



COMMUNITY DEVELOPMENT

To: Palafox Roofing Systems
From: Community Development/Planning
Address: 133 Sports Parkway, Suite E
Reference: (MISC19-0151) Certificate of Occupancy Application
Date: May 7, 2019

Dear David Palafox (Palafox Roofing Systems),

On April 10, 2019, an application for a Certificate of Occupancy was submitted to Building Services. The Application has to be reviewed by Planners in the Community Development Department to insure the business is allowed to operate in the zoning district.

During the reviewing process, Planners determine if the Applicant's business can operate by right, operate by approval from the City Council for a Specific Use Permit (SUP), or must be denied because the "use" is not permitted at all in the zoning district.

In some instances, there may be other factors involved which the Planners investigate.

Your application was reviewed by Planning Staff and the business was shown to be in the Commercial (C) zoning district. A roofing company is considered to be a contractor specializing in the repair and replacement of commercial or residential roofs. In your particular business, it lists other types of work such as concrete repair and replacement. Your business set-up shows work vehicle(s), trailer(s), and a 2200 square-foot business located on the property.

In the (C) zoning district, a contractor shop (A building, part of a building, for storage of materials, equipment, tools, products, and vehicles that are used on a regular basis for various types of contract work including accessory office) is required to have an SUP to operate.

Please, complete the enclosed SUP Application for processing. A fee of \$350 is due upon submittal of the application. In addition, it is recommended you provide photos on 8" X 11" standard paper of your business, the interior and exterior of the shop, a letter directed to the City detailing the type of work you do, how long you have been in business, your affinity towards the City of Keller, and letters from surrounding businesses stating they are in support of you having your business at 133 Sports Parkway, Suite E. Submit all paperwork associated with the SUP in person at 1100 Bear Creek Parkway, Keller Town Hall.

A Planner will be assigned to your case once the application and fee are paid and submitted. The assigned Planner will be in touch with you concerning your date for the SUP to be heard before the Planning and Zoning Commission (P&Z) and City Council. P&Z only makes a recommendation and the City Council has the final determination in approving or denying a SUP.



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If you have additional questions about the Certificate of Occupancy or the SUP process, please do not hesitate to reach out the Planning Staff.

Please know, if you are currently operating the business at the stated address on Sports Parkway and do not have a Certificate of Occupancy, you are violating City Code. As mentioned earlier, you are required to have an SUP in order to obtain the CO. Failure to submit the SUP application for processing will result in the generation of a Code Enforcement Case. To avoid this, please submit the application within 30 days of this notice. This must be done in person at Keller Town Hall, 1100 Bear Creek Parkway.

Your assistance in this matter is greatly appreciated.

Respectfully,

Scott Bradburn
Planner I
Community Development
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