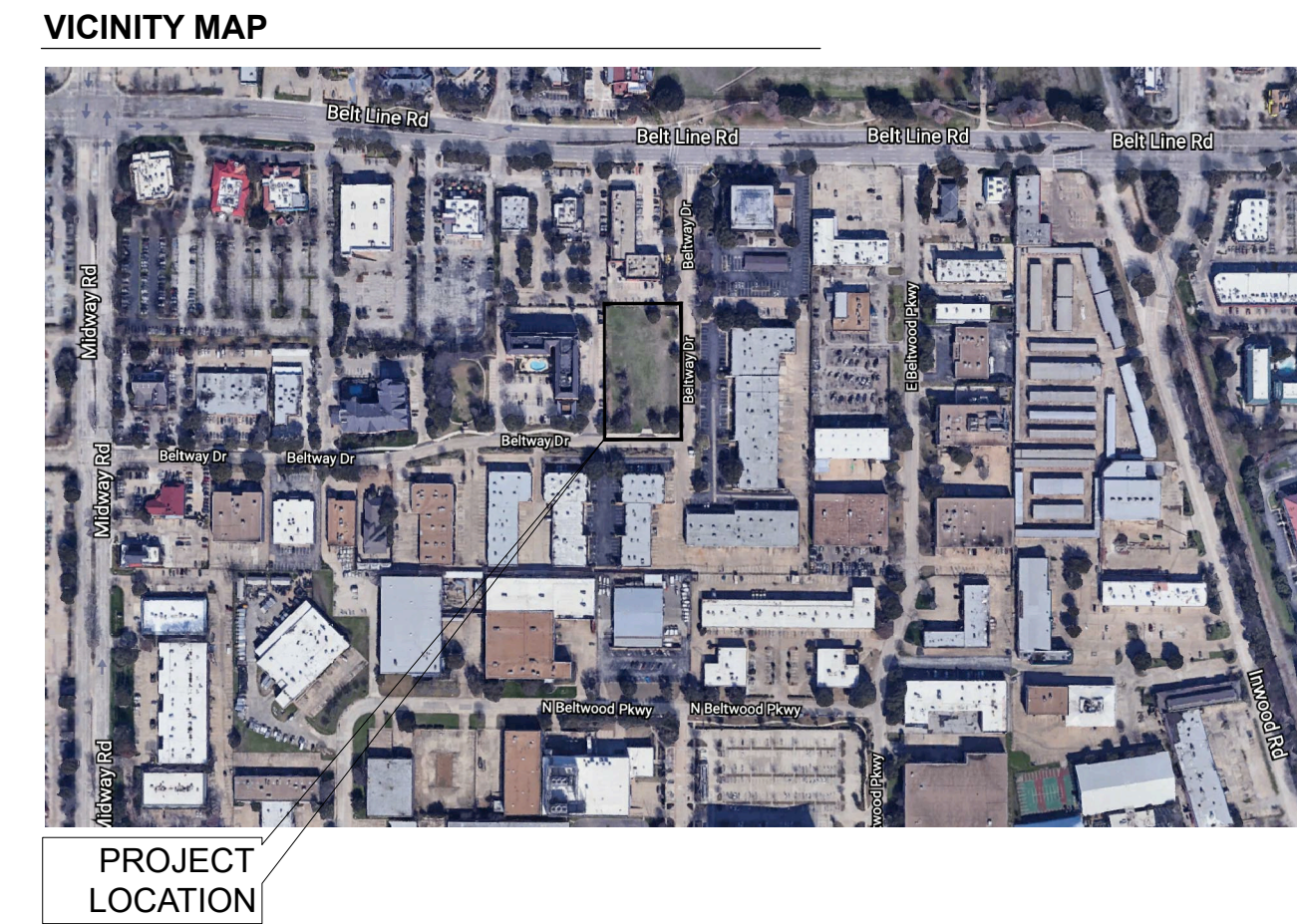
SURVEYOR'S CERTIFICATION

I, John S. Turner, Registered Professional Land Surveyor No. 5310, do hereby certify to John D. Wise, Wannee Whitis, Kittichai Vichyasit, Fidelity National Title Insurance Company, and National Title Company, all in connection with G. F. NO. 782000273, that the plat shown hereon was prepared from and represents accurately a survey made, on the ground, under my direction and supervision. Significant improvements to the property are as shown hereon. Visible evidence of use of the subject property found on the ground is shown hereon. EXCEPT AS SHOWN, there were no visible and apparent easements, encroachments or protrusions of significant improvements across subject property lines found on the ground. Visible and apparent conflicts with boundaries of adjacent properties found on the ground (if any) are as shown hereon. The area of the property as shown hereon is correct. The property has contiguous or common lines with streets and alleys where shown hereon. This survey was compiled from recorded plats and/or deeds and other records, in conjunction with field measurements and significant and visible monumentation and evidence of boundaries found on the ground. According to the Community Panel No. 48113C 0180K of the Federal Emergency Management Agency flood insurance rate map or flood hazard boundary map dated 07-07-14. The property shown hereon is located in Zone "X". (This information is protected from F.I.R.M.)

John S. Turner
JOHN S. TURNER RPLS 5310

This survey was performed exclusively for the parties in connection with the G. F. number shown hereon and is licensed for a single use. This survey remains the property of the Surveyor. Unauthorized reuse is not permitted without the expressed written permission of the Surveyor. This survey is an original work protected by United States Copyright law and international treaties. All rights reserved. Do not make illegal copies.

Please note that the use of the word "CERTIFY" or "CERTIFICATE" used hereon constitutes an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guarantee, either expressed or implied.



PROJECT TEAM

OWNER:
WANNEE & KITTICHA VICHYASIT
1729 IRVING BLVD
DALLAS, TEXAS 75207
214-682-1629

ARCHITECT:
THRASHER WORKS, LLC
509 N. WINNETKA AVE, #201B
DALLAS, TEXAS 75208
214.293.3498
CONTACT: KAREN THRASHER, AIA
EMAIL: KAREN@THRASHERWORKS.COM

TOWN CASE NUMBER:
1830-Z

PROPERTY DESCRIPTION

ACRES: 1.170 ACRES
ADDRESS: 4551 BELTWAY DRIVE, BEING PART OF TRACT III, BELTWAY OFFICE PARK, AN ADDITION OF THE CITY OF ADDISON, DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 77086, PAGE 26, MAP RECORDS, DALLAS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED IN DEED TO WANNEE WHITIS AND HUSBAND KITTICHA VICHYASIT, RECORDED IN VOLUME 2000040, PAGE 4225, DEED RECORDS, DALLAS COUNTY, TEXAS.

NOTE: All 1/2 IRS are 1/2-inch iron rods with yellow plastic caps stamped "RPLS 5310".
MRD = Monument of Record Dignity

LEGEND

1/2" IR FOUND	X FOUND	TELE BOX	UTILITY POLE	OVERHEAD UTILITY LINE	BRICK RET. WALL	CONCRETE
1/2" IR SET	X SET	CABLE BOX	WATER METER	GUY WIRE ANCHOR	STONE RET. WALL	GRAVEL
6" IR FOUND	6" SAN. SEW. MH	STANDARD POST	GAS METER	BARBED WIRE FENCE	BRICK	
3/4" IR FOUND	IRRIGATION VALVE	BRICK COLUMN	A.C. PAD	IRON FENCE	EASEMENT	STONE
3/4" WELP FOUND	WATER TAP	STONE COLUMN	TRANS. BOX	CHAIN LINK FENCE	BOUNDARY	WOOD DECK
1/2" NAIL SET	FIRE HYDRANT	STORM DRAIN	POOL EQUIP.	WOOD FENCE	HOUSING LINE	WOOD DECK
1/2" IP FOUND	LIGHT POLE	BANK SW. CD	ASPHALT	COVERED AREA	TIFF	

**4551 BELTWAY DRIVE
ADDISON, TEXAS**

A&W SURVEYORS, INC.
Professional Land Surveyors
TEXAS REGISTRATION NO. 100174-00
P.O. BOX 87029, MESQUITE, TX. 75187
PHONE: (972) 681-4875 FAX: (972) 681-4854
WWW.AWSURVEYS.COM

JOB# 20-051
DATE: 03-12-2020
DRAWN BY: 444
"A professional company operating in your best interest"

issue date:
09/15/2021 ISSUE FOR ZONING REVIEW
07/07/2021 RE-ISSUE FOR ZONING REVIEW
07/15/2021 PRZ REVIEW

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Planning & Zoning Commission

4.

Meeting Date: 07/20/2021

Agenda Caption:

Case CP2021-001/4551 Beltway Drive Medical Office. Concept Plan for medical office use on one lot on 1.17 acres comprising part of Tract III of the Beltway Office Park Addition, generally located at the northwest corner of Beltway Drive, 350 feet south of Belt Line Road. Zoned: Local Retail (LR).

