



City of Keller
City Council
Meeting Minutes

Keller Town Hall
1100 Bear Creek Parkway
Keller, TX 76248
817-743-4000
www.cityofkeller.com

Tuesday, June 1, 2021

CITY COUNCIL DINNER 5:00 P.M.

PRE-COUNCIL MEETING 5:30 P.M.

A. CALL TO ORDER - Mayor Armin R. Mizani

Mayor Armin Mizani called the Pre-Council Meeting to order at 5:30 P.M.

The following City Council Members were present:

Mayor Armin Mizani
Council Member Shannon Dubberly
Mayor Pro Tem Sean Hicks
Council Member Sheri Almond
Council Member Beckie Paquin
Council Member Ross McMullin

Council Member Chris Whatley was absent.

The following City staff members were present: City Manager Mark Hafner, City Secretary Kelly Ballard, City Attorney Stan Lowry, Director of Community Services Cody Maberry, Director of Administrative Services Aaron Rector, Director of Community Development Julie Smith, Director of Information Technology Sean Vreeland, Director of Economic Development Mary Culver, Administrative Services Manager Sarah Hensley, Deputy Fire Chief Shane Gainer, Interim Fire Chief Richard Whitten, and Police Chief Bradley G. Fortune.

B. DISCUSS AND REVIEW AGENDA ITEMS

The City Council discussed and reviewed the agenda items.

C. EXECUTIVE SESSION - None

Executive Session was not held during the Pre-Council Meeting.

D. WORK SESSION

1. [Budget Strategic Planning - Property Tax Calculations & Homestead Exemption](#)

Attachments: [Item D-1 Property Tax Rate Calcs and HS Exemp](#)

Director of Administrative Services Aaron Rector gave a presentation relating to Property Tax Calculations & Homestead Exemption. City Manager Mark Hafner stated that he felt

comfortable with raising the Homestead Exemption to 20% with the FY 2021-22 Budget. Mayor Mizani, Mayor Pro Tem Hicks, Council Member Dubberly and Council Member McMullin were all in favor of the increase to 20%. Council Member Almond and Council Member Paquin both wanted to receive more information. Formal vote for the Homestead Exemption will take place at the June 15, 2021 Regular City Council Meeting.

2. [Discuss partnership with the Greater Keller Chamber of Commerce on hosting a local job fair.](#)

Mrs. Mary Culver, Director of Economic Development, and Ms. JoAnn Malone, President/CEO - Greater Keller Chamber, discussed a potential local job fair to be held on June 28, 2021. The City Council directed staff to move forward with creating an agreement with the Greater Keller Chamber to participate in the administration of the job fair, but not to contribute to the incentives to individuals hired to Keller businesses resulting from the job fair.

3. [Discuss creation of a Keller Sports Park Task Force.](#)

This item did not need discussion and was approved as part of the Consent Agenda.

4. [Discuss garage conversions.](#)

Attachments: [Item D-5 Garage Conversion Presentation](#)

The City Council had mixed opinions and some concerns about permitting garage conversions in the SF-36 zoning district. They requested staff seek feedback from the Planning and Zoning Commission on potentially allowing garage conversions in the SF-36 zoning district with the understanding the item would then be brought forward for recommendation by the Commission and consideration by Council.

E. ADJOURN

Mayor Armin Mizani recessed the Pre-Council Meeting at 6:57 P.M. to continue after the conclusion of the Regular Meeting.

Mayor Armin Mizani adjourned the Pre-Council Meeting at 10:40 P.M.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Mayor Armin R. Mizani

Mayor Armin Mizani called the Regular Meeting to order at 7:03 P.M.

B. INVOCATION - Pastor Trey Grant, The Well Church

Pastor Trey Grant, The Well Church, gave the invocation.

C. PLEDGE OF ALLEGIANCE

Mayor Armin Mizani led the pledges to the United States Flag and to the Texas Flag.

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."

D. PROCLAMATIONS & PRESENTATIONS

1. [Recognition of Keller High School student, Kaelen Dulany for earning the Class 6A State Championship.](#)

Mayor Armin Mizani and the City Council recognized Keller High School Student Kaelen Dulany for his achievement of earning the Class 6A State Championship.

2. [Recognition of Former Council Member Mitch Holmes](#)

Mayor Armin Mizani and the City Council presented a plaque to former Council Member Mitch Holmes for his years of service on the Keller City Council.

Councilman Mitch Holmes thanked and addressed the public regarding his service to the City of Keller.

