



**Minutes
City of Carrollton
Planning & Zoning Commission
June 5, 2025
Briefing Session and Meeting**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, June 5, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Greg Kramer, Vice Chair
Mark Yarbrough
John Powell
Al Overholt
Dave Hermon
Willadean Martin

Commission Members Absent:

Kathleen Foster, 1st Vice Chair
Jim Doyle

Alternate:

Rusty Pendleton

Staff Members Present:

Michael McCauley, Senior Planner
Brett King, Director of Development Services
Lydia Tormos, Planning Technician
Meridith Ladd, City Attorney

Ed Green, Building Inspections
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Joseph Haefner, Asst. City Attorney

Guests Present:

None

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

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 6:30 p.m. Meeting procedures were reviewed. 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 May 1, 2025 meeting minutes.
2. Consider And Take Final Action On **A Replat Of Beltwood North Academy Addition, Lot 2, Block A** For An Approximately 3.895-Acre Lot Located At 2550 Midway Road And 3420 Sojourn Drive, To Subdivide One Lot Into Two Lots. **Case No. PLRP 2025-083 Beltwood North Academy Addition, Lots 2R1 And 2R2, Block A.** Case Coordinator: Emily Offer.
- * *Commissioner Overholt moved to approve the Consent Agenda, Item 1 meeting minutes for May 1, 2025, and for Item 2 Case No. PLRP 2025-083, with stipulations, and find that the public right-of-way dedication is necessary and proportionate; second by Commissioner Powell. The motion was approved with a vote of 7-0. (Foster and Doyle absent)*

PUBLIC HEARING

3. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow An Event Center And Reception Hall** In An Approximately 2,814 Square Foot Space Zoned (DTC) Downtown Transit Center District – Historic Square Sub-District And Located At 1014 South Broadway Street, Suite 100; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-086 Catalina & Estelle Event Center.** Case Coordinator: Michael McCauley.

Chair Windrow stated that this item was withdrawn from the agenda and was not discussed.

4. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Child Day Care Service** In An Approximately 1,660 Square Foot Space Zoned PD-148 For The (HC) Heavy Commercial District And Located At 4100 International Parkway, Suite 1300; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-089 Clover Preschool.** Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, presented this item. He provided a location zoning map and a floor plan of the building, with Suite 1300 being identified on the map as the location for this SUP request. A building elevation was provided. He advised that the applicant is planning a day care for no more than 25 children. Notifications were provided for all property owners within 200 feet with no comments being received. He advised staff is recommending approval with stipulations.

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

Applicant Xinnian Sofie Yang Zheny, 5518 Kemper Ct. Dallas, advised that she is an elementary school teacher and desires to establish a bi-lingual school. She advised that there is sufficient parking. In addition, she advised that an outdoor play area would be created.

Commissioner Powell asked if the day care will only be for the children of the other tenants in the building. The applicant advised it would be open to all children.

Commissioner Martin asked about a drop off and pick up lane for parents. John Romberger, Transportation Engineer, stated that with less than 80 children a traffic impact analysis is not

required and staff believes there to be no need for such a lane. Students would be walked into the building from the parking lot.

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

- *Commissioner Martin moved to close the public hearing and approve Case No. PLSUP 2025-089 Clover Preschool with stipulations; second by Commissioner Hermon. The motion was approved with a vote of 7-0. (Foster and Doyle absent)*

5. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Smoke Shop Retailer** In An Approximately 1,800 Square Foot Space Zoned (FTC) Frankford Transit Center District And Located At 1712 West Frankford Road, Suite 106; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-082 CBD – Vape Shop**. Case Coordinator: Emily Offer.

Michael McCauley, Senior Planner, noted that Emily Offer is absent. He provided a location zoning map, reviewed the address, and provided a photo of the exterior of the building. He stated that there are four suites with only one currently occupied. To the west of the building is a RaceTrac and to the east there are apartments. Notifications were sent to property owners within 200 feet with no comments submitted. Staff is recommending approval with stipulations.

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

Applicant Nizarali (Nick) Lalani, 3616 Wyeth Dr., Carrollton, was present for questions.