Attachments

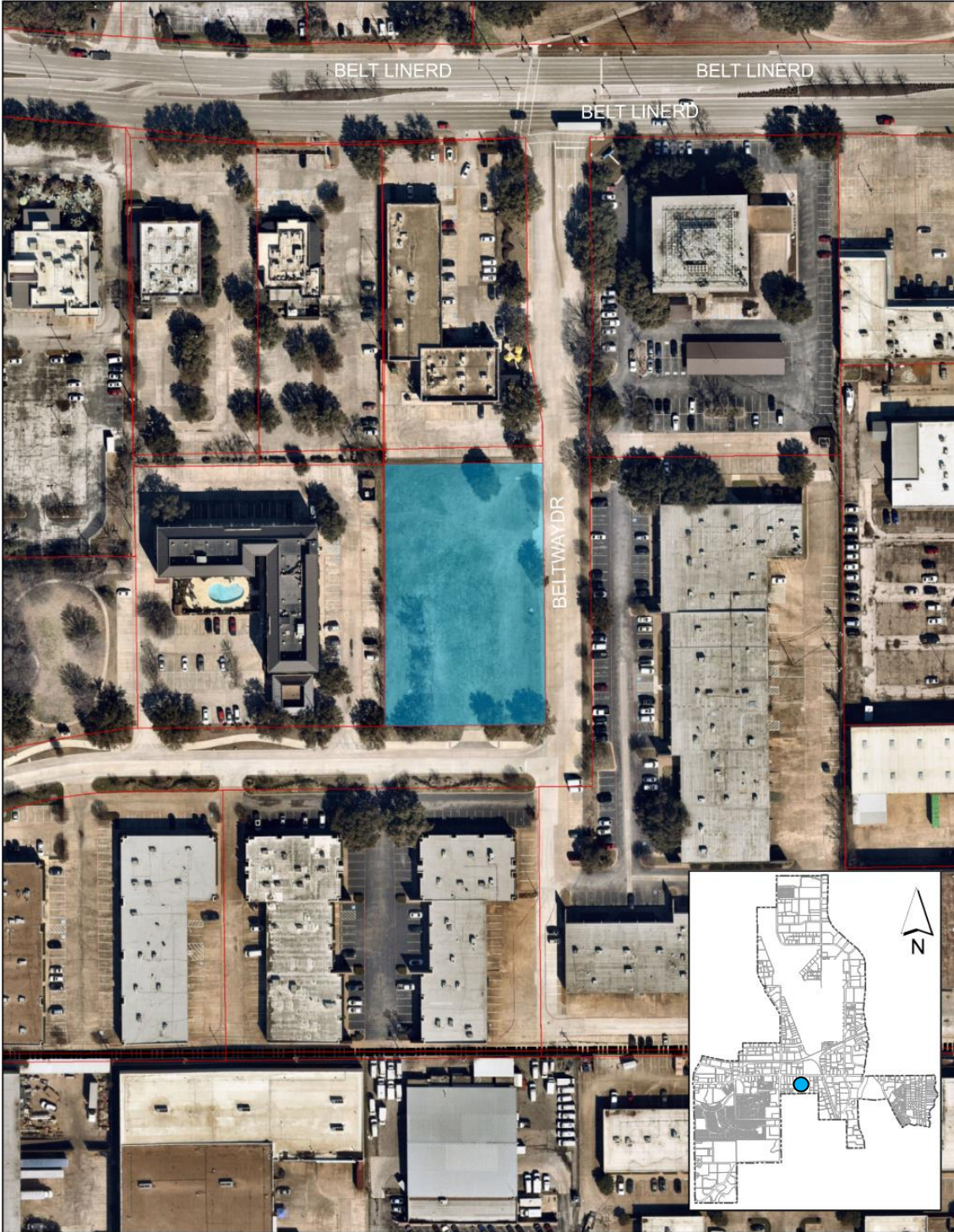
CP2021-001 P & Z Packet

CP2021-001 Plans

CP2021-001

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LOCATION MAP





July 15, 2021

STAFF REPORT

RE: CP2021-001/4551 Beltway Drive Medical Office

LOCATION: 4551 Beltway Drive

REQUEST: To approve a Concept Plan for medical office use on one lot on 1.17 acres comprising part of Tract III of the Beltway Office Park Addition, generally located at the northwest corner of Beltway Drive, 350 feet south of Belt Line Road.

APPLICANT: Rob Baldwin, Baldwin Associates

DISCUSSION:

Background: This medical office concept plan application has been submitted for concurrent review with Case 1830-Z, a request to rezone 1.17 acres comprising part of Tract III of the Beltway Office Park Addition, generally located at the northwest corner of Beltway Drive, 350 feet south of Belt Line Road, from Local Retail (LR) to the Commercial District 1 (C-1) zoning district.

The applicant, Rob Baldwin of Baldwin Associates, is representing a brokerage and development team that wishes to develop a speculative medical office building on this property. The proposed concept plan was submitted to show compliance with the C-1 zoning district and all other Town development standards. The Planning and Zoning Commission is the approval authority for this request, and any action to approve the request must be conditioned upon City Council approval of the accompanying rezoning request, Case 1830-Z. If approved, this concept plan would expire in twenty-four months, and any substantial revision would need to return to the Commission for consideration and action.

Commercial District 1 (C-1) Dimensional Standards: The proposed floor plan depicts a small medical office for general use, inclusive of four examination rooms, three consultation rooms, and administrative space. As the medical office use is defined by the Town's Zoning Ordinance, surgical procedures and hospital-oriented use could not be accommodated here, and the proposed floor plan is consistent with that condition.

The proposed building complies with building height and setback requirements prescribed by the C-1 zoning district.

Parking: The C-1 zoning district requires medical clinic uses to provide one parking space per 200 square feet of floor area. With a 3,200 square foot building, the proposed concept plan meets minimum parking requirements through the provision of seventeen off-street parking spaces.

Exterior Facades: The proposed façade plan depicts a single-story building with walls primarily comprised of brick, stucco and metal panel. Street facing facades on the east and south side of the building appropriately present more prominent design treatments, to include windows and an entryway, with sidewalk access leading to the street. Rooftop mechanical equipment is appropriately screened, and the proposed solid waste container is screened by the building as well as a masonry clad enclosure.

Landscaping: The Town's Landscape Ordinance requires new development to program twenty percent of the gross area of the lot as landscape area and five percent of parking lots under 50,000 square feet as interior planting area. This concept plan exceeds these requirements by maintaining 64 percent of the lot as landscape area and twelve percent of the parking lot as planting area. Through new plantings and preservation of much of the existing tree canopy, this concept plan exceeds the Town's landscape requirements.

Streetscapes: The applicant has provided an eight-foot sidewalk in compliance with the Master Transportation Plan and has met street tree planting requirements by planting new trees and preserving existing trees. Parking lot screening requirements have been met through the planting of shrubs and groundcover.

RECOMMENDATION: **APPROVAL WITH CONDITIONS**

Medical office of this form and scale is a compatible and complimentary use in the Beltway Drive corridor. The proposed site design thoughtfully preserves existing trees on the site and appropriately address vehicle access and pedestrian connectivity at this long, narrow corner lot. The orientation of the building, parking and access drives minimizes the visual impact of the surface parking lot and solid waste enclosure. This design will improve the visual appeal of this corner while providing space for needed medical services.

Staff recommends approval of the request subject to City Council approval of the applicant's rezoning request (Case 1830-Z).

SOLELY WITH RESPECT TO THIS PROJECT, THRASHER WORKS SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THE CLIENT SHALL NOT REUSE, TRANSFER OR SELL OR PERMIT THE REUSE, TRANSFER OR SELL OF THRASHER WORKS DOCUMENTS EXCEPT BY MUTUAL AGREEMENT IN WRITING.

