



ADDISON, TEXAS

UNIFIED DEVELOPMENT CODE

**Part 3 (Procedures) +
Part 1 revisit
(Districts & Uses)**
April 2024

TEAM MEMBERS

Matt Goebel, AICP

Clarion - Project Manager
Code Drafting

Gabby Hart, AICP

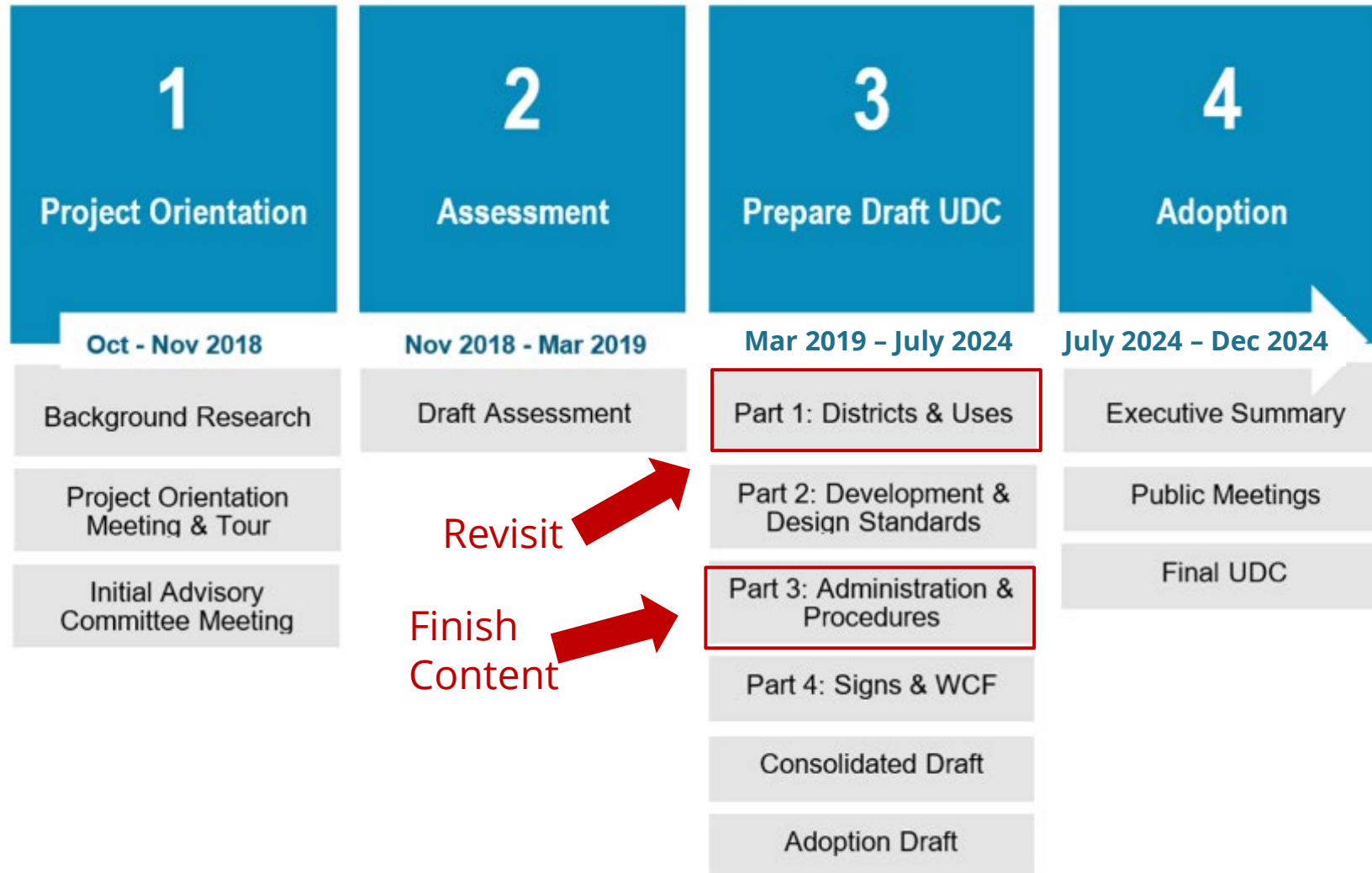
Clarion - Project Associate
Code Drafting

Jim Dougherty, Esq.

Texas Land-use Law Expert




PROJECT SCOPE AND TIMELINE



MEETING AGENDA

- **Review and discuss final installments:**
 - Common review procedures
 - Specific procedures (part 1)
- **Revisit Zoning Districts & Uses installment**
- **Next steps**



ADDISON, TEXAS

TEXAS

UNIFIED DEVELOPMENT CODE
PART 4: WIRELESS COMMUNICATION FACILITIES & SIGN REGULATIONS

CLARION NOVEMBER 2023 PUBLIC DRAFT

UNIFIED DEVELOPMENT CODE
PART 3: ADMINISTRATION & PROCEDURES

CLARION FEBRUARY 2024 PUBLIC DRAFT

NEW UDC ORGANIZATION

- **Article 1: General Provisions**
- **Article 2: Administrations and Procedures**
- **Article 3: Zoning Districts**
- **Article 4: Use Regulations**
- **Article 5: Development Standards**
- **Article 6: Subdivision Standards**
- **Article 7: Definitions**



ADMINISTRATION & PROCEDURES PT.2

ORGANIZATION

1. Purpose
2. Organization
3. Summary Table of Review Procedures
4. Common Review Procedures



Foundational elements

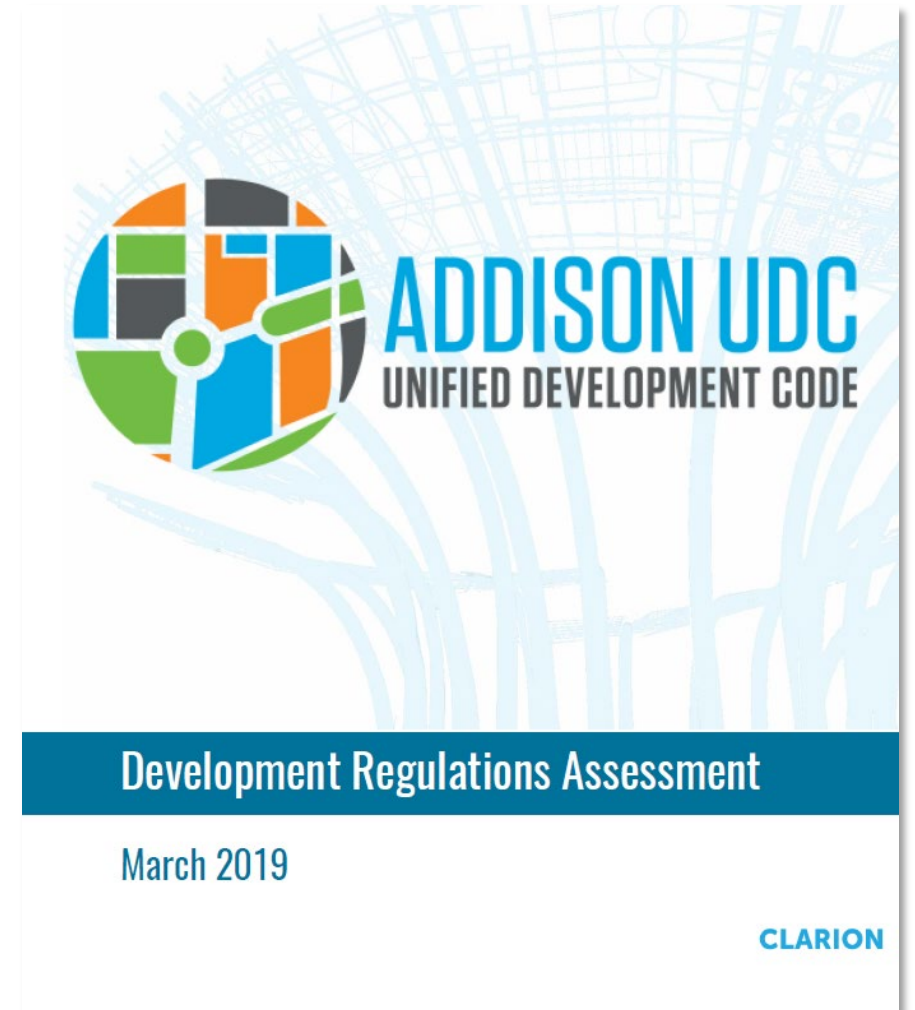
5. Rezoning, Zoning Text, and Plan Amendments
6. Site Planning and Miscellaneous Permits
7. Engineering Plans, Studies, and Site Development Permits
8. Agreements
9. Platting of Land
10. Flexibility and Relief



Procedures that build on the foundation

KEY GOALS

- Delegate more decision-making power to staff
- Establish common review procedures
- Codify and update the site plan review procedures
- Establish process to allow minor modifications



TOPICS COVERED PREVIOUSLY

- General Provisions
- Nonconformities
- Review & Decision-Making Bodies
- Summary Table of Review Procedures

Table 2.3-1: Summary Table of Review Procedures

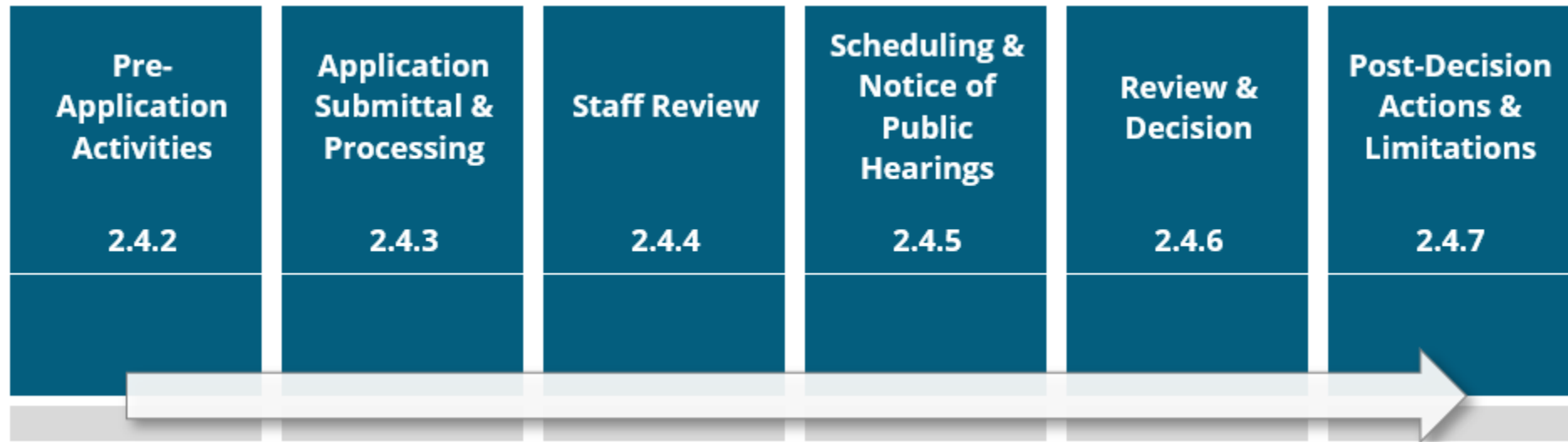
R = Review & recommend D = decide A = appeal

