



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 26, 2025

PRE-MEETING BRIEFING 5:30 P.M.

A. CALL TO ORDER - Chairman Paul Alvarado

Chairman Alvarado called the meeting to order at 5:31 p.m.

The following Commission Members were present:

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

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

B. ADMINISTRATIVE COMMENTS

1. [Briefing regarding City Council action on August 19, 2025.](#)

CDD Hensley gave a brief recap of the August 19, 2025 City Council Meeting.

C. DISCUSS AND REVIEW AGENDA ITEMS

Item E-1: Planner Eddleman gave brief background on the Specific Use Permit (SUP) request for a carport at 1951 Ravenwood Dr.

Item E-2: Planner Russell gave brief background on the Future Land Use Plan (FLUP) amendment request for 1000 N. Main St.

Item E-3: Planner Eddleman gave brief background on the Unified Development Code (UDC) special exception request for a sign at 2126 Rufe Snow Dr. There was a brief discussion surrounding other signage for the location.

D. WORK SESSION

1. [Zoning 101/ Legislative Update with Planning Consultant Iván Gonzalez](#)

Planning Consultant Iván Gonzalez gave a presentation on the zoning process and recent updates to Texas legislation.

E. ADJOURN

Chairman Alvarado adjourned the pre-meeting at 6:58 p.m

REGULAR MEETING 7:00 P.M.**A. CALL TO ORDER – Chairman Paul Alvarado**

Chairman Alvarado called the meeting to order at 7:10 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.

Mayor Armin Mizani presented a Certificate of Appreciation to Chairman Paul Alvarado.

The following came forward to speak in support of Chairman Alvarado:

Jennifer Alvarado, Dr. Ratclief, Shannon Dubberly, Greg Will, Ross McMullin, and Ashley Hernandez.

D. CONSENT

1. [Consider the minutes of the August 12, 2025 Planning and Zoning Commission Meeting.](#)

A motion was made by Commissioner John Scott, seconded by Commissioner Bill Schlegel, to approve the minutes of the August 12, 2025 Planning and Zoning Commission Meeting. The motion carried by the following vote:

AYE: Chairman Paul Alvarado; Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner John Scott; Commissioner Erin Pfarner

ABSTAIN: Commissioner Erik Leist

E. NEW BUSINESS

1. [PUBLIC HEARING: Consider a request for a Specific Use Permit \(SUP\) for a 270 square-foot carport, on approximately .48 acres, located on the east side of Ravenwood Drive, approximately 300 feet north from the intersection of Ravenwood Drive and Knox Road, legally described as Block 1, Lot 2, of the Culp Estates subdivision, zoned Single-Family 20,000 square-foot lot size or greater \(SF-20\) and addressed 1951 Ravenwood Drive. Ross Graham, Applicant/Owner. \(SUP-2507-0028\)](#)

Planner Eddleman gave a presentation on the SUP request for 1951 Ravenwood Drive.

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

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

There was a discussion between the Commission and the Staff regarding the history of the garage being converted into living space.

A motion was made by Commissioner John Scott, seconded by Commissioner Erin Pfarner, to recommend approval of Item E-1, as presented. The motion carried unanimously.

2. [PUBLIC HEARING: Consider a request for a Future Land Use Plan \(FLUP\) amendment from Mixed-Use \(MU\), Medium-Density Single-Family 15,000 - 35,999 square-foot lots \(MD-SF\) and Low-Density Single-Family 36,000 square-feet and above \(LD-SF\) to High-Density Single Family - 8,000 to 14,999 square-foot lots \(HD-SF\) for 33.68 acres, legally described as: situated in the Richard F. Allen Survey, Abstract Number 29, and being part of that certain called 25.483 acre tract of land described in Exhibit A and part of that certain called 15.874 acre tract of land described in Exhibit B in deed in favor of John M. Perrigo and Ida C. Perrigo Trustees of the John M & Ida C. Perrigo Trust, recorded in the Official Public Records of Tarrant County, Texas, and being all of that certain called 1.00 acre tract of land described in deed in favor of Debra Sue Perrigo Salstrand and David Allen Salstrand, recorded in Volume 9213, Page 2191 of the Official Public Records of Tarrant County, Texas, and being all that certain called 1.00 acre tract of land described in deed in favor of John M. and Ida C. Perrigo Trust, recorded in Volume 13404, Page 101 of the Official Public Records of Tarrant County, Texas, and being all of Lot 1, Block 1 of Harmonson Acres Addition, and being all of Lot 1, Block A of Perrigo Place Addition, and being all of that certain called 0.364 acre right-of-way dedication shown on said plat of Perrigo Place, and being part of Lots 1, 2 and 3, Block A of North Main Medical Office Addition, located on the east side of N. Main St., approximately 300 feet southeast of the Park Avenue and N. Main St. intersection, and addressed as 1000, 1004, and 1008 N. Main Street. Curtis Young, Sage Group, Inc., Applicant. Sue Salstrand and Anne Burfitt, PBS Family Limited Partnership, Owner. \(PA-2506-0005\)](#)

Planner Russell gave a presentation on the FLUP amendment for 1000 N. Main St. (The Preserve at Keller Oaks).

Chairman Alvarado 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.

A motion was made by Commissioner Erin Pfarner, seconded by Commissioner Erik Leist, to recommend approval of Item E-2, as presented. The motion carried by the following vote:

AYE-6: Chairman Paul Alvarado; Vice-Chairman John Baker; Commissioner Ross Brensinger; Commissioner Bill Schlegel; Commissioner Erin Pfarner; Commissioner Erik Leist

Nay-1: Commissioner John Scott

- 3. [Consider a request for a special exception to the City of Keller Unified Development Code, Article 9, Development Standards, Section 9.05 - Sign Regulations for two attached wall signs for HTeaO, located approximately 1,500 feet south of the intersection of North Tarrant Parkway and Rufe Snow Drive, legally described as Block A, Lot 2 of the Keller Commons subdivision, zoned Retail \(R\), and addressed as 2126 Rufe Snow Drive. Cathy Song, Applicant. Retail Opportunity Keller LLC, Owner. \(UDC-2508-0011\)](#)

Planner Eddleman gave a presentation on the special exception to the UDC sign regulations for 2126 Rufe Snow Dr.

The Applicant, Jonathan Lovelace, spoke on behalf of his request.

There was a discussion among the Commissioners, staff, and the Applicant regarding the reason for the request, the materials to be used, and their viability.

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

F. ADJOURN

Chairman Alvarado adjourned the meeting at 7:57 p.m.

Chairperson

Staff Liaison