



**REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION**

TUESDAY, JULY 18, 2023

**ADDISON CONFERENCE CENTER
15650 ADDISON ROAD, ADDISON, TX 75001**

6:00 P.M. REGULAR MEETING

The Planning and Zoning Commission meeting and public hearing will be held at the Addison Conference Center, 15650 Addison Road, Addison, Texas 75001 on Tuesday, July 18, 2023 at 6:00 pm. For more information on the meeting location and ways to view and/or present comments, please contact Lesley Nyp prior to 3:00 pm on the day of the meeting at 972-450-2823 or by emailing zoninginput@addisontx.gov. Members of the public are entitled to participate remotely via Dial-in Number: 346.248.7799; Meeting ID: 319 628 1637; Participant ID: #. For more detailed instructions on how to participate in this meeting, 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

Consent Agenda: *All items listed under the Consent Agenda are considered routine by the Planning and Zoning Commission and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

1. Consider Action on the Minutes from the June 20, 2023 Planning and Zoning Commission Meeting.

2. Consider Action on a Replat for the Sunbelt East Addition, Lot 1, Block 1, comprising 1.037 acres located north of Sunbelt Drive and approximately 440 feet west of Addison Road. Case R2023-05/Sunbelt East Addition (4551 Sunbelt Drive).

Regular Agenda:

3. Discuss and Consider Action on Election of a Chair and Vice Chair for the Planning and Zoning Commission.
4. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 16601 Addison Road, Suite 106, that is currently zoned Planned Development (PD), through Ordinance No. O83-043, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1882-SUP/16601 Addison Road, Suite 106 (Soulful Street Bites).
5. Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 4851 Keller Springs Road, Suite 203, that is currently zoned Planned Development (PD), through Ordinance No. O85-006, to allow an educational institution. Case 1887-SUP/4851 Keller Springs Road, Suite 203 (Vital Skills Training Center).
6. Present, Discuss, and Consider Action on a Preliminary Plat for the AMLI Treehouse Addition, a mixed-use development on 13.604 acres located on the west side of Midway Road, approximately 1,000 feet south of Beltway Drive and Immediately north of the Redding Trail Dog Park. Case PP2023-06/AMLI Treehouse Addition.

Citizen Comments: *At this time citizens will be allowed to speak on any matter other than personnel matters under litigation, for a length of time not to exceed three minutes. No P&Z action or discussion may. No Council action or discussion may take place on any matter until such matter has been placed on an agenda and posted in accordance with law.*

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: _____
Lesley Nyp, Planning & Development Manager

DATE POSTED: _____

TIME POSTED: _____

DATE REMOVED FROM BULLETIN BOARD: _____

REMOVED BY: _____

Planning & Zoning Commission

1.

Meeting Date: 07/18/2023

Agenda Caption:

Consider Action on the Minutes from the June 20, 2023 Planning and Zoning Commission Meeting.

Staff Report:

The minutes from the June 20, 2023 Planning and Zoning Commission Meeting have been prepared for consideration.

Recommendation:

Administration recommends approval.

Attachments

Minutes of the June 20, 2023 Planning & Zoning Commission Meeting

DRAFT

OFFICIAL ACTIONS OF THE ADDISON PLANNING AND ZONING COMMISSION

June 20, 2023

6:00 P.M. - Council Chambers

Addison Town Hall, 5300 Belt Line Road

Note: Commissioner Denise Fansler participated remotely via video conference.

Present: Chair Tom Souers; Vice Chair Chris DeFrancisco; Commissioner Juli Branson;
Commissioner Robert Catalani; Commissioner Diane Chavez; Commissioner Denise
Fansler

Absent: Commissioner Zachary Faircloth

Call Meeting to Order

Chair Souers called the meeting to order.

Pledge of Allegiance

Chair Souers led the Pledge of Allegiance.

Consent Agenda: *All items listed under the Consent Agenda are considered routine by the Planning and Zoning Commission and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

1. Consider Action on the Minutes from the May 16, 2023 Planning and Zoning Commission Meeting.
2. Consider Action on a Site Plan for 3.10 acres within the Josiah Pancoast Abstract, No. 1146, and Elisha Fike Abstract, No. 0478, for a sports training facility, located west of Inwood Road and approximately 650 feet north of Landmark Place. Case SP2022-07/14801 Inwood Road (Lacrosse Barn).

3. Consider Action on an Amending Plat for the Addison Grove Addition, Block A, Lots 3X and 5X, Block B, Lot 6X, Block C, Lots 9X and 12X, and Block D, Lots 14X and 16X, to establish alley names and identify air rights easements on 1.41 Acres Located South of Belt Line Road, North of Beltway Drive, and Approximately 400 feet West of Midway Road. Case R2023-04/Addison Grove Addition.

Motion: Recommend approval of the Consent Agenda, as presented.

Moved by Commissioner Robert Catalani, Seconded by Vice Chair Chris DeFrancisco

AYE: Chair Tom Souers, Vice Chair Chris DeFrancisco,
Commissioner Juli Branson, Commissioner Robert Catalani,
Commissioner Diane Chavez, Commissioner Denise Fansler

Passed

Regular Agenda:

4. Hold a public hearing, present, discuss, and consider action on a request to amend the permitted uses, development standards, and development plans for Planned Development (PD) Ordinance Nos. 085-093, 095-054, and 096-006, for a 12.22± acre property located at 16675 Addison Road, to allow for the conversion of an existing call center site to a multi-building office/warehouse development with associated site improvements. (Case 1886-Z/16675 Addison Road).

Lesley Nyp, Planning and Development Manager, presented the request to amend the permitted uses, development standards, and development plans for Planned Development (PD) Ordinance Nos. 085-093, 095-054, and 096-006, for a 12.22± acre property located at 16675 Addison Road, to allow for the conversion of an existing call center site to a multi-building office/warehouse development with associated site improvements.

The applicants, Brockett Street Capital, in partnership with Old House Capital, have acquired the subject property and initiated this PD Amendment request to establish updated use and development standards, and adopt a concept plan and development plan for the

site. The project has been split into two phases, which are referred to and depicted as Phase I and Phase II within this report and on the attached exhibits.

- Phase I will include the conversion of the existing 138,000 square foot call center into a multi-tenant office/warehouse structure. Minor site, landscaping, and building façade modifications are proposed to accommodate a service and loading area on the west side of the building.
- Phase II is proposed to include the construction of a 97,000 square foot multi-tenant office/warehouse structure within the existing concrete parking area. As proposed, the service and loading areas of both structures would be central to the site to provide additional screening from public rights-of-way.

This application is serving as the rezoning request to adopt updated use and development standards for the site and development plan approval for Phase I. A concept plan was provided for Phase II, however, the applicant will be required to obtain development plan approval prior to the construction. Tenants for this site have not yet been identified.

Staff recommend approval of the Planned Development Amendment request, subject to the use and site development conditions, development plan, and concept plan presented by the applicant.

Public Hearing: The following individuals provided input during the public hearing.

Applicant:

- Geoff Wescott, Brockett Street Capital, 2336 Farrington Street, Dallas, TX 75207

Motion: Recommend approval of Planned Development Amendment, Case 1886-Z/16675 Addison Road, as presented.

Moved by Vice Chair Chris DeFrancisco, Seconded by Commissioner Diane Chavez

AYE: Chair Tom Souers, Vice Chair Chris DeFrancisco, Commissioner Juli Branson, Commissioner Robert Catalani, Commissioner Diane Chavez, Commissioner Denise Fansler

Passed

Citizen Comments: At this time citizens will be allowed to speak on any matter other than personnel matters under litigation, for a length of time not to exceed three minutes. No P&Z action or discussion may. No Council action or discussion may take place on any matter until such matter has been placed on an agenda and posted in accordance with law.

Public Comment: No citizens requested to address the Commission.

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.

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

Planning & Zoning Commission

2.

Meeting Date: 07/18/2023

Agenda Caption:

Consider Action on a Replat for the Sunbelt East Addition, Lot 1, Block 1, comprising 1.037 acres located north of Sunbelt Drive and approximately 440 feet west of Addison Road. Case R2023-05/Sunbelt East Addition (4551 Sunbelt Drive).

Recommendation:

Administration recommends approval.

Attachments

R2023-05 Staff Report

R2023-05 Replat

R2023-05

Case R2023-05/Sunbelt East Addition (4551 Sunbelt Drive). Consider Action on a replat for the Sunbelt East Addition, Lot 1, Block 1, comprising 1.037 acres located north of Sunbelt Drive and approximately 440 feet west of Addison Road.

LOCATION MAP





July 18, 2023

STAFF REPORT

RE: R2023-05/ Replat – Lot 1, Block 1 of the Sunbelt East Addition

LOCATION: 1.037± Acres situated in the William Lomax Survey, Abstract No. 792, and located on the north side of Sunbelt Drive, approximately 440 feet west of Addison Road.

REQUEST: Approval of a Replat (Application Date: 06/19/2023)

APPLICANT: Casey McBroom, Cross Engineering Consultants

DISCUSSION:

Background: The subject property is 1.037± acre site located on the north side of Sunbelt Drive, approximately 440 feet west of Addison Road. Town staff approved development plans for the construction of an 8,400 square foot office/warehouse structure in April 2023 (Case No. SP2022-02), which is permitted by right within the Industrial-1 zoning district.