✓ = required ◊ = optional * = public hearing required

Application Type	UDC Reference	Pre-Application Activities		Review & Decision-Making Bodies				
		Pre-application conference	Neighborhood Meeting	Staff	Planning and Zoning Commission	City Council	Board of Zoning Adjustment	
Rezoning, Zoning Text, and Plan Amendments								
Special Use Permit	2.5.1	✓	◊	R	R*	D*		
Rezoning	2.5.1	✓	◊	R	R*	D*		
Rezoning to Planned Development (PD)	Preliminary 2.5.3	✓	◊	R	R*	D*		
	Final 2.5.3	✓	◊	R	R*	D*		
Zoning Text Amendment	2.5.4	◊	◊	R	R*	D*		
Comprehensive Plan Amendment	2.5.5	✓	◊	R	R*	D*		
Annexation	2.5.6	✓		R	R*	D*		
Site Planning and Miscellaneous Permits								
Concept Plan	For Rezoning	2.6.1C	✓	◊	R	R*	D*	
	Other	2.6.1D	✓	◊	R	D*		
Site Plan	Major	2.6.2E	✓	◊	R	D*		A*
	Minor	2.6.2D	◊	◊	D			A*
Temporary Use Permit		2.6.3			D			A*
Sign Permit		2.6.4			D			A*
Zoning Verification Letter		2.6.5			D			A*
Change or Elimination of Nonconformity		2.6.6						

COMMON PROCEDURES

- Elements that are common to most development application reviews
- Consolidated to avoid repetition
- Substantially rewritten for clarity and to reflect current practice



COMMON PROCEDURES

- **Pre-application conference**
- **Neighborhood Meeting**
- **Application Submittal & Processing**
- **Staff Review**
- **Public Hearing Scheduling & Notice**
- **Review and Decision**
- **Post-Decision Actions & Limitations**

COMMON PROCEDURES | KEY CHANGES

- New **neighborhood meeting** process to allow public involvement earlier in the review process for major projects
- Recommended for any application subject to discretionary review by the Planning and Zoning Commission
- **Applicant responsible for scheduling, noticing, and facilitating** the meeting – attendance by Town staff not required
- **Summary of meeting** required to be provided in application materials and staff report



COMMON PROCEDURES | KEY CHANGES

- Scheduling and notice of public hearing section added to provide **more direction and clarity regarding Town procedures**
- **Includes minimum time frames** for mailed, published (newspaper or online), and posted (signs on property) notice
- New **summary table** of public notice requirements

Table 2.4-1: Summary of Public Notice Requirements			
Application Type	Published [1]	Mailed [2]	Posted [3]
Site Planning and Miscellaneous Permits			
Major Site Plan	✓	✓	n/a
Land Division and Subdivision			
Preliminary Plat	✓	✓	✓
Replat	Depends on application type	Depends on application type	Depends on application type
Rezoning, Zoning Text and Plan Amendments			
Special Use Permit	✓	✓	✓
Rezoning	✓	✓	✓
Zoning Text Amendment	✓	n/a	n/a
Comprehensive Plan Amendment	✓	n/a	n/a
Annexation	[4]	[4]	[4]
Flexibility & Relief			
Variance	n/a	✓	✓
Minor Modification [5]	✓	✓	✓
Appeal Of Administrative Decision [5]	✓	✓	✓

Notes:

[1] 16 days prior to hearing or such longer period as may be required by state law.

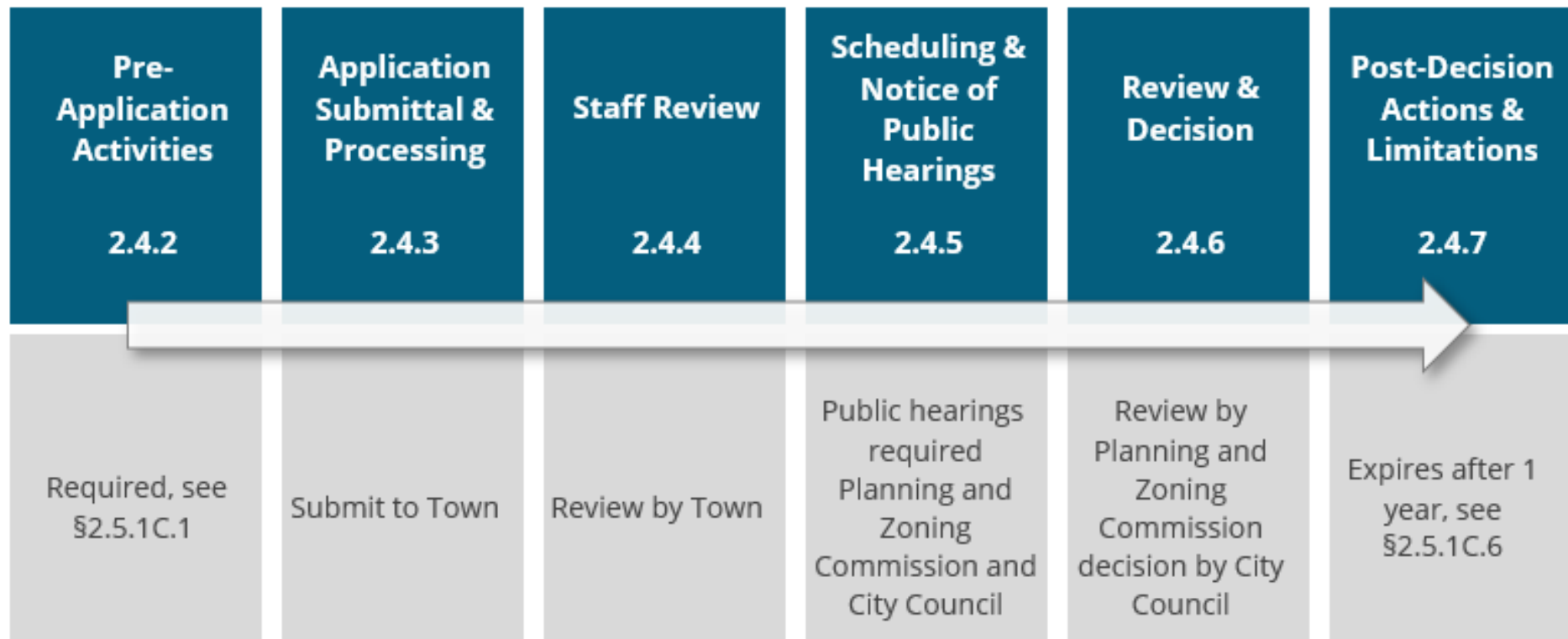
[2] Within 200 feet and 11 days prior to hearing or such longer period as may be required by state law.

COMMON PROCEDURES | KEY CHANGES

- **New Post-Decisions Actions and Limitations section establishes:**
 - Notice of decision on an application to be provided within 10 days after decision
 - When development approvals expire, if they can be extended, and the ability for approvals to be revoked
 - Ability for the Director to approve minor changes to approved plans including:
 - Changes necessary in light of technical or engineering considerations first discovered during preparation of final engineering and building plans
 - Minor deviations in building footprint
 - Relocation of infrastructure (roads and water or sewage lines)
 - NOT reductions to amount of open space, buffering, or increase in building floor area

SPECIAL USE PERMIT

- Required for all land uses allowed by Special Use Permit (S) in Table of Allowed Uses



SPECIAL USE PERMIT

- Considers the location, design, configuration, intensity, density, natural hazards, and other relevant factors pertaining to the proposed use to evaluate the potential impacts of such uses on surrounding properties and to ensure that such uses are compatible with surrounding properties



REZONING

- Neighborhood meeting recommended
- Includes procedure for written protest and overrule of rezoning decisions



REZONING


- **Rezoning review criteria:**
 - Is consistent with the Comprehensive Plan and the purposes of this UDC;
 - Is consistent with the purpose statement of the proposed zoning district;
 - There have been significant changes in the area to warrant a zoning change;
 - The intensity of development in the new zoning district is not expected to create significantly adverse impacts to surrounding properties or the neighborhood; and
 - Public facilities and services are available to adequately serve the subject property while maintaining adequate level of service to existing development; and/or:
 - There was an error in establishing the current zoning.

REZONING

- **Rezoning to Planned Development (PD) follows same overall process for two different steps:**
 - Preliminary PD Concept Plan: evaluate and discuss basic concepts of the proposed PD and whether it will result in a significant improvement over its development within a base zoning district
 - Final PD Site Plan: prepare detailed engineering and site plans that respond to any issues raised during the review of the Preliminary PD Concept Plan
- **Goal to move away from site-specific PD applications and use the Major Site Plan process, reserving PDs for larger, more complex and unique development projects**

SITE PLAN REVIEW

- Establishes a specific procedure to reflect current Town practices
- Proposed Major and Minor Site Plan processes
- Minor Site Plan Thresholds
 - Single use in an existing structure less than 10,000 square feet gross floor area
 - Combination of uses in an existing structure less than 20,000 square feet gross floor area
 - New nonresidential structure less than 5,000 square feet gross floor area
 - Single-family attached development of 40 or fewer dwelling units
 - Minor redevelopment



SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all inclusive of all Town ordinances and standards. Page 1 of 2

GENERAL

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, space for Town Project Number, and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor and/or engineer
- Town Action block placed above title block

IF APPLICABLE:

- Number of Dwelling Units with Number of Bedrooms for multi-family developments
- Existing and proposed improvements within 100 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Existing and proposed building locations, building size and dimensions, finished floor elevation, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use
- Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and detention, etc.). Depict existing and proposed franchise utility easements.
- Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas
- Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening
- Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification
- Landscape islands with dimensions of the width for islands along a main driveway
- Landscape buffers with dimensions
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development easement requirements
- Identify vegetation and sensitive areas
- Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval
- Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site.

