

Written Proposal for a Special Use Permit

Request for Special Use Permit – Medical Spa at 1675 N. Tarrant Pkwy; Building B; Suite 200, Keller, TX

Dear Members of the Planning and Zoning Commission:

I respectfully submit this request for approval of a Special Use Permit (SUP) to allow the operation of a Medical Spa (“MedSpa”, dba The Skin Loft) at the property located at 1675 N. Tarrant Pkwy; Building B; Suite 200, in the City of Keller, Texas.

The proposed Medical Spa is a professionally operated, medically supervised facility offering non-invasive aesthetic and wellness services. These services include injectables such as Botox and dermal fillers, laser skin treatments, microneedling, and other skin rejuvenation procedures. All services will be performed by licensed professionals under appropriate medical oversight in full compliance with Texas state regulations.

Compatibility with Surrounding Uses

The proposed use is consistent with the character of surrounding commercial and office developments in the Parkway Plaza Professional Buildings. The MedSpa operates similarly to a professional medical or office use, with scheduled appointments that limit customer overlap and reduce traffic intensity. There will be no outdoor activities, no noise impacts, and no conditions that would adversely affect adjacent properties. Existing tenants are pleased and welcome another professional business join the development complex.

Traffic and Parking

The business will operate primarily on an appointment-only basis, which naturally staggers client visits and minimizes peak traffic demand. Parking meets and exceeds the City of Keller’s requirements, and no overflow parking is needed.

Hours of Operation

Operating hours are anticipated Monday through Friday, 9:30 AM to 6:00 PM, Saturday 10:00 AM – 3:00 PM with no Sunday hours. No late-night operations are planned. No surgery and overnight patients.

Building and Site Design

The interior layout will include reception and waiting areas, private consultation rooms, treatment rooms, ADA-compliant restrooms, and staff support areas. The facility will comply with all applicable building, fire, and safety codes, including the Americans with Disabilities Act. The project will not require any exterior modifications beyond standard signage in compliance with City ordinances.

Public Health and Safety

All equipment used will be FDA-cleared and operated by trained personnel. The facility will adhere to all applicable safety standards established by the Occupational Safety and Health Administration. Medical waste will be handled and disposed of by licensed providers in accordance with regulatory requirements.

Community Impact

This project represents a low-impact, service-oriented business that will provide valuable wellness and aesthetic services to the residents of Keller and surrounding communities. The MedSpa will contribute positively to the local economy while maintaining the high standards and character expected within the City of Keller. The use is compatibility with surrounding zoning of Neighborhood Services (NS).

Based on the above, we believe the proposed Medical Spa meets the intent of a Special Use Permit by demonstrating compatibility with surrounding uses, minimal impact on public infrastructure, and full compliance with applicable regulations.

We respectfully request your approval of this Special Use Permit. We are committed to working closely with City and staff and we are available to provide any additional information needed during your review process.

Thank you for your time and consideration.

Sincerely,

Kevin Wolfe & Ken Nicholson
KED Southwest, Ltd. – Property Owners

SPECIAL USE PERMIT JUSTIFICATION SHEET

Medical Spa (MedSpa)

Property Address: 1675 N. Tarrant Pkwy; Building B; Suite 200

Applicant: KED Southwest, Ltd – Property Owners

Zoning District: Neighborhood Services (NS)

City: Keller, Texas

1. Request Summary

The applicant requests approval of a Special Use Permit (SUP) to operate a Medical Spa within an existing commercial tenant space located in a Neighborhood Services (NS) zoning district.

2. Consistency with Neighborhood Services Zoning

- The NS District is intended to provide convenient, low-impact services supporting nearby residential areas.
 - The proposed MedSpa aligns with this intent as a professional, appointment-based service use.
 - The use is comparable to existing medical and office tenants within the development.
-

3. Compatibility with Existing Development

- Located within a development containing other medical and professional office tenants.
 - Consistent in scale, intensity, and function with surrounding uses.
 - Fully enclosed operations with no external impacts.
-

4. Traffic & Parking Impact

- Appointment-based scheduling minimizes peak traffic.
- Traffic generation is similar to or less than office use.
- Adequate parking provided per City requirements.