PRAIRIE MEDICAL GROUP, LLC
MEDICAL OFFICE BUILDING
 4551 BELTWAY DRIVE
 ADDISON, TEXAS

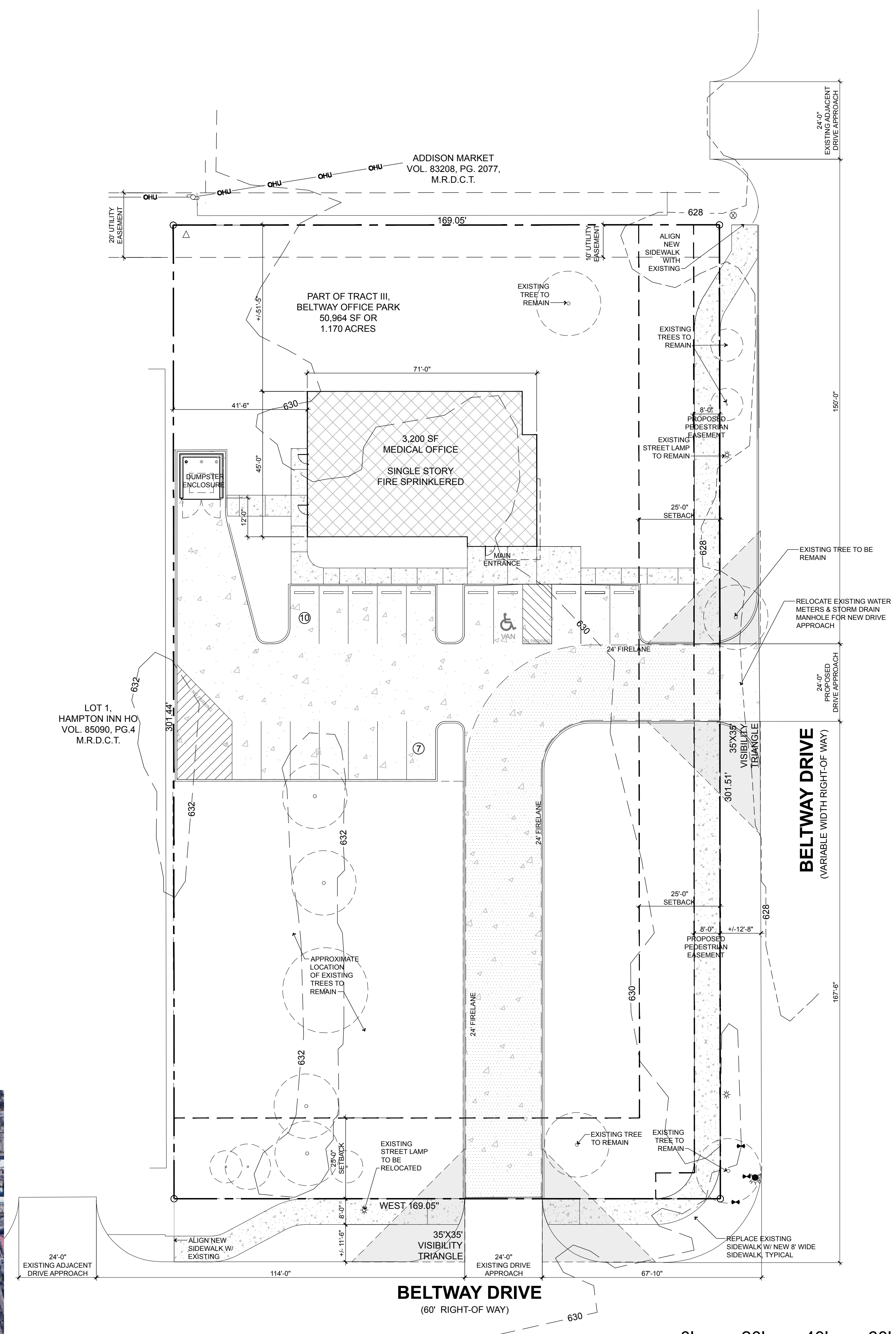
issue date:
 09/15/2021 ISSUE FOR ZONING REVIEW
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 07/15/2021 PRZ REVIEW

THRASHER WORKS PROJECT NO. 21-07

THIS DOCUMENT, ISSUED ON 07.15.2021 BY KAREN M THRASHER, ARCHITECT, STATE OF TEXAS, LICENSE NUMBER 19397, NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION.

CONCEPTUAL ARCHITECTURAL SITE PLAN

A1.0



SITE DATA SUMMARY TABLE

ZONING.....	C-1, COMMERCIAL 1 DISTRICT USE.....	MEDICAL OFFICE
LOT AREA.....	50,964 SF OR 1.170 ACRES	
ALLOWED BUILDING HEIGHT.....	6 STORIES	
FRONT YARD SETBACK.....	25' FROM PROPERTY LINE	
SIDE/REAR SETBACK.....	NONE UNLESS ABUTTING AN APARTMENT DISTRICT	
PROPOSED BUILDING INFORMATION:		
STORIES.....	1 STORIES	
TOTAL SQUARE FOOTAGE.....	3,200 S.F.	
PARKING PER USE.....	(1 SPACE/ 200 SF) = 16 SPACE REQ'D	
PARKING PROVIDED.....	16 SPACES + 1 H.C. SPACE = 17 SPACES	
ACCESSIBLE PARKING SPACES ARE PROVIDED IN ACCORDANCE WITH TEXAS ACCESSIBILITY STANDARDS		

PROJECT TEAM

OWNER:
 WANNEE & KITTI CHAI VICHYASTIT
 1729 IRVING BLVD
 DALLAS, TEXAS 75207
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 EMAIL: KAREN@THRASHERWORKS.COM

TOWN CASE NUMBER:
CP2021-001

PROPERTY DESCRIPTION

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- LEGEND**
- EXISTING FIRE HYDRANT
 - EXISTING LIGHT POLE
 - EXISTING WATER VALVE
 - EXISTING UTILITY POLE
 - NEW CONCRETE PAVING
 - NEW FIRE LANE PAVING
 - EXISTING TREE TO REMAIN

