



**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, January 9, 2024**

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

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

Chairman Alvarado called the meeting to order at 6:00 p.m.

The following Commission Members were present:

Paul Alvarado, Chairman  
John Baker, Vice-Chairman  
Greg Will  
Erin Pfarner  
Erik Leist  
Vernon Stansell  
Ross Brensinger  
Gigi Gupta (Non-voting)  
Luz Rodriguez (Non-voting)

Staff present included Community Development Director (CDD) Sarah Hensley; City Engineer Chad Bartee; Economic Development Specialist (EDS) Siale Langi; Planner I Alexis Russell; and Planning Technician Kaleena Stevens.

**B. ADMINISTRATIVE COMMENTS**

1. [Briefing regarding City Council action on December 19, 2023.](#)

CDD Hensley gave a brief recap of the December 19, 2023 City Council meeting.

**C. DISCUSS AND REVIEW AGENDA ITEMS**

Item D-1: CDD Hensley gave brief background and stated no presentation was needed for the approval of a Major Subdivision Plat of Lots 1-3, Block A, Cornelius Addition. There was discussion among CDD Hensley and the Commission about the plat approval process.

Item E-1: No Comments.

Item E-2: Planner Russell gave brief background of the Specific Use Permit (SUP) request for an accessory structure at 760 Keller Smithfield Road. There was discussion among the Commission about the height of the structure.

Item E-3: CDD Hensley gave brief background on the Specific Use Permit (SUP) request

with variances for a carport at 1013 Hillview Drive. There was a discussion between CDD Hensley and the Commissioners about the Zoning Board of Adjustment and Planning & Zoning Commission processes.

Item E-4: CDD Hensley gave brief background on the amendment to an existing Specific Use Permit (SUP) to allow a six month extension for Beauteous Lash Studio at 149 S. Main St., Suite C. There was discussion among the Commission about why the required development steps were not originally met under the original SUP.

Item E-5: CDD Hensley gave brief background on the Specific Use Permit (SUP) request to allow Office/Medical Use at 110 Taylor St. There was discussion between CDD Hensley and the Commission regarding the intended use and parking issue at the site.

Item E-6: CDD Hensley gave brief background on the Site Plan with three variances for 110 Taylor St. There was discussion between CDD Hensley and the Commission in regards to the landscape, photometric plan, and parking variances requested.

## **D. ADJOURN**

Chairman Alvarado adjourned the pre-meeting at 6:56 p.m.

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

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

Chairman Alvarado 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 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 Lots 1-3, Block A, Cornelius Addition, being all of Tracts I, II and III, recorded in Doc. No. D221205213, O.P.R.T.C.T. and being 4.507 acres of land situated in the Richard F. Allen Survey, Abstract No. 29, in the City of Keller.](#)

[Tarrant County, Texas. Brent Cornelius, Owner. David Recht/Applicant. \(P-23-0032\)](#)

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

## E. NEW BUSINESS

1. [Consider the minutes of the December 12, 2023 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner Erik Leist, seconded by Commissioner Vernon Stansell, to approve the minutes of the December 12, 2023 Planning and Zoning Commission Meeting. The motion carried unanimously.

2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for an approximately 2,400 square-foot accessory structure with an average height of 14 feet 8 inches, on approximately 4.17 acres, on the west side of Keller Smithfield Road, approximately 680 feet southwest from the intersection of Keller Smithfield Road and Ottinger Road, legally described as Lot 1R, Block A of the Our Lady of the Fields Subdivision, zoned Single-Family 36,000 square-foot lot size or greater \(SF-36\) and addressed 760 Keller Smithfield Road. William Starck, Applicant/Owner. \(SUP-23-0034\)](#)

Planner Russell gave a presentation on the property and the Applicant's reason for the proposed structure.

The Applicant, William Starck, spoke on his intentions for the proposed structure.

Chairman Alvarado opened the public hearing.

No public comments received.

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

There was a brief discussion among the Commission and Staff about potential driveway access to the proposed structure. It was stated that there is not a pathway for the City to condition which material would be used.

Commissioner Brensinger asked if a driveway would be required through the SUP or via a building permit. Planner Russell stated the structure would still require a building permit if the SUP was approved, but a driveway would not be required.

