



Minutes
City of Carrollton
Planning & Zoning Commission
August 7, 2025
Briefing Session and Meeting

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, August 7, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
Greg Kramer, Vice Chair
Kathleen Foster, 1st Vice Chair
Jim Doyle
John Powell
Al Overholt
Dave Hermon
Willadean Martin

Commission Members Absent:

Mark Yarbrough

Alternate:

Rusty Pendleton

Staff Members Present:

Loren Shapiro, Planning Manager
Emily Offer, Senior Planner
Thomas Wood, Senior Plans Examiner
Krista Pender, Manager, Environmental Quality
Meredith Ladd, City Attorney

Cory Heiple, Dir. of Environmental Services
Herb Cavanaugh, Fire Marshal
Joe Haefner, Assistant City Attorney
John Romberger, Transportation Engineer
Lydia Tormos, Planning Technician

Guests Present:

Richard Fleming, Council Observer

*(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 6:33 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 July 3, 2025 meeting minutes.
2. Consider a Development Plan Proposing Major Modifications Deviating from The Downtown Transit District Standards, On A 0.658-Acre Lot And Located At 1430 S. Broadway Street. **PLDP 2025-045 1430 South Broadway And Elm Mixed Use.** Case Coordinator: Loren Shapiro.
- * *Commissioner Foster moved to approve the Consent Agenda Items; second by Commissioner Powell. The motion was approved with a vote of 8-0 (Yarbrough absent).*

PUBLIC HEARING

3. Hold A Public Hearing To Consider An Ordinance Amending The Zoning g On A 2.35-Acre Tract Zoned (LR-2) Local Retail District And Located At 2763 East Trinity Mills Road To Establish A Planned Development District, To Allow A Development To Exceed The Maximum Forty-Percent Building Coverage and to utilize alternate screening materials, To Create Development Standards, And To Provide Conceptual Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-118 Carrollton Indoor Tennis Club.** Case Coordinator: Michael McCauley.

Loren Shapiro, Planning Manager, presented this item. He stated this request is to establish a Planned Development to allow for in-fill under five acres and to allow a greater building coverage than allowed by ordinance. He stated that the request is for a 46,000 square foot building on two acres of land, which equates to 45.8 percent coverage of the total acreage. The building would be used for six indoor tennis courts. There is sufficient parking planned as well as a screening wall along the west property line. A location/zoning map was provided that reflected existing trees along a drainage channel on the north that will be preserved in lieu of a screening wall. He noted that the drainage channel to the north itself is a separate lot. A conceptual site plan, landscape plan, and elevations were provided. Mr. Shapiro stated that public comments have been received reflecting drainage concerns, however, he noted that issue will be addressed though the city's storm water ordinance when construction documents are submitted to Building Inspection for review and permitting. He reminded Commissioners that the issue before them is only whether the zoning is appropriate for the proposed use to expand its maximum allowed 40-percent building coverage. He stated that staff is recommending approval.

Commissioner Doyle inquired about access to the site. Mr. Shapiro explained that there is an existing driveway from Trinity Mills and access through the properties along Marsh.

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

Applicant, Jason Chen, 2244 Degas Dr., Carrollton, described the property and explained his proposed plans for the site. He provided photos and stated that the requested increase to 45.8 percent lot coverage will not have a detrimental effect on the area.

Chair Windrow opened the public hearing.

Speaking in opposition:

Mike Boos, 2740 E. Wentwood Dr. requested a postponement due to possible contaminant concerns at the site.

Card submitted but not wishing to speak:

Brenda McKenney, 2737 Oak Trail: Opposed

Howard Wang (no address provided), in favor

Speaking in favor:

Marvin Reader, 3940 Indian Oaks Ln.

Mark Hodge, 2405 Grandview Dr., Richardson

Vito Nguyen, 1112 Apache Lake Dr.

Other speakers:

Chris Lembeke, 2736 E. Wentwood Dr. spoke both in favor and opposed (due to drainage concerns.)

Rodney Jackson, 2744 E. Wentwood Dr. said he had no issues with the type of business but was concerned about the drainage issue.

Commissioner Martin inquired what the hours of operation will be for the facility. The applicant responded that it has not been decided yet; he said possibly 6 a.m. to 12 a.m.

The applicant also responded to comments regarding drainage and contamination. He said that there is a 65-foot setback at the rear to accommodate drainage, and he advised that the contamination report he received from the seller stated there was no contamination.

Commissioner Doyle inquired whether the city has any information regarding possible contamination at the site. Cory Heiple, Environmental Services Director, stated the city has no reports of contamination and typically those are created during the environmental and civil review. He added that the Texas Commission on Environmental Quality (TCEQ) should have been notified if there was any contamination at the site. In response to Commissioner Foster's question, Mr. Heiple said that the property owner is not required to submit contamination reports to the city, only to TCEQ.

* ***Commissioner Martin moved to close the public hearing and approve Case No. PLZ-2025-118 Carrollton Indoor Tennis Club with stipulations; second by Commissioner Hermon. The motion failed with a tie vote as follows: (In favor: Overholt, Windrow, Martin and***

Hermon; Opposed: Foster, Kramer, Doyle and Powell; Yarbrough absent).