VICINITY MAP

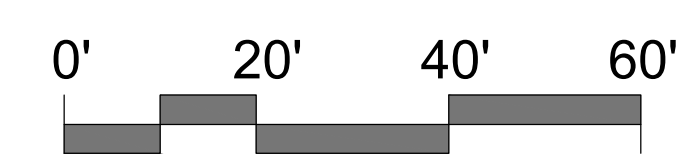


PROJECT LOCATION



1 CONCEPTUAL ARCHITECTURAL SITE PLAN

SCALE: 1:20



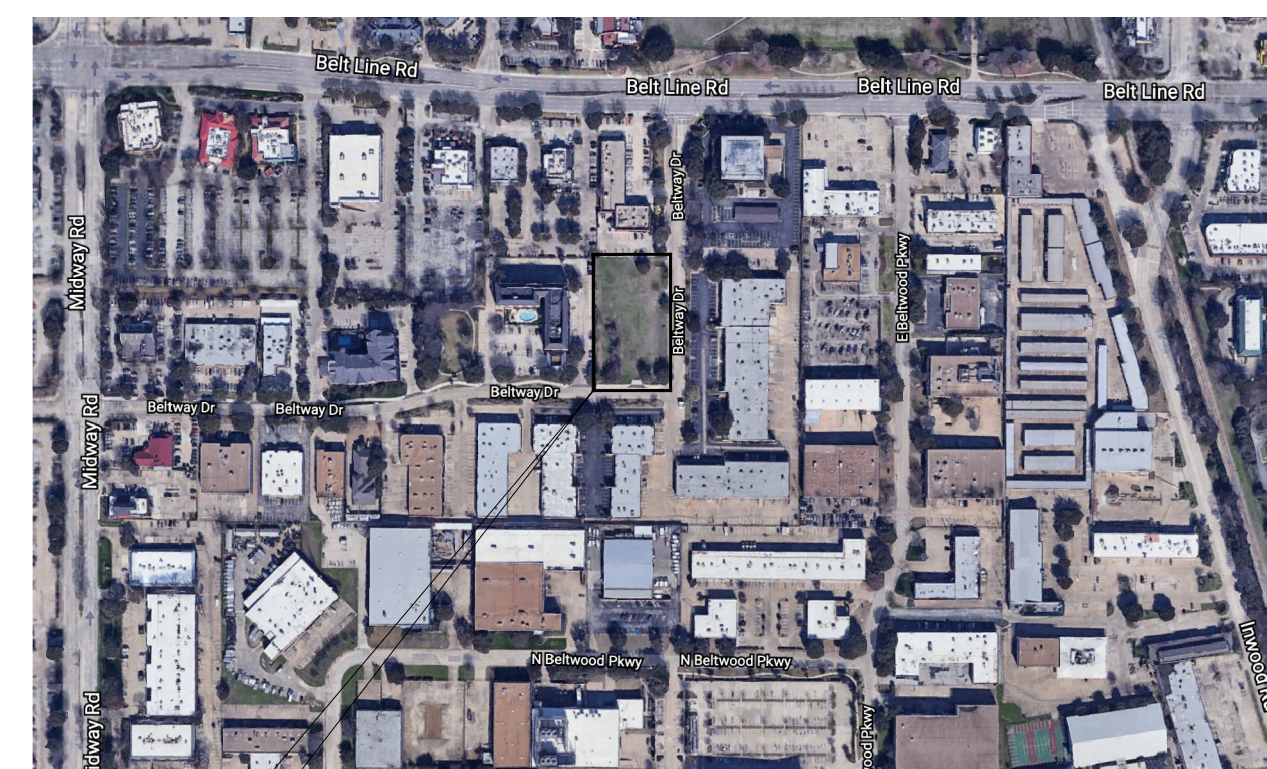
PLANT SCHEDULE

TREES	QTY	BOTANICAL / COMMON NAME	CAL.
	PER PLAN	EXISTING TREE TO REMAIN	
	3	ULMUS CRASSIFOLIA / CEDAR ELM	3"
	3	PISTACIA CHINESIS / CHINESE PISTACHE	3"
	7	QUERCUS VIRGINIANA / SOUTHERN LIVE OAK	4"
	2	LAGERSTROEMIA INDICA / TUSCARORA / CRAPE MYRTLE	3"
SHRUBS	QTY	BOTANICAL / COMMON NAME	SPACING
	24	LEUCOPHYLLUM FRUTESCENS 'GREEN CLOUD' TM/ GREEN CLOUD TEXAS RANGER	3.5'
	55	MUHLENBERGIA CAPILLARIS / PINK MUHLY	PER PLAN
	20	YUCCA RECURVIFOLIA / SOFT LEAF YUCCA	PER PLAN
GROUND COVER	QTY	BOTANICAL / COMMON NAME	NOTES
	PER PLAN	DECOMPOSED GRANITE DG	3" COMPACTED DEPTH W/ PERMEABLE WEED MAT STAKED TO GRADE
	PER PLAN	CYNODON DACTYLON 'TIF 419' / BERMUDA GRASS	SOD

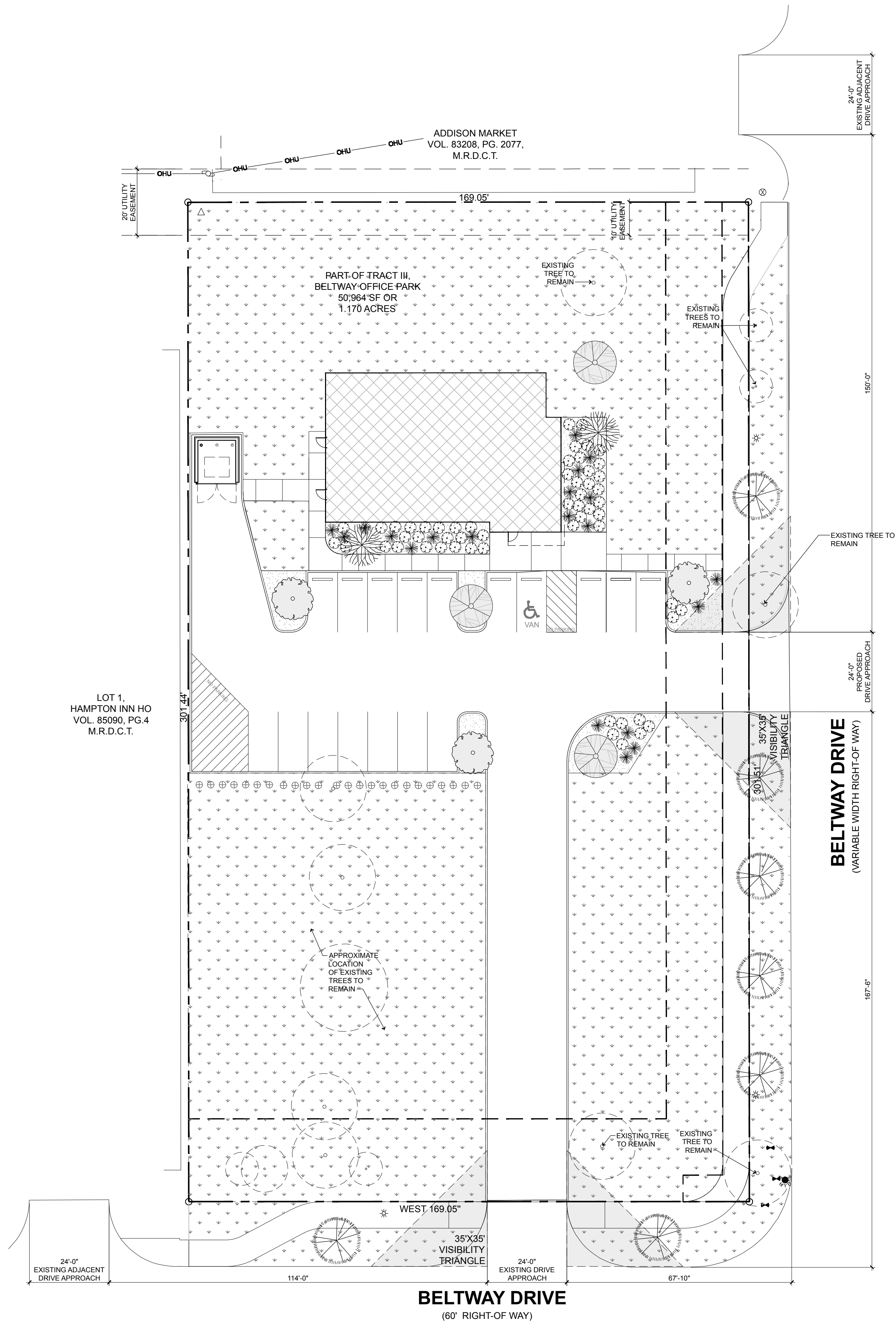
LEGEND

- EXISTING FIRE HYDRANT
- EXISTING LIGHT POLE
- EXISTING WATER VALVE
- EXISTING UTILITY POLE
- NEW CONCRETE PAVING
- NEW FIRE LANE PAVING
- EXISTING TREE TO REMAIN

VICINITY MAP

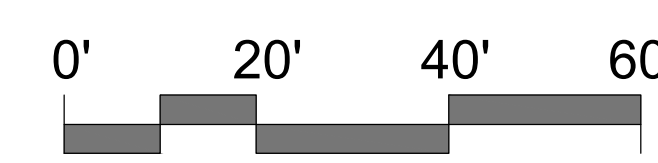


PROJECT LOCATION



1 CONCEPTUAL LANDSCAPE PLAN

SCALE: 1:20



LANDSCAPE AREA

20% OF THE GROSS SITE OR LOT SHALL BE MAINTAINED AS LANDSCAPED AREA IN THE C-1 DISTRICT:

TOTAL LOT AREA.....50,954 S.F.
 LANDSCAPE AREA.....32,554 S.F.
 LANDSCAPE AREA (PERCENTAGE).....63.87%

TOTAL PARKING AREA.....9,232 S.F.
 INTERIOR PLANTING AREA OF PARKING LOT.....1,140 S.F.
 INTERIOR PLANTING AREA OF PARKING LOT (%):.....12.35%

PROJECT TEAM

OWNER:
 WANNEE & KITTI CHAI VICHYASTIT
 1729 IRVING BLVD
 DALLAS, TEXAS 75207
 214-682-1629

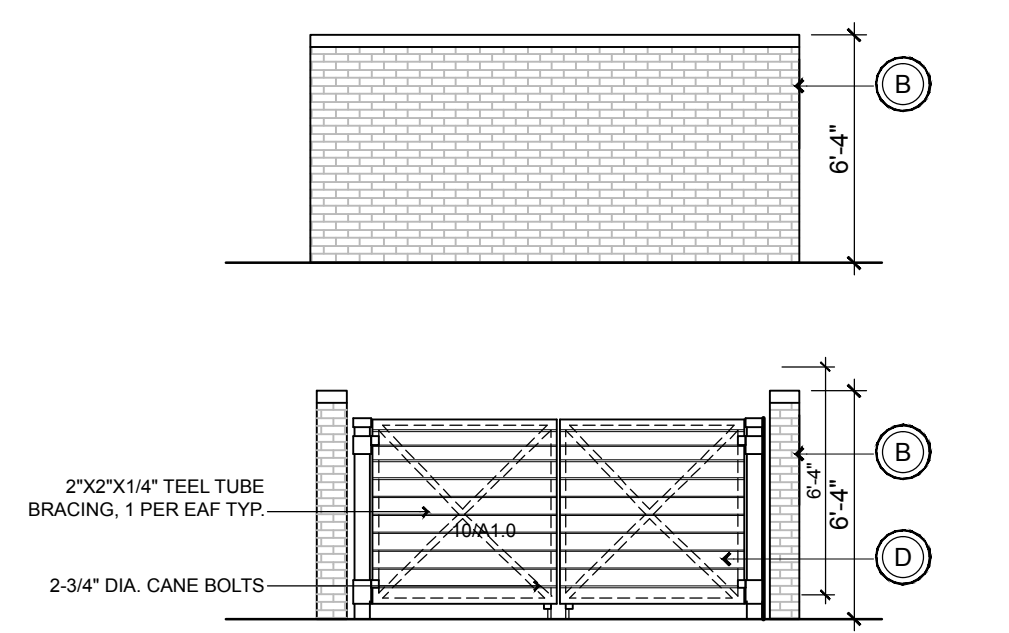
ARCHITECT:
 THRASHER WORKS, LLC
 509 N. WINNETKA AVE, #201B
 DALLAS, TEXAS 75208
 214.293.3498
 CONTACT: KAREN THRASHER, AIA
 EMAIL: KAREN@THRASHERWORKS.COM

