

---

## Section 1.05 Departments and Boards Involved in Land Development

- A. *Development Review Committee (DRC)*. Group composed of staff members who are involved in the development process, representing but not limited to Planning, Building Services, Engineering, Code Compliance, Finance, Environmental Services, Fire, Parks and Recreation, Public Works, and Economic Development.

Each member of the Development Review Committee reviews all new development plans based on his/her area of expertise. The Development Review Committee then meets weekly to review projects and discuss recommended changes or improvements. The Development Review Committee meets with developers and property owners weekly by appointment to discuss special concerns (see Section 4.02 - Pre-Application Meeting).

- B. *Public Services Department*. Composed of Planning, Building Services, Code Enforcement, Engineering, Public Works, and Economic Development. Coordinates all new development in the City of Keller, and therefore coordinates the meeting of the Development Review Committee (DRC).
- C. *Keller Economic Development Board (KEDB)*. Seven members and two advisory members who are selected by the City Council. The Keller Economic Development Board's mission is to promote the development of a well-balanced local economy. Keller Economic Development Board members interact with Keller business prospects.
- D. *Planning and Zoning Commission (P & Z)*. Seven members who are Keller resident volunteers appointed by the City Council. The Planning and Zoning Commission makes recommendations to the City Council on cases relating to land use and development, such as platting; site plans; rezoning; specific use permits (SUP); tree preservation; and amendments to this Code, Land Use Plan, Parks Plan, and Thoroughfare Plan. ~~This commission also acts as the Capital Improvement Advisory Committee and makes recommendations on Capital Improvement Projects and Impact Fees.~~ This commission also hears requests to deviate from tree preservation requirements and makes recommendations to the City Council. Planning and Zoning Commission meetings are held as needed.
- E. *Parks and Recreation Board*. Seven members who are Keller resident volunteers appointed by the City Council. The Board advises the City Council on the needs of City parks, recreational programs, and park facilities. It is responsible for implementing the Master Plans for City park and trail systems, and recommends to the City Council the policies by which the Parks and Recreation Programs are administered. Any variation from these plans must be formally approved by the Board. This Board may also enter the development process to encourage the establishment of new parks. The Board meets as needed.
- F. *Zoning Board of Adjustment (ZBA)*. Five Keller resident volunteer members and two alternates are appointed to the Zoning Board of Adjustment by the City Council. The Board hears variance requests and may grant variances and special exceptions to the specific requirements of the Zoning section as outlined within this Code for cases of hardship. The Zoning Board of Adjustment may not grant variances to the requirements within the Zoning section if a Zoning Change, Site Plan, or plat is required for a project. Variances are granted only when the resulting development will still be in harmony with the purpose of the regulations, and literal enforcement of the regulations will cause the property owner unnecessary hardship, as defined by State law, when developing the property. Decisions of the Board are final and may only be appealed through the court system. The Board meets every first Monday of the month on an as-needed-basis.
- G. *City Council*. Consists of six members and a mayor, all elected at large. The City Council is involved in every phase of the development process. It approves ordinances, policies, and procedures, including all zoning requests, specific use permits, and changes in any portion of the Master Plan. Any variance from this Development Code, unless otherwise stated, is considered by the City Council. Decisions made by the City Council are final. City Council meetings are held the first and third Tuesdays of every month.

---

H. Capital Improvements Advisory Committee. Seven members who are Keller resident volunteers appointed by the City Council. At least fifty percent of the members shall be representatives of the real estate, development, or building industries, and shall not be employees or officials of the city. The Committee advises the city in adopting land-use assumptions and capital-improvements plans, monitors and evaluates implementation of those plans and the collection of impact fees, and files semi-annual progress reports to the City Council. The Committee meets as needed.

Formatted: Font: Italic