



**Minutes  
City of Carrollton  
Planning & Zoning Commission  
June 26, 2024**

**Briefing Session and Meeting**

A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, June 26, 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  
Jim Doyle  
Greg Kramer  
Al Overholt  
Kathleen Foster  
Dave Hermon

**Commission Members Absent:**

Willadean Martin, Vice Chair  
John Powell

**Staff Members Present:**

Loren Shapiro, Planning Manager  
Mike McCauley, Senior Planner  
Emily Offer, Planner  
Ed Green, Plan Review Manager  
Lydia Tormos, Admin Support Specialist

Herb Cavanaugh, Fire Marshall  
Jared Nations, Capt. Fire Prevention  
Tom Hammonds, Transportation  
Albert Thomas, Asst. City Attorney

**Guests Present:**

None

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

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**BRIEFING SESSION – 6:00 p.m. - COUNCIL BRIEFING ROOM**

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 6:34 pm. 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.

Chair Windrow advised that Item 2 was being pulled from the Consent Agenda for individual consideration.

## CONSENT AGENDA:

1. **MINUTES:** Approval of the June 2, 2024 meeting minutes.
3. Consider And Take Final Action On A **Replat Of Frankford/ Old Denton Addition, Lots 1-3, Block A** For An Approximately 14.732-Acre Tract Located At The East Side of Old Denton Road, Approximately 250 Feet South Of East Frankford Road To Modify And Dedicate Easements And Dedicate Right-Of-Way. **Case No. PLRP 2024-058 Frankford/ Old Denton Addition, Lot 1R-3R, Block A.** Case Coordinator: Emily Offer.
4. Consider And Take Final Action On A **Replat Of Graham Addition Lots 2R-1, 3R & 4R, Block 1**, For An Approximately 2.88-Acre Tract Located In The Vicinity Of The Northwest Corner Of Josey Lane And Parker Road (FM 544), Further Subdividing Two Lots Into Three Lots, To Abandon And Dedicate Easements. **Case No. PLRP 2024-073 Graham Addition, Lots 2R-2, 3R-2 and 5, Block 1.** Case Coordinator: Michael McCauley.

Chair Windrow opened the floor for a motion.

- \* *Commissioner Foster moved to approve Consent Agenda Items 1, 3 and 4 with stipulations, and finds that for Item 3, the public right-of-way dedication is necessary and proportionate to the proposed development. Commissioner Doyle seconded the motion. The motion was approved with a 7-0 vote (Martin and Powell absent).*

## PULLED FOR INDIVIDUAL CONSIDERATION:

2. Consider And Take Final Action On A **Preliminary Plat** For IBP 190 For An Approximately 54.502-Acre Tract Located At The Northwest Corner Of The George Bush Turnpike And Midway Road. **Case No. PLPP 2021 (2024)-072 IBP 190, Lots 1-13, Block 1.** Case Coordinator: Emily Offer.

*{Note: The case number for Consent Item 2 was posted on the agenda as Case No. PLPP 2021-072 IBP 190, Lots 1-13, Block 1. The correct case number is: PLPP 2024-072 IBP 190, Lots 1-13, Block 1.}*

Commissioner Overholt asked about access for police and fire, specifically as it relates to the space between lots 9 and 13 and the parking garage. Emily Offer, Planner, responded that the site plan shows a private street and that there is mutual access on those lots.

With no further discussion, Chair Windrow asked if the Commissioners had any further questions or a motion.

- \* *Commissioner Doyle moved to approve Item 2, Case No. PLPP 2024-072 IBP 190, Lots 1-13, Block 1, with staff stipulations. Commissioner Hermon seconded the motion. The motion was approved with a 7-0 vote (Martin and Powell absent).*

## **PUBLIC HEARING:**

5. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To Hold A Public Hearing To **Amend SUP-312 To Allow An Automobile, Motor Vehicle, Heavy Load Truck And Watercraft Paint And Body Shop (Vehicle Wrap, Window Tint, And Window Replacement)** In An Approximately 2,000 Square Foot Space Zoned (LR-2) Local Retail District And Located At 3609 North Josey Lane: Amending The Official Zoning Map Accordingly. **Case No. PLSUP 2024-071 Neu Tint Auto Glass.** Case Coordinator: Michael McCauley.

