



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, February 27, 2024

CAPITAL IMPROVEMENTS ADVISORY COMMITTEE DINNER 5:45 P.M.

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

A. CALL TO ORDER

B. CONSENT

1. [Consider approval of the minutes of the Capital Improvements Advisory Committee meeting on February 13, 2024.](#)
2. [Consider approval of the Bi-Annual Impact Fee Report \(Parts A & B\) as of March 31, 2023, received by the Capital Improvements Advisory Committee on February 13, 2024.](#)
3. [Consider approval of the Bi-Annual Impact Fee Report as of September 30, 2023, received by the Capital Improvements Advisory Committee on February 13, 2024.](#)

C. ADJOURN

PLANNING & ZONING COMMISSION PRE-MEETING TO BEGIN
IMMEDIATELY FOLLOWING CAPITAL IMPROVEMENTS ADVISORY
COMMITTEE MEETING

A. CALL TO ORDER - Chairman Paul Alvarado

Chairman Alvarado called the meeting to order at 6:17 p.m.

The following Commission Members were present:

Paul Alvarado, Chairman
John Baker, Vice-Chairman
Greg Will
Erin Pfarner
Erik Leist
Ross Brensinger
Gigi Gupta
Luz Rodriguez (Non-voting)

The following Commission Members were absent:

Vernon Stansell

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

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council action on February 20, 2024.](#)

CDD Hensley gave a brief recap of the February 20, 2024 City Council meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

There was discussion between the Commission and Staff about instating a consistent start time for future Planning and Zoning Commission meetings. It was agreed upon that the start time would be 6:00 p.m. for future meetings.

Item D-1- Consider the minutes for the February 13, 2024 Planning and Zoning Commission Meeting. No comments received.

Item E-1: Planner Washington provided background on a Specific Use Permit (SUP) at 705 S. Main St., for The Tiki Hut of Keller to operate a temporary vendor business. There was a brief discussion between the Commission and Staff about allowing the SUP to stand in perpetuity.

Item E-2: CDD Hensley provided background on three variance requests to the landscaping, lighting and parking requirements as described in the Unified Development Code (UDC) for the Old Town Keller (OTK) Zoning District at 110 Taylor St.

Item E-3: CDD Hensley provided background on a Specific Use Permit (SUP) to allow Office/Medical use at 110 Taylor St.

Item E-4: CDD Hensley gave background on a request to rezone from a Single Family -36,000 square foot minimum lot size (SF-36) and Retail to Planned Development -Retail (PD-R) at 1863 Keller Parkway, 1823 Keller Parkway, 1850 Pearson Crossing, 1908 Pearson Crossing and 1816 Johnson Road.

The Applicant has requested to withdraw this item from consideration, with intent to revise plans and resubmit at a later date.

D. ADJOURN

Chairman Alvarado adjourned the pre-meeting at 6:44 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

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 received.

D. CONSENT

1. [Consider the minutes of the February 13, 2024 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Erik Leist, seconded by Commissioner Ross Brensinger, to approve the minutes of the February 13, 2024 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 The Tiki Hut of Keller to operate a temporary vendor business \(sno-cones\), located on an approximately 0.5467-acre tract of land, on the east side of South Main Street, at the intersection of Bear Creek Parkway and South Main Street, being Lot 2RB1, Block 1, Bland Square Addition, zoned Commercial \(C\) and addressed 705 S. Main St. Cathy Smith, Applicant. Todd Hendricks, Owner. \(SUP-24-0003\)](#)

Planner Washington gave a presentation on the background of the temporary vendor business and the Owner/Applicant's seasonal Specific Use Permit Request (SUP).

Chairman Alvarado opened the public hearing.

No public comments received.

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

There was a discussion among the Commission and Staff in regard to a suggestion from the Owner/Applicant to grant future seasonal SUP requests in perpetuity.

A motion was made by Commissioner Gregory Will, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-1 as presented, but a vote was not taken. A motion was made by Chairman Paul Alvarado, seconded by Commissioner Erin Pfarner, to amend the motion with the condition to remove the seasonality aspect of the SUP for temporary vendor businesses. The motion failed by the following vote:

AYE: 1- Commissioner Gigi Gupta

Nay: 6- Chairman Alvarado, Vice-Chairman John Baker, Commissioner Gregory Will, Commissioner Erin Pfarner, Commissioner Erik Leist, Commissioner Ross Brensinger

A motion was made by Commissioner Erik Leist, seconded by Commissioner Gregory Will, to approve Item E-1 as presented. The motion carried unanimously.

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) to allow Office/Medical Use in an existing 1,260 square-foot structure, on 0.17 acres located on the south side of Taylor Street, approximately 85 feet southeast from the Taylor Street and South Main Street intersection, legally described as Lot 2A, Block 11 of Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 110 Taylor Street. David Simmons, Owner. Cary Stillwell, Applicant. \(SUP-24-0005\)](#)

CDD Hensley gave a presentation on the background of the property and the Owner/Applicant's reason for the proposed use.

Chairman Alvarado opened the public hearing.

No public comments received.

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

A motion was made by Chairperson Paul Alvarado, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-2 as presented. The motion carried unanimously.

3. [Consider a request for a Site Plan with variances for an existing approximately 1,260 square foot structure on 0.17 acres located on the south side of Taylor Street, approximately 85 feet southeast from the Taylor Street and South Main Street intersection, legally described as Lot 2A, Block 11 of Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 110 Taylor Street. David Simmons, Owner. Cary Stillwell, Applicant. \(SP-24-0005\)](#)

CDD Hensley gave a presentation on the background of the property and the Owner/Applicant's reason for three variance requests.

Commissioner Brensinger stated his support for the light and landscaping variances, and voiced his concern for the parking variance request.

Commissioner Pfarner stated her support for the plan for landscaping, and stated her support for the current amount of parking due to privacy for patients as the planned use will be a counseling office.

Vice-Chairman Baker spoke to his concern about variances being granted by the Planning and Zoning Commission when he doesn't see a clear reason to grant them, aside from financial reasons.

Commissioner Gupta stated that the site plan shows more rooms/offices than the Owner/Applicant is stating that they currently plan to use. She voiced her concern that would bring increased traffic to the property.

Commissioner Leist reminded the Commission that a joint work session on potential OTK guidelines was scheduled for the future that could address these concerns.

Chairman Alvarado questioned CDD Hensley if the lack of a photometric survey is problematic. CDD Hensley stated that no it is not problematic from a Staff position, however Staff cannot grant variances so the request needed to be brought forward to City Council.

A motion was made by Chairman Paul Alvarado, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-3 as presented. The motion carried by the following vote:

AYE: 5- Chairman Alvarado, Commissioner Gregory Will, Commissioner Erin Pfarner, Commissioner Erik Leist, Commissioner Gigi Gupta

NAY: 2- Vice-Chairman John Baker, Commissioner Ross Brensinger

- 4. [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. \(Z-23-0006\)](#)

Item E-4 was withdrawn by the Applicant. Chairman Alvarado read the request into record and stated there is no time frame for resubmittal.

F. ADJOURN

Chairman Alvarado adjourned the meeting at 7:43 p.m.

Chairperson

Staff Liaison