



**PLANNING AND ZONING COMMISSION  
WORK SESSION**

**TUESDAY, JANUARY 20, 2026**

**ADDISON TOWN HALL  
15600 ADDISON ROAD, ADDISON, TX 75001**

**5:00 P.M. WORK SESSION**

**The Planning and Zoning Commission WORK SESSION will be held at the Addison Town Hall, 15600 Addison Road, Addison, Texas 75001 on Tuesday, January 20, 2026 at 5:00 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). The meeting will be live streamed on Addison's website at [www.addisontx.gov](http://www.addisontx.gov).**

Call Meeting to Order

Citizen Comments: At this time citizens will be allowed to speak on any matter other than personnel matters under litigation, for a length of time not to exceed three minutes. No P&Z action or discussion may take place on any matter until such matter has been placed on an agenda and posted in accordance with law.

1. Status update on recent Planning and Zoning Commission cases and planning policy items.
2. Discussion regarding items on the agenda for the January 20, 2026 Planning and Zoning Commission Regular Meeting:
  - December 16, 2025 Planning and Zoning Commission Meeting Minutes.
  - Replat for the Addison Airport Industrial District, Block A, Lot 14R, for an office/hangar development on 1.57± acres located at northeast corner of the Wright Brothers Drive and Wiley Post Road intersection, addressed as 15500 Wright Brothers Drive (Case R2025-05/Addison Airport Industrial District).
  - Election of Chair and Vice Chair of the Planning & Zoning Commission for 2026.
  - Rezone request for a 0.729-acre property, located at 1 Commercial Drive, from Mixed-Use Suburban (M-2) to Commercial Limited (CL) zoning district, to construct a multi-tenant retail building (Case 1946-Z).

- Rezone request for a ±13.7 acres generally located at the southeast corner of Addison Road and Festival Way and the northeast and northwest corner of Quorum Drive and Arapaho Road, from Commercial General (CG) and Planned Development (PD), Ordinance Nos. O24-022, O24-023, O24-024, and O23-011, to a new Planned Development (PD) zoning district, to allow for a transit-oriented mixed-use development comprised of office, parking, hotel, restaurant, retail, and entertainment uses, and associated public and private open space and common areas (Case 1947-Z).

3. Present and discuss the 2026 Planning and Zoning Commission Calendar.
4. Present and discuss the DRAFT 2025 Planning and Zoning Commission Annual Report.
5. Present and discuss the 2026 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: \_\_\_\_\_  
Korrie Becht, Assistant Director of Development Services  
DATE POSTED: \_\_\_\_\_  
TIME POSTED: \_\_\_\_\_  
DATE REMOVED FROM BULLETIN BOARD: \_\_\_\_\_  
REMOVED BY: \_\_\_\_\_

## Planning & Zoning Commission Work Session

Meeting Date: 01/20/2026

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### Agenda Caption:

Discussion regarding items on the agenda for the January 20, 2026 Planning and Zoning Commission Regular Meeting:

- December 16, 2025 Planning and Zoning Commission Meeting Minutes.
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## **Planning & Zoning Commission Work Session**

**Meeting Date:** 01/20/2026

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### **Agenda Caption:**

Present and discuss the 2026 Planning and Zoning Commission Calendar.

### **Staff Report:**

The 2026 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**

2026 Plat Submittal Calendar

2026 Zoning Submittal Calendar

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## 2026 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
<b>Monday by 12 pm</b>	<b>Monday by 5 pm</b>	<b>Monday by 12 pm</b>	<b>Tuesday, 6:00 pm</b>
January 19	February 2	February 9	February 17
February 16	March 2	March 9	March 17
March 23	April 6	April 13	April 21
April 20	May 4	May 11	May 19
May 18	June 1	June 8	June 16
June 22	July 6	July 13	July 21
July 20	August 3	August 10	August 18
August 17	August 31	September 4*	September 15
September 21	October 5	October 12	October 20
October 19	November 2	November 9	November 17
November 16	November 30	December 7	December 15
December 21	January 4, 2027	January 11, 2027	January 19, 2027

*\*Date adjusted due to Town holiday.*



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IT ALL COMES TOGETHER.

