

From: City of Keller Open Records <cityofkellertx@govqa.us>
Sent: Tuesday, October 28, 2025 9:51 AM
To: cvelezconty@gmail.com
Subject: City Open Records Request :: R000479-102825



Dear Carlos Velez Conty:

Your request has been received and is being processed within state law. Your request was received in this office on 10/28/2025 and given the reference number R000479-102825 for tracking purposes.

Records Requested: Planning: • (2019–present): internal comms, courtesy/enforcement notices, memos about fence or setback enforcement along Bancroft Rd (500–700 blocks). • Any zoning interpretation memos/bulletins, staff guidance or training materials defining “Thoroughfare/Arterial/Collector” under UDC § 9.07(K)(3)(c), including measurement standards (curb vs. centerline vs. edge of pavement) and whether the rule applies to collector streets. • (2019–present): Any enforcement logs / case files / inspection notes / measurements for properties fronting Bancroft Rd related to fence setbacks (if Planning maintains or contributed to them). Notes: Include any GIS/plan markups used to measure setbacks. Building Inspections: • (2019–present): internal comms, memos, courtesy or enforcement notices related to fence/drive-gate permits & setbacks on Bancroft Rd (500–700). • Any technical guidance/training used by inspectors for interpreting UDC § 9.07(K)(3)(c) and how to measure setbacks. • (2019–present): Permit records, inspection reports, field notes, measurements, citations for fences/drive-gates fronting Bancroft Rd. Code Compliance: • (2019–present): Emails, internal comms, enforcement logs, notices and memos regarding fence or setback enforcement along Bancroft Rd (500–700). • (2019–present): Case files, inspection reports, field notes, measurements and any citations tied to fence/drive-gate setbacks fronting Bancroft Rd. Engineering / Public Works: • Any engineering bulletins/guidance defining Thoroughfare/Arterial/Collector (as used for setback measurement), and measurement standards (curb/centerline/edge of pavement). • Supporting maps/cross-sections or standards used by staff to decide whether collector streets are covered by the 50-ft provision. • (If applicable) Measurement exhibits or field sketches used on Bancroft Rd cases. Fire Department: • All records of coordination with City staff regarding fire-apparatus access/working-area standards and application of NFPA 1141/1140 or IFC Appendix D105 in residential fence/gate setback determinations (memos, meeting notes, review comments). City Secretary’s Office: Assign to Kelly • Official UDC edition and adoption date. • Ordinances & amendments establishing the 50-ft gate setback (e.g., Ord. 1960 (2019); Ord. 2104 (2022)). • Council packets/staff reports/agenda items associated with those adoptions.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to

determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed.

City of Keller

To monitor the progress or update this request please log into the [Open Records Request Portal](#)

