



**PLANNING AND ZONING COMMISSION
ANNUAL ORGANIZATIONAL MEETING**

TUESDAY, JANUARY 16, 2024

**ADDISON CONFERENCE CENTER - ACACIA ROOM
15650 ADDISON ROAD, ADDISON, TX 75001**

6:15 P.M. ORGANIZATIONAL SESSION

The Planning and Zoning Commission ORGANIZATIONAL SESSION will be held at the Addison Conference Center Acacia Room, 15650 Addison Road, Addison, Texas 75001 on Tuesday, January 16, 2024 at 6:15 PM. For more information on the meeting, 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.

Call Meeting to Order

1. Conduct an educational presentation and discuss the Town's Traffic Impact Analysis Policy and Procedures.
2. Present and discuss the 2024 Planning and Zoning Commission Calendar.
3. Present and discuss potential updates to the Planning and Zoning Commission administrative procedures.
4. Present and discuss the DRAFT 2023 Planning and Zoning Commission Annual Report.

5. Present and discuss the 2024 Planning and Development Work Plan.

Adjourn Meeting

NOTE: The Planning & Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH
DISABILITIES. PLEASE CALL (972) 450-7017 AT LEAST 48 HOURS IN
ADVANCE IF YOU NEED ASSISTANCE.**

POSTED BY: _____
Lesley Nyp, Planning & Development Manager

DATE POSTED: _____

TIME POSTED: _____

DATE REMOVED FROM BULLETIN BOARD: _____

REMOVED BY: _____

**Planning & Zoning Commission Annual
Organizational Meeting**

1.

Meeting Date: 01/16/2024

Agenda Caption:

Conduct an educational presentation and discuss the Town's Traffic Impact Analysis Policy and Procedures.

Recommendation:

Information only. No action required.

**Planning & Zoning Commission Annual
Organizational Meeting**

2.

Meeting Date: 01/16/2024

Agenda Caption:

Present and discuss the 2024 Planning and Zoning Commission Calendar.

Staff Report:

The 2024 Planning and Zoning Commission meeting calendar has been drafted for Commission review and feedback.

Recommendation:

Staff seeks feedback. No action required.

Attachments

2024 Plat Submittal Calendar

2024 Zoning Submittal Calendar



2024 Plat Submittal Calendar

The below submittal calendar reflects the timeline for review of plat applications in the Town of Addison. Plat application intake, review, and legislative action will be conducted in accordance with Town regulations and administrative policies, and Chapter 212 of the Texas Local Government Code.

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

Required Submittal Date	Review Comments Provided	Final Submittal	Planning & Zoning Commission Meeting
Monday by 12 pm	Monday by 5 pm	Monday by 12 pm	Tuesday, 6:00 pm
December 18, 2023	January 1	January 8	January 16
January 22	February 5	February 12	February 20
February 19	March 4	March 11	March 19
March 18	April 1	April 8	April 16
April 22	May 6	May 13	May 21
May 20	June 3	June 10	June 18
June 17	July 1	July 8	July 16
July 22	August 5	August 12	August 20
August 19	September 2	September 9	September 17
September 16	September 30	October 7	October 15
October 14	October 28	November 4	November 13 (Wednesday)
November 18	December 2	December 9	December 17
December 23	January 6, 2025	January 13, 2025	January 21, 2025



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Addison, TX 75001

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phone: 972.450.2880
fax: 972.450.2837

ADDISONTXAS.NET

IT ALL COMES TOGETHER.

2024 Zoning Submittal Calendar

PRE-APPLICATION CONFERENCE

To promote a more efficient submittal and review process, it is recommended that applicants schedule a pre-application conference with development review staff prior to submitting a zoning application. To schedule a conference, please visit <https://addisontexas.net/dev-services/pre-application-conference> and follow instructions provided. Questions can be directed to Lesley Nyp at 972-450-2823 or lnyp@addisontx.gov.

