



**Minutes  
City of Carrollton  
Planning & Zoning Commission  
March 6, 2025  
Briefing Session and Meeting**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, March 6, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

**Commission Members Present:**

Scott Windrow, Chair  
Willadean, Martin, Vice Chair  
Jim Doyle  
Kathleen Foster  
John Powell  
Greg Kramer  
Al Overholt  
Dave Hermon

**Commission Members Absent:**

Mark Yarbrough, 1<sup>st</sup> Vice Chair

**Staff Members Present:**

Loren Shapiro, Planning Manager  
Michael McCauley, Senior Planner  
Emily Offer, Senior Planner  
Brian Passwaters, Community Services Manager  
Lydia Tormos, Planning Technician

Jared Nations, Captain Fire Prevention  
John Romberger, Transportation Engineer  
Albert Thomas, Asst. City Attorney

**Guests Present:**

None

*(Note: \* = designation of a motion)*

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**BRIEFING SESSION – 6:00 p.m. - COUNCIL BRIEFING ROOM**

A. Staff gave a brief presentation on each of the items on the consent agenda. No public testimony was allowed during the briefing.

**REGULAR MEETING – CALL TO ORDER: 6:30 p.m. - COUNCIL CHAMBERS**

Chair Windrow called the meeting to order at 6:37 p.m. He opened the floor for public comments concerning any of the consent agenda items. There were none and with no questions from the Commissioners, he opened the floor for a motion.

## CONSENT AGENDA:

1. **MINUTES:** Approval of the February 6, 2025 meeting minutes.
  2. Consider And Take Final Action On A **Replat Of Carrollton Commerce Center Block A**, For An Approximately 6.77-Acre Tract Located At The Northwest Corner Of Camp Avenue And Crowley Drive, Further Subdividing One Lot Into Two Lots, To Dedicate Easements. **Case No. PLRP 2025-014 Carrollton Commerce Center, Lots 1 And 2, Block A.** Case Coordinator: Michael McCauley.
  3. Consider And Take Final Action On A **Replat Of Dallas County State Bank Addition, Lot 2R, Block L** For An Approximately 0.383-Acre Tract Located At The Northeast Corner Of Metrocrest Drive And East Belt Line Road To Dedicate Easements. **Case No. PLRP 2025-016 Heidari Addition, Lot 1, Block A.** Case Coordinator: Emily Offer.
  4. Consider And Take Final Action On A **Replat Of Woodgate Addition, Lots 6 And 7, Block 4** For An Approximately 0.388-Acre Tract Located At 1010 Magnolia Drive and 1012 Magnolia Drive To Abandon Easements. **Case No. PLRP 2025-021 Woodgate Addition, Lots 6R And 7R, Block 4.** Case Coordinator: Emily Offer.
- \* *Commissioner Foster moved to approve the Consent Agenda, items 1-4 with stipulations and for items 2-3, finding that the right-of-way dedication is necessary and proportional to the developments proposed; second by Commissioner Hermon. The motion was approved with a vote of 8-0, (Yarbrough absent).*

## PUBLIC HEARING

5. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow Short-Term Rental** On An Approximately 0.173 Square-Foot Lot Zoned (SF-7/14) Single-Family Residential District And Located At 1212 Royal Palm Lane; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2024-172 1212 Royal Palm Lane STR.** Case Coordinator: Emily Offer.

Emily Offer, Senior Planner, advised that the applicant in this case is absent due to illness and has requested it be continued until the April 3, 2025 P&Z meeting. She advised staff is in agreement.

Chair Windrow opened the public hearing.

Speaking in opposition were:

- Julie Stack, 4005 Del Ray Court
- Kurt Elieson, 1214 Royal Palm Ln.
- Virginia Monreal, 1200 Rooney Ln.

Commissioner Overholt inquired how long the applicant has known of this meeting. Ms. Offer responded approximately one month.