5. Operational Characteristics

- Hours: Monday–Friday, 9:30 AM – 6:00 PM; Saturday 10:00 AM – 3:00 PM
- No late-night or outdoor operations, Closed on Sunday
- Minimal delivery traffic

6. Building & Site Compliance

- No exterior changes proposed
- Interior improvements will comply with all applicable codes
- ADA accessibility provided in accordance with the Americans with Disabilities Act

7. Public Health & Safety

- Licensed professionals operating under medical supervision
- FDA-cleared equipment utilized
- Compliance with Occupational Safety and Health Administration standards
- Proper medical waste disposal through licensed providers

8. Community Benefit

- Provides valuable wellness services to residents
- Supports local economic growth
- Enhances tenant mix within the development

9. Findings of Fact

The proposed Special Use Permit satisfies the required findings for approval as follows:

A. Harmony with Zoning Ordinance and Comprehensive Plan

The proposed Medical Spa is consistent with the intent of the Neighborhood Services District and aligns with the City's Comprehensive Plan by providing low-impact, community-serving commercial services.

B. Compatibility with Surrounding Uses

The use is compatible with adjacent properties, which include medical and professional office tenants. The scale and intensity of operations are similar to existing uses within the development.

C. No Adverse Impact on Public Health, Safety, or Welfare

The proposed use will not be injurious to public health, safety, or welfare. All services will be performed by licensed professionals in a controlled indoor environment in compliance with applicable regulations.

D. No Negative Impact on Adjacent Properties or Property Values

The operation is low-intensity, generates minimal traffic, and produces no noise, odor, or visual impacts that would negatively affect surrounding properties or property values.

E. Adequate Infrastructure and Public Services

Existing infrastructure, including roadways, utilities, and drainage systems, is sufficient to support the proposed use without additional burden.

F. Traffic and Parking Adequacy

The appointment-based nature of the business ensures staggered customer visits, minimizing traffic congestion. Parking provided meets or exceeds City requirements.

G. Compliance with All Applicable Regulations

The project will comply with all local, state, and federal regulations, including building codes, fire codes, and accessibility requirements under the Americans with Disabilities Act.

H. Appropriate Location for Proposed Use

The subject property is an appropriate location for a Medical Spa given its placement within a commercial development designed to accommodate service-oriented businesses.

10. Conclusion

The proposed Medical Spa fully satisfies the criteria for approval of a Special Use Permit within the Neighborhood Services zoning district. The use is compatible, low-impact, and consistent with both the zoning intent and surrounding development.

Approval of the Special Use Permit is respectfully recommended.

Concept Plan: Medical Spa (MedSpa) dba The Skin Loft

1. Project Overview

- **Project Name:** The Skin Loft
- **Location:** 1675 N. Tarrant Parkway; Building B; Suite #200
- **Property Zoning:** Neighborhood Service (NS)
- **Total Square Footage:** 2,033 SF part of an existing 3,200 professional building
- **Type of Business:** Medical Spa (non-surgical aesthetic treatments under medical supervision)

Description:

The proposed Medical Spa will provide non-invasive cosmetic and wellness services in a professional clinical setting. The facility is designed to comply with all local, state, and federal regulations governing medical and aesthetic practices.

2. Scope of Services

Services may include:

- Botox and dermal fillers (administered by skilled licensed professionals)
 - Laser hair removal
 - Skin rejuvenation (IPL, chemical peels)
 - Microneedling
 - Body contouring (non-invasive)
 - Medical-grade facials
 - Wellness services (optional: IV therapy, wellness therapy)
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3. Building Layout & Space Allocation

Space layout includes:

- **Reception & Waiting Area** (320 SF)
- **Consultation Rooms (1 room)** (141 SF)
- **Treatment Rooms (4 rooms)** (133–183 SF each)
- **Men & Women Restrooms (ADA compliant)**
- **Staff Break Room / Office**
- **Storage / Clean Utility Room**
- **Mechanical / Electrical Room**

