



**DRAFT Minutes  
City of Carrollton  
Planning & Zoning Commission  
December 4, 2025  
Briefing Session and Meeting**

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

**Commission Members Present:**

Scott Windrow, Chair  
Greg Kramer, Vice Chair  
Kathleen Foster, 1<sup>st</sup> Vice Chair  
Jim Doyle  
Al Overholt  
Dave Hermon  
Rusty Pendleton  
Terry Sullivan  
Lou Sartor

**Commission Members Absent:**

None

**Alternate:**

Neil Anson

**Staff Members Present:**

Loren Shapiro, Planning Manager  
Ed Green, Plan Review Manager  
Emily Offer, Senior Planner  
Shad Rhoten, AICP, Planner  
Lydia Tormos, Planning Technician  
Brett King, Dir. Development Svcs.

Herb Cavanaugh, Assistant Fire Marshal  
Tom Hammons, Transportation Engineer  
John Romberger, Transportation Engineer  
Ravi Shah, Exec. Dir. Development Svcs.  
Joe Haefner, Asst. City Attorney

**Guests Present:**

Richard Fleming, Council Observer

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

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## **PUBLIC HEARING:**

4. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** On An Approximately 33-Acre Tract Zoned PD-215 For The (SF-7/14) Single Family Residential District Located At 2205 East Hebron Parkway To Repeal and Replace Ordinance No. 3922 Reestablishing Planned Development 215; To Allow A Reduction In The Required Setback, And To Modify Conceptual Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-180 First United Methodist Church.** Case Coordinator: Emily Offer.

Senior Planner Emily Offer presented this item. She reviewed the location for PD 215, which is zoned single family. The applicant is requesting to have a zero side yard setback to enable a portion of the lot to be sold. She advised that currently there are two breezeways connecting two buildings. A conceptual site was presented. She noted that no new structures are being proposed. Staff is recommending approval with stipulations.

Nikelle Meade, 111 Congress Ave, Austin, Texas, stated she is representing the applicant. She advised that this approval would allow the two properties to be separated.

Chair Windrow opened the public hearing. There were no speakers. One card in opposition was submitted from Austin Denson, 4222 Arbor Creek Dr.

- \* *Commissioner Foster moved to close the public hearing and approve Case No. PLZ 2025-180 First United Methodist Church with stipulations; second by Commissioner Pendleton. The motion was approved with a vote of 9-0.*