

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

March 25, 2025

**Addison Town Hall
5300 Belt Line Road, Dallas, TX 75254
5:00 PM Work Session – Town Hall Parlor
7:00 PM Regular Meeting – Town Hall City Council Chambers**

Present: Mayor Bruce Arfsten; Mayor Pro-Tempore Darren Gardner; Deputy Mayor Pro-Tempore Nancy Craig; Council Member Chris DeFrancisco; Council Member Howard Freed; Council Member Dan Liscio; Council Member Marlin Willesen

WORK SESSION

The Addison City Council will convene in the Work Session in the Town Hall Parlor at 5:00 PM.

1. Call Meeting to Order and Announce that a Quorum is Present.

Mayor Arfsten called the meeting to order in the Town Hall Parlor at 5:00 PM.

2. Citizen Comments on the Consent Agenda Items. *This item allows citizens to speak on any item listed on the Consent Agenda prior to its consideration. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the beginning of this item.*

No citizens requested to address the City Council on an item included in the Consent Agenda.

3. Council Member Clarification Requests Regarding Consent Agenda Items.

a. Council Questions and Answers

Mayor Arfsten closed the Open Meeting to convene the City Council into Closed Meeting at 5:03 PM.

4. Closed Meeting. The Addison City Council will enter a Closed Meeting pursuant to Texas Government Code Sections 551-071 through 090 to discuss the following item(s):

- a. Pursuant to Section 551.071(2) to receive legal advice from the City Attorney regarding agenda Item 5(a), the Unified Development Code.
- b. Pursuant to Section 551.072 to deliberate the purchase, exchange, lease, or value of real property for public parks and open space.
- c. Pursuant to Section 551.087(1): Economic Development Negotiations to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations:
 - Addison Circle Transit Oriented Development Project

Mayor Arfsten convened the City Council into Open Meeting at 7:13 PM. No action was taken as a result of the Closed Meeting.

5. **Open Meeting.** In accordance with Texas Government Code Chapter 551, the Addison City Council will reconvene in an Open Meeting to consider action, if any, on the matters discussed in the Closed Meeting.

Mayor Arfsten closed the Work Session at 7:13 PM with the decision to postpone Work Session Items #6a, #6b, and #6c until the end of the Regular Meeting.

COUNCIL MEETING

Mayor Arfsten convened the City Council Meeting at 7:13 PM in the Town Hall City Council Chambers.

1. **Pledge of Allegiance.** United States and Texas Flags.

Mayor Arfsten led the Pledge of Allegiance to the United States and Texas Flags.

2. **Proclamations / Presentations**

a. **City Manager's Announcements**

b. **Employee Recognition**

- Development & Neighborhood Services: Director of Development & Neighborhood Services Director Lesley Nyp introduced Assistant Director of Neighborhood Services Ray Mendez

c. **2025 Surveyors Week Proclamation**

- Mayor Arfsten presented a proclamation recognizing the week of March 16 – 22, 2025 as Surveyors Week in the Town of Addison. Christopher R. Freeman, R.P.L.S received the proclamation on behalf of the Dallas Chapter of the Texas Society of Professional Surveyors as a chapter member.

d. 2025 American Red Cross Month Proclamation

- Mayor Arfsten presented a proclamation recognizing March 2025 as Red Cross Month in the Town of Addison. Andy Dastur received the proclamation on behalf of the Red Cross DFW Metro East Chapter as a board member. Chapter volunteer, Tyler Rowe was present to document the recognition.

- 3. Public Comment.** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

The following citizen requested to speak during the Public Comment period:

- David Snell, 11707 Lakefront Drive, Frisco – spoke regarding his recent experience with a company hangar at the Addison Airport where he had leased space from the managing company.

The following citizens did not request to speak during the Public Comment period, but submitted written Public Comments to be provided to the City Council. These written comments are attached to the Minutes:

- Jacob Meadors, 3920 Asbury Lane – submitted written comments asking the City Council to support policies providing parents with reduced work hours and expectations through neighboring communities or businesses that institute these practices.
- Lee and Rose Ann Hopwood, 4111 Leadville Place – submitted questions for the City Council to consider during their deliberations regarding the adoption of the Unified Development Code.

