



**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 26, 2021**

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PRE-MEETING BRIEFING 6:45 P.M.

**A. CALL TO ORDER – Chairperson Gary Ponder**

Chairperson Gary Ponder called the virtual Pre-Meeting Briefing to order at 6:45 P.M.

The following Commissioners were present:

Gary Ponder, Chairperson

Ralph Osgood, Vice Chairperson

Paul Alvarado

Bob Apke

James Dawson

Leslie Sagar

Thomas Thompson

Phillip Maxwell- Alternate

Staff present included Matthew Cyr, Planner I; Julie Smith, Director of Community Development; Sean Vreeland, Director of Information Technology and Amy Botcher, Planning Technician.

**B. ADMINISTRATIVE COMMENTS**

CDD Smith gave a briefing from the January 26, 2021, City Council Meeting. She suggested the Commission watch the City Council Work Session if they had not already. She stated the Community Development Department had been tasked to bring the Future Land Use Plan (FLUP) back in front of City Council, Planning & Zoning and the Public. She explained the FLUP would be presented at a work session for Planning & Zoning at their February 23, 2021, meeting if City Council finalized the proposal at their next meeting.

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CDD Smith stated a Master Plan was a guidance document with a 30-year horizon. The zoning ordinance and map showed what was currently on the ground. In other words, the FLUP is a guidance document, not a regulatory document; the zoning ordinance is a regulatory document. She added neither the current zoning map, the 1998 FLUP, nor the proposed 2018 FLUP cover all types of land in the City. Staff proposed a few edits to cover all land types. In other words, Staff was working with Council to assure the FLUP was reflective of a vision document and not a regulatory one. She said the Master Plan was not focused on individual parcels, but rather on a long-term vision of how the community could develop. She explained, however, Zoning was by parcel and could be considered for a “takings” challenge.

Chairperson Ponder asked if the calendar had been approved.

CDD Smith stated it would go to City Council at their next meeting for consideration and would then be given to P&Z.

Commissioner Apke asked if a 3<sup>rd</sup> party would be involved with the FLUP process or if the City would be handling it in-house.

CDD Smith stated it would be handled by the internal FLUP team consisting of several people from Parks, Public Works, Community Development, and Economic Development.

## **C. DISCUSS AND REVIEW AGENDA ITEMS**

C (1) Minutes of the December 8, 2020 meeting.

Commissioner Thompson stated he would like to abstain from the vote as he was not present at the December 8, 2020 meeting.

CDD Smith stated the law did not require the Commissioner to abstain, but he could if he chose to.

Commissioner Dawson stated there was a typo on page 4.

Commissioner Alvarado stated he had a couple of changes that he had emailed to Planner Smithers.

CDD Smith confirmed that Planning Tech Amy Botcher had made those changes.

C (2) Consider Approval of Final Plat for Lots 1 and 2, Block A, Boyer Addition.

Planner Cyr gave a brief presentation on Item C (2).

Commissioner Osgood asked why this was not considered a flag lot.

Planner Cyr responded that a flag lot would have a width of less than 60-feet and this is approximately 80-feet wide.

CDD Smith added this lot had access on two different roads including one on the “flag” side, so this did not create a flag lot.

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There were no additional questions or comments.

## **D.ADJOURN**

Chairperson Gary Ponder adjourned the Pre-Meeting at 7:00 P.M.

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

### **A. CALL TO ORDER – Chairperson Gary Ponder**

Chairperson Gary Ponder called the meeting to order at 7:00 P.M.

Chairperson Ponder expressed his gratitude to Staff, Sean Vreeland, Brent Rankin, Mark Hafner, the Mayor and City Council for granting the request of the Planning and Zoning Commission to have meetings virtually.

### **B. PERSONS TO BE HEARD**

No one came forward.

### **C. NEW BUSINESS**

1. Consider the minutes for the December 8, 2020, Planning and Zoning Meeting.

Commissioner Thompson announced his abstention as he was not present for the December 8, 2020, Planning & Zoning meeting.

**Commissioner Osgood made a motion to approve Item C (1) as amended, seconded by Commissioner Alvarado. The motion carried 6-0, 1 abstention.**

2. Consider approval of a Final Plat for Lots 1 and 2, Block A Boyer Addition being 3-acres located approximately 200-feet west of the Amblewood and Ashmore Court intersection, zoned Single-Family 36,000 square-foot lots (SF-36). Pascal Licciardi, applicant; Randy McAlister, owner. (P-20-0048)

Planner Cyr stated this property was initially platted and approved by City Council in 1985. The Applicant requested to replat this property to subdivide and create an additional lot facing Preston Lane. Staff confirmed both lots met all zoning regulations including the 140-foot width and 200-foot depth requirements for SF-36 when averaged per the UDC.

**Commissioner Thompson made a motion to approve Item C (2), seconded by Commissioner Sagar. The motion carried unanimously.**

CDD thanked the Commissioners for their time.

## **D. ADJOURN**

**Chairperson Gary Ponder adjourned the meeting at 7:12P.M.**

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Chairperson

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Amy Botcher, Planning Technician