The submittal calendar below reflects a typical zoning review timeline for the Town of Addison; however, this schedule is not guaranteed. Based on the complexity of the application, the duration of the review process may vary. Failure to meet any deadline below and/or failure to address all comments will result in a delay of the project.

ALL DATES SUBJECT TO CHANGE

Initial Development Submittal	1 st Review Comments Due to Applicant	2 nd Submittal	2 nd Review Comments Due to Applicant	3 rd Submittal*	P&Z Commission Meeting	City Council Meeting
Friday by 12:00 pm	Friday by 5:00 pm	Friday by 12:00 pm	Friday by 5:00 pm	Thursday by 12:00 pm	Tuesday, 6:00 pm	Tuesday, 7:30 pm
November 17	December 1	December 8	December 22	December 28	January 16	February 13
December 22	January 5	January 12	January 26	February 1	February 20	March 12
January 19	February 2	February 9	February 23	February 29	March 19	April 9
February 16	March 1	March 8	March 22	March 28	April 16	May 28
March 22	April 5	April 12	April 26	May 2	May 21	June 11
April 19	May 3	May 10	May 24	May 30	June 18	July 9
May 17	May 31	June 7	June 21	June 27	July 16	August 13
June 21	July 5	July 12	July 26	August 1	August 20	September 10
July 19	August 2	August 9	August 23	August 29	September 17	October 8
August 16	August 30	September 6	September 20	September 26	October 15	November 12
September 13	September 27	October 4	October 18	October 24	November 13 (Wednesday)	December 10
October 18	November 1	November 8	November 22	November 28	December 17	January 14, 2025
November 22	December 6	December 13	December 27	January 2, 2025	January 21, 2025	February 11, 2025
December 20	January 3, 2025	January 10, 2025	January 24, 2025	January 30, 2025	February 18, 2025	March 11, 2025

*3rd Submittal reflects the last submittal prior to the completion of the development review process to allow for public notice to be provided for the Planning and Zoning Commission public hearing. Failure to meet this deadline and/or failure to address all comments with the resubmittal will result in delays.



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IT ALL COMES TOGETHER.

**Planning & Zoning Commission Annual
Organizational Meeting**

3.

Meeting Date: 01/16/2024

Agenda Caption:

Present and discuss potential updates to the Planning and Zoning Commission administrative procedures.

Staff Report:

The Rules, Regulations, and Procedures of the Planning and Zoning Commission have been drafted for review and feedback from the Commission. Staff will address all feedback received and bring this item to the Commission at a later date for approval.

Recommendation:

Staff seeks feedback. No action required.

Attachments

P&Z Rules, Regulations, and Procedures



**RULES, REGULATIONS,
AND PROCEDURES
OF THE
PLANNING AND ZONING
COMMISSION**

January 2024

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ARTICLE I - AUTHORITY AND POWERS OF THE COMMISSION

The authority and powers of the Addison Planning and Zoning Commission are contained in Appendix A, "Zoning," of the Code of Ordinances of the Town of Addison, Texas, the same being Ordinance No. 66 of the City.

ARTICLE II - ORGANIZATION AND STRUCTURE OF THE COMMISSION

A. Membership

The Planning and Zoning Commission consists of seven (7) members, each appointed by an individual City Council member and approved for service by a majority vote of the City Council for a term of two (2) years and removable for cause by the City Council. Vacancies are filled by the appointment by the City Council of a suitable person to serve a term of two (2) years. Members may not be appointed to serve more than three consecutive terms. If any member misses three (3) consecutive meetings, the Commission may recommend to the City Council that a new Commissioner be appointed to the position in question. Such a recommendation shall require a majority vote of the Commission.

Members of the Commission shall be compensated (\$25.00) per bi-weekly pay period.

B. Officers and Duties of Officers

The Commission shall hold an organizational meeting in January of each year and shall elect a Chair and Vice-Chair from among its members before proceeding to any other matters of business. The City Manager of the Town shall assign a staff representative to perform as Secretary to the Commission. The Secretary may appoint an Assistant Secretary to serve in the absence of or on behalf of the Secretary.

