



### 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] Scott Knox  
Signature of Applicant Printed Name of Owner  
Date: 3/8/24 Date: 3-19-2024

#### SECTION 2. PERMIT REQUEST INFORMATION

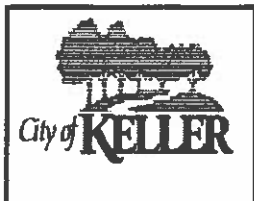
Property Location: 225 Keller Parkway, Keller, TX  
Legal Description:  
Lot(s): 1 Block(s): 1 & 2 Subdivision Name: FBC Keller Addition  
Unplatted Property Description: See Attached  
Abstract Name & Number: \_\_\_\_\_ Tract Number(s): \_\_\_\_\_  
*If property is not platted, please attach a metes 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 <a href="mailto:communitydevelopment@cityofkeller.com">communitydevelopment@cityofkeller.com</a>
<input checked="" type="checkbox"/>	A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to: <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.<ol style="list-style-type: none"><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></ol></li></ul>
<input checked="" type="checkbox"/>	A legal description or meets and bounds description of the property.
<input checked="" type="checkbox"/>	Concept Plan. The plan shall be to scale and show the following: <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

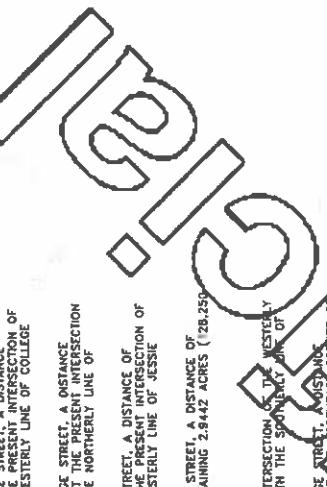
WHEREAS THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, ACTING BY AND THROUGH THE UNDERSIGNED NOTARY PUBLIC, HAS DULY AUTHORIZED AGENT, IS THE SOLE OWNER OF THE TRACTS OF LAND, TRACT A, AND TRACT B, SITUATED IN THE CITY OF KELLER, TARRANT COUNTY, TEXAS, AND BEING OUT OF THE S. NEEDHAM SURVEY, ABSTRACT NO. 1171 OF THE PLAT RECORDS OF TARRANT COUNTY, TEXAS, SAID TRACT A BEING THAT SAME 3.94 ACRES OF LAND SHOWN IN VOLUME 3849, PAGE 271, OF THE REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS, AND ALSO BEING A PART OF BLOCK 6 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 CEDED FROM THE FIRST BAPTIST CHURCH OF THE CITY OF KELLER, TARRANT COUNTY, TEXAS, TO THE KELLER IMPROVEMENT SCHOOL DISTRICT, RECORDED (1) VOLUME 807, PAGE 813, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; (2) BY VIRTUE OF DEED FROM DARLON CO., INC., RECORDED IN VOLUME 8080, PAGE 487, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; (3) BY VIRTUE OF WARRANTY DEED FROM WALTER E. MORRIS AND WIFE, LAYNE MORRIS, RECORDED IN VOLUME 8080, PAGE 487, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; (4) BY VIRTUE OF WARRANTY DEED FROM BILLIE IRENE HOPKINS, ET AL, RECORDED IN VOLUME 11269, PAGE 412, REAL PROPERTY RECORDS, TARRANT COUNTY, TEXAS; (5) BY VIRTUE OF WARRANTY DEED FROM CLAUDETTE FIESELER 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 308-177, 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  
 JESSIE STREET (A VARIABLE WIDTH RIGHT-OF-WAY) WITH THE EASTERLY LINE OF  
 PEARL STREET (A VARIABLE WIDTH RIGHT-OF-WAY);
- THENCE: S 89°52'00" E, ALONG THE SOUTHERLY LINE OF LORINE STREET, A DISTANCE OF  
 209.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 2.8442 ACRES (28,259.57  
 S.F.) OF LAND, MORE OR LESS;
- THENCE: S 00°06'00" W, ALONG THE WESTERLY LINE OF COLLEGE STREET, A DISTANCE  
 OF 60 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.8778 ACRES (18,778.00  
 S.F.) OF LAND, MORE OR LESS;
- THENCE: S 00°29'00" W, ALONG THE WESTERLY LINE OF COLLEGE STREET WITH THE NORTHERLY LINE OF  
 PEARL STREET (A 60 FEET RIGHT-OF-WAY);