- \* *Commissioner Overholt moved to continue the public hearing on Case No. PLSUP 2024-172 1212 Royal Palm Lane STR until the April 3, 2025 P&Z meeting; second by Commissioner Foster. The motion was approved with a vote of 8-0, (Yarbrough absent).*

6. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Short-Term Rental** On An Approximately 0.19-Acre Lot Zoned PD 034 For The (D) Duplex Residential District And Located At 1939 Oakbluff Drive; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-010 1939 Oakbluff Drive Short-Term Rental.** Case Coordinator: Emily Offer.

Emily Offer presented this item. She advised this is a request for a special use permit to allow a short-term rental. She advised there is a garage and driveway with rear access. A location map and photos of the property were provided. Ms. Offer advised the house can accommodate eight people (6 adults/2 children). She noted that there was one call for service last October and added that there are no other short term rentals in the neighborhood. Staff recommended approval.

Chair Windrow asked Ms. Offer to explain the 20 percent rule regarding opposition. Ms. Offer said that if 20 percent of the adjacent property owners are opposed, it would require a  $\frac{3}{4}$  vote of City Council to approve. She added that the percentage of opposition is calculated after the P&Z meeting and prior to the City Council meeting.

Chair Windrow asked if the applicant would like to speak. Rongjuan Rooker, applicant, 1614 Whirlaway Ct, Allen, TX spoke. She advised that when she bought the property there were no short term rental regulations in Carrollton. The home started short term rental bookings in May 2023. In January 2025 she became aware of the city of Carrollton's regulations and began the permit application process. She added that no parties are allowed and there is no pool.

Chair Windrow opened the public hearing. The following spoke in opposition:

- Lisa Bonncaze, 2007 E. Branch Hollow Dr.
- Frances Pierce, 1941 Oakbluff Dr.
- Bill Gardner, 1932 Vista Oaks Dr.
- James Dubs, 1940 Oakbluff Dr.
- William Collier, 1913 Crestside Dr.
- Georgann/Richard Johnson, 1930 Oakbluff Dr.
- Kim Gardner, 1932 Vista Oaks Dr.
- Jim Farmer, 1946 Oakbluff Dr.
- Tracy Steitz, 1934 Oakbluff Dr.
- Skip/Joan Borders, 1902 Oakbluff Dr.
- Susan Schuman, 1935 E Branchhollow Dr.

Cards with names of those opposed but did not wish to speak:

- Terri Farmer, 1946 Oakbluff Dr.

- Maurice Coles, 1943 Oakbluff Dr.
- Jennifer Smith, 1908 Oakbluff Dr.
- Bobby Steitz, 1934 Oakbluff Dr.
- Cameron Peterson, 1943 Oakbluff Dr.
- Wes Peterson, 2031 Sam Houston Cir.

The applicant made closing remarks. She responded to comments made by the speakers. She advised that the photos being shown are not current and there is grass and a sprinkler system. She also advised that since she was made aware of the STR regulations, the renters must park in the rear and not on the street. She added there are cameras at the front door and the rear garage.

Commissioner Martin confirmed with staff that there are no other STRs in the neighborhood. She also asked for a review of the timeline associated with the city implementing the STR regulations.

Commissioner Foster asked the applicant to explain how it is known who and how many people are inside the residence and how she would know if any are unregistered guests. The applicant responded with the front and rear cameras.

Commissioner Kramer inquired about the check in process. The applicant responded that the guests are provided with an electronic code to access the property and a garage door phone app to allow access to the garage. It was noted that a cleaning service cleans in between bookings.

Commissioner Overholt asked the applicant what improvements they have made to the property and asked when they were aware of the STR regulations. The applicant stated they were made aware of the regulations in January 2025. Improvements made include grass, sprinkler system, tree trimming, shed removal, exterminator service and lawn service.

Commissioner Overholt offered general comments regarding the city's position as it relates to approving the STRs. He noted that staff has recommended approval.