The Chair, or in their absence or disability, the Vice-Chair, shall, as presiding officer, preside at all meetings and hearings of the Commission, and shall be entitled to vote on all matters coming before the Commission. In the absence or disability of both the Chair and Vice-Chair, an Acting Chair shall be selected by members present to preside at the meeting where elected.

The presiding officer shall decide all points of order and procedure, subject to these rules, unless otherwise directed by a majority of the members of the Commission present.

The Chair or Vice-Chair shall report at any meeting on any official business taking place that has not come to the attention of the Commission.

The Secretary shall be responsible for all routine correspondence and, subject to these rules and the direction of the Commission, all correspondence regarding zoning amendments, site plans, subdivision developments and other matters. The Secretary shall be responsible for all notices, attend all meetings or hearings of the Commission, keep the minutes, compile the records and maintain the files and records.

C. Rules of Order

Roberts Rules of Order, latest revision, shall be the Commission's final authority on all questions of procedure and parliamentary law not covered by these Rules of Procedure.

D. Suspension of Rules

Any provision of these rules not governed by Town Ordinance may be temporarily suspended by a favorable two-thirds vote of all members of the Commission, which vote shall be entered upon the minutes.

ARTICLE III - DUTIES OF THE COMMISSION

A. Duties Invested by Council

The Planning and Zoning Commission is charged by ordinance with the following duties and invested with the authority to collaborate with and provide direction to Town staff to:

- (a) Inspect property and premises at reasonable hours where required in the discharge of its responsibilities under the laws of the State of Texas and of the Town.
- (b) Formulate and recommend to the City Council for its adoption a Comprehensive Plan for the orderly growth and development of the Town and its environs, and from time to time recommend such changes in the Plan as it finds will facilitate the movement of people and goods, and the health, recreation, safety and general welfare of the citizens of the Town.
- (c) Formulate a zoning plan and Official Zoning Map as may be deemed best to carry out the goals of the Comprehensive Plan; hold public hearings and make recommendations to the City Council relating to the creation, amendment, and implementation of zoning regulations and districts as provided in Chapter 211 of the Texas Local Government Code, as amended, authorizing cities and incorporated villages to pass regulations; all powers granted under said Act are specifically adopted and made a part hereof.
- (d) Exercise all the powers of a commission as to approval or disapproval of plans, plats or replats and vacations of plans, plats or replats, as set out in Chapter 212 of the Texas Local Government Code.
- (e) Study and recommend on the location, extension and planning of public rights-of-way, parks or other public places, and on the vacating or closing of same.
- (f) Study and recommend on the general design and location of public buildings, bridges, viaducts, street fixtures and other structures and appurtenances. Study and recommend on the design or alteration and on the location or relocation of works of art which are, or may become, the property of the Town.
- (g) Initiate, in the name of the Town, for consideration at public hearing all proposals: (1) for the original zoning of annexed areas; and (2) for the change of zoning district boundaries on an area-wide basis. No fee shall be required for the filing of any such proposal in the name of the Town.
- (h) Formulate and recommend to the City Council for its adoption policies and regulations consistent with the adopted Comprehensive Plan governing the location and/or operation of utilities, public facilities and services owned or under the control of the Town.
- (i) Keep itself informed with reference to the progress of city planning in the United States and other countries and recommend improvements in the adopted plans of the Town.
- (j) 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.

ARTICLE IV - MEETINGS

A. Quorum

A quorum shall consist of four (4) members.

B. Agenda

An agenda shall be prepared by the Secretary for each meeting of the Commission. There shall be attached to each agenda a report of matters pending further action by the Commission. A copy of the agenda shall be posted as required by law at least 72 calendar hours before the scheduled time of the meeting, except as otherwise provided by law.

C. Regular Meetings

Regular meetings shall be held on the third (3rd) Tuesday of each month in the Council Chambers of the Town Hall or other designated Town facility, unless otherwise determined by the Commission.

