



SPECIFIC USE PERMIT (SUP) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION Please Print or Type

Applicant/Developer: Mt. Gilead Baptist Church (The Mount)
Street Address: 860 Keller Smithfield Rd
City: Keller State: TX Zip: 76248
Telephone: 817-431-3185 Fax: _____ E-mail: Karen.otto@themount.church
Applicant's Status: (Check One) Owner Tenant Prospective Buyer

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

Owner: Mt. Gilead Baptist Church (The Mount)
Street Address: 860 Keller Smithfield Rd (1350 Bancraft Rd)
City: Keller State: TX Zip: 76248
Telephone: 817-431-1410 Fax: _____ E-mail: _____

Karen Otto Karen Otto
Signature of Applicant
Date: 2-23-23

Ty Wellborn Ty Wellborn
Signature of Owner Printed Name of Owner
Date: 2/23/23

SECTION 2. PERMIT REQUEST INFORMATION

Property Location: 860 Keller Smithfield Rd Keller TX 76248
Legal Description:
Lot(s): 1 Block(s): A Subdivision Name: Oakhills Acres
Unplatted Property Description:
Abstract Name & Number: _____ Tract Number(s): _____
If property is not platted, please attach a metes and bounds description.
Current Zoning: SF-36 Proposed Zoning: _____
Current Use of Property: Church and Preschool
Proposed Use of Property: Private School K-12

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SECTION 3. CHECKLIST

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

<input type="checkbox"/>	The application fee
<input checked="" type="checkbox"/>	Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<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"> • the paving of streets, alleys and sidewalks, • means of ingress and egress to public streets, • provisions for drainage, • adequate off-street parking, • screening and open space, • heights of structures, • compatibility of buildings, • hours of operation, and • time limits. • 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"> 1) The use is harmonious and compatible with surrounding existing uses or proposed uses; 2) The activities requested by the applicant are normally associated with the permitted uses in the base district; 3) The nature of the use is reasonable and appropriate in the immediate area; 4) Any negative impact on the surrounding area has been mitigated; and 5) That any additional conditions specified ensure that the intent of the district purposes are being upheld.
<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"> • topography, • and boundary of SUP area; • physical features of the site; • existing streets, alleys and easements; • location of future public facilities; • parking ratios, the final Detailed Site Plan; • building height and location, elevations; • site landscaping; • off-street parking facilities; • size, height, construction materials, and locations of buildings and the uses to be permitted; • location and instruction of signs; • means of ingress and egress to public streets; • the type of visual screening such as walls, plantings and fences; • 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; • other information to adequately describe the proposed development and to provide data for approval.
<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 type="checkbox"/> N/A	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.

MEMORANDUM

May 4, 2023

Sarah Hensley
 City of Keller
 110 Bear Creek Parkway
 Keller, Texas 76248

RE: 860 Keller Smithfield Rd. – Trip Generation Memo

Attached is the Trip Generation Data Form for the proposed Specific Use Permit of The Mount Christian Academy on the corner of Bancroft Road and Keller Smithfield Road. The Mount campus has one (1) entrance and parking lot on Bancroft Road, two (2) entrances and parking lots on Keller Smithfield Road and one (1) entrance and parking lot on Oak Hill Road. The current enrollment at The Mount Church is up to 100 students and is for the Pre-K grade level which operates Monday to Thursday from 9:00am – 2:00pm. The Mount Christian Academy will have an enrollment of up to 60 students and will have a staggered schedule with at least 30 minutes between start and end times starting at 8:30am and ending at 3:00pm to ensure no additional traffic congestion.

In order to estimate the traffic impacts of a higher student population based on historical peaks, additional trips were calculated using the Institute of Transportation Engineers publication Trip Generation, 11th Edition. Land Use Code 532 – Private School (K-12) was utilized. Using historical peak enrollment information, the campus would be expected to generate approximately an additional 30 entering and 18 exiting trips during the AM peak period, and an additional 4 entering and 6 exiting trips during the PM peak period. The 24-Hour volume generated by the proposed change in land use is estimated at 149 Trip Generations. These trips are assumed to be spread across the four entrances to the school based on current trip patterns and the proposed change in use will generate less than 2000 vehicle trips per day.

The Mount School		ADT			AM Peak-Hour Trips			PM Peak-Hour Trips		
		Inbound	Outbound	Total	Inbound	Outbound	Total	Inbound	Outbound	Total
Private School K to 12th Grade (LUC 532) 60 Students	Rate	2.48 per Student			0.79 per Student			0.17 per Student		
	Splits	50%	50%	100%	63%	37%	100%	43%	57%	100%
	Trips	74	75	149	30	18	48	4	6	10

This memorandum provides an estimate of traffic volumes for the site. The actual traffic volumes may vary. If you have any questions, please contact me via email at joel.millereng@gmail.com or by phone at 817-789-8763.