- THENCE: N 89°52'00" W, ALONG THE NORTHERLY LINE OF PEARL STREET, A DISTANCE OF  
 209.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.8778 ACRES (18,778.00  
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- THENCE: N 00°06'00" E, ALONG THE EASTERLY LINE OF JESSIE STREET, A DISTANCE OF  
 209.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 2.8442 ACRES (28,259.57  
 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 WESTERLY  
 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 WESTERLY LINE OF COLLEGE STREET WITH THE  
 SOUTHERLY LINE OF PEARL STREET (A 60 FEET RIGHT-OF-WAY) TO THE SOUTHWEST CORNER OF  
 LOT 1, BLOCK 1 OF THE G.T.E. SOUTHWEST ADDITION TO THE CITY OF KELLER,  
 TARRANT COUNTY, TEXAS, AS RECORDED IN CABINET A, SLIDE 1171 OF THE PLAT RECORDS OF TARRANT  
 COUNTY, TEXAS;
- THENCE: S 89°50'00" W, ALONG THE COMMON LINE WITH SAID LOT 1, BLOCK 1 OF THE  
 G.T.E. SOUTHWEST ADDITION, DEPARTING THE WESTERLY LINE OF COLLEGE  
 STREET, A DISTANCE OF 35.01 FEET TO A 3/4 INCH IRON ROD FOUND;
- THENCE: S 89°37'00" W, CONTINUING ALONG SAID COMMON LINE WITH LOT 1, BLOCK  
 1 OF THE G.T.E. SOUTHWEST ADDITION, A DISTANCE OF 11.00 FEET TO A 1/2 INCH IRON  
 ROD FOUND AT THE NORTHWEST CORNER OF SAID LOT 1, BLOCK 1;
- THENCE: S 00°29'00" W, ALONG THE WESTERLY LINE OF SAID LOT 1, BLOCK 1 OF THE  
 G.T.E. SOUTHWEST ADDITION, A DISTANCE OF 20.00 FEET TO A 3/8 INCH IRON  
 ROD FOUND AT THE NORTHERLY CORNER OF PRICE STREET, DEPT. 1789 (A VARIABLE  
 WIDTH RIGHT-OF-WAY);
- THENCE: N 86°39'45" W, ALONG THE SOUTHERLY LINE OF PRICE STREET, A DISTANCE  
 OF 85.51 FEET TO A 3/4 INCH IRON ROD FOUND;
- THENCE: N 00°29'00" W, DEPARTING THE NORTHERLY LINE OF PRICE STREET, A  
 DISTANCE OF 20.10 FEET TO A 3/4 INCH IRON ROD FOUND;
- THENCE: N 89°52'00" W, A DISTANCE OF 60 FEET TO A 3/4 INCH IRON ROD FOUND ON  
 THE EASTERLY LINE OF JESSIE STREET;
- THENCE: N 00°06'00" W, ALONG SAID EASTERLY LINE OF JESSIE STREET, PASSING A 3/4  
 INCH IRON ROD FOUND 20.00 FEET CONTINUING ALONG SAID EAST LINE OF  
 JESSIE STREET, A DISTANCE OF 20.00 FEET TO A 3/4 INCH IRON ROD FOUND  
 AT THE INTERSECTION OF THE SOUTH LINE OF SAID PEARL  
 STREET;
- THENCE: S 89°52'00" E, ALONG THE SOUTH LINE OF PEARL STREET A DISTANCE OF  
 209.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.8478 ACRES (80,492  
 S.F.) OF LAND, MORE OR LESS.

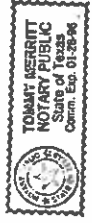
KNOW ALL MEN BY THESE PRESENTS:  
 WHEREAS THE FIRST BAPTIST CHURCH OF KELLER, ACTING BY AND THROUGH THE  
 UNDERSIGNED NOTARY PUBLIC, HAS DULY AUTHORIZED AGENT, IS THE SOLE OWNER OF THE  
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 ADDITION, AN ADDITION TO THE CITY OF KELLER AS RECORDED IN VOLUME 308-177, 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 21<sup>st</sup> DAY OF  
 DECEMBER, 1953.

*Tommy Merritt*  
 Notary Public in and for the State of Texas



STATE OF TEXAS }  
 COUNTY OF TARRANT }  
 BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID COUNTY AND  
 CITY, THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT  
 HAVE APPEARED TO ME, PERSONALLY, AND HAVE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE  
 PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED, AND IN THE CAPACITY  
 THEREIN STATED.  
 Dated: 1953. }  
 GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21<sup>st</sup> DAY OF  
 DECEMBER, 1953.