ACTION

APPROVED	DENIED
STAFF _____	_____
Date	Initials
COUNCIL _____	_____
Date	Initials

See the Staff Approval Letter or Council Result Memo for any conditions associated with the approval of the project.

- For non-residential and multi-family developments, provide site data summary table using the following format:
 - For multi-lot developments, provide a column for each lot and a row for development totals
 - Zoning
 - Proposed Use
 - Lot Area, excluding right-of-way (square footage and acreage)
 - Building Area (gross square footage)
 - Building Height (feet and number of stories)
 - Lot Coverage
 - Total Parking Required (with ratio)
 - Total Parking Provided
 - Note: "Handicap parking is provided in accordance with ADA standards"
 - Areas of stormwater mitigation items, if applicable
 - Usable Open Space Required
 - Usable Open Space Provided
 - Square footage of Impervious Surface

INFRASTRUCTURE & DEVELOPMENT SERVICES

16801 Westgrove Drive
Addison, TX 75001

P.O. Box 9010
Addison, TX 75001

phone: 972.450.2880
fax: 972.450.2837

ADDISONTEXAS.NET

IT ALL COMES TOGETHER.

ADDISON, TX | UNIFIED DEVELOPMENT CODE

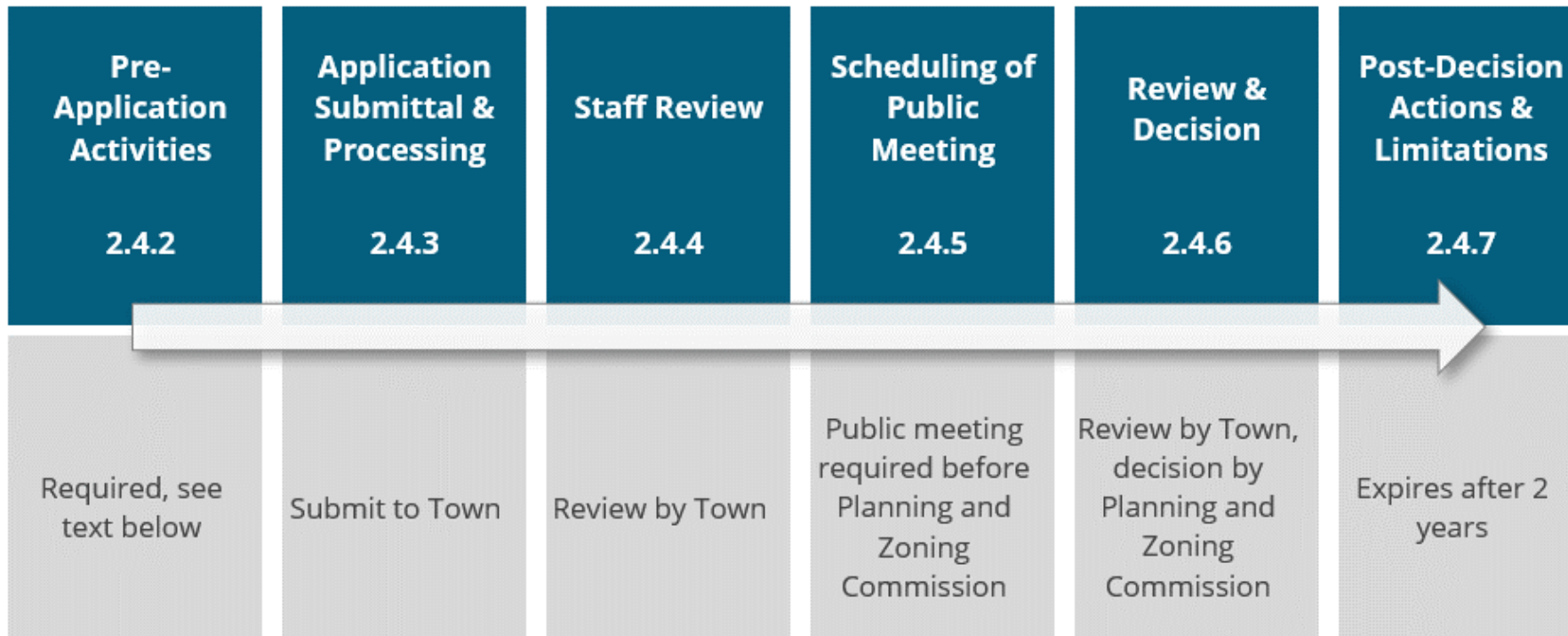
20

SITE PLAN REVIEW

- **Minor redevelopment (as initially proposed in Development Standards installment)**
 - Expansions, alterations, or modifications that increase the gross floor area of an existing structure by the greater of 10,000 square feet or between 10 and 50 percent;
 - Expansions, alterations, or modifications that increase the total number of existing dwelling units on a lot by the lesser of 10 dwelling units or between 10 and 25 percent;
 - The alteration or expansion of any vehicular parking area by the greater of six spaces or 50 percent, excluding resurfacing or restriping;
 - Any expansion or enlargement of a structure or land use that requires a Special Use Permit; or
 - Applications for building permits or for certificates of occupancy for buildings previously unoccupied for a period of six consecutive months.

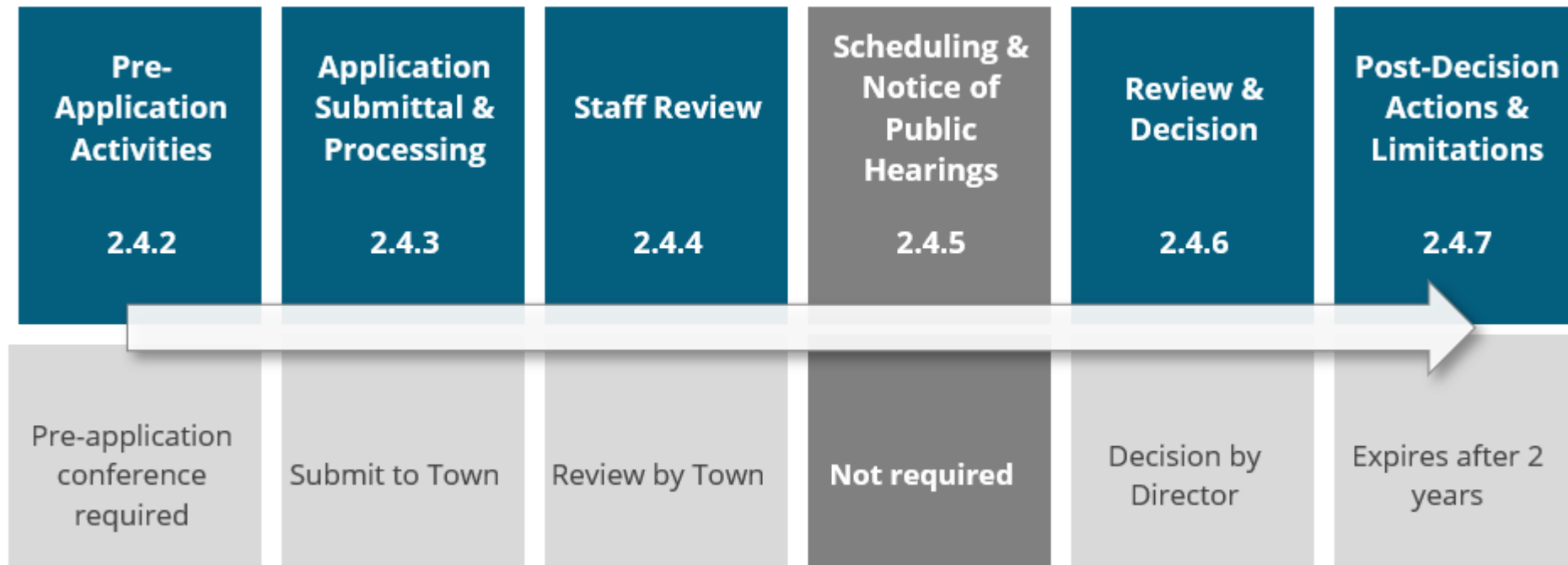
SITE PLAN REVIEW

- **Major Site Plan**
 - Neighborhood Meeting recommended
 - Public meeting, not hearing, required



SITE PLAN REVIEW

- **Minor Site Plan Procedure**



SITE PLAN REVIEW

- **Approval Criteria for both Minor and Major Site Plans**
 - Compliance with UDC and other applicable plan regulations (Comprehensive Plan)
 - Compliance with prior approvals
 - Compliance with phasing plans
- **Major and Minor Site Plan decisions can be appealed to the Board of Zoning Adjustment**

SUBDIVISION | PRELIMINARY PLAT

- **Procedure applies to subdivisions that:**
 - Involve land that has not yet been platted
 - Involve land that will be developed in phases
 - Include dedication of public right-of-way or major public improvements



*Final Plat must be submitted within two years

SUBDIVISION | PRELIMINARY REPLAT

- **Procedure applies to replats that:**
 - Necessitate the construction of public infrastructure
 - Are unusually complex or raise potentially unique or serious impacts
 - Or if requested by the applicant



