



**PLANNING AND ZONING COMMISSION  
ANNUAL ORGANIZATIONAL MEETING**

**WEDNESDAY, JANUARY 15, 2025**

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

**6:00 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 Wednesday, January 15, 2025 at 6:00 PM. For more information on the meeting location and ways to view the meeting, please contact Korrie Becht prior to 3:00 PM on the day of the meeting at 972-450-2848 or by emailing [zoninginput@addisontx.gov](mailto:zoninginput@addisontx.gov).**

Call Meeting to Order

1. Conduct an educational presentation and discuss the Long Range Planning Policy and Procedures.
2. Conduct Planning and Zoning Commission Legal Training.
3. Present and discuss the 2025 Planning and Zoning Commission Calendar.
4. Present and discuss potential updates to the Planning and Zoning Commission administrative procedures.
5. Present and discuss the DRAFT 2024 Planning and Zoning Commission Annual Report.

6. Present and discuss the 2025 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.**

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POSTED BY: \_\_\_\_\_  
Lesley Nyp, Development & Neighborhood Services Director  
DATE POSTED: \_\_\_\_\_  
TIME POSTED: \_\_\_\_\_  
DATE REMOVED FROM BULLETIN BOARD: \_\_\_\_\_  
REMOVED BY: \_\_\_\_\_

**Planning & Zoning Commission Annual  
Organizational Meeting**

**1.**

**Meeting Date:** 01/15/2025

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**Agenda Caption:**

Conduct an educational presentation and discuss the Long Range Planning Policy and Procedures.

**Recommendation:**

Information only. No action required.

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**Planning & Zoning Commission Annual  
Organizational Meeting**

**2.**

**Meeting Date:** 01/15/2025

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**Agenda Caption:**

Conduct Planning and Zoning Commission Legal Training.

**Recommendation:**

Information only. No action required.

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**Planning & Zoning Commission Annual  
Organizational Meeting**

**3.**

**Meeting Date:** 01/15/2025

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**Agenda Caption:**

Present and discuss the 2025 Planning and Zoning Commission Calendar.

**Staff Report:**

The 2025 Planning and Zoning Commission meeting calendar has been drafted for Commission review and feedback.

**Recommendation:**

Staff seeks feedback. No action required.

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**Attachments**

2025 Plat Submittal Calendar

2025 Zoning Submittal Calendar

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## 2025 Plat Submittal Calendar - DRAFT

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
<b>Monday by 12 pm</b>	<b>Monday by 5 pm</b>	<b>Monday by 12 pm</b>	<b>Tuesday, 6:00 pm</b>
December 23, 2024	January 6	January 13	January 21
January 20	February 3	February 10	February 18
February 17	March 3	March 10	March 18
March 17	March 31	April 7	April 15
April 21	May 5	May 12	May 20
May 19	June 2	June 9	June 17
June 16	June 30	July 7	July 15
July 21	August 4	August 11	August 19
August 18	September 2	September 8	September 16
September 22	October 6	October 13	October 21
October 20	November 3	November 10	November 18
November 17	December 1	December 8	December 16
December 22	January 5, 2026	January 12, 2026	January 20, 2026



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Addison, TX 75001

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Addison, TX 75001

phone: 972.450.2880  
fax: 972.450.2837

ADDISONTEXAS.NET

IT ALL COMES TOGETHER.

# 2025 Zoning Submittal Calendar - DRAFT

## \*\*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://developmentservices.addisontx.gov/Resources/Pre-Application-Conference> and follow instructions provided. Questions can be directed to Korrie Becht at 972-450-2848 or [kbecht@addisontx.gov](mailto:kbecht@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 <sup>st</sup> Review Comments Due to Applicant	2 <sup>nd</sup> Submittal	2 <sup>nd</sup> Review Comments Due to Applicant	3 <sup>rd</sup> 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 22, 2024	December 6, 2024	December 13, 2024	December 27, 2024	January 2	January 21	February 11
December 20, 2024	January 3	January 10	January 24	January 30	February 18	March 25
January 17	January 31	February 7	February 21	February 27	March 18	April 8
February 14	February 28	March 7	March 21	March 27	April 15	May 27
March 21	April 4	April 11	April 25	May 1	May 20	June 10
April 18	May 2	May 9	May 23	May 29	June 17	July 8
May 16	May 30	June 6	June 20	June 26	July 15	August 12
June 20	July 7	July 11	July 25	July 31	August 19	September 9
July 18	August 1	August 8	August 22	August 28	September 16	October 14
August 22	September 5	September 12	September 26	October 2	October 21	December 9
September 19	October 3	October 10	October 24	October 30	November 18	December 9
October 17	October 31	November 7	November 21	December 1	December 16	January 13, 2026
November 21	December 5	December 12	December 26	January 2, 2026	January 20, 2026	February 10, 2026
December 19	January 2, 2026	January 9, 2026	January 23, 2026	January 29, 2026	February 17, 2026	March 10, 2026

\*3<sup>rd</sup> 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**

**4.**

**Meeting Date:** 01/15/2025

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**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 provided 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.