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

4. 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 6,177 Square Foot Space Zoned (LR-2) Local Retail And Located At 2129 North Josey Lane; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2025-101 Carrollton Event Center**. Case Coordinator: Emily Offer

Emily Offer, Senior Planner, presented this item. She reviewed the location and provided a map reflecting the site, which includes the proposed Event Center and three other buildings. There are three owners for the four buildings on site. Fifty-seven parking spaces are shared among the four buildings. Based on standard requirements, 41 spaces would be required for this Event Center. This request is for a 5,077 square foot building (correction to the size posted on the agenda). Ms. Offer advised that a traffic study was provided indicating that parking required for the other buildings is reduced after 5:00 p.m. and even more so after 6:00 p.m.

Ms. Offer stated that staff has concerns about the potential future need of parking spaces should another building on the site change its use (i.e., restaurant). She reviewed the existing multiple access points to the site, adding that staff also has concerns regarding traffic entering the site. For those exiting the site, she advised that staff is concerned with light pollution. Due to these concerns, staff modified the hours of operation to 6 p.m. – 12:00 a.m. She advised that staff is recommending denial due to the parking, traffic flow and potential for light pollution. Ms. Offer advised that one comment card in support was added to the staff report prior to this meeting.

Commissioner Foster inquired what the current use is. Ms. Offer responded it is zoned (LR-2) Local Retail.

Commissioner Martin asked whether staff has had contact with the other owners. Ms. Offer advised that only one owner has contacted staff expressing opposition. Commissioner Martin asked for clarification on the number of parking spaces needed and available. John Romberger, Transportation Engineer, advised that the four properties at the site share 57 parking spaces. One parking space for every 125 square feet is the standard requirement for event centers, so that equates to a minimum of 41 spaces for the Event Center.

Commissioner Doyle inquired about when the traffic/parking study was conducted and was weekend use of the site considered. Mr. Romberger stated that counts were taken on Friday and Saturday. It was noted that existing use of the 57 parking spaces is reduced after 6 p.m.

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

Applicant, Oscar Mendoza, 2129 N. Josey Lane, provided an overview of his background, business model, and experience in the event center industry. He provided a presentation with photos and responded to parking concerns expressed by staff.

Commissioner Overholt asked the applicant if he is agreeable to staff's stipulations:

- #3 Hours of operation: Applicant responded that he prefers 5 p.m. to 1 a.m., noting that the number of guests are typically fewer later in the evening.
- #5 All doors shall be closed during events: Commissioner Overholt asked if he would oppose it saying, "windows and doors shall be closed". Applicant agreed.
- #9 Occupancy limit of 125: Would applicant agree to 100? Applicant responded he prefers 125 as 125 was already justified with the traffic study.

Commissioner Martin asked for clarification on entry and exit at the site. Applicant responded there is one turn in and three exits available. Mr. Romberger responded to questions raised regarding access and exits.

Ms. Offer restated staff's concern with the parking availability. She said that in the event that one of the other owners wanted to change to a use that required more parking spaces in the future, the other properties located within SUP 270 would be limited. One of the property owners has expressed opposition to the event center. In response to Commissioner Foster's question, Ms. Offer stated that the site is already zoned for restaurant use and would not require P&Z review.

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

Speaking in favor:

Rebecca Kuhl, 917 Green Brook Dr., Allen
Juan Beltran, 1100 Edgeheld Dr., Plano
Jaime Chavez, 1023 Sir Lancelot Cir., Carrollton
David Williams, 2121 N. Josey, Carrollton
Jeff Taylor, 3030 LBJ Frwy., Dallas
Gloria Hernandez, 2129 N. Josey, Carrollton

Applicant offered closing remarks.

1st Motion

- * ***Commissioner Overholt moved to close the public hearing and approve Case No. PLSUP 2025-101 Carrollton Event Center with changes to stipulations 3, 5, and 9. The motion died for lack of a second.***

2nd Motion

- * ***Commissioner Doyle moved to close the public hearing and approve Case No. PLSUP 2025-101 Carrollton Event Center with stipulations and removing stipulation #3 (hours of operation). Commissioner Powell seconded the motion. Motion failed with a vote of 1-7.***

(Opposed: Overholt, Foster, Windrow, Kramer, Powell, Martin, Hermon, Yarbrough absent).

3rd Motion

- * *Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2025-101 Carrollton Event Center with staff stipulations as presented. Commissioner Martin seconded the motion. Motion was approved with a vote of 7-1 (Powell opposed, Yarbrough absent).*

OTHER BUSINESS:

a. Staff Reports

Loren Shapiro provided an update on City Council action at the August 5 and July 8, 2025 meetings.

ADJOURNMENT

Chair Windrow adjourned the meeting at 8:45 p.m.

Loren Shapiro, Planning Manager

Scott Windrow, Chair
Planning and Zoning Commission