



**PLANNING AND ZONING COMMISSION  
ANNUAL ORGANIZATIONAL MEETING**

**THURSDAY, JANUARY 6, 2022**

**ADDISON TREEHOUSE  
14681 MIDWAY ROAD, SUITE 200, ADDISON, TX 75001**

**5:30 PM ORGANIZATIONAL SESSION**

The Planning and Zoning Commission ORGANIZATIONAL MEETING will be held at the Addison TreeHouse, 14681 Midway Road, Suite 200, Addison, Texas 75001 on Thursday, January 6, 2022 at 5:30 PM. Seating for the public will be available using CDC recommended social distancing measures. For more information on the meeting location and ways to view the meeting, please contact Jenifer Tedrick prior to 3:00 pm on the day of the meeting at 972-450-2823 or by emailing [jtedrick@addisontx.gov](mailto:jtedrick@addisontx.gov). The meeting will be live streamed on Addison's website at [www.addisontexas.net](http://www.addisontexas.net).

Call Meeting to Order

1. Administer the Oath of Office to newly appointed Planning and Zoning Commission members.
2. Discuss the election of a Chair and Vice Chair for the Planning and Zoning Commission.
3. Present and discuss the DRAFT 2021 Planning and Zoning Commission Annual Report.
4. Present and Discuss the 2022 Planning and Zoning Commission Calendar.

5. Present and discuss the DRAFT 2022 Planning and Development Work Plan.

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 Annual  
Organizational Meeting**

**2.**

**Meeting Date:** 01/06/2022

---

**Agenda Caption:**

Administer the Oath of Office to newly appointed Planning and Zoning Commission members.

---

**Planning & Zoning Commission Annual  
Organizational Meeting**

**3.**

**Meeting Date:** 01/06/2022

---

**Agenda Caption:**

Discuss the election of a Chair and Vice Chair for the Planning and Zoning Commission.

**Staff Report:**

Staff requests that the Commission discuss member interest in appointments of Chair and Vice Chair for the 2022 Calendar Year. In 2021, Commissioner Resnik served as the Chair, and Commissioner Souers served as the Vice Chair. Commissioner Resnik vacated her position on the Commission on December 31, 2021.

An item requesting formal appointment action will be included in the January 18, 2022 Planning and Zoning Commission Regular Meeting agenda.

**Recommendation:**

Staff seeks direction from the Commission.

---

**Planning & Zoning Commission Annual  
Organizational Meeting**

**4.**

**Meeting Date:** 01/06/2022

---

**Agenda Caption:**

Present and discuss the DRAFT 2021 Planning and Zoning Commission Annual Report.

**Staff Report:**

In the first quarter of each calendar year, The Commission is required by its adopted Rules, Regulations, and Procedures to submit its annual progress report for City Council review. Prior to the Chair of the Commission delivering this report to City Council, staff requests Commission feedback on the proposed content and any Commission goals for 2022. Following receipt of this feedback, staff will make any needed revisions to this document and present it to the Commission for approval at its January 18, 2022 regular meeting.

**Recommendation:**

Staff seeks direction from the Commission.

