



Minutes
City of Carrollton
Planning & Zoning Commission
September 4, 2025
Briefing Session and Meeting

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, September 4, 2025 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

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

Commission Members Absent:

Greg Kramer, Vice Chair
Jim Doyle

Alternate:

Rusty Pendleton

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Shad Rhonten, Planner
Brett King, Director Development Svcs.
Lydia Tormos, Planning Technician

Ed Green, Plan Review Manager
Jared Nations, Captain Fire Prevention
Tom Hammons, Transportation Manager
Joe Haefner, Asst. City Attorney
Meredith Ladd, 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 6:34 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 August 7, 2025 meeting minutes.
2. Consider And Take Final Action On **A Preliminary Plat For Life Time Carrollton** For An Approximately 55.91-Acre Tract Located At The Northwest Corner Of Parker Road and Plano Parkway. **Case No. PLPP 2025-135 Life Time Carrollton, Lots 2-6, Block A.** Case Coordinator: Emily Offer.
- * *Commissioner Martin moved to approve the Consent Agenda, and for Item 2. deleting stipulation No. 3 (addresses); second by Commissioner Hermon. The motion was approved with a vote of 7-0 (Doyle and Kramer absent).*

PUBLIC HEARING

3. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** For An Approximately 11.2-Acre Tract Zoned Planned Development District 39 (PD-39) For The (MF-18) Multi-Family Residential District And Located At 3500 Old Denton Road, To Repeal And Replace Ordinance No. 2905, Reestablishing Planned Development 39; To Increase The Maximum Building Height For The Assisted Living Facility To 3-Stories; To Modify Conceptual Plans And Revise Development Standards; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-132 Aspens Rosemeade Senior Living.** Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, presented this item. He advised the applicant would like to redevelop the property from a two-story multi-family building to a three-story multi-family building and add single-story multi-unit villas. Conceptual plans were reviewed. Mr. McCauley advised the site is 11 acres with the southern portion undevelopable as this is in a drainage easement. Architectural designs were provided as well as a diagram indicating the line of sight from residential homes across Old Denton Road. He noted that the building is greater than 80 feet from Old Denton Road, and the street's right-of-way width is 135 feet. Mr. McCauley advised that staff is recommending approval with stipulations, including the removal of stipulation 2.B.4. regarding the height of the villas as this stipulation is not necessary. No public comment cards were received.

In response to Commissioner Foster's question, Mr. McCauley advised that if the property is redeveloped, this would be a total tear down of the existing structures and rebuilt as presented.

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

Victoria Morris, 2323 Ross Avenue, suite 600, Dallas, with Jackson Walker, gave details of the project. She advised the request is to amend PD-39 with the same density, additional landscaping, and new amenities. Barry Metcalf, 505 Pecan Street, Suite 202, Ft. Worth, followed up with more project details including depictions of what the redevelopment will look like as well as photos of their other similar developments.

Chair Windrow opened the public hearing.

Keith Wilson, 1308 Red Maple Dr. spoke with concern over the displacement of current residents and the timeline of the project.

Victoria Morris responded that the owner would coordinate with the residents on relocation.

* ***Commissioner Foster moved to close the public hearing and approve Case No. PLZ 2025-132 Aspens Rosemeade Senior Living with stipulations and striking stipulation 2.B.4.; seconded by Commissioner Powell. The motion was approved with a vote of 7-0, (Doyle and Kramer absent).***

4. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** For An Approximately 10-Acre Tract Zoned Planned Development District 132 (PD-132) For The (O-4) Office District And Located At The Northwest Corner Of Josey Lane And Arbor Creek Drive; To Repeal And Replace Ordinance No. 4196, Reestablishing Planned Development 132; To Allow Additional Covered Parking, To Modify Conceptual Plans And To Revise Development Standards; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-137 Avenida Carrollton Covered Parking.** Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, presented this item. He advised that in 2021 a Planned Development (PD) amendment was granted to allow 29 covered parking spaces at this site. Last year, an additional 19 spaces were approved. Currently, the applicant is requesting to amend the PD to allow an additional 77 covered spaces. Mr. McCauley clarified that no additional parking spaces are being added, only the car covers. He advised that no comment cards were received, and staff is recommending approval.

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

Frank English, 2804 Augusta Ln., Arlington, representing the owner, was present for questions. Commissioner Martin asked if all the parking spaces would be covered. Mr. English responded that the accessible parking spaces and the spaces along Josey Lane will be left uncovered. He added that all 77 will not be done at one time.

When asked whether there are limitations on whether the owner could come back again to request covering all the spaces, Mr. McCauley responded that there is no limit.

* ***Commissioner Foster moved to close the public hearing and approve Case No. PLZ 2025-137 Avenida Carrollton Covered Parking with stipulations; second by Commissioner Yarbrough. The motion was approved with a vote of 6-1, (Martin opposed) (Doyle 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 XX.1 Corporate Commercial District** To Remove Certain Existing Restrictions On Uses And Article V. Use Of Land Concurrently, Revisions To Article V Would Reclassify XC Uses To Be Permitted By Right, SC Uses To Be Permitted By Way Of An SUP, AC Uses To Be Permitted As An Accessory Use By Right, And SAC Uses To Be Permitted By Way Of An SUP Within The Corporate Commercial District And To Remove The Allowed By Right Designation For The “Temporary On-Site Construction Office, Temporary On-Site Hiring or Employment Office or Temporary On-Site Administration Office” And Article XXXIV. Definitions To Remove The Term “Structure” From The Building Coverage Definition. **Case No. PLZT 2025-120 CZO (CC) Corporate Commercial Zoning District And The Conditional Use Restrictions.** Case Coordinator: Emily Offer.

Emily Offer, Senior Planner, stated this is a city-initiated item for approval to amend the Comprehensive Zoning Ordinance (CZO) pertaining to conditional uses in the (CC) Corporate Commercial Zoning District. A map reflecting the area zoned Corporate Commercial was provided. Ms. Offer stated that as this area has continued to evolve, shifts in market trends and development patterns have led to increased demand for retail-oriented uses. The City supports this direction and seeks to align zoning regulations with current development interests.

Ms. Offer advised that two additional clarifying modifications are included with this request. The first removes the “allowed by right” designation for the “Temporary On-Site Construction Office, Temporary On-Site Hiring or Employment Office or Temporary On-Site Administration Office” use from the (LI) Light Industrial district. The second removes the term “structure” from the building coverage definition.

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

- * *Commissioner Hermon moved to close the public hearing and approve Case No. PLZT 2025-120 CZO (CC) Corporate Commercial Zoning District And The Conditional Use Restrictions; second by Commissioner Foster. The motion was approved with a vote of 7-0, (Doyle and Kramer absent).*

OTHER BUSINESS:

- a. Staff Reports- No staff reports.

ADJOURNMENT

Chair Windrow adjourned the meeting at 7:20 p.m.

Loren Shapiro, Planning Manager

Scott Windrow, Chair
Planning and Zoning Commission