



**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, February 13, 2024**

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

**A. CALL TO ORDER - Chairperson 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  
Greg Will  
Erin Pfarner  
Erik Leist  
Vernon Stansell  
Ross Brensinger  
Gigi Gupta (Non-voting)  
Luz Rodriguez (Non-voting)

Staff present included Community Development Director (CDD) Sarah Hensley; Planning Consultant Ivan Gonzalez; 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 6, 2024.](#)

CDD Hensley gave a brief recap of the February 6, 2024 City Council meeting.

There was a discussion between the Commission and Staff about 110 Taylor St. and the concerns from City Council surrounding Old Town Keller. Chairman Alvarado spoke to the need for a future City Council workshop in regard to Old Town Keller.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

There was a discussion about moving the minutes to be considered to the consent agenda in the future.

Item D-3: CDD Hensley provided background on a variance request to reduce the front yard set back at 1851 Highland Drive East.

Item D-4: CDD Hensley provided background on two variance requests to reduce the front yard set back and the minimum dwelling size at 1855 Highland Drive East. There was a brief discussion among the Commissioners and Staff about the history of the variance requests in Highland Terrace Mobile Park and if future variance requests could be bundled together.

Item D-5: CDD Hensley gave brief background on the Specific Use Permit (SUP) request for an Accessory Dwelling Unit at 509 Holly Court.

Item D-6: CDD Hensley gave brief background on the request to approve amendments to Article Three -Definitions and Article Eight- Zoning Districts of the City of Keller Unified Development Code (UDC), relating to regulations for Spa and Medical Spa Uses, and the Town Center Zoning District Use Chart.

## **D. ADJOURN**

Chairman Alvarado adjourned the pre-meeting at 6:48 p.m.

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

## **A. CALL TO ORDER – Chairperson 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.

No public comments received.

## **D. NEW BUSINESS**

1. [Consider the minutes of the January 9, 2024 Planning and Zoning Commission Meeting.](#)

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Vernon Stansell, to approve the minutes of the January 9, 2024 Planning and Zoning Commission Meeting. The motion carried unanimously.**

2. [Consider the minutes of the January 23, 2024 Planning and Zoning Commission Meeting.](#)

**A motion was made by Commissioner Gregory Will, seconded by Vice-Chairman John Baker, to approve the minutes of the January 23, 2024 Planning and Zoning Commission Meeting. The motion carried unanimously.**

3. [Consider a request for one variance for one lot in the Highland Terrace Mobile Home Park to reduce the front yard setback to 25 feet in lieu of the required 35 feet, on the property legally described as Lot 35 of the Highland Terrace Mobile Home Park, being approximately 0.16-acres, situated on the east side of Highland Drive East, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\), and addressed as 1851 Highland Drive East. Raza Mian, Owner/Applicant. \(UDC-23-0009\)](#)

CDD Hensley gave a presentation on the property and Owner/Applicant's reason for the variance request.

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Gregory Will, to recommend approval of Item D-3 as presented. The motion carried unanimously.**

4. [Consider a request for two variances for one lot in the Highland Terrace Mobile Home Park to reduce the front yard setback to 25 feet in lieu of the required 35 feet, and to decrease the minimum dwelling size to 2,000 square-feet in lieu of the 2,400 square-foot requirement, on the property legally described as Lot 34 of the Highland Terrace Mobile Home Park, being approximately 0.16-acres, situated on the east side of Highland Drive East, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\), and addressed as 1855 Highland Drive East. Raza Mian, Owner/Applicant. \(UDC-23-0008\)](#)

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

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erin Pfarner, to recommend approval of Item D-4 as presented. The motion carried unanimously.**

5. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 2,500 square-foot Accessory Dwelling Unit on 2.15 acres located on the north side of Holly Court, approximately 450 feet north of the intersection of Holly Court and Barbara Lane, legally described as Lot 7, Block A of Holly Hills Addition, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 509 Holly Court. John Knipp, Owner. David Riley, Applicant. \(SUP-23-0040\)](#)

CDD Hensley gave a presentation on the property and the Applicant's reason for the proposed structure.

The owner, John Knipp, spoke to his intent for the Accessory Dwelling Unit, which is to be

used for family entertainment purposes.

Chairman Alvarado opened the public hearing.

No public comments received.

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erik Leist, 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-5 as presented. The motion carried unanimously.**

6. [PUBLIC HEARING: Consider a request to approve amendments to the City of Keller Unified Development Code \(UDC\), adopted by Ordinance No. 1746 dated July 7, 2015, by amending Article Three - Definitions and Article Eight - Zoning Districts, relating to regulations for Spa and Medical Spa Uses, and the Town Center Zoning District Use Chart; providing penalties; authorizing publication; and establishing an effective date. \(UDC-24-0001\)](#)

CDD Hensley gave a presentation on the request to approve amendments to Article Three -Definitions and Article Eight- Zoning Districts to the City of Keller Unified Development Code (UDC), relating to regulations for Spa and Medical Spa Uses, and the Town Center (TC) Zoning District Use Chart.

Chairman Alvarado opened the public hearing.

No public comments received.

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

There was a discussion among the Commission and Staff about the reasoning for the amendment to the code for Spa & MedSpa uses.

Staff spoke to the need to more clearly define Spas, to provide a clear pathway for Medical Spa applicants and to provide modifications to the Town Center (TC) and Town Center (TC) Medical overlay to better reflect the vision for the area.

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erik Leist, to recommend approval of Item D-6 as presented. The motion carried unanimously.**

## **E. ADJOURN**

Chairman Alvarado closed the meeting with a reminder to the Commission about the retirement reception for City Manager Mark Hafner, to be held on February 20, 2024 at

5:30 p.m. at City Hall. He also announced the groundbreaking ceremony for the Keller Sports Park on February 24, 2024 at 10:00 a.m.

Chairman Alvarado adjourned the meeting at 7:45 p.m.

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Chairperson

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Staff Liaison