



**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 26, 2024**

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

**A. CALL TO ORDER - Chairman 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  
Luz Rodriguez (Non-voting)

The following Commission Members were absent:

Gigi Gupta (Non-voting)

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Barteel; Planner I Amber Washington; Planner I Alexis Russell; and Planning Technician Kaleena Stevens.

**B. ADMINISTRATIVE COMMENTS**

1. [Briefing regarding City Council action on March 19, 2024.](#)

CDD Hensley gave a brief recap of the March 19, 2024 City Council Meeting.

There was a brief discussion among the Commission and Staff about the formation of a subcommittee to address concerns in regard to parking in Old Town Keller (OTK), to be headed by Commissioner Vern Stansell with assistance from Public Works Director Alonzo Liñán.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

Item D-1: Consider the minutes for the March 12, 2024 Planning & Zoning Commission meeting.

Item D-2: Consider approval of a Final Plat of Lots 1-21, 22X-23X, Block A; Lots 1-10,

11X, Block B; and Lots 1X-2X, Block C of the Bella Casa subdivision.

Item E-1: Planner Russell gave a brief description on the Specific Use Permit (SUP) request for an approximately 900 square-foot detached garage with carport at 837 Helen St.

Item E-2: Planner Washington gave a brief description on the request to consider a recommendation for a Detailed Site Plan for the Bella Casa Planned Development, a PD, addressed at 1300 Rufe Snow Dr.

There was a discussion among the Staff and the Commission in regard to several topics surrounding the Bella Casa development- including the building permit process, zoning change request, development standards, and variances that have previously been approved. There was further discussion regarding the proposed trail system, the process for future building permits, and the emergency access for the development.

Item E-3: Planner Russell gave a brief description of the request to approve amendments to the City of Keller Unified Development Code (UDC), by amending Article Nine - Development Standards, relating to regulations for billboards.

There was a brief discussion among the Staff and the Commission in regard to the intent behind the request.

## **D. ADJOURN**

Chairman Alvarado adjourned the pre-meeting at 6:19 p.m.

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

## **A. CALL TO ORDER – Chairman 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 March 12, 2024 Planning and Zoning Commission Meeting.](#)
2. [Consider approval of a Final Plat of Lots 1-21, 22X-23X, Block A; Lots 1-10, 11X, Block B; and Lots 1X-2X, Block C of the Bella Casa subdivision, being all of Tract 3D08 as recorded in Instrument Number D223208468, O.P.R.T.C.T. and being 10.946 acres of land situated in the John Edmonds Survey, Abstract Number 457, situated at the southwest corner of the Rufe Snow Drive and Rapp Road intersection and addressed 1300 Rufe Snow Drive. Contour Land Partners 15, LTD., Applicant. Jim Tchoukaleff, Owner. \(P-24-0005\).](#)

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Vernon Stansell, to approve the Consent Agenda for the March 26, 2024 Planning and Zoning Commission Meeting. The motion carried unanimously.**

**E. NEW BUSINESS**

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 900 square-foot detached garage with a carport, on approximately 1.29 acres, on the east side of Helen Street, approximately 470 feet south from the intersection of Creek Road and Helen Street, legally described as Lot 1, Block 1 of the Lipsey, Herbert Addition, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 837 Helen Street. Suzan and Ricky Lear, Owner. Technical Service Solutions LLC, Applicant. \(SUP-24-0004\)](#)

Planner Russell gave a presentation on the SUP request for 837 Helen St.

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.**

**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. [Consider a recommendation for a Detailed Site Plan for the Bella Casa Planned Development, a PD consisting of 31 residential lots and approximately 1.608 acres of open space on approximately 10.9 acres of land, legally described as Tract 3D08, Abstract 457 of the John Edmonds Survey, located on the southwest corner of the Rufe Snow Drive and Rapp Road intersection, and addressed as 1300 Rufe Snow Drive. Contour Land Partners 15, LTD., Applicant. Jim Tchoukaleff, Owner. \(SP-23-0029\).](#)

Planner Washington gave a presentation on the recommendation for a Detailed Site Plan for a Planned Development (PD) at 1300 Rufe Snow Dr.

There was a brief discussion among the Commissioners and the Staff regarding the previous approval of the Site Plan and the increase in the amount green space provided.

**A motion was made by Commissioner Vernon Stansell, seconded by Vice-Chairman John Baker, to approve the recommendation for Item E-2 as**

presented. The motion carried unanimously.

- 3. [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 Nine – Development Standards, relating to regulations for billboards; providing penalties; authorizing publication; and establishing an effective date. \(UDC-24-0002\)](#)

Planner Russell gave a presentation on the request to approve amendments to the City of Keller Unified Development Code (UDC), relating to billboards.

No public comments received.

**A motion was made by Commissioner Vernon Stansell, seconded by Vice-Chairman John Baker, to close the public hearing. The motion carried unanimously.**

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

**F. ADJOURN**

Chairman Alvarado adjourned the meeting at 7:18 p.m.

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Chairperson

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Staff Liaison