- 4. Consent Agenda.** *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

- Consider action on the Minutes from the February 25, 2025 City Council Meeting.**
- Consider action on the Minutes from the February 27, 2025 City Council Strategic Planning Session Meeting.**
- Consider action on the Minutes from the March 4, 2025 City Council Meeting.**

- d. Resolution No. R25-018: Consider action on a Resolution approving an entertainment agreement between the Town of Addison and Westerly Adjacent, Inc. performing as Silversun Pickups to provide entertainment at the Taste Addison event and authorizing the City Manager to execute the agreement in an amount not to exceed \$60,000.
- e. Resolution No. R25-019: Consider action on a Resolution approving an entertainment agreement between the Town of Addison and Suesuesudio, Inc. performing as Hoobastank, to provide entertainment at the Taste Addison event and authorizing the City Manager to execute the agreement in an amount not to exceed \$58,000.
- f. Resolution No. R25-020: Consider action on a Resolution approving an Advance Funding Agreement for Highway Safety Improvement Off System (AFA CSJ 0918-47-488 and 0918-47-489) between the Texas Department of Transportation and the Town of Addison regarding traffic signal improvements on Arapaho Road at Surveyor Boulevard and install flashing yellow arrows and retro-reflective backplates at various signal locations across town and authorize the City Manager to execute the agreement.
- g. Resolution No. R25-021: Consider action on a Resolution approving an agreement between the Town of Addison and Kleen Pipe Underground Pipe Maintenance for stormwater infrastructure repair services and authorizing the City Manager to execute the agreement in an amount not to exceed \$70,185.
- h. Consider action on a purchase order for traffic signal equipment from Paradigm Traffic Systems Inc. through BuyBoard for the intersection of Business Avenue at Belt Line Road and authorize the City Manager to execute the purchase order in an amount not to exceed \$52,800.

MOTION: Deputy Mayor Pro-Tempore Craig moved to approve §4 - CONSENT AGENDA (a-h) as presented. Mayor Pro-Tempore Gardner seconded the motion. Motion carried unanimously.

5. Public Hearings.

- a. Ordinance No. O25-004: Hold a public hearing, present, discuss and consider action on an Ordinance adopting the text of a Unified Development Code (“UDC”), including changes to the Town of Addison’s laws and regulations regarding zoning districts, subdivision and development, building, and construction with the zoning district changes to be considered at a later date.

[Director of Development & Neighborhood Services, Lesley Nyp]

The Town of Addison first engaged Clarion Associates in 2019 to begin the review and update of the Town’s “development regulations,” which currently include ordinances for zoning, subdivision of land, signs, and related issues, most of which were originally adopted 30 or more years ago. The goal of the review was to consolidate and update the regulations into a Unified

Development Code (UDC) that is clear, enforceable, and helps implement the Town's shared vision for the future. The UDC drafting and review process consisted of four code drafting phases, a testing phase, a public review of the UDC document, and a thorough review by four key groups described as the "project team":

- Town Staff Review Team
- UDC Advisory Committee
- Planning & Zoning Commission
- City Council

The project team has analyzed all feedback received throughout the drafting process to prepare the adoption draft UDC.

At the February 18, 2025 Planning and Zoning Commission meeting, the Unified Development Code was recommended for approval as presented.

- Voting Aye: Fansler, Barker, Braun, Copeland, Smith, Wright
- Voting Nay: None
- Absent: None
- Abstain: None

Commissioner Alan Then did not participate in voting for the UDC.

Speakers at the Planning and Zoning Commission Public Hearing:

- On:
 - Rose Ann Hopwood, 4111 Leadville Place
 - Curtis Green, 15800 Spectrum Drive
 - David Collins, 14668 Wayside Court
- In Favor:
 - None
- In Opposition:
 - None

Administration recommended approval.

