



**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, May 27, 2025

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**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE REGULAR MEETING**  
**6:00 P.M.**

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

**B. WORK SESSION**

1. [Capital Improvements Advisory Committee Member Orientation.](#)

**C. CONSENT**

1. [Consider approval of the minutes of the Capital Improvements Advisory Committee meeting on October 22, 2024.](#)
2. [Accept the Bi-Annual Impact Fee Progress Report as of September 30, 2024.](#)
3. [Accept the Bi-Annual Impact Fee Progress Report as of March 31, 2025.](#)

**D. ADJOURN**

The minutes and Bi-Annual Fee Progress Reports will be addressed at a later meeting of the Capital Improvements Advisory Committee.

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

Following the Capital Improvements Advisory Committee, Chairman Alvarado called the pre-meeting to order at 6:36 p.m.

The following Commission Members were present:

Paul Alvarado, Chairman  
John Baker, Vice-Chairman  
Erin Pfarner  
Bill Schlegel  
Ross Brensinger  
Deborah Johnson  
Michelle Sandoval Cabanas

The following Commission Members were absent:

Erik Leist  
John Scott

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Bartee; Planner II Alexis Russell; Planner I Calvin Eddleman; Planner I Ethan Flanders and Planning Technician Kaleena Stevens.

## **B. ADMINISTRATIVE COMMENTS**

1. [Briefing regarding City Council action on May 6 and May 20, 2025.](#)

CDD Hensley gave a brief recap of the May 6 and May 20, 2025 City Council meetings.

## **C. DISCUSS AND REVIEW AGENDA ITEMS**

Item E-1: Planner Eddleman gave brief background on the Specific Use Permit (SUP) request for 460 Keller Smithfield Rd.

Item E-2: Planner Russell gave brief background on the SUP request for 1411 Keller Pkwy, Suite 700.

Item E-3: CDD Hensley gave brief background on the zoning change request for Landscape Systems, at 1863 Keller Pkwy, 1823 Keller Pkwy, 1850 Pearson Crossing, 1908 Pearson Crossing and 1816 Johnson Rd.

Item E-4: CDD Hensley gave brief background on the Future Land Use Plan (FLUP) amendment request for Landscape Systems, at 1863 Keller Pkwy, 1823 Keller Pkwy, 1850 Pearson Crossing, 1908 Pearson Crossing and 1816 Johnson Rd.

Item E-5: CDD Hensley gave brief background on the Site Plan with variance requests for two separate lots for FLEXD, at 150 Bear Creek Pkwy.

Item E-6: CDD Hensley gave brief background on the Site Plan with variance requests for 200 Keller Pkwy

Item E-7: CDD Hensley gave brief background on the Unified Development Code (UDC) variance request for a monument sign at 200 Keller Pkwy. There was a discussion surrounding other monument signs in the nearby vicinity, particularly in Old Town Keller (OTK).

Item E-8: Planner Russell gave brief background on the Site Plan request for 116 Taylor St. There was a discussion surrounding the business model and the availability of public parking.

## **D. ADJOURN**

Chairman Alvarado adjourned the pre-meeting at 6:55 p.m.

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

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

Chairman Alvarado called the meeting to order at 7:07 p.m.

## B. PLEDGES TO THE FLAGS

1. Pledge to the United States Flag
2. Pledge to the Texas Flag - "Honor the Texas Flag: I pledge allegiance to Thee, Texas, one State under God, one and indivisible."

## 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.

Chairman Alvarado invited the public to speak on any topic. No member of the public came forward to speak.

## D. CONSENT

1. [Consider the minutes of the April 22, 2025 Planning and Zoning Commission Meeting.](#)

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Bill Schlegel, to approve the minutes of the April 22, 2025 Planning and Zoning Commission Meeting. The motion carried unanimously.**

## E. NEW BUSINESS

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an 1,195 square-foot addition to an existing 1,800 square-foot accessory structure, on five acres, located on the west side of Keller Smithfield Road South, approximately 300 feet south from the intersection of Keller Smithfield Road and Bear Creek Parkway, legally described as Lot 1, Block 1 of the Kidd subdivision, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 460 Keller Smithfield Road. Rob Wilson, Applicant. Josh Hamilton, Owner. \(SUP-2504-0018\)](#)

Planner Eddleman gave a presentation on the SUP request for 460 Keller Smithfield Rd.

Chairman Alvarado opened the public hearing.

Richard Ether, (550 Keller Smithfield S.), spoke in support.

The following came forward to express their concerns regarding the proposal:

Patrick Thompson, (1412 Bear Run).; Aletha Bolcavage, (546 Bear Ridge Rd.).