*Tommy 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.

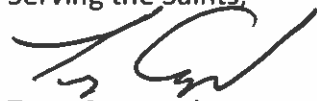
HCA plans on continuing to serve the community in this capacity for years to come. This year, it is time for us to renew our SUP with Keller to continue this local partnership. If you have any concerns or feedback regarding this SUP renewal or HCA's service to the community, please let us know.

- 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](http://hcasaints.org).

Serving the Saints,



Terry Caywood  
Head of School

Institute of Transportation Engineers  
**Trip Generation Data Form (Part 1)**

Land Use/Building Type: Existing Building / First Postnet Check ITE Land Use Code: Private School 534  
 Source: \_\_\_\_\_ Source No. (if ITE): NA  
 Name of Development: \_\_\_\_\_ Day of the Week: NA Month: \_\_\_\_\_ Year: \_\_\_\_\_  
 City: Keller State/Province: TX Zip/Postal Code: 76248 Day: \_\_\_\_\_  
 County: Tarrant Metropolitan Area: \_\_\_\_\_

1. For fast-food items use, please specify if hamburger- or sandwich-type-based.

Location Within Area:  
 (1) CBD  
 (2) Urban (Non-CBD)  
 (3) Suburban (Non-CBD)  
 (4) Suburban CBD  
 (5) Rural  
 (6) Freeway Interchange Area (Rural)  
 (7) Midtown

Independent Variables: Provide 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) Complete Units (C)	<input type="checkbox"/>	<input type="checkbox"/>
(5) Building Area (gross sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>
(% of development occupied)		
(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 \_\_\_\_\_ PM \_\_\_\_\_ 24-hour % \_\_\_\_\_  
 Percent by Transit: AM % \_\_\_\_\_ PM % \_\_\_\_\_ 24-hour % \_\_\_\_\_  
 Percent by Carpool/Vanpool: AM % \_\_\_\_\_ PM % \_\_\_\_\_ 24-hour % \_\_\_\_\_

PM-Hour Employees by Site:  
 First Shift: AM \_\_\_\_\_ PM \_\_\_\_\_ End \_\_\_\_\_  
 Second Shift: AM \_\_\_\_\_ PM \_\_\_\_\_ End \_\_\_\_\_  
 Third Shift: AM \_\_\_\_\_ PM \_\_\_\_\_ End \_\_\_\_\_  
 Parking Cost on Site: Hourly \_\_\_\_\_ Daily \_\_\_\_\_

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/Professional Facilities and Site Improvements  
 (5) Transit and Congestion Pricing  
 (6) Flexible HOV Treatments  
 (7) Transit and Flexibility Incentives  
 (8) Employer/Professional Management  
 (9) Telecommuting  
 (10) Teleconferencing  
 (11) Other \_\_\_\_\_  
 (12) 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 Counted Trucks = Heavy Duty Trucks & Buses)

Summary of Driftway Volumes	Average Weekday (M-F)			Saturday			Sunday		
	All	Trucks	Total	All	Trucks	Total	All	Trucks	Total
24-Hour Volume	778	973	973						
A.M. Peak Hour of Adjacent Street Traffic (7-9)	215	94	209						
P.M. Peak Hour of Adjacent Street Traffic (4-6)	28	32	60						
A.M. Peak Hour Generator	120	94	214						
P.M. Peak Hour Generator	57	76	193						
No. of Days Counted	14/14								

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

Detailed Driftway Volumes—Average Weekday (M-F)

A.M. Period	Enter			Mid-Day Period			Exit			Pub-Permitted			Total		
	All	Trucks	Total	All	Trucks	Total	All	Trucks	Total	All	Trucks	Total	All	Trucks	Total
8:00-8:15															
8:15-8:30															
8:30-8:45															
8:45-9:00															
9:00-9:15															
9:15-9:30															
9:30-9:45															
9:45-10:00															
10:00-10:15															
10:15-10:30															
10:30-10:45															
10:45-11:00															
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11:45-12:00															
12:00-12:15															
12:15-12:30															
12:30-12:45															
12:45-1:00															
1:00-1:15															
1:15-1:30															
1:30-1:45															
1:45-2:00															

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

Survey conducted by: Name: **Jeff White**

Company: **Kimley-Horn & Associates**

Address: **801 Cherry St**

City/State/Zip: **Fort Worth**

Telephone: **817-721-0188** Fax: \_\_\_\_\_

Trip Gen

From: **jeffwhite@kimley-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.