3. [Tri-County Electric Cooperative Keller Area work plan](#)

Mr. Daryl Schriver, Tri-County Electric Cooperative CEO, and Ms. Janet Rehberg, Vice President of Engineering presented details on projects planned in Keller for the upcoming year. Discussion was held by the City Council.

E. PERSONS TO BE HEARD

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

Mr. Mike Garabedian, 1717 Buckingham, expressed his support of the Highland Terrace Mobile Home Park New Business agenda item.

F. CONSENT

The next order of business was for the City Council to consider the consent agenda items, which were deemed to need little to no discussion, and were acted upon as one business item.

A motion was made by Mayor Pro Tem Sean Hicks, seconded by Council Member Sheri Almond, to approve the Consent Agenda. The motion carried unanimously.

1. [Consider approval of the Minutes of the Wednesday, May 12, 2021 Special City Council Meeting.](#)

Attachments: [051221 Minutes](#)

Approved.

2. [Consider approval of the Minutes of the Tuesday, May 18, 2021 Regular City Council Member.](#)

Attachments: [051821 Minutes](#)

Approved.

3. [Consider a resolution approving an Agreement for Professional Services with Freese and Nichols, Inc., of Fort Worth, Texas, relating to Phase IV of the Utility Master Plan Updates and Assessments Project; and authorizing the City Manager to execute all documents relating thereto on behalf of the City of Keller, Texas.](#)

Attachments: [060121 Phase IV Utility Master Plan Resolution](#)
[060121 Phase IV Utility Master Plan Exhibit A](#)
[060121 Phase IV Utility Master Plan Project Plan](#)

Resolution No. 4365 approves the Agreement for Professional Services with Freese and Nichols, Inc., of Fort Worth, Texas relating to Phase IV of the Utility Master Plan Updates and System Assessments Project, in the amount of \$300,000, in accordance with the terms and conditions set forth in said Agreement for Professional Services.

4. [Consider a resolution approving the purchase of asphalt and concrete repair and related services for the Keller Sports Park and Bear Creek Park, from CI Pavement of Grand Prairie, Texas, through The Interlocal Purchasing System \(TIPS\) Cooperative Purchasing Program, for the Parks and Recreation Department; and authorizing the City Manager to execute all documents relating thereto on behalf of the City of Keller, Texas.](#)

Attachments: [060121 Parking Lot Improvement Resolution](#)
[060121 KSP Parking Lots](#)
[060121 BCP Parking Lots](#)
[060121 Parking Lot Improvement Spec Variance letter](#)
[060121 Keller Sports Complex Proposal Packet from CI Pavement](#)
[060121 Sports Pkwy and Line Dr Ave Intersection - Proposal Packet from CI Pavement](#)
[060121 Shady Ln N Proposal Packet from CI Pavement](#)
[060121 Bear Creek Maint Lot - Concrete - Proposal Packet from CI Pavement](#)
[060121 CI Pavement TIPS CONTRACT](#)

Resolution No. 4366 approves the purchase of Asphalt and Concrete Repair and Related Services from CI Pavement of Grand Prairie, Texas, through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Program, in the amount of \$720,000.00.

5. [Consider a resolution approving the purchase of one \(1\) replacement ladder truck, from Metro Fire Apparatus Specialists, Inc., of South Houston, Texas, through the Houston-Galveston Area Council Cooperative Purchasing Program; for the Fire Department; and authorizing the City Manager to execute all purchase documents relating thereto on behalf of the City of Keller, Texas.](#)

Attachments: [060121 Ladder Truck Resolution](#)
[060121 Ladder Truck Proposal](#)

Resolution No. 4367 hereby approves the purchase of one (1) replacement ladder truck as

presented through the HGAC Cooperative Purchasing Program for \$1,484,644.

6. [Consider a resolution creating a Keller Sports Park Task Force, appointing members to said Keller Sports Park Task Force, and providing an effective date.](#)

Attachments: [Proposed Task Force Resolution](#)

Resolution No. 4368 hereby appoints the following members to the Keller Sports Park Task Force:

City Council Representatives: Mayor Armin Mizani, Mayor Pro Tem Sean Hicks, Council Member Ross McMullin

Parks and Recreation Board Representatives: Erin Pfarner, Felix Mira, Jenilee Harwell

Keller Youth Association - Mark Morgan
Keller Soccer Association - Doug Reske
Keller Lacrosse Association - Chris Price
Keller Rugby Association - Robert Poyser

City Staff - As deemed appropriate by the Director of Community Services and/or their designee.

