

# OFFICIAL ACTIONS OF THE ADDISON PLANNING AND ZONING COMMISSION

October 19, 2021

6:00 P.M. - Addison TreeHouse

Addison TreeHouse, 14681 Midway Road, Suite 200

Present: Chair Eileen Resnik; Vice Chair Tom Souers; Commissioner Robert Catalani;  
Commissioner Nancy Craig; Commissioner Chris DeFrancisco; Commissioner Denise  
Fansler; Commissioner John Meleky

**Call Meeting to Order:** Chair Resnik called the meeting to order.

**Pledge of Allegiance:** Chair Resnik led the Pledge of Allegiance.

Regular Agenda:

1. Consider Action on the **Minutes from the September 21, 2021  
Planning and Zoning Commission Meeting.**

Motion: Approval of the minutes as presented.

Moved by Commissioner John Meleky, Seconded by Commissioner  
Nancy Craig

AYE: Chair Eileen Resnik, Vice Chair Tom Souers, Commissioner  
Robert Catalani, Commissioner Nancy Craig, Commissioner  
Chris DeFrancisco, Commissioner Denise Fansler, Commissioner  
John Meleky

Passed

2. Hold a Public Hearing, Present, Discuss, and Consider Action on a  
**Recommendation regarding an Ordinance on Property Located at  
4141 Spring Valley Road, currently zoned R-1 Single Family  
Dwelling and Planned Development (PD) through Ordinance  
084-092, for a Special Use Permit to Allow a New Private School  
Building.** Case 1836-SUP/4141 Spring Valley Road (Greenhill School  
Science Building).

The Commission moved this item to occur after item #3 to allow for applicant participation in the meeting.

Discussion:

Ken Schmidt, Director of Development Services, presented the Staff Report.

Chair Resnik asked if staff has discussed the options for tree mitigation with the applicant. Staff indicated that these options were discussed with the applicant; however, potential locations for tree plantings had not been discussed.

Commissioner Fansler asked if the fees that go into the Tree Replacement Fund can be used anywhere in the Town. Mr. Schmidt stated that the funds can be used to plant trees in public spaces anywhere in Town. Typically, staff would try to plant trees near the location where the trees were removed if an appropriate location is available.

Commissioner Catalani asked if the proposed new tree plantings are similar in species to what is being removed. Mr. Schmidt confirmed that all new plantings comply with the Town's landscape requirements.

Commissioner DeFrancisco asked about the Town's past use of funds from the Tree Replacement Fund. Mr. Schmidt provided an update on the status of funds that were collected for the recent Trinity Christian Academy project.

Commissioner Fansler asked how the use of Tree Replacement Fund collections impacts the amount and type of tree replacement expenditures for the Town. Mr. Schmidt shared that these funds supplement the Town's existing resources and allows for the reduction of expenses that would typically be covered by other revenue sources.

Commissioner Catalani asked if the fees could be collected and allocated only to the Greenhill site in the future. Mr. Schmidt indicated that it may be possible if an agreement were to be developed that laid out clear conditions for that scenario.

Vice Chair Souers expressed concerns about the administrative complexity of granting credits for past Arbor Day tree plantings. Vice Chair Souers and Commissioner DeFrancisco expressed support for fees being paid into the Tree Replacement Fund.

Commissioner Catalani asked about the anticipated construction start

date. Mr. Schmidt indicated that they intend to begin construction as soon as possible and intend to complete the project by the Fall of 2023.

Vice Chair Souers asked for clarification on the 2018 International Building Code (IBC) that is applicable to the storm shelter. Mr. Schmidt stated that these codes are adopted by many cities across the nation as a baseline for regulating building construction. The requirement for educational facilities to construct storm shelters is a new standard established by the 2018 IBC.

Kendra Grace, Greenhill School's Associate Head of School, confirmed the construction timeline and introduced members of the project team.

Mike Willis, Greenhill School's Director of Facilities, discussed past Arbor Day plantings carried out by Greenhill School.

Margaret Sledge, Project Architect with Bohlin Cywinski Jackson, discussed Greenhill School's desire to implement sustainable site and building design with this project.

Vice Chair Souers asked to clarify how storm shelter floor area is calculated. Ms. Sledge provided additional context on the code requirement to provide a peer review of their storm shelter design in order to ensure it meets the site specific needs at the MSI building.

Commissioner Fansler asked about the location of construction staging on site. Mr. Willis confirmed that it is being provided in a parking area to the north of the building site. Ms. Grace confirmed that they have opened additional parking areas to meet parking demand.

Commisioner Catalani departed the meeting.

Chair Resnik opened the meeting as a public hearing.

Public Hearing: There were no speakers on this item.

Chair Resnik closed the public hearing.

Motion: Recommend approval of the SUP with the condition that tree mitigation be met by paying a fee in lieu of tree replacement into the Tree Replacement Fund.