*Replat must be submitted within two years

SUBDIVISION | FINAL PLAT

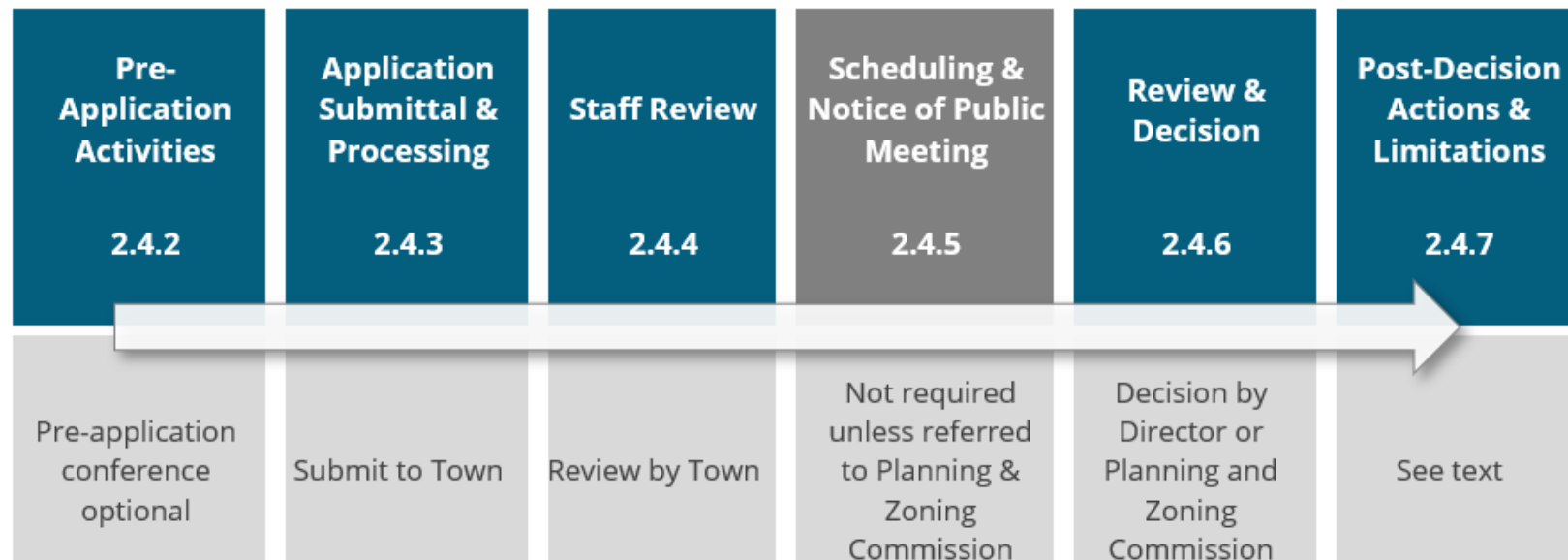
- Follows Preliminary Plat or Preliminary Replat
- Must be submitted within 2 years of Preliminary Plat or Replat approval
- Final plats do not require public hearing (consent agenda item)



SUBDIVISION | MINOR PLAT

- **Procedure applies to plats that:**

- Involve four or fewer lots
- Front onto an existing street
- Do not require dedication of public right-of-way or other public improvements; and
- Do not require the creation of any new street or the extension of municipal facilities.



FLEXIBILITY & RELIEF PROCEDURES

- **Variance:** allows for variance from development standards if hardship demonstrated
- **Subdivision Variance:** allows for variance from subdivision standards to address unforeseen circumstances (required to go to P&Z)
- **Minor Modification:** allows modifications from the dimensional or numerical standards of the UDC (see right)

UDC Standard	Allowable Modification (maximum percentage)
Site Standards	
Lot width, minimum	10
Lot depth, minimum	10
Lot area, minimum	10
Building coverage, maximum	10
Total impervious coverage, maximum	10
Block length	10
Lot Dimensional Standards	
Front building setback, minimum	15
Build-to range, minimum/maximum	15
Front building façade at build-to range, minimum	15

FLEXIBILITY & RELIEF PROCEDURES

- **Alternative Equivalent Compliance:** allows the Director to approve a site-specific plan that is equal to or better than the strict application of the standard (more qualitative than quantitative)
- **Appeal of Administrative Decision:** procedure to appeal decision made by the Director or other administrative official (not P&Z/CC)
- **Interpretations:** mechanism for rendering formal written interpretations of the UDC

OTHER PROCEDURES

- **Zoning Text Amendment:** process for amending, changing, or supplementing content of the UDC (City Council)
- **Comprehensive Plan Amendment:** process for amending the Addison Comprehensive Plan (City Council)
- **Concept Plan:** new process to review large, complex, or phased projects as a precursor to submitting more specific and detailed plans (City Council)
- **Temporary Use Permit:** process to enforce temporary use regulations (Director)
- **Sign Permit:** process to enforce sign regulations (Director)
- **Zoning Verification Letter:** new process for Town to issue a formal confirmation of a property's zoning (Director)
- **Development Agreement:** Coordinates the provision of adequate public facilities to serve development, the phasing of development, and administering management efforts to maintain open space and environmentally sensitive lands



ARTICLE 2: ZONING DISTRICTS

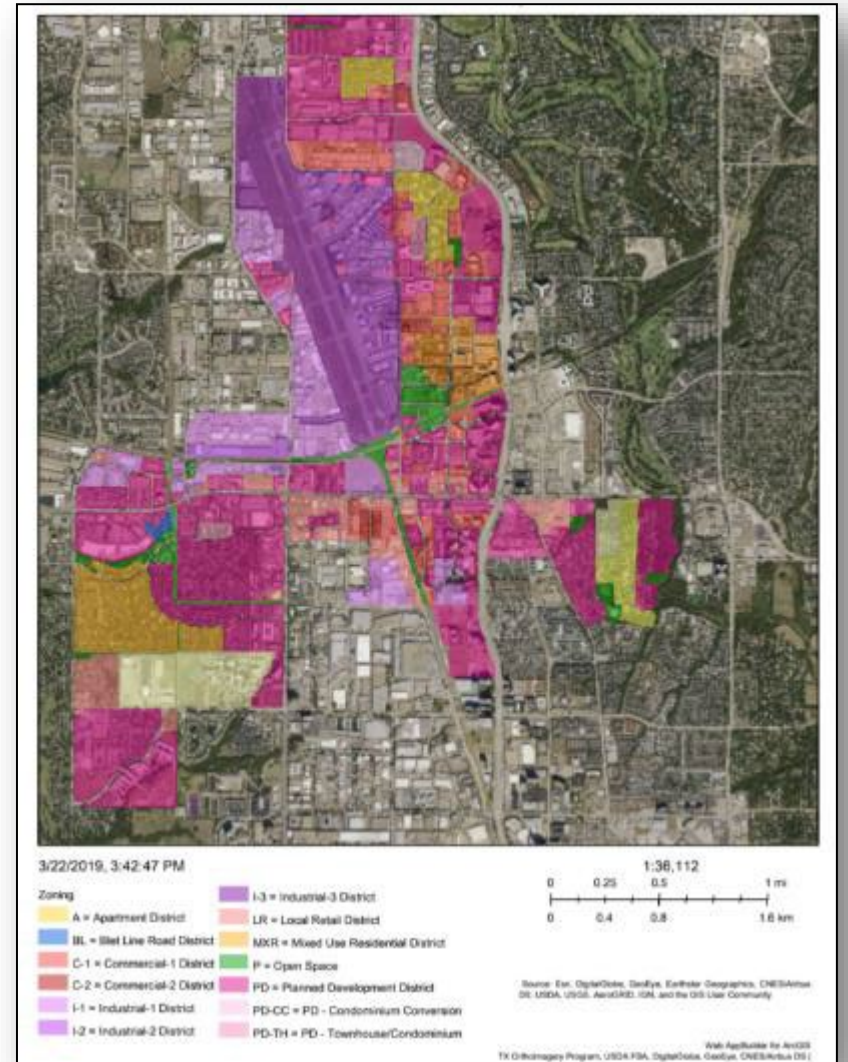
District Abbreviation	District Name	Number of Parcels	Percent of Total Parcels
R-1	Single-Family Dwelling District	21	0.8%
R-2	Single-Family Dwelling District	-	0.0%
R-3	Single-Family Dwelling District	-	0.0%
R-16	Single-Family Dwelling District	56	2.2%
MXR	Mixed-Use Residential	574	22.5%
A	Apartment Dwelling District	6	0.2%
LR	Local Retail District	76	3.0%
C-1	Commercial-1 District	72	2.8%
C-2	Commercial-2 District	11	0.4%
BL	Belt Line District	78	3.1%
I-1	Industrial-1 District	115	4.5%
I-2	Industrial-2 District	4	0.2%
I-3	Industrial-3 District	122	4.8%
UC	Urban Center District	78	3.1%
PD	Planned Development District	1,288	50.5%
PD-TH	Planned Development – Townhouse/Condominium	4	0.2%
PD-CC	Planned Development – Condominium Conversions	1	0.0%
Total		2,553	100.0%

GENERAL APPROACH TO REVISING ZONING DISTRICTS

- **Substantial changes to existing zoning are not contemplated as part of this project.**
- **Rather, need to “clean up” the district lineup:**
 - Move from a district-based approach to a townwide approach
 - (Example: Allow Addison Circle and Belt Line zoning tools to be used in other places)
 - Reorganize, rename, and clean-up existing districts
 - Establish a more rational menu of tiered districts to encourage future by-right development (versus always having to negotiate PDs)

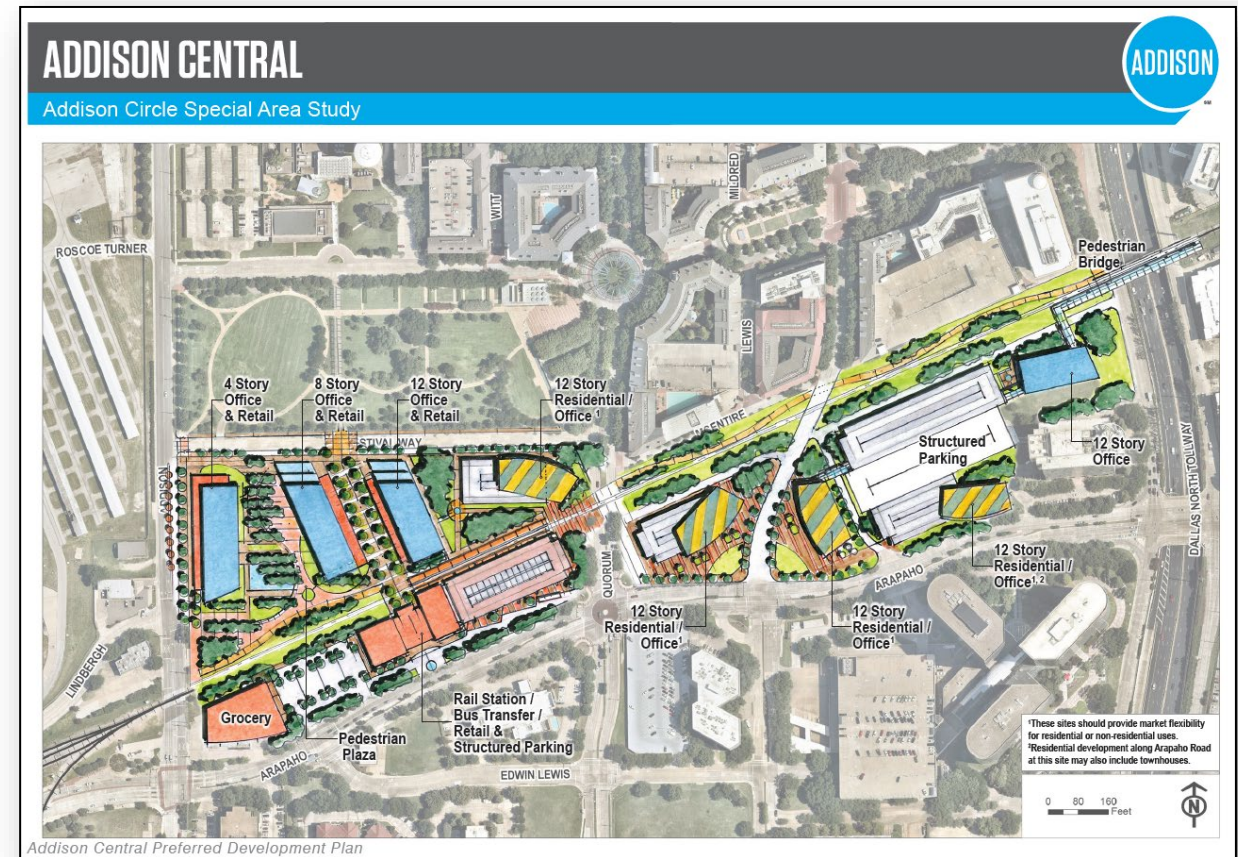
FINE-TUNE THE ZONING DISTRICTS

- **Factors for consolidation**
 - Similar purpose
 - Similar lot and building standards
 - Similar uses permitted
- **Factors for elimination**
 - District rarely or never applied
 - Intent can be met by another district
- **Factors for establishing new**
 - Current districts don't achieve desired result