---

**Attachments**

2021 DRAFT Planning & Zoning Commission Annual Report

---



**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.

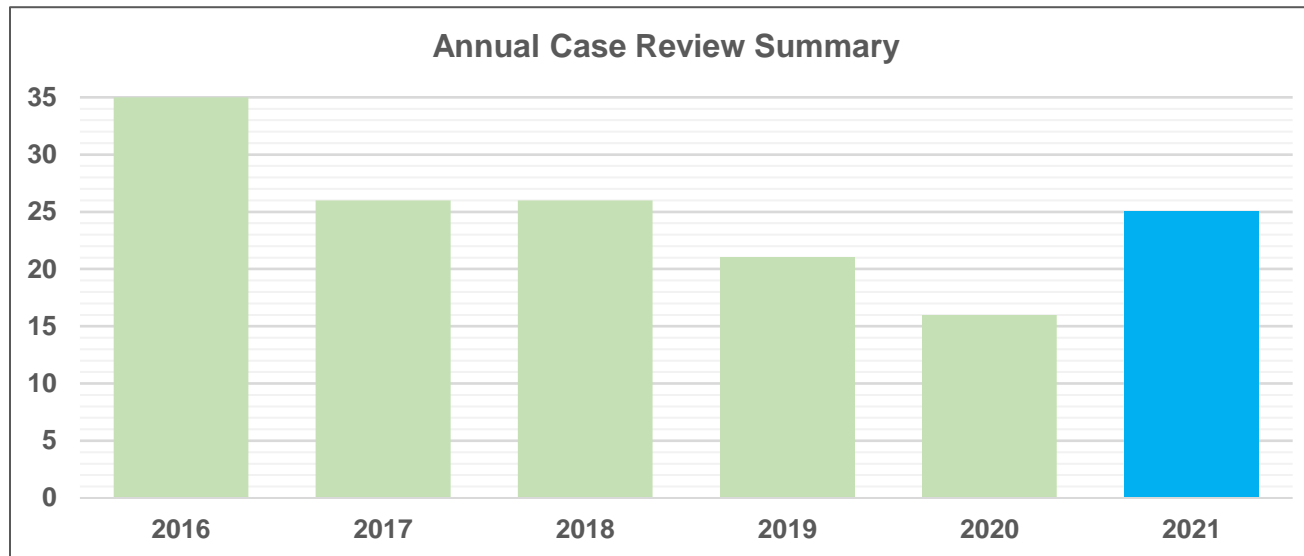
In addition to its regular meeting, Commission member also participating in three joint meetings with the City Council in order to provide feedback on the re-initiated Unified Development Code project.

## 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 out 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 restaurant 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**

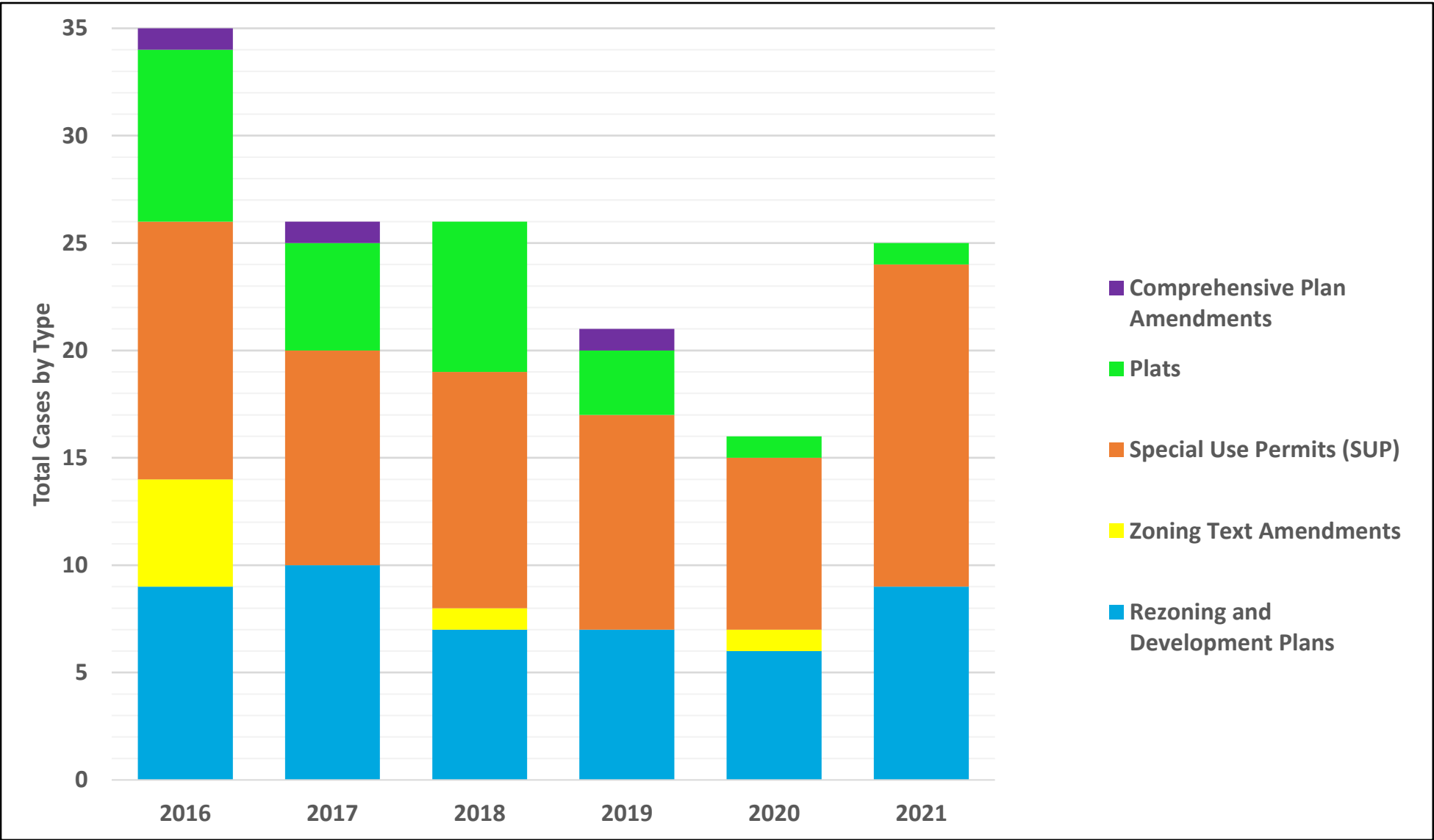
***This section typically identifies Commission needs/priorities for the upcoming year. To identify these needs, staff requests feedback from the Commission and 2021 Commission leadership.***

