



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 9, 2024

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairman 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
Erin Pfarner
Erik Leist
Ross Brensinger
Gigi Gupta
Luz Rodriguez

The following Commission Members were absent:

Vernon Stansell

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Barte; Planner I Amber Washington; Planner I Alexis Russell; and Planning Technician Kaleena Stevens.

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council action on July 2, 2024.](#)

CDD Hensley gave a brief recap of the July 2, 2024 City Council meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

Item D-1: Planner Russell gave a brief description of the Specific Use Permit (SUP) request for an accessory structure at 1265 Bourland Rd. A discussion was held regarding the material and height of the proposed structure.

Item D-2: CDD Hensley gave a brief description of the SUP request for an existing detached garage at 1141 Blackwood Dr. A discussion was held regarding the history of the request, primarily the reasoning behind why the Owner did not obtain an SUP before the garage was constructed.

Item D-3: Planner Washington gave a brief description of the request to consider a final plat with variances, for Allied Keller Bank Addition. A discussion was held regarding the

ownership of the shared driveway.

Item D-4: Planner Washington gave a brief description of the Site Plan Amendment for Chick-Fil-A at 1002 Keller Pkwy. A discussion was held regarding the current traffic flow at the restaurant.

D. ADJOURN

Chairman Alvarado adjourned the pre-meeting at 6:53 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 opened the public hearing.

No public comments received.

D. NEW BUSINESS

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 2,400 square-foot accessory structure, on approximately 0.96 acres, on the east side of Bourland Road, approximately 385 feet southeast from the intersection of Mount Gilead Road and Bourland Road, legally described as Lot 5 of the Keller Heights North Addition, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 1265 Bourland Road. Christian Lundgren, Applicant/Owner. \(SUP-24-0020\)](#)

Planner Russell gave a presentation on the SUP request for a garage at 1265 Bourland Rd.

Chairman Alvarado opened the public hearing.

Gina Ross, 554 Mt Gilead Rd, came forward and spoke to her concerns about the proximity of the structure to her property.

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

Chairman Alvarado discussed with CDD Hensley what items cannot be built on properties. He then questioned the Owner about his intent for the use of the building. The Owner stated that he intended to use the garage to collect classic cars and work on them and had no intent to use it for commercial purposes.

There was further discussion between Commissioner Leist, Staff, and the Owner regarding the proximity of the structure to their neighbor's home, the type of material being used to construct the garage, the reasoning for the height of the structure, and the pathway provided in the UDC for Applicants to apply for SUPs.

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

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an existing 1,200 square-foot detached garage with an average height of 19.5' on 1.15 acres, approximately 475 feet north of the Florence Road and Blackwood Drive intersection, legally described as Lot 1, Block A of the Draper Place Addition, zoned Single-Family 36,000 minimum square-foot lots \(SF-36\), and addressed 1141 Blackwood Drive. Max Draper, Applicant/Owner. \(SUP-2406-0001\)](#)

CDD Hensley gave a presentation on the SUP request for a garage at 1141 Blackwood Dr.

Chairman Alvarado opened the public hearing.

Max Draper, Applicant (1141 Blackwood Dr.), spoke to the history behind the construction of the structure.

Sylvia Craig, 1707 Florence Rd., came forward and spoke about her concerns regarding the structure, specifically the height of the foundation for the structure, past flooding issues, and the removal of trees.

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

Chairman Alvarado led a discussion with Staff regarding the setback and drainage requirements, the elevations, and what the UDC allows pertaining to tree removal

The Commission asked Staff about the correct process for building an accessory structure and why this structure required approval of an SUP and not a variance. CDD Hensley clarified that a variance was not necessary as the square footage of the proposed accessory structure was allowed by right, but due to the height it required approval of a SUP.

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

3. [PUBLIC HEARING: Consider a recommendation for a final plat with variances, being a replat of Lot 1, Block 1 Allied Bank Addition and Tract A, Block 2, Indian Meadows Section 1, approximately 3.34 acres, on the south side of Keller Parkway, at the intersection of Keller Parkway and Anita Avenue, zoned Retail \(R\), and addressed 600 and 640 Keller Parkway, and 113 Navajo Drive. Office Equity Solutions, Applicant. Bank of the Ozarks; TOC Keller, Owners. \(P-24-0014\)](#)

Planner Washington gave a presentation on a replat at 600 and 640 Keller Pkwy, and 113 Navajo Dr.

Chairman Alvarado opened the public hearing.

No public comments received.

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

Commissioner Brensinger questioned the Applicant about the reasoning for needing a variance request for the shared driveway when an agreement could be reached between the parties outside of the variance request process. The Applicant responded that they would like to keep the shared driveway as public access. Commissioner Brensinger stated his opposition.

There was further discussion among the Commissioners and the Applicant about the maintenance of the driveway, as well as the requirement and future maintenance of the fire lane.

A motion was made by Chairman Paul Alvarado, seconded by Vice Chairman John Baker, to recommend approval of Item D-3, as presented. The motion carried by the following vote:

AYE: 6- Chairman Paul Alvarado, Vice-Chairman John Baker, Commissioner Erin Pfarner, Commissioner Erik Leist, Commissioner Gigi Gupta, and Commissioner Luz Rodriguez.

Nay: 1- Commissioner Ross Brensinger

4. [Consider a recommendation for a Site Plan Amendment for Chick-Fil-A, an existing 4,700 square-foot drive-thru restaurant on an approximately 11.960-acre tract of land, located on the south side of Keller Parkway \(F.M. 1709\), situated at the intersection of Rufe Snow Drive and Keller Parkway, being Lot 1R, Block A, Keller Town Center, zoned Town Center \(TC\) and addressed 1002 Keller Parkway. Regency Centers, LP, Owner. Stephen Cheng/Page Southerland Page, Inc., Applicant.](#)

Planner Washington gave a presentation on the Site Plan Amendment for Chick-Fil-A at 1002 Keller Pkwy.

Barsin Bet Govargez, the Applicant/Engineer on record, spoke to the intent for the proposed project.

Additional discussion was held between the Commissioner and the Applicant regarding business growth, the efficiency of the new Site Plan, and the need to ease the stacking of traffic.

A motion was made by Commissioner Erik Leist, seconded by Chairman Paul Alvarado, to recommend approval of Item D-4, as presented. The motion carried unanimously.

E. ADJOURN

Chairman Alvarado adjourned the meeting at 8:06 p.m.

Chairperson

Staff Liaison