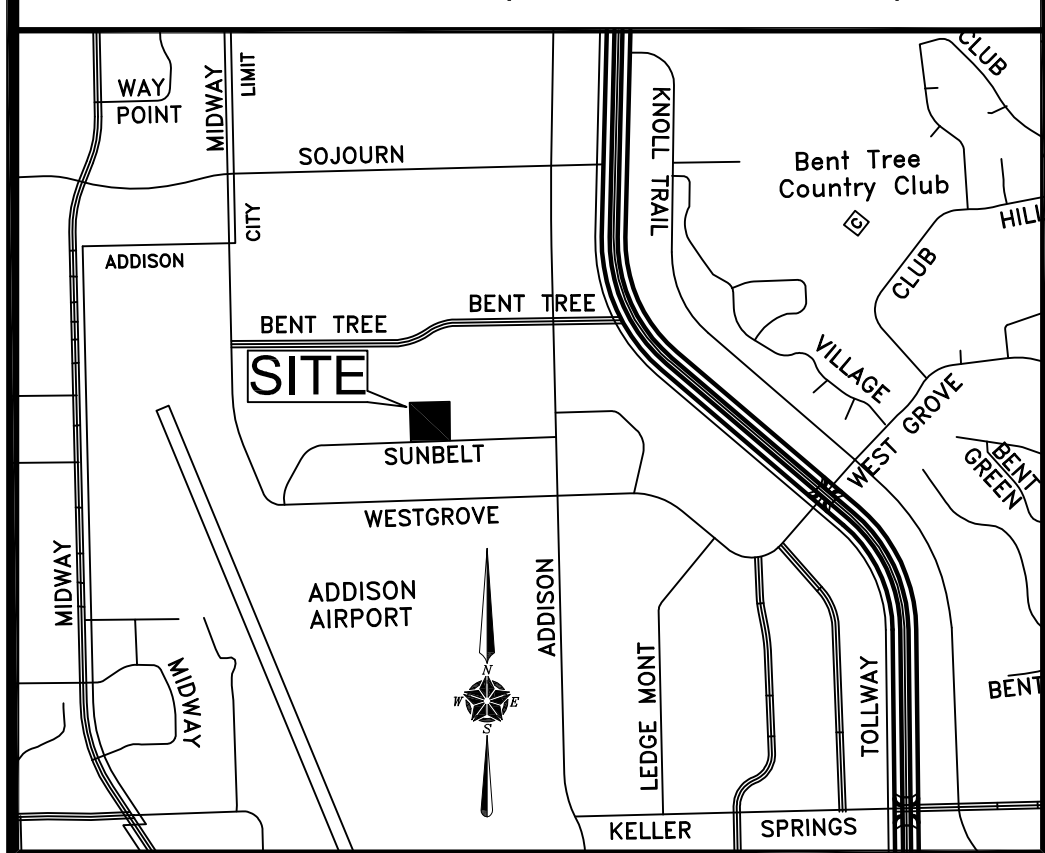
The purpose of this replat is to create a new lot by subdividing an existing parcel and dedicate necessary easements for the development. This replat will dedicate a detention pond easement and a fire lane easement, to be used for emergency access. There will be no right-of-way dedication required with this request.

Regulatory Compliance: The replat has been reviewed by Town staff and is in compliance with all requirements.

RECOMMENDATION:

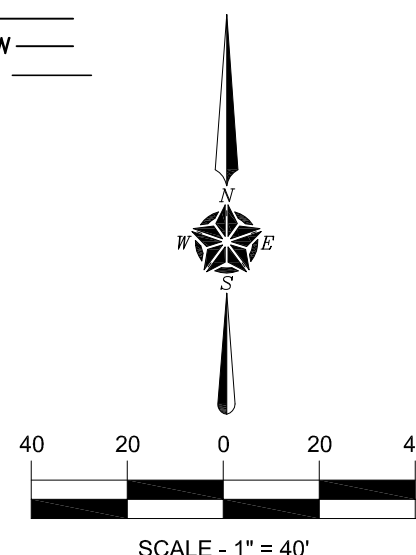
Staff recommends approval of the replat.

VICINITY MAP (NOT TO SCALE)



LEGEND

- D.R.D.C.T.
- O.P.R.D.C.T.
- INST. NO.
- VOL., PG.
- SQ. FT.
- IRF
- ADS
- <CM>
- EASEMENT LINE
- BUILDING LINE
- BOUNDARY LINE
- CENTERLINE
- SANITARY SEWER LINE
- WATER LINE
- OVERHEAD POWER LINE



OWNER'S CERTIFICATE

STATE OF TEXAS
COUNTY OF DALLAS

WHEREAS, **WATER TOWER PARK, LP**, a Texas limited partnership, is the owner of a tract of land situated in the William Lomax Survey, Abstract No. 792, and being a portion of Tract 13, Block B, of Sunbelt Business Park, an addition to the Town of Addison, Dallas County, Texas, recorded in Volume 7927, Page 1510, Deed Records, Dallas County, Texas, being that tract of land described in Special Warranty Deed to Water Tower Park, LP, a Texas limited partnership recorded in Instrument Number 201600021737, Official Public Records, Dallas County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at 5/8 inch iron rod found on the north line of Sunbelt Drive (60 foot right-of-way), also being the southwest corner of Tract 4, Block B of Sunbelt Business Park Tract 4, an addition to the Town of Addison, Dallas County, Texas, according to the plat recorded in Volume 78228, Page 3246, Deed Records, Dallas County, Texas.

THENCE South 89 degrees 23 minutes 54 seconds West, along the north line of said Sunbelt Drive, a distance of 226.00 feet to a 3 1/4 aluminum disk stamped "SUNBELT EAST ADDITION & RPLS 5299" set on an iron rod for corner, said point being the southeast corner of that tract of land described in Special Warranty Deed to Charpar LTD., Inc., a Texas corporation recorded in Volume 99204, Page 768, Deed Records, Dallas County, Texas, from which a 5/8 inch iron rod, for witness, bears South 00 degrees 04 minutes 36 seconds West 0.26 feet;

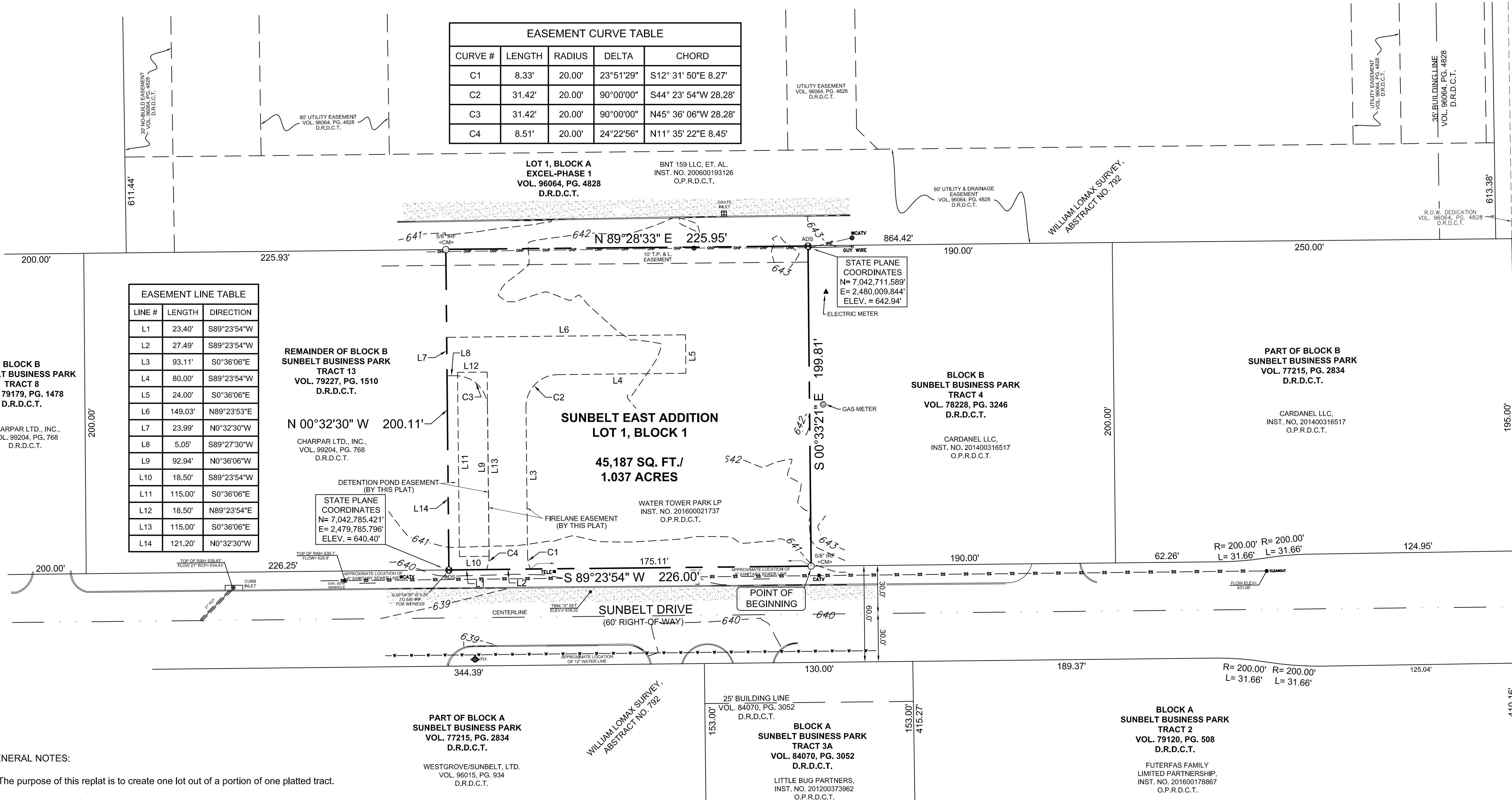
THENCE North 00 degrees 32 minutes 30 seconds West, along the east line of said Charpar tract, a distance of 200.11 feet to a 5/8 inch iron rod found on the south line of Lot 1, Block A of Excel-Phase 1, an addition to the Town of Addison, Dallas County, Texas according to the plat recorded in Volume 96084, Page 4828, Deed Records, Dallas County;

THENCE North 89 degrees 28 minutes 33 seconds East, along the south line of the said Lot 1, Block A, a distance of 225.95 feet to a 3 1/4 aluminum disk stamped "SUNBELT EAST ADDITION & RPLS 5299" set on an iron rod for corner for the northwest corner of said Sunbelt Business Park Tract 4;

THENCE South 00 degrees 33 minutes 21 seconds East, along the west line of said Tract 4, Block B, a distance of 199.81 feet to the POINT OF BEGINNING and containing 45,187 square feet or 1.037 acres more or less.