D. Special Meetings

Special meetings for any purpose may be held: (1) on the call of the Chair or Secretary, or (2) on request of two or more members and by giving written notice to all members by email at least 48 hours before the meeting, or (3) as may be scheduled by a majority of the Commission at any previous meeting. The time and place of the special meeting shall be determined by the convening authority.

E. Public Meetings

All meetings shall be held in full compliance with the provision of State law, ordinances of the Town and these Rules of Procedure. Any party in interest may appear on their own behalf or be represented by counsel or agent.

F. Planning Sessions

The Commission may be convened as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a planning session, provided that no official business shall be conducted thereafter and no quorum shall be required.

ARTICLE V - OFFICIAL RECORDS

A. Official Records - Definition

The official records shall be these rules and regulations and the minutes of the Commission together with all findings, decisions and other official records of the Commission.

B. Recording of Vote

The minutes of the Commission's proceeding shall show the vote of each member, or if absent or failing to vote, shall indicate that fact.

C. Files - Retention

All matters coming before the Commission shall be filed in the Town's records. Original papers or electronic files of all requests and proposals shall be retained as a part of the permanent record.

D. Public Record

The official records and citizen requests filed for Commission action shall be on file in the office of the Secretary to the Commission and shall be open to public inspection during customary working hours.

ARTICLE VI - APPLICATION PROCEDURES

A. Written Request Required

Every proposal submitted for Commission action shall be made in writing by the appropriate application forms which are provided by the Town. The proposal shall be filed on said forms, shall be accompanied by all prescribed fees, and shall be complete in all respects before being accepted for filing.

B. Schedules and Instructions

Every proposal or request for Commission action or recommendation shall be filed, processed and considered in accordance with specific schedules and instructions established by the Secretary.

C. Submission of Supporting Information

Information supporting a request or recommendation to approve or disapprove any proposal before the Commission shall be submitted only through the Secretary in writing or to the Commission in public meeting.

D. Withdrawal of Proposal

When any applicant desires to withdraw their proposal they may do so by filing a written request to that effect with the Secretary. Such request shall be effective upon the date of its official receipt, provided, however, that no such request shall be valid after notices have been mailed, except on action of the Commission. Withdrawal of a proposal at any stage of its processing shall terminate all consideration of it by the Town, and the case file thereon shall be closed.

ARTICLE VII - HEARINGS AND DECISIONS

A. Order of Business

The Chair shall call the Commission to order, and the members present and absent shall be recorded. The minutes of any preceding meeting shall be submitted for approval. The public shall be advised of the procedures to be followed in the meeting; The Secretary shall publicly advise the Commission of any communications received pertaining to any matter before the Commission.

The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing together with such other matters of business and the findings and considerations of the Commission shall be reported by the Commission or the Secretary.

B. Presentation or Hearing of Proposals

1. The Commission shall call, or cause to be called by the Chair, each proposal in such order as to be in accord, as near as practicable, with its placement on the meeting agenda.
2. The Chair shall next call on the staff for a factual summary and presentation relative to the proposal and shall afford the staff an opportunity to call to the attention of the Commission any additional pertinent communications.
3. The Chair shall then call on persons present who wish to speak to the proposal and shall direct that they speak in the following order:
 - 1) The applicant or their representative
 - 2) All other individuals in the order of receipt of requests

Whenever necessary the Chair shall direct that all remarks shall be germane to the proposal. No rebuttal shall be permitted by either side, but the Commission may direct questions to any speaker in order to clarify statements and facts presented.

4. The Chair shall then declare the public presentation or hearing closed, as to that proposal.

C. Motions

A motion may be made by any member other than the presiding officer. Except as otherwise provided by law or these Rules, a motion to approve any matter before the Commission or to recommend approval of any request requiring Commission action shall require the majority of the votes of the members present.

