

2024 ANNUAL REPORT

PLANNING & ZONING
COMMISSION

APPROVED: FEBRUARY 18, 2025



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.”*

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 2024, the Commission had several changes. In February, Chair Chris DeFrancisco and Commissioner Zachary Faircloth resigned. EJ Copeland and Tyler Sommers were appointed to fill the vacancies. In November, Tyler Sommers resigned. In November, Korrie Becht joined Town staff to serve as the Assistant Director of Development Services.

In January 2024, the Commission appointed Denise Fansler to serve as Chair and Diane Chavez to serve as Vice Chair.

YEAR IN REVIEW

The Commission reviewed and acted upon a wide range of projects in 2024, including zoning entitlements for AMLI Treehouse, Phase 2 and review of long-range planning efforts like the comprehensive plan update, Advance Addison 2050. 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 was consistent throughout 2024. During their time on the Commission, Chris DeFrancisco, Denise Fansler, and Tyler Sommers had perfect attendance in 2024.

Please see the “Attendance” section for detailed attendance information for each commissioner.

2025 FORECAST

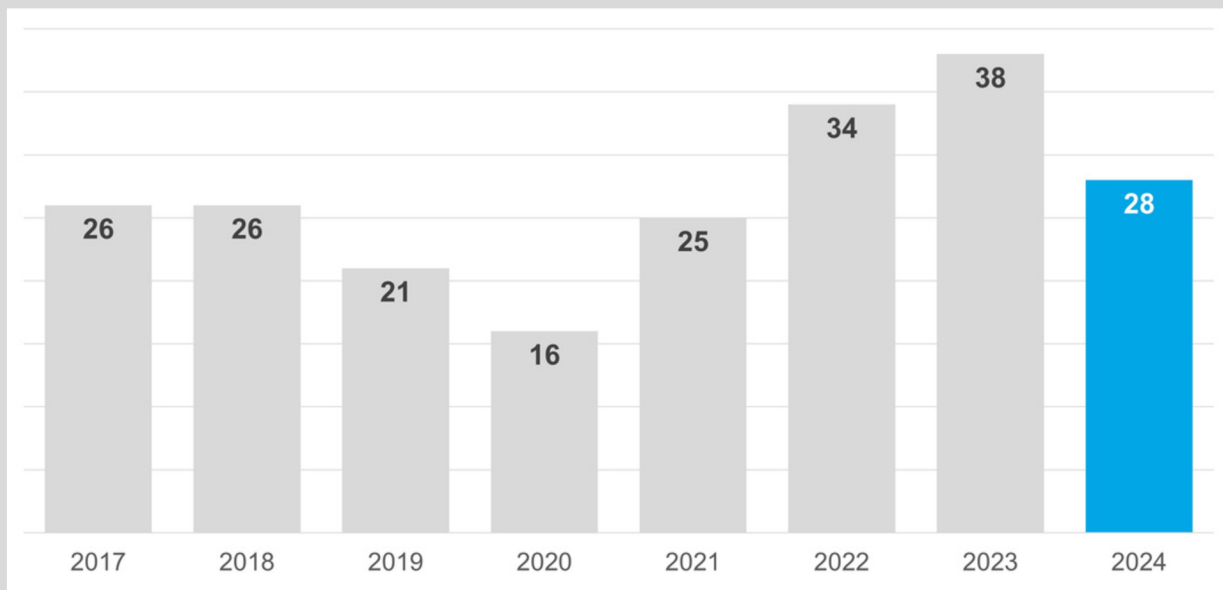
Moving into 2025, it is anticipated that development activity will remain comparable to the previous two years. The Commission will see a significant increase in Long-Range Planning activity with the anticipated adoption of Advance Addison 2050 (Comprehensive Plan) and the Unified Development Code (UDC).

CASE SUMMARY

The Commission acted upon 28 development cases in 2024. This represents a slight decrease from the previous year.

Over the course of eleven regular meetings held in 2024, the Planning and Zoning Commission reviewed 28 cases. This case load was comprised of the following:

- 10 Rezoning and Development Plan Requests
- 14 Special use permit Requests
- 4 Plat Request



As shown in the chart above, the 28 cases reviewed this year reflects a 26 percent decrease from 2023. See the “Development Case History” exhibit to view a comparison of the annual case load by project type since 2017.

NOTABLE PROJECTS

MIXED USE DEVELOPMENT

AMLI Residential received entitlements for Phase 2 of the AMLI Treehouse project on Midway Road. This project included the redevelopment of an underutilized retail center. The project includes 26 fee-simple townhomes, 16 rental townhomes, 166 multi-family units, and 12,500 square feet of retail/restaurant space. This project also includes a public trail extension.

ADAPTIVE REUSE

The Commission saw several proposals for adaptive reuse of existing developments including Jewish Family Services and Westwood Montessori School. Both projects will reinvest in and occupy previously vacant office space.

See the “Case Map” exhibit to see the location of each case by project type.



2024 ACCOMPLISHMENTS

At the beginning of 2024, the Commission established the following 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.

The Unified Development Code project is intended to address the Town's parking and sign standards, which is anticipated to be adopted in March 2025.

