



City of Keller
Planning & Zoning Commission
Meeting Minutes

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

Tuesday, October 24, 2023

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairperson Paul Alvarado

Chairman Alvarado called the meeting to order at 6:30 p.m.

The following Commission Members were present:

Paul Alvarado, Chairman
John Baker, Vice-Chairman
Greg Will
Erin Pfarner
Erik Leist
Ross Brensinger

The following Commission Members were absent:

Vernon Stansell
GiGi Gupta

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Bartee; Planner I Amber Washington; Planner I Alexis Russell; and Economic Development Specialist (EDS) Siale Langi.

B. ADMINISTRATIVE COMMENTS

Chairman Alvarado made an announcement of Commissioner Leslie Sagar's resignation. Commissioner Brensinger was promoted to voting member.

1. [Briefing regarding City Council action on October 17, 2023.](#)

CDD Hensley gave a brief recap of the October 17, 2023 City Council meeting.

CDD Hensley gave the Commission notice of the Town Center / Medical Use Chart worksession scheduled for November 14, 2023.

C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: no comments.

D-2: Planner Washington gave background on the SUP request for Beauty Boss, a lash studio at 234 S. Main St., Suite B.

D-3: CDD Hensley gave background on the SUP request for a Surgical Outpatient Facility at 1220 Keller Parkway. The requested use is identical to the SUP granted for the property in 2020 that has since expired. There was discussion among the Commission about the future tenant of the property.

D. ADJOURN

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

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Chairperson Paul Alvarado

Chairman Alvarado called the meeting to order at 7:00 p.m.

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.

D. NEW BUSINESS

1. [Consider the minutes of the October 10, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Erik Leist, seconded by Vice-Chairman John Baker, to approve the minutes of the October 10, 2023 Planning and Zoning Commission Meeting. The motion carried unanimously.

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for Beauty Boss Studio, a lash studio in an existing 728 square-foot lease space on 0.172 acres, situated at the intersection of South Main and West Olive streets, legally described as a portion of Lot 3, Block 5 of the Keller, City Addition zoned Old Town Keller \(OTK\) and addressed as 234 S. Main St., Ste. B. Hannah Bland, Applicant. Cary Moon, Owner. \(SUP-23-0028\)](#)

Planner Washington gave a presentation on Item D-2, an SUP request for Beauty Boss Studio at 234 S. Main Street, Suite B.

The Applicant, Hannah Bland, gave her own prepared presentation.

Chairman Alvarado opened the public hearing.

Cary Moon, 124 S. Main Street, spoke in support of Item D-2.

A motion was made by Commissioner Gregory Will, seconded by Commissioner Erik Leist, to close the public hearing. The motion carried unanimously.

A motion was made by Commissioner Erik Leist, seconded by Commissioner Erin Pfarner to recommend approval of Item D-2 as presented. The motion carried unanimously.

3. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for a Surgical Outpatient Facility, for Millrock Investment Fund 1, LLC, in an existing 10,389 square-foot building on approximately 1.72 acres, legally described as Lot 10, Block B of Keller Town Center Addition, situated approximately 300 feet southwest of the intersection of Country Brook Drive and Keller Parkway, zoned Town Center Medical Overlay District and addressed as 1220 Keller Parkway. Brent Smith, Millrock Investment Fund 1, LLC, Owner/Applicant. \(SUP-23-0030\)](#)

CDD Hensley gave a presentation on Item D-3, an SUP request for a Surgical Outpatient Facility at 1220 Keller Parkway.

The Applicant, Brent Smith, spoke on behalf of Milrock Investment Fund.

Chairman Alvarado opened the public hearing.

Alton Boriak, 1200 Seaton St., had some questions about the proposed project, especially regarding parking for his neighboring townhome.

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

Chairman Alvarado answered Alton Boriak's questions about the general SUP process.

CDD Hensley clarified that the SUP granted for this use and property in 2020 has expired.

CDD Hensley spoke about Alton Boriak's parking concerns. She stated that city staff was not aware of any shared parking agreements on the property.

A motion was made by Chairman Paul Alvarado, seconded by Commissioner Gregory Will, to recommend approval of Item D-3 as presented. The motion carried unanimously.

E. ADJOURN

Chairman Alvarado adjourned the meeting at 7:34 p.m.

Chairperson

Staff Liaison