Moved by Commissioner Chris DeFrancisco, Seconded by Vice Chair Tom Souers

AYE: Chair Eileen Resnik, Vice Chair Tom Souers, Commissioner Nancy Craig, Commissioner Chris DeFrancisco, Commissioner Denise Fansler, Commissioner John Meleky

Other: Commissioner Robert Catalani (ABSENT)

Passed

3. Hold a Public Hearing, Present, Discuss, and Consider Action on a **Recommendation regarding an Ordinance, on Property located at 5100 Belt Line Road, Suite 868, currently zoned Planned Development (PD), through Ordinance O12-002 and Ordinance O20-08, for a Special Use Permit to allow for the Expansion of an Existing Restaurant with the Sale of Alcoholic Beverages for On Premises Consumption Only.** Case 1837-SUP/5100 Belt Line Road (Low Key Poke Joint).

Jenifer Tedrick, Planning & Development Manager, presented the Staff Report.

Vice Chair Souers inquired about the development rights that would be granted by the proposed SUP and how that differs from the existing SUP. Ms. Tedrick clarified that the proposed SUP would allow for the same use, restaurant with the sale of alcoholic beverages for on-premises consumption; however, the proposed SUP would apply to the existing portion of the building, as well as the proposed expansion.

Vice Chair Souers questioned if the proposed interior ramp that will connect the existing restaurant to the proposed expansion would block the entry door and also expressed that the proposed ramp did not appear to comply with ADA accessibility requirements. Hai Nguyen, General Contractor for the project, provided clarification that the ramp would be 3.5 feet wide due to a change in elevation between the two buildings.

Vice Chair Souers stated that it would not be possible to provide a ramp long enough to satisfy ADA requirements and the project would be best served by removing the ramp feature and replacing it with steps. Mr. Schmidt acknowledged that it would not be feasible for the ramp to meet ADA requirements and clarified that the ramp was recommended by staff to allow for movement and openness between the restaurant areas and to reduce tripping hazards within this space.

Vice Chair Souers inquired about the designated handicapped parking near the tenant space and the ADA ramp not being directly adjacent to the handicapped parking space.

Mr. Schmidt introduced Jason Jones, Village on the Parkway property owner representative, who shared with the Commission that they are aware of challenges with ADA parking within the property. Mr. Jones also clarified that there is one handicapped parking space directly in front of the expanded Low Key Poke space. Mr. Jones also shared updates on near-term plans for improving pedestrian access within Village on the Parkway.

Vice Chair Souers and Commissioner Fansler discussed current accessibility to this space and a desire to see near-term action on associated accessibility issues.

Chair Resnik opened the meeting as a public hearing.

Public Hearing:

Sam Handa, Low Key Poke Joint Owner, addressed the Commission and described the dining options at his restaurant.

Chair Resnik closed the public hearing.

Motion: Recommend approval of the SUP with the following conditions:

- The applicant shall not use any terms or graphics depictions that relate to alcoholic beverages in any exterior signage.
- The SUP Ordinance (O17-015) for the existing restaurant is repealed concurrent to the adoption of this SUP Ordinance.

Moved by Commissioner Chris DeFrancisco, Seconded by Commissioner John Meleky

AYE: Chair Eileen Resnik, Vice Chair Tom Souers, Commissioner Robert Catalani, Commissioner Nancy Craig, Commissioner Chris DeFrancisco, Commissioner Denise Fansler, Commissioner John Meleky

Passed

4. Hold a Public Hearing, Present, Discuss, and Consider Action on a **Recommendation regarding an Ordinance, on Property Located at 3719 Belt Line Road, currently Zoned Planned Development (PD) through Ordinance O92-037, for a Special Use Permit to allow a Restaurant.** Case 1840-SUP/3719 Belt Line Road (Poke Works).

Jenifer Tedrick, Planning & Development Manager, presented the Staff Report.

Vice Chair Souers asked how long the tenant space has been vacant. Ms. Tedrick stated that the space has been vacant for the past 4 to 5 years.

Chair Resnik opened the meeting as a public hearing.

Public Hearing: There were no speakers on this item.

Chair Resnik closed the public hearing.

Motion: Recommend approval of the SUP.

Moved by Commissioner Nancy Craig, Seconded by Commissioner Denise Fansler

AYE: Chair Eileen Resnik, Vice Chair Tom Souers, Commissioner Robert Catalani, Commissioner Nancy Craig, Commissioner Chris DeFrancisco, Commissioner Denise Fansler, Commissioner John Meleky

Passed

5. Provide an **Update on the Status of Case 1831-Z/4150 Kellway Circle.**

Ken Schmidt, Director of Development Services, updated the Commission on the status of Case 1831-Z, which was tabled at the previous meeting. The applicant has not provided staff plan refinements required to move forward with the rezoning request. Staff will continue to work with the applicant and will place this item on a future Planning and Zoning Commission agenda once remaining outstanding items have been addressed. Future Town consideration will require new property owner notifications to be mailed out.

No action was required on this item.

## **Adjourn Meeting**

There being no further business before the Commission, the meeting was adjourned.