# 2026 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://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, 7:00 pm
November 21, 2025	December 5, 2025	December 12, 2025	December 26, 2025	January 2*	January 20	February 10
December 19, 2025	January 2*	January 9	January 23	January 29	February 17	March 10
January 16	January 30	February 6	February 20	February 26	March 17	April 14
February 20	March 6	March 13	March 27	April 2	April 21	May 12
March 20	April 3	April 10	April 24	April 30	May 19	June 9
April 17	May 1	May 8	May 22	May 28	June 16	July 14
May 22	June 5	June 12	June 26	July 2	July 21	August 11
June 18*	July 6*	July 10	July 24	July 30	August 18	September 8
July 17	July 31	August 7	August 21	August 27	September 15	October 13
August 21	September 4	September 11	September 25	October 1	October 20	November 10
September 18	October 2	October 9	October 23	October 29	November 17	December 8
October 16	October 30	November 6	November 20	November 25*	December 15	January 12, 2027
November 20	December 4	December 11	December 23*	December 31	January 19, 2027	February 9, 2027
December 18	January 4, 2027*	January 11, 2027*	January 25, 2027*	February 1, 2027*	February 16, 2027	March 9, 2027

\*Date adjusted due to Town holiday.

\*\*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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## **Planning & Zoning Commission Work Session**

**Meeting Date:** 01/20/2026

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### **Agenda Caption:**

Present and discuss the DRAFT 2025 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 2026. 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**

2025 Annual Report

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# 2025 ANNUAL REPORT

PLANNING & ZONING  
COMMISSION



PRESENTED: JANUARY 20, 2025  
APPROVED: XX

## 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

In January 2025, Commissioner Alan Then and Commissioner Tyler Wright were appointed to the Commission.

In February 2025, the Commission appointed Denise Fansler to serve as Chair and Tom Braun to serve as Vice Chair.

## YEAR IN REVIEW

The Commission reviewed and acted upon a wide range of projects in 2025, including recommending approval for the Unified Development Code and Comprehensive Plan, Advance Addison, and several residential projects, including AMLI Treehouse (Phases 1 and 2) and Cobalt Homes at Airport Parkway and Quorum Drive. The Commission also saw several proposals for Special Use Permits (SUP) and infill redevelopment, which prompted discussions regarding retrofit and redevelopment of underutilized and declining properties.

Commission meeting attendance consistent throughout 2025. The following Commissioners had perfect attendance during their tenure on the Commission in 2025: Denise Fansler, Alan Then and Tyler Wright.

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

## 2025 FORECAST

Moving into 2026, it is anticipated that development activity will remain within range of the previous three years. The Commission will also see Long-Range Planning activity related to implementations items within Advance Addison (Comprehensive Plan) once adopted by City Council, which is anticipated Quarter 1 of 2026.

