



**Minutes**  
**City of Carrollton**  
**Planning & Zoning Commission**  
**November 7, 2024**  
**Briefing Session and Meeting**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 7, 2024 at 6:30 p.m. in the Council Chambers at City Hall.

**Commission Members Present:**

Scott Windrow, Chair  
Mark Yarbrough, 1<sup>st</sup> Vice Chair  
Willadean, Martin, Vice Chair  
Jim Doyle  
John Powell  
Al Overholt  
Kathleen Foster  
Dave Hermon

**Commission Members Absent:**

Greg Kramer

**Alternate:**

Rusty Pendleton

**Staff Members Present:**

Loren Shapiro, Planning Manager  
Ed Green, Plan Review Manager  
Emily Offer, Senior Planner  
Lydia Tormos, Planning Technician

Jonathan Wheat, Director of Engineering  
Darwin Ortega, Senior Code Enforcement Ofcr.  
John Romberger, Transportation Engineer  
Albert Thomas, Asst. City Attorney II  
Brett King, Director of Development Svcs.  
Jared Nations, Fire Chief (Prevention)

**Guests Present:**

Daisy Palomo, Council Observer

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

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**BRIEFING SESSION – 5:45 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.
- B. Oaths of Office were administered to new and returning Commissioners.

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

Chair Windrow called the meeting to order at 6:40 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 October 3, 2024 meeting minutes.
  2. Consider And Take Final Action On A **Conveyance Plat For NRP Jackson Road Addition** For An Approximately 17.39 -Acre Tract Located At The Southeast Corner of Jackson Road and North Interstate 35-East. **Case No. PLCVP 2024-155 NRP Jackson Road Addition.** Case Coordinator: Emily Offer.
  3. Consider A Recommendation Finding The Projected 10-Year Growth Rate To Be Consistent With The Updated Land Use Plan And The Updated Water And Wastewater Capital Improvements Plan To Be Consistent With The Updated Land Use Plan. Case Coordinator: Jonathan Wheat, Director of Engineering.
- \* *Commissioner Foster moved to approve Consent Agenda Items 1-3 with staff stipulations; second by Commissioner Martin. The motion was approved with a vote of 8-0 (Kramer absent).*

### PUBLIC HEARING:

4. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Amend A Special Use Permit To Allow The Extension Of An Existing Event Center and Reception Hall** On An Approximately 5.9221-Acre Tract Zoned (LI) Light Industrial And (O-2) Office And Located At 2424 Marsh Lane, Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2024-134 Dallas Palms Event Center.** Case Coordinator: Emily Offer.

Senior Planner Emily Offer advised the applicant has requested to continue this case until the December 5, 2024 P&Z meeting so that they may continue to revise the conceptual plan.

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

- \* *Commissioner Martin moved to keep the public hearing open and continue Case No. PLSUP 2024-134 Dallas Palms Event Center to the December 5, 2024 P&Z meeting; second by Commissioner Hermon. The motion was approved with a vote of 8-0, (Kramer absent).*
5. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow Short-Term Rental** On An Approximately 0.164-Acre Lot Zoned PD 063 For The (SF-7/14) Single-Family Residential District And Located At 1629 Palisades Drive; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2024-150 1629 Palisades Drive Short-Term Rental.** Case Coordinator: Emily Offer.

Senior Planner Emily Offer reviewed the location of the property proposed as a short-term rental. She advised the home has 1,344 square feet and 1,100 square feet of parking space, alley access is available and a floor plan was provided. She advised that a change is requested on Stipulation Number 4, changing the term “individuals” to “adults”. Staff is recommending approval with

stipulations.

Chair Windrow asked if the applicant is present and would like to speak. The applicant, Elad Daniel, 4018 Hockaday Dr., Dallas, explained his request. He said he has experience with short-term rentals.

Chair Windrow opened the public hearing.

The following spoke in opposition as follows:

Jason Tarvin 1625 Palisades Dr.

Marianne Allen, 1631 Palisades Dr.

Jill Simpson, 1632 Palisades Dr.

Daniel McCollister, 1624 Palisades Dr.

Sean Simpson, 1632 Palisades Dr. (also presented a petition with 8 names)

Mark Simpson, 1313 E. Branch Hollow Dr.-

The following did not wish to speak but submitted cards in opposition:

Walter & Belinda Cunningham, 1627 Palisades Dr.

Spoke in favor:

Clara Damti with GoldNest Properties, Management Company, 14140 Midway Rd., Dallas- Spoke about their company and the STR process.

Mr. Daniel addressed the homeowners concerns.

Commissioner Doyle inquired about marketing plans. The applicant stated the management company will advertise on various platforms; however, he expects the home to be largely used for families needing temporary housing through insurance companies.

Commissioner Powell asked Darwin Ortega, Senior Code Enforcement Officer with Environmental Services, if there is a limit on the number of days short-term rentals may be rented. Mr. Ortega responded the rentals must be at least one day and no more than 30 days.

Chair Windrow opened the floor for discussion or a motion.

- \* *Commissioner Powell moved to close the public hearing and approve Case No. PLSUP 2024-150 1629 Palisades Drive Short-Term Rental with revised staff stipulations; second by Commissioner Foster. The motion failed with a vote of 0-8, all Commissioners voted in opposition (Kramer absent).*

Commissioner Windrow stated that since the motion on this item failed, the applicant may make a written appeal within 10 days of this meeting to the City Council for reconsideration at the December 3, 2024 meeting.

6. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit For An Automobile Or Light Load Truck Sales (Used)** In An Approximately 13,115 Square Foot Lease Space Zoned (LI) Light Industrial District And Located At 2145 Chenault Drive, Suite 106; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2024-152 Wolfe Motors.** Case Coordinator: Michael McCauley.

Loren Shapiro, Planning Manager, presented this item. He provided a location map as well as front and rear elevations of the building proposed for auto sales. He added that the stipulations include indoor auto sales only and has ample space between vehicles. Staff is recommending approval.

Commissioner Martin clarified the stipulations with Mr. Shapiro who advised there were six (6) stipulations.

Chair Windrow asked if the applicant was present and wished to speak. The applicant was not present. Chair Windrow opened the public hearing. There being no speakers he opened the floor for comments or a motion from the Commissioners.

\* *Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2024-152 Wolfe Motors with staff stipulations; second by Commissioner Hermon. The motion was approved with a vote of 7-1, (Chair Windrow voted in opposition, Kramer absent).*

7. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Repeal Three Special Use Permits** Numbered 371 (2227 High Point Drive) For An Accessory Building In Excess of 600 Square Feet And 390 (1035 North IH-35E, Suite 200) For Automotive Mechanical And Electrical Repair And Maintenance And 099 (1035 North IH-35E) Mini-Warehouse With A Caretaker's Apartment; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2023-156 Repeal Of Three SUPs.** Case Coordinator: Emily Offer.

Senior Planner Emily Offer stated this is a city-initiated request. She advised that SUP #371 located at 2227 High Point Dr. was issued to allow a structure in excess of 600 square feet to be built. This use now no longer requires a SUP and therefore can be repealed. For SUP #390 and #099, neither of the uses exist on the properties, therefore the SUPs are no longer needed. Staff is recommending approval.

Commissioner Foster asked a clarifying question regarding SUP #371; Ms. Offer responded that in 2009 the size of the structure required a SUP.

Chair Windrow advised one comment card was received on this item. John Sutter, 2304 Watermill Cr. did not wish to speak but submitted a card in favor of this item. Chair Windrow opened the public hearing. There being no speakers he opened the floor for comments or a motion from the Commissioners.

\* *Commissioner Martin moved to close the public hearing and approve Case No. PLSUP 2023-156 Repeal of Three SUPs; second by Commissioner Yarbrough. The motion was approved with a vote of 8-0, (Kramer absent).*

8. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** On An Approximately 4.382-Acre Tract Zoned PD-07 For The (D) Duplex Residential District And Located At 2610 Lakehill Lane To Amend Planned Development District 07 To Change The Base Zoning To (MF-18) Multi-Family Residential District; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2024-159 Lakehill Crossing Rezoning.** Case Coordinator: Michael McCauley.

Loren Shapiro, Planning Manager, stated this is a city-initiated case. He advised this is to correct an error in zoning. He stated the property was originally zoned as multi-family but was changed to

duplex in 1971. The property is a single tract of land and has more than three housing units therefore, it should be zoned multi-family. The original concept plan will be included in the ordinance so that any future changes to the property will have to be approved by P&Z and City Council.

Mr. Shapiro advised that staff held a neighborhood meeting on October 21, 2024 for anyone interested in learning more about what the city's intentions were. Everyone residing on the property and those living within 200 feet were notified of the proposed zoning change and were invited to attend the meeting.

Mr. Shapiro stated that this is the first of two public hearings on this item and no action will be taken tonight. He requested the public hearing be kept open and continued until the next P&Z meeting scheduled for December 5, 2024.

Commissioner Overholt asked whether meeting minutes from the October 21 meeting were available. Mr. Shapiro stated none were recorded or created. He stated that some concerns were voiced at that meeting.

Commissioner Doyle asked whether there is any impact or tax implications to the owners. Mr. Shapiro responded no, only a zoning change.

Two cards in opposition were received from:  
Cecille Pearl, 2621 Lakehill Ln.  
Kari Gould, 2620 Lakehill Ln.

Mel Pearl, 2621 Lakehill Ln. spoke in opposition.

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

In response to Commissioner Doyle's question, Mr. Shapiro confirmed that any proposed future changes to the property would have to be approved by the P&Z and City Council.

Commissioner Martin's requested Mr. Shapiro to restate the circumstances regarding the zoning history on this property.

- \* ***Commissioner Hermon moved to keep the public hearing open on Case No. PLZ 2024-159 Lakehill Crossing Rezoning until the December 5, 2024 P&Z meeting; second by Commissioner Foster. The motion was approved by a vote of 8-0, (Kramer absent).***

#### **OTHER BUSINESS:**

- a. Staff Reports- Mr. Loren Shapiro, Planning Manager, reviewed Council's action on a prior P&Z item. He also stated that training is scheduled for December 5, 2024 meeting.

#### **ADJOURNMENT**

Chair Windrow adjourned the meeting at 7:40 pm.

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Loren Shapiro, Planning Manager

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Scott Windrow, Chair  
Planning and Zoning Commission