



**City of Keller**  
**Planning & Zoning Commission**  
**Meeting Minutes**

Keller Town Hall  
1100 Bear Creek Parkway  
Keller, TX 76248  
817-743-4000  
www.cityofkeller.com

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**Tuesday, March 28, 2023**

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**PRE-MEETING BRIEFING 6:15 P.M.**

**A. CALL TO ORDER - Chairperson Paul Alvarado**

Chairperson Alvarado called the meeting to order at 6:15 p.m.

The following Commission Members were present:

Paul Alvarado, Chairperson  
John Baker, Vice-Chairperson  
Greg Will  
Erin Pfarner  
Leslie Sagar  
Erik Leist  
Ross Brensinger

The following Commission Members were absent:

Vern Stansell  
GiGi Gupta

Staff present included Community Development Director (CDD) Julie Smith; Assistant Community Development Director (ACDD) Sarah Hensley; Planner I Amber Washington; and Planning Technician Carlos Gutierrez.

**B. ADMINISTRATIVE COMMENTS**

1. Briefing regarding City Council Action on March 21, 2023.

ACDD Hensley gave a recap of the March 21, 2023 City Council meeting. A Specific Use Permit (SUP) for the relocation of the Stepping Stones Foundation on 131 Taylor Street, for the sale of used goods and merchandise, was approved unanimously. An SUP for 1013 Hillview for a carport was denied. Zoning Change from commercial to light industrial for 1661 South Main was also denied. The UDC Amendment for the SUP process clarifying SUP language was approved with no modifications from the Council.

Commission was reminded of the Boards and Commissions Event for the date of April 20, 2023.

CDD Smith relayed City Council approval for Planning and Zoning Commission shirts.

## C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: ACDD Hensley gave background on the Cornelius Addition PSE. Because the Preliminary Site Evaluation meets code, the Commission has no option but to approve the PSE for the Cornelius Addition on Mount Gilead Road.

E-1: Planning and Zoning Commission meeting minutes.

Chairperson Alvarado asked the Commission to submit comments and questions regarding minutes by Monday if possible. He then opened discussion to the rest of Commission.

Commissioner Sagar stated that statements made in previous meetings were not conveyed in the minutes. She stated that, historically, comments on minutes were made during Commission meetings. Chairperson Alvarado stated that minutes are not meant to be comprehensive.

Commissioner Brensinger stated that minutes should be a document of decisions made; nothing else is required by law.

CDD Smith stated that minutes should convey the reason for the decisions made by the Commission. She suggested to the Commission that they can email minutes comments to other Commissioners if the comment is about them. Smith stated that Planning and Zoning Staff are not able to make minutes changes the day of the meeting.

CDD Smith requested that minutes be tabled to the following Planning and Zoning meeting if minute changes are made the day of the meeting. Commissioner Leist agreed. Commissioner Sagar stated that any Commissioner that requests to speak during regular meetings should be given the opportunity to do so before a Commissioner makes a motion.

Chairperson Alvarado apologized to Commissioner Brensinger for missing his request to speak in a previous meeting. He stated that he takes requests to speak and requests to motion in the same order that they come. Commissioner Will stated that Chairperson Alvarado's system is the correct way to avoid filibuster.

Commissioner Sagar stated that a Commissioner could have a new talking point they want to address after a motion has been made, that cannot be made at that time.

Vice-Chairperson Baker stated that a Commissioner can make a motion at any time during the discussion on the agenda item before the Commission. That motion should be seconded and discussion asked for by the chair. After a thorough discussion, the motion is then voted on.

Chairperson Alvarado stated his intention to be more attentive to request to speak in the future. Commissioner Pfarner brought up her experience with request to speak through virtual Zoom attendance. Vice-Chairperson Baker stated that the request to speak can be easily missed and encouraged Commissioners to use Point of Order to make their intent to speak known.

Chairperson Alvarado stated that Planning and Zoning meetings are handled following the policy outlined by City Council, and any changes to the process would contradict that.

Commissioner Brensinger stated that it would be clearer if all Commissioners that wanted

to speak did so and then a motion was made. Commissioner Sagar stated that out of courtesy, no Commissioner should make a motion when it is clear another Commissioner wants to speak.

Chairperson Alvarado suggested that a motion be made during the regular meeting to table the minutes until April 11, 2023. Commissioner Sagar agreed.

ACDD Hensley clarified that Commission comments be sent to her. She asked to establish a deadline for Monday at noon. CDD Smith stated that comments made after that deadline would require minutes to be tabled to the next meeting, per Staff request.

CDD Smith and ACDD Hensley noted that the Planning Technician position has been filled.

#### **D. WORK SESSION**

1. Zoning 101 Part 2.

CDD Smith gave the Commission the option to address Zoning 101 Part 2 after the regular meeting adjourned or to reschedule to a later meeting.

#### **E. ADJOURN**

Chairperson Alvarado adjourned the pre-meeting at 6:56 p.m.

### **REGULAR MEETING 7:00 P.M.**

#### **A. CALL TO ORDER – Chairperson Paul Alvarado**

#### **B. PLEDGES TO THE FLAGS**

#### **C. PERSONS TO BE HEARD**

This is a time for the public to address the Commission on any subject. However, the Texas Open Meetings Act prohibits the Commission from discussing issues which the public has not been given seventy-two (72) hours' notice. Issues raised may be referred to City Staff for research and possible future action. Each speaker will be allowed three (3) minutes to speak.

No public comments given.

#### **D. OLD BUSINESS**

1. [Consider approving a Preliminary Site Evaluation for Cornelius Addition consisting of three residential lots and one open space lot being approximately 4.51 acres, located approximately 775 feet southeast of the intersection of Mount Gilead Road and North Main Street \(HWY 377\), situated on the south side of Mount Gilead Road, zoned Single-Family 36,000 square-foot lot sizes or greater \(SF-36\) and addressed as 156 Mount Gilead Road. Brent Cornelius, Owner/Applicant/Developer. Eagle Surveying, Surveyor. \(PSE-23-0001\)](#)

ACDD Hensley gave presentation on item D-1. The Preliminary Site Evaluation meets the requirements of the Unified Development Code.

No comments received.

A motion was made by Commissioner Erik Leist, seconded by Commissioner Leslie Sagar, to approving Item D-1. The motion carried unanimously.

**E. NEW BUSINESS**

1. [Consider the minutes of the March 14, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Leslie Sagar, seconded by Commissioner Gregory Will, to table the minutes of the March 14, 2023 Planning and Zoning Commission Meeting to April 11, 2023. The motion carried unanimously.

**F. ADJOURN**

Chairperson Alvarado adjourned the meeting at 7:06 p.m.

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Chairperson

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Staff Liaison