



**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, April 22, 2025

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

**A. CALL TO ORDER - Vice-Chairman John Baker**

Vice-Chairman Baker called the meeting to order at 6:30 p.m.

The following Commission Members were present:

John Baker, Vice-Chairman  
Erin Pfarner  
Erik Leist  
Bill Schlegel  
John Scott  
Ross Brensinger  
Deborah Johnson (Non-voting)  
Michelle Sandoval Cabanas

The following Commission Members were absent:

Paul Alvarado, Chairman

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Barteel; Fire Chief Bobby Tatum; Planner I Alexis Russell; Planner I Kalvin Eddleman; and Plans Examiner Carlos Gutierrez.

**B. ADMINISTRATIVE COMMENTS**

1. [Briefing regarding City Council action on April 15, 2025.](#)

CDD Hensley gave a brief recap of the April 15, 2025 City Council Meeting.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

Item E-1: Planner Russell gave brief background on the Specific Use Permit (SUP) request for a detached accessory structure with a variance at 1401 Summer Breeze Ct. The project's foundation and construction were discussed.

Item E-2: Planner Russell gave brief background on the SUP request for a medical spa at 116 Taylor St. There was a discussion about the available parking, anticipated occupancy levels, and the history of the site.

Items E-3 & E-4: Planner Eddleman gave brief background on the four variance requests for 1721 & 1725 Highland Drive West. There was a discussion centered on previous

variance requests granted for other lots within Highland Terrace Mobile Home Park.

Item E-5: Planner Eddleman gave brief background on the variance request for 1827 Highland Drive East.

Item E-6: Fire Chief Bobby Tatum gave brief background on the request to approve amendments to the City of Keller Unified Development Code (UDC), relating to regulations for the Points of Access. A discussion took place regarding the pros and cons of amending the UDC versus allowing residents to apply for a SUP or variance.

Item F-1: Planner Russell gave brief background on the request to approve amendments to the City of Keller Unified Development Code (UDC), relating to regulations for horses and horse boarding.

#### **D. ADJOURN**

Vice-Chairman Baker adjourned the pre-meeting at 7:00 P.M.

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

#### **A. CALL TO ORDER – Vice-Chairman John Baker**

Vice-Chairman Baker 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.

Vice-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 April 8, 2025 Planning and Zoning Commission Meeting.](#)

**A motion was made by Commissioner Ross Brensinger, seconded by Commissioner Erik Leist, to approve the minutes of the April 8, 2025 Planning and Zoning Commission Meeting. The motion carried unanimously.**

#### **E. NEW BUSINESS**

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an existing 1,080 square-foot detached accessory structure, with a variance to encroach the rear setback, on approximately 0.91 acres, on the south side of Summer Breeze Court, approximately 1,780 feet southwest from the Summer Lane and North Pearson Lane intersection, legally described as Lot 31, Block 2 of the Summer Ridge Estates Addition, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 1401 Summer Breeze Court. Matthew and Jordan Fleetwood, Owner/Applicant. \(SUP-2503-0015\)](#)

Planner Russell gave a presentation on the SUP request for 1401 Summer Breeze Court.

Vice-Chairman Baker opened the public hearing.

Marsha Juro, (1402 Summer Breeze Ct), came forward to speak in opposition.

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

The Commission led a discussion with the Applicant and the Staff regarding the failure of the Applicant to acquire a building permit prior to construction, with the Applicant stating a lack of awareness of the permit requirement. Concerns were raised about the proposed structure's size and the variance requested for the setback, which encroaches upon a utility easement. While Commissioners supported the project's intended use, they disputed the requested setback variance. Clarification was provided regarding the existing UDC allowance of front-facing garages (due to the lot's platting date prior to 1992) and the permissibility of driveway construction without a permit (the Applicant stated no such plans).

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Bill Schlegel, to recommend approval of Item E-1, with the amendment that the SUP request would be approved, subject to the removal of the variance request to alter the rear setback. The motion carried by the following vote:**

**AYE-5: Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Erik Leist; Commissioner Michelle Sandoval Cabanas**

**NAY-2: Vice-Chairman John Baker; Commissioner John Scott**

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for Jade Beauty Collective, a medical spa, to be located in an approximately 1,121 square-foot building, on 0.18 acres located on the south side of Taylor Street, approximately 165 feet southeast of the intersection of South Main Street and Taylor Street, legally described as Lot 2A 3B & 3C, Block 11 of the Keller City Addition, zoned Old Town Keller \(OTK\) and addressed 116 Taylor Street. Jessica Hunter, Applicant. DBN Properties INC, Owner. \(SUP-2503-0016\).](#)

Planner Russell gave a presentation on the SUP request for 116 Taylor St.