Design Considerations:

- HIPAA-compliant privacy design
 - Sound attenuation between rooms
 - Proper ventilation for laser and chemical treatments
 - Handwashing sinks in treatment rooms (per code)
 - Fire Sprinklered System Throughout
-

4. Parking & Access

- Parking provided per city code (1 space per 200 SF) 11 spaces Required; 39 Provided
 - ADA accessible parking spaces and pathways
 - Clearly marked entry and exit
 - Compliance with Americans with Disabilities Act
-

5. Hours of Operation

- Typical: Monday–Friday, 9:30 AM – 6:00 PM; Saturday 10:00 AM – 3:00 PM
 - No late-night operations anticipated
 - Closed Sunday
-

6. Staffing

- Medical Director (licensed physician – offsite or onsite per state law)
- Nurse Practitioners / Physician Assistants
- Licensed Estheticians
- Administrative staff

All procedures will be performed under appropriate medical supervision in compliance with state regulations.

7. Equipment & Safety

- FDA-cleared aesthetic devices (laser, IPL, RF, etc.)
 - Sharps disposal containers and biohazard waste handling
 - Emergency medical equipment (crash cart, AED)
 - Compliance with Occupational Safety and Health Administration standards
-

8. Utilities & Infrastructure

- Standard commercial electrical service with dedicated circuits for equipment
 - Plumbing for sinks in treatment rooms
 - HVAC system designed for:
 - Air exchange requirements
 - Temperature control for patient comfort
 - No hazardous emissions or industrial waste expected
-

9. Signage

- Exterior signage consistent with city ordinances
 - Monument mounted sign (non-illuminated or LED compliant)
 - Interior wayfinding signage
-

10. Compliance & Licensing

The facility will comply with:

- State medical board regulations
 - Local health department requirements
 - Fire safety codes
 - Building and occupancy codes
 - Certificate of Occupancy (CO)
 - Health permits (if applicable)
 - Laser device registration (state-dependent)
-

11. Traffic & Community Impact

- Low traffic impact similar to professional office use
 - Appointment-based services reduce congestion
 - Minimal noise, no outdoor activity
 - Compatible with surrounding commercial uses
-

12. Waste Management

- Regular municipal waste disposal
 - Medical waste handled by licensed disposal service
 - No hazardous chemical storage beyond typical medical use quantities
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13. Fire & Life Safety

- Fire Safety Sprinkler System per code
 - Exit signage and emergency lighting
 - Fire alarm and sprinkler system (per Fire and Building code)
 - Compliance with local fire marshal requirements
-

14. Conclusion

The proposed Medical Spa is a low-impact, professional healthcare-related use that is consistent with zoning requirements and community standards. The project is designed with safety, accessibility, and regulatory compliance as top priorities.

**1675 NORTH TARRANT PARKWAY
SUITE 200
PARKWAY PLAZA
KELLER, TEXAS**

**KED SOUTHWEST, LTD.
PO BOX 915
COLLEYVILLE, TX 76034
PHONE: (817) 937-2999**

M.J.WRIGHT & ASSOCIATES, INC.
MICHAEL J. WRIGHT
1167 ARROWHEAD RANCH BLVD.
DRIPPING SPRINGS, TEXAS 78620
PHONE: (817) 300-5044

LARRY L. BLACKMON, INC.
ENGINEERING AND BUILDING DESIGN
6716 AZLE AVE
FORT WORTH, TX 76135
PHONE: (817) 238-9801

**BUILDING CODE: 2021 IBC, 2020 NEC,
2018 IECC, 2021 IFC, 2021 IMC, 2021 IPC, 2010
A.D.A., 2012 T.A.S.
CONSTRUCTION TYPE: V - B, SPRINKLERED
LAND USE: PROF.OFFICE**

