



**ADDISON**

**Planning & Zoning Commission**

**2021 Annual Report**

## **Overview**

The Planning and Zoning Commission is governed by its adopted Rules, Regulations, and Procedures. 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.”

This document shall serve as the Commission’s progress report, and the attendance record of all members is included for City Council review and use.

## **A Year of Transition**

Evolving pandemic conditions and personnel changes for the Commission and Town staff ushered in a year of transition for the Commission. With former Chair Kathryn Wheeler transitioning off of the Commission to serve on City Council, Denise Fansler was appointed to serve on the Commission. The Commission members subsequently elected Eileen Resnik to serve as Chair and Tom Souers to serve as Vice Chair for 2021. In February, Ken Schmidt joined Town staff to serve as the Director of Development Services, and in July, Jenifer Tedrick joined Town staff to serve as the Planning and Development Manager.

As our ability to mitigate the impacts of the pandemic improved, the Commission transitioned to a hybrid meeting format, with the Commission and Town staff meeting in person, and meeting participants having the option to participate in person or via Zoom. With this change in meeting format, the Commission also moved its monthly work session to immediately precede the regular meeting. With these changes, the Commission also reviewed and updated their Rules, Regulations, and Procedures. That document was last updated in 2004.

Commission meeting attendance remained very strong in 2021, with only one absence accrued for the year. The following Commissioners had perfect attendance during their tenure on the Commission in 2021 – Robert Catalani, John Meleky, Eileen Resnik, Nancy Craig, Denise Fansler, and Tom Souers. Please see the “2021 Meeting Attendance” exhibits for detailed attendance information for each commissioner.

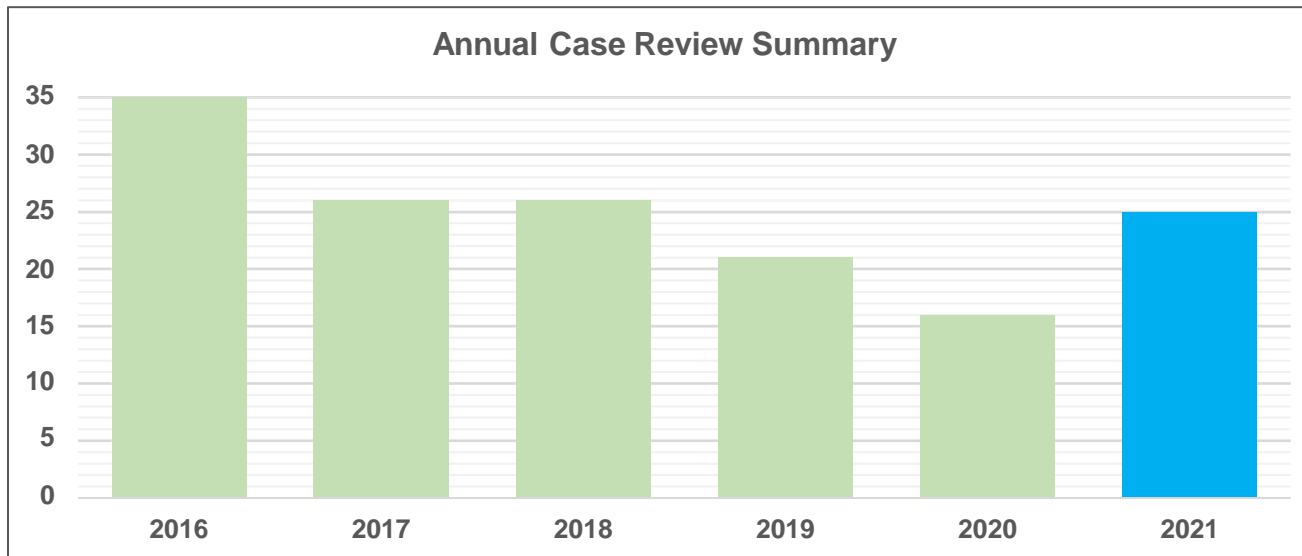
In addition to their regular meetings, Commission members also participated in three joint meetings with the City Council in order to provide feedback on the re-initiated Unified Development Code project.

