



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, September 23, 2025

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairman John Baker

Chairman Baker called the meeting to order at 6:31 p.m.

The following Commission Members were present:

John Baker, Chairman
Erik Leist
Bill Schlegel
John Scott
Ross Brensinger
Michelle Sandoval Cabanas
Deborah Johnson

The following Commission Members were absent:

Erin Pfarner

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

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council action on September 16, 2025.](#)

CDD Hensley gave a brief recap of the September 16, 2025 City Council meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

Item E-1: Planner Flanders gave brief background on the Specific Use Permit (SUP) request for 704 Dana Dr. There was a brief discussion surrounding the history of the garage conversion to living space.

Item E-2: Planner Flanders gave brief background on the SUP request for 1611 Knox Rd.

Item E-3: Planner Eddleman gave brief background on the seasonal SUP request for Snowballs, at 301 N. Main St. There was a brief discussion regarding the rationale behind the necessity for seasonal SUP's.

D. ADJOURN

Chairman Baker adjourned the pre-meeting at 6:51 p.m.

REGULAR MEETING 7:00 P.M.**A. CALL TO ORDER – Chairman John Baker**

Chairman Baker called the meeting to order at 7:00 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 three business days' 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 Baker 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 August 26, 2025 Planning and Zoning Commission Meeting.](#)
2. [Consider the minutes of the September 9, 2025 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Bill Schlegel, to approve the minutes of the August 26, 2025 and September 9, 2025 Planning and Zoning Commission Meetings. The motion carried by the following vote:

AYE-6: Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner John Scott; Commissioner Deborah Johnson, Commissioner Michelle Sandoval Cabanas

ABSTAIN-1: Commissioner Erik Leist

E. NEW BUSINESS

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\), for a 1,245 square-foot detached garage, on 1.23 acres, located on the east side of Dana Drive.](#)

approximately 780 feet northeast from the intersection of Dana Drive and Johnson Road, legally described as Lot 1, Block 3 of the Country Place Estates Addition, zoned Single-Family 36,000 square-foot lot size or greater (SF-36) and addressed 704 Dana Drive. Darrell Lowe, Applicant. Dalta Jean VanWaters, Owner. (SUP-2508-0032)

Planner Flanders gave a presentation on the SUP request for 704 Dana Dr.

Chairman Baker opened the public hearing. No one came forward to speak.

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

There was a discussion between the Commission and Staff clarifying the square footage of the home and the proposed structure, as well as the height of each.

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

2. PUBLIC HEARING: Consider a request for a Specific Use Permit (SUP) to allow the property owner to reside in the existing 1,565 square-foot home for the purpose of living in and overseeing construction of a 7,231 square-foot permanent residence, on approximately 1.3 acres of land, located on the north side of Knox Road, approximately 695 feet northwest from the intersection of Knox Road and Ottinger Road, legally described as Lot 1, Block 1 of the Knox-Ahlers Addition, zoned Single-Family 36,000 square-foot lot size or greater (SF-36) and addressed 1611 Knox Road. Danny Ahlers, Applicant/Owner. (SUP-2508-0033).

Planner Flanders gave a presentation on the SUP request for 1611 Knox Rd.

The Applicant, Danny Ahlers (1611 Knox Rd.), spoke on behalf of his proposal.

Chairman Baker opened the public hearing. No one came forward to speak.

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

The Commission, Staff, and the Applicant discussed the construction timeline, site improvements, and the required demolition of the existing home within six months of the building-final inspection of the new home.

A motion was made by Commissioner Erik Leist, seconded by Commissioner Bill Schlegel, to recommend approval of Item E-2, with the condition that the current home be demolished within six months of the final building inspection of the new home. The motion carried unanimously.

3. PUBLIC HEARING: Consider a request for a Specific Use Permit (SUP) for Snowballs to operate a business with seasonal sales, on approximately .66 acres, located on the east side of North Main Street, approximately 950 feet north from the intersection of North Main Street and Keller Parkway, legally described as Abstract 1171, Tract 1A03 of the Samuel Needham Survey, zoned Old Town Keller (OTK) and addressed 301 North Main Street. Tiffani Rasmussen, Applicant. Christ's Haven for Children, Owner. (SUP-2508-0034).

Planner Eddleman gave a presentation on the seasonal sup request for Snowballs at 301 N. Main St.

The Applicant, Tiffani Rasmussen (301 N. Main St.), spoke on behalf of her proposal.

Chairman Baker opened the public hearing. No one came forward to speak.

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

A discussion occurred involving the Commission, Staff, and the Applicant about the site's history, proposed business hours, and holiday hours. The Applicant mentioned potential repainting improvements, while Staff confirmed that the structure must comply with current building code for safety.

A motion was made by Commissioner Erik Leist, seconded by Commissioner Michelle Sandoval Cabanas, to recommend approval of Item E-3 as presented. The motion carried by the following vote:

AYE-6: Chairman John Baker; Commissioner Ross Brensinger, Commissioner Bill Schlegel, Commissioner Erik Leist; Commissioner Deborah Johnson; Commissioner Michelle Sandoval Cabanas

NAY-1: Commissioner John Scott

F. ADJOURN

Chairman Baker adjourned the meeting at 7:40 p.m.

Chairperson

Staff Liaison