The Applicant, Jessica Hunter, (116 Taylor St.), introduced herself and her business

partner Jessica Grajeda.

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

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

There was a discussion among the Commission, the Applicant and Staff regarding parking and the business model. Concerns about sufficient parking for the estimated customer count of 5 daily, were addressed by the Applicant and Staff, who clarified that six additional public spaces were proposed on the site plan and that there could be potential for the Owner to pave the backyard for additional parking. The Commissioners further discussed with the Applicant the density of spas within Keller and their intent to host small events. Staff offered supporting data on parking and existing businesses.

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

3. [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 63 of the Highland Terrace Mobile Home Park, being approximately 0.16-acres, situated on the east side of Highland Drive West, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\), and addressed as 1721 Highland Drive West. \(UDC-2503-0003\)](#)

Planner Eddleman gave a presentation on the request for four variances at 1721 Highland Drive West.

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

**AYE-6: Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Erik Leist; Commissioner Michelle Sandoval Cabanas**

**NAY-1: Commissioner John Scott**

4. [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 62 of the Highland Terrace Mobile Home Park, being approximately 0.16-acres, situated on the east side of Highland Drive West, zoned](#)

[Single-Family 36,000 square-foot lots or greater \(SF-36\), and addressed as 1725 Highland Drive West. \(UDC-2503-0002\)](#)

Planner Eddleman gave a presentation on the request for four variances at 1725 Highland Drive West.

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

5. [Consider a variance request for one lot in the Highland Terrace Mobile Home Park to reduce the front yard setback to 20 feet in lieu of the required 25 feet, on the property legally described as Lot 41 of the Highland Terrace Mobile Home Park, being approximately 0.17-acres, situated on the west side of Highland Drive East, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\), and addressed as 1827 Highland Drive East. \(UDC-2503-0004\)](#)

There was a discussion among the Commissioner and Staff about the proposed home's orientation, and the reasoning for the setback requests with Staff explaining the UDC requirements for a corner lot, and that the Applicant intends to build a single-family home.

**A motion was made by Commissioner Erin Pfarner, seconded by Commissioner Erik Leist, to recommend approval of Item E-5 as presented. The motion carried by the following vote:**

**AYE-6: Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Erik Leist; Commissioner Michelle Sandoval Cabanas**

**NAY-1: Commissioner John Scott**

6. [PUBLIC HEARING: Consider a request to approve amendments to the City of Keller Unified Development Code \(UDC\), adopted by Ordinance No. 1746 dated July 7, 2015, and the City of Keller Code of Ordinances, by amending Article Five - Subdivision Design and Improvement Requirements, relating to regulations for Points of Access; providing penalties; authorizing publication; and establishing an effective date. \(UDC-2504-0006\).](#)

Fire Chief Bobby Tatum gave a presentation on the request to approve amendments to the UDC, relating to points of access.

Vice-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, Chief Tatum, and Staff discussed amending regulations for Points of Access within the UDC, focusing on the conditions that would require existing single-family homes to comply with the new regulations.

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-6 as presented. The motion carried unanimously.**

**F. OLD BUSINESS**

- 1. [PUBLIC HEARING: Consider a request to approve amendments to the City of Keller Unified Development Code \(UDC\) , adopted by Ordinance No. 1746 dated July 7, 2015, by amending Article Three - Definitions, Article Eight - Zoning Districts and Article Nine - Development Standards, and by amending the City of Keller Code of Ordinances Sec. 3-100 - Definitions and Sec. 3-430, relating to regulations for horses and horse boarding; providing penalties; authorizing publication; and establishing an effective date. \(UDC-2503-0005\)](#)

Planner Russell gave a presentation on the request to approve amendments to the UDC, relating to regulations for horses and horse boarding.

Vice-Chairman Baker opened the public hearing. No one 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 Staff discussed allowing horses to be kept based on property acreage, rather than zoning. They emphasized the need for clarity on calculating the number of horses allowed per half-acre and who would make that determination. The Commissioner concluded that more time is needed to assess the proposed changes.

**A motion was made by Commissioner Erik Leist, seconded by Commissioner Erin Pfarner, to deny Item F-1 as presented. The motion carried by the following vote:**

**AYE-5: Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Erik Leist; Commissioner Michelle Sandoval Cabanas**

**NAY-2: Vice-Chairman John Baker; Commissioner John Scott**

**G. ADJOURN**

Vice-Chairman Baker adjourned the meeting at 8:58 p.m.

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Chairperson

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Staff Liaison