Michael McCauley, Senior Planner, presented this item. He advised that the current SUP-312 allows car alarms and audio equipment installations, and the business is no longer operating at this location. He stated the applicant is requesting to allow a vehicle wrap, window repair and window tint use. This use in the CZO falls under vehicle paint and body shop. He noted that the building space is currently unoccupied. A zoning locator map was reviewed. Mr. McCauley added that one comment card in opposition was received. He also stated that staff is recommending denial due to the use not being compatible to other surrounding uses and its proximity to single-family residential. If approved, however, staff recommends the motion includes the stipulations outline in the staff report, which includes the prohibition of paint and bodywork.

Commissioner Foster asked whether the next tenant could possibly do body shop work. Mr. McCauley responded “no.”

Commissioner Overholt commented that Stipulation 2 states no body shop work and Stipulation 3 states all work shall be done indoors. Mr. McCauley confirmed there will be no body shop or outdoor work.

Commissioner Doyle asked whether the previous SUP still applies since this request is to “amend SUP-312.” Mr. McCauley responded that the SUP number remains the same but the allowed usage changes. The current use for alarm and audio installation would be removed.

Commissioner Kramer asked how the enforcement would occur if paint and body work were to occur. Mr. McCauley stated that the Certificate of Occupancy would not allow it and the Code Enforcement Department would enforce it.

Chair Windrow asked if there was an applicant present who would like to speak. The applicant’s representative did not attend the meeting, and the proposed business owner could not communicate due to a language barrier. Mr. McCauley advised that because the applicant, who is also the proposed business owner’s translator, is not present, and if the Commission chooses, the item could be continued to the next meeting date.

Chair Windrow opened the public hearing. There were no speakers and with no questions from the Commissioners, he opened the floor for a motion. He reviewed the one comment card in opposition received.

\* *Commissioner Doyle moved to keep the public hearing open on Case No. PLSUP 2024-071 Neu Tint Auto Glass and continue this item to the August 1, 2024, Planning and Zoning Commission meeting. Commissioner Kramer seconded the motion. The motion was approved with a 7-0 vote (Martin and Powell absent).*

6. Hold A Public Hearing To Consider An Ordinance Amending The Zoning To **Establish A Special Use Permit To Allow A Communications Tower, Freestanding (Excluding Antennas Or Support Structures For Amateur Radio Communications) On An Approximately 21.08-Acre Tract Zoned PD-005 For The (LR-2) Local Retail District And Located 1213 E Trinity Mills Road And Approximately 850 Feet East of E. Trinity Mills Road and Old Denton Road; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2024-074 Walmart Monopole.** Case Coordinator: Emily Offer.

Emily Offer, Planner, explained that this request is to allow a communication tower to be built on the north side of the Walmart property. She advised that a multi-family development is located to the north of the proposed site, approximately 300 feet away. A zoning map was provided. A conceptual site plan was reviewed and it was noted there is a buffer of trees that will screen the site on the north side. The height of the tower will be 150 feet with an 8-foot masonry wall surrounding it. A wrought iron anti-climb device will be at the top of the masonry wall. Staff is recommending approval with stipulations. No public comment cards were received.

Commissioner Doyle inquired what regulates the height of such towers. Ms. Offer stated that the city's zoning ordinance states that the height of communications towers may be a maximum height of one-half the distance (measured in feet) to the nearest residential property. In this case, the multi-family unit is 300 feet away from the site for the 150 feet pole. Zoning change signage was placed along Trinity Mills.

Commissioner Overholt asked whether the residents in the multi-family unit were notified of the zoning change. Ms. Offer advised that the property owner of the multi-family unit was notified; but staff is not required to notify the individual occupants of the multi-family unit.

