



City of Keller
Planning & Zoning Commission
Meeting Minutes

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

Monday, March 11, 2019

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairperson

Chairperson Gary Ponder called the meeting to order at 6:30 p.m.

The following Commissioners were present:

Leslie Sagar
Carey Page
Bob Stevens
Ralph Osgood
Paul Alvarado, Alternate
Bob Apke, Alternate

Commissioners absent were Dave Reid and Vernon Stansell. Staff present included Katasha Smithers, Planner I; Jerald 'JP' Ducay, Planner I; Scott Bradburn, Planner I; Julie Smith, Community Development Director; Tracy Talkington, Police Captain.

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council action on Tuesday, March 5, 2019](#)

Staff provided a briefing regarding the March 5, 2019, City Council meeting.

2. [Briefing regarding current DRC projects and Long-Term Projects.](#)

Attachments: [Memo Upcoming Dev. Projects 3-11-19](#)

Staff provided a brief summary of development through out the city.

C. WORK SESSION

D. DISCUSS AND REVIEW AGENDA ITEMS

The following corrections were made regarding the February 25, 2019, minutes:

1. Changed the date from March 25, 2019, to February 25, 2019.
2. Amended the description of material that may be used for fencing from "recycled material" to "wood fiber/polymer composite that meets or exceeds specifications for TREX fencing products."

E. ADJOURN

Pre-meeting was adjourned at 6:52 P.M.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Chairperson

Chairperson Gary Ponder called the meeting to order at 7:02 P.M.

B. PLEDGE OF ALLEGIANCE

Commissioner Page led the Pledge of Allegiance to the United States of America and Texas flag.

Chairman Ponder spoke in regards to the passing of Mayor Pro Tem Speakmon and had a moment of silence in his honor.

C. PERSONS TO BE HEARD

No public comments were received.

D. CONSENT

1. [Consider approval of the minutes for the meeting of March 25, 2019.](#)

Attachments: [PZ Minutes 022519](#)

The commission provided the following corrections:

1. Changed the date from March 25, 2019, to February 25, 2019.
2. Amended the description of material that may be used for fencing from "recycled material" to "wood fiber/polymer composite that meets or exceeds specifications for TREX fencing products."

A motion was made by Commissioner Carey Page, seconded by Commissioner Robert Apke, to approve with the conditions stated above. The motion carried unanimously.

E. OLD BUSINESS - None

F. NEW BUSINESS

1. [PUBLIC HEARING: Consider a recommendation for a Specific Use Permit \(SUP\) for Brett Vance Insurance, a proposed 'professional office' office' use, to include all work associated with insurance, to occupy a 1,598 square-foot building, located on a 0.17-acre lot on the west side of South Main Street \(US 377\), approximately 52 feet north west of the South Main Street \(US 377\), and Olive Street intersection, being a portion of Lot 3 and 4, Block 5E, Keller City Addition, at 234 South Main Street \(US377\), and zoned OTK \(Old Town Keller\). Keller Main Street Depot, LLC, owner; Brett Vance, applicant. \(SUP-19-0004\).](#)

- Attachments:** [03112019_234MainStSUP_Maps](#)
[03112019_234MainStSUP_Application_JustificationLTR_Survey_ExhibitA\(1of2\)](#)
[03112019_234MainStSUP_Photos_ExhibitA\(2of2\)](#)
[03112019_234MainStSUP_BufferMap_StaffAttachment](#)

Scott Bradburn, Planner I, gave the presentation related to the SUP request for Brett Vance Insurance.

Chairperson Gary Ponder opened the public hearing.

No public comments were received.

A motion was made by Commissioner Carey Page, seconded by Commissioner Leslie Sagar, to close the public hearing. The motion carried unanimously.

A motion was made by Commissioner Leslie Sagar, seconded by Commissioner Bob Stevens, to recommend approval of the Specific Use Permit. The motion carried unanimously.

G. ADJOURN

The Planning and Zoning Commission adjourned at 7:17 P.M.

Chairperson

Staff Liaison