



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, June 13, 2023

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 6:30 p.m.

The following Commission Members were present:

Paul Alvarado, Chairperson
Greg Will (Virtual attendance)
Erin Pfarner
Leslie Sagar
Erik Leist
Vernon Stansell
GiGi Gupta
Ross Brensinger (Non-voting)

The following Commission Members were absent:

John Baker

Staff present included Interim Community Development Director (ICDD) Sarah Hensley; Planning Consultant (PC) Iván Gonzalez, 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 June 6, 2023.](#)

ICDD Hensley introduced Planning Consultant Iván Gonzalez to the Commissioners. PC Gonzalez gave a brief background about himself.

ICDD Hensley gave a recap of the June 6 City Council meeting.

Chairperson Alvarado recommended the Commission revisit the recording of the June 6 City Council meeting before the upcoming work session on the 8,400 sq. ft. zoning district regulations.

C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: ICDD Hensley gave a brief summary of the Te'Jun plat.

E-1: No comments.

E-2: Planner Washington gave a brief summary on an SUP for County Line Records at 148 S Elm St. Commissioner Sagar asked about public comments to the request. Planner Washington replied that one letter of recommendation was received from the property owner with signatures of support for the business.

E-3: PC Gonzalez gave background on Center Stage and the proposed Planned Development Amendment. He outlined some of the changes being requested in the PD Amendment from the original approval. Commissioner Pfarner brought up concerns about the proposed parking reduction and the change in the amount of trees required to be planted. PC Gonzalez explained that the tree requirement was being reallocated not reduced. Commissioner Brensinger also stated that the wording in the proposed amendment stated differently than what may be intended in regard to open space requirements. Commissioner Sagar mentioned that the redline document submitted by the Applicant was confusing in displaying the changes requested. Commissioner Pfarner agreed with this. Commissioner Sagar stated her opinion that Center Stage is the most contentious project in the city in the past 20 years. She recommended that the Commission table the item until the Applicant can show what has already been built in comparison to what was originally proposed in the PD. Chairperson Alvarado echoed the concerns about not having a comparison document. ICDD Hensley stated that she understood the concerns the Commission had about the redline document. She then stated that the tree save and open space calculations are correct and that the amount of both was not being reduced. Commissioner Sagar brought up concern about Block A2 as presented in the PD Amendment request. She pointed out that Block A2 is the only one that has a requirement for restaurant pad sites, the rest can be anything on the permitted use table, which includes office space.

E-4: Commissioner Stansell and Chairperson Alvarado had questions about the purpose of Item E-4. PC Gonzalez gave a brief summary of the proposed Medical Office Building (MOB) Site Plan. Commissioner Stansell brought attention to the square footage change of the building in relation to sales and real estate taxes calculations.

There was general disagreement between Commissioner Sagar and Commissioner Brensinger over recommending changes to the previously approved permitted use table for the Center Stage development.

Commissioner Will echoed some of the concerns from the other Commissioners. He stated his concern over the discrepancy between what was initially proposed and approved and what was being proposed now.

Chairperson Alvarado stated that the Commission has the opportunity to condition whatever they see fit but that the Commissioners are also representative of the community.

D. ADJOURN

Chairperson Alvarado adjourned the pre-meeting at 7:01 p.m.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 7:07 p.m.

B. PLEDGES TO THE FLAGS

C. PERSONS TO BE HEARD

Commissioner Sagar made the announcement that former City Council member Ray Brown passed away on June 7, 2023.

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 approving a Final Plat of Lots 1 and 2, Block A, Tejun Addition, being a replat of Lot 3, Block A, Foote's Addition and a portion of Keller Medical Plaza Addition, approximately 1.208 acres located on the north side of Keller Parkway, west of the intersection of Keller Parkway and Bourland Road, zoned Retail - Planned Development 1323 and addressed as 541 Keller Parkway. City of Keller Owner/Applicant. \(P-23-0017\)](#)

A motion was made by Commissioner Erik Leist, seconded by Commissioner Erin Pfarner, to approve Item D-1 as presented. The motion carried unanimously.

