

## SPECIFIC USE PERMIT (SUP) APPLICATION

### SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: Harvest Christian Academy  
Street Address: 225 Keller Parkway  
City: Keller State: TX Zip: 76248  
Telephone: 817-485-1660 Fax: 817-485-7922 E-mail: [REDACTED]  
Applicant's Status: (Check One) Owner ☐ Tenant ☒ Prospective Buyer ☐

**Property Owner must sign the application or submit a notarized letter of authorization.**

Owner: FBC Keller  
Street Address: 225 Keller Parkway  
City: Keller State: TX Zip: 76248  
Telephone: 817-431-2545 Fax: 817-431-9796 E-mail: [REDACTED]

[Signature] (Terry Caywood)  
Signature of Applicant Date: 3/8/24  
[Signature] Scott Knox  
Signature of Owner Printed Name of Owner Date: 3-19-2024

### SECTION 2. PERMIT REQUEST INFORMATION

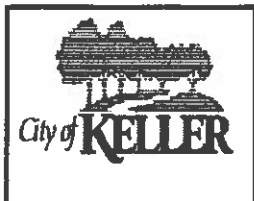
Property Location: 225 Keller Parkway, Keller, TX  
Legal Description:  
Lot(s): 1 Block(s): 1 & 2 Subdivision Name: FBC Keller Addition  
Unplatted Property Description: See Attached  
Abstract Name & Number: \_\_\_\_\_ Tract Number(s): \_\_\_\_\_  
*If property is not platted, please attach a metes and bounds description.*  
Current Zoning: SF-8.4 Proposed Zoning: No Change  
Current Use of Property: Church & School  
Proposed Use of Property: Continued Church & School

## **SPECIFIC USE PERMIT (SUP) APPLICATION**

### **SECTION 3. CHECKLIST**

**(Please provide each of the items below & initial next to each item)**

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | The application fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input checked="" type="checkbox"/> | Electronic submittal to communitydevelopment@cityofkeller.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> | <p>A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to:</p> <ul style="list-style-type: none"><li>• /the paving of streets, alleys and sidewalks,</li><li>• /means of ingress and egress to public streets,</li><li>• /provisions for drainage,</li><li>• /adequate off-street parking,</li><li>• /screening and open space,</li><li>• /heights of structures,</li><li>• /compatibility of buildings,</li><li>• /hours of operation, and</li><li>• /time limits.</li><li>• /A letter justifying the request and addressing the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.</li><li>✓1) The use is harmonious and compatible with surrounding existing uses or proposed uses;</li><li>✓2) The activities requested by the applicant are normally associated with the permitted uses in the base district;</li><li>✓3) The nature of the use is reasonable and appropriate in the immediate area;</li><li>✓4) Any negative impact on the surrounding area has been mitigated; and</li><li>5) That any additional conditions specified ensure that the intent of the district purposes are being upheld.</li></ul> |
| <input checked="" type="checkbox"/> | A legal description or meets and bounds description of the property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> | <p>Concept Plan. The plan shall be to scale and show the following:</p> <ul style="list-style-type: none"><li>• topography,</li><li>• and boundary of SUP area;</li><li>• physical features of the site;</li><li>• existing streets, alleys and easements;</li><li>• location of future public facilities;</li><li>• parking ratios, the final Detailed Site Plan;</li><li>• building height and location, elevations;</li><li>• site landscaping;</li><li>• off-street parking facilities;</li><li>• size, height, construction materials, and locations of buildings and the uses to be permitted;</li><li>• location and instruction of signs;</li><li>• means of ingress and egress to public streets;</li><li>• the type of visual screening such as walls, plantings and fences;</li><li>• the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two hundred feet (200') and;</li><li>• other information to adequately describe the proposed development and to provide data for approval.</li></ul>                                                                                                                                                                                               |
| <input checked="" type="checkbox"/> | Evidence of communicating the proposal with the adjacent neighborhood                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | Trip Generation Form and, if required per Section 5.03, Traffic Impact Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input checked="" type="checkbox"/> | Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



# Completeness Review

**\*\* This checklist must be submitted with the application\*\***

Applicant: Harvest Christian Academy

Property Owner(s): FBC Keller

Type of Plan (Plat, Zoning Change, Site Plan, etc.): SUP Renewal

## OFFICE USE ONLY BELOW

Date Processed: \_\_\_\_\_

Shot Clock Due Date: \_\_\_\_\_

**\*Completeness check will take up to 2 business days, if approved the thirty-day (30) shot clock will start upon payment**

**\*\* If the thirty-day (30) shot clock runs out, we will be forced to send a denial letter which means the process restarts (new application).**

### REQUIREMENTS FOR ALL PLATS

- ☐ Survey of the whole tract of land business/structure
- ☐ Existing Conditions attachment sheet
- ☐ Tree Survey (as applicable)
- ☐ Drainage study
- ☐ Electronic Copy of all the above

### SPECIFIC USE PERMIT REQUIREMENTS

- ☒ Narrative letter explaining request
- ☒ Colored Elevations with materials percentages
- ☒ Signs of communicating with the neighborhood
- ☒ Electronic Copy of all the above