- \* *Commissioner Martin moved to close the public hearing and approve Case No. PLSUP 2025-010 1939 Oakbluff Drive Short Term Rental with stipulations; second by Commissioner Kramer. The motion failed with a vote of 1-7, (Overholt in favor; all others opposed, Yarbrough absent).*

Chair Windrow advised that the applicant has 10 days to appeal to City Council.

7. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Short-Term Rental** On An Approximately 0.17-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2925 Rolling Hills Boulevard; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-018 2925 Rolling Hills Drive Short-Term Rental.** Case Coordinator: Emily Offer.

Emily Offer presented this item. She advised this is a special use permit request for a short term rental. She advised the home was built in 2010 and recently purchased in June of 2024. She provided a location/zoning map and a floor plan. It was noted there are no code enforcement or police reports for the property. She advised that there are two other short term rentals in the area, one being adjacent to this property. Staff is recommending approval.

Commissioner Foster inquired who the owner is for the STR property adjacent to this property. Ms. Offer responded that she does not have that information.

Commissioner Martin inquired whether the property adjacent to this property has already gone through the STR process. Brian Passwaters, Community Services Manager, advised that the properties listed on the map are identified as STR as it was known for the past few years. He is not aware of the status of the adjacent property, however, can get that information for the Commission at a later date.

Chair Windrow asked if the applicant is present and would like to speak.

Applicant Vinh Le, 2925 Rolling Hills Dr., spoke. He advised this is his mother's home and she lives there only during the warm months of the year. They would like to rent the home during the months when she is out of the country. He noted that he will be self-managing and maintaining the property and will allow no parties. He stated he has spoken with the neighbors regarding their concerns.

Commissioner Kramer asked the applicant if the home is currently rented. The applicant replied that it was beginning in October 2024 however when he learned of the permit requirements, he removed it from the booking sites.

Commissioner Foster asked the applicant if he is the owner of the STR property adjacent to his home. He responded that he is not.

Discussion followed as the amount of time the applicant's mother would be living at the property. The applicant stated that she stays in Vietnam during the cold months and when it is warm here, she will stay in the home.

Chair Windrow advised that nine cards in opposition were received. Bettie Cozart, 1207 Rooney Ln. did not wish to speak but was in opposition.

Chair Windrow opened the public hearing. There were no speakers.

The applicant offered closing remarks saying he will maintain the home so his mother can live there and will provide upkeep.

\* ***Commissioner Kramer moved to close the public hearing and approve Case No. PLSUP 2025-018 2925 Rolling Hills Drive Short-Term Rental with stipulations; second by***

*Commissioner Martin. The motion was approved with a vote of 7-1, (Martin opposed, Yarbrough absent).*

8. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Short-Term Rental** On An Approximately 0.17-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2120 Kings Road; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2024-193 2120 Kings Road Short-Term Rental.** Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, presented this item. He advised this is a request for a Special Use Permit to allow a short-term rental. A locator zoning map, aerial photograph and floor plan were provided. He noted there was one police call for service on New Year's Day for a fireworks complaint, however no evidence of that was found. He advised there are no other STRs in the subdivision. Staff is recommending approval with stipulations.

Commissioner Martin asked if the home is being operated as a STR now; Mr. McCauley responded that it is.

Applicants Philip and Angela Hague, 1125 Lady Carol Lane, Lewisville, spoke. They advised that the home was previously a long-term rental and began it as a short-term rental in November 2024. The home and yard have been remodeled, and no complaints have been received from the neighbors. Mr. Hagne advised that they live close by and can check on the property frequently. They have owned the property for ten years. They will not allow parties and there is no pool. Cameras are located at the front and rear entrances. There is a rear driveway for parking.

Commissioner Overholt asked how many properties the applicants own in Carrollton and if there is a "quiet time." Mr. Hague responded that they own 22 properties though not all are short-term rentals. Quiet time is the same as city ordinance.