D. Disqualification from Voting

1. A member shall be disqualified from voting whenever there is a personal or monetary interest in the property that is the subject of the matter under consideration, or where their abstention from voting is required by [Chapter 171 of the Texas Local Government Code](#) or other state law. A member disqualified from voting shall file the appropriate affidavit with the secretary of the Commission.
2. A member may disqualify themselves from voting whenever any applicant, or their agent, has sought to influence the vote of the member on their application, other than in the public hearing, and the member determines that they cannot be independent and impartial in their decision.

ARTICLE VIII - CERTIFICATION AND AMENDMENTS

A. Copy Filed With City Secretary

A copy of these Rules of Procedure and of any amendments thereto shall be filed in the office of the City Secretary within ten days following their date of adoption.

B. Repealing Clause

All previously adopted Rules of Procedure of the Commission shall be and the same are hereby expressly repealed.

C. Amendments

Except as otherwise provided, amendments to these Rules of Procedure may be adopted by the Commission at any meeting upon the affirmative vote of a majority of the entire membership, provided such amendment is proposed at a preceding meeting and recorded in the minutes of such meeting. By majority vote of the entire Commission membership, amendments may be adopted at the meeting at which such amendments are introduced, but shall not become effective until the next regular meeting.

ADOPTED

This ____ day of _____, 2024.

Chair

ATTESTED:

Commission Secretary

* * * * *

Filed in the Office of the City Secretary this ____ day of _____, 2024.

City Secretary

Town of Addison, Texas

**Planning & Zoning Commission Annual
Organizational Meeting**
Meeting Date: 01/16/2024

4.

Agenda Caption:

Present and discuss the DRAFT 2023 Planning and Zoning Commission Annual Report.

Staff Report:

In the first quarter of each calendar year, The Commission is required by its adopted Rules, Regulations, and Procedures to submit its annual progress report for City Council review. Prior to the Chair of the Commission delivering this report to City Council, staff requests Commission feedback on the proposed content and any Commission goals for 2024. Staff will include those goals in the final report that the Chair will present to the City Council.

Recommendation:

Staff seeks feedback. No action required.

Attachments

2023 DRAFT Annual Report



**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



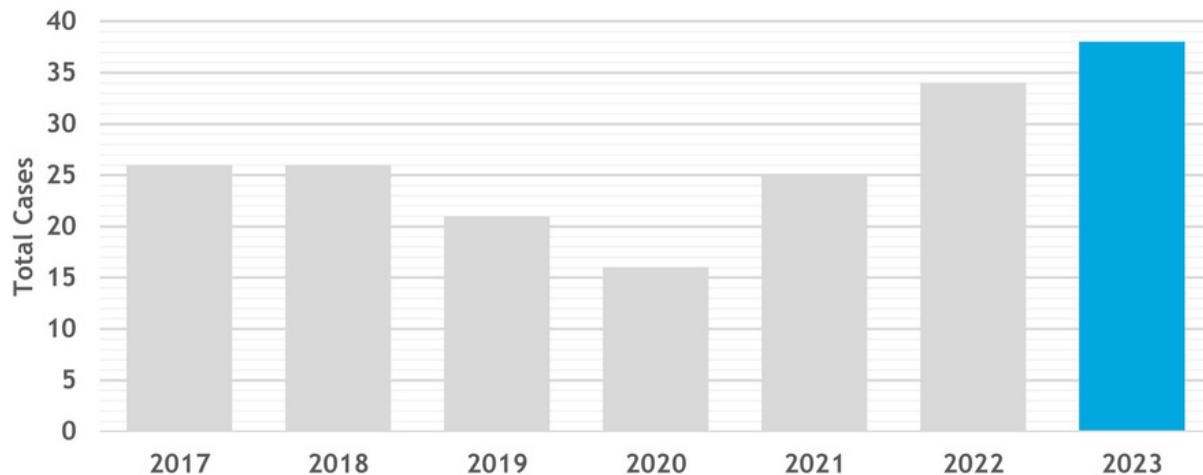
Trammell Crow Mixed Use Development Rendering