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**Attachments**

P&Z Commission Rules, Regulations, & Procedures

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**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 (3<sup>rd</sup>) 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.

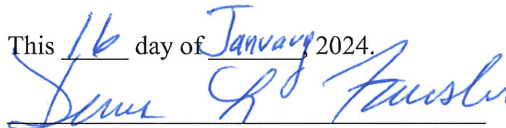
## B. Repealing Clause

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 16 day of January, 2024.  
  
Chair

ATTESTED:  
  
Commission Secretary

\* \* \* \* \*

Filed in the Office of the City Secretary this 22<sup>nd</sup> day of JANUARY, 2024.

  
City Secretary

Town of Addison, Texas

**Planning & Zoning Commission Annual  
Organizational Meeting**

**5.**

**Meeting Date:** 01/15/2025

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**Agenda Caption:**

Present and discuss the DRAFT 2024 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 2025. 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.

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**Attachments**

2024 DRAFT Annual Report

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# 2024 ANNUAL REPORT

PLANNING & ZONING  
COMMISSION

JANUARY 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 and Denise Fansler had perfect attendance in 2024.

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

## 2025 FORECAST

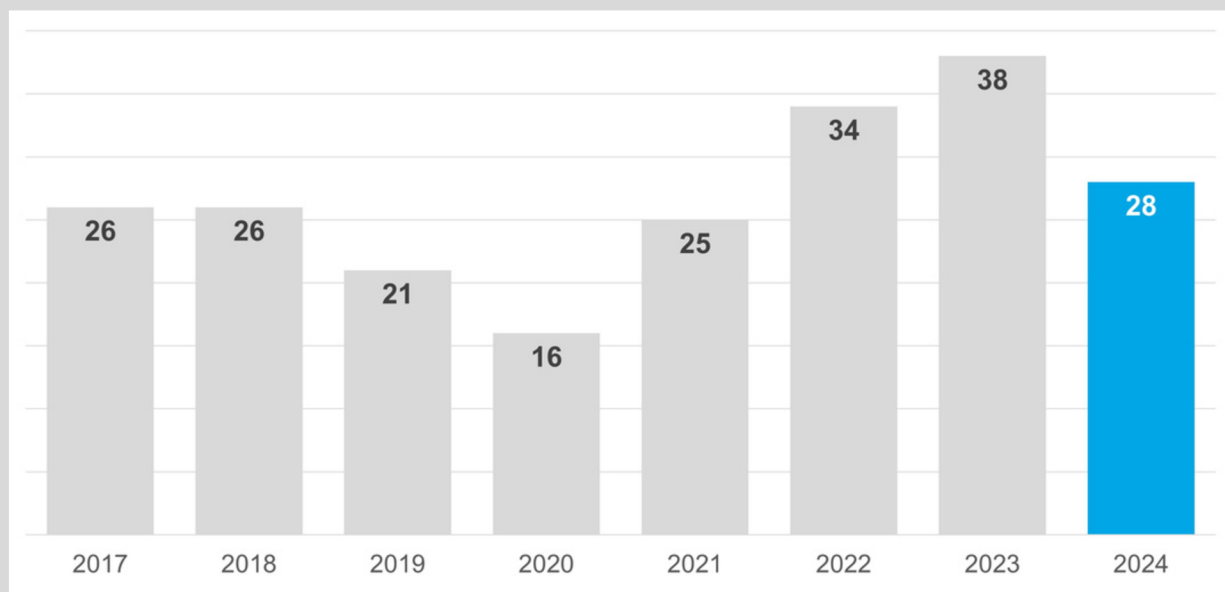
Moving into 2025, it is anticipated that development activity will remain comparable to the previous two years. The Commission will see a significant increase in Long-Range Planning activity with the adoption of Advance Addison 2050 (Comprehensive Plan) and the Unified Development Code (UDC).

