



**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, January 14, 2025**

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**PRE-MEETING BRIEFING 6:30 P.M.**

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

Chairman Alvarado called the meeting to order at 6:31 p.m.

The following Commission Members were present:

Paul Alvarado, Chairman  
John Baker, Vice-Chairman  
Erin Pfarner  
Erik Leist  
Bill Schlegel  
Ross Brensinger  
Deborah Johnson  
Michelle Sandoval Cabanas (Non-voting)

The following Commission Members were absent:

John Scott

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

**B. ADMINISTRATIVE COMMENTS**

1. [Briefing regarding City Council action on December 17, 2024 and January 7, 2025.](#)

CDD Hensley gave a brief recap of the December 17, 2024 and January 7, 2025 City Council Meetings.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

Item E-1: Planner Russell gave brief background on the Specific Use Permit (SUP) request for 1753 Roanoke Road. There was discussion among the Commission and Staff regarding the variance requests, the public notification process, and the history of the previous structure.

Item E-2: CDD Hensley gave brief background on the zoning change request for 2257 Florence Road. The Commission and Staff discussed the City Council's denial of the previous request and the changes made to the new request, including their concerns over the proposal meeting the required setbacks.

Item E-3: CDD Hensley gave brief background on the Final Plat with variances for 2257 Florence Road. There was discussion among the Commission and Staff regarding the proposal.

Item E-4: Planner Eddleman gave brief background on the request for a special exception to the City of Keller Unified Development Code (UDC) Sign Regulations for Heatherwood Estates. There was discussion among the Commission and Staff regarding the proposal, including the size and positioning of the proposed sign.

Item E-5: Planner Russell gave brief background on the Site Plan Amendment with variance requests for 541 and 605 Keller Pkwy. There was discussion among the Commission and Staff regarding the requested variances for parking.

**D. ADJOURN**

Chairman Alvarado adjourned the pre-meeting at 6:47 p.m.

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

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

Chairman Alvarado called the meeting to order at 7:00 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 December 10, 2024 Planning and Zoning Commission Meeting.](#)

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Erik Leist, to approve the minutes of the December 10, 2024**

Planning and Zoning Commission Meeting. The motion carried unanimously.

**E. NEW BUSINESS**

- 5. [Consider a request for a Site Plan Amendment with variances for Te'Jun, an approximately 5,500 square-foot two-story restaurant with a drive-thru, on the properties legally described as Lot 1, Block A, of the TEJUN Addition and Abstract 1171 Tract 2B03 of the Samuel Needham Survey, being approximately 1.62 acres, approximately 200 feet west of the intersection of Keller Parkway and Bourland Road, zoned Retail and addressed as 541 and 605 Keller Parkway. JRTR Investments LTD, Owner. Te'Jun, Applicant. \(SITE-2412-0009\)](#)

Chairman Alvarado moved Item E-5 to the beginning of New Business.

Planner Russell gave a presentation on the Site Plan Amendment with variances for Te'Jun.

Commission Brensinger led a discussion with the Applicant about the variances requested, as well as the need for the proposed amount of parking, as the amount of concrete could affect aesthetics. The Applicant replied that they were basing their request on their existing restaurants parking needs in Arlington.

Further discussion was led by Vice-Chairman Baker and Commissioner Pfarner with the Applicant regarding the landscaping buffer from the original plan, plans for future expansion to include outdoor seating, and the plan for tree removal and mitigation.

**A motion was made by Commissioner Ross Brensinger, seconded by Vice-Chairman John Baker, to recommend approval of Item E-5 as presented. The motion carried unanimously.**

- 1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 2,668 square-foot horse barn with an average height of 16 feet, on approximately 2.94 acres, on the east side of Florence Road, approximately 1,905 feet southeast from the Florence Road and Ottinger Road, legally described as Lot 1, Block 1R of Chatham Addition-Keller, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 1753 Florence Road. Wes Barnhart, Owner. MNC Builders, Applicant. \(SUP-2412-0019\)](#)

Planner Russell gave a presentation on the SUP request for 1753 Florence Road.

Chairman Alvarado opened the public hearing.