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

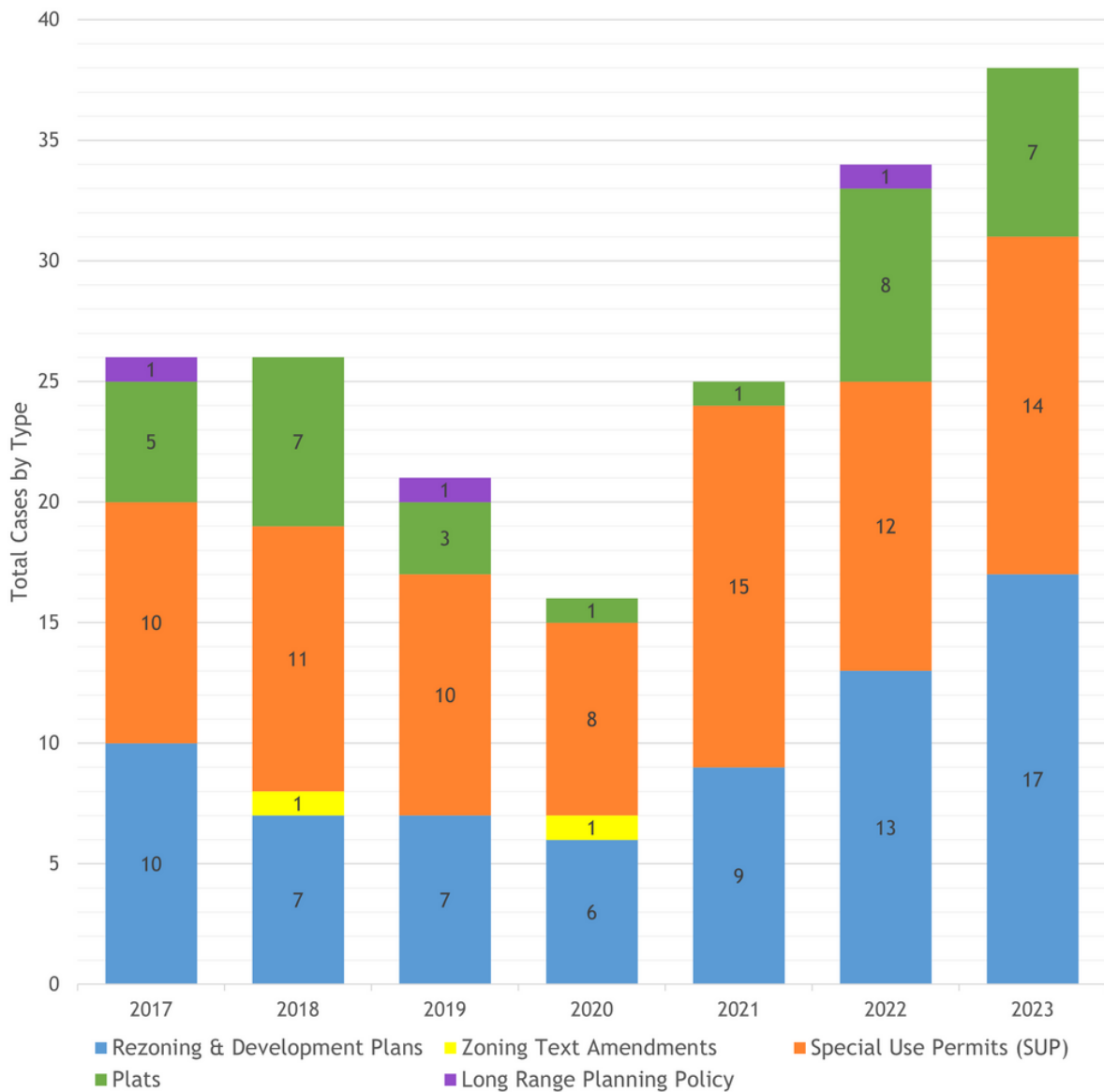
This section is intended to identify priorities for the upcoming year. Staff seeks feedback from the Commission to establish goals.