### SITE PLAN (AMENDMENT) REQUIREMENTS

- ☐ Site Plan
- ☐ Aerial Site Plan
- ☐ Photometric Plan
- ☐ Utility Plan
- ☐ Landscape Plan
- ☐ Grading Plan as applicable
- ☐ Tree preservation plan
- ☐ Elevations
- ☐ Electronic Copy of all the above

### ZONING CHANGE REQUIREMENTS

- ☐ Concept plan
- ☐ Narrative Statement
- ☐ Metes and bounds to be rezoned
- ☐ Existing conditions sheet
- ☐ Aerial exhibit of the property
- ☐ Trip Generation form or TIA as applicable
- ☐ Electronic Copy of all the above

**PLANNED DEVELOPMENT REQUIREMENTS**

- ☐ Concept plan
- ☐ Narrative Statement
- ☐ Proposed development standards
- ☐ Metes and bounds description to be rezoned by a surveyor
- ☐ Aerial exhibit of the property
- ☐ Existing conditions sheet
- ☐ Trip Generation Form or Traffic Impact Analysis as applicable
- ☐ Electronic Copy of all the above

**LSW REQUIREMENTS**

- ☐ Survey or plat of where the LSW will be
- ☐ Stamped engineered plans as applicable
- ☐ Colored elevations showing materials
- ☐ Electronic Copy of all the above

**UDC VARIANCE REQUIREMENTS**

- ☐ Must have a legal basis before applying (check with planning before applying)
- ☐ Detailed letter of why the applicant is
- ☐ Additional Information may be needed
- ☐ Signs of communicating with the neighborhood
- ☐ Electronic Copy of all the above

# HARVEST CHRISTIAN ACADEMY

*Character, Competence and Calling*

March 20, 2024

Sarah Hensley  
Director of Community Development  
City of Keller

RE: Harvest Christian Academy (HCA)/FBC Keller (SUP-21-0010 Renewal)

Dear Sarah,

Thank you in advance for your assistance with this SUP process. Both HCA and FBC Keller desire to renew the current SUP with the city of Keller which expires in May 2024. To help facilitate this request, please find pertinent information and documentation.

1. **Specific request:** FBC Keller, in conjunction with HCA, seeks to renew the current three-year SUP with a permanent SUP to allow a private school (HCA) to operate within the current FBC facilities. The new application is attached.
2. The **previous approval letter** from the City of Keller is attached. Please note that HCA has honored all of the conditions listed in 2021 regarding:
  - a. Recognizing the expiration in May of 2024 and applying for a renewal.
  - b. Developing a safe traffic management plan in conjunction with the Keller School District and providing school hours. See attached documents.
  - c. As requested, HCA incorporated entrance and exit traffic flow, as documented in the attachments, to the southwest of the property to avoid any congestion with Keller Middle School traffic.
  - d. A certificate of occupancy was obtained with annual fire inspections conducted.
3. **Updated Narrative/Proposal:** Attached
4. **Legal Description Provided**
5. **Concept Plan:** Attached
6. **Evidence of communication with the adjacent neighborhood:** Attached
7. **Trip Generation Form:** Attached
8. **Additional Information:** Traffic management plans attached

In compliance with the SUP application, fees are being paid and electronic submission is being provided. Thank you for your assistance and please let us know if we need to provide any additional information.

Sincerely submitted by:

  
Terry Caywood, Head of School  
Harvest Christian Academy  
817-485-1660  


  
Scott Knox, Associate Pastor  
First Baptist Church, Keller  
817-431-2545  


# HARVEST CHRISTIAN ACADEMY

## *Character, Competence and Calling*

Harvest Christian Academy (HCA) /FBC Keller – SUP renewal narrative/proposal  
March 2024

In partnership with FBC Keller, HCA has successfully operated a K-12 private school in the existing FBC facilities since August 1, 2021. Therefore, HCA and FBC are requesting a renewal as a permanent SUP. The following information has been requested via the application or is being provided for further clarification.

1. **Special conditions and additional requirements for the property:**
  - a. **Paving, Drainage, Screening/Open Space, Heights of Structure, and Compatibility of Buildings:** HCA is utilizing existing facilities in current condition. Therefore, no additions or changes to the above are foreseen, nor requested.
  - b. **Means of ingress and egress to public streets:** utilizing existing routes and parking with no additional needs or requests. See the traffic management plan for clarity
  - c. **Off-street parking:** FBC allows HCA to utilize the current very adequate parking lots. Therefore, with 488 current off-street parking spaces, HCA does not need, nor request, on-street parking.
  - d. **Hours of Operation:** HCA operates a traditional five-day school model. Students are in school from 8:00am to 3:30pm and faculty/staff operate from 7:00am to 4:00pm. HCA does not operate during weekend hours, therefore facility and parking capacity do not conflict with church activities and traffic. HCA utilizes an academic calendar similar to KISD, which is attached for informational purposes.
  - e. **Time Limits:** Since HCA operates on a traditional school schedule, no issues have occurred, nor are any potential conflicts forecasted for a residential area.
2. **Justification of the request and decision criteria for the P&Z and City Council.**
  - a. Operating a private school at this address is **harmonious and compatible** with the surrounding uses and zoning. Keller Middle School (KMS) and a Keller Alternative School operate in the area as well. In addition, HCA is completing its third year of operation in this area with no issues or concerns.
  - b. School activities in this area are **normally associated with the permitted uses** as seen by the operations of KISD in the area, as well as the City of Keller approval for HCA over the past three years.
  - c. The **nature and use are reasonable and appropriate** in the area. This is evident with the existence of other schools in the neighborhood and the successful joint operations of FBC and HCA over the past three years.
  - d. Any **negative impacts to the area are mitigated**. To our knowledge, HCA has been a blessing to the area and has not received any negative feedback from the neighborhood or the city. If anyone is aware of a negative impact, HCA is more than willing to mitigate it. For example, one potential concern before the first SUP was the traffic management for an additional school in the area. Here was the outcome:
    - i. HCA honored the city's request by preparing and implementing a drop-off/dismissal traffic plan to utilize the south and west portions of the property to avoid potential traffic congestion with KMS.