## 2021 Case Summary

Overall, the Commission experienced an increased workload that was more reflective of pre-pandemic conditions. This can largely be attributed to increased restaurant activity following the drawdown of pandemic-driven occupancy and service restrictions.

Over the course of nine regular meetings and one special meeting held in 2021, the Planning and Zoning Commission reviewed 25 cases. This case load was comprised of the following:

- 9 Rezoning and Development Plan Requests
- 15 Special Use Permit Requests
- 1 Plat



As shown in the chart above, the 25 cases reviewed this year reflects a 56 percent increase from the 2020 case load. Please see the “Project Review History” exhibit to view a comparison of the annual case load by project type.

Key trends from this historical data show that 2021 was largely consistent with pre-pandemic conditions, with the exception of the amount of Plat applications the Town received. If 2021 had followed those pre-pandemic trends for plat applications, our overall case load would have tracked with the 2016 five-year peak.

## **Notable Projects and Development Trends**

Several key development trends took shape in 2021. These include:

- **Strong Restaurant Demand in the Belt Line Road Corridor**  
Restaurant growth was the dominant trend of 2021, with substantial investment continuing at Belt Line Rd and Montfort Drive, through new concepts such as Loro Asian Smokehouse, Jeni's Splendid Ice Creams, Pressed, La La Land Kind Café, and TK's Place. Additional investment occurred at the western end of the Belt Line corridor, through the introduction of Wing Boss and PokeWorks.
- **Additional Townhome Supply – Addison Grove and Vitruvian**  
The next phase of the Addison Grove Townhomes will bring 33 additional "for sale" townhomes, with 17 of these homes being "Live/Work", allowing the homeowner to operate a small business on the ground floor. In the Vitruvian Park neighborhood, 85 "for rent" townhome units will be developed at the southeast corner of Vitruvian Way and Spring Valley Road. These new townhomes will contribute to the diversity of the Town's housing inventory.
- **Continued Evolution of the Greenhill School and Trinity Christian Academy Campuses**  
Greenhill School and Trinity Christian Academy continue to implement their campus master plans. Construction of a new middle school building on the TCA campus is ongoing and will be completed for the start of the 2023 school year. Construction of Greenhill School's Math, Science, and Innovation (MSI) building will commence this winter, with a planned completion date of Fall, 2023.

Please see the "Project Map – 2021 Cases" exhibit to see the location of each case by project type.

## **Commission Goals for 2022**

Commission goals for the 2022 calendar year include:

