



**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, July 11, 2023**

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

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

Chairperson Alvarado called the meeting to order at 6:13 p.m.

The following Commission Members were present:

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

Staff present included Community Development Director (CDD) Sarah Hensley; Planning Consultant (PC) Iván Gonzalez, Planner I Amber Washington; City Engineer Chad Barte; and Planning Technician Alexis Russell.

**B. ADMINISTRATIVE COMMENTS**

1. [Briefing regarding City Council Action on June 20, 2023.](#)

CDD Hensley gave a recap of the June 20, 2023 City Council meeting.

CDD Hensley reminded the Commission about the upcoming APA workshop on July 28, 2023.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

D-1: Planner Washington gave a brief summary of Item D-1, a request for a Plat with variances at 1440 Randol Mill Avenue. Commissioner Brensinger asked some clarifying questions on the setback variance request. Commissioner Leist stated his understanding that the Applicant wanted to keep the home in the center of the lot. Planner Washington stated that no building plans had been received for the property yet, but the variances requested were the same as the ones approved for the lot to the south.

D-2: Planner Washington gave a brief summary of the request for SUPs for an Accessory Dwelling Unit (ADU) at 8605 Buckner Lane. Commissioner Leist asked if the SUP requirement for an ADU was a recent change in the UDC. CDD Hensley replied her understanding that the update was made back in 2015.

D-3: CDD Hensley stated that the Applicant requested to table Item D-3 to the July 25, 2023 Planning and Zoning meeting. Chairperson Alvarado clarified that the Public Hearing would be opened and then the item would be tabled.

E-1 & E-2: PC Gonzalez gave a brief summary of the Center Stage PD Amendment and the Medical Office Building (MOB) Site Plan with focus on how the regular meeting discussion would be approached. Chairperson Alvarado clarified with PC Gonzalez that the two items are not contingent on each other. Chairperson Alvarado suggested presenting Item E-2 first, but Commissioner Sagar disagreed and the Agenda was not changed. There was discussion among the Commission and PC Gonzalez about the changes in the Amendment compared to the original PD. PC Gonzalez elaborated on the tree save and open space section of the PD Amendment. There was discussion led by Commissioner Leist about the reasoning the Applicant might have had for rotating the facing of the MOB. CDD Hensley stated her understanding that the building shift was made by the Applicant so it would meet fire safety requirements. Commissioner Sagar brought up the distinction between Phase 1 and Phase 2 of the overall Center Stage development and her understanding on the history of the project. PC Gonzalez clarified that the Site Plans that had been approved for the development in the past were specific to the items being built at the time. Led by CDD Hensley, the Commission discussed other specifics of the project with reference to the materials provided in the agenda packet. There was discussion among the Commission about what is relevant or not to discuss in the regular meeting.

## **D. ADJOURN**

Chairperson Alvarado adjourned the pre-meeting at 7:03 p.m.

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

## **A. CALL TO ORDER – Chairperson Paul Alvarado**

Chairperson Alvarado called the meeting to order at 7:10 p.m.

## **B. PLEDGES TO THE FLAGS**

## **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. NEW BUSINESS

1. [Consider a recommendation for a Final Plat with variances to the City of Keller Unified Development Code, Article 8, Zoning Districts, for Lot 1, Block A of the Reyes Estates, located on 0.53 acres, on the west side of Randol Mill Avenue, approximately 605 feet northwest from the intersection of Randol Mill Avenue and Fawkes Lane, zoned Single Family 20,000 square-foot lots or greater \(SF-20\), and addressed 1440 and 1470 Randol Mill Avenue. Pedro Reyes, Owner/Applicant. \(P-23-0022\)](#)

Planner Washington gave a presentation on Item D-1, a request for consideration of a Final Plat with variances at 1440 Randol Mill Avenue.

The Applicant had no additional comments.

Commissioners Sagar stated that she thought the request was reasonable.

Commissioner Will echoed the statement.