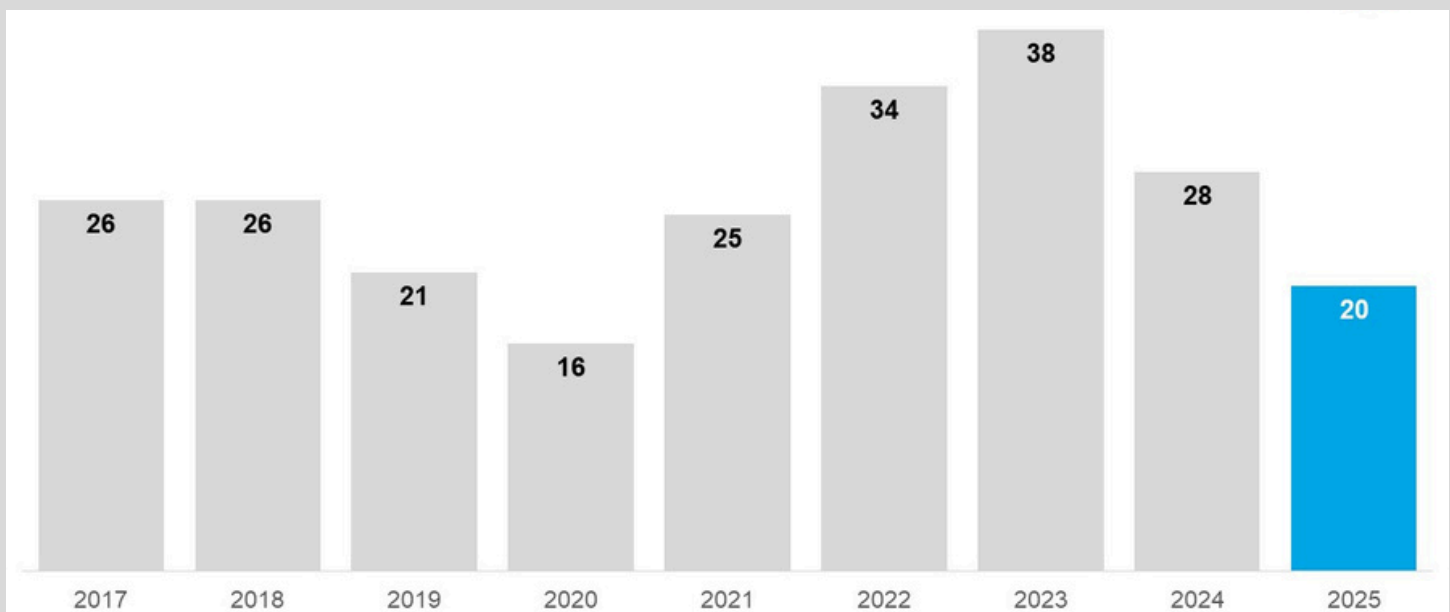
## CASE SUMMARY

The Commission acted upon 20 development cases in 2025. This represents a slight decrease from the previous year. A contributing factor to this reduction is likely due to the modified Special Use Permit (SUP) requirements for restaurants that were adopted with the UDC.

Over the course of eight regular meetings held in 2025, the Planning and Zoning Commission reviewed 20 cases. This case load was comprised of the following:

- 7 Rezoning and Development Plan Requests
- 5 Special Use Permit Requests
- 5 Plat Requests
- 2 Zoning Text Amendments
- 1 Long-Range Planning Policy

See the “Development Case History” exhibit to view a comparison of the annual case load by project type since 2017.



As shown in the chart above, the 20 cases reviewed this year reflects a 29 percent decrease from 2024.

## NOTEABLE PROJECTS

### ADVANCE ADDISON COMPREHENSIVE PLAN

The Town is anticipated to adopt a new Comprehensive Plan in February 2026 that aims to take our community to the next level and guide decisions and investments. The plan will speak to how we make use of and preserve our land, the character and feel of new development, housing, how we get around town, and economic development. It will shape the Addison of the future and build on our renowned reputation, moving us forward as we approach our 100th anniversary. The end goal is to define the vision for Addison at the next level, so we can continue to be a leader not only in DFW, but nationwide. For more information, view the project website here: <https://advanceaddison.com/>

### UNIFIED DEVELOPMENT CODE (UDC)

The Town adopted new development regulations in March 2025 that 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 code update was to consolidate the regulations into a Unified Development Code (UDC) that are clear, enforceable, and that helps implement the Advance Addison Comprehensive Plan. The UDC has streamlined the development review process, making it easier to develop in Addison. For more information, view the UDC wins video here: <https://www.youtube.com/watch?v=Kg-SLx1QHkk>

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



## 2025 ACCOMPLISHMENTS

The Commission, working with Staff, completed the following goals from the 2025 Work Plan:

- Facilitate adoption and implementation of the UDC. (Development Review and Zoning Enforcement)
- Create a neighborhood meeting process to facilitate community input during the zoning process within Unified Development Code (UDC) Administrative Manual. (Community Engagement)
- Expand use of GIS in development visualization and records management (i.e. online development map). (Commission and Staff Development)
- Create and implement Administrative Manual for development process in conjunction with Unified Development Code (UDC). (Commission and Staff Development)

## 2026 GOALS

Goals to be included after discussion with Planning & Zoning Commission.