TOWN CASE NUMBER:
 CP2021-001

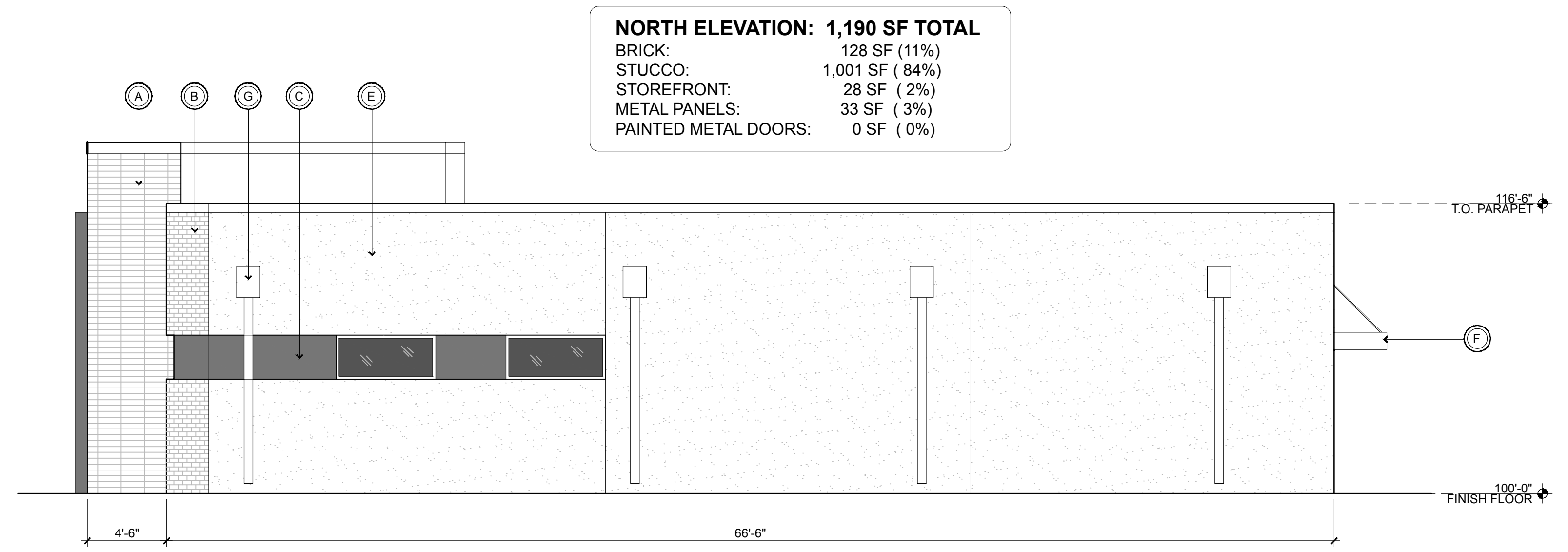
PROPERTY DESCRIPTION

ACRES: 1.170 ACRES
 ADDRESS: 4551 BELTWAY DRIVE, BEING PART OF TRACT III, BELTWAY OFFICE PARK, AN ADDITION OF THE CITY OF ADDISON, DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 77086, PAGE 26, MAP RECORDS, DALLAS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED IN DEED TO WANNEE WHITIS AND HUSBAND KITTI CHAI VICHYASTIT, RECORDED IN VOLUME 2000040, PAGE 4225, DEED RECORDS, DALLAS COUNTY, TEXAS.

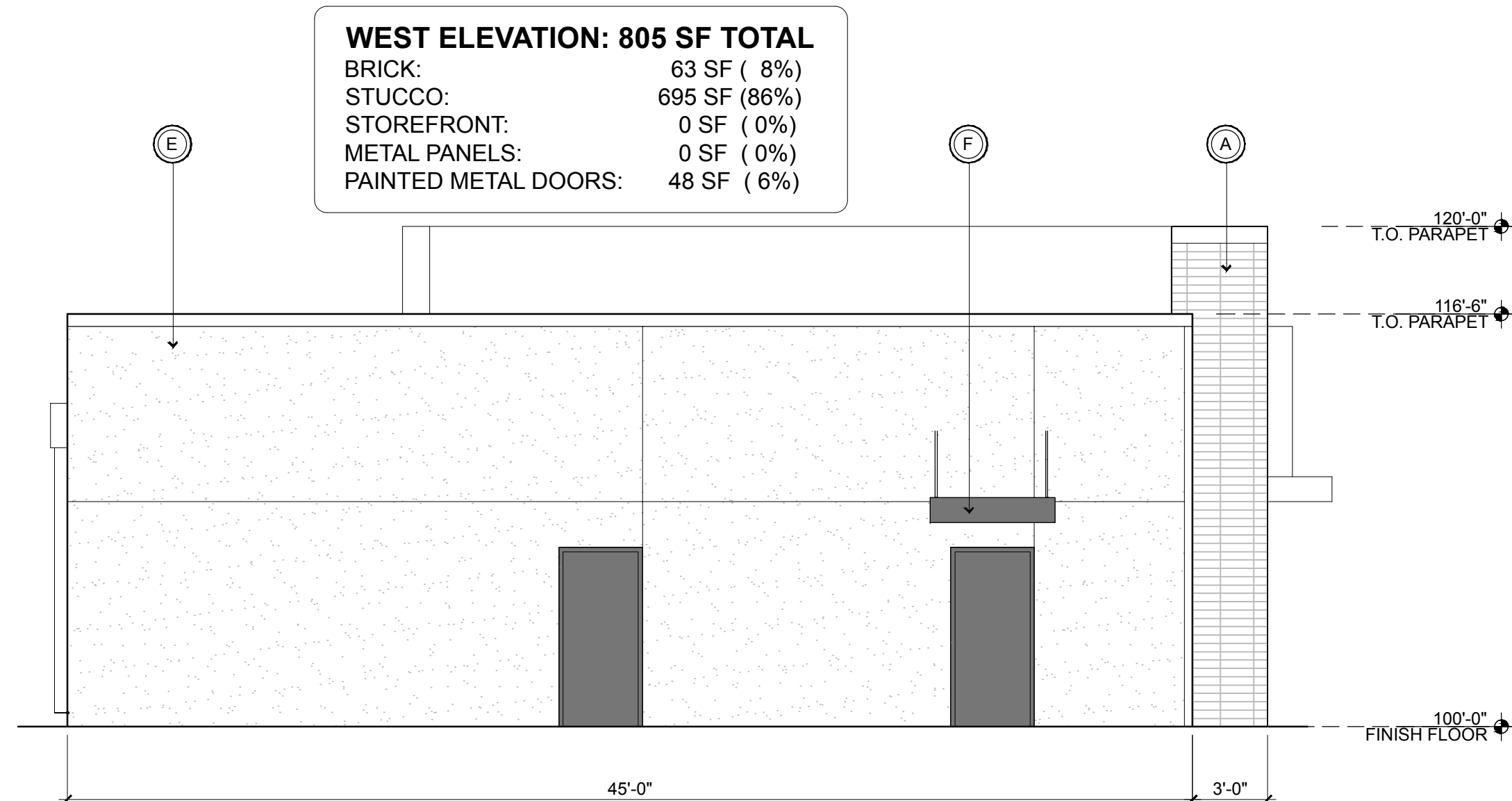
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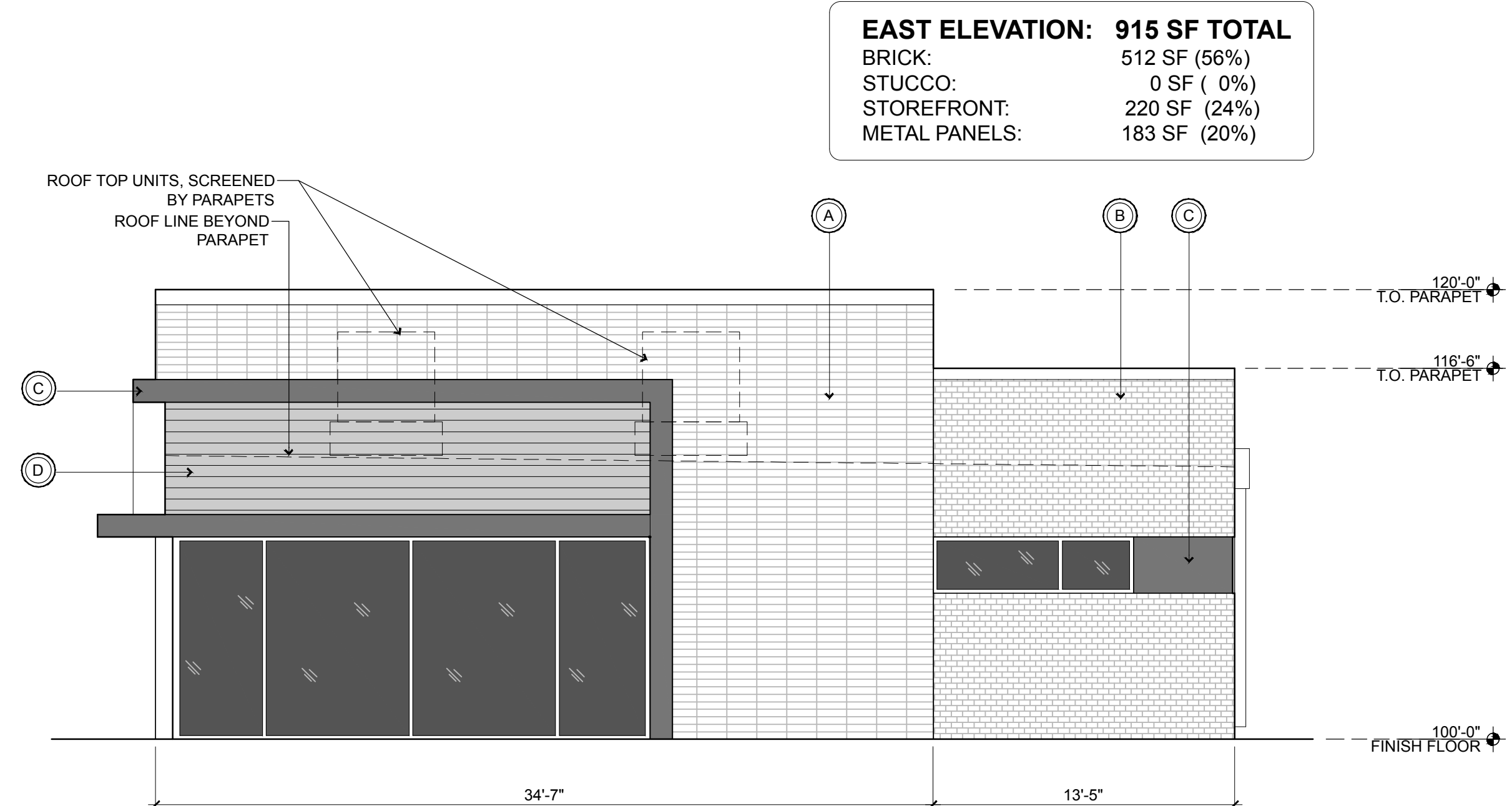
5 TYPICAL DUMPSTER ENCLOSURE ELEVATIONS
 SCALE: 3/16" = 1'-0"