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

2. [PUBLIC HEARING: Consider requests for Specific Use Permits \(SUPs\) to allow the property owner to convert approximately 750 square-feet of an existing 1,500 square-foot accessory structure into an Accessory Dwelling Unit on 2.14 acres, on the west side of Buckner Lane, approximately 600 feet northwest of the intersection of Buckner Lane and Shady Grove Road, legally described as Lot 2, Block A of the Boyer Addition, zoned Single-Family lots 36,000 square-feet or greater \(SF-36\), and addressed as 8605 Buckner Lane. Randy McAlister, Owner/Applicant. \(SUP-23-0020\).](#)

Planner Washington gave a presentation on Item D-2, a request for SUPs including an ADU at 8605 Buckner Lane.

The Applicant had no additional comments.

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Gregory Will, 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 D-2 as presented. The motion carried unanimously.**

3. [PUBLIC HEARING: Consider a request for one amendment to an existing Specific Use Permit \(SUP\) for the Penguin Patch, by allowing a 6-month extension to the time the Applicant has to pull a building permit, on a property legally described as Abstract 457 Tract 14C03 of John Edmonds Survey, being 4.07-acres, approximately 270 feet southeast from the intersection of W. Bear Creek Parkway and Chisholm Trail, zoned Commercial \(C\), and addressed as 721 Chisholm Trail. Jennifer Randklev, Owner/Applicant. \(SUP-23-0022\)](#)

The Applicant had requested that Item D-3 be tabled to the July 25, 2023 Planning and Zoning Commission meeting.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Gregory Will, to table Item D-3 to the July 25, 2023 Planning and Zoning Commission meeting. The motion carried unanimously.**

## E. OLD BUSINESS

1. [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-1, a PD Amendment for Center Stage.

The Applicant, Sam Pan with Realty Capital Management, added commentary on changes made to the PD by presenting his own comparison slides.

Commissioner Gupta asked the Applicant for his reasoning for reducing the number of residential lots. The Applicant responded that the change was a result of different iterations of the design process.

Chairperson Alvarado made a motion to recommend approval of Item E-1 as presented, seconded by Commissioner Leist. The Commission was given time to state their comments before a vote was taken.

Commissioner Pfarner asked Staff about addressing and access for the homes that are faced away from the public street. CDD Hensley answered that the Fire Marshal would be the final say in how those properties are addressed during the Site Plan stage. The Applicant added that sidewalks would be installed in front of the homes for fire access.

Commissioner Pfarner asked for more clarification on the open space and tree save section of the PD Amendment. The Applicant answered her concerns by revisiting the slides he presented.

Commissioner Sagar stated her desire for the Center Stage project to be a success for Keller citizens. She then asked for explanation on specific changes between the original concept plan and the proposed amendment.

Commissioner Sagar pointed out errors that she noticed in the redline document presented by the Applicant. She raised concern about connectivity with the reduction of the

entrances off of Mount Gilead Road and the changed pedestrian access. Commissioner Sagar also noted how certain errors in the presented document affected the Open Space. She stated her opinion that the southern phase of the concept plan needs to be reworked for better vehicular and pedestrian connectivity.

Chairperson Alvarado asked about the retail/commercial building in Block B3 that was omitted in the new concept plan. The Applicant explained that they had not yet broken ground for that building. Chairperson Alvarado asked if including the building would affect Open Space 7 and the percentage requirement. The Applicant replied that although the image was excluded, the percentage presented was calculated with the building accounted for.

Commissioner Stansell asked about the dumpster positioning and if the landscape buffer would shield the view from N. Main St. The Applicant answered that more details regarding the height of the landscaping buffer would come with the restaurant Site Plans.

Commissioner Stansell asked about the parking plan for the restaurants. PC Gonzalez elaborated on the approved parking tabulation and the estimates provided. Commissioner Stansell asked about shared parking between the businesses. The Applicant answered that the total parking was calculated in each block. PC Gonzalez clarified that the estimated parking ratios reflect the minimum requirements for the square footage of the buildings.

Commissioner Stansell asked about the pedestrian network changes in regard to the trail system along Mount Gilead Rd. Commissioner Pfarner noted that the minimum required width for sidewalks that are part of the trail system is 10 ft. The Applicant stated that the potential proposed trail width is 10 ft and that an edit to the figure presented would need to be made to reflect City of Keller requirements.

Vice-Chairperson Baker had some general comments. He asked about the fire suppression plan for the patio homes. The Applicant responded that he didn't have an answer for that at the time. Vice-Chairperson Baker asked for clarification on the access to the restaurant parking lot from N. Main St. The Applicant answered using his presented slides. Vice-Chairperson Baker stated his opinion that the clustering of restaurants around the stage is an improvement to the plan.

