



# City of Keller

## Planning & Zoning Commission

### Meeting Minutes

Keller Town Hall  
1100 Bear Creek Parkway  
Keller, TX 76248  
817-743-4000  
[www.cityofkeller.com](http://www.cityofkeller.com)

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**Tuesday, November 25, 2025**

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

#### **A. CALL TO ORDER - Chairman John Baker**

Chairman Baker called the meeting to order at 6:30 p.m.

The following Commission Members were present:

John Baker, Chairman

Erin Pfanner

Bill Schlegel

John Scott

Ross Brensinger

Deborah Johnson

The following Commission Members were absent:

Erik Leist; Michelle Sandoval Cabanas

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Bartee; Planner II Alexis Zimmerman; Planner I Kalvin Eddleman; Planner I Ethan Flanders and Planning Technician Kaleena Stevens

#### **B. ADMINISTRATIVE COMMENTS**

- 1. Briefing regarding City Council action on November 18, 2025.**

CDD Hensley gave a brief recap of the November 18, 2025 City Council meeting.

#### **C. DISCUSS AND REVIEW AGENDA ITEMS**

Item E-1: Planner Flanders gave brief background on the Specific Use Permit (SUP) request for 7230 Shady Grove. There was a brief discussion regarding the two variances requested, concerns over setbacks, and building materials. Also discussed was the discrepancy between the plat recorded with TAD versus the official plat recorded with the City.

Item E-2: Planner Zimmerman gave brief background on the SUP request for 537 Bancroft Rd. There was a brief discussion about the property's history and the original accessory structure placement in front of the home.

Item E-3: CDD Hensley gave a brief recap on the Planned Development (PD) amendment request for 1801 Rufe Snow Dr. There was a discussion about including three specific

uses on the site to bypass the SUP process for future tenants, as well as the history behind the clarification to the definitions for Spa and Medical Spa uses in the Unified Development Code (UDC) in 2024.

## D. ADJOURN

Chairman Baker adjourned the pre-meeting at 6:52 p.m.

## REGULAR MEETING 7:00 P.M.

### A. CALL TO ORDER – Chairman John Baker

Chairman Baker 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 three business days' 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 Baker 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 October 28, 2025 Planning and Zoning Commission Meeting.](#)
2. [Consider the minutes of the November 11, 2025 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Erin Pfarner, to approve the minutes of the October 28, 2025 and the November 11, 2025 Planning and Zoning Commission Meetings. The motion carried unanimously.

### E. NEW BUSINESS

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\), for a 4,800 square-foot accessory structure, on 6.4 acres, located on the south side of Shady Grove, approximately 240 feet west from the intersection of Shady Grove Road and Keller Smithfield Road, legally described as Lot 9 of the Estes Farm Tracts Addition, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 7230 Shady](#)

Grove. Bradley Harville, Applicant. Charles Dombeck, Owner. (SUP-2510-0040)

Planner Flanders gave a presentation on the SUP request for 7230 Shady Grove.

Chairman Baker opened the public hearing.

The following came forward to speak in opposition: Frank Dale (7220 Shady Grove), Didier Molares (1510 Keller Smithfield Road S.).

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

The Applicant was not present to answer questions.

There was a discussion between the Commission and Staff regarding concerns over the current site usage and the possibility that the building would be used for commercial purposes. Additional conversation was held regarding vehicle access, lot coverage, and the impact on neighboring properties.

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

2. PUBLIC HEARING: Consider a request for a Specific Use Permit (SUP) for an existing approximately 1,452 square-foot accessory structure located in front of the main home, on 2.891 acres, located on the north side of Bancroft Road, approximately 423 feet northeast from the intersection of Bancroft Road and Bourland Road, legally described as Lot 1, Block A of the TNT Dean Addition, zoned Single-Family 36,000 square-foot lot size or greater (SF-36) and addressed 537 Bancroft Road. Todd and Christina Dean, Applicant/Owner. (SUP-2510-0043)

Planner Zimmerman gave a presentation on the SUP request for 537 Bancroft Rd.

The Applicants, Todd & Christina Dean (537 Bancroft Rd.), spoke on behalf of their project.

Chairman Baker opened the public hearing.

Robert Waters (552 Bancroft Rd) spoke in support.

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

There was a discussion between the Commission, Staff, and the Applicant confirming several aspects of the property including the new flatwork, the placement of the garage, and the demolition of the legal non-conforming structure which triggered the SUP request. Further discussion was held to clarify the timeline, the historic value, and the building materials to be used.

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Bill Schlegel, to recommend approval for Item E-2 as presented.**

**The motion carried unanimously.**

3. PUBLIC HEARING: Consider a request for a Planned Development (PD) amendment for the property located at 1801 Rufe Snow Drive, related to the list of permitted uses allowed within the existing building on a 1.9-acre lot, located on the east side of Rufe Snow Drive, approximately 1,600 feet northeast of the North Tarrant Parkway and Rufe Snow Drive intersection, legally described as The Lot Common Area of CVS Condos (platted as Lot 1, Block A of the Water's Edge Addition), zoned Planned Development-1066-Neighborhood Services, and addressed 1801 Rufe Snow Drive. Frank Roszell, Owner/Applicant. (ZONE-2511-0011)

CDD Hensley gave a presentation on the PD Amendment request for 1801 Rufe Snow Dr.

The Applicant, Frank & Vandolyn Roszell, ( 2230 Union Church Rd.), spoke on behalf of their proposal.

Chairman Baker opened the public hearing. No one came forward to speak.

**A motion was made by Commissioner Erin Pfarner, seconded by Commissioner John Scott, to close the public hearing. The motion carried unanimously.**

There was a discussion between the Commission and the Applicant regarding concerns behind the proposal to add minor medical emergency clinic as a use, with clarification made by Staff that the use is similar to a CareNow facility. Staff also explained that the hours of operation could be conditioned in the approval ordinance.

**A motion was made by Commissioner Ross Brensinger, seconded by Vice Chairman John Baker, to recommend denial of Item E-3 as presented. The motion carried by the following vote:**

**AYE-4: Chairman John Baker; Commissioner Ross Brensinger; Commissioner Erin Pfarner; Commissioner Deborah Johnson**

**NAY-2: Commissioner Bill Schlegel; Commissioner John Scott**

## **F. ADJOURN**

Chairman Baker adjourned the meeting at 8:27 p.m.

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Chairperson

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Staff Liaison