

**Excerpt from Draft Minutes  
Planning & Zoning Commission  
Meeting of August 7, 2025**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, August 7, 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  
John Powell  
Al Overholt  
Dave Hermon  
Willadean Martin

**Commission Members Absent:**

Mark Yarbrough

**Alternate:**

Rusty Pendleton

**Staff Members Present:**

Loren Shapiro, Planning Manager  
Emily Offer, Senior Planner  
Thomas Wood, Senior Plans Examiner  
Krista Pender, Manager, Environmental Quality  
Meredith Ladd, City Attorney

Cory Heiple, Dir. Environmental Services  
Herb Cavanaugh, Fire Marshal  
Joe Haefner, Assistant City Attorney  
John Romberger, Transportation Engineer  
Lydia Tormos, Planning Technician

**Guests Present:**

Richard Fleming, Council Observer

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

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**BRIEFING SESSION – 6:00 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.

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

Chair Windrow called the meeting to order at 6:33 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.

**PUBLIC HEARING**

1. Hold A Public Hearing To Consider An Ordinance Amending The Zoning g On A 2.35-Acre Tract Zoned (LR-2) Local Retail District And Located At 2763 East Trinity Mills Road To Establish A Planned Development District, To Allow A Development To Exceed The Maximum Forty-Percent Building Coverage and to utilize alternate screening materials, To Create Development Standards, And To Provide Conceptual Plans; Amending The Official Zoning Map Accordingly. **Case No. PLZ 2025-118 Carrollton Indoor Tennis Club.** Case Coordinator: Michael McCauley.

Loren Shapiro, Planning Manager, presented this item. He stated this request is to establish a Planned Development to allow for in-fill under five acres and to allow a greater building coverage than allowed by ordinance. He stated that the request is for a 46,000 square foot building on two acres of land, which equates to 45.8 percent coverage of the total acreage. The building would be used for six indoor tennis courts. There is sufficient parking planned as well as a screening wall along the west property line. A location/zoning map was provided that reflected existing trees along a drainage channel on the north that will be preserved in lieu of a screening wall. He noted that the drainage channel to the north itself is a separate lot. A conceptual site plan, landscape plan, and elevations were provided. Mr. Shapiro stated that public comments have been received reflecting drainage concerns, however, he noted that issue will be addressed though the city's storm water ordinance when construction documents are submitted to Building Inspection for review and permitting. He reminded Commissioners that the issue before them is only whether the zoning is appropriate for the proposed use to expand its maximum allowed 40-percent building coverage. He stated that staff is recommending approval.

Commissioner Doyle inquired about access to the site. Mr. Shapiro explained that there is an existing driveway from Trinity Mills and access through the properties along Marsh.

Chair Windrow asked if the applicant is present and would like to speak.

Applicant, Jason Chen, 2244 Degas Dr., Carrollton, described the property and explained his proposed plans for the site. He provided photos and stated that the requested increase to 45.8 percent lot coverage will not have a detrimental effect on the area.

Chair Windrow opened the public hearing.

Speaking in opposition:

Mike Boos, 2740 E. Wentwood Dr. requested a postponement due to contaminant concerns at the site.

Card submitted but not wishing to speak:

Brenda McKenney, 2737 Oak Trail: Opposed

Howard Wang (no address provided), in favor

Speaking in favor:

Marvin Reader, 3940 Indian Oaks Ln.

Mark Hodge, 2405 Grandview Dr., Richardson

Vito Nguyen, 1112 Apache Lake Dr.

Other speakers:

Chris Lembeke, 2736 E. Wentwood Dr. spoke both in favor and opposed (due to drainage concerns.)

Rodney Jackson, 2744 E. Wentwood Dr. said he had no issues with the type of business but was concerned about the drainage issue.

Commissioner Martin inquired what the hours of operation will be for the facility. The applicant responded that it has not been decided yet; he said possibly 6 a.m. to 12 a.m.

The applicant also responded to comments regarding drainage and contamination. He said that there is a 65-foot setback at the rear to accommodate drainage, and he advised that the contamination report he received from the seller stated there was no contamination.

Commissioner Doyle inquired whether the city has any information regarding possible contamination at the site. Cory Heiple, Environmental Services Director, stated the city has no reports of contamination and typically those are created during the environmental and civil review. He added that the Texas Commission on Environmental Quality (TCEQ) should have been notified if there was any contamination at the site. In response to Commissioner Foster's question, Mr. Heiple said that the property owner is not required to submit contamination reports to the city, only to TCEQ.

**\* Commissioner Martin moved to close the public hearing and approve Case No. PLZ-2025-118 Carrollton Indoor Tennis Club with stipulations; second by Commissioner Hermon. The motion failed with a tie vote as follows: (In favor: Overholt, Windrow, Martin and Hermon; Opposed: Foster, Kramer, Doyle and Powell; Yarbrough absent).**

Chair Windrow advised that the applicant has 10 days to make a written appeal to the City Council.