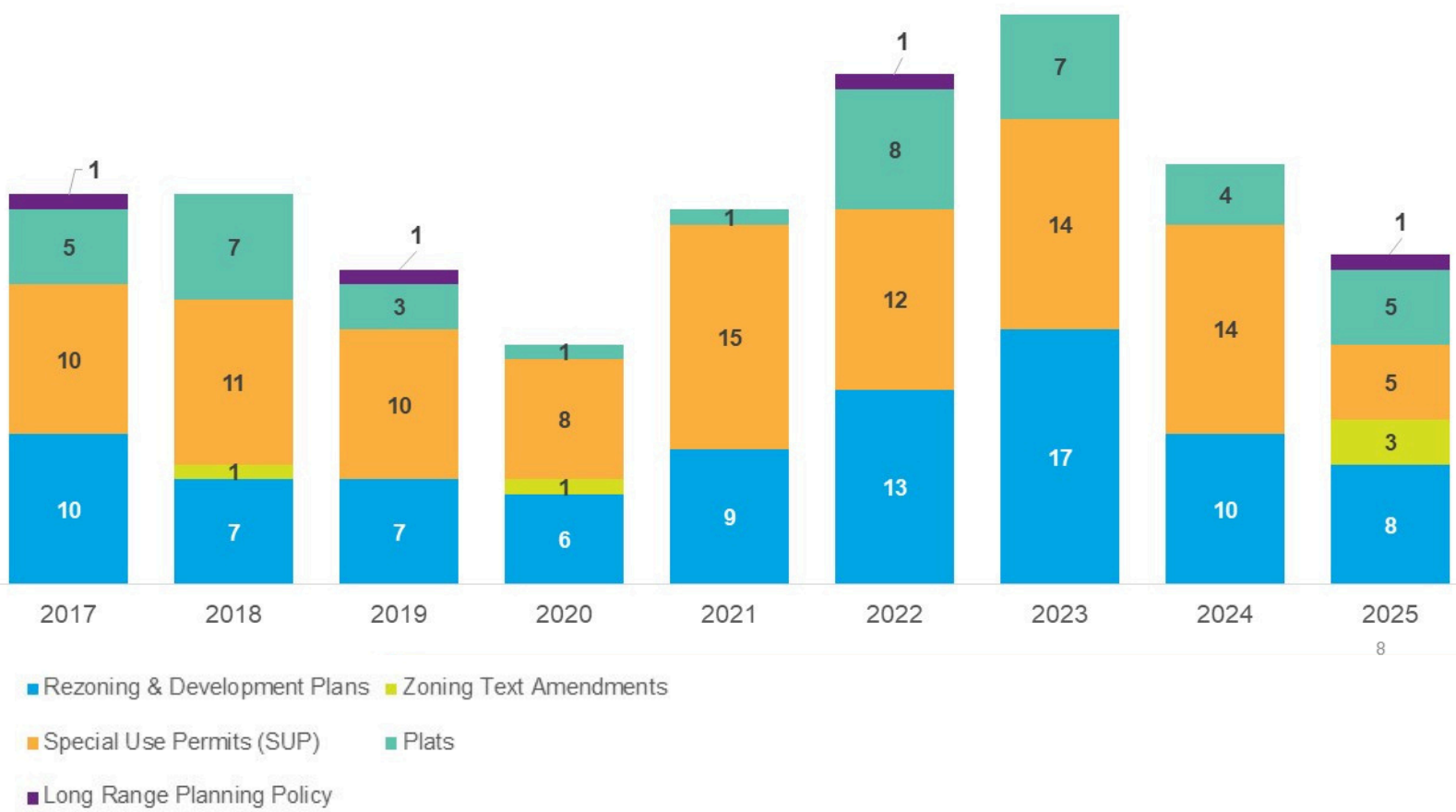
# ATTENDANCE

Commissioner Attendance Rate				
Commissioner	Present	Absent	Eligible	Attendance Rate
Barker, Jimmy	10	1	11	91%
Braun, Tom (Vice Chair)	10	1	11	91%
Copeland, Ed	10	1	11	91%
Fansler, Denise (Chair)	11	0	11	100%
Smith, Chelsey	9	2	11	82%
Then, Alan	11	0	11	100%
Wright, Tyler	11	0	11	100%

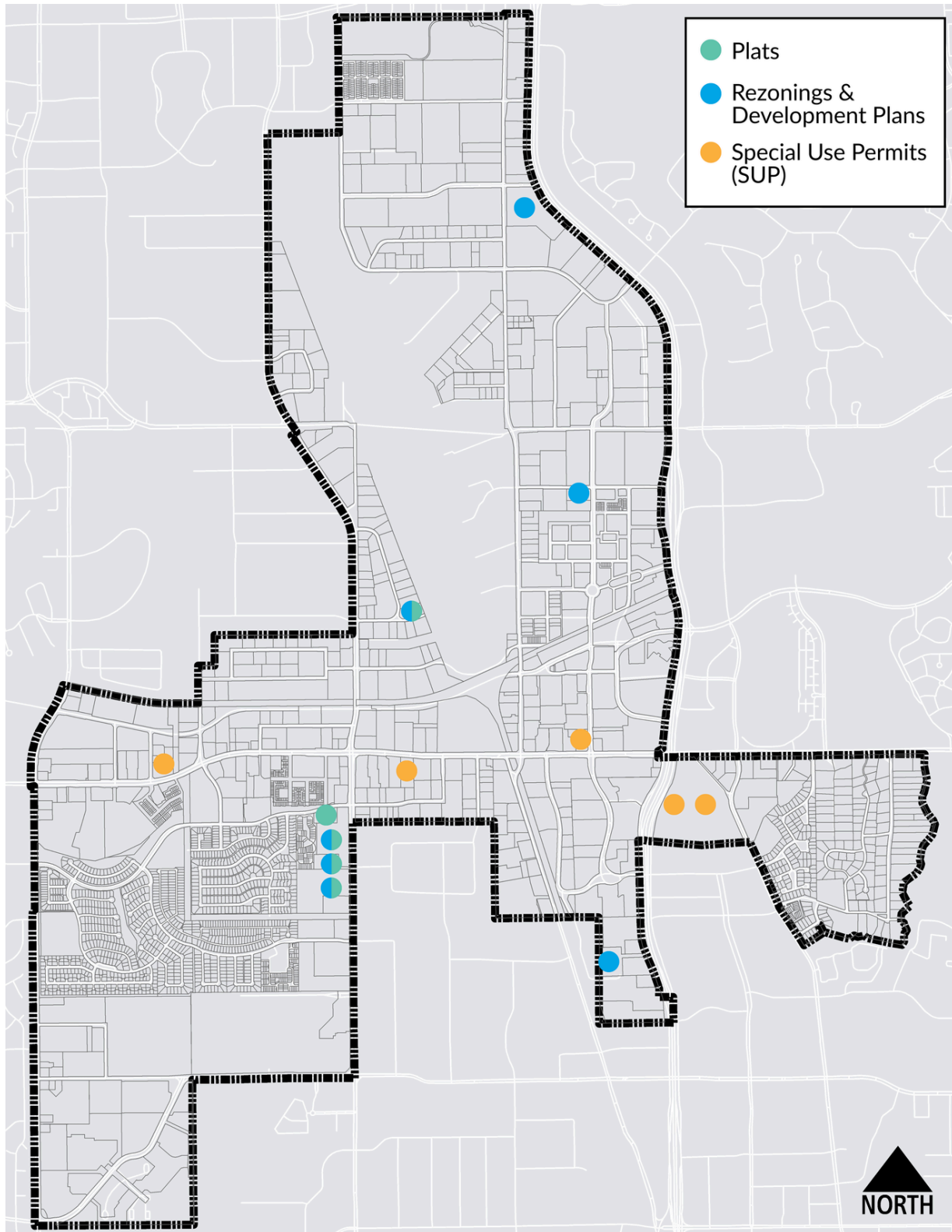
Detailed Commissioner Attendance Rate (Regular Meetings)															
Commissioner	21-Jan	18-Feb	18-Mar	15-Apr	20-May	17-Jun	15-Jul	19-Aug	16-Sep	21-Oct	18-Nov	16-Dec	Rate		
Barker, Jimmy	No meeting	P	A	P	No meeting	P	P	P	P	P	No meeting	P	89%		
Braun, Tom (Vice Chair)		P	P	P		A	P	P	P	P		P	P	89%	
Copeland, Ed		P	A	P		P	P	P	P	P		P	P	89%	
Fansler, Denise (Chair)		P	P	P		P	P	P	P	P		P	P	100%	
Smith, Chelsey		P	P	P		P	A	P	P	P		P	P	P	89%
Then, Alan		P	P	P		P	P	P	P	P		P	P	P	100%
Wright, Tyler		P	P	P		P	P	P	P	P		P	P	P	100%
<b>Average</b>		<b>100%</b>	<b>71%</b>	<b>100%</b>		<b>71%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>93.7%</b>		