SUITE 120	2033 SQFT
PORCHES	140 SQFT
TOTAL	2173 SQFT

PARKING PROVIDED: 39 SPACES



CS-	COVER SHEET
A1-	SITE PLAN
A2-	FLOOR PLAN
A3-	BUILDING SECTIONS
A4.1-	WALL SECTIONS
A4.2-	WALL SECTIONS
A5-	INTERIOR ELEVATIONS
A6-	OCCUPANT LOAD AND TRAVEL DISTANCE PLANS
A7.1	TAS NOTES
A7.2	TAS NOTES
E1	LIGHTING PLAN
E2	ELECTRICAL PLAN
E3	ELECTRICAL RISER
M1	MECHANICAL PLAN
P1	SEWER PLAN
P2	WATER PLAN

16715 NORTH TARRANT PARKWAY
SUITE 200
KELLER, TEXAS



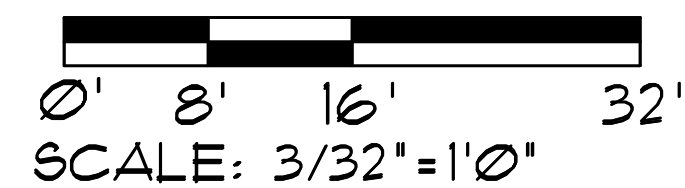
167 ARROWHEAD RANCH BLVD.
DRIPPING SPRINGS, TX 78620
OFFICE: (817) 300-5044
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ARCHITECTS-

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Sheet No.
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BOOKED

SITE PLAN

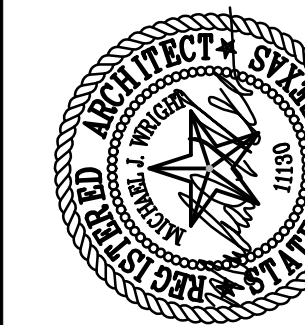


1675 NORTH TARRANT PARKWAY
LOT 2, BLOCK A, BLDG. 2
PARKWAY PLAZA
KELLER, TEXAS

Date 3/13/26
 Drawn By MJW
 Checked By MJW
 Revisions _____

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**THE SKIN LOFT FINISH-OUT
1615 NORTH TARRANT PARKWAY
SUITE 200
KELLER, TEXAS**



M. J. WRIGHT & ASSOCIATES, INC.
1167 ARROWHEAD RANCH BLVD.
DRIPPING SPRINGS, TX 78620
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NOTE: EGRESS DOORS SHALL BE READILY OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT AS PER IBC SECTION 10102

the 1990s, the number of people in the United States who are 65 years of age or older has increased by 50 percent, and the number of people 75 years of age or older has increased by 75 percent. The number of people 85 years of age or older has increased by 150 percent. The number of people 95 years of age or older has increased by 300 percent.

