



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, July 25, 2023

PRE-MEETING BRIEFING 6:15 P.M.

A. CALL TO ORDER - Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 6:15 p.m.

The following Commission Members were present:

Paul Alvarado, Chairperson
John Baker, Vice-Chairperson
Greg Will
Erin Pfarner
Leslie Sagar
Erik Leist
Vernon Stansell
Ross Brensinger (Non-voting)
GiGi Gupta (Non-voting)

Staff present included Community Development Director (CDD) Sarah Hensley; Planning Consultant (PC) Iván Gonzalez, Planner I Amber Washington; City Engineer Chad Barte; and Planning Technician Alexis Russell.

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council Action on July 18, 2023.](#)

The July 18, 2023 City Council meeting was canceled due to lack of quorum.

C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: CDD Hensley gave a brief summary of Item D-1, a request for an SUP extension for Penguin Patch, located at 721 Chisholm Trail.

Chairperson Alvarado noted that the Public Hearing for Item D-1 remained open from the July 11, 2023 Planning and Zoning Commission meeting.

E-1: CDD Hensley gave background on the Site Plan for Penguin Patch at 721 Chisholm Trail. No additional comments received.

E-2: CDD Hensley gave background on a request for SUPs for an accessory structure at 2041 Greenwood Lane.

Commissioner Brensinger asked if any of the neighbors to the north of the property had responded to the project. CDD Hensley replied that one of the letters of support was

received from the neighbor on Lazy Lane that shares a back fence with the Applicant. Commissioner Pfarner asked if HVAC would be installed throughout the garage. CDD Hensley stated that the Applicant's contactor would be present at the regular meeting to answer questions. She also stated her understanding that the RV portion of the garage would not have air conditioning.

There was some discussion between CDD Hensley and Commissioner Pfarner about what classifies an accessory structure versus an accessory dwelling unit (ADU). Commissioner Gupta asked about short-term rentals (STRs) and asked how the Commission could be certain the Applicant wasn't planning to use the structure as an STR. CDD Hensley responded that the city wouldn't know it was an STR unless a citizen complaint was filed. CDD Hensley stated that the UDC does not currently have any regulations on STRs.

E-3: CDD Hensley gave a brief summary on The Birch Racquet and Lawn Club and the proposed PD Amendment.

Commissioner Sagar asked if The Birch intended to sell to a developer who would then create the 14 lot development. CDD Hensley commented that the Applicant would be able to elaborate more during the regular meeting.

E-4 & E-5: No comments.

There was a short training session for the Commission on how to navigate the archive of prior meetings on the city website.

D. ADJOURN

Chairperson Alvarado adjourned the pre-meeting at 6:45 p.m.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Chairperson Paul Alvarado

Chairperson 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. OLD BUSINESS

1. [PUBLIC HEARING: Consider a request for one amendment to an existing Specific Use Permit \(SUP\) for the Penguin Patch, by allowing a 6-month extension to the time the Applicant has to pull a building permit, on a property legally described as Abstract 457 Tract 14C03 of John Edmonds Survey, being 4.07-acres, approximately 270 feet southeast from the intersection of W. Bear Creek Parkway and Chisholm Trail, zoned Commercial \(C\), and addressed as 721 Chisholm Trail. Jennifer Randklev, Owner/Applicant. \(SUP-23-0022\)](#)

CDD Hensley gave a presentation on Item D-1.

The Applicant had no additional comments.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

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

A motion was made by Commissioner Erik Leist, seconded by Commissioner Vernon Stansell, to recommend approval of Item D-1 as presented. The motion carried unanimously.

E. NEW BUSINESS

1. [Consider a recommendation for a Site Plan for Penguin Patch, a proposed 43,640 square-foot building, on a property legally described as Abstract 457 Tract 14C03 of John Edmonds Survey, being 4.07-acres, approximately 270 feet southeast from the intersection of W. Bear Creek Parkway and Chisholm Trail, zoned Commercial \(C\), and addressed as 721 Chisholm Trail. Jennifer Randklev, Owner/Applicant. \(SP-23-0013\)](#)

CDD Hensley gave a presentation on Item E-1.

The Applicant had no additional comments.

Commissioner Sagar thanked the Applicant for their request and stated her support for Item E-1.

Commissioner Leist stated his support for Item E-1.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-1 as presented. The motion unanimously.

2. [PUBLIC HEARING: Consider a request for two Specific Use Permits \(SUPs\) for an approximately 1,980 square-foot accessory structure with an average height of 18.5 feet on .88 acre, on the north side of Greenwood Lane, approximately 1,250 feet from the intersection of North Pearson Lane and Greenwood Lane, legally described as Lot 14, Block 2 of the Hickory Hollow estates Addition, zoned Single-Family Residential 20,000 square-foot lots \(SF-20\) and addressed 2041 Greenwood Lane. Mark S. Adair, Applicant.](#)

[Chris Navarro, Owner. \(SUP-23-0024\)](#)

CDD Hensley gave a presentation on Item E-2.

The Applicant had no additional comments

Chairperson Alvarado opened the Public Hearing.

No public comments received.

A motion was made by Commissioner Vernon Stansell, seconded by Vice-Chairperson John Baker, to close the public hearing. The motion carried unanimously.

Commissioner Sagar asked the Applicant, Chris Navarro, his reasoning for including a full bath in the structure. The Applicant responded that it was for convenient access after working out.

Commissioner Sagar asked if the Applicant intended to have HVAC installed in the RV section. The Applicant answered that he did not.

Commissioner Sagar clarified that, per the UDC, the proposed accessory structure can not be renovated into an Accessory Dwelling Unit (ADU) in the future. The Applicant responded their understanding and stated that they had no intention of turning the structure into an ADU.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Gregory Will, to recommend approval of Item E-2 as presented. The motion carried unanimously.