Special Meeting Attendance Summary – 2025			
Commissioner	15-Jan	29-Jan	Rate
Barker, Jimmy	P	P	75%
Braun, Tom (Vice Chair)	P	P	100%
Copeland, Ed	P	P	33%
Fansler, Denise (Chair)	P	P	100%
Smith, Chelsey	P	A	100%
Then, Alan	P	P	75%
Wright, Tyler	P	P	100%
<b>Average</b>	<b>86%</b>	<b>83%</b>	<b>81.5%</b>

# DEVELOPMENT CASE HISTORY



# 2025 CASE MAP



## **Planning & Zoning Commission Work Session**

**Meeting Date:** 01/20/2026

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### **Agenda Caption:**

Present and discuss the 2026 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**

2026 Work Plan

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# ADDISON 2026 Planning & Development Program Work Plan

	Initiation	Completion	Status
<b>Key Focus Area #1: Development Review and Zoning Enforcement</b>			
<u>Goal #1:</u> Continue implementation of the UDC.	Recurring	Recurring	Ongoing
<u>Goal #2:</u> Begin/continue implementation of adopted master plans and special area studies.	Recurring	Recurring	Ongoing
<b>Key Focus Area #2: Long Range Planning</b>			
<u>Goal #1:</u> Complete the Advance Addison 2050 Comprehensive Plan.	Q4, 2023	Q1, 2026	Ongoing
<b>Key Focus Area #3: Community Engagement</b>			
<u>Goal #1:</u> Generate a bi-annual (every other year) report to summarize market and demographic trends.	Q3, 2022	Recurring	Ongoing
<u>Goal #2:</u> Conduct outreach to business community to help them navigate Town zoning and development requirements (i.e. SUP process).	Recurring	Recurring	Ongoing
<b>Key Focus Area #4: Process Improvement and Customer Service</b>			
<u>Goal #1:</u> Complete reconfiguration of the Town's Permit Management Software, EnerGov, to improve ease of use.	Q2, 2024	Q4, 2026	Ongoing
<u>Goal #2:</u> Review and update P&Z packet and staff report format.	Q3, 2025	Q3, 2026	Ongoing
<b>Key Focus Area #5: Commission and Staff Development</b>			
<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 when available.	Recurring	Recurring	Ongoing