FINE-TUNE THE ZONING DISTRICTS

- **Consolidate similar districts**
 - C-2, I-1, I-2
- **Eliminate “obsolete” districts**
 - R-2, R-3, PD-CC
- **Convert subdistricts to base districts**
 - MXR
 - UC
- **Retain outdated districts as “legacy districts”**
 - A, PD-TH
- **Update district naming conventions**
- **Establish new districts**
 - M-3, CF



RESIDENTIAL ZONING DISTRICTS

Current Districts		Proposed Districts
R-1 - Single-Family Dwelling		R-1- Residential
R-2 - Single-Family Dwelling		-- (OBSOLETE)
R-3 - Single-Family Dwelling		-- (OBSOLETE)
R-16 - Single Family Dwelling		R-2 - Residential
MXR - Mixed-Use Residential	Low-Density	R-3 - Residential
	Medium-Density	R-4 - Residential
	High-Density	R-5 - Residential
A - Apartment Dwelling		A - Apartment Dwelling (LEGACY)

IMPROVED PAGE LAYOUT

Section 1. - Districts.

The Town of Addison is hereby divided into 17 types of districts. The use, in each district, shall be as follows:

R-1	Single-family dwelling district
R-2	Single-family dwelling district
R-8	Single-family dwelling district
R-10	Single-family dwelling district
"A"	Apartment dwelling district
LR	Local retail district
PD	Planned development district
PDTC	Planned development townhouse/condominium
PDCC	Planned development condominium/conversions
MGR	Mixed-use residential
C-1	Commercial 1 district
C-2	Commercial 2 district
I-1	Industrial 1 district
I-2	Industrial 2 district
I-R	Industrial R district
SUP	Special-use permit
UC	Urban center

Section 2. - Boundaries.

The boundaries of these districts are indicated upon the Zoning Map of the part of this appendix, the same as if copied in full herein.

ARTICLE IV. - R-1 SINGLE-FAMILY DWELLING DISTRICT REGULATIONS

Section 1. - Use regulations.

In an R-1 single-family dwelling district, no land shall be used and building shall be constructed for any of the following purposes:

1. A single-family dwelling.
2. A church or school, public or denominational, having a campus, but not including a portable school building which is used for a portable school.
3. Public park, playground or neighborhood recreation center.

4. Telephone exchange, provided no public business and no repair or storage facilities are maintained, fire stations, public museums, public libraries, water supply reservoir, water pumping plant, tower or artesian well.

5. Railway right-of-way and tracks, passenger station but not including railroad yards, team tracks or storage yards.

6. Golf course, but not including miniature golf course, driving range or any forms of commercial amusement.

7. Farm, truck, garden, orchard or nursery and greenhouse for the growing of plants, shrubs and trees, provided no retail or wholesale business is maintained on the premises.

8. Accessory buildings, including a private garage, home file servers, quarters, not for rent but for the use of servants employed on the premises, when located not less than 50 feet from the front lot line, nor less than five feet from either side line, provided said accessory building shall not occupy more than 50 percent of the minimum required rear yard in the case of a one-story building. When the accessory building is directly attached to the main building, it shall be considered an integral part of the main building. When the accessory building is attached to the main building by a breezeway, the breezeway is considered a part of the accessory building. Temporary metal buildings of less than 100 square feet which are used for tool and supply storage shall be allowed.

9. Temporary buildings to be used for construction purposes only and which shall be removed upon completion or abandonment of construction work. Field offices for the sale of real estate which shall be removed upon request of the building inspector.

10. The use customarily incidental to any of the above uses when situated in the same dwelling and not involving the conduct of a business, including home occupations engaged in by occupants of the dwelling, but no incidental use shall never be permitted as a principal use, other than as a secondary use engaged in by persons of the immediate family.

11. Day nursery where not more than four children, not related by blood, are kept at one time.

(Ord. No. 110 007, S.T.A., 9-9-10)

Section 2. - Height regulations.

No building shall exceed 28 stories in height (29 feet).

Section 3. - Area regulations.

1. **Front yard:**
 - (a) There shall be a front yard having a minimum depth of not less than 30 feet, except the smaller provided in the article on exceptions and variances.
 - (b) Where lots have double frontage, running through from one street to another, the required front yard shall be provided on both streets.
2. **Side yard:** There shall be two side yards, one on each side of the building having a combined width of not less than 20 percent of the lot width, provided that in no case shall one side yard be less than five feet. The side yard of corner lots adjacent to a side street shall be not less than ten feet. The side yard of corner lots having adjoining structures, fronting on two adjacent property lines shall have a 30-foot side yard.
3. **Rear yard:** There shall be a rear yard having a depth of not less than 20 percent of the depth of the lot.
4. **Area of lot:** The minimum area of the lot shall be 12,000 square feet; however, a lot having an area of less than 12,000 square feet that was of record prior to passage of this ordinance may be used for any use permitted in this article.
5. **Width of lot:** The minimum width of the lot shall be 80 feet. The above area regulations apply to the R-1 single-family dwelling district and do not apply to lots which may be of 12,000 square feet or larger in other districts.
6. **Minimum depth of lot:** The minimum depth of the lot shall be 120 feet.
7. **Area of dwelling:** Four thousand square feet shall be the minimum living area of the dwelling.

Section 4. - Parking regulations.

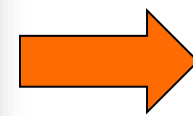
Off-street parking space shall be provided on the lot to accommodate two motor cars for each dwelling unit; however, no supporting member of any garage, carport, or other automobile storage structure shall be located within the required front yard.

For schools, churches, public parks, playgrounds, or neighborhood recreation centers, parking in assembly areas such as theaters, auditoriums, gymnasiums, stadiums, and field houses shall be based on the following ratios:

- (1) Soccer fields, baseball fields and stadiums, one parking space for every four seats.
- (2) Theaters, auditoriums, gymnasiums and field houses, public or private, one space for every three seats.

Section 5. - Type of construction.

At least 80 percent of the exterior walls of all structures shall be of masonry construction.



Article 2: Zoning Districts
2.6 Nonresidential Zoning Districts
2.6.1 CL - Commercial Limited

2.6 Nonresidential Zoning Districts

2.6.1 CL - Commercial Limited⁷⁵

A. Purpose
The CL district is intended to accommodate small-scale commercial, retail, office, service-oriented, and accessory uses. This district is typically located along collector and arterial corridors and is designed to allow for safe access by pedestrians, bicyclists, transit users, and motorists. The CL district is intended to promote sustainable infill and redevelopment of older commercial sites, while ensuring that the site design, uses, and scale are consistent with adjacent residential neighborhoods.

B. Dimensional Standards

Lot Dimensions (minimum)		Other Standards (maximum)	
A Lot Area (sq ft)	None	F Building Height (ft)	29
B Lot Width (ft)	None	Impervious Coverage (percent of lot area)	Building Coverage 60 Total Coverage 80
Building Setbacks (minimum)		Notes:	
C Front (ft)	25	[1] Minimum of 10 feet when adjoining the R-1, R-2, or A zoning districts. ⁷⁶	
D Side (ft)	None [1]		
E Rear (ft)	None [1]		

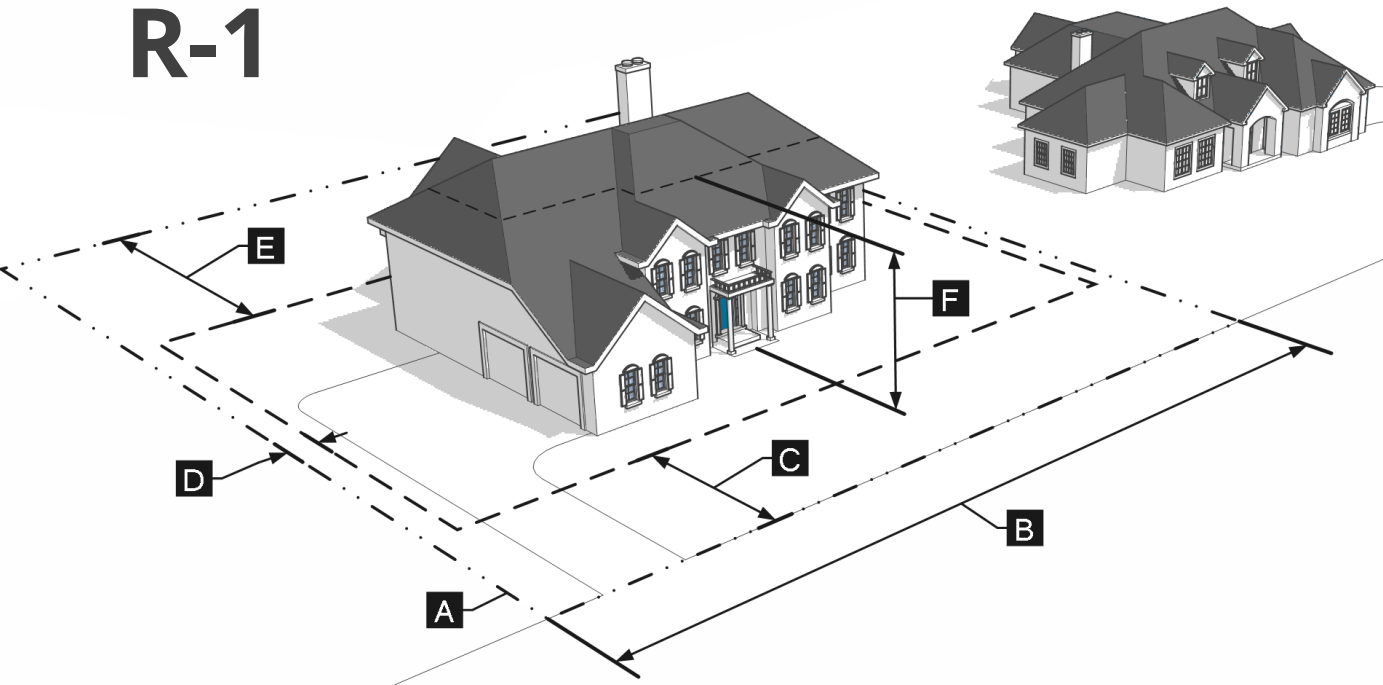
Figure 2.11: CL Dimensional Standards

⁷⁵ From current Appendix A, Article IX. Renamed from "LR Local Retail District."
⁷⁶ Added R-1 and R-2.