EASEMENT CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	CHORD
C1	8.33'	20.00'	23°51'29"	S12° 31' 50"E 8.27'
C2	31.42'	20.00'	90°00'00"	S44° 23' 54"W 28.28'
C3	31.42'	20.00'	90°00'00"	N45° 36' 06"W 28.28'
C4	8.51'	20.00'	24°22'56"	N11° 35' 22"E 8.45'

EASEMENT LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	23.40'	S89°23'54"W
L2	27.49'	S89°23'54"W
L3	93.11'	S0°36'06"E
L4	80.00'	S89°23'54"W
L5	24.00'	S0°36'06"E
L6	149.03'	N89°23'53"E
L7	23.99'	N0°32'30"W
L8	5.05'	S89°27'30"W
L9	92.94'	N0°36'06"W
L10	18.50'	S89°23'54"W
L11	115.00'	S0°36'06"E
L12	18.50'	N89°23'54"E
L13	115.00'	S0°36'06"E
L14	121.20'	N0°32'30"W



- GENERAL NOTES:
- The purpose of this replat is to create one lot out of a portion of one platted tract.
 - The total number of lots created by this plat is one.
 - Bearings are based upon the Texas State Plane Coordinate System, North Central Zone 4202, North American Datum of 1983, (2011).
 - Coordinates shown hereon are based on Texas State Plane Coordinate System, North Central Zone 4202, North American Datum of 1983 on Grid Coordinate values, No Scale and No Projection.
 - Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.
 - Development standards of this plat shall comply with Appendix A of the Addison Code of Ordinances.
 - Property subject to Town of Addison zoning: C-1 COMMERCIAL-1 DISTRICT
 - Town of Addison GPS monuments used:
C.P. #8 200' southwest of the intersection of Keller Springs Road & Midway Road on storm inlet on east side of Midway Road.
N= 7,039,253.879 E= 2,477,187.035 Elevation= 638.75'
C.P. #13 630' west of the intersection of Addison Road & West Grove Drive, on concrete on the north side of West Grove Drive 8' off back of curb.
N= 7,042,028.880 E= 2,479,820.516 Elevation= 642.09'
 - Subject property is located within an area having a Zone Designation "X" by the Secretary of Housing and Urban Development, on Flood Insurance Rate Map No. 48113C0180K, with a date of identification of 12/28/2021, for Community Number 481089, in Dallas County, State of Texas, which is the current Flood Insurance Rate Map for the community in which said property is situated.
 - Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require removal or preclude the planting of street trees.

OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Water Tower Park, LLC, a Texas limited liability company ("Owner") does hereby adopt this plat designating the hereinabove property as SUNBELT EAST ADDITION, an addition to the Town of Addison, Texas, and subject to the conditions, restrictions and reservations stated hereinafter, owner dedicates to the public use forever the streets and alleys shown thereon.

The easement shown on this plat are hereby reserved for the purposes as indicated, including, but not limited to, the installation and maintenance of water, sanitary sewer, storm sewer, drainage, electric, telephone, gas and cable television. Owner shall have the right to use these easements, provided, however, that it does not unreasonably interfere or impede with the provision of the services to others. Said utility easements are hereby being reserved by mutual use and accommodation of all public utilities using or desiring to use the same. An express easement of ingress and egress is hereby expressly granted on, over and across all such easements for the benefit of the provider of services for which easements are granted.

This plat is approved by the Town of Addison and accepted by the owner(s), subject to the following conditions which shall be binding upon the owner(s), his heirs, grantees and successors, and assigns: The proposed detention area easement(s) within the limits of this addition, will remain as detention area(s) to the line and grade shown on the plans at all times and will be maintained by the individual owner(s) of the lot or lots that are traversed by or adjacent to the detention area(s). The Town of Addison will not be responsible for the maintenance and operation of said detention area(s) or any damage or injury to private property or person that results from the flow of water along, into or out of said detention area(s), or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by filling or construction of any type of dam, building, bridge, fence, walkway or any other structure within the designated detention area(s) unless approved by the Director of Public Works, provided; however, it is understood that in the event it becomes necessary for the Town of Addison to erect any type of drainage structure in order to improve the storm drainage that may be occasioned by the streets and alleys in or adjacent to the subdivisions, then, in such event, the Town of Addison shall have the right to enter upon the detention area(s) at any point, or points, to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the detention area(s) traversing or adjacent to his property clean and free of debris, silt and any substance which would result in unsanitary conditions or blockage of the drainage. The Town of Addison shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner(s), or to alleviate any undesirable conditions, which may occur. The detention area(s) as in the case of all detention areas are subject to storm water overflow(s) to an extent which cannot be clearly defined. The Town of Addison shall not be held liable for any damages of any nature resulting from the occurrences of these natural phenomena, nor resulting from the failure of any structure or structures, within the detention area(s) or subdivision storm drainage system. The detention area easement line identified on this plat shows the detention area(s) serving this addition.

Water main and sanitary sewer easements shall also include additional area of working space for construction and maintenance of the systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water service and sewer services from the main to curb or pavement line, and the descriptions of such additional easements herein granted shall be determined by their locations as installed.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Addison, Texas.

WITNESS MY HAND THIS _____ DAY OF _____, 2023.

Water Tower Park, LLC, a Texas limited liability company
By: HWK, LLC, a Texas limited liability company
Its: Manager

By: _____
Michael S. Hope - Manager

STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared Michael S. Hope, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose therein expressed and under oath stated that the statements in the foregoing certificate are true.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2023.

Notary Public in and for the State of Texas

SURVEYOR'S STATEMENT

STATE OF TEXAS

I, Gary E. Johnson, a Registered Professional Land Surveyor, licensed by the State of Texas, affirm that this plat was prepared under my direct supervision, from recorded documentation, evidence collected on the ground during field operations and other reliable documentation; and that this plat substantially complies with the Rules and Regulations of the Texas Board of Professional Engineers and Land Surveyors, the Town of Addison Development Code (Appendix B), and Texas Local Government Code, Chapter 212. I further affirm that monumentation shown hereon was either found or placed in compliance with the Town of Addison Development Code.

Dated this the _____ day of _____, 2023.

Preliminary, this document shall not be recorded for any purposes and shall not be used or viewed or relied upon as a final survey document. (07/05/2023)

Gary E. Johnson
Texas Registered Professional Land Surveyor No. 5299

STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared Gary E. Johnson, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose therein expressed and under oath stated that the statements in the foregoing certificate are true.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2023.

Notary Public in and for the State of Texas



REPLAT
SUNBELT EAST ADDITION
LOT 1, BLOCK 1
REPLAT OF PART OF TRACT 13, BLOCK B
SUNBELT BUSINESS PARK
WILLIAM LOMAX SURVEY,
ABSTRACT NO. 792
TOWN OF ADDISON, DALLAS COUNTY, TEXAS
TOWN PROJECT NO. R2023-5

OWNER
WATER TOWER PARK LLC
VIA
HWK, LLC
P.O. BOX 427
ADDISON, TEXAS 75001-0427
ATTN: Michael S. Hope

10610 Metric Drive, Suite 124, Dallas, TX 75243
Office 214-340-9700 Fax 214-340-9710
txheritage.com Firm No. 10169300

DATE: 01/24/2022 / JOB # 1504335-3 / SCALE= 1" = 30' / DRAWN: KO

Planning & Zoning Commission

3.

Meeting Date: 07/18/2023

Agenda Caption:

Discuss and Consider Action on Election of a Chair and Vice Chair for the Planning and Zoning Commission.

Staff Report:

Staff requests that the Commission discuss and take action to elect a Chair and Vice Chair, if necessary, of the Planning and Zoning Commission for the remainder of the 2023 calendar year following the resignation of the former Chair, Tom Souers.

Commissioner DeFransisco currently serves as the Vice Chair.

Recommendation:

Staff requests direction from the Commission.

Meeting Date: 07/18/2023

Agenda Caption:

Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 16601 Addison Road, Suite 106, that is currently zoned Planned Development (PD), through Ordinance No. O83-043, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1882-SUP/16601 Addison Road, Suite 106 (Soulful Street Bites).

Recommendation:

Administration recommends approval of these requests, subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.
- Prior to issuance of a Certificate of Occupancy for this restaurant, the existing fire lane on site shall be brought into compliance, establishing the appropriate turning radii for a fire apparatus.
- Prior to issuance of a Certificate of Occupancy for this restaurant, the site shall provide one additional handicap accessible parking space on site, for a total of three accessible spaces.

Attachments

1882-SUP Staff Report

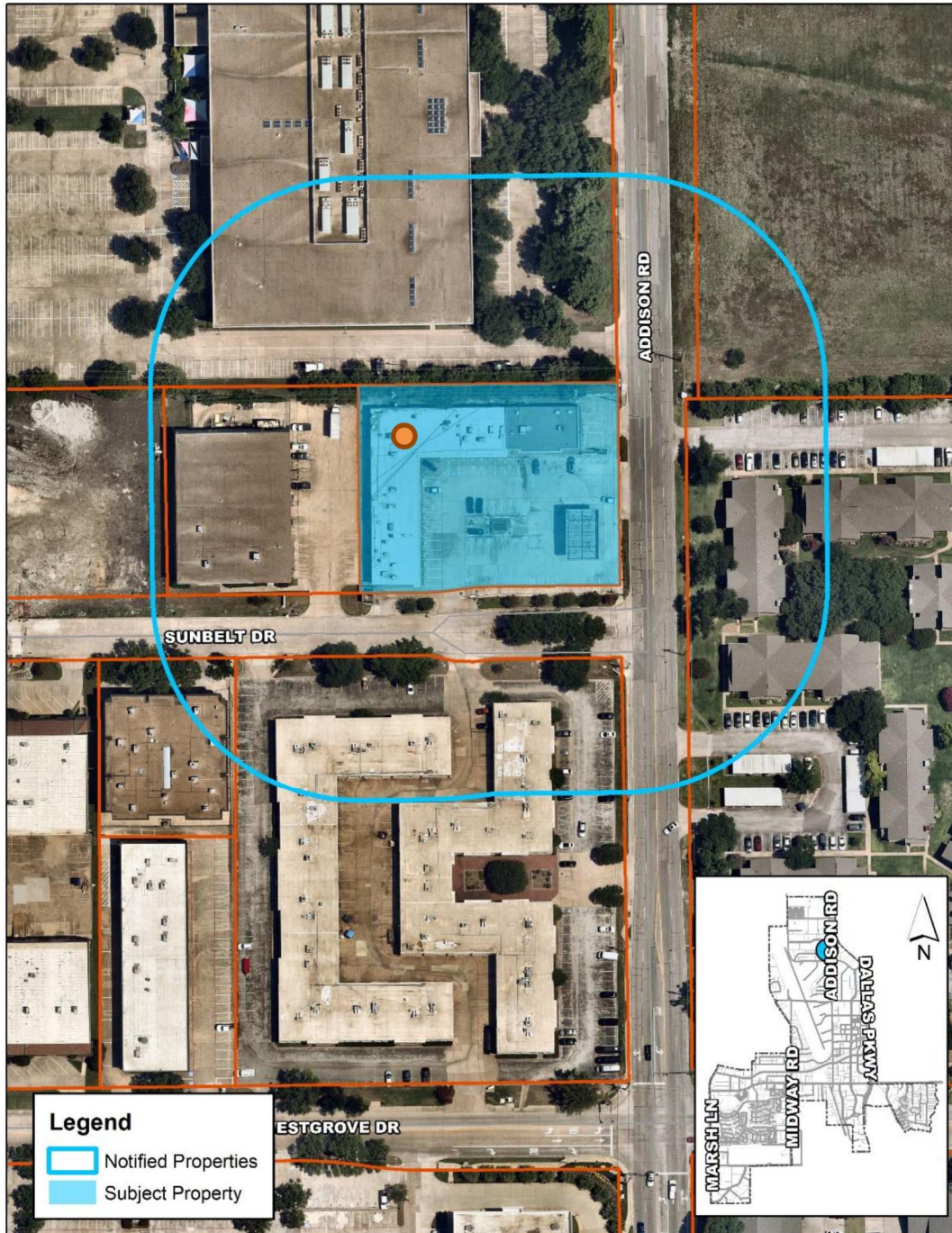
1882-SUP Letter of Intent

1882-SUP Plans

1882-SUP

PUBLIC HEARING Case 1882-SUP/16601 Addison Road, Suite 106 (Soulful Street Bites). Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 16601 Addison Road, Suite 106, that is currently zoned Planned Development (PD), through Ordinance No. O83-043, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption.

