



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, August 8, 2023

PRE-MEETING BRIEFING 6:30 P.M.

A. CALL TO ORDER - Chairperson Paul Alvarado

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

The following Commission Members were present:

Paul Alvarado, Chairperson
John Baker, Vice-Chairperson
Greg Will
Erin Pfarner
Leslie Sagar
Erik Leist
Ross Brensinger

The following Commission Members were absent:

Vernon Stansell
GiGi Gupta

Staff present included Community Development Director (CDD) Sarah Hensley; Public Works Director (PWD) Alonzo Liñán; Economic Development Specialist (EDS) Siale Langi; and Planning Technician Alexis Russell.

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council Action on August 1, 2023.](#)

CDD Hensley reminded the Commission of the upcoming North Central Texas Council of Governments training and the upcoming workshop by Planning Consultant Iván Gonzalez.

CDD Hensley gave a recap of the August 1, 2023 City Council meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

D-1: CDD Hensley gave background on the Final Plat for Westwind Church Addition at 1300 Sarah Brooks Drive. The Plat met all the requirements of the UDC so the Commission's only option was to approve Item D-1 as presented. Commissioner Brensinger asked if the lot was able to be built on considering the shape of it. CDD Hensley replied that yes, a home could be built on it.

E-1: No comments.

E-2: CDD Hensley gave background on a SUP for Oncor Substation at 851 Chisholm Trail. Commissioner Leist asked if approving this SUP allowed the Applicant to put concrete on the entire lot. CDD Hensley replied that no, the SUP approval would not allow that. She then verified with PWD Liñán that flat work does not need a permit, but a Site Plan Amendment would need to be approved to make any changes to the site.

E-3: CDD Hensley gave background on a zoning change for Te'Jun at 541 Keller Parkway. No additional comments.

E-4: CDD Hensley gave background on an SUP for a drive-thru for Te'Jun at 541 Keller Parkway. No additional comments.

E-5: CDD Hensley gave background on a Site Plan with variances for Te'Jun at 541 Keller Parkway. Commissioner Brensinger asked about the location of the dock over the water feature and whether that land was city owned. The Applicant for Te'Jun was present in the pre-meeting: he responded that the plat was done up to the water and to where the dock ends. Commissioner Sagar asked about the stucco material referenced in the application and staff memo but not listed on the Site Plan. CDD Hensley stated that the disconnect was an oversight. Chairperson Alvarado stated his approval of the facade of the proposed building.

E-6: CDD Hensley gave background on the proposed UDC Amendment for Murals. There was discussion on suggested edits to include in the amendment including adding subsections to the sign tables and removing the "proven durability" language. It was decided that Commissioner Sagar would make the motion at the regular meeting with the condition that a separate subsection for Murals was created. Commissioner Pfarner asked about the flat wall signs section of the UDC in regard to including murals with text. CDD Hensley answered with the context of historical murals that had words on them. Vice-Chairperson Baker asked if all murals were required to be approved by an SUP. CDD Hensley replied that no, they weren't, but that the process for approval of a mural is the same as an SUP.

D. ADJOURN

Chairperson Alvarado adjourned the pre-meeting at 6:50 p.m.

REGULAR MEETING 7:00 P.M.

A. CALL TO ORDER – Chairperson Paul Alvarado

Chairperson Alvarado called the meeting to order at 7:00 p.m.

B. PLEDGES TO THE FLAGS

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.

Alex Powers (7409 San Isabel Ct., Fort Worth, TX 76137), spoke in representation of Keller-Harvel Elementary at 635 Norma Lane. He asked the Commission to consider his request to add an elevated crosswalk on Norma Lane for school children.

D. CONSENT

1. [Consider approving a Final Plat of Lots 1R1 and 1R2, Block A, Westwind Church Addition, being a replat of Lot 1, Block A of the Westwind Church Addition, approximately 8.174 acres of land, located at the intersection of Village Trail and Sarah Brooks Drive, zoned Single-Family 36,000 square-foot lots or greater \(SF-36\) and addressed 1300 Sarah Brooks Drive. Gary Shoop/Westwind Church, Christian Church \(Disciples of Christ\) of Keller, Texas, Owner/Applicant. \(P-23-0018\)](#)

CDD Hensley gave a presentation on Item D-1.

A motion was made by Commissioner Erik Leist, 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 July 25, 2023 Planning and Zoning Commission Meeting.](#)
A motion was made by Commissioner Gregory Will, seconded by Vice-Chairperson John Baker, to approve the minutes of the July 25, 2023 Planning and Zoning Commission Meeting. The motion carried unanimously.
2. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) to replace the existing SUP allowing an electrical substation, for Oncor Electric Delivery Company, for the property legally described as Lot 1, Block A of Keller Wall-Price Substation Addition, being 9.12 acres, approximately 850 feet northeast of the intersection of Wall-Price Keller Road and Chisholm Trail, zoned Commercial and addressed as 851 Chisholm Trail. Oncor Electric Delivery Company, Owner/Rob Myers - Kimley Horn, Applicant. \(SUP-23-0023\)](#)

CDD Hensley gave a presentation on Item E-2, an SUP request for expansion of the Oncor Substation at 851 Chisholm Trail.

Seth Sampson introduced himself as a representative for Oncor.

Chairperson 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.

Commissioner Leist asked if the proposed metal structure follows the UDC. CDD Hensley answered no, but the City cannot regulate building materials.