# MEETING ATTENDANCE - 2021

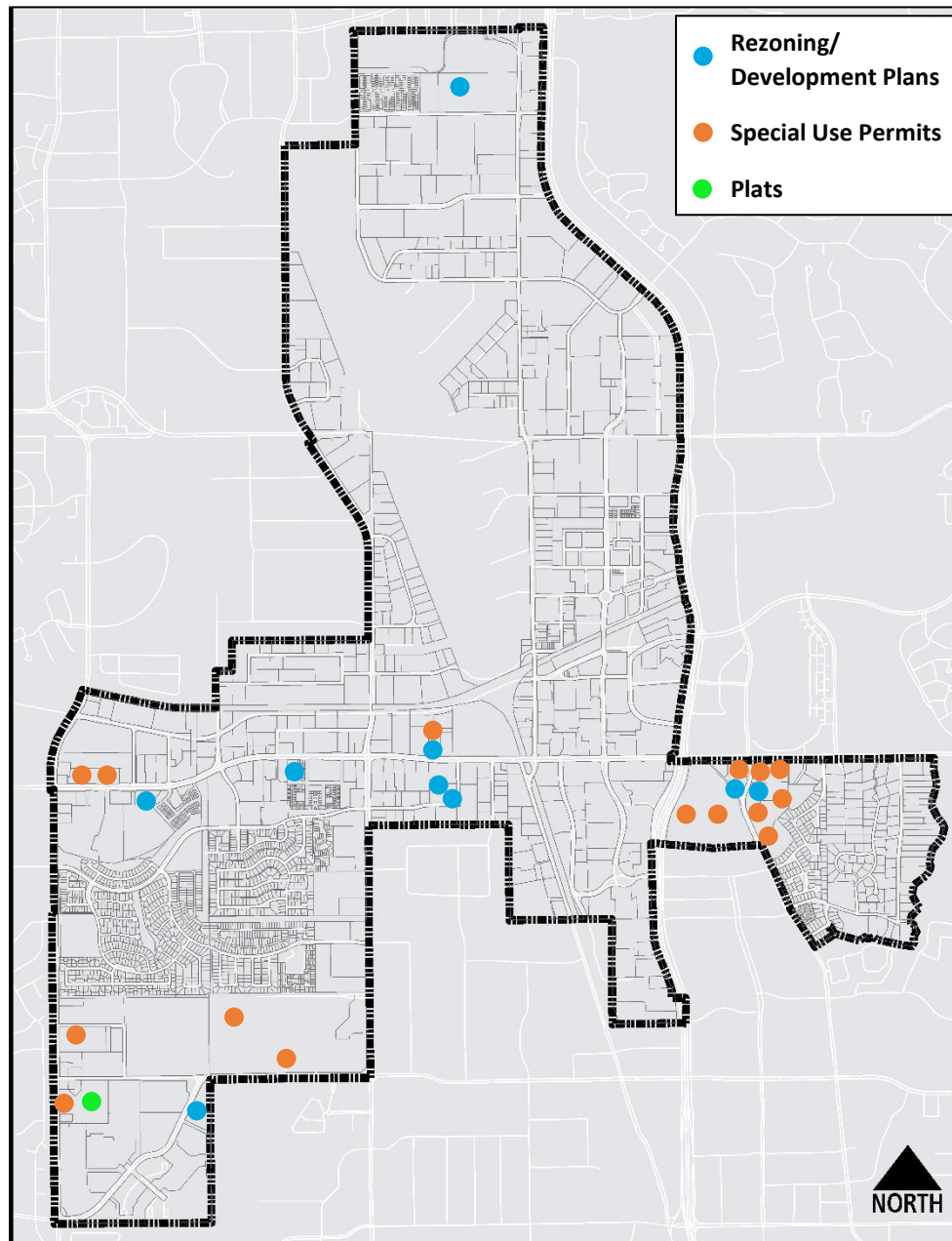
Planning and Zoning Commissioner Attendance Summary - 2021				
Commissioner	Present	Absent	Eligible	Attendance Rate
Catalani, Bob	10	0	10	100%
Craig, Nancy	10	0	10	100%
DeFrancisco, Chris	9	1	10	90%
Fansler, Denise	10	0	10	100%
Meleky, John	10	0	10	100%
Resnik, Eileen (Chair)	10	0	10	100%
Souers, Tom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