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

- *Commissioner Kramer moved to close the public hearing and approve Case No. PLSUP 2025-082 CBD – Vape Shop with stipulations; second by Commissioner Yarbrough. The motion was approved with a vote of 5-2. Commissioners Overholt and Martin opposed. (Foster and Doyle absent)*

6. Hold A Public Hearing To Consider A Resolution **Amending The Comprehensive Plan And The Future Land Use Map** To Change An Approximately 27.3-Acre Tract Located On The Southwest Corner Of Josey Lane And Parker Road From Office – Medium Intensity And Commercial – Low Intensity To Multifamily Residential And Commercial – Medium Intensity. **Case No. PLMA 2025-073 The Harcourt (Future Land Use Map Amendment)**. Case Coordinator: Loren Shapiro.

In the absence of Loren Shapiro, Senior Planner Michael McCauley presented this item. He advised that this request is to change the land use designation at the southwest corner of Josey Lane and Parker Road. Currently, the designation is Office - Medium Intensity and Commercial – Low Intensity. The applicant is requesting it be changed to Multi-Family Residential and Commercial – Medium Intensity. A location map was provided. Mr. McCauley stated that property owners within 200 feet were notified of the proposed change with no comments received. He stated that staff is recommending approval and noted that this item is related to the next item on the agenda.

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

Henry Billingsly, Billingsly Company, 1722 Routh Street, Suite 770 Dallas, applicant spoke briefly about the change in the comprehensive plan and potential development.

Commissioner Kramer inquired whether there would be any type of barrier between the multi-family and commercial. Mr. Billingsly responded there would not be a barrier. Mr. McCauley suggested that since this is a land use item, such questions would be more appropriate for the next item related to this one.

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

- ***Commissioner Overholt moved to close the public hearing and approve Case No. PLMA 2025-073 The Harcourt (Future Land Use Map Amendment; second by Commissioner Martin. The motion was approved with a vote of 7-0. (Foster and Doyle absent)***
- 7. Hold A Public Hearing To Consider An Ordinance **Amending the Zoning** On A 27.3-Acre Tract Zoned (O-2) Office And (LR-2) Local Retail Districts And Located On The Southwest Corner Of Josey Lane And Parker Road To Establish A Planned Development District To Change The Base Zoning From (O-2) Office District And (LR-2) Local Retail District To (MF-18) Multifamily Residential District And (LR-2) Local Retail District, To Allow A Gasoline Station, To Create Development Standards, And To Provide Concept Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-030 The Harcourt (Rezone)**. Case Coordinator: Loren Shapiro.

Michael McCauley presented this item. He reviewed the current zoning on the site and provided a location zoning map. Property owners within 200 feet were notified with no comments received. A conceptual site plan and landscape plan was reviewed in detail. Mr. McCauley added that the proposed zoning for multi-family, commercial, and retail, along with green space, is thought to be more flexible and adaptable than the current zoning. Elevation depictions of the multi-family buildings and townhomes were described. He said there is a residential development on the south side. Staff is recommending approval with stipulations. He noted that stipulation No. 2 should be removed; the corrected Traffic Impact Study was submitted and accepted.

Commissioner Overholt inquired about a left turn off Josey into the retail area, whether there will be any screening between this development and the residential area and whether there is a turn into the parking garage from eastbound Parker. John Romberger said there is a median cut northbound and there is a left turn proposed that will show on the site plan; Mr. McCauley responded that no screening between is required because it does not directly connect to the residential area; there is approximately 300 feet between the two; and Mr. Romberger responded there is a deceleration lane as well as four or five other entrances off Parker with turns into the parking garage.

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

Lucilo Pena, representative of Billingsley, spoke. He described the area between the development and the residential that includes a significant setback with trees. He also clarified the orientation of the buildings as they relate to the interior courtyards.

Commissioner Hermon inquired whether the parking garage was the same height as the apartment buildings. Mr. McCauley responded they are the same. Chair Windrow asked how many parking spaces are provided. Mr. McCauley responded they are providing more than the minimum number of parking spaces (approximately 1,300.) and Commissioner Kramer asked how many multi-family units there will be. Mr. McCauley advised there are 763 including the townhomes.

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

- * ***Commissioner Powell moved to close the public hearing and approve Case No. PLZ 2025-030 The Harcourt (Rezone) with stipulations and removing stipulation number 2; second by Commissioner Hermon. The motion was approved with a vote of 7-0. . (Foster and Doyle absent)***

OTHER BUSINESS:

- a. Staff Reports- Michael McCauley provided an update on City Council action at the last two meetings.

ADJOURNMENT

Chair Windrow adjourned the meeting at 7:33 p.m.

Loren Shapiro, Planning Manager

Scott Windrow, Chair
Planning and Zoning Commission