ATTENDANCE

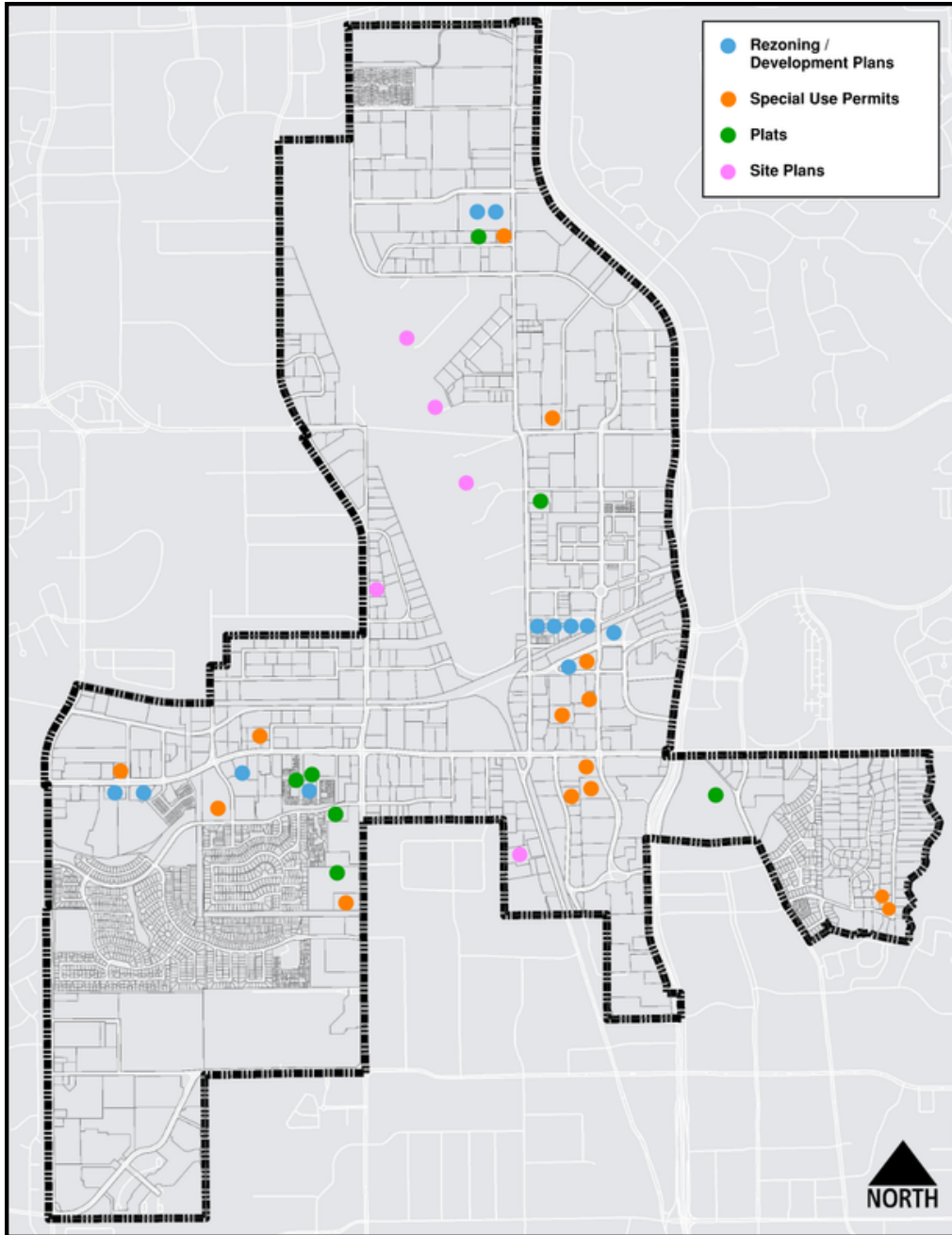
Commissioner Attendance Rate - 2023				
Commissioner	Present	Absent	Eligible	Attendance Rate
Branson, Juli	7	1	8	88%
Barker, Jimmy	3	0	3	100%
Catalani, Bob	11	0	11	100%
Chavez, Diane	10	0	10	100%
Craig, Nancy	1	0	1	100%
DeFrancisco, Chris (Vice Chair)	11	0	11	100%
Faircloth, Zachary	8	3	11	73%
Fansler,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



**Planning & Zoning Commission Annual
Organizational Meeting**
Meeting Date: 01/16/2024

5.

