

**CARROLLTON CITY COUNCIL
REGULAR MEETING AND WORKSESSION
MAY 20, 2025**

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, May 20, 2025 at 5:45 p.m. with the following members present: Mayor Steve Babick, Mayor Pro Tem Richard Fleming, Deputy Mayor Pro Tem Christopher Axberg, Councilmembers Nancy Cline, Andrew Palacios, Daisy Palomo, and Rowena Watters. Also present were City Manager Erin Rinehart, Assistant City Manager Chrystal Davis, Assistant City Manager Shannon Hicks, City Attorney Meredith Ladd and City Secretary Chloe Sawatzky.

Councilmember Jason Carpenter was absent.

5:45 P.M. – COUNCIL BRIEFING ROOM

*****PRE-MEETING *****

Mayor Babick called the meeting to order at 5:45 p.m.

1. Receive information and discuss Agenda.

Agenda items were reviewed. Staff responded to Council's questions.

*****EXECUTIVE SESSION*****

2. Council will convene into Executive Session pursuant to Texas Government Code:
 - **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
3. Council will reconvene in Open Session to consider action, if any, on matters discussed in the Executive Session.

Executive Session was not convened.

*****WORKSESSION*****

4. Discuss Parks, Recreation And Open Space Master Plan.

Scott Whitaker, Parks and Recreation Director, offered opening remarks on this item. He introduced Parks Department staff present who were instrumental in preparing the updated Master Plan, as well as the Parks Board Chair Chad Averett, and Philip Neeley with Dunaway and Associates, the consulting firm that prepared the document. Mr. Whitaker reviewed that the previous Master Plans were conducted in 2004 and 2014; the current document was started in 2024 and completed in 2025. He explained that the Master Plan is an internal use document that will be used to help guide future plans for Carrollton's Parks and Recreation services as well as the capital projects related to improvements. A brief overview of the process was provided. He reviewed that input from the

community was gathered at public meetings, focus group meetings, special events, and a citizen survey, which was conducted in 2024, from April 26th to July 8th. A map of the city’s parks was reviewed.

Mr. Neeley provided an overview of the benchmarking analysis conducted, recreation programming, and efforts made to collect input from the community. He added that Carrollton has 1,800 acres of parkland that includes 53 parks.

Heather Smith, Recreation Manager, provided details of the program needs identified through the citizen survey, as well as operational priorities and strategies to achieve those priorities.

Discussion followed regarding the demographics of the people who responded to the survey. Ms. Smith added that the survey was published in different languages and it was offered at various events in the city. It was also offered on the city’s website. Council questions were raised regarding the need for restrooms at the recreational facilities, as well as lighting and security. It was noted that this Fall, the various parks will undergo a scoring process.

5. Discuss Parks And Recreation Updates to City Ordinance.

Heather Smith, Recreation Manager, presented this item. She advised that staff are proposing some updates to Chapter 133 of the Code of Ordinances as they relate to Parks and Recreation. The changes include:

- Revising and adding Definitions
- Revising Prohibited Activities In Parks
- Revising Restrictions On The Use Of Motor Vehicles Within Parks
- Revising Restrictions Regarding Alcohol In Parks
- Creating a Parks Permit process
- Creating a Historic Landmark and Designation Process
- Creating an Adaptive Sports Accessibility Program

Ms. Smith explained that the section on alcohol use in parks will be removed from Chapter 133 and will be located in Chapter 130. Also, the Historic Landmark and Designation Process will be moved from the Comprehensive Zoning Ordinance to Chapter 133. Ms. Smith explained that the proposed Adaptive Sports Accessibility Program will allow organizations with a non-profit designation that have a proven history in adaptive sports to utilize Parks facilities for events with no rental fees. She noted a deposit would still be required and refunded following the event.

Mayor Babick requested that the waived fees be quantified during the budget process.

6. Mayor And Council Reports And Information Sharing.

Council reviewed their recent activities and upcoming events.

Worksession concluded at 7:00 p.m.

*****REGULAR MEETING 7:00 P.M.*****

Mayor Babick called the Regular meeting to order at approximately 7:07 p.m.

INVOCATION – Councilmember Daisy Palomo

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Richard Fleming

PRESENTATIONS

- 7. Present A **Proclamation Recognizing National Public Works Week.**

Mayor Babick read a proclamation recognizing May 18-24, 2025 as:

National Public Works Week

The proclamation was presented to the Public Works Department management team. Director Jody Byerly offered his appreciation for the recognition.

PUBLIC COMMENT

- 8. **Hearing of any citizen/visitor on items listed on the regular meeting agenda. Citizens wishing to address the Council regarding items not on the posted agenda will be called to speak during the Public Forum.**

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Mayor Babick opened and closed the public comment period with no one wishing to speak. He advised that Item 22 has been withdrawn.