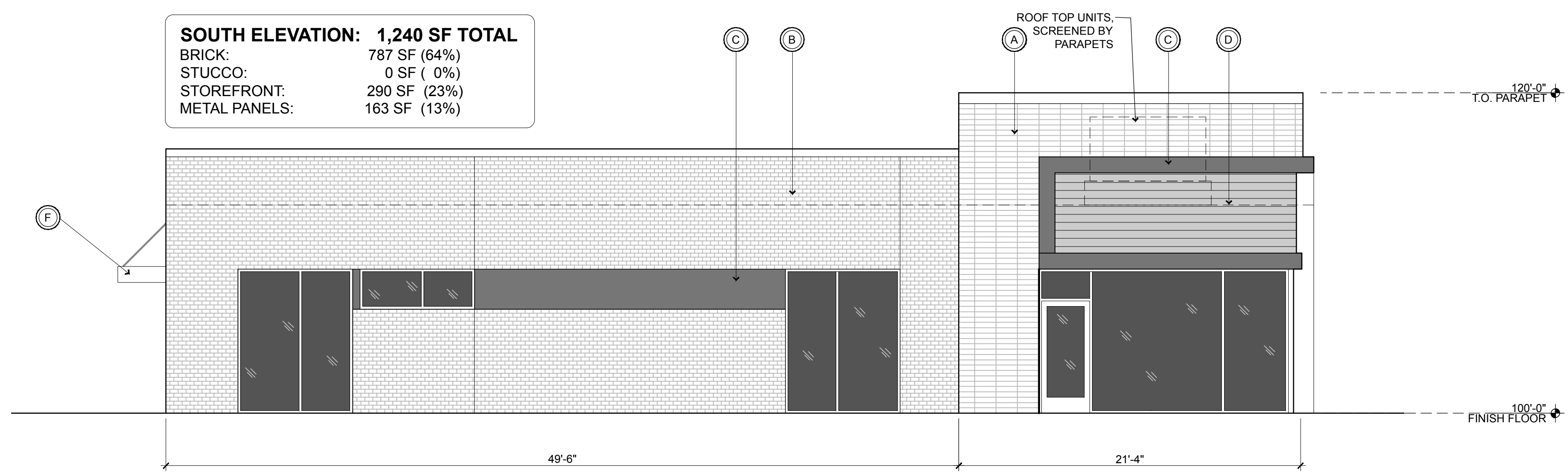
4 NORTH ELEVATION
 SCALE: 3/16" = 1'-0"



3 WEST ELEVATION
 SCALE: 3/16" = 1'-0"



2 EAST ELEVATION (FRONT)
 SCALE: 3/16" = 1'-0"



1 SOUTH ELEVATION (FRONT)
 SCALE: 3/16" = 1'-0"

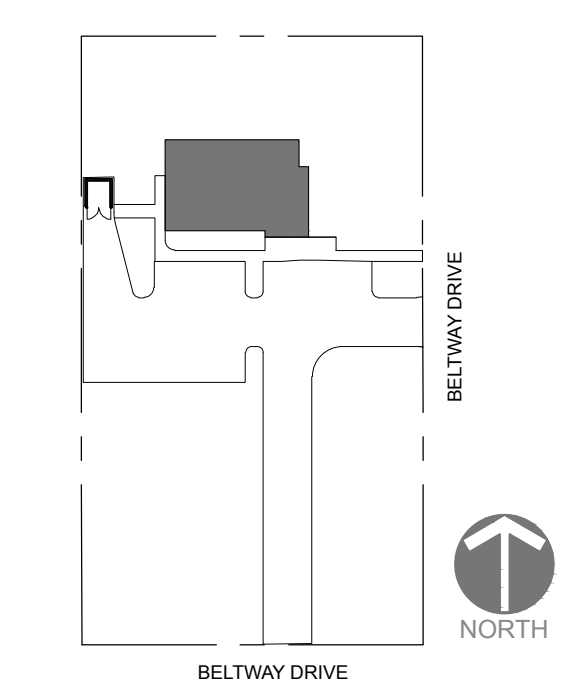
MATERIAL KEY PLAN

- (A)** ACCENT FACE BRICK, STACK BOND:
 MANUFACTURER: INTERSTATE BRICK
 COLOR: ASH
 SIZE: MODULAR
- (B)** FACE BRICK, RUNNING BOND:
 MANUFACTURER: INTERSTATE BRICK
 COLOR: PEWTER
 SIZE: MODULAR
- (C)** ARCHITECTURAL METAL WALL PANELS
 MANUFACTURER: BERRIDGE MANUFACTURING CO.
 COLOR: MATTE BLACK
 SIZE: FW-12 PANEL, NO GROOVES
- (D)** ARCHITECTURAL METAL WALL PANELS
 MANUFACTURER: LONGBOARD
 COLOR: WOOD GRAIN, DARK FIR
 SIZE: TOUNGUE & GROOVE SIDING, 6" CHANNEL PROFILE
- (E)** TRADITIONAL PORTLAND CEMENT STUCCO
 3-COAT STUCCO SYSTEM, COLOR TO MATCH
 FACE BRICK, PEWTER GREY
- (F)** CANOPY: PREFABRICATED 8" TALL G-STYLE
 GUTTER FASCIA, U-PANEL DECKING, WITH
 SCUPPER & STAINLESS STEEL HANGER RODS.
 MANUFACTURER: LAWRENCE FABRIC & METAL
 STRUCTURES
 COLOR: MATTE BLACK
- (G)** ALUMINUM SCUPPER & DOWNSPOUT SYSTEM.
 COLOR: MATTE BLACK

FAÇADE PLAN NOTES

1. THIS FAÇADE PLAN IS FOR CONCEPTUAL PURPOSES ONLY. ALL BUILDING PLANS REQUIRE REVIEW AND APPROVAL BY DEVELOPMENT SERVICES.
2. ALL MECHANICAL UNITS SHALL BE SCREENED FROM PUBLIC VIEW AS REQUIRED BY THE ZONING ORDINANCE.
3. WHEN PERMITTED, EXPOSED UTILITY BOXES AND CONDUITS SHALL BE PAINTED TO MATCH THE BUILDING.
4. ALL SIGNAGE AREAS AND LOCATIONS ARE SUBJECT TO APPROVAL BY DEVELOPMENT SERVICES.
5. ROOF ACCESS SHALL BE PROVIDED INTERNALLY, UNLESS OTHERWISE PERMITTED BY THE CHIEF BUILDING OFFICIAL.