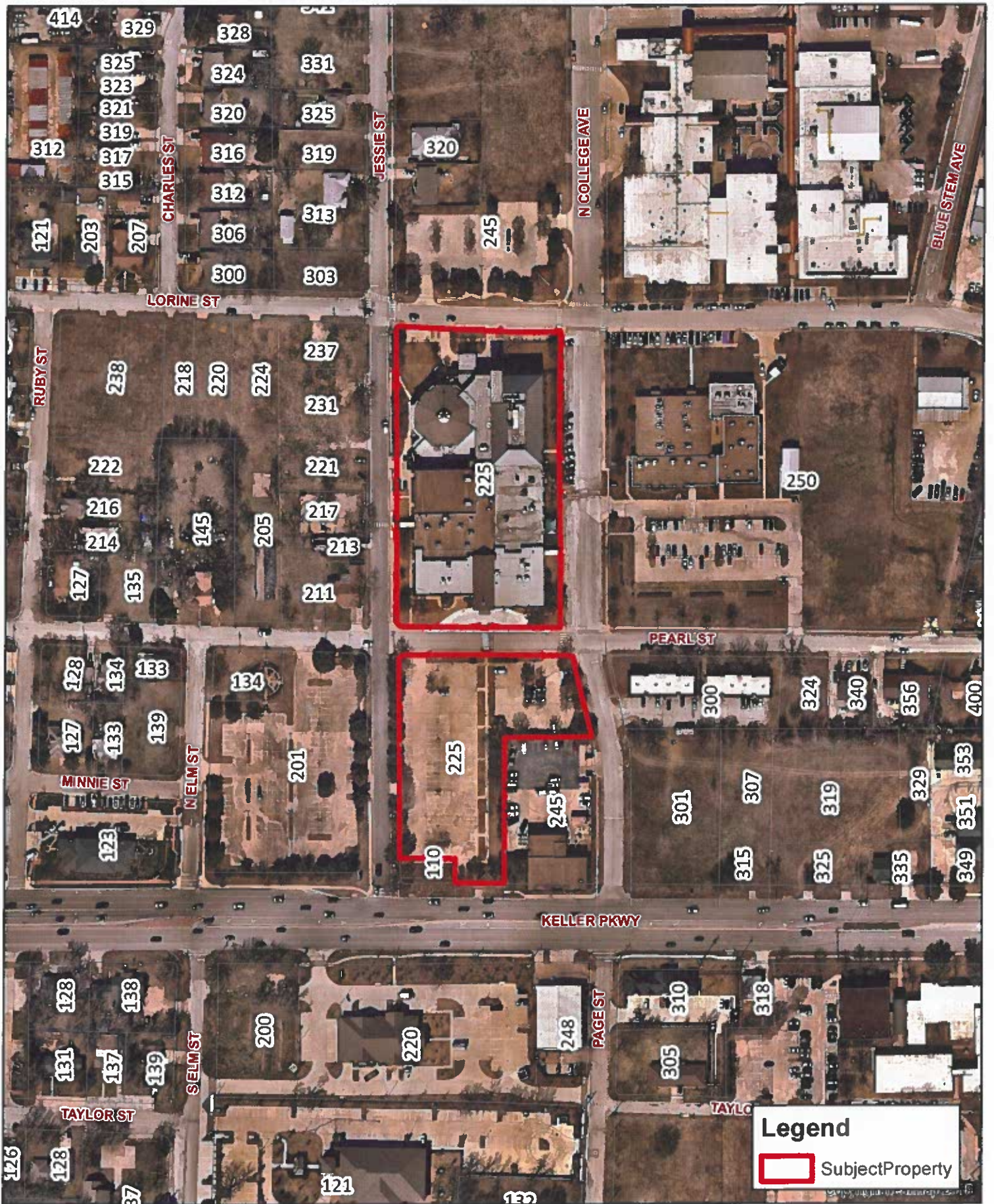
If you have any questions or concerns, please do not hesitate to call me at 817.743.4125.

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.







