



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, January 24, 2023

PRE-MEETING BRIEFING 5:30 P.M.

A. CALL TO ORDER - Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 5:30 p.m.

The following Commission Members were present:

Paul Alvarado, Chairperson
Greg Will
Erin Pfarner (via Zoom)
Vern Stansell
John Baker
Ross Brensinger

The Following Commission Members were absent:

GiGi Gupta
Leslie Sagar
Erik Leist

Staff present included Community Development Director (CDD) Julie Smith; Assistant Community Development Director (ACDD) Sarah Hensley; City Engineer Chad Bartee; Economic Development Specialist, Siale Langi; Planner II Katasha Smithers; Planner I Amber Washington; and Planning Technician Carlos Gutierrez.

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council Action on January 17, 2023.](#)

ACDD Hensley gave a recap of the January 10, 2023 City Council meeting. A Specific Use Permit (SUP) for 1621 Whitley Road for a detached accessory building was approved unanimously. The UDC amendment related to fuel pumps failed 4-2. Kroger SUP item was tabled to February 7, 2023 City Council meeting.

C. WORK SESSION

1. [Planning and Zoning Legal Orientation with City Attorney Matt Butler.](#)

Matt Butler presented legal orientation to the Commission.

D. DISCUSS AND REVIEW AGENDA ITEMS

D1&D2: Planning and Zoning meeting minutes required minor edits. No additional comments.

D3: Planner Washington gave background on an SUP request for an accessory building structure at 1244 Trail Ridge Dr. Commissioner Baker asked if the proposed structure would have restrooms. Planner Washington stated they would have a shower, sink and a kitchenette. Commissioner Stansell asked about the structure currently in the backyard. Planner Washington stated the structure would be removed prior to being constructed.

D4: Planner Smithers gave background on an SUP request to operate a medical office in the Old Town Keller (OTK) zoning district.

D5: Planner Smithers gave background on an SUP request for Kid to Kid. Commissioner Will asked if the lease would be for another year. Planner Smithers stated the Applicant is requesting a five-year SUP to run with the length of his lease.

E. ADJOURN

Chairperson Alvarado adjourned the pre-meeting at 6:49 p.m.

REGULAR MEETING 7:00 P.M.

Chairperson Alvarado called the meeting to order at 7:00 p.m.

A. CALL TO ORDER – Chairperson Paul Alvarado

B. PLEDGES TO THE FLAGS

C. PERSONS TO BE HEARD

This is a time for the public to address the Board/Commission on any subject. However, the Texas Open Meetings Act prohibits the Board/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.

No one came to speak during this item.

D. NEW BUSINESS

1. [Consider the minutes of the December 13, 2022 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Gregory Will, to approve the minutes of the December 13, 2022

Planning and Zoning Commission Meeting. The motion carried unanimously.

2. [Consider the minutes of the January 10, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Gregory Will, seconded by Commissioner Ross Brensinger, to approve the minutes of the January 10, 2023 Planning and Zoning Commission Meeting. The motion carried unanimously.

3. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 1,300 square-foot accessory building at the intersection of Trail Ridge Drive and Mount Gilead Road, legally described as Lot 14, Block 1 of the Trail Ridge Estates subdivision, zoned Single Family 20,000 square-foot lots or greater \(SF-20\) and addressed as 1244 Trail Ridge Drive. Shannon Wade, Applicant/Owner. \(SUP-23-0004\)](#)

Planner Washington gave a presentation on item D-3, a request for an SUP for an accessory structure.

The Applicant stated that she wanted to create a safe place for her 3 children and their friends to hang out.

Chairperson Alvarado opened the Public Hearing.

No comments received.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Ross Brensinger, to close the public hearing: The motion carried unanimously.

Commissioner Stansell asked the Applicant how guests would access the backyard structure.

The Applicant stated guests would go through the home to access the proposed structure.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner John Baker, to approve as presented Item D-3. The motion carried unanimously.

4. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for the Counseling office of Allison Cornelius, to operate in a 1,200 square-foot lease space, within an existing 5,964 square-foot multi-tenant building, at the intersection of Keller Parkway and North Elm Street, legally described as Lot 7R, Block 4 of O.L. Sweet's First Addition, zoned Old Town Keller \(OTK\) and addressed as 123 Keller Parkway, Suite 200. Allison Cornelius, Applicant. Brent Cornelius, Owner. \(SUP-23-0001\)](#)

Planner Smithers gave a presentation on item D-4, a request for an SUP to operate a medical office in the Old Town Keller (OTK) zoning district.

The Applicant stated she was excited about offering counseling services in the Keller community.

Chairperson Alvarado opened the Public Hearing.

No comments received.

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

Chairperson Alvarado asked Staff if the Applicant meets parking requirements.

Planner Smithers said they do.

Commissioner Will stated his support for the application and thanked the Applicant.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Ross Brensinger, to approve as presented Item D-4. The motion carried unanimously.

5. [PUBLIC HEARING: Consider extending two Specific Use Permits \(SUPs\) until October 2027 to operate a retail store with used goods and merchandise sales, and outdoor display for Kid to Kid in a 4,416 square-foot lease space, within an existing 33,955 square-foot multi-tenant building, situated on a 4.0-acre lot on the west side of South Main Street, approximately 1,000 feet southwest from the intersection of Bear Creek Parkway and South Main Street, at 750 South Main Street, Suite 135, being Lot 5, Block A, Bear Creek Plaza Addition, and zoned Commercial \(C\). BC III Shopping Center, LLC, Owner. Darren Aper, Applicant \(SUP-23-0003\)](#)

Planner Smithers gave a presentation on item D-5, a request to extend two SUPs until 2027 to operate a used goods retail store with outdoor display.

Chairperson Alvarado opened the public hearing.

No comments received.

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

Chairperson Alvarado stated his support for the applicant.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Gregory Will, to approve as presented Item D-5. The motion carried unanimously.

E. ADJOURN

Chairperson Alvarado adjourned the meeting at 7:25 p.m.

Chairperson

Staff Liaison