E. NEW BUSINESS

1. [Consider the minutes of the May 23, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Leslie Sagar, seconded by Commissioner Vernon Stansell, to approve the minutes of the May 23, 2023 Planning and Zoning Commission Meeting. The motion carried by the following vote:

AYE: 6 - Chairperson Alvarado, Commissioner Pfarner, Commissioner Stansell, Commissioner Leist, Commissioner Gupta, Commissioner Sagar

ABSTAIN: 1 - Commissioner Will

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) to sell used goods and merchandise at County Line Records in an existing 1,211 square-foot structure on .17 acres located on the west side of South Elm Street, at the intersection of South Elm Street and Hill Street, legally described as Lot 13R2, Block 10 of Keller City Addition, zoned Old Town Keller and addressed 148 S. Elm St. Francis Moser, Owner, Rodney Holder, Applicant. \(SUP-23-0019\).](#)

Planner Washington gave a presentation on Item E-2, a request for an SUP for the sale of used goods and merchandise at County Line Records, located at 148 S. Elm St.

The Applicant stated their thanks to the Commission for hearing their request.

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 thanked the Applicant for gathering all the signatures of support from their neighbors.

Commissioner Leist thanked the Applicant for their communication efforts.

A motion was made by Commissioner Leslie Sagar, seconded by Commissioner Vernon Stansell, to recommend approval of Item E-2 as presented. The motion carried unanimously.

3. [PUBLIC HEARING: Consider a request for a Planned Development Amendment for Center Stage, an existing Mixed Use Planned Development, on an approximately 38-acre property, legally described as Lots 1-10, Block A, Center Stage Addition, directly north east of the North Main Street and Mount Gilead Road intersection, zoned Planned Development - Mixed Use Commercial/Residential and addressed as 1400 North Main Street. Realty Capital Management, LLC, Applicant, RCM Keller Center Stage LLC, Owner. \(Z-23-0001\)](#)

PC Gonzalez gave a presentation on Item E-3, a PD Amendment for Center Stage.

The Applicant, Sam Pan with Realty Capital Management, stated his thanks to the Commission for hearing the request.

Chairperson Alvarado opened the public hearing.

Craig Hill, 628 Rockhurst Trail, spoke in representation of the Marshall Ridge and Marshall Point HOAs. He expressed concern over the Center Stage PD seeming to not follow the same development standards that the residential subdivisions are required to follow. Hill requested that the Commission reconsider the entrance points of Center Stage in regard to traffic patterns. He also stated his belief that there are not enough parking spaces to accommodate the increased use of the buildings.

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

Commissioner Alvarado asked about the next steps before construction can begin. PC Gonzalez explained that a site plan would also be presented for approval before the construction documents.

Commissioner Will asked the Applicant about the proposed reduction of single-family homes. The Applicant responded that the grading of the site was what dictated that change. Commissioner Will stated his concern over noise from the public lawns affecting the single-family residences in this new configuration. The Applicant made clarifying comments to explain the reason for changing the configuration of the single-family homes.

Commissioner Sagar commented that she had a hard time reviewing the changes being requested as they were presented in the redline document. She stated her opinion that it would be helpful to have a comparison of what was proposed and what has been built and is currently under construction. Commissioner Sagar stated that she believes that Item E-3 should be tabled to give the Commission more time to review the presented documents.

The Applicant is given time to answer the phasing questions presented in regard to what was already built. He detailed the few leases that have been signed for the existing retail buildings.

Chairperson Alvarado questioned about the current leasing in the multi-family units and if all units had Certificates of Occupancy (COs). The Applicant responded that two buildings had not yet received a temporary CO.

There was discussion about the table of permitted uses for Center Stage.

Commissioner Sagar clarified with the Applicant that the open outdoor entertainment amphitheater had not yet been built.

Commissioner Pfarner asked for clarification on the open space and tree save areas. There was general conversation between the Applicant and Commissioner Pfarner about the proposed reallocation. PC Gonzalez clarified that the section regarding "tree save" percentage was part of the originally approved PD. Commissioner Pfarner stated her concern over the mitigated trees not matching the maturity of the trees being removed. The Applicant offered his explanation of the request. Commissioner Pfarner stated that she couldn't agree with that proposal.

Commissioner Pfarner asked Staff why the standards are different between the PD and the neighboring HOAs. PC Gonzalez replied that the standards in question were a part of the approved PD.

Commissioner Pfarner presented other questions about the proposed open space amendment that the Applicant then clarified on the concept plan.

Commissioner Stansell asked for clarification on who the leasing agent is for Center Stage to which the Applicant responded Mark Boone.

