

PLANNING DEPARTMENT  
CITY OF CARROLLTON  
DATE: 01/07/2025

SPECIAL USE PERMIT NO. 510  
DEVELOPMENT NAME: 4017 BLACK OAK  
DRIVE SHORT-TERM RENTAL

ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, AMENDING ITS COMPREHENSIVE ZONING ORDINANCE BY ESTABLISHING SPECIAL USE PERMIT NUMBER 510 PROVIDING FOR SHORT-TERM RENTAL ON AN APPROXIMATELY 0.17-ACRE LOT ZONED (SF-7/14) SINGLE-FAMILY RESIDENTIAL DISTRICT AND LOCATED AT 4017 BLACK OAK DRIVE; AMENDING THE OFFICIAL ZONING MAP; PROVIDING PENALTY, SEVERABILITY, REPEALER, AND SAVINGS CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

**WHEREAS**, at a public hearing held on the Fifth day of December 2024, the Planning & Zoning Commission considered and made recommendation on a certain request for a Special Use Permit (Case No. PLSUP 2024-167); and

**WHEREAS**, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

**WHEREAS**, the City Council conducted a public hearing on the Seventh day of January 2025, at which all persons were given an opportunity to present testimony; and

**WHEREAS**, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above-described property is located; and

**WHEREAS**, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare:

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Ordinance as if copied in their entirety.

Section 2.

Special Use Permit Number 510 is hereby established for a certain approximately 0.17-acre lot, located at 4017 Black Oak Drive, and being more generally depicted on Exhibit A, providing for the following:

I. Permitted Use

Short-Term Rental

II. Special Development Standards

Development shall be in accordance with the following special conditions, restrictions, and regulations:

11. The use will be in general conformance with the floor plan, as shown in Exhibits B.
12. The use shall comply with CZO Article XXI. Special Use Permits, subsection D.2,f.i. Short-Term Rental and Bed and Breakfast, which includes, but is not limited to, the following:
  - a. The use must be evidenced by association with a Booking Service, and the owner must provide proof of the collection and payment of State and local Hotel/Motel Occupancy Tax to the City upon request.
  - b. The parking must comply with Title IX, Chapter 97 of the Carrollton Code of Ordinances, relating to parking restrictions at a short-term rental. Parking is limited to off-street parking spaces.
  - c. The owner must secure a Lodging License before operating a short-term rental. The owner must comply with Title IX, Chapter 97 of the Carrollton Code of Ordinances and maintain the Lodging License to operate.
13. Per Title IX, Chapter 97, Sec 97.02 of the Carrollton Code of Ordinances, the property shall not be permanently occupied by the property owner.
14. Per Title IX, Chapter 96, Sec 96.06 of the Carrollton Code of Ordinances, the use is limited to allowing seven (7) individuals to stay at the short-term rental.
15. No more than four (4) guests can be unrelated.
16. A physical inspection of the property must be scheduled with Environmental Services.
17. The short-term rental is limited to four (4) bedrooms.
18. Individual rooms shall not be rented separately as a short-term rental.
19. No locks shall be on any bedroom doors.
20. In the event there is any inconsistency between the text of this ordinance and any conceptual plan, the text of this ordinance shall control.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

This ordinance shall be cumulative of all provisions of ordinances of the City of Carrollton, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 7.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 8.

This ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Seventh day of January, 2025.

CITY OF CARROLLTON

By: \_\_\_\_\_  
Steve Babick, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Sawatzky  
City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Albert Thomas  
Assistant City Attorney II

\_\_\_\_\_  
Loren Shapiro, AICP  
Senior Planner

# EXHIBIT A GENERAL DEPICTION



**EXHIBIT B  
FLOORPLAN**

4017 BLACK OAK DR, CARROLTON, TX