Commissioner Kramer requested clarification as to the 200 feet notification requirement as it relates to the 300-foot distance requirement for the pole. Ms. Offer stated that state law requires notification to property owners within 200 feet of a zoning change and the 300 feet distance away from the residential area is the 2:1 fall radius for a 150 feet tall tower. Mr. McCauley repeated what Ms. Offer had explained and Planning Manager Loren Shapiro added that these are two separate regulations.

Chair Windrow asked if the applicant would like to speak. Tony Dawson, 11619 Bristol Chase, Tampa, FL of KCI Technologies was present to represent the applicant, SBA Communications. He reviewed the tower location, stating it is needed for better communications coverage in that area. The first tenant to lease a place for an antenna on the pole will be T-Mobile. Others may lease space on it in the future. He clarified that his company builds towers for power developers who then lease space to communications carriers.

Commissioner Overholt asked Mr. Dawson whether the added antennas will increase the height of the pole beyond 150 feet. Mr. Dawson stated no, they will only be placed below the height of the pole.

Chair Windrow opened the public hearing. There being no speakers he asked if the Commissioners had any questions or a motion.

- \* ***Commissioner Foster moved to close the public hearing and approve Case No. PLSUP 2024-074 Walmart Monopole with staff stipulations. Commissioner Doyle seconded the motion. The motion was approved with a 7-0 vote (Martin and Powell absent).***

7. Hold A Public Hearing To Consider An Ordinance **Amending Special Use Permit Number 159** To Allow For A Child Day Care Center On An Approximately 9.4-Acre Tract Zoned (LI) Light Industrial District And Located On The South Side Of Belt Line Road Approximately 515 Feet East Of Luna Road, Increasing The Number Of Children, Modifying Development Standards, And Revising Concept Plans; Amending The Official Zoning Map Accordingly. **Case No. PLSUP2024-046 Semihan Learning.** Case Coordinator: Loren Shapiro

Loren Shapiro, Planning Manager, stated this is a request to amend a Special Use Permit to allow a childcare center to increase its number of children from 130 to 310. A zoning map and conceptual site plan were reviewed. Mr. Shapiro said that a Traffic Impact Analysis was submitted in regard to parking and circulation. It recommended that traffic be controlled by allowing access on the west side and exiting on the east side of the property. Other changes being requested for the SUP include adding an open space/athletic field and eliminating a row of parking and replacing it with a sidewalk. He clarified that 310 children would be allowed, and 62 parking spaces required. Of those 62 spaces, 31 spaces are required to be adjacent to a sidewalk. He noted that the Center is providing 47 spaces adjacent to sidewalks so that children accessing the building do not have to cross driveways. There are 609 total parking spaces on site. Mr. Shapiro stated that the hours of operation are different from those of the church and child drop-off times are staggered. A landscape plan was also reviewed. Staff is recommending approval.

Chair Windrow asked if there was an applicant present who would like to speak. Mr. Herbert Gears, 555 Promenade Pkwy., Irving, Texas representing Semihan Church was available for questions. He thanked city staff for their service.

Chair Windrow opened the public hearing. There being no speakers he asked if the Commissioners had any questions or a motion.

- \* ***Commissioner Doyle moved to approve Case No. PLSUP2024-046 Semihan Learning with staff stipulations, including an additional stipulation that the number of children may be no more than 310. Commissioner Foster seconded the motion. The motion was approved with a 7-0 vote (Martin and Powell absent).***

**OTHER BUSINESS:**

a. Staff Reports

Loren Shapiro, reminded the Commissioners that this meeting is being held today due to the July meeting date being on July 4<sup>th</sup>, a holiday. The next meeting of the Commission will be August 1, 2024.

**ADJOURNMENT**

Chair Windrow adjourned the meeting at 7:34 pm.

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Loren Shapiro, Planning Manager

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Scott Windrow, Chair  
Planning and Zoning Commission