# HARVEST CHRISTIAN ACADEMY

## *Character, Competence and Calling*

- ii. HCA worked with the principal at KMS to review and approve the plan.
  - iii. Sargent Yates with the Keller Police Department patrolled the area and observed the plan numerous times with no concerns.
  - iv. HCA has not had any traffic issues including accidents/incidents in the three years of operating this plan.
  - v. HCA is only using 29% or less of the FBC parking lots daily.
  - e. HCA believes that the current and future operations **meet the intent of the district's purposes.**
- 3. General School Information:**
- a. Current enrollment in K-12 is 258 students.
  - b. Employees: 32 full-time and 15 part-time
  - c. Leasing space in the 101,186 square-foot facility situated on 4.78 acres owned by FBC Keller at 225 Keller Parkway. HCA leases 35,000 square feet for daily use.

Respectfully submitted,



Terry Caywood  
Head of School

OWNER'S CERTIFICATE  
D196028163 A-2712 N of 2

D196028163 A-2712 A2 of 2

STATE OF TEXAS  
COUNTY OF TARRANT

WHEREAS THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, ACTING BY AND THROUGH THE UNDERSIGNED, ITS DULY AUTHORIZED AGENT, IS THE SOLE OWNER OF TWO TRACTS OF LAND, TRACT A AND TRACT B, SITUATED IN THE CITY OF KELLER, TARRANT COUNTY, TEXAS, AND BEING OUT OF THE S. NEEDHAM SURVEY, ABSTRACT NO. 1171 OF THE PLAT RECORDS OF TARRANT COUNTY, TEXAS, SAID TRACT A BEING THAT SAME 2.94 ACRES OF LAND CONTAINED IN VOLUME 1360, PAGE 271, OF THE REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS, AND ALSO BEING A PART OF BLOCK 2 OF THE JOHNSON ADDITION IN THE CITY OF KELLER AS RECORDED IN VOLUME 388-2, PAGE 21 OF THE PLAT RECORDS OF TARRANT COUNTY, TEXAS, AND SAID TRACT B BEING COMPOSED OF 3 TRACTS OF LAND AS CONVEYED TO THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, TEXAS, BY DEED FROM DARLON CO., INC., RECORDED IN VOLUME 840, PAGE 487, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS, (1) BY VIRTUE OF WARRANTY DEED FROM WALTER E. MORRIS AND WIFE, LUCY MORRIS, TO THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, TEXAS, RECORDED IN VOLUME 11269, PAGE 412, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; (2) BY VIRTUE OF WARRANTY DEED FROM CLAUDETTE FRESLER GRAVES, RECORDED IN VOLUME 11388, PAGE 415, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; AND ALSO BEING A PART OF TRACT OR PARCEL OF LAND BEING A REMAINDER OF LOT 2, BLOCK 2, NEEDHAM ADDITION, AN ADDITION TO THE CITY OF KELLER AS RECORDED IN VOLUME 388-177, PAGE 88 OF THE PLAT RECORDS OF TARRANT COUNTY, TEXAS; SAID TRACTS OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 1, BLOCK 1  
BEGINNING AT A 3/4 INCH IRON ROD FOUND FOR CORNER AT THE PRESENT INTERSECTION OF  
THE WESTERN LINE OF COLLEGE STREET (A VARIABLE WIDTH RIGHT-OF-WAY) WITH THE EASTERN LINE OF  
JESSIE STREET (A VARIABLE WIDTH RIGHT-OF-WAY);  
THENCE: S 89°52'00" E, ALONG THE SOUTHERLY LINE OF LORINE STREET, A DISTANCE  
OF 270.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 2.8442 ACRES (28,259  
S.F.) OF LAND, MORE OR LESS;

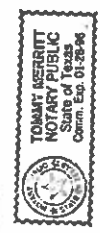
LOT 1, BLOCK 2  
BEGINNING AT A 3/4 INCH IRON ROD FOUND AT THE PRESENT INTERSECTION OF THE WESTERN  
LINE OF COLLEGE STREET (A VARIABLE WIDTH RIGHT-OF-WAY) WITH THE SOUTHERLY LINE OF  
PEARL STREET (A 60 FEET RIGHT-OF-WAY);  
THENCE: S 12°19'46" E, ALONG THE WESTERN LINE OF COLLEGE STREET, A DISTANCE  
OF 121.60 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.171 ACRES (11,710  
S.F.) OF LAND, MORE OR LESS;