2025 GOALS

1. Execution of the 2025 Planning and Development Work Plan. Major areas of focus will include implementation of the UDC and the Comprehensive Plan, Advance Addison 2050.
2. Conduct periodic development tours with the Commission throughout the year.

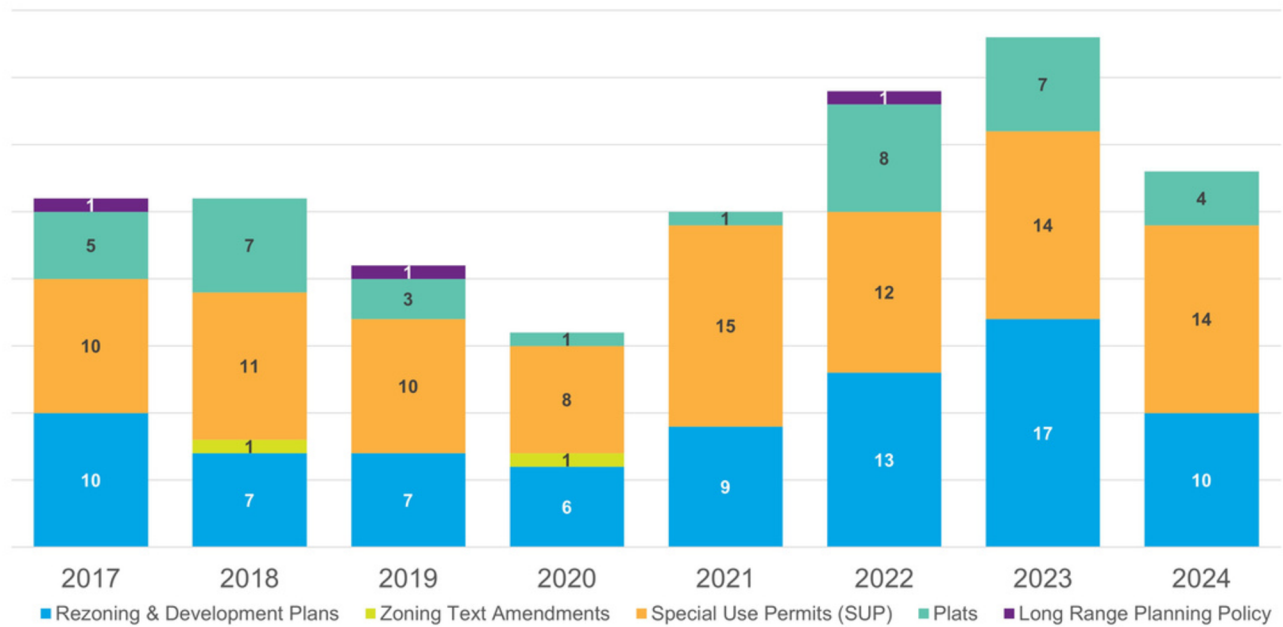
ATTENDANCE

Commissioner Attendance Rate				
Commissioner	Present	Absent	Eligible	Attendance Rate
Barker, Jimmy	14	2	16	88%
Braun, Tom	15	1	16	94%
Chavez, Diane (Vice Chair)	14	2	16	88%
Copeland, EJ	11	2	13	85%
DeFrancisco, Chris (Chair)	2	0	2	100%
Faircloth, Zachary	2	1	3	67%
Fansler, Denise (Vice Chair/Chair)	16	0	16	100%
Smith, Chelsey	15	1	16	94%
Sommers, Tyler	9	0	9	100%

Regular Meeting Attendance Summary – 2024													
Commissioner	16-Jan	20-Feb	19-Mar	16-Apr	21-May	18-Jun	16-Jul	20-Aug	17-Sep	15-Oct	19-Nov	17-Dec	Rate
Barker, Jimmy	P	P	P	P	P	P	P	P	P	P	P	A	92%
Braun, Tom	P	A	P	P	P	P	P	P	P	P	P	P	92%
Chavez, Diane (Vice Chair)	P	P	P	P	P	P	P	P	P	P	P	P	100%
Copeland, EJ			P	P	P	P	P	P	P	P	P	P	100%
DeFrancisco, Chris (Chair)	P												100%
Faircloth, Zachary	P	A											50%
Fansler, Denise (Vice Chair/Chair)	P	P	P	P	P	P	P	P	P	P	P	P	100%
Smith, Chelsey	P	P	P	P	P	P	P	P	P	P	P	P	100%
Sommers, Tyler				P	P	P	P	P	P	P			100%
Average	100%	67%	100%	100%	100%	100%	100%	100%	100%	100%	100%	83%	92.6%

Special Meeting Attendance Summary – 2024					
Commissioner	24-Jan	29-Feb	30-Apr	11-Jul	Rate
Barker, Jimmy	P	P	A	P	75%
Braun, Tom	P	P	P	P	100%
Chavez, Diane (Vice Chair)	A	P	P	A	50%
Copeland, EJ		A	P	A	33%
DeFrancisco, Chris (Chair)	P				100%
Faircloth, Zachary	P				100%
Fansler, Denise (Vice Chair/Chair)	P	P	P	P	100%
Smith, Chelsey	P	P	A	P	75%
Sommers, Tyler			P	P	100%
Average	86%	83%	71%	71%	81.5%

DEVELOPMENT CASE HISTORY



2024 CASE MAP

