



**Minutes
City of Carrollton
Planning & Zoning Commission
December 7, 2023**

Briefing Session and Meeting

A Regular meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, December 7, 2023 at 6:30 p.m. in the Council Chambers at City Hall.

Commission Members Present:

Scott Windrow, Chair
John Powell, 1st Vice Chair
Willadean Martin
Kathryn Taylor
Greg Kramer
Al Overholt
Kathleen Foster

Commission Members Absent:

Mark Yarbrough
Jim Doyle, Vice Chair

Alternate:

Dave Hermon

Staff Members Present:

Loren Shapiro, Planning Manager
Michael McCauley, Senior Planner
Emily Offer, Planner
Herb Cavanaugh, Assistant Fire Chief

Albert Thomas, Asst. City Attorney
Ed Green, Plan Review Manager
John Romberger, Transportation
Lydia Tormos, Admin Support Specialist

Guests Present:

None

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

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

Chair Windrow called the meeting to order at 6:32 p.m.

CONSENT AGENDA:

Chair Windrow opened the floor for public comments. There were none and with no questions from the Commissioners, he opened the floor for a motion.

1. **MINUTES:** Approval of the November 2, 2023 meeting minutes.

2. Consider And Take Final Action On A **Replat Of Kim Park Addition, Lots 1, 2, & 3, Block A** For An Approximately 0.813-Acre Tract Located On The West Side Of North Denton Drive, West Of Cotton Street To Modify Property Lines For Lots 1-3, Block A. Case No. **PLRP 2023-111 Kim Park Addition, Lots 1R, 2R, & 3R, Block A**. Case Coordinator: Emily Offer.
- * *Commissioner Foster moved to approve the Consent Agenda; second by Commissioner Powell. The motion was approved with a unanimous 7-0 vote (Yarbrough and Doyle absent)*

PUBLIC HEARING:

3. 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) With Outdoor Vehicle Inventory Displayed On An Approximately 0.5-Acre Tract Zoned (LI) Light Industrial District And Located At 1206 Tappan Circle And Approximately 210 Feet East Of Upfield Drive; Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2023-110 Used Auto Sales Online**. Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, advised this request is for a Special Use Permit for a used auto dealer with inside and outside display of vehicles for sale. He provided photos of the exterior of the building as well as the surrounding area. He advised that currently the site is a car wash and vehicle detailing business, which are allowed uses in the LI district.

Mr. McCauley stated that staff is recommending denial of the request, stating that the use of outdoor auto sales is not appropriate for this site and will be visible from Fourth Street when it is expanded. He added however that if the Commission chooses to approve it, stipulations regarding the outdoor display of vehicle inventory and/or the screening are recommended for inclusion. Additionally, Mr. McCauley advised that in the Commissioners' packet it had been presented that no public comments had been received, however since that time one letter was received and it has been provided to the Commissioners.

Commissioner Overholt asked Mr. McCauley about the public comment letter, saying that the referenced photos were not attached. Mr. McCauley stated that he was unable to upload the photos.

Chair Windrow asked if there was an applicant present who would like to speak.

The applicant, Sylvia Condado, 1206 Tappen Circle, was present for questions. She stated that this is a family-owned business, and they advertise vehicles for sale primarily online. Ms. Condado also stated that any vehicles parked outside will be behind a gated fence which will be upgraded to a solid, non-transparent material. She added that if the Commissioners approve her request with indoor sales only, they are prepared to do that.

Commissioner Foster inquired whether any repair work will be done at this location. The applicant said no, only car wash and detail work will be done on site. All mechanical repair work will be done at 1411 Westway Circle. She also inquired whether this would be considered a "cash" car lot. The applicant responded no, purchasers will need to have financing arrangements.

Commissioner Martin asked Mr. McCauley to clarify the stipulations he referenced earlier, and also about a street that will be constructed behind the property as mentioned by the applicant. Mr. McCauley showed an aerial map and reviewed the proposed alignment of Fourth Street.

Chair Windrow confirmed with Mr. McCauley that as submitted, staff does not support the request.

Chair Windrow opened the public hearing. He advised that one public comment card was received in opposition from Stanford Friend who was also present to speak.

Stanford Friend, 411 Rolling Hills Circle, Coppell, Texas, spoke in opposition stating he owns several properties in the area, including one next door. He expressed concerns about the possibility of visitors to the business using his property for parking.

Commissioner Overholt asked Mr. McCauley why staff is opposed to approving this item, adding that if the vehicles are stored behind a fence there should be no security issue. Mr. McCauley explained that the public may still be able to see the vehicles from the roadway. If the Commissioners choose to approve this with outside auto sales, then staff is recommending stipulations that are outlined in their report. Those include the addition of a masonry or wood fence to screen the vehicles. Another option would be to approve indoor auto sales only.

Commissioner Taylor asked whether there is enough unloading space on the property for new vehicles to be delivered. Mr. McCauley provided a photo of the front drive of the property.

Commissioner Kramer asked how the neighbor's concern about people parking on his property next door will be addressed. Mr. McCauley advised there is already a fence between the properties, and police or code enforcement could be contacted.