**A motion was made by Commissioner Ross Brensinger, seconded by Vice-Chairman John Baker, to close the public hearing. The motion carried unanimously.**

The Commission and Applicant discussed the history of the existing accessory structure, construction of the proposed extension, and usage hours. Clarification was given on the intended use as strictly private.

**A motion was made by Commissioner Erin Pfarner, seconded by Vice-Chairman John Baker, to approve Item E-1 as presented. The motion carried unanimously.**

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for Elements Massage, a spa in an existing 12,000 square foot building on 1.69 acres, located on the north side of Keller Parkway, approximately 668 feet northwest of the intersection of Keller Parkway and Keller Smithfield Road, legally described as Lot 5, Block G of the Keller Town Center Addition, zoned Town Center \(TC\) and addressed 1411 Keller Parkway, Suite 700. Terri Dykstra, Applicant. CPV Texas Properties LLC, Owner. \(SUP-2504-0017\).](#)

Planner Russell gave a presentation on the SUP request for Elements Massage.

The Applicant, Terri Dykstra, (920 Bluebonnet Dr.), spoke on behalf of her project.

Chairman Alvarado opened the public hearing. No one came forward to speak.

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Michelle Sandoval Cabanas, to close the public hearing. The motion carried unanimously.**

There was a discussion among the Commission and the Applicant regarding the history of the company, and the Applicant's desire to bring the chain to Keller.

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Erin Pfarner, to approve Item E-2 as presented. The motion carried unanimously.**

3. [PUBLIC HEARING: Consider a request to rezone from Single Family - 36,000 square-foot minimum lot size \(SF-36\) and Retail to Planned Development-Retail \(PD-R\), for approximately 17.52 acres, legally described as Tract 1F, Abstract 1153, John Martin Survey, Lot 1R, Block A - Sutton's Nursery Addition, Tract 1D01A, Abstract 1153, John Martin Survey, and portions of Lot 7, Block 1, Pearson Crossing and Tract 1D01, Abstract 1153, John Martin Survey addressed as 1863 Keller Parkway, 1823 Keller Parkway, 1850 Pearson Crossing, 1908 Pearson Crossing, and 1816 Johnson Road. Ruibal Properties LLC, Applicant. Ruibal Properties, Don Dinger and Devane Clark Partnership LTD, Owners. \(ZONE-2408-0003\)](#)

CDD Hensley gave a presentation on the rezoning request for Landscape Systems

The Applicant, Curtis Young, provided his own presentation.

Chairman Alvarado opened the public hearing.

The following came forward to speak in Opposition:

Glen & Laura Means, (1912 Pearson Crossing); Kathy May, (1846 Pearson Crossing);

Husam & Margaret Arafat, (1738 Blevins Ln.).

**A motion was made by Commissioner Ross Brensinger, seconded by Vice-Chairman John Baker, to close the public hearing. The motion carried unanimously.**

The Commissioners and Applicant reviewed proposed site improvements, such as a screening wall to separate the business from its residential neighbors. The Commission stressed the Applicant's relationship with his residential neighbors, as well as the importance of meeting all suggested Commission approval conditions, including deleting plans for a Pickleball court, in order to obtain support for the project.

**A motion was made by Commissioner Michelle Sandoval Cabanas, seconded by Commissioner Erin Pfarner, to approve with the following conditions:**

- 1.) that the hours of operation to be changed to from 7:00 a.m. to 7:00 p.m.
- 2.) to move the dumpster out of the rear setback.
- 3.) to remove the pickle ball court from the current request.

The motion carried by the following vote:

**AYE-6: Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Deborah Johnson; Commissioner Michelle Sandoval Cabanas**

**NAY-1: Chairman Paul Alvarado**

4. [PUBLIC HEARING: Consider a request to amend the Future Land Use Plan from Low-Density Single Family \(LD-SF\) to Retail/Commercial \(RTC\), for approximately 3.52 acres, legally described as Tract 1D01B of the John Martin Survey, Abstract 1153 \(account # 42818999\), and a portion of Lot 7, Block 1, Pearson Crossing, and addressed as 1816 Johnson Road and 1908 Pearson Crossing. Ed Ruibal, Landscape Systems, Applicant/Owner; Don Dinger, Owner. \(PA-2505-0004\)](#)

CDD Hensley gave a presentation on the FLUP amendment request for Landscape Systems

Chairman Alvarado opened the public hearing

Glenn & Laura Means, (1912 Pearson Crossing), spoke in opposition.

**A motion was made by Commissioner Erin Pfarner, seconded by Commissioner Deborah Johnson, to close the public hearing. The motion carried unanimously.**

The Commission, Staff, and Applicant discussed addressing neighbor concerns, reporting after-hours activities, and the Applicant's plans to follow lighting guidelines and improve the property with a wall and adequate screening.