5100 BELT LINE RD, SUITE 544

TK'S PLACE (JANUARY 2022)



14854 MONTFORT DRIVE

LOW KEY POKE JOINT EXPANSION (SPRING 2022)



5100 BELT LINE RD, SUITE 868

OAK'D BBQ (SUMMER 2022)



4525 BELT LINE RD

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



**Planning & Zoning Commission Annual  
Organizational Meeting**

**5.**

**Meeting Date:** 01/06/2022

---

**Agenda Caption:**

Present and Discuss the 2022 Planning and Zoning Commission Calendar.

**Staff Report:**

Each year, Development Services staff publishes calendars to guide the submittal, review, and public hearing process for planning and development applications. As the attached schedule is currently drafted, it follows the standard "third Tuesday of the month" schedule for Planning and Zoning Commission meetings. For most circumstances, this schedule is appropriate and should be adhered to. In December, this date falls on the 20th, which is shortly before the Christmas holiday. If an earlier date is desired, Wednesday December 14th or Thursday, December 15th would be appropriate alternatives.

**Recommendation:**

Staff seeks direction from the Commission.

---

**Attachments**

2022 Planning & Zoning Calendar

---



## 2022 Zoning Submittal Calendar

The below submittal schedule reflects the typical timeline for review of zoning applications in the Town of Addison. Based on the complexity of the application, the duration of the review process may vary from this timeline, resulting in consideration of the application at a later Planning and Zoning Commission meeting.