Commissioner Will thanked the Applicant for his presentation. He stated that he thought the changes requested were reasonable and expressed his approval of Item E-1.

Commissioner Leist thanked the Applicant for his diligence in providing clarification on the proposed Amendment. He gave his own opinions on the topics and concerns discussed by the other Commissioners that evening. Commissioner Leist stated his support of Item E-1.

Commissioner Brensinger stated his approval of the request and thanked the Applicant for the thorough update. He made special note of the noise study provided by the Applicant.

Commissioner Brensinger stated his opinion that the Commission had no reason not to approve the Amendment given what was approved historically.

Chairperson Alvarado asked some clarifying questions about the dumpster screening. PC Gonzalez explained that the additional requirements for the dumpster enclosures would be evaluated with the Site Plan request.

Chairperson Alvarado suggested the following be added to his earlier motion:

1. the reinsertion of addition Block B3, the building that's supposed to be there, granted that it does not take away from the overall Open Space allocation.
2. an increase in the potential proposed trail width to reflect a 10 ft width along Mount Gilead Rd.
3. that the shading on Figure 3-1 on page 11 of the amendment redline document be removed for visual clarity.

There was discussion among the Commission and PC Gonzalez over whether the PD or the future Site Plans will come before the Planning and Zoning Commission again.

PC Gonzalez clarified that the Site Plans will only be presented to the Planning and Zoning Commission if there are variances or they are not in conformance with the PD.

There was discussion about adding a fourth condition to Chairperson Alvarado's motion regarding the dumpster enclosures. CDD Hensley explained that the dumpster gates would not be directly facing N. Main St. and so the condition was dropped.

Commissioner Leist asked if the concerns presented should be a part of the motion. CDD Hensley stated her opinion that the edits suggested don't need to be conditions of the motion.

**A motion was made by Chairperson Paul Alvarado, seconded by Commissioner Erik Leist, to recommend approval of Item E-1 as presented. The motion carried by the following vote:**

**AYE: 6 - Chairperson Alvarado, Commissioner Will, Commissioner Pfarner, Commissioner Stansell, Commissioner Leist, Vice-Chairperson Baker**

**NAY: 1 - Commissioner Sagar**

2. [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. \(SP-22-0035\)](#)

PC Gonzalez gave a presentation on Item E-2, a request for a Site Plan for a Medical

Office Building (MOB) in the Center Stage Planned Development.

The Applicant, Austin Baird representing Castle Development, thanked the Commission for hearing the request.

Chairperson Alvarado noted that the Public Hearing remained open from the June 13, 2023 Planning and Zoning Commission meeting.

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

Commissioner Leist stated his support for the request.

Commissioner Stansell asked about the square footage of the building. PC Gonzalez stated that the PD concept plan doesn't dictate the square footage requirement.

Commissioner Pfarner asked about parking space use in regard to the order of things being built. Chairperson Alvarado reminded Commission Pfarner that the parking numbers for this block have not changed from the original PD. PC Gonzalez explained how parking is calculated in the Site Plan approval process.

Commissioner Will stated that he liked the new orientation of the MOB from a fire safety standpoint and stated that he was in favor of approving Item E-2.

Commissioner Stansell commented his concern about the number of parking spaces provided between the MOB and the restaurants.

There is some discussion among the Commission about valet parking and how that affects the parking ratio. Chairperson Alvarado stated his own support for valet parking.

Vice-Chairperson Baker stated his support for Item E-2.

**A motion was made by Commissioner Erik Leist, seconded by Vice-Chairperson John Baker, to recommend approval of Item E-2 as presented. The motion carried by the following vote:**

**AYE: 5 - Chairperson Alvarado, Commissioner Will, Commissioner Pfarner, Commissioner Stansell, Commissioner Leist, Vice-Chairperson Baker**

**NAY: 2 - Commissioner Stansell, Commissioner Sagar**

## **F. ADJOURN**

Before adjourning, Chairperson Alvarado congratulated and thanked CDD Hensley on taking over as Director of Community Development.

Chairperson Alvarado adjourned the meeting at 9:09 p.m.

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Chairperson

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Staff Liaison