



# City of Keller

Keller Town Hall  
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## Legislation Text

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**File #:** 20-454, **Version:** 1

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**To:** Planning and Zoning Commission

**From:** Matthew Cyr, Planner I

**Subject:**

PUBLIC HEARING: Consider a request for a Specific Use Permit (SUP) for an Administrative Office use, for Rahe and Associates LLC, proposed in an approximately 3,258 square-foot building, on an approximately .23 - acre property, located on the south side of Hill Street, approximately 150 feet southeast from the intersection of Hill Street and South Main Street, being Lot 16, Block 10 Keller City Addition, zoned Old Town Keller (OTK), located at 108 Hill Street. Ronnie and Kiley Rahe, owner/applicant. (SUP-20-0018)

**Background:**

- Adoorng Designs, a business that specialized in custom doors and windows, obtained a Certificate of Occupancy located at 108 Hill Street in 2013.
- Adoorng Designs left the property in approximately in October of 2019 and the property has since remained vacant.
- The applicant is proposing to utilize the space as an insurance agency and would like to be located in the Old Town Keller zoning district due to the restaurants and shops available to their workers (see Narrative Letter for more details.)
- According to Section 8.03 of the UDC; Administrative, professional or corporate offices are allowed by right when on the second floor or higher of a building or when the use occupies 1,200 square feet or less in an existing building. In all other circumstances an SUP will be required.
- Since the building is approximately 3,258 square-feet, an SUP application is required.

**Proposed Hours of Operation:**

- Monday- Friday: 8:00 A.M.-6:00 P.M.

**Summary:**

Section 8.02 (F)(2) of the UDC states that when considering a SUP request, the Planning and Zoning Commission and City Council shall consider the following factors:

- 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.

**Citizen Input:**

On October 1, 2020, the City mailed out 30 letters of Notifications for this Public Hearing to all property owners within three-hundred feet (300') of the subject site. A public hearing notice sign was also posted on the site.

As of October 7, 2020, Staff has not received a response from the public regarding this SUP application.

**Alternatives:**

The Planning and Zoning Commission has the following options when considering an SUP application:

- Recommend approval as submitted.
- Recommend approval with modified or additional condition(s).
- Table the agenda item to a specific date with clarification of intent and purpose.
- Recommend denial.

**City Council Action:**

If the Planning and Zoning Commission takes action and makes a recommendation on this agenda item, then this SUP application will be scheduled for City Council action on November 3, 2020.

**Supporting Documents:**

- Aerial and Zoning Maps
- Application and Narrative Letter