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

3. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) with variances for a carport on 0.93 acres located on the west side of Hillview Drive, approximately 440 feet northwest from the intersection of Hillview Drive and Bancroft Road, legally described as Lot 4, Block 2 of Rolling Oaks North Addition, zoned Single-Family 36,000 square-foot](#)

[lot size or greater \(SF-36\) and addressed 1013 Hillview Drive. Daniel Evans, Owner/Applicant. \(SUP-23-0032\)](#)

CDD Hensley gave a presentation on the SUP request with two variances at 1013 Hillview Dr.

The Applicant, Daniel Evans, spoke to the history of the project.

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.**

There was discussion about the cutoff age for legal non-conforming structures.

There was discussion about the time line of the carport construction and the SUP requirement.

There was a discussion among Vice-Chairman Baker and the staff in regards to the support of the carport and if there was a ZBA issue with the encroachment to the side setback.

**A motion was made by Chairman Paul Alvarado, seconded by Commissioner Erik Leist, to recommend approval of Item E-3 as presented. The motion carried unanimously.**

4. [PUBLIC HEARING: Consider a request to amend an existing Specific Use Permit \(SUP\) allowing a six-month extension for the Applicant to complete the required development steps to receive a Certificate of Occupancy, for Beauteous Lash Studio, a proposed salon/spa in an existing 700 square-foot lease space, within a 3,550 square-foot multi-tenant building, approximately 593 feet southeast of the intersection of South Main Street and U.S. Hwy. 377, legally described as Lots 1-4, Block 10, Keller City Addition, zoned Old Town Keller \(OTK\) and addressed as 149 S. Main St., Suite C. GoGuz LLC, Applicant. Vina Property, LLC, Owner. \(SUP-23-0039\)](#)

CDD Hensley gave background on the prior SUP that expired and why the extension was required.

Chairman Alvarado opened the public hearing.

No public comments received.

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

**A motion was made by Chairman Paul Alvarado, seconded by Vice-Chairman**

**John Baker, to recommend approval of Item E-4 as presented. The motion carried unanimously.**

5. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) to allow Office/Medical Use in an existing 1,260 square-foot structure, on 0.17 acres located on the south side of Taylor Street, approximately 85 feet southeast from the Taylor Street and South Main Street intersection, legally described as Lot 2A, Block 11 of Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 110 Taylor Street. David Simmons, Owner. Cary Stillwell, Applicant. \(SUP-23-0036\)](#)

CDD Hensley gave a presentation on the SUP request at 110 Taylor Street.

Chairman Alvarado opened the public hearing.

No public comments were received.

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

There was a discussion between Chairman Alvarado and CDD Hensley regarding what board can grant variances. The clarification was made that City Council is the only body that can grant the type of variance requested by the applicant.

There was discussion between Commissioner Will and CDD Hensley about the use of the existing parking spaces on either side of the property at 116 Taylor and 123 Taylor Street.

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-5 as presented. 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**

**Nay: 1- Commissioner Erik Leist**

6. [Consider a request for a Site Plan with variances for an existing approximately 1,260 square foot structure on 0.17 acres located on the south side of Taylor Street, approximately 85 feet southeast from the Taylor Street and South Main Street intersection, legally described as Lot 2A, Block 11 of Keller, City Addition, zoned Old Town Keller \(OTK\) and addressed 110 Taylor Street. David Simmons, Owner. Cary Stillwell, Applicant. \(SP-23-0030\)](#)

CDD Hensley gave background on the Site Plan with variances for 110 Taylor Street.

Chairman Alvarado and the Applicant, Cary Stillwell, conversed briefly about the state of the current landscaping.

There was a discussion between Commissioner Stansell and CDD Hensley in regard to

the history of variance requests being granted in OTK (Old Town Keller).

Commissioner Pfarner and Commissioner Rodriguez encouraged the applicant to reevaluate the landscaping and parking plans.

The Applicant spoke to the spacing issue and condition of the property as to why adding parking is not amenable to the owners.

There was discussion about using the driveway as supplemental parking spaces.

**A motion was made by Commissioner Vernon Stansell, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-6 as presented. The motion carried by the following vote:**

**AYE: 6- Chairman Paul Alvarado, Commissioner Gregory Will, Commissioner Erin Pfarner, Commissioner Vernon Stansell, Commissioner Erik Leist, Vice- Chairman John Baker**

**Nay: 1- Commissioner Ross Brensinger**

**F. ADJOURN**

Chairman Alvarado invited the Commissioners to the quarterly meeting on January 22, 2024 with Mayor Armin Mizani.

Chairman Alvarado adjourned the meeting at 8:27 p.m.

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Chairperson

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Staff Liaison