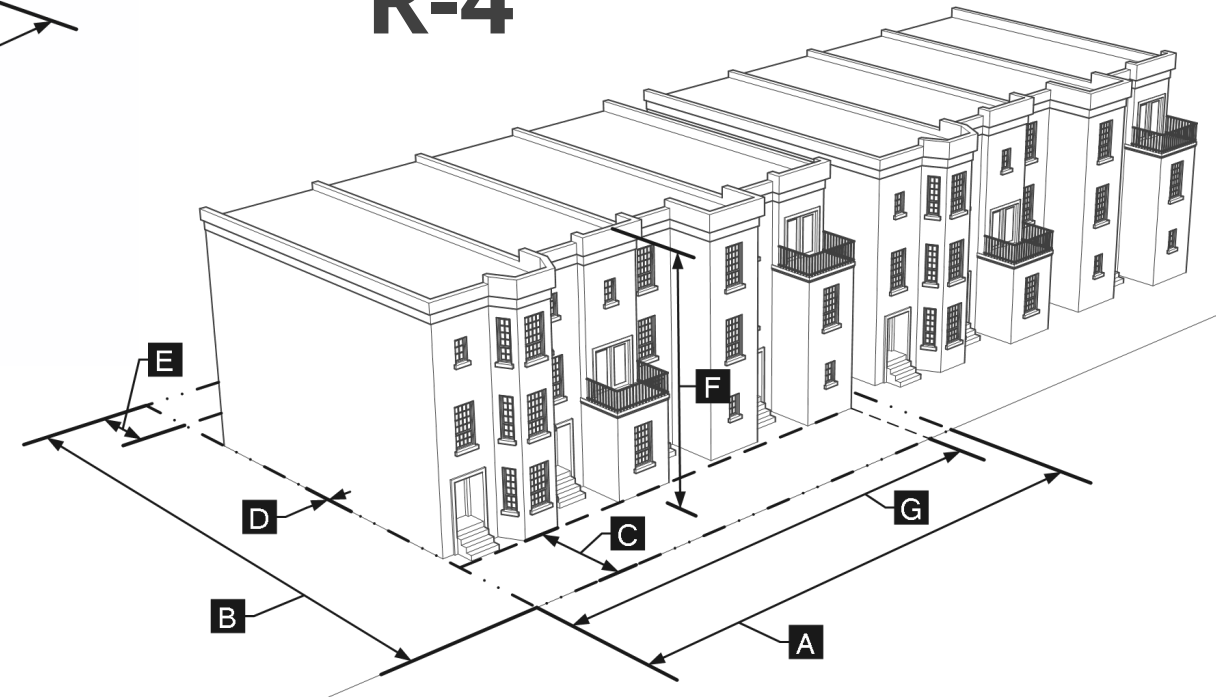
Addison, TX – Unified Development Code
Zoning Districts and Uses – September 2019

25

R-1



R-4



*Removed minimum dwelling size
(except for multifamily uses)*

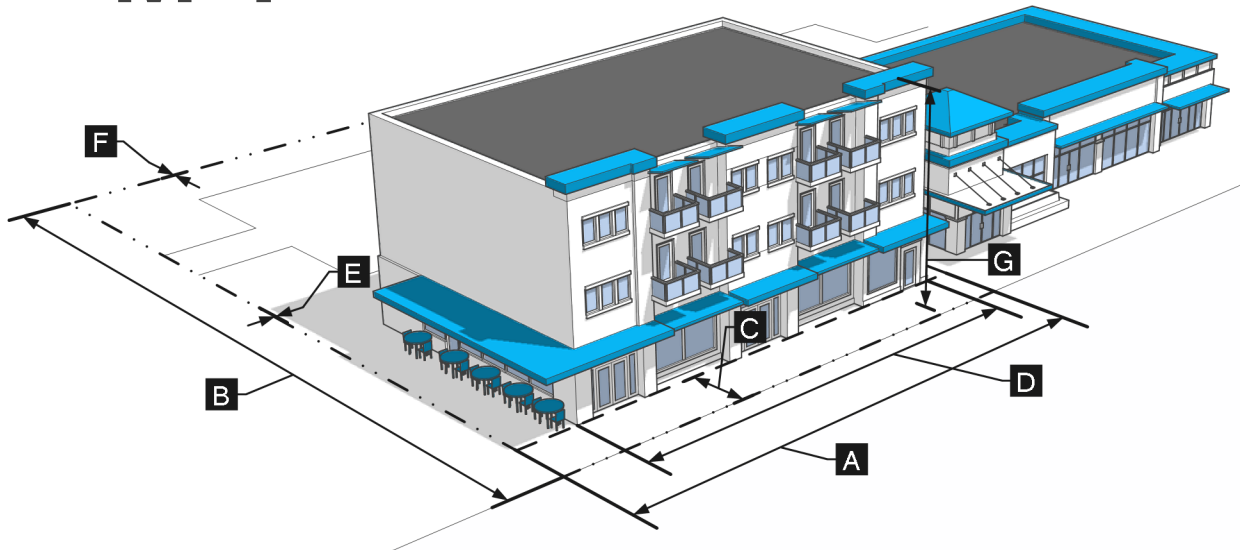
MIXED-USE ZONING DISTRICTS

Current Districts

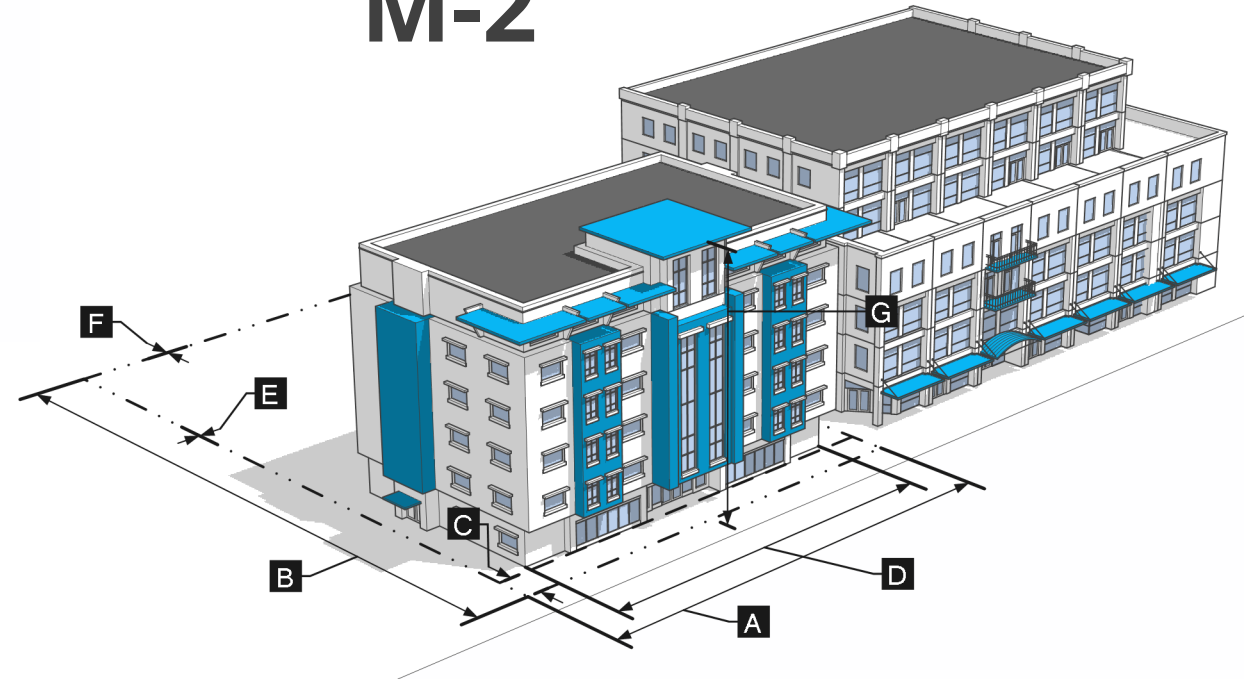
Proposed Districts

UC – Urban Center	Residential	M-1- Mixed-Use Neighborhood
	Commercial	M-4 - Mixed-Use Center
BL - Belt Line	Les Lacs Village	M-2 - Mixed-Use Suburban Corridor
	Dining District	
	Epicurean District	
	Addison Village	
--		M-3 - Mixed-Use Urban Corridor (NEW)

M-1



M-2



- Replaced "build-to-line" with "build-to-range" for added flexibility
- New minimum residential density standards to support pedestrian/transit environment