## 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 completed in March 2025.

## 2025 GOALS

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

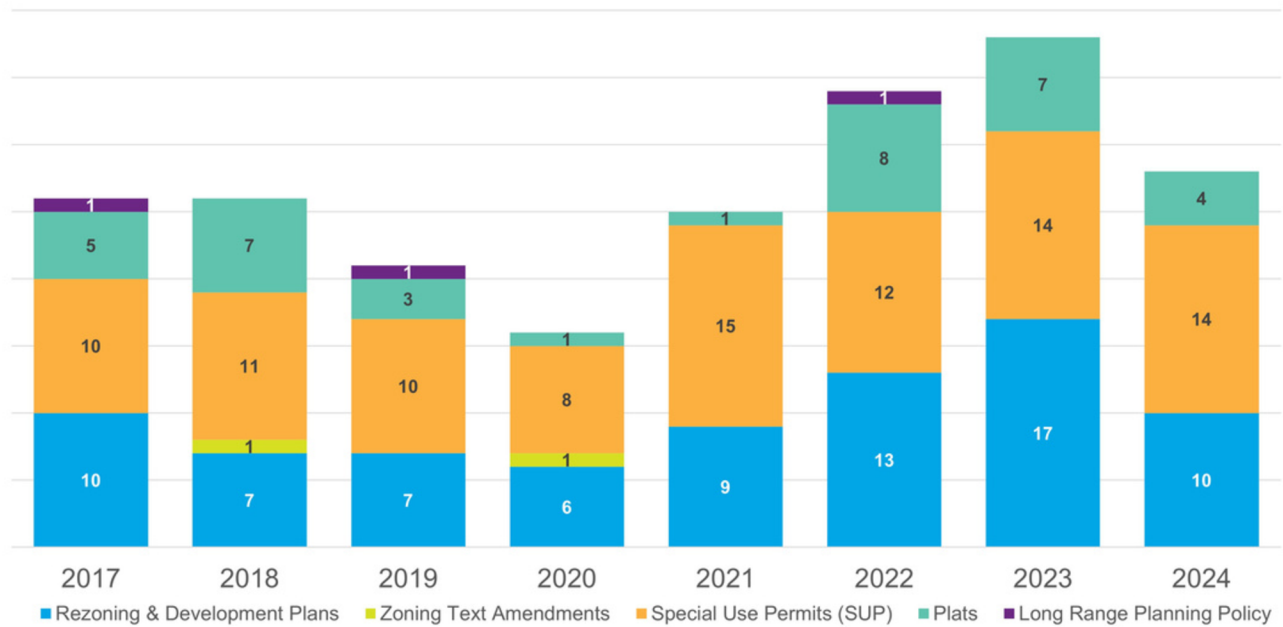
# ATTENDANCE

Commissioner Attendance Rate				
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%
<b>Average</b>	<b>100%</b>	<b>67%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>83%</b>	<b>92.6%</b>

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%
<b>Average</b>	<b>86%</b>	<b>83%</b>	<b>71%</b>	<b>71%</b>	<b>81.5%</b>

# DEVELOPMENT CASE HISTORY





**Planning & Zoning Commission Annual  
Organizational Meeting**

**6.**

**Meeting Date:** 01/15/2025

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**Agenda Caption:**

Present and discuss the 2025 Planning and Development Work Plan.

**Staff Report:**

The Planning and 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.

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**Attachments**

2025 Work Plan

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# 2025 Planning & Development Program Work Plan

Initiation

Completion

Status

## Key Focus Area #1: Development Review and Zoning Enforcement

Goal #1: Facilitate adoption and implementation of the UDC.	Q1, 2025	Q4, 2025	Not Initiated
Goal #2: Begin/continue implementation of adopted master plans and special area studies.	Recurring	Recurring	Ongoing

## Key Focus Area #2: Long Range Planning

Goal #1: Complete the Advance Addison 2050 Comprehensive Plan.	Q4, 2023	Q3, 2025	Ongoing
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## Key Focus Area #3: Community Engagement

Goal #1: Create a neighborhood meeting process to facilitate community input during the zoning process within Unified Development Code (UDC) Administrative Manual.	Q1, 2022	Q3, 2025	Ongoing
Goal #2: Generate a bi-annual (every other year) report to summarize market and demographic trends.	Q3, 2022	Recurring	Ongoing
Goal #3: 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

Goal #1: Complete reconfiguration of the Town's Permit Management Software, EnerGov, to improve ease of use.	Q2, 2024	Q2, 2025	Ongoing
Goal #2: Review and update P & Z packet and staff report format.	Q3, 2025	Q4, 2025	Not Initiated
Goal #3: Expand use of GIS in development visualization and records management (i.e. online development map).	Q3, 2025	Q4, 2025	Not Initiated
Goal #4: Create and implement Administrative Manual for development process in conjunction with Unified Development Code (UDC).	Q1, 2025	Q3, 2025	Ongoing

## Key Focus Area #5: Commission and Staff Development

Goal #1: Conduct relevant internal training on annual basis with the Commission.	Recurring	Recurring	Ongoing
Goal #2: Plan a development tour to visit regional best practices for infill and redevelopment (every other year).	Q3, 2023	Recurring	Ongoing
Goal #3: Conduct periodic site visits to Town projects to support the review process and to assess lessons learned.	Recurring	Recurring	Ongoing
Goal #4: Provide access to online and local training events for Planning Commissioners when available.	Recurring	Recurring	Ongoing