

SPECIFIC USE PERMIT (SUP) APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION

Please Print or Type

Applicant/Developer: TRINITY PREPARATORY ACADEMY
 Street Address: 129 PECAN ST.
 City: KELLER State: TX Zip: 76248
 Telephone: 817-683-1453 Fax: NA E-mail: _____
 Applicant's Status: (Check One) Owner ☐ Tenant ☐ Prospective Buyer ☒

This too.

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

Owner: ZADOK INTERNATIONAL MINISTRIES CHURCH, INC.
 Street Address: 129 PECAN ST.
 City: KELLER State: TX Zip: 76248
 Telephone: _____ Fax: _____ E-mail: youngwar@aol.com
Debbie Kent Steven Foss
 Signature of Applicant Signature of Owner Printed Name of Owner
 Date: 12-10-18 Date: 12/11/18

SECTION 2. PERMIT REQUEST INFORMATION

Property Location: 129, 131, 133 PECAN ST.; 121 PECAN ST.
 Legal Description:
 Lot(s): 7R, 9 Block(s): 7 Subdivision Name: _____
 Unplatted Property Description:
 Abstract Name & Number: _____ Tract Number(s): _____
If property is not platted, please attach a metes and bounds description.
 Current Zoning: _____ Proposed Zoning: _____
 Current Use of Property: CHURCH ASSEMBLY and SCHOOL (K-12)
 Proposed Use of Property: K-12 SCHOOL

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SECTION 3. CHECKLIST

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



The application fee



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.



A written proposal outlining all special conditions and additional requirements for the property controlled by the SUP, including but not limited to:

- 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.
 - 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.



A legal description or meets and bounds description of the property.



Concept Plan. The plan shall be to scale and show the following:

- 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.



Evidence of communicating the proposal with the adjacent neighborhood



Trip Generation Form and, if required per Section 5.03, Traffic Impact Analysis



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.



December, 2018

City of Keller
1100 Bear Creek Pkwy
Keller, TX 76248

**SPECIFIC USE PERMIT PROPOSAL
for 121 and 129-133 PECAN STREET, OLD TOWN KELLER**

City Staff, Planning & Zoning members, City Council members:

Our Proposal for this SUP is not the norm. We find ourselves in the position of requesting an SUP simply because we want to change from being tenants at 129-133 Pecan Street to being the owners. We already occupy the property and operate our school on site. But Old Town Keller (OTK) ordinances permit schools via SUP only. Our current landlord is a church congregation and churches are a permitted use in OTK.

Therefore, this Proposal is not for a new use in this location, nor is it for a new business in Keller. Trinity Prep is not proposing a new use, but rather to continue our current use, in our current location, using the current buildings. The proposed change in ownership is for 129-133 Pecan property only; we already own 121 Pecan.

The SUP application requires this Proposal to outline all special conditions and additional requirements for each of the following aspects of the property and of our use listed below. At present, we wish to continue our current use without changes to any of the following aspects of the property:

- Paving of streets, alleys, or sidewalks
- Ingress or egress to public streets (none)
- Drainage
- Off-street parking
- Screening and open space
- Structure height
- Building compatibility
- Hours of operation - these will continue to be 8am to 4:30pm, Mon-Thurs, and 8:30-12:30 Fridays, during the school year, late Aug. to mid-May. Summer hours are 10am - 2pm, Mon-Thurs.

In short, we are requesting an SUP to continue our current use of the property.

We lease from a church congregation that owns 129-133 Pecan, but that congregation only occupied a portion of the main building on Wednesday evenings and Sundays from September, 2017, to August, 2018, when the church ceased operations. Prior to that, our landlord from 2014 to 2017 was CLC, who leased to a small church congregation for Tuesday evening and Sunday use. Trinity Prep has been the primary tenant, and our school has been the primary operation, since 2014 for this address.

While this Proposal is for the continuation of our current use in current buildings, we are including a Concept Plan in our SUP application. Trinity Prep desires to put down deep roots in Keller; we have been operating in Keller since 2011. So, while we are currently requesting an SUP so we may continue current operations as a property owner rather than tenant, we would like to consider building a new building and a parking lot in the future. We would submit an Amended Site Plan at that time if we move forward with this project.

The Concept Plan shows what we envision for that future project:

Classroom Building: a 5,000-6,000sf classroom building that would replace three small buildings in current use;

Parking Lot: removal of the 121 Pecan building and paving of that lot to create 25-30 off-street parking spaces.