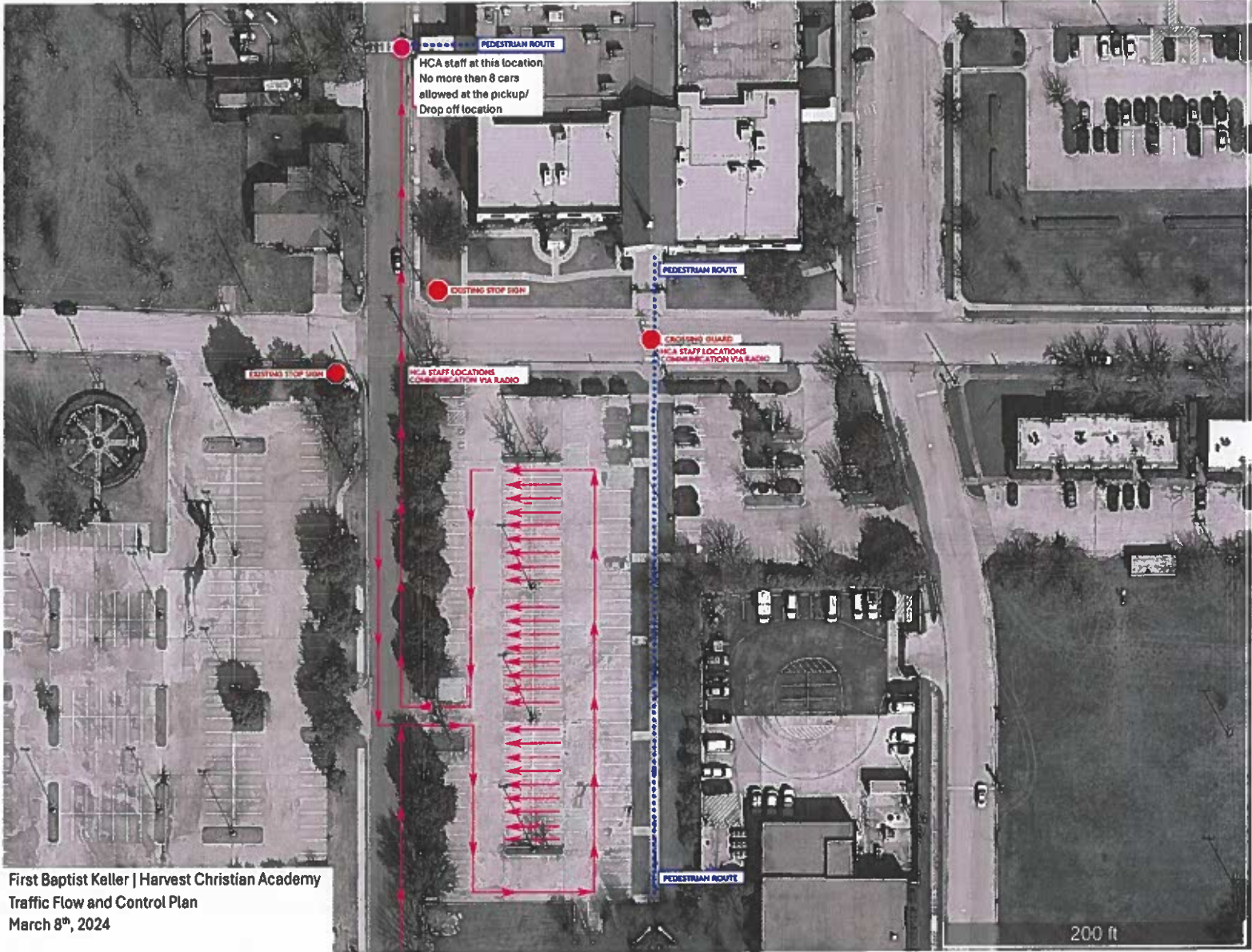
Updated: 3/31/2021

**225 Keller Pkwy**

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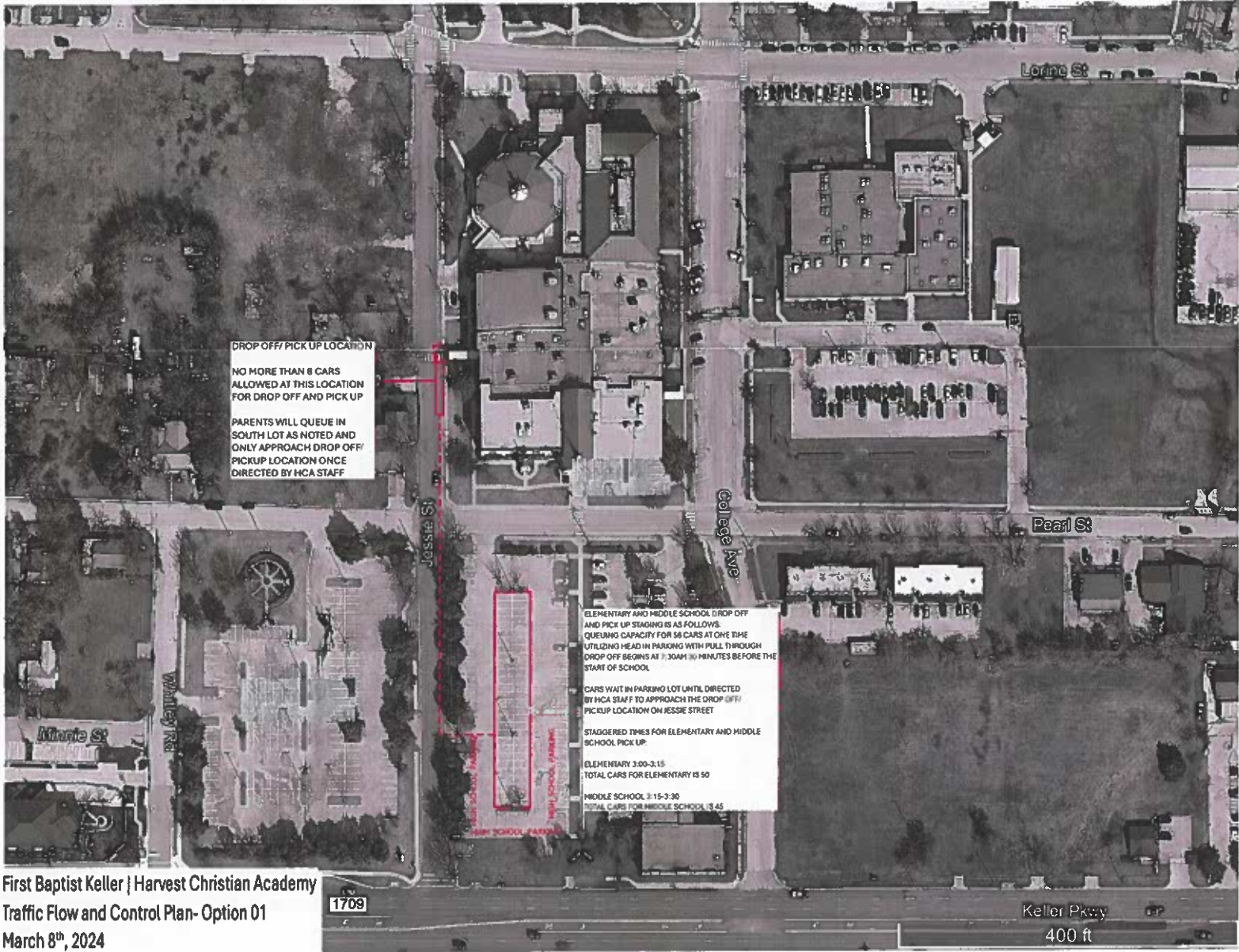






First Baptist Keller | Harvest Christian Academy  
Traffic Flow and Control Plan  
March 8<sup>th</sup>, 2024





**DROP OFF/ PICK UP LOCATION**

NO MORE THAN 8 CARS ALLOWED AT THIS LOCATION FOR DROP OFF AND PICK UP

PARENTS WILL QUEUE IN SOUTH LOT AS NOTED AND ONLY APPROACH DROP OFF/ PICKUP LOCATION ONCE DIRECTED BY HCA STAFF

ELEMENTARY AND MIDDLE SCHOOL DROP OFF AND PICK UP STAGING IS AS FOLLOWS. QUEUING CAPACITY FOR 50 CARS AT ONE TIME UTILIZING HEAD IN PARKING WITH PULL THROUGH. DROP OFF BEGINS AT 7:30AM 30 MINUTES BEFORE THE START OF SCHOOL.

CARS WAIT IN PARKING LOT UNTIL DIRECTED BY HCA STAFF TO APPROACH THE DROP OFF/ PICKUP LOCATION ON JESSIE STREET

STAGGERED TIMES FOR ELEMENTARY AND MIDDLE SCHOOL PICK UP:

ELEMENTARY 3:00-3:15  
TOTAL CARS FOR ELEMENTARY IS 50

MIDDLE SCHOOL 3:15-3:30  
TOTAL CARS FOR MIDDLE SCHOOL IS 45

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

1709

Keller Pkwy  
 400 ft