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

Land Use/Building Type:¹ Private School K-12
 Source: ITE Trip Generation Manual 11th Edition
 Name of Development: The Mount Church
 City: Keller
 Country: USA

ITE Land Use Code: 532
 Source No. (ITE use only):
 Day of the Week:
 Day: _____ Month: _____ Year: _____
 Zip/Postal Code: 76248
 Metropolitan Area:

1. For fast-food land use, please specify if hamburger- or nonhamburger-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) Not Given

Independent Variable: (include data for as many as possible)²

	Actual	Estimated
(1) Employees (#)	<input type="checkbox"/>	<input type="checkbox"/>
(2) Persons (#)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3) Total Units (#) (indicate unit: _____)	<input type="checkbox"/>	<input type="checkbox"/>
(4) Occupied Units (#) (indicate unit: _____)	<input type="checkbox"/>	<input type="checkbox"/>
(5) Gross Floor 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"/>
(% of development occupied _____)		
(8) Total Acres (% developed: _____)	<input type="checkbox"/>	<input type="checkbox"/>

(9) Parking Spaces (% occupied: _____)

(10) Beds (% occupied: _____)

(11) Seats (#)

(12) Servicing Positions/Vehicle Fueling Positions

(13) Shopping Center % Out-parcels/pads

(14) A.M. Peak Hour Volume of Adjacent Street Traffic

(15) P.M. Peak Hour Volume of Adjacent Street Traffic

(16) Other _____

(17) Other _____

Detailed Description of Development:³

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

3. Please provide all pertinent information to describe the subject project, including the presence of bicycle/pedestrian facilities. To report bicycle/pedestrian volumes, please refer to Part 4 of this data form.

Other Data:

Vehicle Occupancy (#):
 A.M. _____ P.M. _____ 24-hour % _____

Percent by Transit:
 A.M. % _____ P.M. % _____ 24-hour % _____

Percent by Carpool/Vanpool:
 A.M. % _____ P.M. % _____ 24-hour % _____

Employees by Shift:
 Start Time _____ End Time _____ Employees (#) _____
 First Shift: Start Time _____ End Time _____ Employees (#) _____
 Second Shift: Start Time _____ End Time _____ Employees (#) _____
 Third Shift: Start Time _____ End Time _____ Employees (#) _____

Parking Cost on Site: _____ Hourly _____ Daily _____

Transportation Demand Management (TDM) Information:
 At the time of this study, was there a TDM program (that may have impacted the trip generation characteristics of this site) underway?
 No
 Yes (If yes, please check appropriate box/boxes, describe the nature of the 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) Vanpool Programs
 (4) Bicycle/Pedestrian Facilities and Site Improvements

(5) Employer Support Measures
 (6) Preferential HOV Treatments
 (7) Transit and Ridesharing Incentives
 (8) Parking Supply and Pricing Management

(9) Tolls and Congestion Pricing
 (10) Variable Work Hours/Compressed Work Weeks
 (11) Telecommuting
 (12) Other _____

Please Complete Form on Other Side

itef Institute of Transportation Engineers
Trip Generation Data Form (Part 2)

Summary of Driveway Volumes (All = All Vehicles Counted, Including Trucks; Trucks = Heavy Duty Trucks and Buses)

	Average Weekday (M-F)						Saturday						Sunday						
	Enter		Exit		Total		Enter		Exit		Total		Enter		Exit		Total		
	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	
24-Hour Volume	74		75		149														
A.M. Peak Hour of Adjacent Street Traffic (7 - 9) Time (ex: 7:15 - 8:15):	30		18		48														
P.M. Peak Hour of Adjacent Street Traffic (4 - 6) Time:	4		6		10														
A.M. Peak Hour Generator ¹ Time:																			
P.M. Peak Hour Generator ² Time:																			
Peak Hour Generator ³ Time (Weekend):																			

- Highest hourly volume between 7 a.m. and 9 a.m. (4 p.m. and 6 p.m.). Please specify the peak hour.
- Highest hourly volume during the a.m. or p.m. period. Please specify the peak hour.
- Highest hourly volume during the entire day. Please specify the peak hour. Please refer to the Trip Generation User's Guide for full definition of terms.

Hourly Driveway Volumes - Average Weekday (M-F)

A.M. Period	Enter		Exit		Total		Mid-Day Period		Exit		Total		P.M. Period		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks
6:00-7:00					11:00-12:00								3:00-4:00					
6:15-7:15					11:15-12:15								3:15-4:15					
6:30-7:30					11:30-12:30								3:30-4:30					
6:45-7:45					11:45-12:45								3:45-4:45					
7:00-8:00					12:00-1:00								4:00-5:00					
7:15-8:15					12:15-1:15								4:15-5:15					
7:30-8:30					12:30-1:30								4:30-5:30					
7:45-8:45					12:45-1:45								4:45-5:45					
8:00-9:00					1:00-2:00								5:00-6:00					

Check if Part 3, 4 and/or additional information is attached.

Survey conducted by: Name: Joel Miller, P.E.

Organization: MILLER Engineering & Consulting

Address: 1502 Rosewood Drive

City/State/Zip: Keller, TX 76248

Telephone #: (817)789-8763 - Fax #:

Please return to: Institute of Transportation Engineers
 Technical Projects Division
 1627 I ST NW, STE 550
 Washington, DC, 20006, USA
 Telephone: +1 202-289-0222

ITE on the Web: www.ite.org



Existing Summit Preschool meets Monday- Thursdays from 8:50- 2:00. Proposed Mount Christian Academy to meet Monday- Thursday from 8:20-3:00.