We envision this parking lot as a public-private collaboration because it can meet several needs in the east OTK district:

1. Evening and weekend retail parking - Trinity Prep staff are only present Mon-Thurs during the day; this lot could be available to retail business customers outside of school hours.
2. Event parking - this lot at 121 Pecan is directly south of and adjacent to the Victorian Tower House, and will be connected to the Tower House and other Olive St. businesses by a planned pedestrian walkway.
3. Summer events - this parking will be rarely needed or used by Trinity Prep during our summer break, mid-May to mid-August.
4. School days parking - Our staff would park in this lot Mondays through Thursdays, which will leave street parking free for parents who visit, and for customers of other businesses on Pecan St. At present, we can manage our parking needs, but as we continue to grow, we will need an off-street staff parking lot. This lot will meet that need.

Please view our Concept Plan for the new classroom building and parking lot that we envision.

Please advise if additional information or materials are needed to consider and approve our SUP application.

Sincerely,



Leslie Kent

School Director

www.trinityprepkeller.org



December, 2018

City of Keller
1100 Bear Creek Pkwy
Keller, TX 76248

Re: Specific Use Permit (SUP) Application for 121 & 129-133 Pecan St., Old Town Keller

Trinity Preparatory Academy is considering purchasing the 129-133 Pecan Street property that we currently lease for our school. We own the adjacent property, 121 Pecan, so this SUP encompasses our entire current campus. We are applying for an SUP so that we may continue to be a part of the Keller community that we have called home since 2011. But for Trinity Prep to own, rather than lease, we must obtain an SUP to continue to occupy these buildings.

Background

Trinity Prep was established in 2008, opening its doors for the 2008-2009 school year to 21 students. Our mission is to provide families with an educational alternative to full-time school or full-time homeschooling. We are a College-Style School™, where students Kindergarten through 12th grade attend classes two days per week. Students attend either the Monday-Wednesday program, or the Tuesday-Thursday program. We form a true partnership with families to provide a college-prep education affordably. There are many families who seek an alternative to full-time school or full-time homeschooling, as evidenced by our growth every year. We outgrew our first building in 2011 and moved to Keller, occupying a building on The Mount campus. From 2008 to 2013 we grew from 21 students in K-8th to 190 students in K-12th. In 2014 we outgrew The Mount building and moved to our current location on Pecan Street.

Present

Trinity Prep is now in its fifth school year at our current location on Pecan Street. We have grown to a total enrollment in both programs of 260 students. We will graduate our sixth class of seniors in May of 2019. We are the only private school in Keller that is Kindergarten through 12th grade, which makes us a valuable asset to Keller and surrounding communities. Most of our 160 families live within a 5-mile radius of our campus.

Future

We have experienced growth each year of our 11-year history. Our hybrid model of education is in demand and currently meets the needs of many Keller area families. We would like to continue to offer this educational model, and believe our current campus provides that opportunity. If we are granted the required SUP, our school can continue operations with disruption at our current campus. This SUP application is for permission to continue our current operations in the current buildings, but as owners of 129-133 Pecan rather than tenants. We plan some interior modifications to the buildings that will greatly facilitate our school use and allow us to partner with more families. For instance, we do not need a church Sanctuary, so we will convert that space to a multi-purpose meeting and lunchroom. These renovations are Phase I.

Phase II is in the future, after the 2019-20 school year, and encompasses plans for a new building and a parking lot. Please refer to our Concept Plan for our initial vision for Phase II.

Our goals for Phase II are two-fold:

1. To provide one connected complex of classrooms for our students. This would replace multiple small buildings that are separate from the main brick structure.
2. To provide off-street parking. Parking is in short supply in Old Town Keller, and we would convert 121 Pecan to a parking lot once that building's classrooms are encompassed by the proposed new building at 129 Pecan. This parking lot can be a partnership with the City of Keller and other businesses in the area.

Summary

- Trinity Prep has been part of Keller since 2011, and at Pecan Street since 2014.
- As a private K-12 school offering a partnership model of education, we offer a valuable service to many families in our community.
- Our SUP application is not for a significant change to the property or its use, but to allow us to continue our current use, but as property owners.
- Our long-range plan includes creation of a parking lot that will benefit Trinity Prep during school hours, but could be available to other businesses in the evenings and on weekends.

Please advise if you have any questions or require additional information.

Sincerely,



Leslie Kent, School Director
www.trinityprepkeller.org