LOCATION MAP





July 18, 2023

STAFF REPORT

RE: 1882-SUP/16601 Addison Road, Suite 106 (Soulful Street Bites)

LOCATION: 16601 Addison Road, Suite 106

REQUEST: Approval of a Special Use Permit for a restaurant and the sale of alcoholic beverages for on-premises consumption. (Application Date: 03/28/2023)

APPLICANT: Elizabeth Smith

DISCUSSION:

Background: The subject property is located at 16601 Addison Road. The proposed dine in restaurant would occupy Suite 106 within the existing multi-tenant building. The site is zoned Planned Development (PD), Ordinance No. O83-043, as amended by Ordinance No. O11-012.

Soulful Streets Bites is a full-service restaurant specializing in New Orleans-inspired soul food. The restaurant operators, Michael and Elizabeth Smith, began as a food truck, expanded to an 800 square foot storefront at 16601 Addison Road, Suite 110 for catering and takeout only, and has expanded further to 2,445 square feet within Suite 106. Currently Soulful Street Bites offers catering and takeout only service within Suite 106. With this SUP request, they are proposing to offer dine in service with alcohol sales for on-premises consumption.

The operating hours are Tuesday through Thursday 11:00 AM – 7:00 PM, Friday and Saturday 12:00 PM – 9:00 PM, and Sunday 12:00 PM – 5:00 PM. The restaurant proposed to include interior seating, including approximately 41 seats.

The PD Ordinance allows restaurants and the sale of alcoholic beverages for on-premises consumption through the approval of an SUP. The proposed use complies with the ordinance.

Proposed Plan: With this request, Soulful Street Bites would utilize their 2,445 square foot suite for a dine in restaurant with the sale of alcohol for on-premises consumption. There are no proposed modifications to the site or exterior of the building. Minor interior improvements are proposed to expand the dining room area to include 1,100 square feet to provide 41 seats for patrons. The interior floor plan is comprised of kitchen and service areas, a bar, and table, booth, and bar seating in the dining areas.

Parking: The existing parking lot is shared between the eleven tenant spaces on site which are currently occupied with a mixture of retail, office, and takeout food service. Based upon the

current uses and the proposed dine in restaurant, 73 parking spaces are required. The site meets this requirement by providing 73 spaces. With this request, staff is requesting that the existing fire lane be brought into compliance to establish the appropriate turning radius for a fire apparatus to navigate the site. This would result in the loss of two parking spaces, resulting in 71 spaces provided on site.

The site currently does not comply with the required number of handicap accessible parking spaces. Staff is requesting that one additional accessible space be added on site to bring this site into compliance with a total of three spaces.

Exterior Facades: This request does not include modifications to the exterior of the building.

Landscaping and Open Space: The request does not include modifications to the landscaping or open space. The site currently provides approximately 5% open space, which was approved with PD, Ordinance No. O11-012. The opportunity for additional landscaping and open space is severely constrained by the existing conditions and modifications are likely to disrupt existing emergency access or required parking.

RECOMMENDATION: **APPROVAL WITH CONDITIONS**

Soulful Street Bites has operated at the subject property since Summer 2022. During that time, they have quickly amassed a loyal following seeking out their southern cuisine and warranting the need to expand. The restaurant intends to continue their catering and take out operations as a large share of the business operations and floor plan, however, adding the dine in component will offer diversity to the shopping center and create new opportunities for a local business.

Staff recommends approval of these requests, subject to the following condition:

- The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.
- Prior to issuance of a Certificate of Occupancy for this restaurant, the existing fire lane on site shall be brought into compliance, establishing the appropriate turning radii for a fire apparatus.
- Prior to issuance of a Certificate of Occupancy for this restaurant, the site shall provide one additional handicap accessible parking space on site, for a total of three accessible spaces.

Letter of Intent:

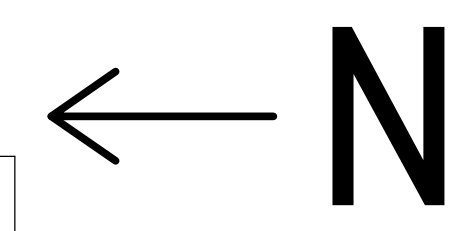
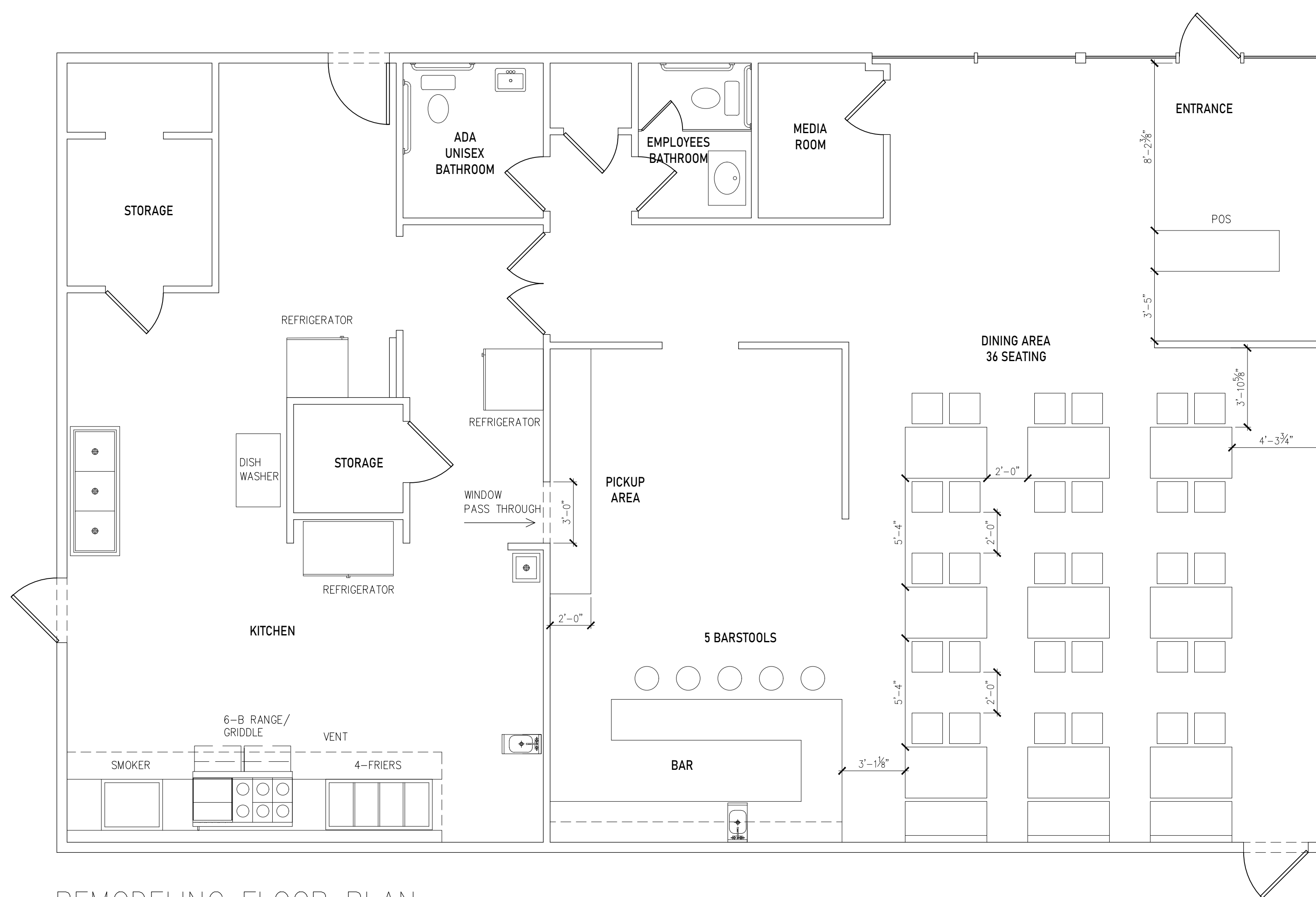
We are owners of Soulful Street Bites. Our restaurant is Family Owned, we serve southern soul food as well as bbq and many other foods. We currently operate a Take-out restaurant on 16601 Addison Rd Addison, TX 75001. We have been giving the opportunity to lease a bigger and much needed space in the same shopping center as we currently are located. The demand for our product has been outstanding and so many customers have requested a bigger space that they can dine-in as well. Our intent is to create a Family-Friendly atmosphere that all can dine in and enjoy our Southern Comfort Food as well as have a bigger establishment that will allow us to grow our Catering Business that is currently in High Demand at this time.