CONSENT AGENDA

*(*All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary's Office.)*

Councilmember Palacios moved to approve Consent Agenda Items 9-21; second by Council Palomo. The motion was approved with a vote of 6-0. Councilmember Carpenter was absent.

MINUTES

- *9. Consider Approval Of The May 6, 2025 Regular Meeting Minutes.

CONTRACTS & AGREEMENTS

- *10. Consider Authorizing The City Manager To Enter Into An Agreement With Freeit Data Solutions, Through Texas DIR Purchasing Cooperative, For Backup Solution Annual Support And Maintenance Renewal In An Amount Not To Exceed \$100,000.00.**
- *11. Consider Authorizing The City Manager To Approve A Contract With 3D Paving & Contracting, LLC For Whitlock Addition Street Reconstruction Ph 2 Project In An Amount Not To Exceed \$5,519,886.00.**
- *12. Consider Authorizing the City Manager To Enter Into An Agreement With Teague Nall And Perkins, Inc. Pursuant to RFQ 25-035 For Real Estate And Right-Of-Way Management Consulting Services In An Amount Not To Exceed \$150,000.00 Annually, For A Three-Year Total Contract Not To Exceed \$450,000.00.**
- *13. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of Two Ford F-250 Trucks From Sam Pack Five Star Ford Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$134,777.72.**
- *14. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Ford E-450 Transit Van From Silsbee Ford Through An Interlocal Agreement With The State Of Texas Purchasing Cooperative In An Amount Not To Exceed \$126,666.10.**
- *15. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One F-250 Truck From Silsbee Ford Through An Interlocal Agreement With The TIPS Purchasing Cooperative In An Amount Not To Exceed \$112,984.85.**
- *16. Consider Authorizing The City Manager To Approve A Contract For The Purchase Of One Valve Maintenance Trailer From E.H.Wallachs Products Through An Interlocal Agreement With The BuyBoard Purchasing Cooperative In An Amount Not To Exceed \$99,551.00.**
- *17. Consider Authorizing The City Manager To Execute An Amendment To The Contract with Global Payments Direct, Inc. And Its Subsidiary OpenEdge, LLC As A Sole Source Provider For Gateway And Credit Card Processing Services For Municipal Court Extending The Term For An Additional Three Years, For A Total Renewal Amount of \$300,000.00, Increasing the Total Contract To An Amount Not To Exceed \$550,000.00.**

ORDINANCES

- *18. Consider An Ordinance of the City Council of the City of Carrollton, Texas, Authorizing the Issuance of “City of Carrollton, Texas, General Obligation Bonds, Series 2025”; Levying a Continuing Direct Annual Ad Valorem Tax for the Payment of Said Bonds; Resolving Other Matters Incident and Related to the Issuance, Sale, Payment, and Delivery of Said Bonds; Establishing Procedures for the Sale and Delivery of the Bonds; Delegating Matters Relating to the Sale and Issuance of the Bonds to Authorized City Representatives; and Providing for an Effective Date.**
- *19. Consider An Ordinance Of The City Council Of The City Of Carrollton, Texas, Amending Chapter 133 Of The City Of Carrollton Code Of Ordinances By Revising And Adding**

Definitions, Revising Prohibited Activities In Parks, Revising Restrictions On The Use Of Motor Vehicles Within Parks, Revising Restrictions Regarding Alcohol In Parks, Creating A Parks Permit Process, Creating A Historic Landmark and Designation Process, And Creating An Adaptive Sports Accessibility Program.

RESOLUTIONS

- *20. Consider A Resolution Accepting The Investment Officer’s Quarterly Report For Second Quarter Ended March 31, 2025.**
- *21. Consider A Resolution Authorizing The City Manager To Enter Into A Three-Year Contract Agreement With Southern Petroleum Laboratories, Inc. For Industrial Pretreatment Sampling And Analysis Services In An Amount Not To Exceed \$130,000.00 Annually, For A Total Amount Not To Exceed \$390,000.00.**

OTHER BUSINESS

- *22. Consider Funding Of Community Juneteenth Event.**

Consent Item 22 was withdrawn from consideration.

PUBLIC HEARING – INDIVIDUAL CONSIDERATION

- 23. 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.**

Loren Shapiro, Planning Manager, stated this is a request for a required special use permit to allow an electrical substation. He provided a location map reflecting the property location on the east side of Old Denton Road at King Arthur Boulevard, as well as a conceptual site plan and a landscaping plan. The location for the substation is on the southern portion of the property where Oncor has other facilities. He advised that notice was provided to the property owners within 200 feet of the site with eight response cards being received. He noted the location is adjacent to single family residential.

Mr. Shapiro advised that the landscaping plan includes an 8-foot masonry wall and noted that the equipment will be approximately 5-6 feet high. A gate will be installed in the wall for access. Some of the existing trees will be preserved and others will be added along Old Denton Road. A berm will be included on the west side. Mr. Shapiro stated that included in the stipulations is a requirement for Oncor to plat the property and identify dedicated right-of-way and easements for streets. In response to Councilmember Cline’s question, Mr. Shapiro stated that the new equipment will not be installed under any of the existing power lines. All of it will be south of the lines.