KEY PLAN



PROJECT TEAM

OWNER:
 WANNEE & KITTICHAJ VICHYASTIT
 1729 IRVING BLVD
 DALLAS, TEXAS 75207

ARCHITECT:
 THRASHER WORKS, LLC
 509 N. WINNETKA AVE, #201B
 DALLAS, TEXAS 75208
 214.293.3498
 CONTACT: KAREN THRASHER, AIA
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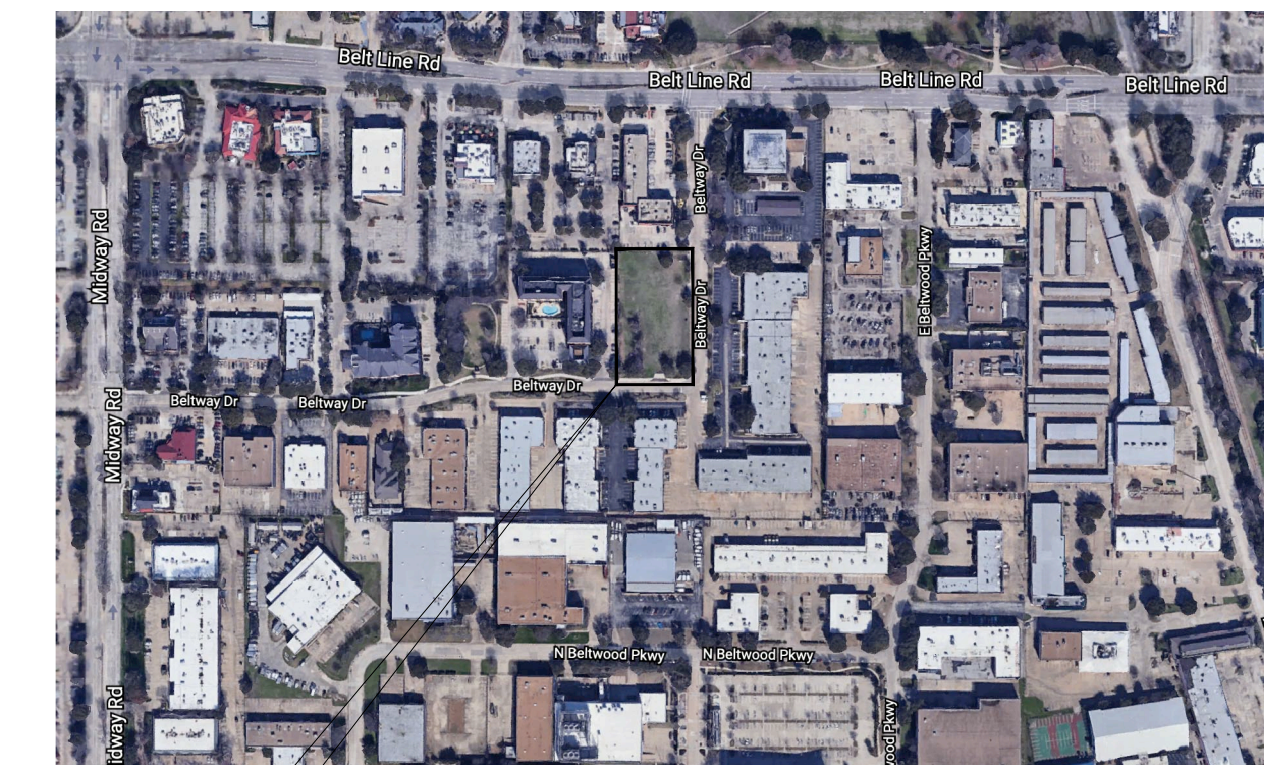
PROPERTY DESCRIPTION

ACRES: 1.170 ACRES
 ADDRESS: **4551 BELTWAY DRIVE, BEING** PART OF TRACT III, BELTWAY OFFICE PARK, AN ADDITION OF THE CITY OF ADDISON, DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 77086, PAGE 26, MAP RECORDS, DALLAS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED IN DEED TO WANNEE WHITIS AND HUSBAND KITTICHAJ VICHYASTIT, RECORDED IN VOLUME 2000040, PAGE 4225, DEED RECORDS, DALLAS COUNTY, TEXAS.

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VICINITY MAP



PROJECT LOCATION

PROJECT TEAM

OWNER:
 WANNEE & KITTICHAJ VICHYASTIT
 1729 IRVING BLVD
 DALLAS, TEXAS 75207
 214-682-1629

ARCHITECT:
 THRASHER WORKS, LLC
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THIS DOCUMENT, ISSUED ON 07.15.2021 BY KAREN M THRASHER, ARCHITECT, STATE OF TEXAS, LICENSE NUMBER 13397. NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION.

CONCEPTUAL FLOOR PLAN

A2.0



1

CONCEPTUAL FLOOR PLAN

SCALE: 1/4" = 1'-0"

THRASHER WORKS PROJECT NO. 2107

Planning & Zoning Commission

5.

Meeting Date: 07/20/2021

Agenda Caption:

Present, discuss, and consider action on proposed updates to the Planning and Zoning Commission Rules, Regulations, and Procedures.

Staff Report:

With the presentation of the Planning and Zoning Commission Annual Report, the Commission identified a need to review and make necessary updates to the Commission's Rules, Regulations, and Procedures document, which was last updated in 2004. At the April 19, 2021 Commission Work Session, this process was initiated, with Development Services staff receiving initial feedback and programming time for the May meeting to engage in a more detailed discussion of the existing policy document.

At the May 17, 2021 Work Session, the Commission provided detailed feedback to staff regarding needed updates to this document. With this memo, staff has provided a redline document reflecting that feedback.

Recommendation:

Provide direction for completing updates to the Planning and Zoning Commission's Rules, Regulations and Procedures document.

Attachments

P & Z Rules, Regulations, and Procedures - Proposed Revisions



**RULES, REGULATIONS,
AND PROCEDURES
OF THE
PLANNING AND ZONING
COMMISSION**

July, 2021

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ARTICLE I - AUTHORITY AND POWERS OF THE COMMISSION

The authority and powers of the Addison Planning and Zoning Commission are contained in Appendix A, "Zoning," of the Code of Ordinances of the Town of Addison, Texas, the same being Ordinance No. 66 of the City.

ARTICLE II - ORGANIZATION AND STRUCTURE OF THE COMMISSION

A. Membership

The Planning and Zoning Commission consists of seven (7) members, each ~~appointed by an individual City Council member and appointed~~ approved for service by a majority vote of the City Council for a term of two (2) years and removable for cause by the City Council. Vacancies are filled by the appointment by the City Council of a suitable person to serve a term of two (2) years. Members may not be appointed to serve more than three consecutive terms. If any member misses three (3) consecutive meetings, the Commission may recommend to the City Council that a new Commissioner be appointed to the position in question. Such a recommendation shall require a majority vote of the Commission.

Members of the Commission shall be compensated (\$25.00) per bi-weekly pay period.

B. Officers and Duties of Officers

The Commission shall hold an organizational meeting in January of each year and shall elect a Chair and Vice-Chair from among its members before proceeding to any other matters of business. The City Manager of the City Town shall assign a staff representative to perform as Secretary to the Commission. The Secretary may appoint an Assistant Secretary to serve in the absence of or on behalf of the Secretary.

The Chair, or in ~~his~~ their absence or disability, the Vice-Chair, shall, as presiding officer, preside at all meetings and hearings of the Commission, and shall be entitled to vote on all matters coming before the Commission. In the absence or disability of both the Chair and Vice-Chair, an Acting Chair shall be selected by members present to preside at the meeting where elected.

The presiding officer shall decide all points of order and procedure, subject to these rules, unless otherwise directed by a majority of the members of the Commission present.

The Chair or Vice-Chair shall report at any meeting on any official business taking place that has not come to the attention of the Commission.

The Secretary shall be responsible for all routine correspondence and, subject to these rules and the direction of the Commission, all correspondence regarding zoning amendments, site plans, subdivision developments and other matters. The Secretary shall be responsible for all notices, attend all meetings or hearings of the Commission, keep the minutes, compile the records and maintain the files and ~~indexes~~ records.