Commissioner Doyle inquired as to why they no longer want to rent the property as a long-term rental but rather a short-term rental. Mr. Hagne responded that it makes more money as a short-term rental, and it is easier to keep maintained. He is there frequently and in between rentals to handle any maintenance issues.

Commissioner Foster asked whether noise monitoring devices are installed. Mr. Hague said not at this time but the stipulations require it so it will be installed.

Chair Windrow advised that three public comment cards were received: two opposed and one in favor.

Chair Windrow opened the public hearing. There were no speakers.

\* *Commissioner Kramer moved to close the public hearing and approve Case No. PLSUP 2024-193 2120 Kings Road Short-Term Rental with stipulations; second by Commissioner Martin. The motion was approved with a vote of 8-0, (Yarbrough absent).*

9. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Short-Term Rental** On An Approximately 0.25-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2017 Sam Houston Boulevard; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-002 2017 Sam Houston Boulevard Short-Term Rental.** Case Coordinator: Michael McCauley.

Michael McCauley presented this item. He advised this is a request for a Special Use Permit for a short-term rental. He provided a floor plan, a locator zoning map, and an aerial photo of the neighborhood. He said that this is the second STR in the neighborhood. He noted there was one police call for service for a minor disturbance on June 24, 2024. Staff is recommending approval with stipulations.

Applicants Philip and Angela Hague, 1125 Lake Carol Ln, Lewisville spoke. They advised the home and yard have been remodeled. They provide maintenance on the property and have a lawn service and cleaning service. There are cameras at the front and rear. Prior to 2015 it was a long-term rental.

Chair Windrow opened the public hearing. He advised six cards in opposition and one in favor have been submitted.

Speaking in opposition:

- Patty Peterson, 2031 Sam Houston Circle
- Maria Medrano, 2015 Sam Houston Circle

Cards with names of those opposed but did not wish to speak:

- Jorge Luis Lopez 2015 Sam Houston Circle
- C.S. Bynum, 2023 Sam Houston Circle

The applicants offered closing remarks in response to the public comments. They stated that they welcome the neighbors to contact them should there be any issues with the tenants. It was noted that the property is monitored daily.

Commissioner Kramer asked what the minimum night stay is. The applicant responded three days/two nights. Most stays are approximately one week.

Commissioner Doyle inquired whether they were notified by the neighbor who had observed weapons inside a tenant's vehicle. The applicant advised they were not aware of the weapons.

Commissioner Overholt inquired how many people would be allowed to stay. The applicant responded eight.

Chair Windrow asked staff what the recourse is for neighbors who are aware of code violations. Mr. McCauley advised that if complaints are registered and convictions made, the result could be the SUP may be revoked. Brian Passwaters added if there are two convictions in one year, the Property Standards Board could revoke the owner's lodging license, then the SUP would come back to the Commission and Council for possible revocation.

- \* ***Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2025-002 2017 Sam Houston Boulevard Short-Term Rental with stipulations; second by Commissioner Hermon. The motion failed with a tie vote of 4-4. (Voting in favor: Windrow, Doyle, Powell, Hermon; voting in opposition: Overholt, Foster, Martin, Kramer; Yarbrough absent).***

Chair Windrow advised the applicant has 10 days to appeal to the City Council.

*At this time, a brief recess was taken.*

10. **Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Establish A Special Use Permit To Allow A Short-Term Rental On An Approximately 0.17-Acre Lot Zoned (SF-7/14) Single-Family Residential District And Located At 2242 Old Mill Road; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2025-012 2242 Old Mill Road Short-Term Rental.** Case Coordinator: Michael McCauley.

Michael McCauley presented this item. He said this is a request for a short-term rental special use permit. He said this will be the second STR in the subdivision. A locator zoning map and an aerial photo of the neighborhood was provided. He said there have been no police calls for service and staff is recommending approval with stipulations.

Chair Windrow asked if the applicant is present and would like to speak.