THENCE: S 89°50'00" W, ALONG THE COMMON LINE WITH SAID LOT 1, BLOCK 1, TO THE  
G.T.E. SOUTHWEST ADDITION, DEPARTING THE WESTERN LINE OF COLLEGE  
STREET, A DISTANCE OF 35.01 FEET TO A 3/4 INCH IRON ROD FOUND;  
THENCE: S 89°17'00" W, CONTINUING ALONG SAID COMMON LINE WITH LOT 1, BLOCK  
1, TO THE SOUTHWEST ADDITION, A DISTANCE OF 100.00 FEET TO A 3/4 INCH IRON  
ROD FOUND AT THE NORTHWEST CORNER OF SAID LOT 1, BLOCK 1;  
THENCE: S 00°29'00" E, ALONG THE WESTERN LINE OF SAID LOT 1, BLOCK 1 OF THE  
SOUTHWEST ADDITION, A DISTANCE OF 100.00 FEET TO A 3/4 INCH IRON ROD FOUND;  
THENCE: S 00°29'00" E, ALONG THE WESTERN LINE OF PRICE STREET, A  
DISTANCE OF 10.10 FEET TO A 3/4 INCH IRON ROD FOUND;  
THENCE: N 89°52'00" W, A DISTANCE OF 100.00 FEET TO A 3/4 INCH IRON ROD FOUND ON  
THE EASTERN LINE OF JESSIE STREET;  
THENCE: N 89°00'00" W, ALONG SAID EASTERN LINE OF JESSIE STREET, PASSING A 3/4  
INCH IRON ROD FOUND AT 20.00 FEET CONTINUING ALONG SAID EAST LINE OF  
JESSIE STREET, UNTIL THE CORNER OF SAID TRACT A, 3/4 INCH IRON ROD FOUND,  
THENCE: S 89°52'00" E, ALONG THE SOUTH LINE OF PEARL STREET, A DISTANCE OF  
289.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.8478 ACRES (80,492  
S.F.) OF LAND, MORE OR LESS.

KNOW ALL MEN BY THESE PRESENTS:  
WHEREAS THE FIRST BAPTIST CHURCH OF KELLER, ACTING BY AND THROUGH ITS DULY AUTHORIZED  
AGENT, IS THE SOLE OWNER OF TWO TRACTS OF LAND, TRACT A AND TRACT B, SITUATED IN THE  
CITY OF KELLER, TARRANT COUNTY, TEXAS, AND BEING OUT OF THE S. NEEDHAM SURVEY, ABSTRACT NO. 1171 OF THE  
PLAT RECORDS OF TARRANT COUNTY, TEXAS, SAID TRACT A BEING THAT SAME 2.94 ACRES  
OF LAND CONTAINED IN VOLUME 1360, PAGE 271, OF THE REAL PROPERTY RECORDS, TARRANT  
COUNTY, TEXAS, AND ALSO BEING A PART OF BLOCK 2 OF THE JOHNSON ADDITION IN THE CITY  
OF KELLER AS RECORDED IN VOLUME 388-2, PAGE 21 OF THE PLAT RECORDS OF TARRANT  
COUNTY, TEXAS, AND SAID TRACT B BEING COMPOSED OF 3 TRACTS OF LAND AS CONVEYED TO  
THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, TEXAS, BY DEED FROM DARLON CO.,  
INC., RECORDED IN VOLUME 840, PAGE 487, REAL PROPERTY RECORDS, TARRANT COUNTY,  
TEXAS, (1) BY VIRTUE OF WARRANTY DEED FROM WALTER E. MORRIS AND WIFE, LUCY MORRIS,  
TO THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, TEXAS, RECORDED IN VOLUME 11269,  
PAGE 412, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; (2) BY VIRTUE OF WARRANTY  
DEED FROM CLAUDETTE FRESLER GRAVES, RECORDED IN VOLUME 11388, PAGE 415, REAL  
PROPERTY RECORDS, TARRANT COUNTY, TEXAS; AND ALSO BEING A PART OF TRACT OR PARCEL  
OF LAND BEING A REMAINDER OF LOT 2, BLOCK 2, NEEDHAM ADDITION, AN ADDITION TO THE  
CITY OF KELLER AS RECORDED IN VOLUME 388-177, PAGE 88 OF THE PLAT RECORDS OF  
TARRANT COUNTY, TEXAS; SAID TRACTS OF LAND BEING MORE PARTICULARLY DESCRIBED AS  
FOLLOWS:

WITNESS MY HAND AND SEAL OF OFFICE THIS 27th DAY OF  
MAY, 1995.

STATE OF TEXAS }  
COUNTY OF TARRANT }  
BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID COUNTY AND  
CITY, THIS PERSONAGE APPEARED, KNOWN TO ME TO BE THE PERSONAL NAME OF THE  
INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE  
PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED, AND IN THE CAPACITY  
THEREIN STATED.  
GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 27th DAY OF  
MAY, 1995.



Tom Merritt  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS  
MY COMMISSION EXPIRES











# HARVEST CHRISTIAN ACADEMY

*Character, Competence and Calling*

March 18, 2024

Dear Keller Resident or Business,

I hope you are having a good day.

