



**PLANNING & ZONING
COMMISSION**
2023 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.”



Frost Bank Under Construction

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.

TEAM MEMBERS

Throughout 2023, the Commission had a number of changes. In January, we gained a new Commissioner, Zachary Faircloth. In the same month, Nancy Craig resigned and Diane Chavez was appointed in her place. In June, the Commission gained John Meleky following the resignation of Chair Tom Souers. In August, Juli Branson resigned from the Commission and Jimmy Barker was appointed to fill the vacancy. In July, Jade Broadnax joined Town staff to serve as the Comprehensive Planning Manager. We finished the year with Robert Catalani completing his third and final term on the Commission.

In January 2023, the Commission appointed Tom Souers to serve as Chair and Chris DeFrancisco to serve as Vice Chair. Following the resignation of Chair Souers in July, the Commission appointed Chris DeFrancisco to serve as Chair and Denise Fansler to serve as Vice Chair for the remainder of the calendar year.

In November, John Meleky, a dear friend and colleague, passed away. We are grateful for the opportunity to work with John and are forever thankful for his dedication to the Town of Addison.

YEAR IN REVIEW



One Addison Place Under Construction

The Commission reviewed and acted upon a wide range of projects in 2023, including zoning entitlements for Addison Circle Station, the Trammell Crow Mixed Use development, and increased development activity at the Addison Airport. The Commission also saw several proposals for minor site improvements and infill redevelopment, which prompted many discussions regarding retrofit and redevelopment of underutilized and declining properties.

Commission meeting attendance remained strong in 2023. The following Commissioners had perfect attendance during their tenure on the Commission in 2023 – Jimmy Barker, Robert Catalani, Diane Chavez, Nancy Craig, Chris DeFrancisco, Denise Fansler, and Tom Souers. Please see the “2023 Meeting Attendance” exhibits for detailed attendance information for each commissioner.



Trammell Crow Mixed Use Development Rendering



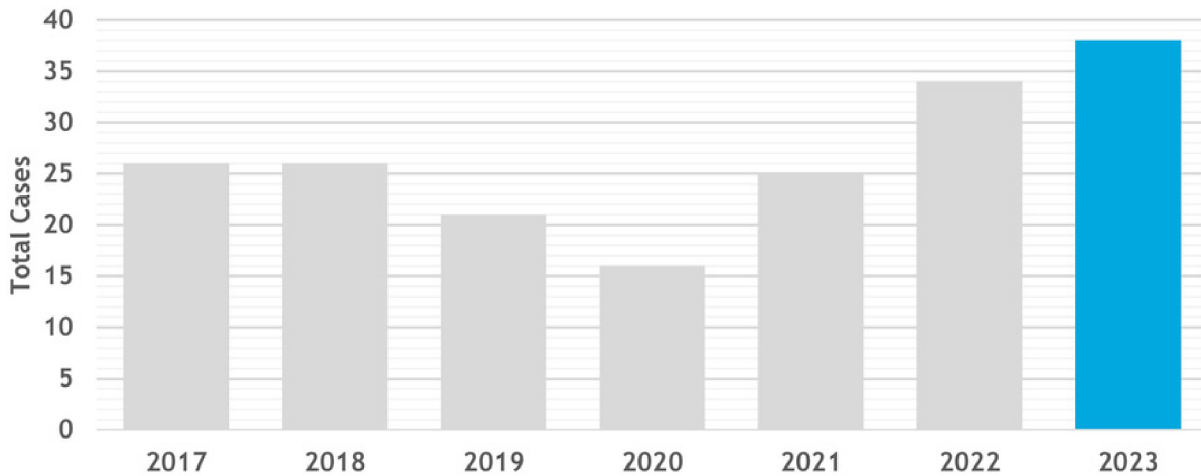
Trammell Crow Mixed Use Development Rendering

CASE SUMMARY

The Commission acted upon 38 development cases in 2023. This represents an increase from previous years. This can largely be attributed to Addison Circle Station, the new Transit Oriented Development, and increased development activity at the Addison Airport.

Over the course of eleven regular meetings held in 2023, the Planning and Zoning Commission reviewed 38 cases. This case load was comprised of the following:

- 17 Rezoning and Development Plan Requests
- 14 Special Use Permit Requests
- 7 Plats



As shown in the chart above, the 38 cases reviewed this year reflects a 5 percent increase from 2022. See the “Development Case History” exhibit to view a comparison of the annual case load by project type since 2017.