C. Rules of Order

Roberts Rules of Order, latest revision, shall be the Commission's final authority on all questions of procedure and parliamentary law not covered by these Rules of Procedure.

D. Suspension of Rules

Any provision of these rules not governed by City Town Ordinance may be temporarily suspended by a favorable two-thirds vote of all members of the Commission, which vote shall be entered upon the minutes.

ARTICLE III - DUTIES OF THE COMMISSION

A. Duties Invested by Council

The Planning and Zoning Commission is charged by ordinance with the following duties and invested with the authority to collaborate with and provide direction to Town staff to:

- (a) Inspect property and premises at reasonable hours where required in the discharge of its responsibilities under the laws of the State of Texas and of the City Town.
- (b) Formulate and recommend to the City Council for its adoption a City Comprehensive Plan for the orderly growth and development of the City Town and its environs, and from time to time recommend such changes in the Plan as it finds will facilitate the movement of people and goods, and the health, recreation, safety and general welfare of the citizens of the City Town.
- (c) Formulate a zoning plan and Official Zoning Map as may be deemed best to carry out the goals of the City Comprehensive Plan; hold public hearings and make recommendations to the City Council relating to the creation, amendment, and implementation of zoning regulations and districts as provided in Chapter 211 of the Texas Local Government Code, as amended, authorizing cities and incorporated villages to pass regulations; all powers granted under said Act are specifically adopted and made a part hereof.
- (d) Exercise all the powers of a commission as to approval or disapproval of plans, plats or replats and vacations of plans, plats or replats, as set out in Chapter ~~211~~ 212 of the Texas Local Government Code.
- (e) Study and recommend on the location, extension and planning of public rights-of-way, parks or other public places, and on the vacating or closing of same.
- (f) Study and recommend on the general design and location of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances. Study and recommend on the design or alteration and on the location or relocation of works of art which are, or may become, the property of the City Town.
- (g) Initiate, in the name of the City Town, for consideration at public hearing all proposals: (1) for the original zoning of annexed areas; and (2) for the change of zoning district boundaries on an area-wide basis. No fee shall be required for the filing of any such proposal in the name of the City Town.
- (h) Formulate and recommend to the City Council for its adoption policies and regulations consistent with the adopted City Comprehensive Plan governing the location and/or operation of utilities, public facilities and services owned or under the control of the City Town.
- (i) Keep itself informed with reference to the progress of city planning in the United States and other countries and recommend improvements in the adopted plans of the City Town.
- (j) 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.

ARTICLE IV - MEETINGS

A. Quorum

A quorum shall consist of four (4) members.

B. Agenda

An agenda shall be prepared by the Secretary for each meeting of the Commission. There shall be attached to each agenda a report of matters pending further action by the Commission. A copy of the agenda shall be posted as required by law at least 72 calendar hours before the scheduled time of the meeting, except as otherwise provided by law.

C. Regular Meetings

Regular meetings shall be held on the ~~fourth (4th) Thursday~~ third (3rd) Tuesday of each month in the Council Chambers of the ~~City~~ Town Hall or other designated Town facility, unless otherwise determined by the Commission.

D. Special Meetings

Special meetings for any purpose may be held: (1) on the call of the Chair or Secretary, or (2) on request of two or more members and by giving written notice to all members ~~deposited in the mail by email~~ at least 48 hours before the meeting, or (3) as may be scheduled by a majority of the Commission at any previous meeting. The time and place of the special meeting shall be determined by the convening authority.

E. Public Meetings

All meetings shall be held in full compliance with the provision of ~~state~~ State law, ordinances of the ~~City~~ Town and these Rules of Procedure. Any party in interest may appear ~~in~~ on his their own behalf or be represented by counsel or agent.

F. Planning Sessions

The Commission may be convened as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a planning session, provided that no official business shall be conducted thereafter and no quorum shall be required.

ARTICLE V - OFFICIAL RECORDS

A. Official Records - Definition

The official records shall be these rules and regulations and the minutes of the Commission together with all findings, decisions and other official records of the Commission.

B. Recording of Vote

The minutes of the Commission's proceeding shall show the vote of each member, or if absent or failing to vote, shall indicate that fact.

C. Files - Retention

All matters coming before the Commission shall be filed in the City's Town's records. Original papers or electronic files of all requests and proposals shall be retained as a part of the permanent record.

D. Public Record

The official records and citizen requests filed for Commission action shall be on file in the office of the Secretary to the Commission and shall be open to public inspection during customary working hours.

ARTICLE VI - APPLICATION PROCEDURES

A. Written Request Required

Every proposal submitted for Commission action shall be made in writing by the appropriate application forms which are provided by the City Town. The proposal shall be filed on said forms, shall be accompanied by all prescribed fees, and shall be complete in all respects before being accepted for filing.

B. Schedules and Instructions

Every proposal or request for Commission action or recommendation shall be filed, processed and considered in accordance with specific schedules and instructions established by the Secretary.

C. Submission of Supporting Information

Information supporting a request or recommendation to approve or disapprove any proposal before the Commission shall be submitted only through the Secretary in writing or to the Commission in public meeting.

D. Withdrawal of Proposal

When any applicant desires to withdraw his their proposal he they may do so by filing a written request to that effect with the Secretary. Such request shall be effective upon the date of its official receipt, provided, however, that no such request shall be valid after notices have been mailed, except on action of the Commission. Withdrawal of a proposal at any stage of its processing shall terminate all consideration of it by the City Town, and the case file thereon shall be closed.

ARTICLE VII - HEARINGS AND DECISIONS

A. Order of Business

The Chair shall call the Commission to order, and the members present and absent shall be recorded. The minutes of any preceding meeting shall be submitted for approval. The public shall be advised of the procedures to be followed in the meeting; The Secretary shall publicly advise the Commission of any communications received pertaining to any matter before the Commission.

The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing together with such other matters of business and the findings and considerations of the Commission shall be reported by the Commission or the Secretary.

B. Presentation or Hearing of Proposals

1. The Commission shall call, or cause to be called by the Chair, each proposal in such order as to be in accord, as near as practicable, with ~~the hearing time specified in the notice of public hearing~~ its placement on the meeting agenda.
2. The Chair shall next call on the staff for a factual summary and presentation relative to the proposal and shall afford the staff an opportunity to call to the attention of the Commission any additional pertinent communications.
3. The Chair shall then call on persons present who wish to speak to the proposal and shall direct that they speak in the following order:
 - 1) The applicant or ~~his~~ their representative
 - 2) ~~Those persons in support~~ All other individuals in the order of receipt of requests
 - 3) ~~Those persons in opposition~~

Whenever necessary the Chair shall direct that all remarks shall be germane to the proposal. No rebuttal shall be permitted by either side, but the Commission may direct questions to any speaker in order to clarify statements and facts presented.

4. The Chair shall then declare the public presentation or hearing closed, as to that proposal.

C. Motions

A motion may be made by any member other than the presiding officer. Except as otherwise provided by law or these Rules, a motion to approve any matter before the Commission or to recommend approval of any request requiring Commission action shall require the majority of the votes of the members present.

D. Disqualification from Voting

1. A member shall ~~disqualify himself be disqualified~~ from voting whenever ~~he finds that he has~~ there is a personal or monetary interest in the property that is the subject of the matter under consideration, or ~~that he~~ where they will be directly affected by the decision of the Commission.
2. A member may disqualify ~~himself~~ themselves from voting whenever any applicant, or ~~his~~ their agent, has sought to influence the vote of the member on ~~his~~ their application, other than in the public hearing, and the member determines that ~~he~~ they cannot be independent and impartial in ~~his~~ their decision.

ARTICLE VIII - CERTIFICATION AND AMENDMENTS

A. Copy Filed With City Secretary

A copy of these Rules of Procedure and of any amendments thereto shall be filed in the office of the City Secretary within ten days following their date of adoption.

B. Repealing Clause

All previously adopted Rules of Procedure of the Commission shall be and the same are hereby expressly repealed.

C. Amendments

Except as otherwise provided, amendments to these Rules of Procedure may be adopted by the Commission at any meeting upon the affirmative vote of a majority of the entire membership, provided such amendment is proposed at a preceding meeting and recorded in the minutes of such meeting. By ~~unanimous~~ majority vote of the entire Commission membership, amendments may be adopted at the meeting at which such amendments are introduced, but shall not become effective until the next regular meeting.

ADOPTED

This ____ day of _____, ~~2004~~, 2021.

Chair

ATTESTED:

Commission Secretary

* * * * *

Filed in the Office of the City Secretary this _____ day of _____, ~~2004~~ 2021.

City Secretary

Town of Addison, Texas