Mayor Babick asked if the applicant is present and would like to speak.

Ashton Miller with Oncor explained the need for the substation. He said that there are two other substations in the area that are almost at capacity. This additional substation will allow for increased growth in the area.

Councilmember Cline inquired whether any other notice was provided other than what was required within the 200-foot notice area. Mr. Miller responded that no other notice was provided by Oncor.

Mayor Babick opened the public hearing. There being no speakers, he closed the public hearing.

Mayor Pro Tem Fleming moved to approve Item 23; Councilmember Palomo seconded the motion. The motion was approved with a vote of 6-0. Councilmember Carpenter was absent.

- 24. 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.**

Loren Shapiro, Planning Manager, presented this item. He advised that the site is an existing building that the applicant wishes to expand by adding a canopy to service containers and a space for employee use. It will reduce the required front setback from 25 feet to 11 feet which is why the applicant requested Planned Development. He reviewed the plans and advised that staff is recommending approval. A location map and buffer (notice) area map was provided.

The applicant, Jaffer Khalfan, was present to answer questions on behalf of the owner, Fugifilm. Councilmember Palomo inquired about the 12 parking spaces that will be lost due to the proposed project. Mr. Khalfan responded that there are sufficient other parking spaces.

Mayor Babick opened the public hearing. There being no speakers, he closed the public hearing. He noted that three (3) cards in support were received.

Councilmember Cline moved to approve Item 24. Councilmember Watters seconded the motion. The motion was approved with a vote of 6-0. Councilmember Carpenter was absent.

- 25. 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 IV. Administrative Plat; Article V. Preliminary Plat; Article VI. Final Plat, Section B. General Provisions; Article VIII. Miscellaneous Plats And Abandonments; And Article XI. Construction And Improvements, Section F. Screening Walls. Case No. PLST 2025-004 Comprehensive Subdivision Ordinance Text Amendments.**

Michael McCauley, Senior Planner, presented this item. He advised this item is a city-initiated update to the Comprehensive Subdivision Ordinance. He added that amendments are routine and are done whenever necessary. Additionally, he stated that the Redevelopment Committee has reviewed this and supports the proposed amendments. The specific proposed amendments are related 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.

The Planning and Zoning Commission has reviewed this in March and recommended approval. There were no public comments received on this item.

Mayor Babick opened the public hearing. There being no speakers, he closed the public hearing.

Councilmember Palomo moved to approve Item 25; Deputy Mayor Pro Tem Axberg seconded the motion. The motion was approved with a vote of 6-0. Councilmember Carpenter was absent.

- 26. 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.**

Emily Offer, Senior Planner, presented this item. She advised this is a city-initiated request to amend the Comprehensive Zoning Ordinance. She provided an overview of the proposed changes. In summary, the changes include the following:

- Removed (HI) Heavy Industrial District
- Removed any mention of the (NS) Neighborhood Services District
- Removed TSP requirements for Drive-Through Windows
- Updated NAICs codes to reflect the 2022 NAICs iteration
- Revisions associated with organization and grammar

Ms. Offer advised that the Redevelopment Committee has reviewed this and supports the proposed amendments.

Councilmember Cline requested information on why tattoo parlors and permanent makeup parlors are grouped together in the proposed amendments. Ms. Offer responded that they are similar processes, and the state has both grouped under the same umbrella.

Councilmember Palomo asked if removal of HI (Heavy Industrial District) limits a company from coming to Carrollton. Ms. Offer responded that the uses listed in HI are moved to LI (Light Industrial) so it is still possible.

Mayor Babick opened the public hearing. There being no speakers, he closed the public hearing.

Mayor Pro Tem Fleming moved to approve Item 26; Councilmember Palacios seconded the motion. The motion was approved with a vote of 6-0. Councilmember Carpenter was absent.

PUBLIC FORUM

- 27. **Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.**

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Mayor Babick opened the public forum.

John Bowsher, 1617 Kirby Road: Spoke with information on the Masonic Lodge.

Maxwell Little, 1618 Carl Road, Irving: Spoke with concerns on DART operations.

Kavish Shah, 4551 Blackfoot Street: Spoke regarding BAPS Charities, and invited the Council to participate in a fundraiser walk on June 1st at 5 p.m. in Frisco, benefitting the American Legion.

Young Sung, 4321 Millsop Drive: Spoke with appreciation to doctors, staff and others at Carrollton Regional Medical for the care he was given during a recent medical event.

Mr. Vidovic, (no address given): Expressed his concerns regarding recent matters as they relate to him.

There being no other speakers, Mayor Babick closed the public forum.

ADJOURNMENT - Mayor Babick adjourned the meeting at 7:55 p.m.

ATTEST:


Chloe Sawatzky, City Secretary




Steve Babick, Mayor