



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, November 14, 2023

PRE-MEETING BRIEFING 5:30 P.M.

A. CALL TO ORDER - Chairman Paul Alvarado

Chairman Alvarado called the meeting to order at 5:30 p.m.

The following Commission Members were present:

Paul Alvarado, Chairman
John Baker, Vice-Chairman
Greg Will
Erin Pfarner
Vernon Stansell
Ross Brensinger
GiGi Gupta

The following Commission Members were absent:

Erik Leist

Staff present included Community Development Director (CDD) Sarah Hensley; Planning Consultant (PC) Iván Gonzalez; City Engineer Chad Barte; Planner I Alexis Russell; Economic Development Specialist (EDS) Siale Langi; Plans Examiner Carlos Gutierrez; and Planning Technician Kaleena Stevens.

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council action on November 7, 2023.](#)

CDD Hensley gave a brief recap of the November 7, 2023 City Council meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: No comments.

E-1: No comments.

E-2: CDD Hensley gave a brief history of UDC variances at the Highland Terrace Mobile Home Park subdivision. The variance request for 1828 Highland Drive East was identical to the ones awarded to other lots previously. There was some discussion about variances awarded in other resolutions for the subdivision.

E-3: Planner Russell provided background for an SUP request for an ADU at 1785 Whitley Road. There was discussion about the square-footage of the main home and the proposed ADU. There was some discussion about revising the UDC to clarify how the square-footage for a structure is calculated. CDD Hensley stated that the Applicant does have the option to subdivide the lot should the SUP be denied.

E-4: CDD Hensley gave background on the SUP request for a carport at 2016 Hickory Hollow Lane. She stated that all detached carports require an SUP, but that the structure was originally built without a permit.

D. WORK SESSION

1. [Discuss Medical and Spa-related uses, and allowed uses in the Town Center Zoning District.](#)

CDD Hensley gave a presentation on Medical and Spa-related uses, and allowed uses in the Town Center Zoning District.

E. ADJOURN

Chairman Alvarado adjourned the pre-meeting at 6:59 p.m.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER - Chairman Paul Alvarado

Chairman Alvarado called the meeting to order at 7:05 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 approving a Final Plat of Lot 10R, Block A, Center Stage Addition, being a replat of Lot 10, Block A, Center Stage Addition, approximately 1.909 acres located on the north side of Mount Gilead Road, northeast of the intersection of U.S. Hwy. 377 and Mount Gilead Road, zoned Planned Development Mixed-Use and addressed as 1260 N. Main St. Mount Gilead Development Partners LLC, Owner. Castle Development Group, Applicant. \(P-23-0029\)](#)

A motion was made by Commissioner Gregory Will, seconded by Commissioner Vernon Stansell, to approve Item D-1 as presented. The motion unanimously.

E. NEW BUSINESS

- 1. [Consider the minutes of the October 24, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Gregory Will, seconded by Commissioner Vernon Stansell, to approve the minutes of the October 24, 2023 Planning and Zoning Commission Meeting. The motion carried by the following vote:

AYE: 6 - Chairman Paul Alvarado, Commissioner Gregory Will, Commissioner Erin Pfarner, Commissioner Vernon Stansell, Vice-Chairman John Baker, Commissioner Ross Brensinger

ABSTAIN: 1 - Commissioner GiGi Gupta

- 2. [Consider four variance requests for one lot in the Highland Terrace Mobile Home Park to reduce the front yard setback to 25 feet in lieu of the required 35 feet, to decrease the minimum dwelling size to 2,000 square-feet in lieu of the 2,400 square-foot requirement, to increase the maximum main building lot coverage to 35% in lieu of the 30% requirement, and to increase the maximum lot coverage to 55% in lieu of the 50% requirement, on the property legally described as Lot 24 of the Highland Terrace Mobile Home Park, being approximately 0.15-acres, situated on the east side of Highland Drive East, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\), and addressed as 1828 Highland Drive East. Hearthstone Classic Custom Homes Corp. - Jeff Avery, President, Owner/Applicant. \(UDC-23-0007\)](#)

CDD Hensley gave a presentation on Item E-2, a variance request for 1828 Highland Drive East.

