



**COMPREHENSIVE PLAN
ADVISORY COMMITTEE (CPAC) MEETING #1**

WEDNESDAY, NOVEMBER 1, 2023

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

6:00 P.M. MEETING

The CPAC meeting will be held at the Addison Conference Center, 15650 Addison Road, Addison, Texas 75001 on Wednesday November 1, 2023 at 6 pm. For more information on the meeting location and ways to view and/or present comments, please contact Jade Broadnax prior to 3:00 pm on the day of the meeting at 972-450-2820 or by emailing jbroadnax@addisontx.gov. The meeting will be live streamed on Addison's website at www.addisontexas.net.

Call Meeting to Order

1. Introduction of the Comprehensive Plan Advisory Committee (CPAC) and Project Team.
2. Consider, discuss, and act on the Comprehensive Plan Advisory Committee (CPAC) mission and ground rules.
3. Consider, discuss, and act on the appointment of a Comprehensive Plan Advisory Committee (CPAC) Chair and Vice-Chair.
4. Review project scope of work and Comprehensive Plan Advisory Committee (CPAC) meeting schedule.
5. Conduct a group exercise addressing current conditions in Addison.

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 Committee action or discussion may occur. No Committee 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

**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: _____
Jade Broadnax, Comprehensive Planning Manager
DATE POSTED: _____
TIME POSTED: _____
DATE REMOVED FROM BULLETIN BOARD: _____
REMOVED BY: _____

**Comprehensive Plan Advisory
Committee Meeting #1**

1.

Meeting Date: 11/01/2023

Agenda Caption:

Introduction of the Comprehensive Plan Advisory Committee (CPAC) and Project Team.

Attachments

Presentation - CPAC Meeting #1

ADVANCE **ADDISON** 2050

COMPREHENSIVE PLAN

Comprehensive Plan Advisory Committee (CPAC) Meeting #1

November 1, 2023

GOALS OF THIS PLANNING PROCESS

- **Facilitate an authentic community dialogue to:**
 - Develop a shared understanding of current conditions in Addison and reach consensus on an aspirational vision for the future
 - Create and update policies addressing land use and development character, housing and neighborhoods, mobility and connectivity, open space and social amenities, and economic development and revitalization
 - Coordinate with existing long-range planning efforts to shape a comprehensive strategy for Town leadership to implement



AGENDA

Presentation

- Project and team introductions
- CPAC member introductions
- Advance Addison overview
- CPAC mission and ground rules
- Consideration of leadership appointments
- CPAC meeting schedule
- Promoting the plan and engagement activities

Committee Activity

- What do you love about Addison?

PROJECT TEAM

TOWN OF ADDISON

Ken Schmidt, AICP

Director of Development Services

kschmidt@addisontx.gov

Jade Broadnax, AICP

Comprehensive Planning Manager

jbroadnax@addisontx.gov

CONSULTANT TEAM

Kevin Shepherd, PE

Project Director (Verdunity)

kevin@verdunity.com



VERDUNITY

Lead consultant; land use, housing, and mobility; document design



Branding, visioning, and community engagement



Market research and economic development



Urban design and landscape architecture



Parks, recreation, and facilities

INTRODUCTIONS

1

**Your
Name**

2

**Time You've
Lived and/or
Worked in
Addison**

3

**Top Item This
Plan Should
Address?**

WHAT IS A COMPREHENSIVE PLAN?

Policy document that is used to guide decisions about future growth and development in the community.

- ✓ Establishes a **shared vision** for the future and **guiding principles** to align the work of the Town around the issues that matter most to the community;
- ✓ Includes a **Future Land Use Map and accompanying strategies** for land use and development character, housing and neighborhoods, mobility, and more;
- ✓ Identifies an **implementation framework and action plan** to achieve the vision;
- ✓ Provides the **foundation for zoning and development standards** that inform daily development decisions

PLAN STRUCTURE

Introduction

- Plan Purpose & Process
- Community Context
- Economics of Land Use & Financial Resilience
- Vision & Guiding Principles

Organizational Components

- Land Use & Development Character
- Housing & Neighborhoods
- Mobility & Connectivity
- Support Components (Parks, Facilities, Infrastructure, Social Amenities)

Economic Development/Resilience, Placemaking, and Sustainability integrated throughout the Plan

Implementation Program

- Recommendations
- Actions
- Timing
- Resources

PROJECT TIMELINE

- Plan and Data Review
- Community Tour
- Land Use Fiscal Analysis (LUFA)
- **Trip 1: Community Kickoff**
- Community Surveys