As recommended by the city of Keller, you are receiving this letter as a notification of a Special Use Permit (SUP) update in your neighborhood.

Harvest Christian Academy (HCA) operates a private school in partnership with First Baptist Church Keller in their facility at 225 Keller Parkway. HCA began this partnership in May of 2021 and is now completing our third successful year of providing educational services to K-12 to the greater Keller community.

HCA plans on continuing to serve the community in this capacity for years to come. This year, it is time for us to renew our SUP with Keller to continue this local partnership. If you have any concerns or feedback regarding this SUP renewal or HCA's service to the community, please let us know.

- By email: [REDACTED]
- By phone: 817-485-1660

We look forward to hearing from you to resolve any concerns you may have.

In addition, if we can service your family or business in any manner, please let us know. For more information, our website is [hcasaints.org](https://hcasaints.org).

Serving the Saints,



Terry Caywood  
Head of School

Institute of Transportation Engineers

Trip Generation Data Form (Part I)

Land Use/Building Type: Existing Building / First Baptist Church ITE Land Use Code: Private School 534  
 Source: Keller Source No. (or ITE): NA  
 City: Keller State/Province: TX Zip/Postal Code: 76248 Day: NA Month: NA Year: NA  
 Country: Texas Metropolitan Area: NA

1. For land-based land use, please specify if highway- or nonhighway-based.

Location Within Area:  
☐ (1) CBD ☐ (6) Rural  
☐ (2) Urban (Non-CBD) ☐ (7) Freeway Interchange Area (Rural)  
☐ (3) Suburban (Non-CBD) ☐ (8) Not Given  
☐ (4) Suburban CBD

Independent Variables: (include data for as many as possible)<sup>2</sup>

|                                            | Actual                   | Estimated                |
|--------------------------------------------|--------------------------|--------------------------|
| (1) Employees (E)                          | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Persons (P)                            | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Units (U)                              | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Occupied Units (O)                     | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) Building Area (gross sq. ft.)          | <input type="checkbox"/> | <input type="checkbox"/> |
| (% of development occupied)                | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Net Rentable Area (sq. ft.)            | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) Gross Leasable Area (sq. ft.)          | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) Occupied Gross Leasable Area (sq. ft.) | <input type="checkbox"/> | <input type="checkbox"/> |
| (9) Acres                                  | <input type="checkbox"/> | <input type="checkbox"/> |

Detailed Description of Development:<sup>3</sup>  
230 students for existing building

2. Definitions for several independent variables can be found in the Trip Generation User's Guide.

3. Please provide all pertinent information that helps to describe the subject project. If necessary, attach a detailed report.

Other Data: NA

Vehicle Occupancy (V)  
 AM NA PM NA 24-hour % NA  
 Percent by Transit: AM % NA PM % NA 24-hour % NA  
 Percent by Carpool/Vanpool: AM % NA PM % NA 24-hour % NA

Peak Hour Employees by Shift:  
 First Shift: AM NA End Time NA Employees (E) NA  
 Second Shift: AM NA End Time NA Employees (E) NA  
 Third Shift: AM NA End Time NA Employees (E) NA

Parking Cost on Site: Hourly NA Daily NA

Transportation Demand Management (TDM) Information: NA  
 At the time of this study, was there a TDM program (that may have impacted the trip generation characteristics of this site) under way?  
☐ No  
☐ Yes (if yes, please check appropriate box(es), describe the nature of this TDM program(s) and provide a source for any studies that may help quantify this impact. Attach additional sheets if necessary.)  
☐ (1) Transit Service  
☐ (2) Carpool Programs  
☐ (3) Employer Support Measures  
☐ (4) Employer-provided Facilities and Site Improvements  
☐ (5) Transit and Congestion Pricing  
☐ (6) Telecommuting  
☐ (7) Taxis and Ride-sharing Services  
☐ (8) Employer-provided Transportation Management  
☐ (9) Other

Please Complete Form on Other Side

Part A - Street System Improvements

FIGURE 4.01 - Trip Generation Data Form (Part 1)



Trip Gen shows less than 2,000 vehicles per day and below TIA requirements

Institute of Transportation Engineers

# Trip Generation Data Form (Part 2)

(All = All Vehicles Except Trucks = Heavy Duty Trucks & Buses)

| Summary of Driveway Volumes                     | Average Weekday (M-F) |      |        |     | Saturday |      |        |     |
|-------------------------------------------------|-----------------------|------|--------|-----|----------|------|--------|-----|
|                                                 | Enter                 | Exit | Trucks | All | Enter    | Exit | Trucks | All |
| 24-Hour Volume                                  | 978                   | 978  | 978    | 978 |          |      |        |     |
| A.M. Peak Hour of Adjacent Street Traffic (7-8) | 215                   | 94   |        | 209 |          |      |        |     |
| P.M. Peak Hour of Adjacent Street Traffic (4-5) | 28                    | 32   |        | 60  |          |      |        |     |
| A.M. Peak Hour Generator                        | 120                   | 94   |        | 214 |          |      |        |     |
| P.M. Peak Hour Generator                        | 143                   | 76   |        | 193 |          |      |        |     |
| No. of Days Counted                             | 14/18                 |      |        |     |          |      |        |     |

1, 2. Please refer to the Trip Generation User's Guide for a definition of the terms.