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Deborah Johnson, to approve Item E-4 as presented. The motion carried by the following vote:**

**AYE-6: Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner, Commissioner Deborah Johnson, Commissioner Michelle Sandoval Cabanas**

**NAY-1: Chairman Paul Alvarado**

5. [Consider a request for a Detailed Site Plan with variances for two separate lots within the FLEXD Planned Development totaling approximately 10.77 acres of land, one lot being legally described as Tract 14C03A, Abstract 457 of the John Edmonds Survey, located approximately 750 feet southeast of the Bear Creek Parkway West and Chisholm Trail intersection and addressed 777 Chisholm Trail, and the second lot being legally described as Lot 1, Block A of the Bear Creek Office Park Addition, located at the southeast corner of the Bear Creek Parkway West and Chisholm Trail intersection and addressed 150 Bear Creek Parkway West. Jordan Rymer, FLEXD Development, LLC, Applicant/Owner. \(SITE-2503-0005\)](#)

CDD Hensley gave a presentation on the site plan request with two variances for 150 Bear Creek Pkwy.

The Applicant, Mike Garabedian, provided his own presentation.

There was a discussion among the Commission and the Applicant regarding the location of the dumpster.

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Michelle Sandoval Cabanas, to approve Item E-5 as presented. The motion carried unanimously.**

6. [Consider a request for a Site Plan with variances for a new proposed restaurant building, on approximately 0.69 acres, located at the southeast corner of the Keller Parkway and South Elm Street intersection, legally described as Lot 2R, Block A of the Elm Keller Parkway Addition and addressed 200 South Keller Parkway. Rodney Martinez/Tommy Zheng, Applicants. SCI Texas Funeral Services, Inc., Owner. \(SITE-2503-0003\)](#)

CDD Hensley gave a presentation on the request to approve a Site Plan with four variances for 200 Keller Pkwy.

**A motion was made by Chairman Paul Alvarado, seconded by Commissioner Erin Pfarner, to approve with the condition that the variance for the landscape buffer along the north property line include the language that it be a minimum of 15 feet variable. The motion carried unanimously.**

7. [Consider a request for a variance to the City of Keller Unified Development Code, Article 8, Zoning Districts, Section 8.19 - Old Town Keller \(OTK\), one monument sign for a new proposed restaurant site on 0.69 acres located at the southeast corner of the Keller Parkway and South Elm Street intersection, legally described as Lot 2R, Block A of the Elm Keller Parkway Addition and addressed 200 South Keller Parkway. Tommy Zheng, Applicant. SCI Texas Funeral Services, Inc., Owner. \(UDC-2505-0007\)](#)

CDD Hensley gave a presentation for a variance request to the UDC to allow a monument sign at 200 South Keller Pkwy.

The Commissioners and Staff discussed the height and location of the sign, with the Commission requesting clarification from the Applicant on the need for the sign to exceed guidelines. The Commissioners concluded that the sign was too large and should be scaled back to fit within the guidelines. Vice-Chairman Baker proposed amending the motion to remove the requested variances.

**A motion was made by Chairman Paul Alvarado, seconded by Commissioner Bill Schlegel, to approve Item E-7 as presented. Before a vote was taken, a motion was made by Vice-Chairman John Baker, seconded by Erin Pfarner to amend the motion to include a condition that the sign conform to UDC height and size guidelines. The motion carried by the following vote:**

**AYE-: Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Deborah Johnson**

**NAY-1: Chairman Paul Alvarado**

**The original motion made by Chairman Paul Alvarado, seconded by Commissioner Bill Schlegel, to approve Item E-7 with the above amendment, carried unanimously.**

8. [Consider a request for a Site Plan with one variance for an existing approximately 1,360 square foot structure on 0.18 acres located on the south side of Taylor Street, approximately 185 feet southeast from the Taylor Street and South Main Street intersection, legally described as Lot 2A 3B & 3C, Block 11 of Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 116 Taylor Street. DBN Properties Inc., Owner. Brandon Ableman, Applicant. \(SITE-2504-0007\)](#)

Planner Russell gave a presentation on the Site Plan with one variance request for 116 Taylor St.

The Applicant, Brandon Ableman, spoke on behalf of his application.

The Commissioners and the Applicant discussed parking issues in the OTK zoning district. The Applicant clarified that the back property will be used for private events or staff parking. The existing trees in the front yard were discussed, with Staff stating that per the landscape plan, they will remain after the proposed improvements have been completed.

**A motion was made by Commissioner Erin Pfarner, seconded by Commissioner Ross Brensinger, to approve Item E-8 as presented. The motion carried unanimously.**

## **F. ADJOURN**

Chairman Alvarado adjourned the meeting at 10:27 p.m.

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Chairperson

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Staff Liaison