3. [PUBLIC HEARING: Consider a request to amend an existing Planned Development \(PD\), for The Birch Racquet and Lawn Club, on the property legally described as Block A, Lot 1 AG of The Birch Addition, being 26.99 acres, approximately 340 feet northwest from the intersection of Keller Smithfield Road and Johnson Road, zoned Planned Development 1822-Single Family Residential-36,000 square-foot minimum lots \(PD 1822-SF-36\), and addressed as 660 Keller Smithfield Road. Taylor Dent, The Birch Racquet and Lawn Club, Applicant/Owner. \(Z-23-0002\)](#)

CDD Hensley gave a presentation on Item E-3.

Paul Rostron, from Calais Custom Homes, gave his own prepared presentation that showed the plan for the residential development.

Chairperson Alvarado opened the Public Hearing.

Matt Shaltry, 1323 Johnson Road, had a handout that he gave to the Commission which was a list of concerns that he then elaborated on.

Greg Jackson, on behalf of his mother Kelly Jackson at 1205 Johnson Road, had concerns for the project that he expressed to the Commission.

Bill Thoma, 633 Keller Smithfield Road, stated his concern over traffic off Keller Smithfield Road which has increased due to local developments. He expressed to the Commission that, if it were possible to find another access point for the development, then his concerns could be mitigated.

Gerald Kinman, 645 Keller Smithfield Road, agreed with Bill Thoma about traffic concerns off Keller Smithfield Road. He stated his opinion that the developer couldn't build 14 houses on 11 acres and still retain a rural country feel. He also stated that he thinks the access point should be moved.

Joan Boyle, 1262 Oak Hill Road, spoke in favor of Item E-3.

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

Commissioner Sagar clarified that the Commission was examining the PD Amendment that evening, not the future residential development.

Commissioner Sagar asked the Applicant, Taylor Dent, the questions that were on the list given by Matt Shaltry during the Public Hearing.

Commissioner Sagar asked about the living screening wall that was proposed in the original PD. The Applicant responded that the original screening wall of trees would be continued with live oak trees added into the second layer. The Applicant stated his intention to honor what was in the original PD.

Commissioner Sagar asked about the request to add shielding to the existing and future court lights. The Applicant replied that light shielding was not included in the original PD.

Commissioner Sagar asked about the discrepancy in the setbacks between redline versions of the PD. CDD Hensley clarified that the setback will stay at 60 ft. as stated in the original PD.

Commissioner Sagar asked about the base zoning for the PD. CDD Hensley confirmed that the base zoning is SF-36.

Commissioner Sagar asked if the community would be gated with a private road. The Applicant replied yes.

There was discussion about the layout of the concept plan in regard to the hammerhead driveway for fire access.

Commissioner Sagar asked about the commercial horse business that is currently operating in the space of the proposed new development. The Applicant confirmed that those operations would cease if the residential plans were approved.

Commissioner Sagar stated her understanding that traffic in Keller is a problem. She also stated that the problem comes from the population growth in both Keller and the neighboring cities. The Applicant stated his belief that the traffic in the proposed PD will have the same impact as the traffic in the original PD.

Paul Rostron added that a drainage study was completed by the engineers that submitted the original site plan. He showed on the concept plan how the drainage would work in the new PD.

Commissioner Sagar encouraged the Applicant and Paul Rostron to reconsider only having one access point to the residential development.

Commissioner Pfarner asked about the square footage of the accessory buildings. The Applicant stated that the overall square footage would be reduced. CDD Hensley explained that there was a disconnect between the approved ordinance and the original PD document.

Commissioner Pfarner asked about the parking requirements. The Applicant replied that there is a formula that will be followed to calculate the required parking spaces. He stated that the current calculated number of spaces exceeds the UDC requirement. CDD Hensley reminded the Commission that parking would be examined during review of the future Site Plans.

Commissioner Gupta asked the Applicant for his reasoning for changing the PD. The Applicant replied that after talking with his customer base, it was determined that the area wasn't going to be successful as originally planned, therefore he is selling the land to progress the business.

Commissioner Gupta asked the Applicant how much design change they foresee coming in the future. Paul Rostron stated that the original plans were updated for residential use by the original engineering team. Paul Rostron clarified that the houses would follow the UDC SF-36 guidelines.

Commissioner Gupta asked if a traffic study was done for this new use. The Applicant explained that a traffic study was done for the original PD and that the amount of traffic would remain the same if not be reduced.

Vice-Chairperson Baker asked if the Applicant has considered adding Pickleball courts. Paul Rostron stated that they had considered that use for the large section of flat open space in the PD.

Vice-Chairperson Baker encouraged everyone who came to speak during the Public Hearing about traffic concerns, to also speak at City Council. Vice-Chairperson Baker stated his support for Item E-3.

Commissioner Leist asked about the shielding for the court lights in the PD. The Applicant

stated that he does not recall the topic coming up in the original PD.

Commissioner Leist expressed his support for Item E-3. He recommended changing the detention pond into a retention pond as a design feature for the development.

Commissioner Leist asked about the setback of the homes from the fence lines. Paul Rostron answered that the development would follow the guidelines of the UDC.

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

- 4. [Consider the minutes of the June 13, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Gregory Will, to approve the minutes of the June 13, 2023 Planning and Zoning Commission Meeting. The motion carried unanimously.

- 5. [Consider the minutes of the July 11, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erik Leist, to approve the minutes of the July 11, 2023 Planning and Zoning Commission Meeting. The motion carried unanimously.

F. ADJOURN

Chairperson Alvarado adjourned the meeting at 8:23 p.m.

Chairperson

Staff Liaison