



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, May 23, 2023

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 6:34 p.m.

The following Commission Members were present:

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

The following Commission Members were absent:

Greg Will

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

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council Action on May 16, 2023.](#)

ICDD Hensley gave a recap of the May 16, 2023 City Council meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: No comments.

D-2: ICDD Hensley gave background on two Specific Use Permits (SUPs) for 1125 Bancroft Rd. There is general conversation among the Commission over the building permit timeline. The Commission asked Staff for clarification on the history of the permits. There was general conversation about the timeline of the project should the SUP be approved. The Commission also discussed recommending a condition that the Applicant remove the kitchen from the accessory structure once the main home is built.

D-3: ICDD Hensley gave background on an SUP for Golden Haus Spa at 126 Taylor St. Commissioner Leist stated his concern that the business does not fit within the vision of Old Town Keller (OTK). Chairperson Alvarado stated his opinion that a spa in OTK could be a way for people to both enjoy the service and enjoy the area. Commissioner Pfarner seconded that opinion and gave her own opinion on a spa in OTK. Commissioner Leist requests from Staff a map of the lots in OTK along with the current businesses that occupy them. Chairperson Alvarado added the request to include a matrix of percentages of businesses and requested SUPs from the OTK zoning district. ICDD Hensley stated that Staff would compile that. There was general discussion among the Commission over the need for a map and how that would or would not affect the approval process.

D-4: ICDD Hensley gave background on 207 S. Elm St. and the proposed Site Plan for a shell building. Commissioner Sagar asked if the Applicant had approached Staff about the viability of the project before applying. Commissioner Leist responded with his knowledge of the Applicant's history of discussions with the Economic Development Board. ICDD Hensley verified that Staff had communicated the challenges of the lot to the Applicant. Chairperson Alvarado stated that specific questions about the project should be addressed to the Applicant.

ICDD Hensley stated that the Applicants for Item D-2, D-3, and D-4 would be present at the regular meeting to answer questions.

D. ADJOURN

Chairperson Alvarado adjourned the pre-meeting at 7:03 p.m.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 7:10 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. NEW BUSINESS

1. [Consider the minutes of the May 9, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Erik Leist, seconded by Commissioner Erin

Pfanner, to approve the minutes of the May 9, 2023 Planning and Zoning Commission Meeting. The motion carried by the following vote:

AYE: 5 - Chairperson Alvarado, Vice-Chairperson Baker, Commissioner Pfanner, Commissioner Leist, Commissioner Brensinger

ABSTAIN: 2 - Commissioner Stansell, Commissioner Sagar

2. [PUBLIC HEARING: Consider a request for two Specific Use Permits \(SUPs\) to allow the property owner to reside in the existing 1,250 square-foot structure while a new main structure is being built, and to allow the 1,250 square-foot structure to remain on the property as an accessory structure after the new home is completed, on property legally described as Lot 1, Block A of the Herrera Addition \(listed as Bancroft Addition with the Tarrant Appraisal District\), being 1.08-acres, located on the north side of Bancroft Road, at the intersection of Bancroft Road and Double Springs Lane, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\) and addressed as 1125 Bancroft Road. Mariel Herrera-Ledezma, Owner/Applicant. \(SUP-23-0017\).](#)

ICDD Hensley gave a presentation on Item D-2, a request for two SUPs at 1125 Bancroft Road.

The Applicant, Mariel Herrera-Ledezma, stated her reasoning for the request was primarily to keep her children in the same school district.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

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

Commissioner Sagar asked the Applicant how she intends to use the accessory structure after the main home is built. The Applicant responded with her intent to use the accessory structure as a pool house. She stated her understanding that the kitchen appliances would need to be removed from the accessory structure upon completion of the main structure.

Commissioner Sagar asked for the projected construction start time to which the Applicant responded that construction would begin as soon as she got the permit.

Commissioner Sagar asked the Applicant questions about her builder and estimated construction time. The Applicant responded that the estimated construction time is 18 months, which was the reason for the 24-month time frame requested. Commissioner Sagar clarified with the Applicant that any delays will result in the need for a new SUP.

Chairperson Alvarado questioned ICDD Hensley on including a time frame condition for the kitchen appliance removal. ICDD Hensley suggested that the Commission include a condition of "removal within x amount of time," with Staff inspections to confirm the removal after building is complete.

There was a conversation between Commissioner Stansell and ICDD Hensley about other conditions the Commission could include for the SUP.

Vice-Chairperson Baker stated his understanding that the two-year time period for the building would start upon approval of the SUP from City Council. ICDD Hensley clarified that was correct unless City Council denied the request.

Commissioner Sagar clarified the record on ADU requirements and variances. ICDD Hensley confirmed that to avoid a zoning violation, the kitchen appliances would need to be removed. The Applicant confirmed her understanding of those requirements and stated her intent to comply.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erik Leist, to recommend approval of Item D-2, with the condition that the kitchen facilities be removed from the accessory structure within two months of the building final of the new home. The motion carried unanimously.

3. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for Golden Haus to operate a Spa to include Cosmetologists \(Hair, Nails, Face\) and Massage in an existing 1,048 square-foot structure, on .17 acres located on the south side of Taylor Street, approximately 300 feet southwest of the intersection of South Elm Street and Taylor Street, legally described as Lot 3R, Block 11 of Keller City Addition, zoned Old Town Keller and addressed 126 Taylor Street. Domenic Seminara, Owner, Janae Samuel, Applicant. \(SUP-23-0016\)](#)

ICDD Hensley gave a presentation on Item D-3, a request for a SUP to operate Golden Haus, a cosmetology spa at 126 Taylor St.

The Applicant, Janae Samuel, stated her history and connections to the City of Keller. She clarified the services that her business would offer.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

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

Vice-Chairperson Baker asked if the Applicant had any plans for a remodel. The Applicant discussed her plans for minor cosmetic modifications in the future.

Commissioner Pfarner gave her thanks to the Applicant for submitting the request. She asked the applicant if she had any plans to cater to a male clientele. The Applicant responded with details on which of the services offered could appeal to a male audience. Commissioner Pfarner then asked about the staffing at the business concerning parking. The Applicant responded that no more than three employees would be on-site at one time.

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

4. [Consider approving a Site Plan with variances for a new 4,315 square-foot shell building, on .20-acre, located on the east side of South Elm Street, approximately 100 feet northwest of the Olive Street and South Elm Street intersection, located at 207 South Elm Street, legally described as Abstract 1171 Tract 10A and 12 C of Samuel Needham Survey and zoned Old Town Keller \(OTK\). Brian Palfrey, Owner/Applicant. \(SP-23-0007\)](#)

ICDD Hensley gave a presentation on Item D-4, a request to approve a Site Plan for a shell building in OTK, located at 207 S. Elm St.

Chairperson Alvarado asked clarifying questions about Elm Street construction parking.

Commissioner Brensinger asked about the utilities on S. Elm. ICDD Hensley responded that those utility plans have not been made yet.

There was a discussion between Commissioner Brensinger and ICDD Hensley about the UDC requirements for buffers and landscaping in OTK.

Commissioner Stansell asked for clarification on the Right of Way on S. Elm St. He then commented his opposition to Item D-4 because of his opinion that the building doesn't fit on the lot.

There is general speculation from Commissioner Leist to ICDD Hensley about having a building like the one proposed in Item D-4 on another lot in OTK. Commissioner Leist asked if the obstacles the Applicant is facing are unique or reoccurring. ICDD Hensley responded that an analysis of that sort has not been conducted.

Commissioner Alvarado stated his support for the idea of the structure but also stated he has an issue with the disparity in parking between S. Elm Street and the proposed Site Plan.

Commissioner Sagar thanked the Applicant for his interest in redevelopment in OTK. She stated her concern that the site plan is very problematic, especially regarding inadequate parking. Commissioner Sagar prompted the Applicant to consider other potential uses for the building (other than restaurant/retail) that would have a lesser parking demand. Commissioner Sagar stated her opposition to Item D-4 due to the request being too large of a building on too small of a lot.

Commissioner Pfarner asked for clarification on the UDC design standards in OTK. ICDD Hensley clarified that the examples provided are just suggestions, not a requirement of the code. The Applicant stated that the design would follow colonial-style architecture. He stated his perspective on the anticipated parking requirement during operating hours.

Commissioner Pfarner asked the Applicant if he had talked to his neighbors about the fact

that the proposed building is very close to the property line. The Applicant responded that he had not. Commissioner Pfarner stated her concern about the effect on the neighbors especially during lunch rush hour. ICDD Hensley stated that the approval of the businesses occupying the shell building would be on a case-by-case Certificate of Occupancy (CO) approval. The issue of occupying a combination of office and restaurant space would be addressed between the tenants and the property owner.

The Applicant stated his justification for wanting the proposed building on that lot by referencing other similar-sized businesses nearby. Commissioner Pfarner stated her opinion that the size of the building still doesn't fit.

Vice-Chairperson Baker theorized on what business could fit on that lot. He stated his agreement with the other Commissioners that the current plan is too large for the lot.

The Applicant stated he is working on obtaining a shared parking agreement with the nearby church property.

Commissioner Gupta asked if the Applicant had any proposed restaurants lined up yet. The Applicant responded that he did not. There is general conversation over reducing the square footage of the restaurant and why the Applicant did not do so.

Commissioner Leist asked if the plans had changed since it was presented to the Economic Development Board (EDB). The Applicant responded the inside square footage was reduced to extend the patio per Staff recommendation. Commissioner Leist stated his previous support when serving on the EDB because what the Applicant is proposing fits the vision of OTK. He stated his opinion that the render presented makes the building look much larger than it is. Commissioner Leist stated his concern over the Applicant's lack of contact with his neighbors and encouraged him to do so before Item D-4 is presented to City Council.

Chairperson Alvarado reminded the Commission that they were voting on approving/denying the Site Plan presented, not the businesses that would occupy it.

Item D-4 will go before City Council on June 20, 2023.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Leslie Sagar, to recommend denial of Item D-4 as presented. The motion carried by the following vote:

AYE: 5 - Vice-Chairperson Baker, Commissioner Pfarner, Commissioner Stansell, Commissioner Sagar, Commissioner Brensinger

NAY: 2 - Chairperson Alvarado, Commissioner Leist

E. ADJOURN

Chairperson Alvarado adjourned the meeting at 8:24 p.m.

Chairperson

Staff Liaison