- **Trip 3: Strategy Brainstorming**
- Component Strategies (Maps, Policy Recommendations, Actions)
- **Trip 4: Strategy Refinement**

- Public Review
- Final Plan Delivery
- **Adoption Meetings**
- Implementation Tracking Website

LAUNCH PHASE 1

SEP

ASSESS PHASE 2

OCT NOV DEC

EXPLORE PHASE 3

JAN FEB

ORGANIZE PHASE 4

MAR APR MAY

PRIORITIZE PHASE 5

JUN JUL AUG

ADOPT PHASE 6

SEP OCT NOV DEC

2023 | 2024

- Project Kickoff
- Appointment of Comprehensive Plan Advisory Committee (CPAC)*
- Project Website Launch

- **Trip 2: Visioning**
- Stakeholder & Focus Group Interviews
- Online Mapping Tool & Ideas Wall

- **Trip 5: Implementation Programming**
- Map Production
- Draft Plan Delivery & Refinement

The background is a solid blue color with various abstract geometric patterns. There are several clusters of small, light-blue circles arranged in grid-like patterns. Larger, semi-transparent light-blue shapes, including circles and curved segments, are scattered across the background, creating a layered, modern aesthetic.

CPAC MISSION & GROUND RULES

MISSION OF THE CPAC

- **Advise the City Council and work collaboratively with the Project Team to:**
 - Review technical analysis and help align assessments with local conditions.
 - Serve as a sounding board for the Project Team by supplementing community input provided at engagement events and through online activities.
 - Review vision and guiding principle recommendations to help ensure that they are responsive to community input and technical assessments.
 - Provide feedback/direction with the goal of developing policies, strategies and an action plan that aligns with the community's vision and guiding principles.
 - Serve as project ambassadors by sharing information about the project with community members and encouraging broad participation in the process.

CPAC GROUND RULES

- The CPAC is one of many perspectives that will guide the development of this plan. At times, the Project Team will have to strike a balance between feedback provided by the CPAC and the broader Addison community.
- The Project Team will seek formal recommendations from the CPAC at key project milestones. CPAC will not take action on every issue discussed at meetings.
- All CPAC members have an equal voice in committee dialogue and action.
- The Project Team will facilitate an informal, dynamic meeting dialogue. All meeting participants will communicate respectfully and be considerate of others.
- CPAC members should strive to attend every meeting. Meeting attendees should review applicable meeting materials prior to the meeting.
- CPAC members will act in good faith and will honor the process/scope of work approved by the City Council. Business will not be conducted outside of meetings.

COMMITTEE LEADERSHIP APPOINTMENTS

- **In accordance with the CPAC mission and ground rules, the CPAC may elect to appoint committee leadership**

- **Action Items:**

- Discuss desire to appoint committee leadership
- Consider, discuss, and act on nominations for chair and vice chair

ADVANCE ADDISON 2050
COMPREHENSIVE PLAN

*Comprehensive Plan Advisory Committee (CPAC)
Mission & Ground Rules*

Mission

The CPAC is comprised of Addison residents and business community representatives who will advise the City Council and work collaboratively with the Project Team (Town staff + Verdunity and their subconsultants) throughout the development of the Comprehensive Plan. The CPAC will:

- Review data and technical analysis prepared by the Project Team and share feedback to ensure these assessments align with local conditions.
- Serve as a sounding board for the Project Team by supplementing community input provided at engagement events and through online activities.
- Review vision and guiding principle recommendations prepared by the Project Team to help ensure that they are responsive to community input and technical assessments.
- Provide feedback and direction to the Project Team, with the goal of developing policies, strategies and an action plan that aligns with the community's vision and guiding principles.
- Serve as project ambassadors by sharing information about the project with community members and encouraging broad participation throughout the planning process.