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

3. [PUBLIC HEARING: Consider a zoning change request from Planned Development - Retail \(R\) to Retail \(R\), for the property legally described as Lot 3A, Block 1 of Foote's Addition \(recently replatted as Lot 1, Block A, TEJUN Addition\), being 1.208 acres, approximately 300 feet west of the intersection of Keller Parkway and Bourland Road, zoned Planned Development 1323-Retail \(R-PD-1323\), and addressed as 541 Keller Parkway. City of Keller, Owner/Applicant. \(Z-23-0003\)](#)

CDD Hensley gave a presentation on Item E-3, a zoning change for Te'Jun at 541 Keller Parkway.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

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

A motion was made by Chairperson Paul Alvarado, seconded by Commissioner Gregory Will, to recommend approval of Item E-3 as presented. The motion carried unanimously.

4. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for a drive-thru for Te'Jun, a proposed 6,697 square-foot two-story restaurant, for the property legally described as Lot 3A, Block 1 of Foote's Addition \(recently replatted as Lot 1, Block A, TEJUN Addition\), being 1.208 acres, approximately 300 feet west of the intersection of Keller Parkway and Bourland Road, zoned Planned Development 1323-Retail \(R-PD-1323\), and addressed as 541 Keller Parkway. City of Keller, Owner/TeJun, Applicant. \(SUP-23-0021\)](#)

CDD Hensley gave a presentation on Item E-4, a request for an SUP for a drive-thru for Te'Jun at 541 Keller Parkway.

The Applicant had no additional comments.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

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

Commissioner Brensinger asked the Applicant how many cars can fit through the drive-thru and asked how the drive-thru fit the restaurant's business model. The Applicant responded that 6 cars can fit at a time and the average time spent in the drive-thru is 2 minutes and 40 seconds.

Commissioner Pfarner stated her support for the request.

The Applicant spoke about how Te'Jun's other locations fared during and after COVID-19 and how that affected his reasoning for requesting a drive-thru at 541 Keller Parkway.

Vice-Chairperson Baker asked about the shared parking agreements with neighboring businesses. The Applicant responded that he has verbal permission from Keller Glass, at 605 Keller Parkway, to use all 14 of their parking spaces.

A motion was made by Chairperson Paul Alvarado, seconded by Commissioner Leslie Sagar, to recommend approval of Item E-4 as presented. The motion carried unanimously.

5. [Consider approving a Site Plan with variances for a new 6,697 square-foot two-story restaurant, for the property legally described as Lot 3A, Block 1 of Foote's Addition \(recently replatted as Lot 1, Block A, TEJUN Addition\), being 1.208 acres, approximately 300 feet west of the intersection of Keller Parkway and Bourland Road, zoned Planned Development 1323-Retail \(R-PD-1323\), and addressed as 541 Keller Parkway. City of Keller, Owner/TeJun, Applicant. \(SP-23-0017\)](#)

CDD Hensley gave a presentation on Item E-5, a Site Plan with variances for Te'Jun at 541 Keller Parkway.

Commissioner Sagar asked about the landscaping in regard to the cedar elm trees conflicting with overhead power lines. Terry Cunningham, architect for Te'Jun, answered that the trees could be a problem in the future given the average growth height. Commissioner Sagar asked if there was another tree that could be planted that wouldn't grow as tall. CDD Hensley stated that as long as the trees were planted at 4 in. caliper, the species of tree isn't a stipulation. The Applicant stated his willingness to consider other trees that wouldn't conflict with the overhead power lines.

Commissioner Sagar stated her opinion that the other variances requested were reasonable. She then asked the Applicant for his target opening date. The Applicant responded his intention to open by July 2024.

Commissioner Brensinger asked Staff for clarity on the wording of a requested variance. CDD Hensley explained that variance 6 was a request for Te'Jun to be able to encroach fully into the setback. There was some discussion about amending the wording of that variance request. CDD Hensley suggested rewording it to say "to allow the future dock to encroach the rear setback by up to 19 feet," to which the Commission agreed.

Commissioner Brensinger asked for the Applicant's reasoning for variances 2 and 3 in regard to shrubs instead of masonry for the landscape screening wall. Terry Cunningham

replied that the decision was made to meet the UDC regulations for loading zones.

Commissioner Will stated his thanks to the Applicant for his bringing Te'Jun to Keller.

Commissioner Leist stated his support for Item E-5.

A motion was made by Chairperson Paul Alvarado, seconded by Commissioner Gregory Will, to recommend approval of Item E-5 with the following requests:

- 1) the language on variance 6 be changed to "up to" instead of "minimum";**
- 2) the Applicant present alternative plans for trees in the front setback.**

The motion carried unanimously.

- 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, by amending Article Eight - Zoning Districts, and Article Nine - Development Standards, relating to regulations for murals; providing penalties; authorizing publication; and establishing an effective date. \(UDC-23-0006\)](#)

CDD Hensley gave a presentation on Item E-6, a proposed update to the UDC regarding murals.

Chairperson Alvarado opened the Public Hearing.

No public comments received.

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

A motion was made by Commissioner Leslie Sagar, seconded by Commissioner Erik Leist, to approve Item E-6 with the condition that the added language be put under a separate subsection titled "Murals." The motion carried unanimously.

F. ADJOURN

Chairperson Alvarado adjourned the meeting at 7:56 p.m.

Chairperson

Staff Liaison