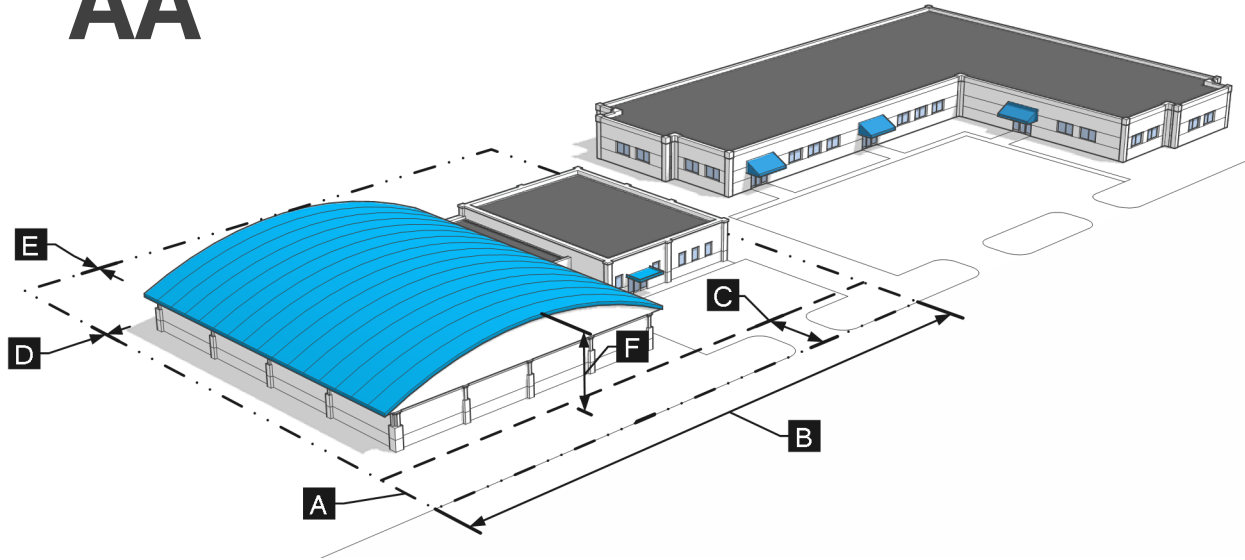
NONRESIDENTIAL ZONING DISTRICTS

Current Districts

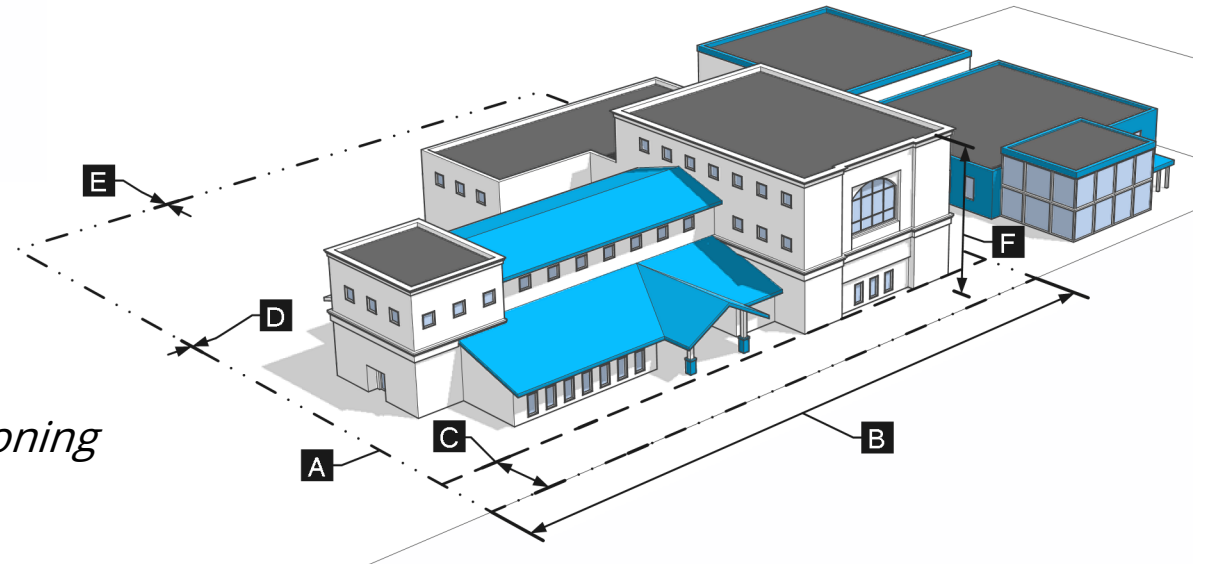
Proposed Districts

LR - Local Retail		CL - Commercial Limited
C-1 - Commercial-1 District		CG - Commercial General
C-2 - Commercial-2 District		
I-1 - Industrial-1 District		LI - Light Industrial
I-2 - Industrial-1 District		
I-3 - Industrial-1 District		AA - Addison Airport
--		CF - Community Facilities (NEW)
P - Open Space		PO - Parks and Open Space
PD - Planned Development	PD - Standard	PD - Planned Development
	PD-TH - Townhouse/Condo	PD-TH -Townhouse/Condo (LEGACY)
	PD-CC - Condo Conversions	-- (OBSOLETE)

AA



CF



Included impervious surface coverage standards for all zoning districts

PLANNED DEVELOPMENT

- **Revised purpose statement:**
 - Clarifies that this is a unique tool for special cases
 - Requires public benefits in exchange for flexibility
- **Established qualifying criteria for projects seeking PD zoning:**
 - Not located in the M-4 (mixed-use center)
 - Couldn't otherwise be developed using standards in a base district



ARTICLE 3: USE REGULATIONS

CURRENT USE LISTS

APPENDIX A - ZONING[1]
ARTICLE X. - C-1 COMMERCIAL-1 DISTRICT REGULATIONS[3]
Section 1. - Use regulations.

ARTICLE X. - C-1 COMMERCIAL-1 DISTRICT REGULATIONS^{2B}
Footnotes: --- (3) --- Cross reference--- Businesses, [ch](#), 22.

Section 1. - Use regulations.
In the C-1 commercial district, no land shall be used and no building shall be erected for or converted to any use other than:

- Antique shop
- Aquarium
- Art gallery
- Bakery
- Bank, office, wholesale sales office or sample room
- Barber and beauty shop
- Bird and pet shops
- Book or stationery store
- Camera shop
- Candy, cigars and tobaccos
- Caterer and wedding service
- Cleaning and pressing shops having an area of not more than 8,000 square feet
- Drug store
- Electrical lighting fixtures and supplies for consumer use
- Exterminating company
- Film developing and printing
- Fix-it shops, bicycle repairs, saw filing, lawn mower sharpening
- Florist
- Furniture repairs and upholstering
- Frozen food lockers
- Gallery, for the display and sale of artworks
- General services shops for maids, tax preparers, bookkeeping
- Grocery store
- Hardware, sporting goods, toys, paints, wallpaper, clothing
- Health club, public or private
- Household and office furniture, furnishings and appliances
- Jewelry, optical goods, photographic supplies
- Laundromat, equipped with automatic washing machines of the type customarily found in a home and where the customers may personally supervise the washing and handling of their laundry
- Meat market
- Medical and dental offices
- Mortuary
- Novelty or variety store
- Office building
- Office/service/showroom, the office/showroom component is limited to a facility for the regular transaction of business and for the display of ~~unconsignee~~ merchandise in a finished building setting, and the service component of this use is limited to not more than 75 percent of the floor area of the use
- Photographers or ~~artists~~ studio
- Piano and musical instrument
- Plumbing shop, without warehouse facilities (to include storage for ordinary repairs, but not storage for materials for contracting work)
- Public garage, parking no repairs
- Retail shop for custom work or the making of articles to be sold for retail on the premises
- Seamstress, dressmaker or tailor
- Shoe repair shop
- Studio for the display and sale of glass, china, sculpture, art objects, cloth and draperies
- Studios, dance, music, drama, health, and reducing
- Video equipment and cassettes, sales and rental

Current Regulations -- Addison, TX 341
[Downloaded March 26, 2019](#)

APPENDIX A - ZONING[1]
ARTICLE XIX.A - BELT LINE DISTRICT REGULATIONS
Sec. VII. - Procedures.

Types of Use	Les Lacs Village	Dining District	Epicurean District	Addison Village
HOUSEHOLD UNITS				
Apartment; Apartment House or Complex	•	• ¹		•
Four-plex	•	• ¹		•
Live-Work Unit	•	• ¹		•
Loft Unit	•	• ¹		•
Single-Family Unit, Attached	•	• ¹		•
Townhouse	•	• ¹		•
¹ Allowed only outside of FAA Noise Contours				
GROUP QUARTERS				
Rectory or Parsonage (Accessory to Church on Same Lot)	A			A
HOTELS AND TRANSIENT LODGINGS				
Bed and Breakfast Inn	S	S		S
Hotel, Full Service	S	S	S	S
Hotel, Extended Stay or Suites	S	S	S	S
Hotel, Limited Service	S	S	S	S
ACCESSORY USES				
Accessory Use Located on a Separate Lot or Parcel from the Main Use	S	S	S	S
Caretaker or Night Watchman's Quarters, Dwelling			A	
Garage, Community (Residential)	•	•		•
Garage, Private (Residential)	•	•		•
Home Occupation	•	•		•
Kiosk, Food Sales and Service			S	
Kiosk, Informational	S	S	S	S
Outside Display			S	
Satellite Television Reception Dish (39" or less in diameter)	A	A	A	A
Storage Building, Swimming Pool, Hot Tub or Sauna (Private)	A	A	A	A
Tennis Court, Lighted (Private)	A	A		A
Tennis Court, Unlighted (Private)	A	A		A
INSTITUTIONAL				
GOVERNMENTAL SERVICES				
Administrative Offices	•	•	•	•
Civil Defense, Fire or Police Station	S	S	S	S

Current Regulations -- Addison, TX 411
[Downloaded March 26, 2019](#)

NEW CONSOLIDATED USE TABLE

3.2.8 Table of Allowed Uses

P = permitted use S = special use permit required A = accessory use T = temporary use Blank Cell = prohibited use

X = more permissive than current

X = less permissive than current (strikethrough indicates current permission)

	Residential					Mixed-Use				Nonresidential						Use-Specific Standards	
	R-1	R-2	R-3	R-4	R-5	M-1	M-2	M-3	M-4	CL	CG	LI	AA	CF	PO		
Residential																	
Household Living¹⁶⁰																	
Cottage development (NEW)				S													3.3.2A
Dwelling, duplex				P	P												
Dwelling, fourplex				P	P	P											
Dwelling, live/work			S	P	P	P	P	P	P								3.3.2B
Dwelling, multifamily				S	P	P	P	P	P								3.3.2C
Dwelling, single-family (attached)				P	P	P	P										3.3.2D
Dwelling, single-family (detached)	P	P	P	P	P	P											3.3.2E
Dwelling, triplex				P	P	P											
Manufactured home development (HUD-Code)	S	S	S	S	S	S	S	S	S	S	S	S	S				3.3.2F
Group Living¹⁶¹																	
Assisted living facility	S	S	S	S	S					S	S	S	S				
Continuing care retirement facility (NEW)				S	S	P	P	P	P								
Group care home, FHAA small ¹⁶²	P	P	P	P	P	P	P	P	P	S	S	S	S				3.3.2G
Group care home, FHAA large				P	P	P	P	P	P	S	S	S	S				3.3.2G
Supportive housing, small (NEW)								S	S	S							
Supportive housing, large (NEW)																	