Michael Smith



Elizabeth Smith





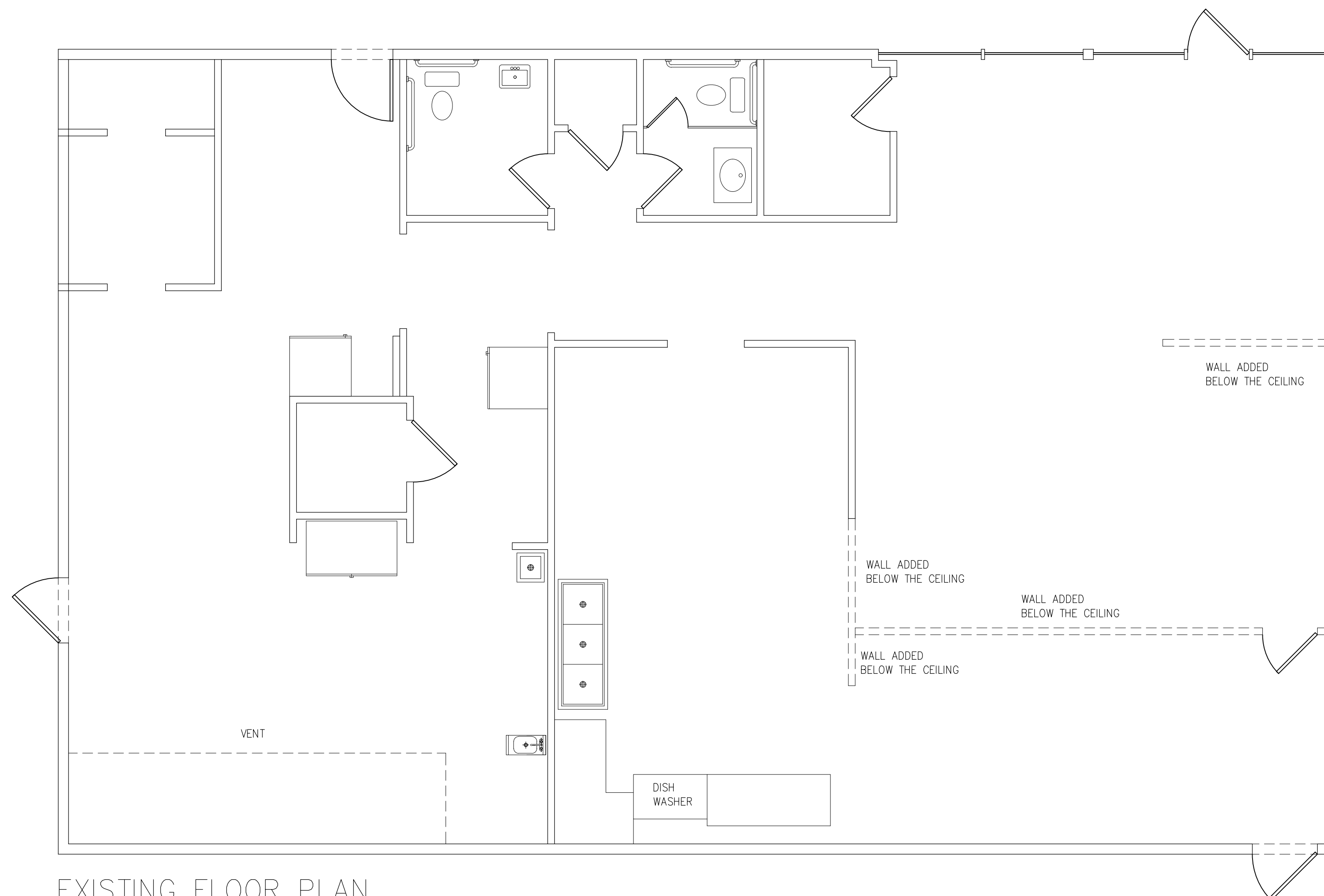
JIM CHRISTON
 SUNBELT PLAZA CENTER
 16601 ADDISON RD
 SUITE 106
 ADDISON, TX 75001

SOULFUL STREET BITES
 CONVERTING TO DINE-IN
 RESTAURANT

TOTAL SQ FT 2446
 DINING 1100 SQ FT
 KITCHEN 800 SQ FT
 PICKUP AREA 271 SQ FT
 UNISEX BATH 150 SQ FT
 EMP BATH 100 SQ FT

REMODELING FLOOR PLAN

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



EXISTING FLOOR PLAN

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



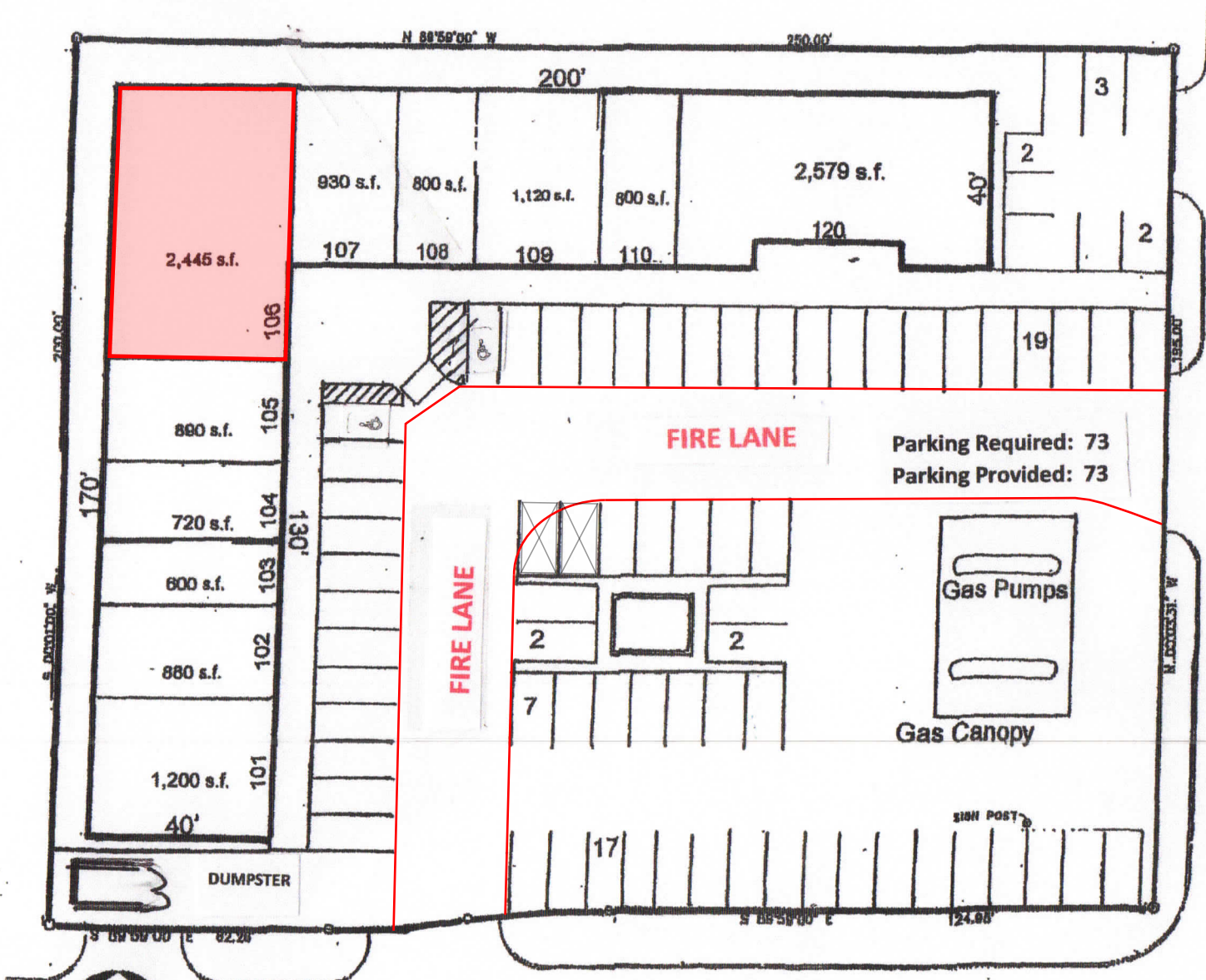
ADDISON, TEXAS 75001
 214.945.3296
 INFO@WONDARCH.COM

REMODELING RESIDENCE FOR
SOULFUL STREET BITES
 16601 ADDISON ROAD # 106, ADDISON, TX 75001

0029

FINAL
 03-07-23

A1



Addison Road

Sunbelt Dr.

Sunbelt Shopping Center
 16601 Addison Rd.
 Addison, Texas



North
 Site Plan

CONTROLLING ORDINANCE: Planned Development Ordinance (#83-043)

100 - Classic Cleaners – Retail

102 – DJ Tacos – Take Out Rest.

103 – OneStop – Retail

104 – Babe Factory – Office

105 – Donut Palace - Retail

106 – Soulful Bites – Take Out Rest.

107 – Tattoo – 6 - Office

108 – Tattoo – 6 – Office

109 – Haru Hankki – Take Out Rest.

110 – Vacant – Take Out Rest.

120 – C Store – Retail

Parking Required: 73

Parking Provided: 73

PARKING CALCULATIONS:

<u>Category</u>	<u>Sq. Ft Size</u>	<u>Required Parking</u>
Dine – In Restaurant:	2,445	24.5
Take – Out Restaurant:	2,800	14.0
Retail:	5,269	26.3
Office:	2,450	8.2
Total:	12,964sf	73.0

Planning & Zoning Commission

5.

Meeting Date: 07/18/2023

Agenda Caption:

Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 4851 Keller Springs Road, Suite 203, that is currently zoned Planned Development (PD), through Ordinance No. O85-006, to allow an educational institution. Case 1887-SUP/4851 Keller Springs Road, Suite 203 (Vital Skills Training Center).

Recommendation:

Administration recommends approval.