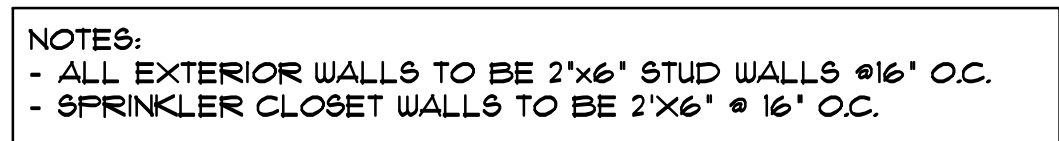
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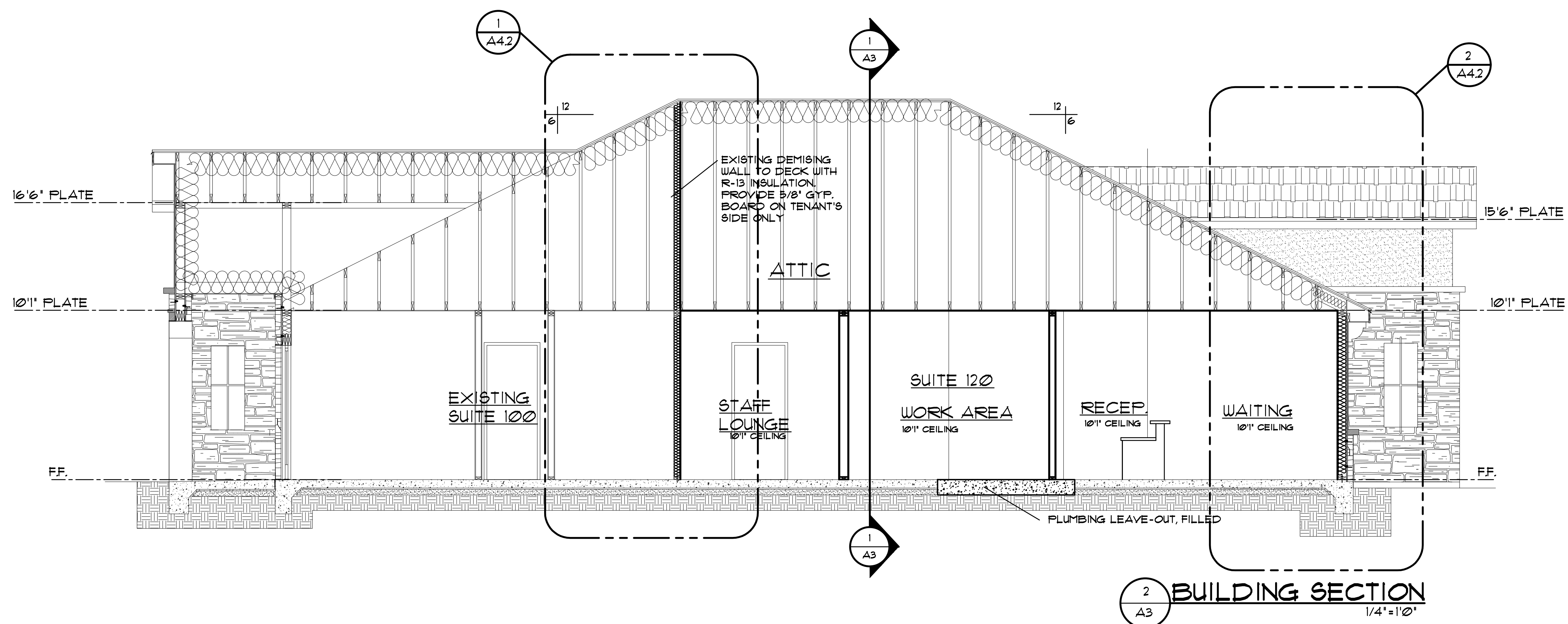
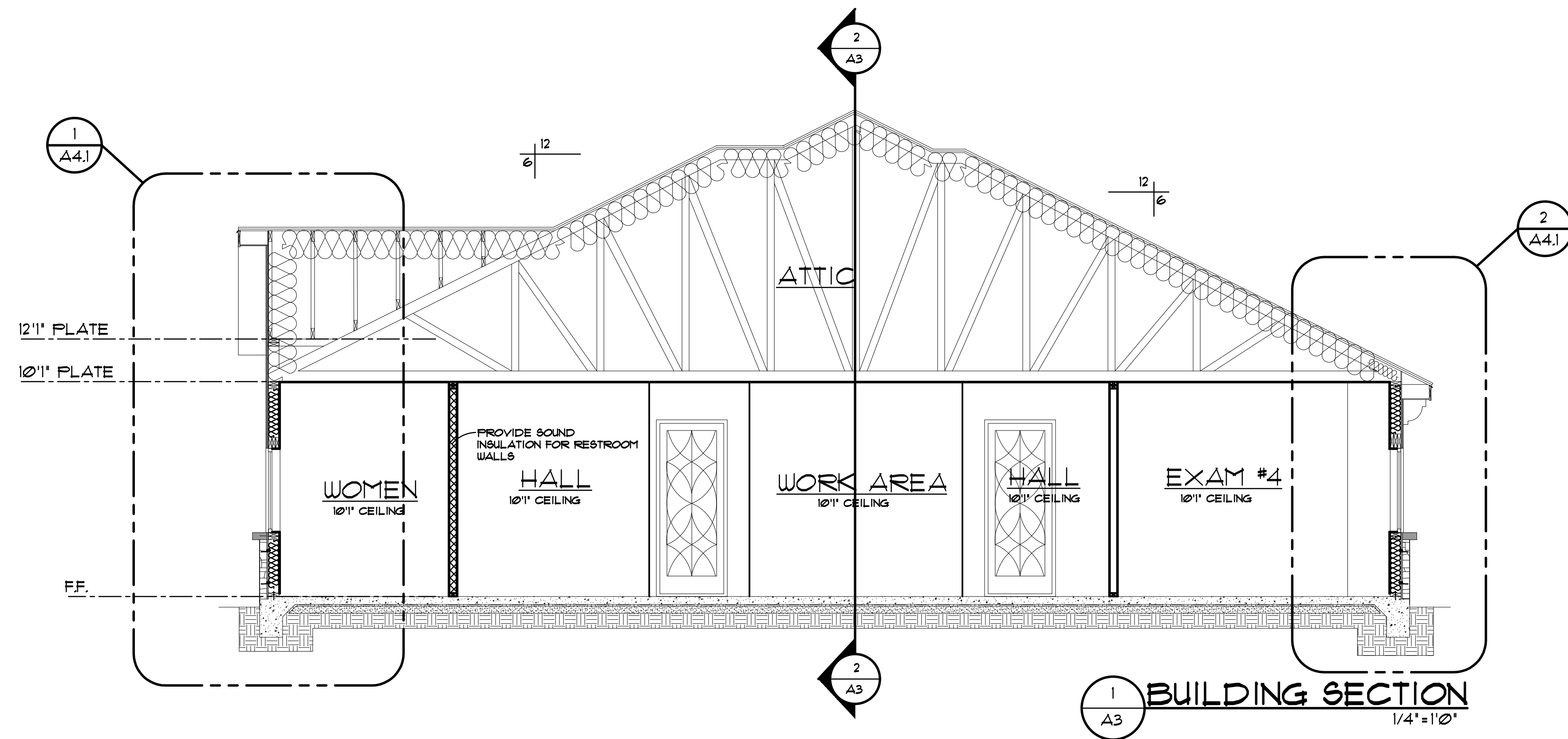
A circular professional seal for Michael J. Wright, a Registered Architect and Surveyor in the State of New York. The seal features a five-pointed star in the center, with the text "ARCHITECT" and "SURVEYOR" at the top and "REGISTERED" at the bottom. The name "MICHAEL J. WRIGHT" is inscribed around the star, and the number "06111" is at the bottom right.