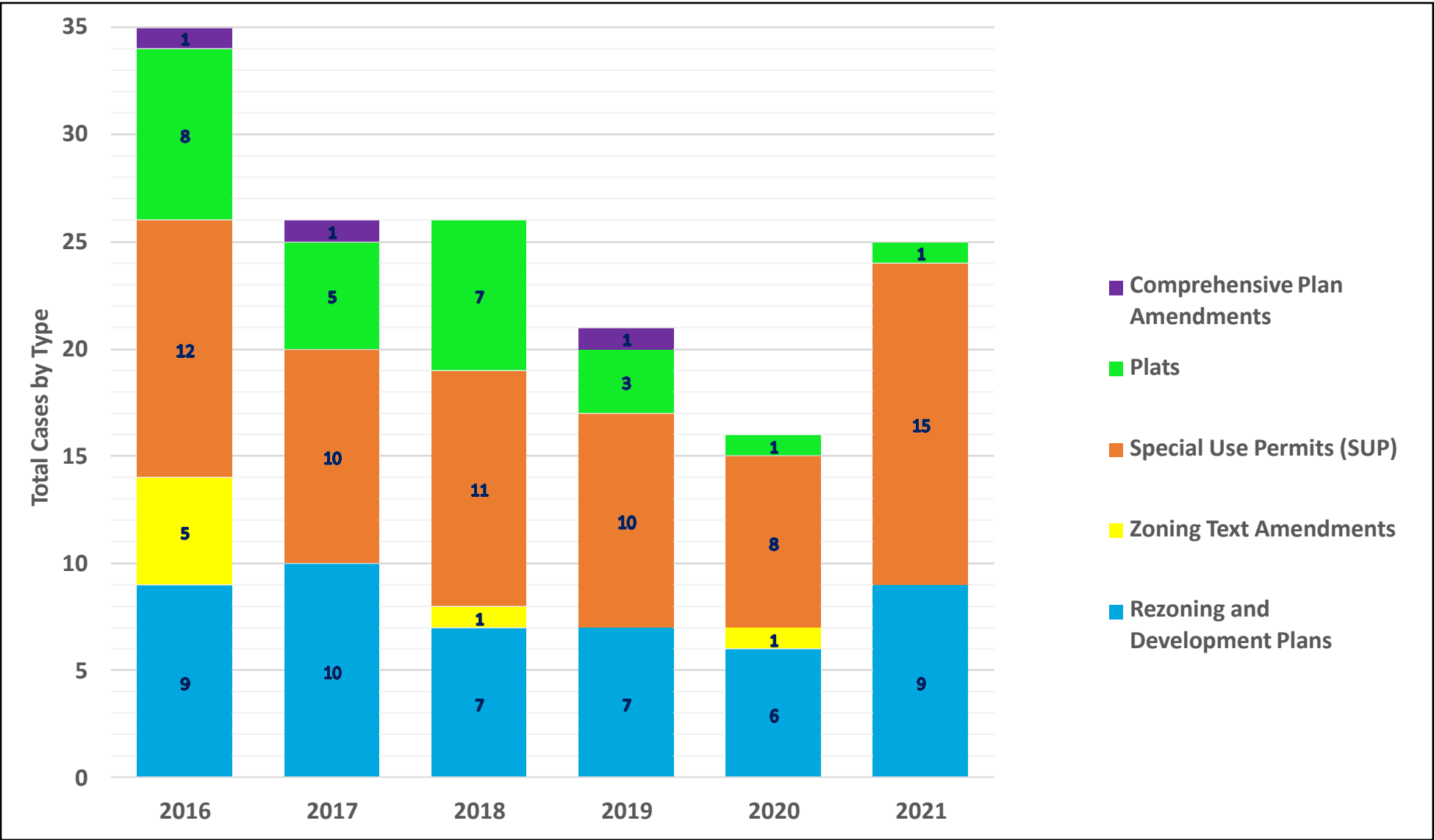
- Execution of the 2022 Planning and Development Work Program (see attached). Major areas of focus will include implementation of the UDC and review of the TOD zoning entitlements.
- Renewed focus on sustainability in the development review process, addressing issues such as recycling, sidewalk connectivity, preservation of tree canopy, and replacement of lost landscape.
- Process improvements targeting pre-meeting staff communication, the agenda and packet process, and Commission meeting procedures.
- Internal and external training and development opportunities for the Commission and staff.

