



**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, March 12, 2024**

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**PRE-MEETING BRIEFING 6:00 P.M.**

**A. CALL TO ORDER - Chairperson Paul Alvarado**

Chairman Alvarado called the meeting to order at 6:00 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)

The following Commission Members were absent:

Luz Rodriguez

Staff present included Community Development Director (CDD) Sarah Hensley; 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 March 5, 2024.](#)

CDD Hensley gave a brief recap of the March 5, 2024 City Council meeting.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

Item D-1: Consider the minutes for the February 27, 2024 Planning & Zoning Commission meeting. No Comments received.

Item E-1: Planner Washington gave a brief description on the Specific Use Permit (SUP) request for CocoDay's Bazaar of Fierce Finds, to sell new and used goods, at 138 Olive St.

There was a discussion among the Staff and the Commission in regard to the number of

stores within Old Town Keller (OTK) that sell used goods.

Further discussion occurred among the Staff and the Commission to clarify the procedure for petitions that Applicants provide to prove they have notified their neighbors of proposed projects.

Item E-2: Planner Russell provided background on the Specific Use Permit (SUP) request to convert the use of the property at 131 Hill St. from Residential to Commercial.

## **D. ADJOURN**

Chairman Alvarado adjourned the pre-meeting at 6:15 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. CONSENT**

1. [Consider the minutes of the February 27, 2024 Planning and Zoning Commission Meeting.](#)

**A motion was made by Commissioner Erik Leist, seconded by Vice Chairman John Baker, to approve the minutes of the February 27, 2024 Planning and Zoning Commission Meeting. The motion carried by the following vote:**

**AYE: 6- Chairman Alvarado, Vice-Chairman John Baker, Commissioner Gregory Will, Commissioner Erin Pfarner, Commissioner Erik Leist, Commissioner Ross Brensinger**

**ABSTAIN: 1- Commissioner Vern Stansell**

**E. NEW BUSINESS**

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for CocoDay’s Bazaar of Fierce Finds, a retail store selling new and used goods, in an existing 750 square-foot lease space, on .14 acres, on the south side of Olive Street, approximately 225 feet southeast from the intersection of South Main Street and Olive Street, legally described as Lot 3R, Block 7 of the Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 138 Olive Street. Cody Phillips, Applicant. Main Street Depot, LLC, Owner. \(SUP-24-0006\).](#)

Planner Washington gave a presentation on for the SUP request for 138 Olive St.

Chairman Alvarado opened the public hearing.

The Applicant, Cody Phillips, spoke to the reasoning for his request.

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

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-1 as presented. The motion carried unanimously.**

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for commercial office use in an existing 1,252 square-foot structure, on 0.29 acres located on the north side of Hill Street, approximately 184 feet northwest from the Hill Street and South Elm Street intersection, legally described as Lot 7 & 8B, Block 11 of Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 131 Hill Street. Alexa Lauren Kelley and Emerald Justine Kelly, Owner. Justin Sadler, Owner/Applicant. \(SUP-24-0002\)](#)

Planner Russell gave a presentation on the SUP request for 131 Hill St.

Chairman Alvarado opened the public hearing.

The Applicant, Justin Sadler, spoke to his reasoning for the SUP request.

**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 the Applicant about the condition of the garage and what appeared to be an underground shelter on the property. The Applicant stated that the garage would be brought up to code, and the shelter would be demolished, should the SUP be approved. Further discussion was held in regard to the expected number of employees, to which the Applicant responded that there would be four employees.

A motion was made by Commissioner Erin Pfarner, seconded by Chairman Paul Alvarado, to recommend approval of Item E-2 as presented. The motion carried unanimously.

**F. ADJOURN**

Chairman Alvarado adjourned the meeting at 7:19 p.m

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Chairperson

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Staff Liaison