Mayor Arfsten opened the Public Hearing. No citizens requested to address the Council. Mayor Arfsten closed the Public Hearing.

MOTION: Council Member Freed moved to table this item. Motion failed due to lack of second.

MOTION: Council Member Liscio moved to approve Ordinance No. O25-004 adopting the Unified Development Code as modified to include minor revisions by the City Council. Council Member Willesen seconded the motion. Motion carried 6-1 with Council Member Freed voting against.

6. Items for Individual Consideration.

- a. Resolution No. R25-022: Present, discuss, and consider action on a Resolution authorizing an Interlocal Cooperation Agreement (ILA) with the City of Farmers Branch, the City of Coppel, and the City of Carrollton regarding the funding of the new North Texas Emergency Communications Center, Inc. (NTECC) consolidated public safety communications center; authorizing the Town's percentage share of project funding, which shall not exceed 16.8070% of the total construction cost for the project; authorizing the city manager to execute the agreement; and providing an effective date.

[Deputy City Manager, Ashley Shroyer]

The North Texas Emergency Communications Center (NTECC) will be approaching its 15th year of operations at the end of this decade. In May 2014, NTECC entered a 15-year lease agreement with CyrusOne for its current office space. There is one 5-year renewal option that requires NTECC to provide notification 18 months in advance of the April 2029 ending date.

Anticipating the lead time for various options, including expanding at our current location, relocating, remodeling an existing space, or constructing a new facility, the four participating city managers on the NTECC Board of Directors (Coppell, Addison, Farmers Branch, and Carrollton) requested a space planning analysis from Terry Goswick, NTECC's Executive Director. The analysis revealed that the 30-year cost of leasing would amount to \$57,616,540, while constructing a new facility would cost \$32,770,416. Based upon this analysis, NTECC's Board (in conjunction with the participating cities) approved moving forward with the purchase of real property for the construction of a new facility to be owned and operated by NTECC (the Project).

On October 22, 2024, the Town entered into an Interlocal Cooperation Agreement between the Cities and NTECC to purchase real property for the Project. With the property acquisition complete, the Cities and NTECC will now enter into a second Interlocal Cooperation Agreement setting forth the terms and conditions by which the parties agree to jointly administer and fund construction of the Project.

Administration recommended approval.

MOTION: Council Member Willesen moved to approve Resolution No. R25-022 authorizing the Town to enter into an Interlocal Agreement with the City of Farmers Branch, the City of Coppell, and the City of Carrollton regarding funding for the construction of the new NTECC facility. Council Member Liscio seconded the motion. Motion carried unanimously.

7. **Items of Community Interest.** *The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.*

Work Session Continued

a. Present and discuss the Town's Strategic Plan.

[Chief of Staff, Sarah Kuechler]

Chief of Staff Sarah Kuechler presented an update on the Town's Strategic Plan.

Since 2016, Addison's City Council has met annually to discuss strategic questions and identify key priorities for the Town. The last annual plan (FY 2025 Vision Statement, Strategic Pillars, and Milestones) was created and adopted by Council through Resolution on March 5, 2024. The plan is used to assist with the annual budget development and the allocation of resources that align with Council-identified priorities, to guide staff and the organization's efforts, and to measure progress towards defined goals. A new format was introduced with the current strategic plan organized by:

- **Key Focus Areas:** Key areas around which we build and focus our efforts and resources.
- **Strategic Objectives:** Top ways that we succeed in our Key Focus Areas (~3-7 per Key Focus Area).
- **Initiatives:** Specific means by which we accomplish our Strategic Objectives.

Staff has been reporting progress on the Strategic Plan quarterly to Council and the public through an online dashboard available on the Town's website.

On Thursday, February 27, 2025, City Council met in a Special Meeting to review the plan. The afternoon session was led by facilitator Nick Kittle of Sustainovation. Town staff leadership participated as well.

Through the discussion, Council proposed modifications to the current plan as shown in the presentation. A consent item will be brought forward for Council consideration at the April 8, 2025 Council Meeting to adopt the revised plan for 2025-2026.

b. Present and discuss a recommendation from the City Council Community Partnership Committee regarding the Town's Non-Profit Funding Program and program guidelines.