# MEETING ATTENDANCE - 2021

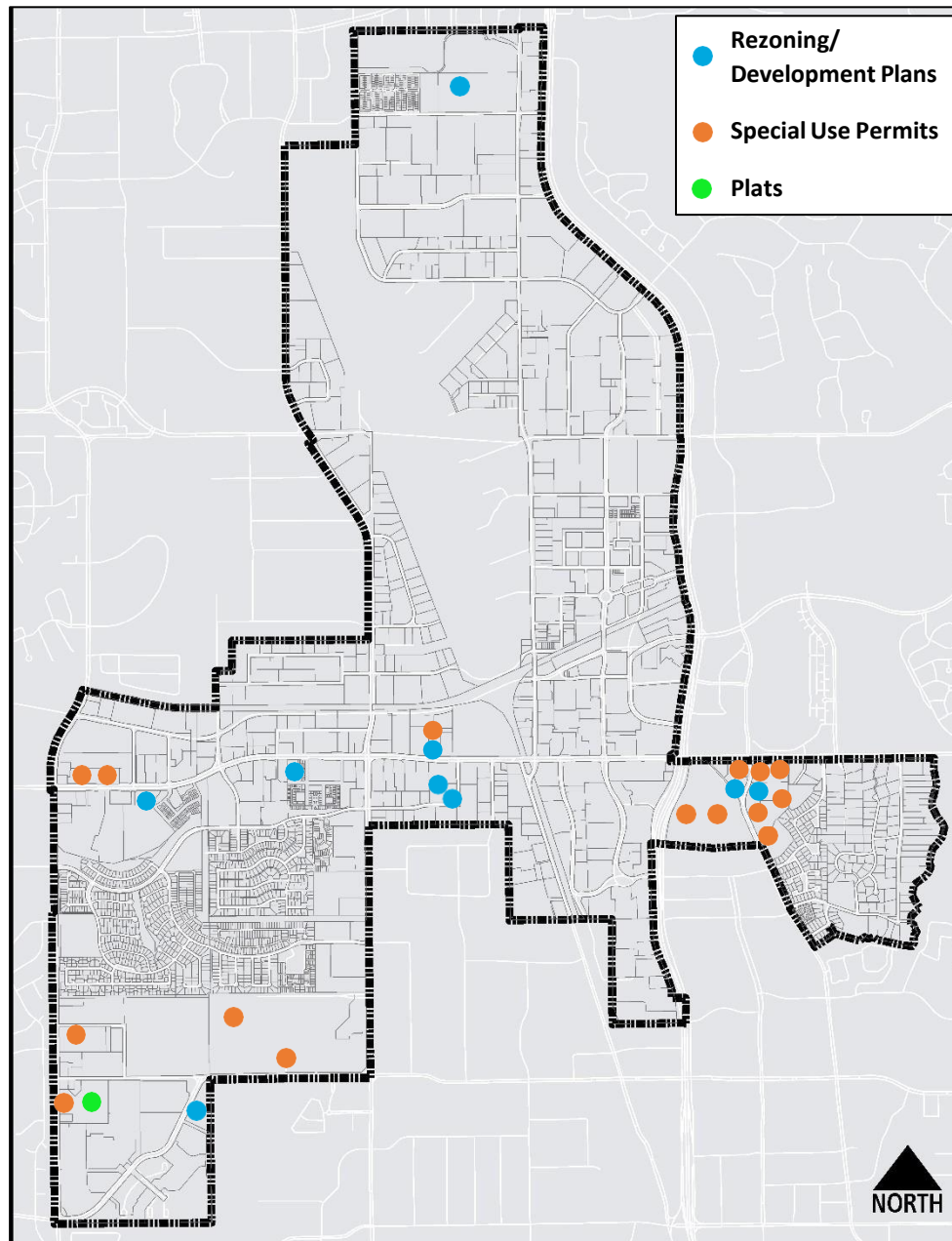
Planning and Zoning Commissioner Attendance Summary - 2021				
Commissioner	Present	Absent	Eligible	Attendance Rate
Catalani, Bob	10	0	10	100%
Craig, Nancy	10	0	10	100%
DeFrancisco, Chris	9	1	10	90%
Fansler, Denise	10	0	10	100%
Meleky, John	10	0	10	100%
Resnik, Eileen (Chair)	10	0	10	100%
Souers, Tom (Vice Chair)	10	0	10	100%
<b>Average</b>				<b>98.6%</b>

Planning and Zoning Commissioner Attendance Record by Meeting - 2021													
Commissioner	21-Jan	16-Feb	16-Mar	20-Apr	18-May	21-Jun	20-Jul	17-Aug	21-Sep	19-Oct	16-Nov	7-Dec	21-Dec
Catalani, Bob	No Meeting	No Meeting	P	P	P	No Meeting	P	P	P	P	P	P	P
Craig, Nancy			P	P	P		P	P	P	P	P	P	P
DeFrancisco, Chris			P	P	P		P	A	P	P	P	P	P
Fansler, Denise			P	P	P		P	P	P	P	P	P	P
Meleky, John			P	P	P		P	P	P	P	P	P	P
Resnik, Eileen (Chair)			P	P	P		P	P	P	P	P	P	P
Souers, Tom (Vice Chair)			P	P	P		P	P	P	P	P	P	P
<b>Average</b>			<b>N/A</b>	<b>N/A</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>	<b>N/A</b>	<b>100%</b>	<b>85.7%</b>	<b>100%</b>	<b>100%</b>

# PROJECT REVIEW HISTORY



# PROJECT MAP – 2021 CASES



# 2021 PROJECT UPDATES

COMPLETED PROJECTS



5290 BELT LINE ROAD, SUITE 112B



5294 BELT LINE ROAD, SUITE 110



5290 BELT LINE ROAD, SUITE 104



3765 BELT LINE ROAD



# 2021 PROJECT UPDATES

DISTRICT (SPRING 2022)