G. OLD BUSINESS - None

H. NEW BUSINESS

1. [Consider a resolution approving a site plan amendment with one variance for The Hills Church, situated on 5.4 acres, located on the northwest corner of Florence Road and Randol Mill Avenue \(Davis Blvd\), being Lot 1R, Block A, Anchor Church Addition, at 2525 Florence Road, and zoned Single-Family 36,000 square-foot minimum lots \(SF-36\). The Hills Church, Owner/Applicant. \(SP-21-0007\)](#)

Attachments: [060121_Hills Church SP Amendment_ProposedOrdinance.docx](#)
[060121_Hills Church SP Amendment Maps.pdf](#)
[060121_Hills Church SP Amendment Exhibit A](#)
[Item H-1 The Hills Church](#)

Director of Community Development Julie Smith gave a presentation relating to a request for a site plan amendment with one variance for The Hills Church, at 2525 Florence Road.

A motion was made by Council Member Sheri Almond, seconded by Council Member Beckie Paquin, to approve Resolution No. 4369 approving a site plan amendment with one variance for The Hills Church, situated on 5.4 acres, located on the northwest corner of Florence Road and Randol Mill Avenue (Davis Blvd), being Lot 1R, Block A, Anchor Church Addition, at 2525 Florence Road, and zoned Single-Family 36,000 square-foot minimum lots (SF-36). The motion carried unanimously.

2. [PUBLIC HEARING: Consider an ordinance approving an amendment to an existing](#)

Specific Use Permit (SUP) to allow the property owner to temporarily reside in a 28-foot by 68-foot (or 1,904 square-feet) manufactured home for the purpose of living and overseeing construction of a permanent residence, situated on a 1.995-acre tract of land, located on the west side of South Pearson Lane, approximately 550 feet northwest from the intersection of South Pearson Lane and Union Church Road, being tract 6B01A1, 6B01B, and 6F01, Abstract 498 of the Elston, D E Survey, zoned Single Family - 36,000 square-foot lot (SF-36), located at 404 South Pearson Lane. Christopher Cloy, Owner/Applicant. (SUP-21-0013)

Attachments: [060121_ProposedOrdinance.docx](#)
[060121_Maps.pdf](#)
[060121_Staff Attachment A - Application and Information.pdf](#)
[060121_Staff Attachment B - Email Opposition .pdf](#)
[Presentation: Item H-2 404 S Pearson](#)

Director of Community Development Julie Smith gave a presentation relating to a request for an amendment to an existing Specific Use Permit (SUP) to allow the property owner to temporarily reside in a 28-foot by 68-foot manufactured home for the purpose of living and overseeing construction of a permanent residence.

Mayor Armin Mizani opened the public hearing. No public comments were received.

A motion was made by Mayor Pro Tem Sean Hicks, seconded by Council Member Beckie Paquin, to close the public hearing. The motion carried unanimously.

Mr. Christopher Cloy, applicant, addressed the City Council regarding the proposal.

A motion was made by Council Member Sheri Almond, seconded by Council Member Ross McMullin, to approve Ordinance No. 2018 approving an amendment to an existing Specific Use Permit (SUP) to allow the property owner to temporarily reside in a 28-foot by 68-foot (or 1,904 square-feet) manufactured home for the purpose of living and overseeing construction of a permanent residence, situated on a 1.995-acre tract of land, located on the west side of South Pearson Lane, approximately 550 feet northwest from the intersection of South Pearson Lane and Union Church Road, being tract 6B01A1, 6B01B, and 6F01, Abstract 498 of the Elston, D E Survey, zoned Single Family - 36,000 square-foot lot (SF-36), located at 404 South Pearson Lane, with the following conditions:

- 1. Owner and family to reside in an approximately 2,000 square-foot temporary manufactured home for a period of 24 months.**
- 2. The 24-month period starts at the original date of March 16, 2021 and expires on March 16, 2023.**
- 3. Release of temporary manufactured home permit to coincide with the issuance of the building permit for the permanent residence.**

4. Mobile home skirting shall be placed around the manufactured home.
5. The temporary manufactured home shall be removed if the building permit is pulled, expired or with 180 days of no construction activity.
6. Once the permanent resident passes final inspection, the Applicant (potential buyer) has 90 days to remove the manufactured home.
7. The accessory dwelling unit structure will be created by converting a 980 square-foot existing accessory building.

The motion carried unanimously.