Detailed Driveway Volumes—Average Weekday (M-F)

| A.M. Period | Enter |      |        |     | Exit  |      |        |     | Mid-Day Period |      |        |     | P.M. Period |      |        |     |
|-------------|-------|------|--------|-----|-------|------|--------|-----|----------------|------|--------|-----|-------------|------|--------|-----|
|             | Enter | Exit | Trucks | All | Enter | Exit | Trucks | All | Enter          | Exit | Trucks | All | Enter       | Exit | Trucks | All |
| 6:00-6:15   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 6:15-6:30   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 6:30-6:45   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 6:45-7:00   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 7:00-7:15   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 7:15-7:30   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 7:30-7:45   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 7:45-8:00   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 8:00-8:15   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 8:15-8:30   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 8:30-8:45   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 8:45-9:00   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 9:00-9:15   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |
| 9:15-9:30   |       |      |        |     |       |      |        |     |                |      |        |     |             |      |        |     |

Please attach any additional site information or comments regarding special site characteristics, if available.  
☐ Check if additional information is attached.

Survey conducted by: Name: Jeff White

Organization: Kinley-Horn & Assoc.

Address: 801 Cherry St

City/State/Zip: Fort Worth

Telephone: 817-721-0188 Fax:

Email: jeff.white@kinley-horn.com

## Part A – Street System Improvements

FIGURE 4.02 – Trip Generation Data Form (Part 2)



Terry Caywood <tcaywood@hcasaints.org>

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## Harvest Christian Academy - SUP

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Sarah Hensley <shensley@cityofkeller.com>

Mon, Mar 11, 2024 at 9:10 AM

To: Andrew Oxley <[REDACTED]>

Cc: Terry Caywood <[REDACTED]>

Hi Andrew,

I checked with Alonzo Liñán, our Public Works Director, and he said the same trip generation form from the original SUP application can be used. He also said we would want to see a traffic flow plan, which can just show what the school has been doing for the last three years (assuming no changes are proposed).

Sarah

[Quoted text hidden]



May 20, 2021

Keith Sanders  
225 Keller Parkway  
Keller, TX 76248

Via email: [REDACTED]

Re: First Baptist (SUP-21-0010)

Dear Mr. Sanders,

The Specific Use Permit for First Baptist Church to allow a private school to operate (Harvest Christian Academy) was unanimously **approved** City Council on Tuesday, May 18, 2021 with the following conditions:

1. The Specific Use Permit shall be active for three-years and will expire on May 18, 2024.
2. Before the Specific Use Permit may be renewed, the Church and Harvest Christian Academy shall work with the Keller Independent School District to develop a traffic management plan, including the school hours, to present to the City.
3. Harvest Christian Academy shall incorporate an entrance and exit to the traffic flow to the southwest of the property.

Your next step would be to submit a Certificate of Occupancy for the requisite Staff to review.

The Specific Use Permit is tied to the applicant and the owner of the property. If any of these agents (Harvest Christian Academy or First Baptist Church) were to leave before May 18, 2024, this Specific Use Permit will expire immediately at that time.

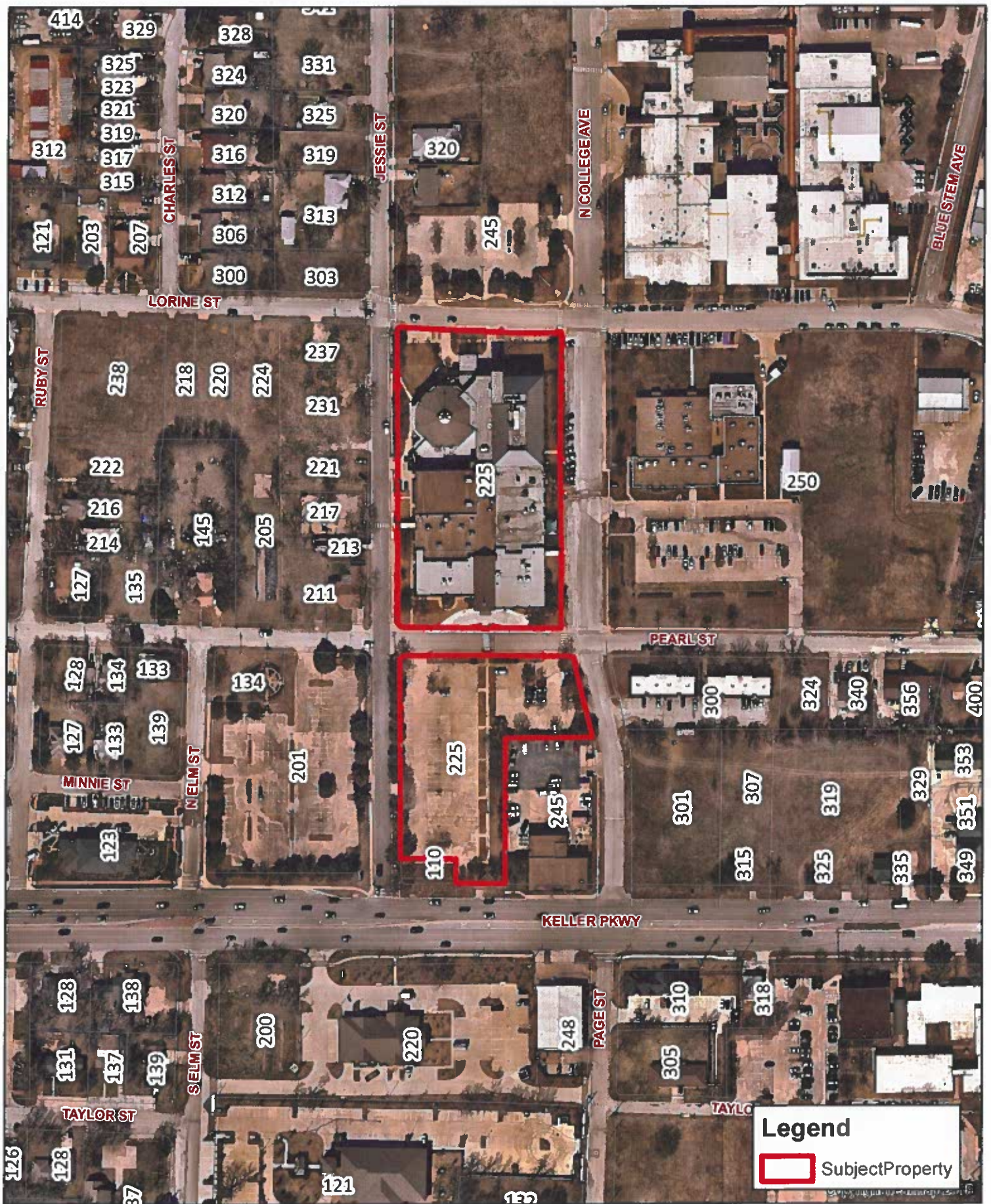
Please note it is the Applicant's responsibility to approach the City to renew the Specific Use Permit before the end date described above.