Attachments

1887-SUP Staff Report

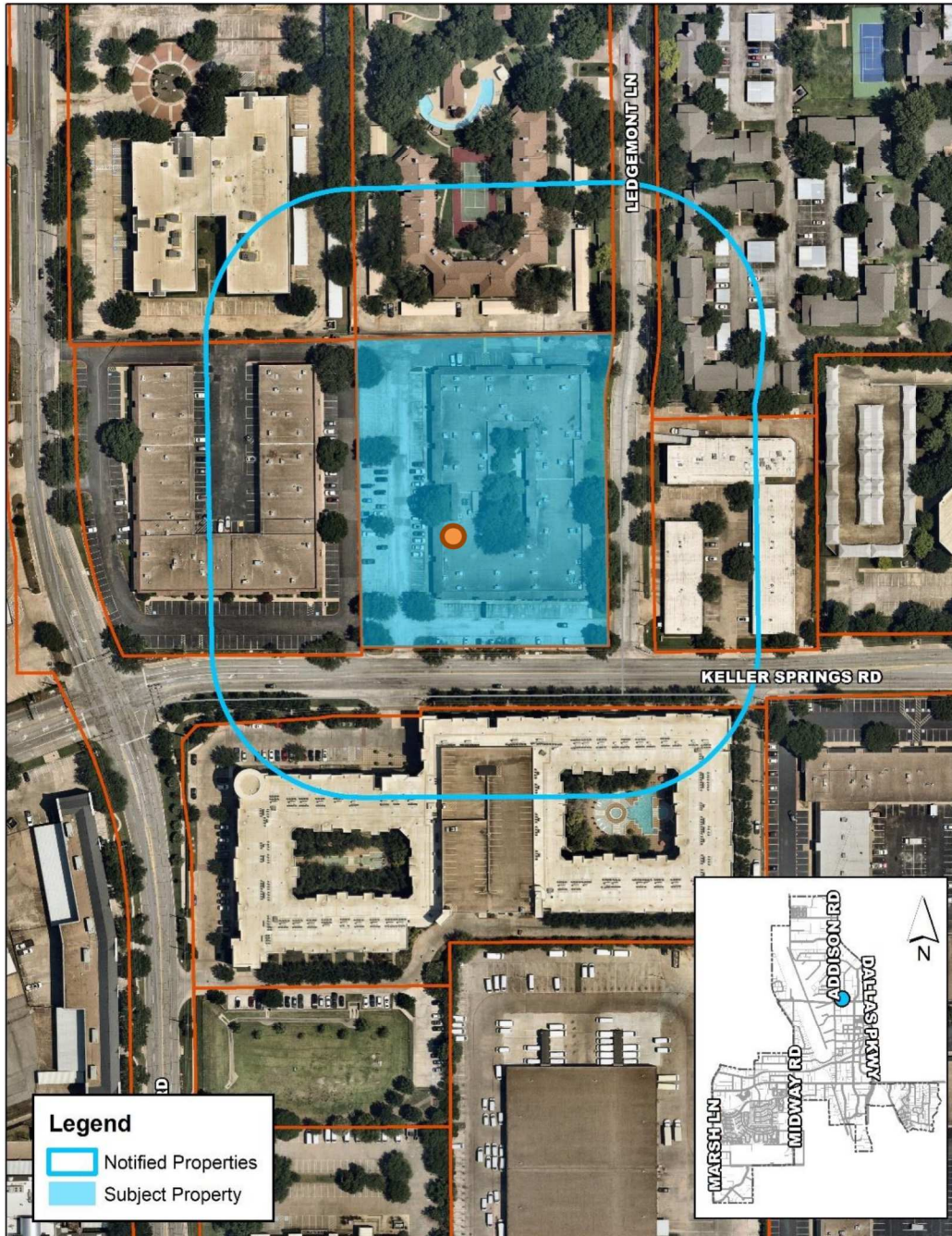
1887-SUP Letter of Intent

1887-SUP Plans

1887-SUP

PUBLIC HEARING 1887-SUP/4851 Keller Springs Road, Suite 203 (Vital Skills Training Center). Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 4851 Keller Springs Road, Suite 203, that is currently zoned Planned Development (PD), through Ordinance No. O85-006, to allow an educational institution.

LOCATION MAP





July 18, 2023

STAFF REPORT

RE: 1887-SUP/4851 Keller Springs Road, Suite 203
(Vital Skills Training Center, LLC)

LOCATION: 4851 Keller Springs Road, Suite 203

REQUEST: Approval of a Special Use Permit for a educational institution. (Application Date: 05/22/2023)

APPLICANT: Teresita Caceres

DISCUSSION:

Background: The subject property is located at 4851 Keller Springs Road. The proposed business, Vital Skills Training Center, would be located within Suite 203. The subject property is zoned Planned Development (PD), Ordinance No. O85-006.

Vital Skills Training Center (VSTC) is requesting a Special Use Permit (SUP) to allow a training program to provide employment skills and certification preparedness for future nursing assistants, healthcare professionals and the general public who wish to be basic life support (BLS)/cardiopulmonary resuscitation (CPR) certified. In the future, VSTC would like to offer continuing education credits to healthcare professionals. This training center will be operated by Teresita and Carmella Caceres, both of whom have extensive history in the healthcare industry.

VSTC is proposed to be open and accessible seven days a week, 8:00 AM – 8:00 PM, however, healthcare courses will occur Monday through Friday, between 8:00 AM – 5:00 PM. The proposed class sizes will vary between 5-20 students each and occur twice per month. BLS/CPR class sizes will vary between 1-9 students and occur on demand during operating hours.

The zoning ordinance allows educational institutions through the approval of an SUP within any zoning district. The proposed use complies with the ordinance.

Proposed Plan: With this request, VSTC would utilize an existing 1,919 square foot suite to conduct healthcare trainings. The space will offer a lobby, administrative office, breakroom, classroom, and skills room. The classroom features tables and chairs and the skills room is setup to simulate a patient room. There are no interior or exterior modifications proposed.

Parking: PD, Ordinance No. O85-006, identifies 174 parking spaces on site to serve the allowed uses of office, warehouse, showroom, and restaurant. The site currently has 150 parking spaces on site. Staff suspects that this deficit was created by removal of parking spaces to accommodate accessible spaces and the addition of a loading bay to serve the warehouse uses. It is unknown when these modifications were made. Staff has no knowledge of issues on site related to lack of parking.

Exterior Facades: No modifications are proposed to the existing facades on the subject property.

Landscaping and Open Space: No modifications are proposed to the existing landscaping and open space. The future reconstruction of Keller Springs Road will include landscaping improvements to the frontage of the subject property.

Code Violations: Upon review of this application, Town staff identified three code violations which are being addressed with the subject property's management group. The three violations include the illegal modification of the fire lane along the north property line, placement of speed bumps within the fire lane, and two trash dumpsters that are not screened by a solid screening wall. Staff will proceed with enforcement processes to address these items, however, do not believe this should delay consideration of this request as they are unrelated to the applicant.

RECOMMENDATION: APPROVAL

As proposed, this training center will function similarly to an office setting and will primarily operate during typical business hours. The classes will be small, which is unlikely to create conditions that would affect other businesses within the subject property.

Staff recommends approval of this request.

Vital Skills Training Center LLC.

4851 Keller Springs Rd

972-807-0062

May 18, 2023

Zoning Commission

Town of Addison

16801 Westgrove Drive

Addison, TX 75001

To whom it may concern,

This letter of intent is in reference to Vital STC LLC's request for a special use permit. The office is currently zoned as an office. We are requesting a Special Use Permit to allow a training center.

History:

Founded and owned by two sisters and nurses who have witnessed first-hand the need for highly qualified and compassionate caregivers. The nurses plan to contribute to the field by providing an educational service to individuals interested in entering the healthcare field. The owners, Teresita and Carmella Caceres, come from a family of caregivers. With an uncle as a physician, an aunt as a registered nurse and owner of a home health agency, and a mother who worked as a certified nursing assistant for over 20 years, there is no question as to why healthcare became a passion for the two sisters. Teresita graduated from Milwaukee Area Technical College in 2006 and began working at Aurora West Allis Medical Center. She has experience in orthopedics, medical-surgical, home-health care, oncology, rehabilitation, neurosurgery and long term care. Carmella also graduated from Milwaukee Area Technical College, but in 2014. She has experience in long term care, home health, orthopedics, medical-surgical, inpatient rehabilitation, oncology, and urology. With a love for their patients and careers, the sisters are determined to create an effective, comprehensive company training future healthcare professionals. Both owners are also CPR instructors certified to teach CPR classes. While neither Teresita nor Carmella have experience operating a training center, both have experience training and/or orienting others in care-taker skills and CPR in their vast nursing careers.

Description:

Vital Skills Training Center LLC exists to enhance the compassion and knowledge of certified nursing assistants in our community. Thus, enhancing the well-being and quality of life for the patients whom we provide care. To achieve this mission, we adhere to the following principles: integrity, competence, compassion, continuing education for all staff, constant innovation, and commitment to our community.

VSTC will offer CNA training to a minimum of 5 and maximum of 20 students. Two courses a month will be offered for CNA training. Each course will be 40 hours. Courses will be held Monday-Friday 8-5pm and as needed for make-up classes on Saturday. When these courses are not in session, VSTC will offer CPR certification classes on demand for 4 hours per class. Each CPR class will be attended by a minimum of 1 student to a maximum of 9 students.

Our training center will provide employment skills and certification preparedness for future nursing assistants, healthcare professionals and the general public who wish to be CPR certified.

Location/Hours:

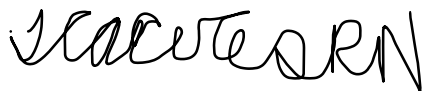
Vital Skills Training Center's one and only office and skills lab is located at 4851 Keller Springs Rd, Addison, TX 75001. Our location is less than 1 mile from the Dallas North Tollway, allowing quick and easy access to our facility from all areas of the Dallas Metroplex. When fully up and running the office will be open and/or accessible Sunday-Saturday 8:00am -8:00pm as classes are scheduled.

Services:

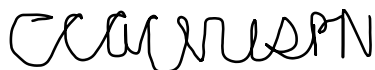
Nurse aide training program, CPR/BLS classes. After initial start-up, VSTC will also offer CE credits.

We thank all involved for your time and consideration in this matter.

Sincerely,



Teresita Caceres RN .