Applicant Maklen Marchant, 2355 Thomas Avenue, Dallas, advised he purchased the home in 2021 and has operated it as a short-term rental since 2023. At that time, he was not aware of any regulations regarding short-term rentals. He was recently made aware of the permit requirements. He said he prefers to have families as tenants and has a three-night minimum.

Commissioner Overholt inquired if there is a pool and whether parties are allowed. The applicant advised there is a pool and no parties are allowed. He advised that nine guests are allowed (6 adults/3 children). The quiet time is 10 p.m. Smart locks are installed. He noted that the tenants must have good reviews. Even though he lives in Dallas, he works in Farmers Branch and is available to be at the property frequently. He is not aware of any issues with the neighbors.

Commissioner Doyle asked about one neighbor who had sent in a card in opposition. The applicant responded that the neighbor's concern is about crime in the neighborhood and added that he has cameras around the property and a cleaning service.

Chair Windrow opened the public hearing. He advised one card in opposition was received.

Speaking in opposition:

- Roseanne Hottel, 2245 Roundrock Drive

The applicant offered closing remarks in response to the speaker's concerns. He said that while he had contacted the neighbors, he did not think to contact those behind him. He would do so and provide his contact information. He said that he has installed a timer for the pool filler to avoid an overflow; he also said the fence was repaired today.

Commissioner Doyle asked the applicant if he has reviewed and is aware of the STR requirements. He replied that yes, he is aware.

- \* *Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2025-012 2242 Old Mill Road Short-Term Rental with stipulations; second by Commissioner Hermon. The motion was approved with a vote of 8-0, (Yarbrough absent).*

11. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** On An Approximately 2.6-Acre Tract Zoned PD-45 For The (O-1) Office District And Located On The North Side Of MacArthur Drive Approximately 205 Feet West Of Old Denton Road; To Amend Planned Development 45 To Rezone To (LR-2) Local Retail District; To Modify Development Standards And To Revise Conceptual Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ2024-181 Manna Plaza & Manna Village.** Case Coordinator: Loren Shapiro.

Loren Shapiro, Planning Manager, presented this item. He advised that this is a rezoning request to modify the Planned Development to change the base zoning from Office to Local Retail in order to allow additional uses on the two properties. The properties contain two existing buildings, with parking and landscaping, with principally restaurants and some personal services. There will be no development added to the properties, with the zoning change, except a change in the base zoning. The concept plan for both sites are approved plans matching the existing conditions onsite. Staff is recommending approval with the stipulation of the base zoning change and concept plans.

Commissioner Doyle inquired whether the current uses will be compatible with the proposed property zoning change. Mr. Shapiro responded that they are compatible. He added that the applicant would like to obtain a special use permit to allow an arcade and this would need the zoning change.

The applicant, Kevin Smuckler, 3222 Amber Waves Ln., Wylie, TX, stated he is the property manager and explained the request.

Chair Windrow opened the public hearing. There were no speakers.

\* *Commissioner Hermon moved to close the public hearing and approve Case No. PLZ2024-181 Manna Plaza & Manna Village with stipulations; second by Commissioner Doyle. The motion was approved with a vote of 8-0, (Yarbrough absent).*

12. Hold A Public Hearing To Consider An Ordinance **Amending The Text Of Various Sections Of The Comprehensive Subdivision Ordinance (CSO)** To Amend, Add Or Delete Content And To Improve The General Organization Of The Amended Sections, Including Amendments To Article III. Procedures For Plat Approval, Section A. Procedures; Article VI. Final Plat, Section B. General Provisions; Article XI. Construction And Improvements, Section F. Screening Walls; Article IV. Administrative Plat; Article V. Preliminary Plat; And Article VIII. Miscellaneous Plats And Abandonments. **Case No. PLST 2025-004 Comprehensive Subdivision Ordinance Text Amendments.** Case Coordinator: Michael McCauley.