[Chief of Staff, Sarah Kuechler]

Chief of Staff Sarah Kuechler presented the recommendation of formal program guidelines for the Town's Non-Profit Funding Program from the City Council Community Partnership Committee.

Historically, the Town has provided grant funding to non-profit organizations through an application process aligned with the annual budget cycle. The same process and application was used for all non-profit organizations and applications were limited to organizations that had received prior funding from the Town. In FY2025, the Town followed the historical process for non-profit organizations. However, applications were opened to all non-profit organizations serving Addison and the process began to transition to align funding for performing arts organizations with the recommendations of the Theatre study.

On December 10, 2024, City Council formed an advisory Council Committee by resolution called

the Community Partnership Committee. The purpose of the Committee is to develop and recommend a new process to evaluate funding applications from non-profit organizations, and, upon approval of the new process by Council, to review applications and make recommendations to the City Council as part of the annual budget process. The following three (3) Council Members were appointed to serve on the Committee: Deputy Mayor Pro-Tempore Nancy Craig, Council Member Chris DeFrancisco, and Council Member Marlin Willesen. Committee appointments will be made annually with other Council liaison appointments at the first Council meeting in June.

The Committee held four (4) recent meetings on January 23, February 4, March 11, and March 18, 2025 to develop a new process and criteria to evaluate applications and recommend funding support to non-profit organizations.

Staff drafted Non-Profit Funding Program Guidelines ("Guidelines") to document the program and process, incorporating the Committee's input and direction on items such as program categories, eligibility, application, review, and evaluation. The intent of the document is to provide consistency in program administration and communicate expectations to stakeholders.

The Guidelines begin with an overview of the Non-Profit Funding Program process overall (pages 1-3), followed by a section for each Program Category (Local Service Organizations and Performing Arts Organizations) with more specific information regarding purpose, funding, application, and general evaluation criteria for each category. The Performing Arts Organizations category has a proposed structure with subcategories for Resident Company of the Mainstage, Resident Company(ies) of the Studio, and General Assistance.

The Committee voted and recommended approval to bring forward the draft Non-Profit Program Guidelines for City Council consideration. The proposed funding program and process aligns with the FY2026 budget process. The Committee funding recommendations would be considered by the full City Council as part of the budget workshops for FY2026.

c. **Present and discuss the creation of a Development Relations Project Manager position.**

[Deputy City Manager, Ashley Shroyer]

Deputy City Manager Ashley Shroyer presented a proposal to create a Development Relations Project Manager position for the Town.

Staff proposed the creation of a Development Relations Project Manager to serve as the central point of contact between the Town of Addison and developers. This role is essential for streamlining development processes, improving stakeholder engagement, and ensuring efficient coordination between departments. As Addison continues to grow, this position will help facilitate economic development, resolve project challenges, and enhance customer service for the development community. The Development Relations Project Manager will play a key role in fostering positive relationships, supporting strategic planning, and ensuring that development projects align with the Town's long-term vision.

This position would be funded by the Development Services and Economic Development Funds

and can be absorbed into their existing budget.

8. Adjourn Meeting.

There being no further business to come before the City Council, Mayor Arfsten adjourned the meeting at 9:35 PM.

TOWN OF ADDISON, TEXAS

Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

City Council Public Comment Form

Submitted on 23 March 2025, 3:40PM

Receipt number 20

Related form version 9

Acknowledged

Meeting Date 03/25/2025

Comment delivery option: Provide written comments to City Council

I wish to speak during:

Which Agenda Item #?

Please provide your written public comment for the City Council here:

Would the city council put its efforts and energies in collaboration with our neighboring cities in the Metrocrest chamber of commerce to support the voluntary reduction of work hours for parents in our communities without harm to their wages? Would the council work with our citizens across Addison, Farmers Branch, and Carrollton, to create policy that would support our businesses who believe that full-time employment expectations for parents should be lower than for non-parents to improve quality of life for our future generations?

