



**Minutes
City of Carrollton
Planning & Zoning Commission
May 1, 2025
Briefing Session and Meeting**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, May 1, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Kathleen Foster, 1st Vice Chair
Jim Doyle
Mark Yarbrough
John Powell
Al Overholt
Dave Hermon

Commission Members Absent:

Willadean Martin
Greg Kramer, Vice Chair

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Meredith Ladd, City Attorney
Lydia Tormos, Planning Technician

Ed Green, Building Inspections
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Kanika Juneja, Asst. City Attorney
Brett King, Director of Development Services

Guests Present:

Daisy Palomo, Council Observer

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

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

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 6:30 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 April 3, 2025 meeting minutes.

2. Consider And Take Final Action On A **Replat Of J.H. Maltpress Addition, Lots 5 And 6, Block 2** For An Approximately 0.5-Acre Tract Located At 1108 And 1110 Clint Street, Combining Two Lots Into One Lot. **Case No. PLRP 2025-040 J.H. Maltpress Addition, Lot 5-R, Block 2.** Case Coordinator: Michael McCauley.
- * *Commissioner Foster moved to approve the Consent Agenda, Item 1 meeting minutes for April 3, 2025, and for Item 2 Case No. PLRP 2025-040, with stipulations, and find that the public right-of-way dedication is necessary and proportional; second by Commissioner Doyle. The motion was approved with a vote of 7-0, (Martin and Kramer absent).*

PUBLIC HEARING

3. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** On A 1.85-Acre Tract Zoned (LI) Light Industrial District With SUP-385 And Located At 1200 West Jackson Road To Establish A Planned Development District To Allow A Canopy Encroachment Into The Front Building Setback, To Create Development Standards, And To Provide Conceptual Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-061 Fujifilm.** Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, presented this item. He provided a location/zoning map and stated that the location is at the northwest corner of Jackson Road and Crowley Drive. A depiction of the canopy was provided. Mr. McCauley stated that this request is to locate the canopy 11 feet from the front property line at Crowley rather than the required 25 feet setback. Staff is recommending approval with stipulations. There were no public comment cards received.

Chair Windrow asked if applicant was present and wished to speak.

Applicant Jafter Knalian, 714 S. Greenville Ave., Allen, Texas, was present for questions. He stated the addition of the canopy is for the workers' safety. Commissioner Overholt inquired about the height of the canopy. The applicant responded that it is not as high as the building.

Chair Windrow opened the public hearing. There were no speakers. He advised that cards were submitted in support from:

- Albert Yang, 2626 Cole Ave., Suite 501, Dallas, Texas
- Jon Cremers, 145 Spring Grove Dr., Waxahachie, Texas
- Natalie Chan, 10639 Stone Canyon Rd., Dallas, Texas
- Vivian Phan, 2104 Bluebonnet Dr., Richardson, Texas

- * *Commissioner Foster moved to close the public hearing and approve Case No. PLZ 2025-061 Fujifilm with stipulations; second by Commissioner Powell. The motion was approved with a vote of 7-0, (Martin and Kramer absent).*
4. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow An Electricity Regulating Substation** On An Approximately 9.11-Acre Lot For The (O-2) Office District And Located At The Southeast Corner of King

Arthur Boulevard And Old Denton Road; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-044 Oncor Substation.** Case Coordinator: Emily Offer.

Emily Offer, Senior Planner, presented this item. She stated this request is for an electrical substation. The equipment associated with the proposal is 65 feet from the nearest residential home. There will be an 8-foot perimeter wall built around the site and reduced landscaping. The landscape plan was described and conceptual elevation plans were provided. Ms. Offer advised that four comment cards in opposition were received. Staff recommended approval with stipulations.

Chair Windrow asked if the applicant is present and would like to speak. Seth Sampson, 777 Main St., Ft. Worth, explained the need for the substation, saying that by 2026 additional capacity will be needed. He said that construction should begin this winter and described the site and landscaping.

Commissioner Foster inquired about the amount of noise that might be emitted from the site. Mr. Sampson responded that on hot/humid days there possibly could be a humming noise heard from the transmission lines. He added that typically there are no complaints about the noise.