**\*\*ALL DATES SUBJECT TO CHANGE\*\***

Pre-Application Conference	Initial Development Submittal	Final Submittal*	P&Z Commission Meeting	City Council Meeting
Thursday	Friday by Noon	Thursday by Noon	Tuesday, 6:00pm	Tuesday, 7:30pm
November 11	November 19	December 30	January 18	February 8
December 9	December 17	January 27	February 15	March 8
January 6	January 14	February 24	March 15	April 12
February 10	February 18	March 31	April 19	May 24
March 10	March 18	April 28	May 17	June 14
April 14	April 22	June 2	June 21	July 12
May 12	May 20	June 30	July 19	August 9
June 9	June 17	July 28	August 16	September 13
July 14	July 22	September 1	September 20	October 11
August 11	August 19	September 29	October 18	November 8
September 8	September 16	October 27	November 15	December 13
October 13	October 21	December 1	December 20	January 10
November 10	November 18	December 29	January 17	February 14
December 15	December 23	February 2	February 21	March 14

\* Final Submittal reflects the completion of the development review process allowing for public notice to be provided for the Planning and Zoning Commission public hearing.

### **\*\*PRE-APPLICATION CONFERENCE\*\***

To promote a more efficient submittal and review process, it is recommended that applicants schedule a pre-application conference with development review staff prior to submitting a zoning application. Recommended dates are provided above; however, staff is available to facilitate these discussions as soon as a conceptual design can be provided. To schedule a pre-application conference, please contact Jenifer Tedrick at 972-450-2823 or [jtredrick@addisontx.gov](mailto:jtredrick@addisontx.gov).

**Planning & Zoning Commission Annual  
Organizational Meeting**

**6.**

**Meeting Date:** 01/06/2022

---

**Agenda Caption:**

Present and discuss the DRAFT 2022 Planning and Development Work Plan.

**Staff Report:**

Each year, staff prepares work plans for the programs managed by the Development Services Department. With new leadership of the planning and development program, formulation of that work plan is ongoing, and an initial draft is provided for Commission review and feedback. If there are items that the Commission would like staff to address with the work plan, staff would welcome discussion of those items during this organizational meeting.

**Recommendation:**

Staff seeks direction from the Commission.

---

**Attachments**

DRAFT Planning and Development Program 2022 Work Plan

---

# Planning & Development Program

## 2022 Work Plan

**DRAFT**

The logo for Addison, featuring the word "ADDISON" in blue, uppercase, sans-serif font inside a white circle. The circle is set against a blue background that is part of a larger graphic on the right side of the slide, which includes a white diagonal line and a grey triangle in the top-left corner.

# KFA #1: Development Review and Zoning Enforcement

ADDISON

- **Goal #1**: Complete review of final two phase of the Unified Development Code (UDC) Project
- **Goal #2**: Facilitate adoption and implementation of the UDC
- **Goal #3**: Facilitate entitlement process for the Addison Circle TOD project and future phases of ongoing master planned developments
- **Goal #4**: Begin/continue implementation of adopted master plans and special area studies

# KFA #2: Long Range Planning

- Goal #1: Complete Sam's Club Special Area Study
- Goal #2: Establish advisory committee, select consultant, and initiate Comprehensive Plan Update

- **Goal #1**: Establish community outreach inventory that identifies neighborhood/apartment community leadership, as well as key business property owners and managers
- **Goal #2**: Create a neighborhood meeting process to facilitate community input on the front end of the zoning process
- **Goal #3**: Create a Development Services Department Annual Report to communicate key development/demographic trends
- **Goal #4**: Conduct outreach to business community to help them navigate Town zoning and development requirements (i.e. SUP process)

# KFA #4: Process Improvement and Customer Service

- **Goal #1**: Review and Update Public Meeting procedures to better address hybrid meeting format
- **Goal #2**: Evaluate and implement needed improvements to Town plan and permit management system
- **Goal #3**: Review and update P & Z packet and staff report format
- **Goal #4**: Expand use of GIS in development visualization and records management
- **Goal #5**: Update development review SOPs and administrative tools



- **Goal #1**: Conduct relevant internal training on annual basis with the Commission
- **Goal #2**: Plan a development tour to visit regional best practices for infill and redevelopment (every other year)
- **Goal #3**: Conduct periodic site visits to Town projects to support the review process and to assess lessons learned
- **Goal #4**: Provide access to online and local training events for Planning Commissioners