If you have any questions or concerns, please do not hesitate to call me at 817.743.4125.

Sincerely,

Matthew Cyr  
Planner I

Cc: Community Development Department



**Legend**

Subject Property

Updated: 3/31/2021

## 225 Keller Pkwy

**DISCLAIMER**  
 This data has been compiled for the City of Keller.  
 Various official and unofficial sources were used to gather this information.  
 Every effort was made to ensure the accuracy of this data.  
 However, no guarantee is given or implied to the accuracy of said data.

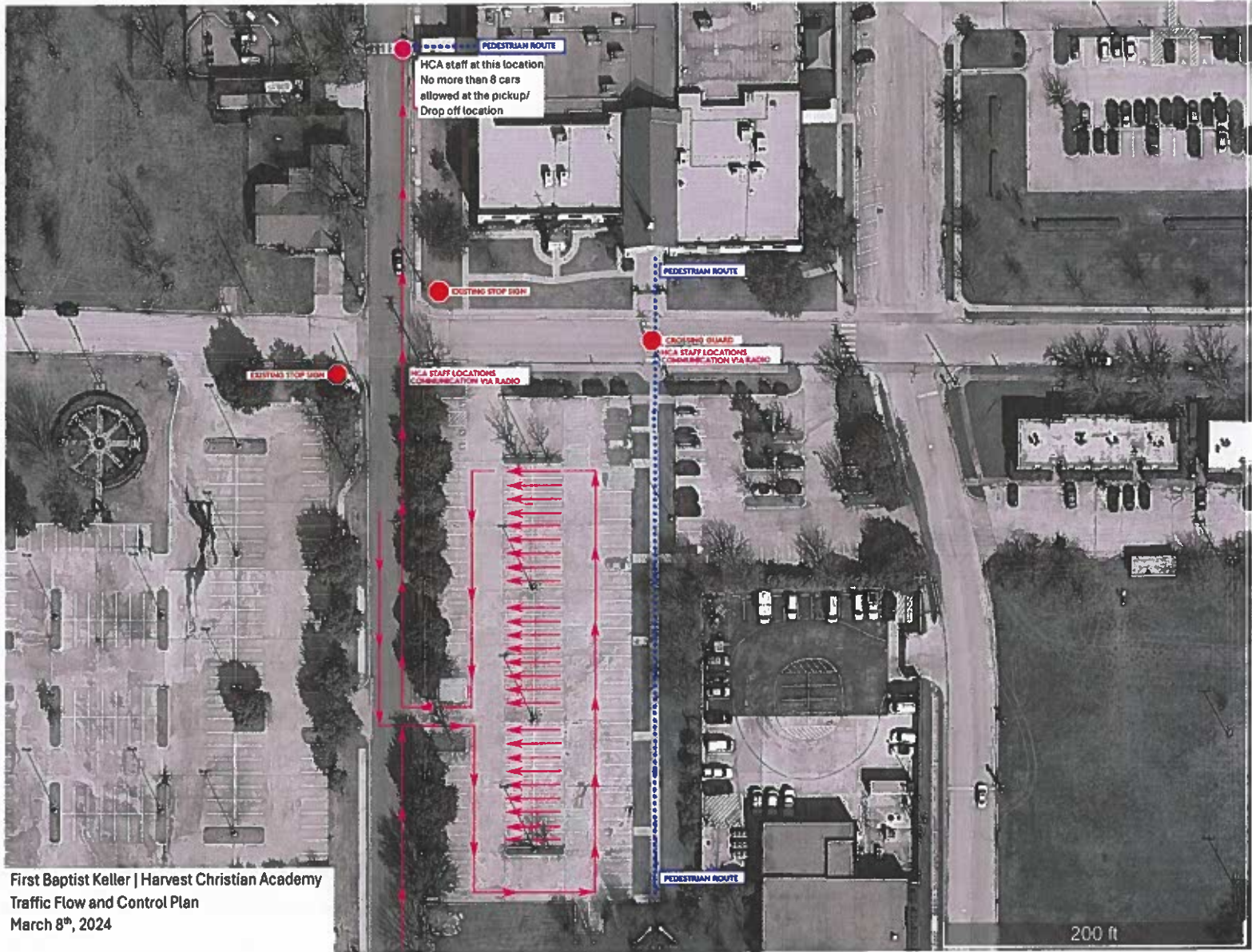




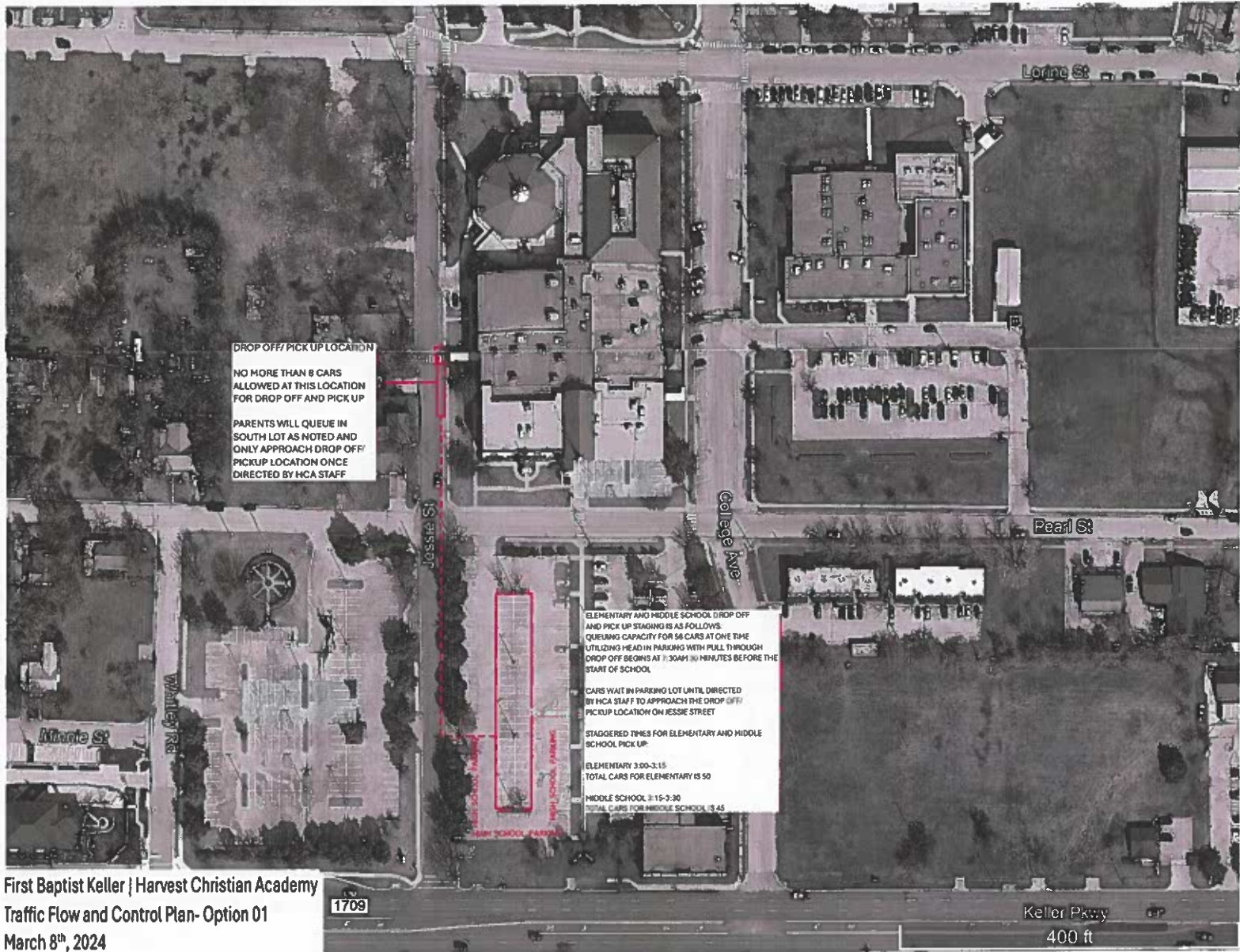
Updated: 3/31/2021

## 225 Keller Pkwy

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First Baptist Keller | Harvest Christian Academy  
Traffic Flow and Control Plan  
March 8<sup>th</sup>, 2024



First Baptist Keller | Harvest Christian Academy  
Traffic Flow and Control Plan- Option 01  
March 8<sup>th</sup>, 2024