-ARCHITECTS-

42

Project No. 6001KED





Date 3/13/26
 Drawn By MJW
 Checked By MJW
Revisions

THE SKIN LOFT FINISH-OUT
1675 NORTH TARRANT PARKWAY
SUITE 200
KELLER, TEXAS



1167 ARROWHEAD RANCH BLVD
DRIPPING SPRINGS, TX 78620
OFFICE: (817) 300-5044

Sheet No.
A3
Project No.
600KED

Project No.
BOOKED





FOR LEASE
817-366-6843

1675
Bldg. B
Suite 200

FOR LEASE
817-366-6843

FIRE LANE NO PARKING TOW AWAY ZONE

FIRE LANE NO PARKING TOW AWAY ZONE





FOR LEASE
817-366-6843

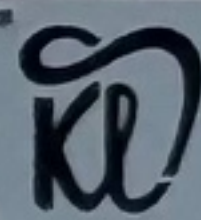
1675
Bldg. B
Suite 200

FOR LEASE
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FIRE LANE NO PARKING TOW AWAY ZONE

1675

VITALITY
CHIROPRACTIC



DENTAL STUDIO
Dr. Kathryn Luse

Edward Jones

LEASING
817-366-6843



Edward Jones

1675
Bldg.B
Suite 100

Edward Jones

Melissa Miller
Financial Advisor
817-427-0347

Clayton Edwards
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