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Bill Schlegel, to close the public hearing. The motion carried unanimously.**

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Ross Brensinger, to recommend approval of Item E-1 as presented. The motion carried unanimously.**

- 2. [PUBLIC HEARING: Consider a zoning change request from Single-Family Residential 36,000 square-foot lots \(SF-36\) to Single-Family Residential 20,000 square-foot lots](#)

[\(SF-20\) for a 2.54-acre lot, located at the northeast corner of the Florence Road and Judge Bland Road intersection, legally described as Tract 6C, Abstract 1604 of the Josiah Walker Survey, zoned Single-Family 36,000 minimum square-foot lots \(SF-36\), and addressed 2257 Florence Road. Curt Dubose, Pentavia Custom Homes, Applicant. Roanoke Christian Center, Owner. \(ZONE-2412-0009\)](#)

CDD Hensley gave a presentation on the zoning change request for 2257 Florence Road.

The Applicant, Curt Dubose, provided their own presentation.

Chairman Alvarado opened the public hearing.

The following came forward to speak in support of the project-

Basam Nihri (2325 Florence Road)  
Derrick Jones (1717 Joyner Lane)  
John Miliara (2329 Florence Rd)  
Joe McCombs (1251 Robin Drive)  
Debbie Vinson (1412 Dream Dust Lane)  
Jim Mammen (2325 Florence Road)

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

Chairman Alvarado discussed the Commission's previous support for the project.

Commissioner Brensinger expressed concern about the Applicant's proposal due to their choice to not make the changes suggested by City Council. He asked the Applicant to clarify their thought process behind that decision with the Applicant stating that they believed in the project's attributes.

There was discussion among Commissioner Leist and Vice-Chairman Baker regarding the history behind the property's zoning, stating it was auto-zoned Single Family 36,000 Square feet (SF-36) when annexed and some properties have been rezoned during development, and clarifying that SF-36 zoning has always been a placeholder.

**A motion was made by Commissioner Erik Leist, seconded by Chairman Paul Alvarado, to recommend approval of Item E-2 as presented. The motion carried unanimously.**

3. [Consider a request for a Final Plat with variances for the Roanoke Christian Center Addition a proposed residential subdivision with four single-family lots, on 2.54 acres of land, located at the northeast corner of the Florence Road and Judge Bland Road intersection, legally described as Tract 6C, Abstract 1604 of the Josiah Walker Survey, zoned Single-Family 36,000 minimum square-foot lots \(SF-36\), and addressed 2257 Florence Road. Curt Dubose, Pentavia Custom Homes, Applicant. Roanoke Christian Center, Owner. \(PLAT-2411-0016\)](#)

CDD Hensley gave a presentation on the Final Plat with variances for 2257 Florence Rd.

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-3 as presented. The motion carried unanimously.**

4. [Consider a request for a special exception to the City of Keller Unified Development Code, Article 9, Development Standards, Section 9.05 - Sign Regulations for a detached subdivision entry sign for Heatherwood Estates, located at the intersection of Cat Mountain Trail and Rufe Snow Drive, legally described as Heatherwood Estates, Phase III, zoned SF - 8.4 - PD - 724. Matt Schultheis, Applicant. Heatherwood Estates HOA, Owner. \(UDC- 2412-0004\)](#)

Planner Eddleman gave a presentation on the request for a Special Exception to the UDC Sign Regulations for Heatherwood Estates.

Commissioner Leist led a discussion with the Applicant, Zeke Bell, (VP of the Heatherwood HOA), about the request for a larger sign and increased setback. The Applicant stated that they were seeking to match other neighborhood signs and make the sign more visible from a high-traffic road. The Staff confirmed for the Commission that sign sizes and entry features are usually included in new Planned Developments.

Commissioner Brensinger asked Staff if the sign would be reviewed for visibility with Staff confirming that would be a part of the review process. The Applicant was asked to further justify their perceived need for the request with the Applicant citing the damage sustained as an opportunity to build a nicer sign with greater visibility.

Commissioner Johnson suggested upgrading other entrance signs for the neighborhood.

**A motion was made by Commissioner Erik Leist, seconded by Chairperson Paul Alvarado, to recommend approval of Item E-4 as presented. The motion carried by the following vote:**

**Aye-6: Chairman Paul Alvarado; Vice-Chairman John Baker; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Erik Leist; and Commissioner Deborah Johnson**

**Nay-1: Commissioner Ross Brensinger**

**F. ADJOURN**

Chairman Alvarado adjourned the meeting at 8:01 p.m.

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Chairperson

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Staff Liaison