Commissioner Overholt and Chair Windrow spoke in favor of approving this item with indoor sales only.

Chair Windrow closed the public hearing and opened the floor for discussion or a motion.

**** Commissioner Martin moved to close the public hearing and approve Case No. PLSUP 2023-110 Used Auto Sales Online with a change that Stipulation 1 would include indoor display only; Stipulations 2 a. and b. to be removed entirely; second by Commissioner Kramer. The motion was approved with a unanimous 7-0 vote (Yarbrough and Doyle absent)***

Chair Windrow advised this case will be forwarded for Council consideration on January 9, 2024.

4. Hold A Public Hearing To Consider An Ordinance **Amending The Zoning** On An Approximately 5.66-Acre Tract Zoned PD-122 For The (O-4) Office And (LR-1) Local Retail Districts And Located At 1800 Golden Trail Court, To Amend PD-122 For A Private School To Revise Conceptual Plans And Modify The Development Standards; Amending The Official

Zoning Map Accordingly. **Case No. PLZ 2023-115 Wisdom Academy.** Case Coordinator: Michael McCauley.

Michael McCauley advised this item is to amend the current PD to allow a private school as a use. He reviewed the location and stated that the existing building was previously a building for a mortgage company. He provided a conceptual site plan, landscape plan, and elevations. He noted that a detached storm shelter will be added to the site as required. The number of students at the school would not exceed 285 and a traffic impact analysis has been submitted.

Mr. McCauley advised that typically a Special Use Permit (SUP) is required for a private school, but because there is a Planned Development on the property, it is more reasonable to amend the PD instead of amending the PD to change its use along with its conceptual plans and then applying for a SUP concurrently for the private school.

Mr. McCauley further stated that the proposed gate will remain open during operating hours, but the gate across the fire lane may be closed during operating hours provided it is equipped with an approved Fire Department access, such as an Opticom.

Mr. McCauley stated that staff is recommending approval with the stipulation that the perimeter fencing shall be decorative wrought iron fencing and the existing mature vegetation shall remain. He noted that the plans will be updated with correct information regarding the perimeter fencing material along the western perimeter (currently states masonry) prior to Council action.

Commissioner Martin requested clarification about where the gate is located and the existing vegetation. Mr. McCauley identified the gate location on the plans and added that the existing vegetation provides screening along the western (rear) property line.

Commissioner Foster inquired about the maximum number of students. Transportation Engineer John Romberger advised that the school provided the 285-student number and it was used to develop the Transportation Impact Analysis. He added that due to anticipated increased traffic in the area, the school has recommended staggering start and end times.

Commissioner Kramer inquired whether there will be any buses dropping off or picking up students. The question was referred to the applicant.

Commissioner Overholt inquired about the traffic and the fact that a traffic signal is not planned to be added at Josey Lane. The Transportation Engineer responded that it is possible to add a signal light, but it would be within 500 feet of existing traffic lights in either direction. He added that drivers who desire to go north on Josey Lane could be expected to go south first then make a U-turn.

Commissioner Taylor asked whether there is sufficient parking on site. Mr. McCauley responded that there is.

Commissioner Martin asked for an explanation on “off-street parking.” Mr. McCauley read the definition.

Chair Windrow asked if there was an applicant present who would like to speak. The applicant was represented by Luke Franz, 2323 Ross Avenue, Dallas, Texas. He advised that this building is a former financial office building. In response to Commissioner Kramer's question, he advised there are no plans for any bus delivery or pickup. He noted that the 285-maximum number of students is not expected in the beginning but possibly in the future.

Chair Windrow opened the public hearing and noted they received one public comment in opposition.

The following were present and in favor of the request but did not wish to speak:

Faisal Rajani, 1212 Apache Lake Dr., Carrollton
Alma Zana, 4520 Holland Ave., Dallas
Derek Sweeney, 1801 Gateway Blvd., Richardson
Muhammad Asad, 4532 Illinois St., Carrollton
Andrew Level, 5000 Quorum Dr., Dallas
Linda Profio, 4201 Marsh Ln., Carrollton
Luke Franz, 2323 Ross Ave., Dallas

He closed the public hearing and opened the floor for discussion or a motion.

** Commissioner Powell moved to close the public hearing and approve Case No. PLZ 2023-115 Wisdom Academy with the added Stipulation that the fencing shall be decorative wrought iron; second by Commissioner Foster. The motion was approved with a unanimous 7-0 vote (Yarbrough and Doyle absent)*

Chair Windrow advised this case will be forwarded for Council consideration on January 9, 2024.

OTHER BUSINESS:

- a. Discuss Changing the Meeting Date for the July 4, 2024 Meeting to Wednesday, June 26, 2024- Commission consensus was to change the meeting date as recommended.
- b. Staff Reports- Planning Manager Lauren Shapiro updated the Commission on six items that went before the City Council at their last meeting. All were unanimously approved.

ADJOURNMENT

Chair Windrow adjourned the meeting at 7:43 p.m.

Loren Shapiro, Planning Manager

Scott Windrow, Chair
Planning and Zoning Commission