Michael McCauley presented this item. He advised this is a city-initiated request to consider proposed text amendments to the Comprehensive Subdivision Ordinance (CSO). The text changes are routine and reflect staff’s annual review plus any updates to development regulations. Specific amendments relate to the following:

- a. When a plat is considered formally filed with the city.
- b. 30-day extension allowance.
- c. Authority to approve an administrative plat.
- d. Proposed plat features.
- e. Responsibility for screening and retaining walls.
- f. Removing unnecessary verbiage.
- g. Providing a standard for title blocks on plats.

Mr. McCauley reviewed details of the proposed changes within the following articles:

- Article III. Procedures For Plat Approval, Section A. Procedures
- Article IV. Administrative Plat
- Article V. Preliminary Plat
- Article VI. Final Plat, Section B. General Provisions
- Article VIII. Miscellaneous Plats And Abandonments
- Article XI. Construction And Improvements, Section F. Screening Walls

Commissioner Overholt asked how the retaining wall provisions impact existing Homeowners Associations. Mr. McCauley responded that it is being reviewed. He added there are no changes for the existing HOAs, and this only applies to new residential subdivisions, not existing.

Commissioner Martin requested a clarification regarding the proposed 30-day extension. Mr. McCauley said that the state allows extensions; however, the subdivision ordinance currently

does not. Commissioner Martin clarified with Mr. McCauley that if the city does not act on a plat within 30 days of it being accepted, it is automatically approved. Mr. McCauley concurred.

Commissioner Kramer asked whether specific language should be included in the retaining wall section that it only applies to new subdivisions. Mr. McCauley stated it is not needed.

Chair Windrow opened the public hearing. There were no speakers.

Commissioner Doyle asked about adding an effective date to the ordinance. Mr. McCauley responded that it is already provided in the ordinance.

- \* *Commissioner Kramer moved to close the public hearing and approve Case No. PLST 2025-004 Comprehensive Subdivision Ordinance Text Amendments as illustrated in the documents; second by Commissioner Doyle. The motion was approved with a vote of 8-0, (Yarbrough absent).*

13. Hold A Public Hearing To Consider An Ordinance **Amending The Text Of The Comprehensive Zoning Ordinance (CZO)** To Amend, Add Or Delete Content And To Improve The General Organization Of The Amended Sections, Including Amendments To Article 00.6. Table of Contents; Article II. Zoning Districts; Article V. Uses Of Land And Structures; Article XVII. (IP) Industrial Park; Article XVIII. (LI, HI) Light Industrial And Heavy Industrial Districts; Article XXIV. Off-Street Parking, Loading And Stacking Regulations; Article XXVIII. Special Conditions And Development Standards; And Article XXXIV. Definitions. Case No. **PLZT 2024-144 Comprehensive Zoning Ordinance Text Amendments**. Case Coordinator: Emily Offer.

Emily Offer requested this case be continued until the April 3, 2025 P&Z meeting.

Chair Windrow opened the public hearing. There were no speakers.

- \* *Commissioner Martin moved to continue the public hearing on PLZT 2024-144 Comprehensive Zoning Ordinance Text Amendments until the April 3, 2025 P&Z meeting; second by Commissioner Foster. The motion was approved with a vote of 8-0, (Yarbrough absent).*

#### **OTHER BUSINESS:**

- a. Staff Reports- Loren Shapiro provided an update on City Council action at the March 4, 2025 meeting.
- b. Election of Vice Chair – Commissioner Martin moved to elect Commissioner Kramer as Vice Chair. Commissioner Hermon seconded the motion. Unanimous vote in favor.
- c. Election of 1<sup>st</sup> Vice Chair – Chair Windrow moved to elect Commissioner Foster and 1<sup>st</sup> Vice Chair. Commissioner Overholt seconded the motion. Unanimous vote in favor.

#### **ADJOURNMENT**

Chair Windrow adjourned the meeting at 9:56 p.m.

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Loren Shapiro, Planning Manager

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Scott Windrow, Chair  
Planning and Zoning Commission