Ground Rules

The CPAC will conduct business in accordance with the following ground rules:

- The CPAC is one of many perspectives that will guide the development of this plan. At times, the Project Team will have to strike a balance between feedback provided by the CPAC and the broader Addison community.
- The Project Team will seek formal recommendations from the CPAC at key project milestones; however, due to the expansive nature of the planning process, CPAC will not take action on every issue discussed at CPAC meetings.
- All CPAC members have an equal voice in committee dialogue and action. The CPAC may choose to elect a chairperson and vice chairperson to lead the committee.
- The Project Team will facilitate an informal, dynamic meeting dialogue. All meeting participants will communicate respectfully and be considerate of the perspective and time of others.
- CPAC members should strive to attend every meeting. Meeting attendees should review applicable meeting materials prior to the meeting. When participation is not possible, it is the responsibility of the CPAC member to catch up on any meeting outcomes that they missed.
- CPAC members will act in good faith and will honor the process and scope of work approved by the City Council. Member requests of the Project Team or of the CPAC must be submitted to Town staff for further consideration. Unless further defined by the CPAC and Project Team, committee business will not be conducted outside of CPAC meetings.

PHASE BREAKDOWN AND CPAC MEETING TIMELINE

PHASE 2 - ASSESS

Meeting 1 - Nov. 1, 2023

- Purpose:
 - Introductions
 - Plan Overview
- *CPAC Action:*
 - *Promote project website and Survey 2*

Meeting 2 – Dec. 14, 2023

- Purpose:
 - Summarize Existing Conditions Analysis and Input Received to Date
- *CPAC Actions:*
 - *Provide feedback on information that's shared*
 - *Promote Survey 2 and upcoming January Trip*

PHASE 3 – EXPLORE (VISION, GUIDING PRINCIPLES, AND OUTCOMES)

Meeting 3 - Jan. 25, 2024

- Purpose:
 - Vision, Guiding Principles, and Desired Outcomes
- *CPAC Action:*
 - *Participate in activity and provide input*

Meeting 4 – Feb. 21, 2024

- Purpose:
 - Finalize Vision, Guiding Principles, and Desired Outcomes
- *CPAC Action:*
 - *Provide feedback on information that's shared*

PHASE 4 – ORGANIZE (STRATEGY DEVELOPMENT)

Meeting 5 - April 18, 2024

- Purpose:
 - Discuss potential strategies related to Land Use/Place Types & Housing
- *CPAC Action:*
 - *Participate in activity and provide input*

** Trip 3 (week of March 18th) will include community activities to get initial input on strategies*

Meeting 6 - May 9, 2024

- Purpose:
 - Refine Land Use/Place Types & Housing strategies and discuss potential Mobility and Connectivity strategies
- *CPAC Action:*
 - *Participate in activity and provide input*

Meeting 7 – May 30, 2024

- Purpose:
 - Strategy refinement
- *CPAC Action: Provide feedback*

PHASE 5 – PRIORITIZE

Meeting 8 - June 20, 2024

- Purpose:
 - Brainstorm potential implementation actions and priorities
- *CPAC Action:*
 - *Participate in activity and provide input*

Meeting 9 – Aug. 8, 2024

- Purpose:
 - Provide overview of the draft plan document
- *CPAC Action:*
 - *Review draft plan and provide comments back to Staff*

** Copy of Draft Plan will be provided to CPAC at least two weeks before the meeting date*

PHASE 6 – ADOPT AND IMPLEMENT

Meeting 10 - Oct. 10, 2024

- Purpose:
 - Review final plan & consider recommending the document for adoption
- *CPAC Action:*
 - *Provide a recommendation of support for the adoption of the final plan to P&Z and City Council!*

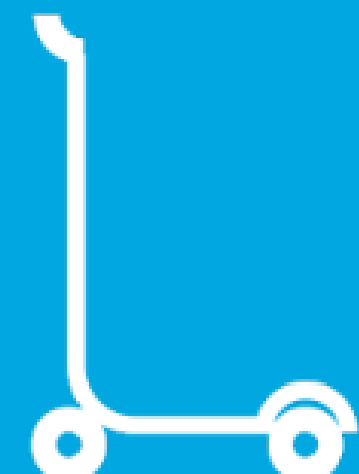
** Copy of Final Plan with previous comments incorporated will be provided to CPAC at least two weeks before the meeting date*

CURRENT ONLINE ENGAGEMENT

PROJECT WEBSITE

We're seeking input from everyone who loves Addison to develop a comprehensive plan that takes our community to the next level.

[Take the Survey →](#)



Addison's Comprehensive Plan

The Town of Addison is creating a new Comprehensive Plan that aims to take our community to the next level and guide decisions and investments. The plan will speak to how we make use of and preserve our land, the character and feel of new development, housing, how we get around town, and economic development. It will shape the Addison of the future and build on our renowned reputation, moving us forward as we approach our 100th anniversary.