NOTABLE PROJECTS

TRANSIT ORIENTED DEVELOPMENT

The Town entered into an agreement with co-developers to develop Addison Circle Station, a Transit Oriented Development (TOD) to serve the new DART Silver Line and Transit Station. The project will be a multi-phased mixed use development including office, retail, restaurants, entertainment, multifamily residential, and a parking garage. This project will fulfill the planning efforts from the Addison 2020 Vision Study and the Addison Circle Special Area Study.



Addison Circle Station Rendering

ADAPTIVE REUSE

Lovett Industrial will be redeveloping a former call center into the Addison Innovation Center. The project will result in two buildings, offering 239,000 square feet of office and warehouse space, intended for research and development focused tenants. The site has remained vacant for many years and with decreased demand for office space, the site will be reused and improved to more closely align with the existing development pattern in the area.

ADDISON AIRPORT

The Addison Airport has seen a significant increase in development activity compared to previous years. In 2023, the Commission approved nearly 250,000 square feet of new office/hangar space from Atlantic Aviation, one of the airport's Fixed-Base Operators (FBO), Sky Harbour, and Sky Squared. It is likely that the Commission will see increased long-range planning activity and development activity at the airport in the coming years.

See the "2023 Case Map" exhibit to see the location of each case by project type.

GOALS & ACCOMPLISHMENTS

2023 COMMISSION ACCOMPLISHMENTS

At the beginning of 2023, the Commission established the following goals:

- Increased emphasis on pedestrian safety and comfort – particularly at crosswalks – in the development review process and in capital improvement planning policy and construction.
- Continued review of the Town’s parking and sign standards to support more efficient parking design/wayfinding, and to require/incentivize the provision of features such as EV charging stations, ride share zones, bicycle parking, and wayfinding signage.
- Conduct a development tour with the Commission and create a digital inventory of Commission actions.

The Unified Development Code project is intended to address the Town’s parking and sign standards, which is anticipated to be completed in 2024. In September 2023, staff facilitated a development tour for the Commission. The afternoon included tours of The Villas at Fiori Mock Townhome Unit and Puttshack at Village on the Parkway.

2024 PROJECT FORECAST

Moving into 2024, it is anticipated that development activity will remain comparable to the previous two years. The Commission will see a significant increase in Long-Range Planning activity with the Advance Addison 2050 (Comprehensive Plan) and the Unified Development Code (UDC) projects underway.