Commissioner Overholt asked specifically what the equipment shown in the drawings is. Mr. Sampson responded it is transformers and a small control house. Commissioner Overholt asked about the 65-foot tower on the drawings. Mr. Sampson advised the tower will connect the transformer to the lines.

Commissioner Doyle asked whether additional construction is a possibility on the northern end of the site. Mr. Sampson advised that there is not enough space for additional expansion at this site.

Chair Windrow opened the public hearing. He advised that four cards in opposition were received.

Speaking in opposition:

- Michelle Grantwest, 4233 Wild Cherry Dr., Carrollton

* ***Commissioner Powell moved to close the public hearing and approve Case No. PLSUP 2025-044 Oncor Substation; second by Commissioner Hermon. The motion was approved with a vote of 7-0, (Martin and Kramer absent).***

5. Hold A Public Hearing To Consider An Ordinance Of The City Council Of The City Of Carrollton, Texas Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance, By **Amending Article V. Use Of Land And Structures** By Adding A New Section D To Provide An Interim Prohibition Of The Application Or Issuance Of Special Use Permits For “Short-Term Rental” And “Bed And Breakfast” Uses In All Applicable Residential Districts; Providing Penalty, Severability, Repealer, And Savings Clauses; And Providing An Effective Date On And After Its Adoption And Publication. **Case No. PLZT 2025-074 CZO Text Amendments Article V.** Case Coordinator: Loren Shapiro.

Loren Shapiro, Planning Manager, presented this item. He advised that the purpose of this interim provision is to prohibit the establishment of new short term rentals (STR) and bed and breakfasts (B&B) (collectively referred to as “STR”) uses pursuant to the provisions set forth in Ordinance No. 4127 while the City conducts public outreach, collects data, and analyzes information to determine permanent recommendations, due to community concerns about health and safety.

Mr. Shapiro explained that there has been an increase in resident property owners’ concerns regarding transient and vacation rental uses that infringe on the property rights of neighbors in the City of Carrollton. The City has had numerous speakers attend public meetings to express concerns about the increase in health, safety, and nuisance issues related to short-term rentals and bed and breakfasts. The City wishes to respond to residents’ concerns and address issues with property owners and managers of STRs and B&Bs.

Mr. Shapiro said that staff is recommending amendments to the Comprehensive Zoning Ordinance (CZO) to enact an interim prohibition, for one year, on short term rentals (STRs) and bed and breakfasts (B&Bs) Special Use Permits (SUP) to respond to residents’ concerns, and address issues with property owners and managers of STRs and B&Bs. Revised zoning regulations will be brought forward to Planning and Zoning Commission and City Council within a one-year period following the research and development of modified STR and B&B standards. A separate set of interim permitting and minimum standards for STRs and B&Bs, Chapter 100, in the City Code of Ordinances will be considered by City Council on the same date as this zoning text change.

City Attorney Meredith Ladd advised the Commissioners that the item under consideration tonight is whether they want staff and Council to reevaluate the process for STRs and B&Bs.

Commissioner Doyle asked when the new regulation would go into effect. Attorney Ladd responded that the Council would consider it on May 6, 2025 and that date would be the effective date.

Chair Windrow advised that cards were submitted in support and did not wish to speak:

- Jim and Patricia Wilson, 2915 Redwood Dr., Carrollton, Texas

Chair Windrow opened the public hearing.

Speaking in favor:

- Dave Waters, 2917 Cambridgeshire Dr., Carrollton

*** Commissioner Powell moved to close the public hearing and approve Case No. PLZT 2025-074 CZO Text Amendments Article V. STR and B&B interim prohibition; second by Commissioner Foster. The motion was approved with a vote of 7-0, (Martin and Kramer absent).**

OTHER BUSINESS:

Staff Reports- None

ADJOURNMENT

Chair Windrow adjourned the meeting at 7:23 p.m.

Loren Shapiro, Planning Manager

Scott Windrow, Chair
Planning and Zoning Commission