Agenda Caption:

Present and discuss the 2024 Planning and Development Work Plan.

Staff Report:


The Planning & Development Work Plan has been updated for Commission review and feedback. Periodic updates will be provided throughout the year.

Recommendation:

Information only. No action required.

Attachments

2024 Work Plan

 2024 Planning & Development Program Work Plan		Initiation	Completion	Status
Key Focus Area #1: Development Review and Zoning Enforcement				
	<u>Goal #1</u> : Complete review of the final two phases of the Unified Development Code (UDC) Project	Q4, 2021	Q1, 2024	Ongoing
	<u>Goal #2</u> : Facilitate adoption and implementation of the UDC	Q1, 2024	Q4, 2024	Not Initiated
	<u>Goal #3</u> : Facilitate entitlement process for the Addison Circle Transit-Oriented Development (TOD) project and future phases of ongoing master planned developments	Q3, 2022	Q1, 2023	Ongoing
	<u>Goal #4</u> : Begin/continue implementation of adopted master plans and special area studies	Recurring	Recurring	Ongoing
Key Focus Area #2: Long Range Planning				
	<u>Goal #1</u> : Complete the Advance Addison 2050 Comprehensive Plan	Q4, 2023	Q4, 2024	Ongoing
Key Focus Area #3: Community Engagement				
	<u>Goal #1</u> : Establish community outreach inventory that identifies neighborhood/apartment community leadership, as well as key business property owners and managers	Q2, 2022	Q2, 2024	Ongoing
	<u>Goal #2</u> : Create a neighborhood meeting process to facilitate community input on the front end of the zoning process	Q1, 2022	Q4, 2024	Ongoing
	<u>Goal #3</u> : Create a Development Services Department Annual Report to communicate key development/demographic trends	Q1, 2022	Q2, 2024	Ongoing
	<u>Goal #4</u> : Conduct outreach to business community to help them navigate Town zoning and development requirements (i.e. SUP process)	Recurring	Recurring	Ongoing
Key Focus Area #4: Process Improvement and Customer Service				
	<u>Goal #1</u> : Review and update Planning & Zoning Commission meeting procedures and administrative policies	Q1, 2024	Q2, 2024	Not Initiated
	<u>Goal #2</u> : Evaluate and implement needed improvements to Town plan and permit management system	Recurring	Recurring	Ongoing
	<u>Goal #3</u> : Review and update P & Z packet and staff report format	Q3, 2023	Q4, 2024	Not Initiated
	<u>Goal #4</u> : Expand use of GIS in development visualization and records management	Recurring	Recurring	Ongoing
	<u>Goal #5</u> : Update development review Standard Operating Procedures (SOPs) and administrative tools	Recurring	Recurring	Ongoing
	<u>Goal #6</u> : Create a database to document Town action on Planning & Zoning Commission cases	Q2, 2023	Recurring	Not Initiated
Key Focus Area #5: Commission and Staff Development				
	<u>Goal #1</u> : Conduct relevant internal training on annual basis with the Commission	Recurring	Recurring	Ongoing
	<u>Goal #2</u> : Plan a development tour to visit regional best practices for infill and redevelopment (every other year)	Q3, 2023	Recurring	Ongoing
	<u>Goal #3</u> : Conduct periodic site visits to Town projects to support the review process and to assess lessons learned	Recurring	Recurring	Ongoing
	<u>Goal #4</u> : Provide access to online and local training events for Planning Commissioners	Recurring	Recurring	Ongoing