Name Jacob Meadors

Street 3920 Asbury Ln

City Addison

State TX

Zip 75001

Phone Number

Email

If you represent a group or organization, please list it below.

WEST ADDISON RESIDENTIAL - Single Family Detached, Zero-Lot Line, and Duplex

Downloaded 2/26/2025

<https://experience.arcgis.com/experience/e6f7d540e55048e69e0ed69ef791536e/>

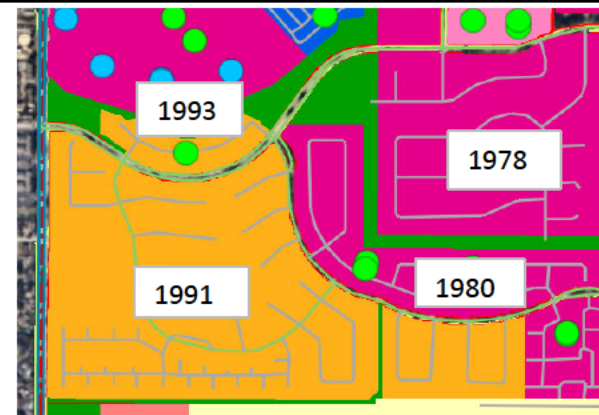
Subdivision	Estab.	Acres	%	Density	Action	Zone Class Desc	Ordinance link
Midway Meadows (S of Beltway, W of AMLI Treehouse to Redding Trail)	1978	59	2.12%	not specified in	Change zoning from Residential to Planned Development	Planned Development District	https://gis.addisontx.gov/GIS_Document/s/Ordinances/1978/461 - 1978.pdf
Les Lacs Garden Homes (S and E of Redding Trail)	1980	40	1.44%	5.5 du/acre	Change zoning from Residential to Planned Development	Planned Development District	https://gis.addisontx.gov/GIS_Document/s/Ordinances/1980/623 - 1980.pdf
" "	1984	"	"	"	Amend ORD 623 for an existing Planned Development	"	https://gis.addisontx.gov/GIS_Document/s/Ordinances/1984/084-007 - 1984.pdf
" "	1991	"	"	"	Amend planned development ordinance no. 623	"	https://gis.addisontx.gov/GIS_Document/s/Ordinances/1991/091-021 - 1991.pdf
Waterford et al, Chatham, Grand Addison et al, Westfield (S of Beltway & Proton, abutting Marsh)	1991	125	4.49%	not specified in ordinance	Change zoning from PD-TH to MXR	MXR - Mixed Use Residential District	https://gis.addisontx.gov/GIS_Document/s/Ordinances/1991/091-011 - 1991.pdf
Addison Town Center (north of Beltway @ Park Place)	1993	17	0.61%	5.5 du/acre	Change zoning from PD to MXR, amend existing MXR to change allowed density from 12 to 5.5 units/acre	MXR - Mixed Use Residential District	https://gis.addisontx.gov/GIS_Document/s/Ordinances/1993/093-019 - 1993.pdf
		241	8.65%	of Addison's total 2,787 acres			

Assumption based on 1/25/25 convo with Lesley Nyp: Adoption of the new UDC will not change the zoning district of Midway Meadows. It will remain a Planned Dev district.

Question: What will regulate redevelopment within a PD district like Midway Meadows after adoption of new UDC? Options include the 1978 Midway Meadows ordinance, 1978 PD zoning regulations, 1978 R-1 Single Family zoning regulations (per the ordinance), 2025 UDC PD zoning regulations, HOA CCR's, and/or something else?

For example, if max density is not specified in the 1978 ordinance that created the Midway Meadows PD, will anything govern the max du/acre after UDC adoption?

Also, if maximum du/acre was not specified in 1991 ordinance that created the Waterford et al MXR, what if anything will regulate redevelopment density after UDC adoption? The 1991 MXR regulations (12 du/acre?), or something else?



"Pretty much everything in Addison is up for redevelopment." -- Verdunity CEO, July 2024 joint meeting of CPAC-P&Z-City Council