



# City of Keller

## Planning & Zoning Commission

### Meeting Minutes

Keller Town Hall  
1100 Bear Creek Parkway  
Keller, TX 76248  
817-743-4000  
[www.cityofkeller.com](http://www.cityofkeller.com)

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**Tuesday, November 26, 2024**

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#### **PRE-MEETING BRIEFING 6:30 P.M.**

#### **A. CALL TO ORDER - Chairman Paul Alvarado**

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

The following Commission Members were present:

Paul Alvarado, Chairman  
John Baker, Vice-Chairman  
Erin Pfarner  
Erik Leist  
Ross Brensinger  
Bill Schlegel  
John Scott

The following Commission Members were absent:

Michelle Sandoval Cabanas  
Deborah Johnson

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

#### **B. ADMINISTRATIVE COMMENTS**

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

CDD Hensley gave a brief recap on the City Council meeting from November 19, 2024.

#### **C. DISCUSS AND REVIEW AGENDA ITEMS**

Chairman Alvarado introduced Commissioner Bill Schlegel and Commissioner John Scott.

Item E-1: Planner Russell gave brief background on the Specific Use Permit (SUP) request for 1077 Sunset Ct.

There was discussion among the Commission and Staff regarding SUP triggers vs. variances, the current work taking place at the site, the setback requirements and the covered patio. CDD Hensley clarified the footprint of the proposal as being 1656 square foot. Commissioner Schlegel inquired why the SUP was needed, and CDD Hensley

clarified that the max accessory structure size was exceeded for the sites zoning district.

## **D. ADJOURN**

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

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

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

Chairman Alvarado called the meeting to order at 7:06 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.

Chairman Alvarado invited the public to speak on any topic. No member of the public came forward to speak.

### **D. CONSENT**

1. [Consider the minutes of the November 12, 2024 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Erik Leist, seconded by Vice-Chairman John Baker, to approve the minutes of the November 12, 2024 Planning and Zoning Commission Meeting. The motion carried unanimously.

### **E. NEW BUSINESS**

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) to expand an existing 400 square-foot detached garage by approximately 1,250 square-feet, on an approximately 0.47 acre lot, located approximately 1,580 feet northwest of the intersection of Rapp Road and Oak Bend Lane, legally described as Lot 39, Block 1 of the Sunrise Estates Addition, zoned Single-Family Residential - 20,000 square-foot lots \(SF-20\), and addressed 1077 Sunset Ct. Gabriel Munoz, Applicant. Donald Oneill, Owner. \(SUP-2410-0011\)](#)

Planner Russell have a presentation on the SUP request for 1077 Sunset Ct.

Chairman Alvarado opened the public hearing. No member of the public came forward to speak.

**A motion was made by Commissioner Erin Pfarner, seconded by Commissioner Erik Leist, to close the public hearing. The motion carried unanimously.**

The Commission and Applicant discussed neighbor support for the project and whether the home was within an HOA. The Applicant confirmed that they had spoken with their neighbors and were not within an HOA.

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

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for Glo Tanning, a spa proposed in an 3,203 square-foot lease space on an approximately 1.04 acre lot, approximately 400 feet east of the intersection of Keller Parkway and Chandler Road, legally described as Lot 3, Block A of the Cook Addition, zoned Retail \(R\) and addressed 1637 Keller Parkway. Onyebuchi Odunukwe, Applicant. Odunukewe Ventures LLC, Owner. \(SUP-2411-0015\)](#)

Planner Eddleman gave a presentation on the SUP request for 1637 Keller Pkwy.

Chairman Alvarado opened the public hearing. No member of the public came forward to speak.

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

There was a discussion among the Commission and the Applicant regarding the potential tenants for the two unspoken for suites, the parking requirements and how they are calculated, the buildings facade and the elevations for the proposed structure.

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Ross Brensinger, to recommend approval of Item E-2 as presented. The motion carried unanimously.**

## **F. ADJOURN**

Chairman Alvarado adjourned the meeting at 7:29 p.m.

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Chairperson

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Staff Liaison