Carmella Caceres RN

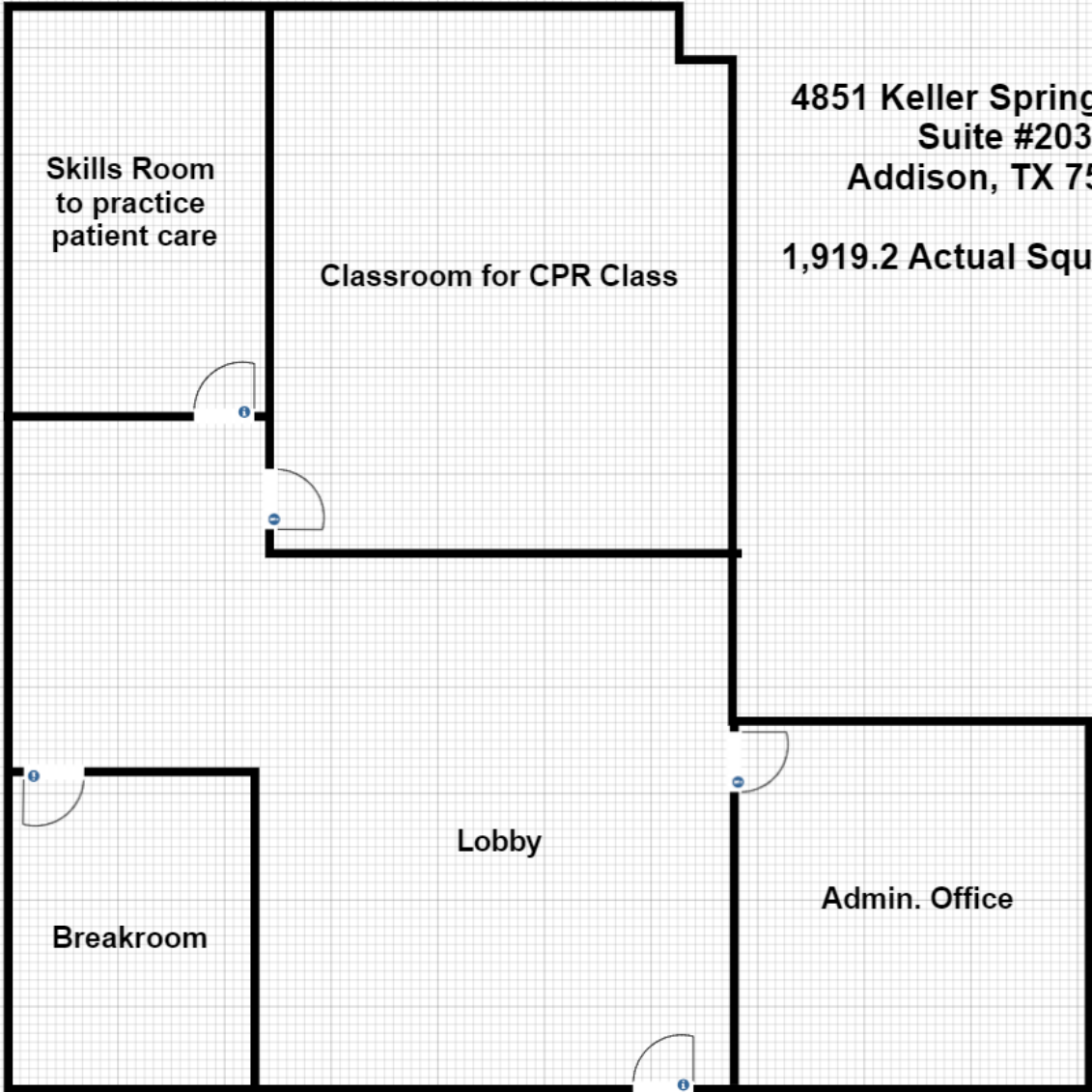
Room #	Patient Name:
100	Ellie Vital
NURSE:	Megan
TECH/AIDE:	Cardi
Doctor:	Dr. Minaj
DIET:	Low Carb Nectar thick
Ambulatory Status:	MY GOAL TODAY IS: Pain Control Therapy
↑ 2 #1 GB+ w/w	
NOTES:	
ACHS	
B 117 L 134	
D ___ Hs ___	
	Kim (Sister) 414-555-2227





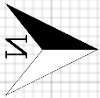
Room: 100	Ellie Vital
Name: Megan	
Residence: Cards	
Doctor: Dr. Moxie	
Diet: <i>Low Sodium</i>	<i>Low Carb</i>
Medications: <i>Lasix</i>	<i>Heart Control</i>
Notes: <i>AC/RS</i>	<i>12/22/20</i>

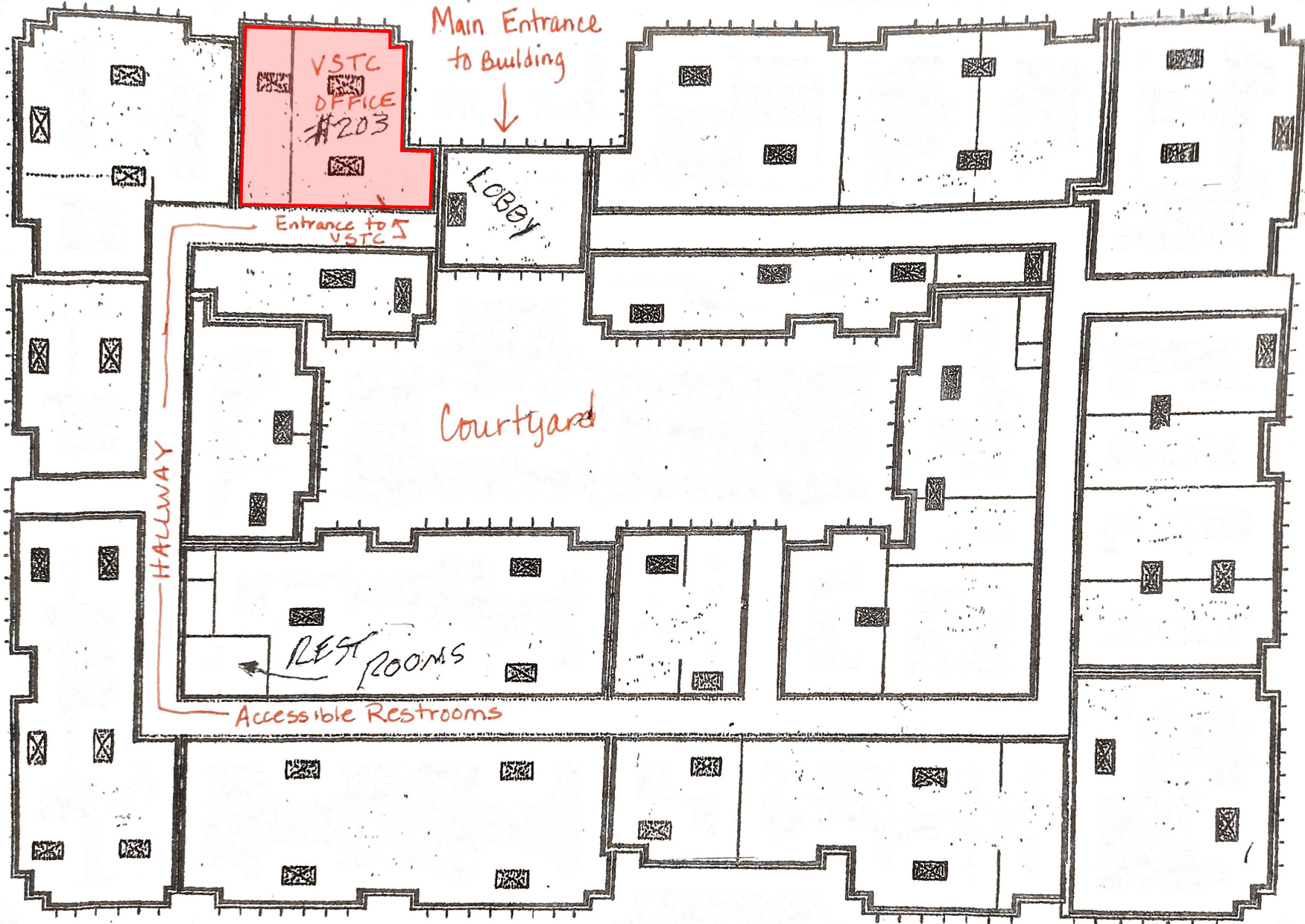


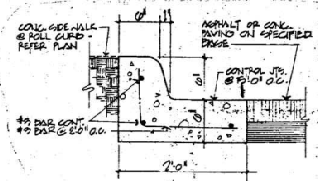


**4851 Keller Springs Road
Suite #203
Addison, TX 75001**

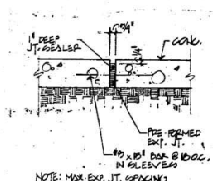
1,919.2 Actual Square Feet



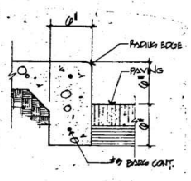




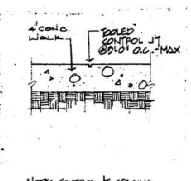
02 ROLL CURB DETAIL
SCALE: 1/4" = 1'-0"



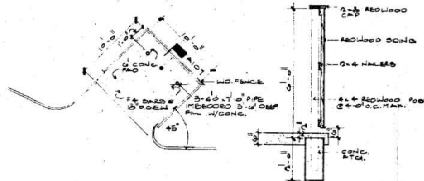
03 EXP. JOINT
SCALE: 1/4" = 1'-0"



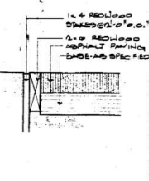
04 CURB DETAIL
SCALE: 1/4" = 1'-0"



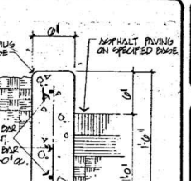
05 CONTROL JOINT
SCALE: 1/4" = 1'-0"