NEW USE TYPE EXAMPLES

- Cottage development
- Continuing care retirement facility
- Supportive housing
- Cemetery or internment facility
- Treatment facility
- Rehabilitation facility
- Mobile food truck park
- Credit access business
- Building supply store
- Equipment sales or rental
- Vehicle repair (major)
- Noncommercial urban agriculture
- Artisan manufacturing
- Contractor's office
- Warehouse or wholesale facility
- Self-service drop box
- Accessory dwelling unit (ADU)

PROPOSED CHANGES: RESTAURANTS

P = permitted use S = special use permit required A = accessory use T = temporary use Blank Cell = prohibited use

X = more permissive than current

X = less permissive than current (strikethrough indicates current permission)

	Residential					Mixed-Use				Nonresidential						Use-Specific Standards
	R-1	R-2	R-3	R-4	R-5	M-1	M-2	M-3	M-4	CL	CG	LI	AA	CF	PO	
Restaurant ¹⁷⁵	S	S	S	S	S	S	S	S	S	S	S	S	S			3.3.4l
Accessory Uses																
Alcohol sales, on-premise consumption						SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA

- **Proposed: Removed SUP requirement for accessory alcohol sales, but maintained SUP requirement for restaurants**
 - Additional standards for restaurants with late-night hours addressed through use-specific standards
 - In the M-1, M-2 and M-3 zoning districts, restaurants that operate after 12:00 a.m. shall close all outdoor seating areas and turn off amplified sound by 10:00 p.m.
 - Drive-throughs limited to the M-2 district – not allowed in all other mixed-use districts

PROPOSED CHANGES: AUTO-RELATED USES

P = permitted use S = special use permit required A = accessory use T = temporary use Blank Cell = prohibited use

X = more permissive than current

X = less permissive than current (strikethrough indicates current permission)

	Residential					Mixed-Use				Nonresidential						Use-Specific Standards
	R-1	R-2	R-3	R-4	R-5	M-1	M-2	M-3	M-4	CL	CG	LI	AA	CF	PO	
Transportation, Vehicles, and Equipment¹⁸¹																
Airport, public-owned ¹⁸²													P			
Equipment sales or rental (NEW)											S	P	P			3.3.4M
Fleet services ¹⁸³							P					P	P			3.3.4N
Parking facility, private						P	PS	S	PS	PS	PS	PS	P			
Parking facility, public						P	P	P	P	P	P	P	P	P	P	
Transit terminal or station ¹⁸⁴	S	S	S	S	S	S	S	S	S	S	S	PS	PS	S		
Vehicle fuel station ¹⁸⁵	S	S	S	S	S	S			S	S	P	SP	SP			3.3.4O
Vehicle repair, major (NEW) ¹⁸⁶												P	P			3.3.4P
Vehicle repair, minor ¹⁸⁷												P	P			3.3.4P
Vehicle sales or leasing, indoors ¹⁸⁸							PS					P				3.3.4Q
Vehicle wash ¹⁸⁹											P	P	P			3.3.4R

PROPOSED CHANGES: AUTO-RELATED USES

Proposed new standards:

- **Vehicle fueling stations**
 - Min. 100 feet of frontage on arterial road
 - Site access from arterial road required
 - Allowed by right in CG and LI
 - CL district requires SUP and limited to four fuel pumps
- **Vehicle repair (major & minor)**
 - Both allowed in LI and AA
 - All activities inside building
 - No outdoor storage allowed
- **Vehicle sales or leasing**
 - Indoor operations and display only – no repair



DISCUSSION:

- Should fueling stations be allowed in Mixed-Use zoning districts with a limited number of pumps?

PROPOSED CHANGES: LODGING USES


- **Currently: Multiple definitions for “hotels” that vary by district**


- Belt Line district distinguishes lodging uses (full service, limited service, extended stay) but terms not defined; few parcels are zoned in this district
- Outside of Belt Line and Addison Circle, all hotels must be “full-service hotel”
- Other districts currently allow full-service hotels with SUP approval


























- **Proposed:**

- Unified approach, town-wide definitions of hotel types and updated use table

P = permitted use **S** = special use permit required **A** = accessory use **T** = temporary use **Blank Cell** = prohibited use

 = more permissive than current

 = less permissive than current (strikethrough indicates current permission)

	Residential					Mixed-Use				Nonresidential						Use-Specific Standards
	R-1	R-2	R-3	R-4	R-5	M-1	M-2	M-3	M-4	CL	CG	LI	AA	CF	PO	
Lodging¹⁷⁶																
Bed and breakfast																3.3.4j
Hotel, Full Service																3.3.4K
Hotel, Limited Service																
Residence Hotel																

FULL-SERVICE HOTEL REQUIREMENTS

- **Entrance from a completely enclosed area required (access from courtyard or swimming pool area allowed for first-floor units)**
- **Must have lobby, fitness center, full commercial kitchen, and 5,000 square feet of meeting facilities**
- **Not more than 30 percent of rooms may be suites, defined as:**
 - Rooms with a kitchenette; or
 - Rooms with a parlor and sleeping area separated by a floor to ceiling partition



TEMPORARY & ACCESSORY USES

- Both topics are not clearly addressed in current regulations
- Consolidated and updated accessory use/structure standards
- Created new town-wide temporary use/structure standards



ACCESSORY DWELLING UNITS

- Only allowed on lots with single-family dwelling
- Limited to one bedroom
- Limited to 50 percent of principal dwelling size
- Require separate exterior entrance
- Owner is required to live in the principal dwelling or ADU
- Mailed notice required to property owners within 200 feet
- ****see UDC draft for all standards****





QUESTIONS & DISCUSSION

COMMENTS?

- Remember to use Konveio to record your comments and questions!
- You also may submit comments to:
udc@addisontx.gov
- www.AddisonUDC.org
- All commentary issued so far will be addressed with consolidated draft via redline document



[Home](#) [Project](#) [Events](#) [Contact](#)

CONNECT WITH US TODAY

JOIN THE EMAIL LIST

Don't miss a thing! Receive project updates and event notifications directly in your inbox.

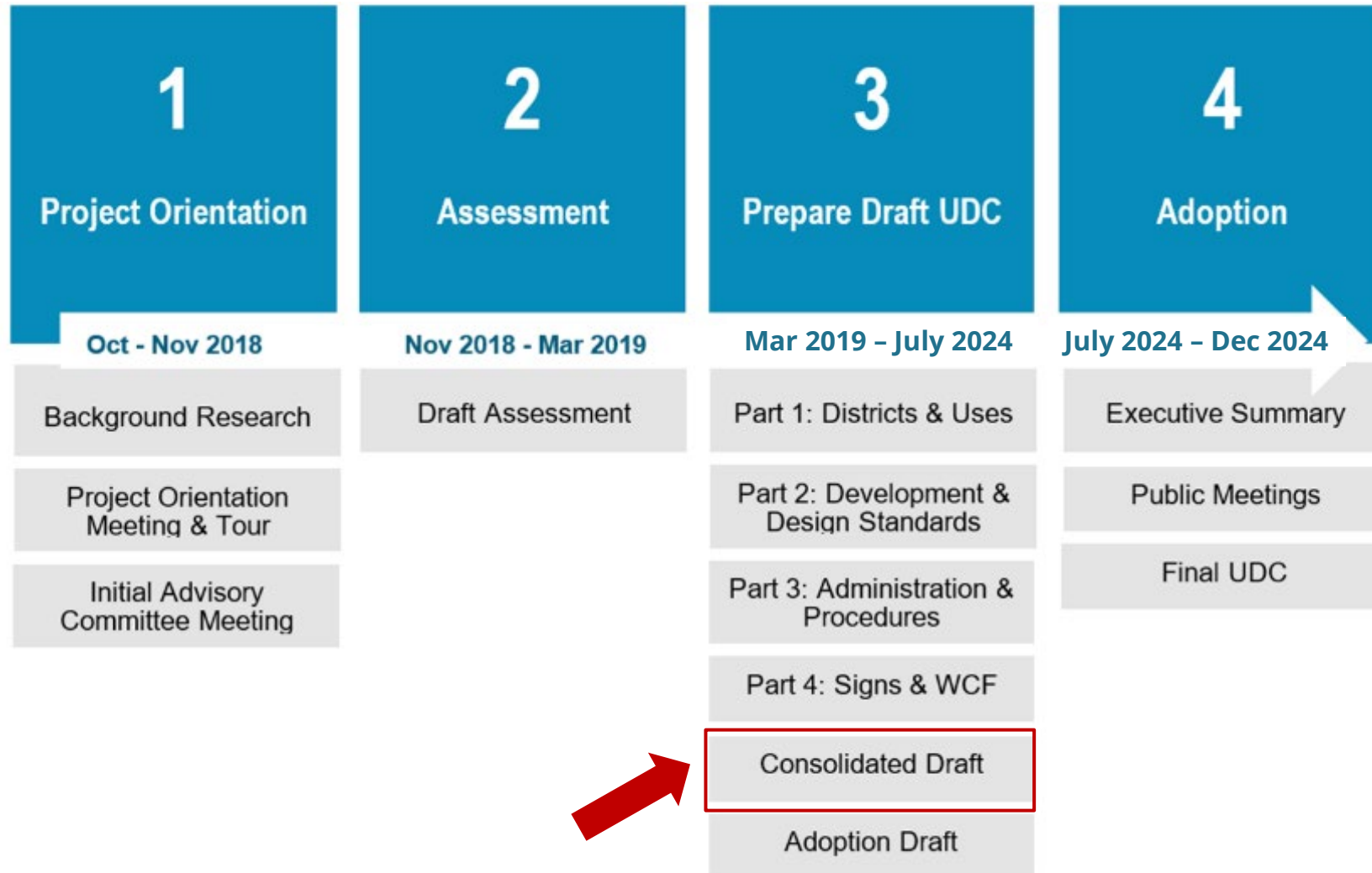
Submit

CONTACT US

Got a question or comment regarding the Addison UDC? Send us a note using the contact form!

Send

NEXT STEPS





ADDISON, TEXAS

UNIFIED DEVELOPMENT CODE

**Part 3 (Procedures) +
Part 1 revisit
(Districts & Uses)**
April 2024