Inclusive community engagement is a critical part of the planning process to ensure that the Advance Addison 2050 Plan is built upon the input of everyone who loves our community. We want you to get involved and help

[ADVANCEADDISON.COM](https://www.advanceaddison.com)

SIGN UP FOR PROJECT NEWSLETTER

Ready to be part of the movement?

Sign up to be notified of project updates, events, surveys and more.

COMMUNITY SURVEY

Survey 2 (Vision, Values, and Desired Outcomes) – opened 10/30, runs through Jan, 2024.

Promote with your Addison friends, family, and colleagues!

We're seeking input from everyone who loves Addison to develop a comprehensive plan that takes our community to the next level.

Take the Survey →

ADVANCEADDISON.COM

ACTIVITY

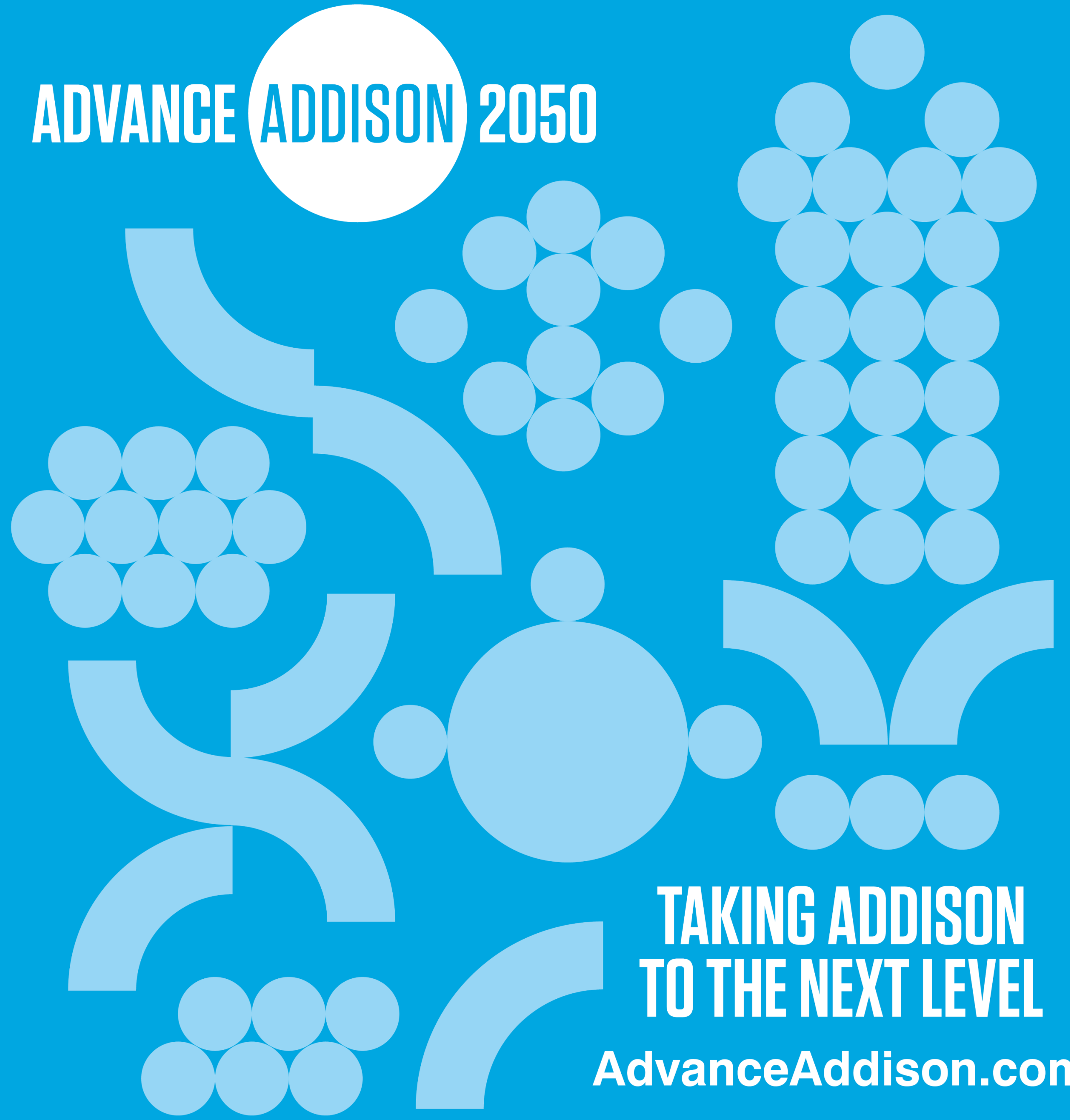
1

DRAWING WALL

*What do you LOVE about
Addison?*

THANK YOU!