06 TRASH AREA
SCALE: 1/4" = 1'-0"

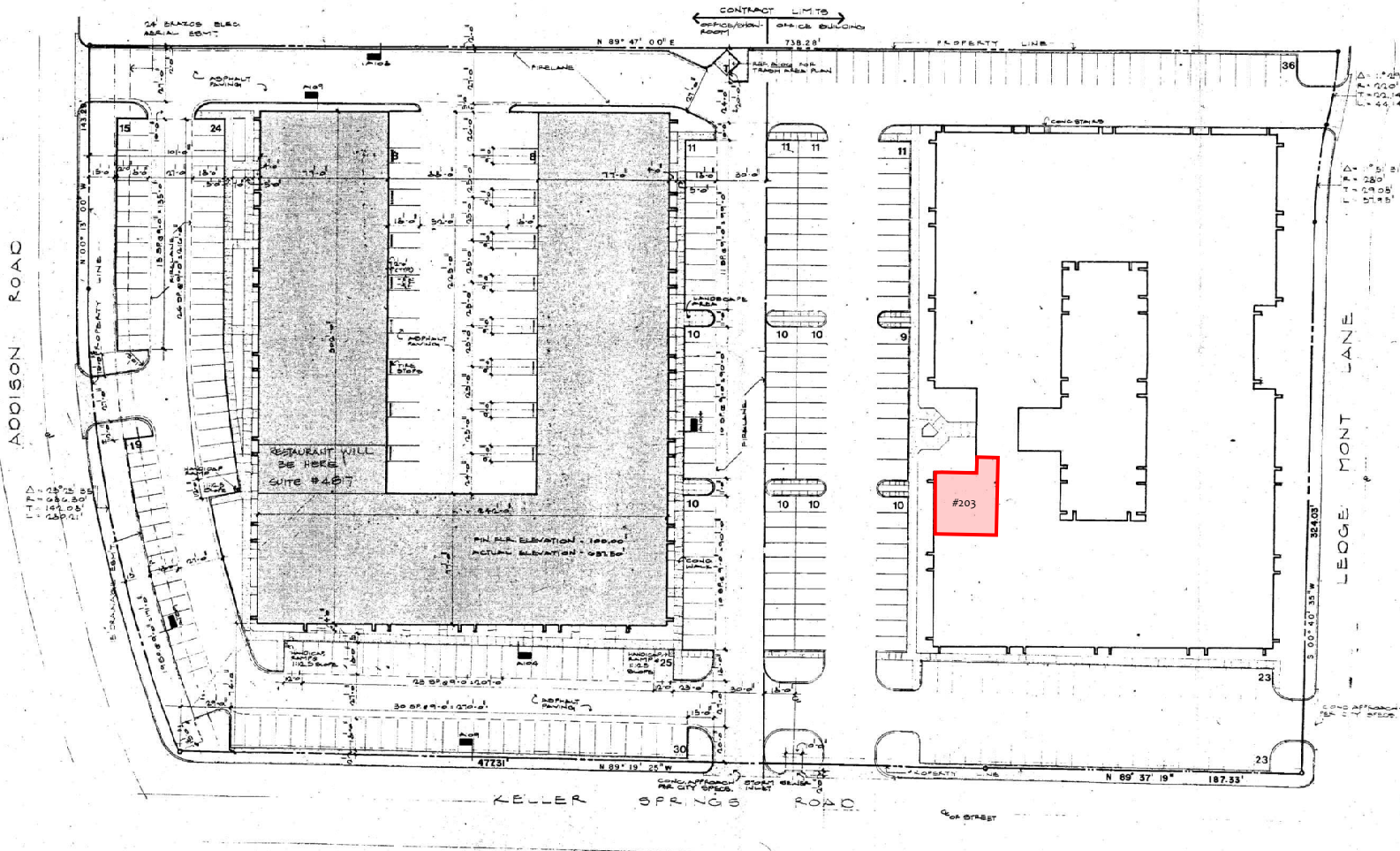


07 FENCE DTL.
SCALE: 1/4" = 1'-0"



08 CURB DTL.
SCALE: 1/4" = 1'-0"

09 CURB DETAIL
SCALE: 1/4" = 1'-0"



01 SITE PLAN
SCALE: 1/8" = 1'-0"

APPROVED PLANS
FOR ORDINANCE
NO. 085-008

CASE FILE NO. 2024-008-SUP
RECEIVED 12-23-24

addition, Texas

Gateway Centre
Office / Showrooms
Lakeview Properties, Inc.
Keller Springs road at Addison road

ISSUE DATE
5-24-25
REVISIONS

SHEET NUMBER
A1

7-2024-00



EDI
LAKELAKE EAST
CONSTRUCTION

addition, Texas

Gateway Centre
Office / Showrooms
Lakeview Properties, Inc.
Keller Springs road at Addison road

ISSUE DATE
5-24-25
REVISIONS

SHEET NUMBER
A1

7-2024-00

addition, Texas

Planning & Zoning Commission

6.

Meeting Date: 07/18/2023

Agenda Caption:

Present, Discuss, and Consider Action on a Preliminary Plat for the AMLI Treehouse Addition, a mixed-use development on 13.604 acres located on the west side of Midway Road, approximately 1,000 feet south of Beltway Drive and immediately north of the Redding Trail Dog Park. Case PP2023-06/AML Treehouse Addition.

Recommendation:

Administration recommends approval of the 30-day extension request.

Attachments

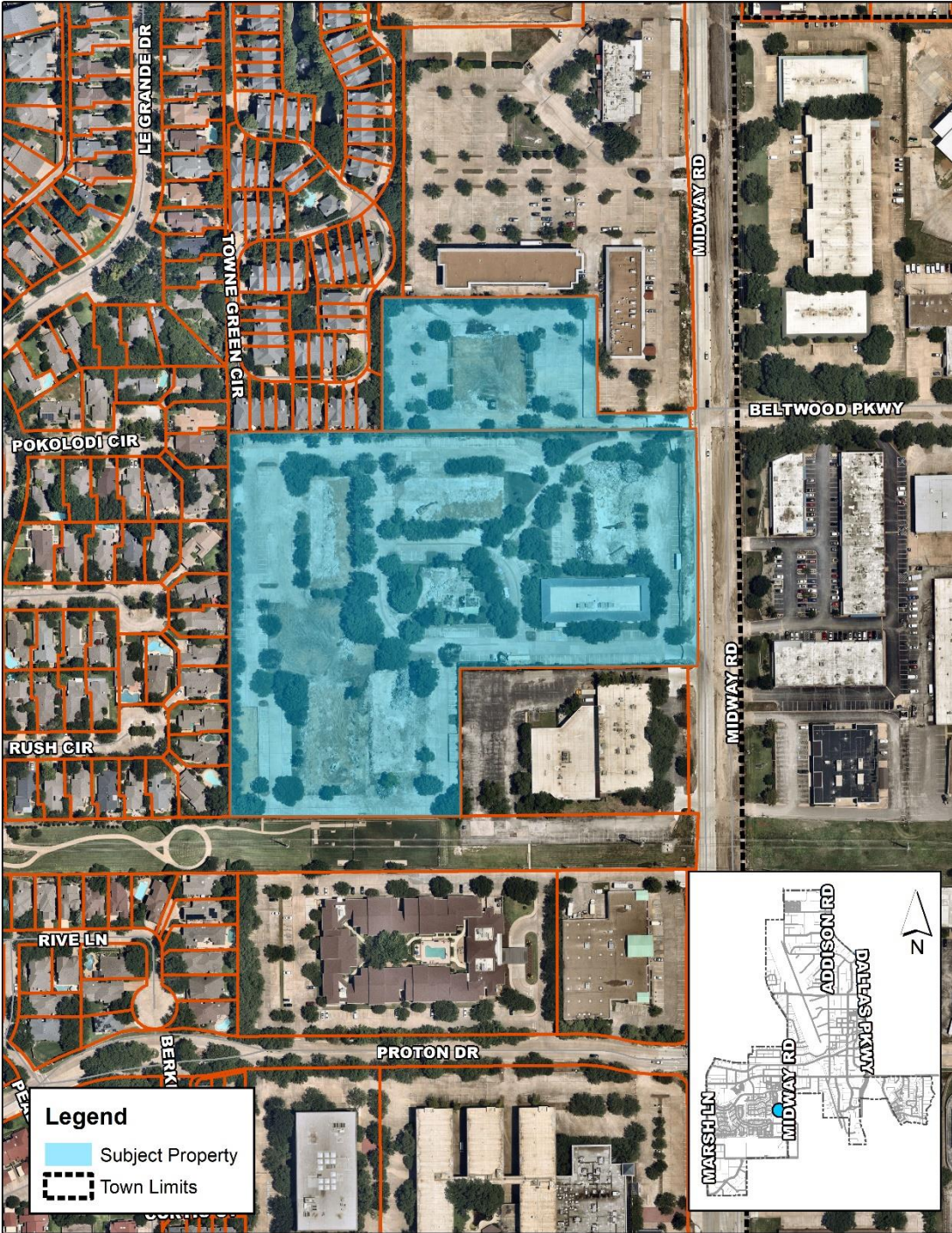
PP2023-06 Staff Report

PP2023-06 Extension Request Letter

PP2023-06

Case PP2023-06/AMLI Treehouse Addition. Present, Discuss, and Consider Action on a Preliminary Plat for the AMLI Treehouse Addition, a mixed-use development on 13.604 acres located on the west side of Midway Road, approximately 1,000 feet south of Beltway Drive and immediately north of the Redding Trail Dog Park.

LOCATION MAP





July 18, 2023

STAFF REPORT

RE: Preliminary Plat for AMLI Treehouse Addition

LOCATION: 13.604 acres located on the west side of Midway Road, approximately 1,000 feet south of Beltway Drive and immediately north of the Redding Trail Dog Park

REQUEST: Extension of consideration of a Preliminary Plat

APPLICANT: Ryan Safford, Bowman Consulting Group

DISCUSSION:

Background. The subject property is generally located on the west side of Midway Road, approximately 1,000 feet south of Beltway Drive and immediately north of the Redding Trail Dog Park. The purpose of this preliminary plat application is to identify proposed lots and easement required for the development of mixed-use structures, townhomes, and public and private open space and common areas.

In accordance with Chapter 212 of the Local Government Code, the Town is required to take action on this plat within 30 days of application submittal. With technical issues that are still outstanding, this plat cannot be approved by the Town at this time. As such, the applicant is exercising their right to request a one-time 30-day extension to consideration of the plat. This extension will allow the applicant additional time to address the remaining issues.

If this request is approved, final action on this plat would be required at the August Planning and Zoning Commission meeting.

RECOMMENDATION:

Staff recommends approval of the 30-day extension request.



5057 Keller Springs Rd, Suite 250
Addison, Texas 75001
Phone: 972.265.6759

July 14, 2023

Development Services – Town of Addison
Attn: Lesley Nyp
Planning & Development Manager
16801 Westgrove Drive
Addison, TX 75254
Via email: lnyp@addisontx.gov

RE: AMLI Tree House Case No. 2023-06 – Preliminary Plat Submission 30- day extension

Dear Lesley:

As applicant of the preliminary plat for AMLI Treehouse Addition, Case No. 2023-06, I hereby request a 30-Day Extension, as permitted under House Bill 3167, to allow for additional changes to be made to the preliminary plat prior to action being taken. The plat will be resubmitted to Development Services to provide adequate time for Staff review in anticipation of being added to the August 15, 2023 Planning and Zoning meeting agenda. Please let me know if you need any further information to process this request.

As discussed, our civil plans under current review will not be held up as a result of the 30-day extension. We appreciate all the time you and staff have spent to ensure that the future AMLI Tree House project and 3-acre Redding Trail extension will be a great addition to the Town.

Sincerely,

A handwritten signature in cursive script that reads "Robert Lapp".

Robert Lapp
Vice President
AMLI Development Company