2024 COMMISSION GOALS

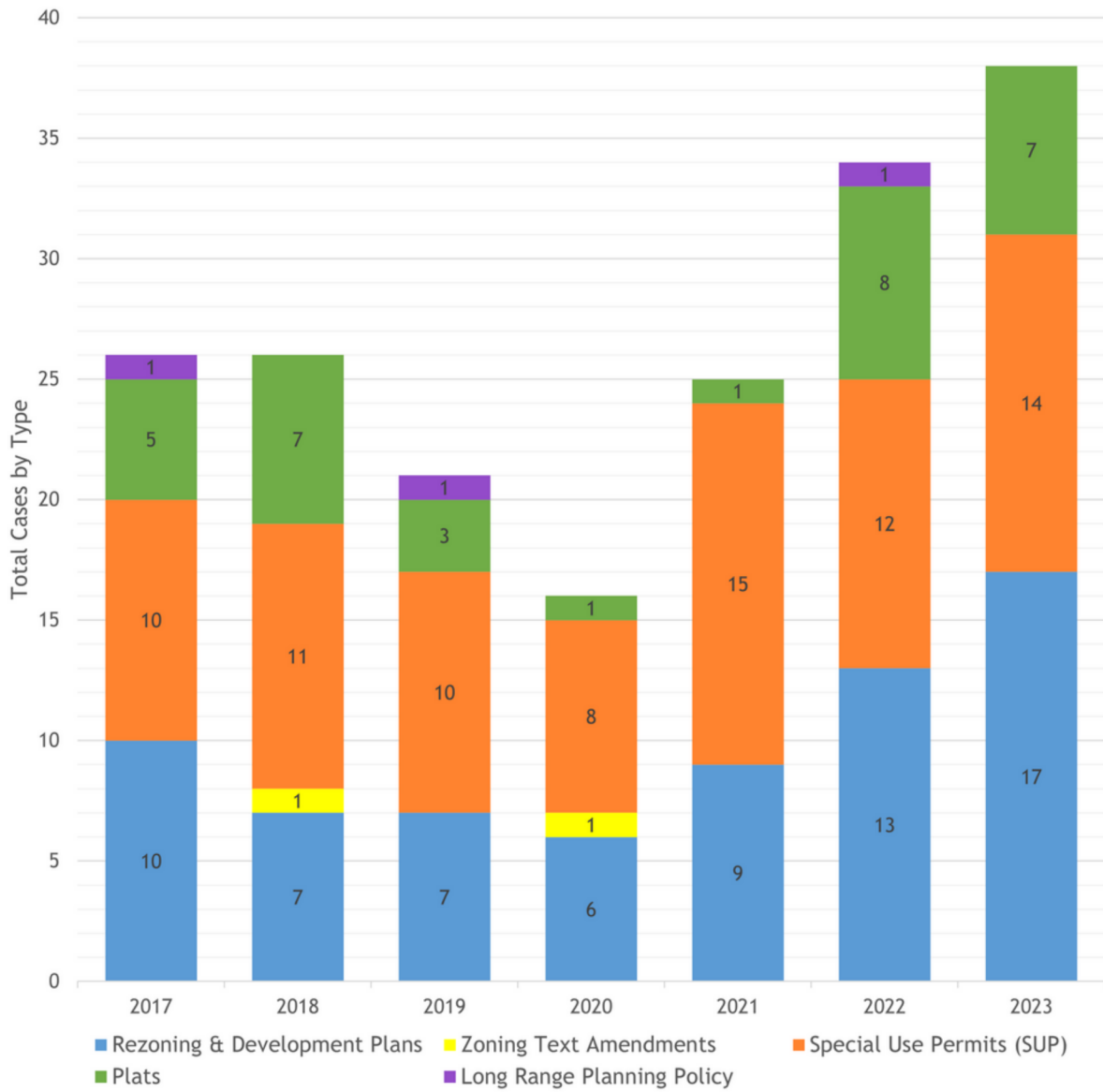
- Increased emphasis on pedestrian safety and encouraging use of alternative modes of transportation in order to reduce parking demand and support development standards and infrastructure policy that limits the construction of excess parking supply.
- Evaluate Rules, Regulations, and Procedures of the Planning and Zoning Commission and update to reflect current practices as needed.
- Conduct periodic development tours with the Commission throughout the year.

ATTENDANCE

Commissioner Attendance Rate - 2023				
Commissioner	Present	Absent	Eligible	Attendance Rate
Branson, Juli	7	1	8	88%
Barker, Jimmy	3	0	3	100%
Catalani, Bob	11	0	11	100%
Chavez, Diane	10	0	10	100%
Craig, Nancy	1	0	1	100%
DeFrancisco, Chris (Vice Chair)	11	0	11	100%
Faircloth, Zachary	8	3	11	73%
Fansler, Denise	11	0	11	100%
Meleky, John	2	3	5	40%
Souers, Tom (Chair)	6	0	6	100%

Planning & Zoning Commissioner Attendance Summary - 2023												
Commissioner	17-Jan	21-Feb	21-Mar	18-Apr	16-May	20-Jun	18-Jul	15-Aug	19-Sep	17-Oct	15-Nov	13-Dec
Branson, Juli	P	P	P	P	P	P	A	P				No Meeting
Barker, Jimmy									P	P	P	
Catalani, Bob	P	P	P	P	P	P	P	P	P	P	P	
Chavez, Diane		P	P	P	P	P	P	P	P	P	P	
Craig, Nancy	P											
DeFrancisco, Chris (Vice Chair/Chair)	P	P	P	P	P	P	P	P	P	P	P	
Faircloth, Zachary	P	P	A	P	P	A	A	P	P	P	P	
Fansler, Denise (Vice Chair)	P	P	P	P	P	P	P	P	P	P	P	
Meleky, John							P	P	A	A	A	
Souers, Tom (Chair)	P	P	P	P	P	P						
Average	100%	100%	85.7%	100%	100%	85.7%	71.4%	100.0%	85.7%	85.7%	85.7%	-

DEVELOPMENT CASE HISTORY



2023 CASE MAP

