



**Draft Minutes  
City of Carrollton  
Planning & Zoning Commission  
March 5, 2026**

**Briefing Session and Meeting**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, March 5, 2026 at 6:30 p.m. in the Council Chambers at City Hall, 1945 E. Jackson Rd., Carrollton, Texas.

**Commission Members Present:**

Scott Windrow, Chair  
Kathleen Foster  
Jim Doyle, 1st Vice Chair  
Al Overholt  
Rusty Pendleton, Vice Chair  
Terry Sullivan  
Dave Hermon  
Greg Kramer

**Commission Members Absent:**

Lou Sartor

**Alternate:**

No Alternates Present

**Staff Members Present:**

Loren Shapiro, Planning Manager  
Michael McCauley, Senior Planner  
Shad Roten, Planner  
Ed Green, Interim Director of Dev. Svcs.  
Joe Haefner, Asst. City Attorney  
Matthew Graham, Fire Marshal  
John Romberger, Transportation Engineer  
Lydia Tormos, Planning Technician

**Guests Present:**

Richard Fleming, Council Observer

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

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## **REGULAR MEETING – CALL TO ORDER: 6:30 p.m. - COUNCIL CHAMBERS**

Chair Windrow called the meeting to order at 6:30 p.m. He reviewed meeting procedures and 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.

### **PUBLIC HEARING**

5. Hold A Public Hearing To Consider An Ordinance **Amending The Text Of The Comprehensive Subdivision Ordinance (CSO)** To Amend, Add Or Delete Content, Including Amendments To Article III. Procedures For Plat Approval, Section A. Procedure, 4. And 5.; Article VI. Final Plat, Section B. General Provisions, 2. Procedure And 4. Content; Article VII. Replat, Section B. General Provisions, 4. Content, g.; And Article VIII. Miscellaneous Plats And Abandonments, Section E, Conveyance Plats, 1, 2, And 3. **Case No. PLST 2025-207 CSO Text Amendment – Utility Signatures.** Case Coordinator: Emily Offer.

Loren Shapiro, Planning Manager, presented this item. He advised this is a city-initiated item to modify the subdivision ordinance. He reviewed the proposed amendments as follows:

1. Revise procedures and content associated with utility company coordination and authorization of plat recordation;
2. Allow conveyance plats in combination with a Final Plat or Replat application;
3. Require a note on final plats and replats where a subdivision occurs with the intent of conveying one or more lots;
4. Minor modifications to homeowner agreement notes.

Mr. Shapiro presented the existing process for plat approval compared to the proposed process. He advised that the current regulations require a Utility Certificate Signature block for all plats. The proposed process will require applicants to provide an authorization letter from each of the servicing utility companies. With this change the Utility Certification Signature block will be removed from the plat.

Commissioner Doyle asked if the letters provided by the utility companies are as enforceable as the signature. Mr. Shapiro responded, yes, it does the same thing. He added that utility companies are already providing such letters of authorization for plats. This will eliminate the step of the applicant obtaining an actual signature and save time during the process.

Commissioner Kramer asked if there is a way to verify that all utility companies are viewing the same and final version of the plat document. Mr. Shapiro responded that yes, staff will submit the final version to each utility in advance so they have time to review the document prior to issuing an authorization letter.

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

- \* ***Commissioner Foster moved to close the public hearing and approve Case No. PLST 2025-207 CSO Text Amendment – Utility Signatures; second by Commissioner Pendleton. The motion was approved with a vote of 8-0, (Sator absent).***

Chair Windrow advised this item will go before the City Council on April 7, 2026.