ADVANCE **ADDISON** 2050



**TAKING ADDISON
TO THE NEXT LEVEL**

AdvanceAddison.com

**Comprehensive Plan Advisory
Committee Meeting #1**

2.

Meeting Date: 11/01/2023

Agenda Caption:

Consider, discuss, and act on the Comprehensive Plan Advisory Committee (CPAC) mission and ground rules.

Attachments

CPAC Mission and Ground Rules

ADVANCE ADDISON 2050

COMPREHENSIVE PLAN

Comprehensive Plan Advisory Committee (CPAC) Mission & Ground Rules

Mission

The CPAC is comprised of Addison residents and business community representatives who will advise the City Council and work collaboratively with the Project Team (Town staff + Verdunity and their subconsultants) throughout the development of the Comprehensive Plan. The CPAC will:

- Review data and technical analysis prepared by the Project Team and share feedback to ensure these assessments align with local conditions.
- Serve as a sounding board for the Project Team by supplementing community input provided at engagement events and through online activities.
- Review vision and guiding principle recommendations prepared by the Project Team to help ensure that they are responsive to community input and technical assessments.
- Provide feedback and direction to the Project Team, with the goal of developing policies, strategies and an action plan that aligns with the community's vision and guiding principles.
- Serve as project ambassadors by sharing information about the project with community members and encouraging broad participation throughout the planning process.

Ground Rules

The CPAC will conduct business in accordance with the following ground rules:

- The CPAC is one of many perspectives that will guide the development of this plan. At times, the Project Team will have to strike a balance between feedback provided by the CPAC and the broader Addison community.
- The Project Team will seek formal recommendations from the CPAC at key project milestones; however, due to the expansive nature of the planning process, CPAC will not take action on every issue discussed at CPAC meetings.
- All CPAC members have an equal voice in committee dialogue and action. The CPAC may choose to elect a chairperson and vice chairperson to lead the committee.
- The Project Team will facilitate an informal, dynamic meeting dialogue. All meeting participants will communicate respectfully and be considerate of the perspective and time of others.
- CPAC members should strive to attend every meeting. Meeting attendees should review applicable meeting materials prior to the meeting. When participation is not possible, it is the responsibility of the CPAC member to catch up on any meeting outcomes that they missed.
- CPAC members will act in good faith and will honor the process and scope of work approved by the City Council. Member requests of the Project Team or of the CPAC must be submitted to Town staff for further consideration. Unless further defined by the CPAC and Project Team, committee business will not be conducted outside of CPAC meetings.

**Comprehensive Plan Advisory
Committee Meeting #1**

3.

Meeting Date: 11/01/2023

Agenda Caption:

Consider, discuss, and act on the appointment of a Comprehensive Plan Advisory Committee (CPAC) Chair and Vice-Chair.

**Comprehensive Plan Advisory
Committee Meeting #1**

4.

Meeting Date: 11/01/2023

Agenda Caption:

Review project scope of work and Comprehensive Plan Advisory Committee (CPAC) meeting schedule.

Attachments

CPAC Meeting Schedule

ADVANCE ADDISON 2050

COMPREHENSIVE PLAN

Comprehensive Plan Advisory Committee Schedule	
Revised 10/27/2023	
Meetings will be held at the Addison Conference Center (15650 Addison Road)	
Meeting	Date
CPAC Mtg 1	6 pm, Wednesday, 11/1/2023
CPAC Mtg 2	6 pm, Thursday, 12/14/2023
CPAC Mtg 3	6pm Thursday, 1/25/2024
CPAC Mtg 4	6pm, Wednesday 2/21/2024
CPAC Mtg 5	6 pm, Thursday, 4/18/2024
CPAC Mtg 6	6 pm, Thursday, 5/9/2024
CPAC Mtg 7	6 pm, Thursday, 5/30/2024
CPAC Mtg 8	6 pm, Thursday, 6/20/2024
CPAC Mtg 9	6 pm, Thursday, 8/8/2024
CPAC Mtg 10	6pm, Thursday, 10/10/2024

**Comprehensive Plan Advisory
Committee Meeting #1
Meeting Date: 11/01/2023**

5.

Agenda Caption:

Conduct a group exercise addressing current conditions in Addison.