Commissioner Stansell asked Staff why the multi-family buildings were issued temporary COs instead of permanent ones. ICDD Hensley answered that the decision was made by

the previous Community Development Director and the Fire Marshal to issue temporary COs until the site final was completed to ensure everything followed the approved plans.

Commissioner Stansell asked the Applicant about the timeline after the Site Plan is approved. The Applicant responded that once approved, the construction would be completed within a couple of months. The Applicant then stated his intent to sell the developed lots.

Commissioner Stansell asked who would be responsible for the maintenance of the proposed open space. The Applicant answered that the community lawn would likely be maintained by the neighboring restaurant space. He also stated that the single-family residential lots would be run by an HOA.

Commissioner Leist asked for clarification on how the decision to reduce the number of residential spaces was made. The Applicant responded that different variables were uncovered as the project progressed. Chairperson Alvarado speculated that the discrepancy could have come from the original PD being more conceptual. PC Gonzalez confirmed that more details are revealed as the Site Plan is created.

Commissioner Brensinger thanked the Applicant for attending the meeting and stated that he doesn't think the scope of changes proposed is unreasonable. He then stated that he doesn't entirely agree with the request because of the draft of the PD presented. Commissioner Brensinger then requested a more thorough "story" of the Center Stage project and the changes being made via the amendment. He stated that he agreed with Commissioner Sagar that Item E-3 should be tabled.

Commissioner Sagar asked for clarification on the request for two monument signs. The Applicant responded that the second sign was intended for Milestone Church located at Mount Gilead Road.

Chairperson Alvarado asked for clarification on the access points of the development and the parking concerns. It is confirmed that the request conforms with the completed traffic study. The Applicant replied that the current issue of residents parking in retail spots will resolve itself with proper communication between residents and businesses.

Chairperson Alvarado stated that Item E-3 will be presented to City Council on July 18 with the Planning and Zoning Commission vote as a recommendation. He stated his support for Item E-3.

Commissioner Sagar made a motion with conditions, as detailed below.

There was discussion between the Commission regarding including conditions in tabling Item E-3.

Commissioner Leist commented his disagreement with tabling Item E-3.

A motion was made by Commissioner Leslie Sagar, seconded by Commissioner

Erin Pfarner, to table Item E-3 to the July 11, 2023 Planning and Zoning Commission Meeting with the purpose and intent to provide additional information on the following items:

- 1) Summary of construction phasing
- 2) A traditional redline document
- 3) A comprehensive outline of the tree allocation and the purpose
- 4) A more comprehensive explanation on the reasoning behind the changes
- 5) The outcome of the noise study and recommendations

The motion carried by the following vote:

AYE: 4 - Commissioner Pfarner, Commissioner Stansell, Commissioner Gupta, Commissioner Sagar

NAY: 3 - Chairperson Alvarado, Commissioner Will, Commissioner Leist

4. [PUBLIC HEARING: Consider a request for a Detailed Site Plan for a Medical Office Building, for Center Stage, an existing Mixed Use Planned Development, on an approximately 1.91-acre property, legally described as Lot 10, Block A, Center Stage Addition, located on the east side of North Main Street, directly north east of the North Main Street and Mount Gilead Road intersection, zoned Planned Development - Mixed Use - Commercial/Residential and addressed as 1260 North Main Street. Castle Development Group, Applicant, Mount Gilead Development Partners LLC, Owner. \(SP-22-0035\)](#)

Since Item E-3 was tabled, there was discussion among the Commissioners about also tabling Item E-4.

Chairperson Alvarado suggested that the Commission hear the Staff presentation and open the public hearing before making a decision.

PC Gonzalez gave a presentation on Item E-4.

Chairperson Alvarado opened the public hearing.

Ryan Powers, 1401 Mary Ct. and 164 Mount Gilead Rd., stated his concern about proximity of his home to the proposed entrance of the development.

Craig Hill, representing the Board of Directors for Marshall Ridge HOA, reminded the Commission of the original PD and brought up his concern over noise control.

A motion was made by Commissioner Erik Leist, seconded by Commissioner Vernon Stansell, to table Item E-4 to the July 11, 2023 Planning and Zoning Commission Meeting with the purpose of continuing the public hearing. The motion carried unanimously.

F. ADJOURN

Chairperson Alvarado adjourned the meeting at 8:58 p.m.

Chairperson

Staff Liaison