TK'S PLACE (JANUARY 2022)



LOW KEY POKE JOINT EXPANSION (SPRING 2022)



OAK'D BBQ (SUMMER 2022)



UNDER CONSTRUCTION

# 2021 PROJECT UPDATES

UNDER CONSTRUCTION

DUTCH BROS COFFEE (SPRING 2022)



14310 MARSH LN

ADDISON GROVE TOWNHOMES, PH II (2022/23)



4150 BELT LINE RD

TCA MIDDLE SCHOOL (FALL 2022)



17001 ADDISON RD

POKEWORKS (SPRING 2022)



3719 BELT LINE ROAD

# 2021 PROJECT UPDATES

BISCUIT BAR (SUMMER 2022)



5294 BELT LINE RD, SUITE 106

LORO (SUMMER 2022)



14999 MONTFORT DR

TIERRA ENCANTADA (FALL 2022)



14450 MARSH LN

BELTWAY MED. OFFICE (WINTER 2023)



4551 BELTWAY DR

GREENHILL MSI BUILDING (FALL 2023)



4141 SPRING VALLEY RD

VITRUVIAN TOHNHOMES (2023/2024)



3900 SPRING VALLEY RD

## PRE-CONSTRUCTION

**Key Focus Area #1: Development Review and Zoning Enforcement**

Goal #1: Complete review of the final two phase of the Unified Development Code (UDC) Project	Q4, 2021	Q2, 2022	Ongoing
Goal #2: Facilitate adoption and implementation of the UDC	Q3, 2022	Q4, 2022	Not Initiated
Goal #3: Facilitate entitlement process for the Addison Circle Transit-Oriented Development (TOD) project and future phases of ongoing master planned developments	Q3, 2022	Q4, 2022	Not Initiated
Goal #4: Begin/continue implementation of adopted master plans and special area studies	Recurring	Recurring	Ongoing

**Key Focus Area #2: Long Range Planning**

Goal #1: Complete Sam's Club Special Area Study	Q2, 2021	Q2, 2022	Ongoing
Goal #2: Establish advisory committee, select consultant, and initiate Comprehensive Plan Update	Q3, 2022	Q4, 2022	Not Initiated

**Key Focus Area #3: Community Engagement**

Goal #1: Establish community outreach inventory that identifies neighborhood/apartment community leadership, as well as key business property owners and managers	Q2, 2022	Q3, 2022	Not Initiated
Goal #2: Create a neighborhood meeting process to facilitate community input on the front end of the zoning process	Q1, 2022	Q3, 2022	Ongoing
Goal #3: Create a Development Services Department Annual Report to communicate key development/demographic trends	Q1, 2022	Q4, 2022	Ongoing
Goal #4: Conduct outreach to business community to help them navigate Town zoning and development requirements (i.e. SUP process)	Recurring	Recurring	Ongoing

**Key Focus Area #4: Process Improvement and Customer Service**

Goal #1: Review and Update Public Meeting procedures to better address hybrid meeting format	Q1, 2022	Q2, 2022	Ongoing
Goal #2: Evaluate and implement needed improvements to Town plan and permit management system	Recurring	Recurring	Ongoing
Goal #3: Review and update P & Z packet and staff report format	Q1, 2022	Q3, 2022	Not Initiated
Goal #4: Expand use of GIS in development visualization and records management	Recurring	Recurring	Not Initiated
Goal #5: Update development review Standard Operating Procedures (SOPs) and administrative tools	Recurring	Recurring	Ongoing
Goal #6: Create a database to document Town action on Planning & Zoning Commission cases	Q1, 2022	Recurring	Not Initiated

**Key Focus Area #5: Commission and Staff Development**

Goal #1: Conduct relevant internal training on annual basis with the Commission	Q2, 2022	Q4, 2022	Not Initiated
Goal #2: Plan a development tour to visit regional best practices for infill and redevelopment (every other year)	Q3, 2022	Q3, 2022	Not Initiated
Goal #3: Conduct periodic site visits to Town projects to support the review process and to assess lessons learned	Q2, 2022	Q4, 2022	Not Initiated
Goal #4: Provide access to online and local training events for Planning Commissioners	Recurring	Recurring	Not Initiated