3. [PUBLIC HEARING: Consider an ordinance approving two Specific Use Permits \(SUP\) to allow the Applicant to construct an approximately 2,733 square-foot accessory structure \(shop use\) situated on a 2.65-acre tract of land, located on the east side of Bourland Road, approximately 350 feet southeast from the intersection of Bancroft Road and Bourland Road, legally described as Lot 3, Block 1 Village Mill Addition, zoned Single Family - 36,000 square-foot lot \(SF-36\), located at 921 Bourland Road. Jeff Aldredge, owner. Jeff Ground, Applicant. \(SUP-21-0014\)](#)

Attachments: [060121 BourlandSUP Proposed Ordinance.docx](#)

[060121 BourlandSUP Maps](#)

[060121 BourlandSUP Application](#)

[060121 BourlandSUP SupportingDocumentation](#)

[Presentation: Item H-3 Bourland Shop](#)

Director of Community Development Julie Smith gave a presentation relating to a request for two Specific Use Permits (SUP) to allow the Applicant to construct an approximately 2,733 square-foot accessory structure, at 921 Bourland Road.

Mr. Jeff Ground, applicant, addressed the City Council regarding the proposal.

Mayor Armin Mizani opened the public hearing. No public Comments were received.

A motion was made by Council Member Ross McMullin, seconded by Council Member Shannon Dubberly, to close the public hearing. The motion carried unanimously.

A motion was made by Council Member Ross McMullin, seconded by Council Member Shannon Dubberly, to approve Ordinance No. 2019 approving two Specific Use Permits (SUP) to allow the Applicant to construct an approximately 2,733 square-foot accessory structure (shop use) situated on a 2.65-acre tract of land, located on the east side of Bourland Road, approximately 350 feet southeast from the intersection of Bancroft Road and Bourland Road, legally described as Lot 3, Block 1 Village Mill Addition, zoned Single Family - 36,000 square-foot lot (SF-36), located at 921 Bourland Road, with the following conditions:

1. The SUP request to construct up to a 2,733 square-foot accessory building shall be allowed.
2. The SUP request to allow all accessory structures to total more than 50% of the existing main structure shall be allowed.

The motion carried unanimously.

4. [PUBLIC HEARING: Consider an ordinance approving amendments to the City of Keller Unified Development Code \(UDC\), adopted by Ordinance No. 1746 dated July 7, 2015, by amending Article 8 - Zoning Districts; Section 8.10, relating to breezeway connections; authorizing publication; provide for penalties; and establishing an effective date. City of Keller, applicant. \(UDC-21-0005\)](#)

Attachments: [060121 Breezeway Amendment Proposed Ordinance](#)
[060121 Breezeway Amendment Current Language](#)
[Item H-4 UDC Text Amendment](#)

Community Development Director Julie Smith gave a presentation regarding amendments to the City of Keller Unified Development Code, relating to breezeway connections.

Mayor Armin Mizani opened the public hearing. No public comments were received.

A motion was made by Mayor Pro Tem Sean Hicks, seconded by Council Member Ross McMullin, to close the public hearing. The motion carried unanimously.

A motion was made by Council Member Sheri Almond, seconded by Mayor Pro Tem Sean Hicks, to approve Ordinance No. 2020 approving amendments to the City of Keller Unified Development Code (UDC), adopted by Ordinance No. 1746 dated July 7, 2015, by amending Article 8 - Zoning Districts; Section 8.10, relating to breezeway connections; authorizing publication; provide for penalties; and establishing an effective date. The motion carried by the following vote:

AYE-5: Council Member Shannon Dubberly, Mayor Pro Tem Sean Hicks, Council Member Sheri Almond, Council Member Beckie Paquin, and Mayor Armin Mizani.

NAY-1: Council Member Ross McMullin.

5. [Consider a resolution approving three variances to the Unified Development Code, Article 8 - Zoning Districts, Development Standards, Tree preservation, Section 8.03 Zoning districts, regarding 21 lots in the Highland Terrace Mobile Home Park, to decrease the Minimum Dwelling Size to 2000 square feet in lieu of the 2400 square-foot requirement, to increase the main building lot coverage to 35 percent in lieu of the 30 percent requirement, and to increase the maximum lot coverage to 55 percent in lieu of the 50 percent requirement, located at 1700 Highland Drive West, 1704 Highland Drive West, 1736 Highland Drive West, 1740 Highland Drive West, 1744 Highland Drive West, 1748 Highland Drive West, 1752 Highland Drive West, 1832 Highland Drive East, 1844](#)