There are (3) points of entry and exits (indicated in green and red arrows) from our campus, located at 860 Keller Smithfield Rd.

- Bancroft Rd
- Keller Smithfield Rd S
- Oakhill Rd

February 23, 2023

The Mount Church
860 Keller Smithfield Rd
Keller, TX 76248
817-431-3185

To the City of Keller's Planning and Zoning Commission and City Council,

We are excited to begin the Special Use Permit process to open and operate The Mount Christian Academy (MCA). (MCA) will be a Private College Preparatory School/Co-op that offers a Christ focused alternative to public schools. Our goal is to meet the need for quality education options and to provide inclusive parent participation.

We truly believe the MCA will be a cohesive and fluid addition to our existing campus offerings and will benefit our neighbors as well as the community at large.

No special conditions, additional buildings, structures or equipment are required to open and operate this request for the property controlled by the SUP. The MCA will meet on the campus of the Mount Church (known on file as Mt. Gilead Baptist Church), on the second floor of the Children's Building.

Our existing preschool has been operating on the first floor of the Children's Building for (15) years and has been licensed with the State of Texas since 2017. Our preschool operates Monday- Thursday from 9:00 am- 2:00 pm. Enrollment does not exceed (100) students for our preschool.

MCA will be limited to approximately (60) students with operating hours Monday-Thursday from 8:30-3:00, ensuring no additional traffic congestion will occur.

As indicated on the provided site plan, The Mount campus has (1) entrance and parking lot off of Bancroft Road, (2) entrances and parking lots off of Keller Smithfield Rd and a (1) entrance and parking lot off of Oak Hill Road. Our parking lots are paved and appropriately marked. A sidewalk runs along the campus on Bancroft Road and Keller Smithfield Road. A dedicated and appropriately leveled drainage system is in place on campus. Our signage is limited and does not interfere with the open spaces or ingress/egress locations. Due to our existing conditions we are confident that there will be no interruption to daily routines and little to no impact on current traffic conditions.

We would like to note that our application is lacking the Children's Education Building elevation drawings. After extensive research we were unable to locate these specific documents on our campus. We contacted the city and were informed the drawings are not available after five years and unfortunately the architect firm on record is now longer in business.

Please let us know if you have any questions or concerns regarding our proposed educational expansion within our existing Children's Education Building.



Karen Otto, Director

February 23, 2023

The Mount Church
860 Keller Smithfield Rd
Keller, TX 76248
817-431-3185

To Our Valued Neighbors,

We are excited to be in the process of requesting a Special Use Permit (SUP) through the City of Keller to open and operate The Mount Christian Academy (MCA). (MCA) will be a Private College Preparatory School/Co-op that offers a Christ focused alternative to public schools. We strive to meet the need for quality education and inclusive parent participation.

We truly believe the MCA will be a cohesive and fluid addition to our existing campus offerings and will benefit our neighbors as well as the community at large.

No special conditions, additional buildings, structures or equipment are required to open and operate this request for the property controlled by the SUP. The MCA will meet on the campus of the Mount Church (known on file as Mt. Gilead Baptist Church), on the second floor of the Children's Building.

Our existing preschool has been operating on the first floor of the Children's Building for (15) years and has been licensed with the State of Texas since 2017. Our preschool operates Monday- Thursday from 9:00 am- 2:00 pm. Enrollment does not exceed (100) students for our preschool.

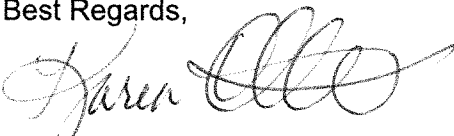
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The Mount campus has (1) entrance and parking lot off of Bancroft Road, (2) entrances and parking lots off of Keller Smithfield Rd and a (1) entrance and parking lot off of Oak Hill Road.

All of our parking lots are paved and appropriately marked. A sidewalk runs along the campus on Bancroft Road and Keller Smithfield Road. A dedicated and appropriately leveled drainage system is in place on campus. Our signage is limited and does not interfere with the open spaces or ingress/egress locations. Due to our existing conditions we are confident that there will be no interruption to your daily routines or property.

Please let us know if you have any questions or concerns regarding our proposed educational expansion within our existing Children's Education Building.

Best Regards,



Karen Otto,
Preschool Director



RDC 99

U.S. POSTAGE PAID
FORM LETTER
ROANOKE, TX
76262
FEB 24, 23
AMOUNT
\$1.85
R2304H109505-25



RDC 99

U.S. POSTAGE PAID
FORM LETTER
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76262
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AMOUNT
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MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL. DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
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One piece of ordinary mail addressed to:	Our Valued Neighbor 1735 Oak Hill Rd Keller, TX 76248

PS Form 3817, January 2001

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The mount church	
860 Keller Smithfield rd Keller, TX 76248	
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Our Valued neighbor	
1316 oak Hill Rd	
Keller, TX 76248	

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Keller, TX 76248	

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