The Applicant, Jeff Avery, thanked the Commission for their consideration.

Commissioner Will confirmed with CDD Hensley that the requested variances were identical to ones granted to other lots in the subdivision.

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

- 3. [PUBLIC HEARING: Consider a request for Specific Use Permits \(SUPs\) with a variance to construct an approximately 3,091 square-foot Accessory Dwelling Unit with an average](#)

height of 16 feet, on approximately 2 acres, on the southeast corner of Whitley Road and Frank Lane, legally described as Lot 2 of the John Edmonds Subdivision, zoned Single-Family 8,400 square-foot lot size or greater (SF-8.4) and addressed 1785 Whitley Road. Randy Sullivan, Applicant. Gary Racine, Owner. (SUP-23-0031)

Planner Russell gave a presentation on Item E-3, an SUP request for an ADU at 1785 Whitley Road.

The Owner, Gary Racine, stated his reasoning for the request.

Chairman Alvarado opened the public hearing.

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.

There was discussion among the Commission about the square-footage of the proposed ADU compared to the square-footage of the main dwelling unit.

Chairman Alvarado stated that the Owner had the option to subdivide the property should the SUP request be denied by City Council.

There was some discussion among the Commission about the orientation and placement of the proposed ADU on the lot.

CDD Hensley stated that the setback requirements were met, but should the property be subdivided, they would need to be reevaluated.

Commissioner Will suggested the Applicant reorient the proposed ADU to face Frank Lane. Vice-Chairman Baker agreed with the suggestion.

PC Gonzalez stated that the Commission could condition that the proposed ADU be designed to be independent from the main dwelling unit and face Frank Lane. If the Applicant could not fit setback requirements, then he would have to seek further approval from City Council.

A motion was made by Commissioner Gregory Will, seconded by Vice-Chairman John Baker, to amend the motion made by Commissioner Vernon Stansell, and seconded by Chairman Paul Alvarado, to recommend approval of Item E-3, with the added condition that the proposed ADU be reoriented so that the front of the structure faces Frank Lane rather than the primary dwelling unit.

The motion carried by the following vote:

AYE: Commissioner Gregory Will, Commissioner GiGi Gupta, Vice-Chairman John Baker, Commissioner Ross Brensinger

NAY: 3 - Chairman Paul Alvarado, Commissioner Erin Pfarner, Commissioner Vernon Stansell

A vote was taken for the original motion made by Commissioner Vernon Stansell, seconded by Chairman Paul Alvarado, to recommend approval of Item E-3 with the condition that the proposed ADU be reoriented so that the front of the structure faces Frank Lane rather than the primary dwelling unit.

The motion carried unanimously.

4. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 576 square-foot detached carport, on .068 acre, approximately 460 feet southeast of the intersection of Hickory Hollow Lane and North Pearson Lane, legally described as Lot 4, Block 1 of Hickory Hollow Estates, zoned Single-Family 20,000 square-foot lot size or greater \(SF-20\) and addressed 2016 Hickory Hollow Lane. Ken Perdue, Owner/Applicant. \(SUP-23-0026\)](#)

CDD Hensley gave a presentation on Item E-4, a request for an SUP for a carport at 2016 Hickory Hollow.

Kelly Perdue, 2016 Hickory Hollow, spoke on behalf of the Applicant and stated that she was available to answer any questions.

Chairman Alvarado opened the public hearing.

No public comments received.

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

Commissioner Brensinger asked about the design of the carport regarding wind load. Plans Examiner Gutierrez stated that the carport would be inspected during the building permit process.

A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-4 as presented. The motion carried unanimously.

F. ADJOURN

Chairman Alvarado adjourned the meeting at 7:56 pm

Chairperson

Staff Liaison