[Highland Drive East, 1852 Highland Drive East, 1847 Highland Drive East, 1843 Highland Drive East, 1839 Highland Drive East, 1835 Highland Drive East, 1733 Hilltop Lane, 1729 Hilltop Lane, 1725 Hilltop Lane, 1733 Highland Drive West \(legally two lots\), 1717 Highland Drive West, 1713 Highland Drive West, legally described as Lot 1, 2, 10, 11, 12, 13, 14, 25, 28, 30, 36, 37, 38, 39, 42, 43, 44, 60, 61, 64, 65, Highland Terrace Mobile Home Park and zoned Single-Family 36,000 square-foot lots or greater \(SF-36\). Double B Texas Ventures, LLC and Patricia McCoy owners. Jeff Avery, applicant. \(UDC-21-0003\)](#)

Attachments: [060121 HighlandTerraceVariance Proposed Resolution](#)
[060121 HighlandTerraceVariance Maps](#)
[060121 HighlandTerraceVariance Application](#)
[060121 HighlandTerraceVariance Final Plat](#)
[060121 HighlandTerraceVariance Variance Flow Chart](#)
[Presentation: Item H-5 Highland Terrace Variances](#)

Director of Community Development Julie Smith gave a presentation relating to a request for three variances to the Unified Development Code, Section 8.03 Zoning districts, regarding 21 lots in the Highland Terrace Mobile Home Park.

Mr. Jeff Avery, applicant, gave a presentation and addressed the City Council regarding the proposal.

A motion was made by Mayor Pro Tem Sean Hicks, seconded by Council Member Shannon Dubberly, to approve Resolution No. 4370 approving three variances to the Unified Development Code, Article 8 - Zoning Districts, Development Standards, Tree preservation, Section 8.03 Zoning districts, regarding 21 lots in the Highland Terrace Mobile Home Park, to decrease the Minimum Dwelling Size to 2000 square feet in lieu of the 2400 square-foot requirement, to increase the main building lot coverage to 35 percent in lieu of the 30 percent requirement, and to increase the maximum lot coverage to 55 percent in lieu of the 50 percent requirement, located at 1700 Highland Drive West, 1704 Highland Drive West, 1736 Highland Drive West, 1740 Highland Drive West, 1744 Highland Drive West, 1748 Highland Drive West, 1752 Highland Drive West, 1832 Highland Drive East, 1844 Highland Drive East, 1852 Highland Drive East, 1847 Highland Drive East, 1843 Highland Drive East, 1839 Highland Drive East, 1835 Highland Drive East, 1733 Hilltop Lane, 1729 Hilltop Lane, 1725 Hilltop Lane, 1733 Highland Drive West (legally two lots), 1717 Highland Drive West, 1713 Highland Drive West, legally described as Lot 1, 2, 10, 11, 12, 13, 14, 25, 28, 30, 36, 37, 38, 39, 42, 43, 44, 60, 61, 64, 65, Highland Terrace Mobile Home Park and zoned Single-Family 36,000 square-foot lots or greater (SF-36). The motion carried by the following vote:

AYE-5: Council Member Shannon Dubberly, Mayor Pro Tem Sean Hicks, Council Member Sheri Almond, Council Member Ross McMullin, and Mayor Armin Mizani.

NAY-1: Council Member Beckie Paquin.

6. [Consider a resolution amending the City of Keller Façade Improvement Grant Program Policy approved by Resolution No. 4037, on September 18, 2018, by amending the policy criteria and process of the Façade Improvement Grant Program.](#)

Attachments: [060121_Facade Grant Update Resolution](#)
[060121_Facade Grant Policy](#)
[060121_Current City of Keller Façade Improvement Grant Policy Updated in 2018](#)
[Presentation: Item H-6 Façade Improvement Grant Update](#)

Economic Development Director Mary Culver gave a presentation regarding amending the City of Keller Façade Improvement Grant Program Policy.

A motion was made by Council Member Sheri Almond, seconded by Mayor Pro Tem Sean Hicks, to approve Resolution No. 4371 amending the City of Keller Façade Improvement Grant Program Policy approved by Resolution No. 4037, on September 18, 2018, by amending the policy criteria and process of the City of Keller Façade Improvement Grant Program. The motion carried unanimously.

I. EXECUTIVE SESSION - None

J. ADJOURN

Mayor Armin Mizani adjourned the Regular Meeting at 9:53 P.M. and reconvened the Work Session at 9:53 P.M. The Work Session then adjourned at 10:40 P.M.

Mayor

City Secretary