



**DRAFT Minutes
City of Carrollton
Planning & Zoning Commission
November 6, 2025**

Briefing Session and Meeting

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 6, 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, 1st 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
Michael McCauley, Senior Planner
Emily Offer, Senior Planner
Lydia Tormos, Planning Technician
Cory Heiple, Director of Environmental Services
Shad Rhoten, Planner

Shannon Hicks, Asst. City Manager
Herb Cavanaugh, Fire Marshal
John Romberger, Transportation Engineer
Meredith Ladd, City Attorney
Joe Haefner, Asst. City Attorney
Edward Green, Plan Review Manager

Guests Present:

Mayor Steve Babick
Richard Fleming, Council Observer

PUBLIC HEARING

7. Hold A Public Hearing To Consider An Ordinance Of The City Of Carrollton, Texas **Amending Ordinance Number 1470, Otherwise Known As The Comprehensive Zoning Ordinance**, By Amending Article V. Use Of Land And Structures, Section C. Use Matrix, By Modifying The Zoning Districts Short-Term Rental And Bed And Breakfast Uses May Operate By Right Or By Special Use Permit (SUP) And Repealing Section D. Interim Prohibition On Short-Term Rental And Bed And Breakfast Uses; Repeal And Reserve Article XXI. Special Use Permits, Section D. Special Conditions, 2. Subsection f. Hotel and Transient Lodging; And Amending Definitions Relative To Short-Term Rentals And Bed And Breakfasts. **Case No. PLZT 2025-170 CZO Text Amendments – STR and B&B Zoning Amendments.** Case Coordinator: Loren Shapiro.

Loren Shapiro, Planning Manager, presented this item. He stated this is a Comprehensive Zoning Ordinance (CZO) text amendment regarding short-term rentals (STRs) and Bed and Breakfasts (B&Bs). He indicated that prior to 2022 there were no regulations for STRs; B&Bs required a special use permit. In December 2022 Council adopted initial regulations creating a process for STRs and B&Bs. In February 2023 Council amended the CZO requiring Special Use Permits (SUPs) for STRs. Mr. Shapiro indicated that regulations were adopted in response to the large number of STRs and B&Bs increasing in the community. Since then, there has been considerable issues voiced by Carrollton citizens regarding nuisances caused by STRs and B&Bs. Due residents' concerns, Council implemented a one-year interim prohibition on STRs, though if certain criteria were met, they were allowed. During the interim period, the City evaluated what it could do better to serve its residents and be responsive to their concerns.

Mr. Shapiro reviewed what the regulations were at the time of the interim prohibition. During the interim period, Council held work sessions on July 22, September 23, and October 14 to evaluate and discuss all aspects of STRs and B&Bs. On October 28, staff received directions from the City Council on how to move forward based on all the information received and in response to all the concerns that were raised.

The recommendations staff brought forward for consideration based on Council's direction are as follows:

1. Remove the interim prohibition section from Article V. Use of Land and Structures.
2. Adopt a Prospective Ban on STRs and B&Bs.
 - New STRs and B&Bs are prohibited.
 - Existing licensed, legal non-conforming STRs and B&Bs operating and in conformance with city codes may continue.
3. Amend Article XXI. Special Use Permits removing the section regulating SUPs for STRs and B&Bs.
4. Amend Article XXXIV. Definitions modifying terms and definitions.

Commissioner Doyle asked for clarification on No. 2. Mr. Shapiro responded that those that are licensed and existing (with documentation they were operating previously) may continue

to operate as a legal non-conforming use. The term “prospective ban” means that no more new STRs or B&Bs will be allowed in the future. Commissioner Doyle asked what the effective date of the ordinance would be. Mr. Shapiro responded, in December after Council formally adopts the ordinance.

Commissioner Foster inquired how many existing, licensed, legal non-conforming STRs and B&Bs operating in conformance with Carrollton codes currently. Director of Environmental Services Cory Heiple responded that there are approximately 60 that are not registered.

Chair Windrow opened the public hearing.

Spoke in favor:

Alberto Gomez, 1842 Castille Dr.

Spoke in opposition:

James Hogue, 1125 Lady Carol Ln., Lewisville

Vinh Le, 1804 Chamberlain

- * ***Commissioner Hermon moved to close the public hearing and approve Case No. PLZT 2025-170 CZO Text Amendments – STR and B&B Zoning Amendments; second by Commissioner Overholt. The motion was approved with a vote of 9-0.***