

Article One – Introduction

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Section 1.01 - Title

The following rules and regulations are hereby adopted as the Unified Development Code of the City of Keller, Texas, also known and cited as the "Keller Development Code".

Section 1.02 - Use of the Unified Development Code (UDC)

- A. This Code has been created to provide for comprehensive land development in the City of Keller. Each section describes one of the basic processes and requirements involved in land development.
- B. Words and terms used in this document shall be given the meanings set forth in this Code. For the purpose of this Code, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. Definitions not expressly prescribed herein are to be determined in accordance with customary usage in municipal planning and engineering practices. The word "shall" is always mandatory, while the word "may" is merely directory.

Section 1.03 - Relationship to the Master Plan for the City of Keller

Long term plans and the resultant development policies are designed to promote the health, safety, morals and welfare of the general public and protecting and preserving places and areas of historical, cultural, or architectural importance and significance. The Master Plan for Keller is a set of documents including this document and others listed in this Code with this heading: "Other Documents Needed for Land Development" (see [Section 1.04](#)). These plans and policies have been designed to coordinate development with the provision for city services; prevent street congestion; secure buildings and people from unnecessary risk of fire; ensure adequate light, promote air quality; contribute to noise and glare reduction; facilitate the provision of water, sanitary sewer, drainage, parks, and other public structures; and preserve property values for its citizens. Because the needs of the city are continually evolving, the documents composing the Master Plan shall be reviewed and amended as appropriate.

Section 1.04 - Other Documents Needed for Land Development

A. Land Use Plan

Lists the goals and objectives that govern community development decisions in Keller; describes the future land use plan; and contains analyses of demographics and physical factors that can influence development.

B. Thoroughfare Plan

Shows existing and future roadways, sized in accordance with the City's Master Plan.

C. Parks and Open Space Master Plan

Directs the development of the park and open space system for the City of Keller. It shows general locations where parks are desired and provides guidelines for specific park acquisition and development.

D. Citywide Trail System Master Plan

Identifies existing and proposed trail routes for both recreational and transportation purposes. This plan depicts hike/bike and equestrian trails throughout the city and includes standards and specifications for construction.

E. Drainage Master Plan

Serves as a guide to the prevention of flooding in Keller through a detailed analysis of the City's topography.

F. Flood Plain Regulations

Adopted to promote public health, safety, and welfare by minimizing flood losses. It restricts uses that might contribute to floods, requires that buildings in a location susceptible to flooding be constructed with flood protection elements, and controls alterations of natural features that protect against flooding.

G. Impact Fee Ordinance

Describes the City's reasons for requiring impact fees, sets the fee levels and methods of calculations, and states the conditions under which impact fees may be credited.

H. Pro Rata Ordinance

Describes the City's reasons for collecting pro rata fees, sets the fee levels and methods of calculations, and states the conditions under which pro rata fees may be credited.

I. Standard Specifications for Public Works Constructions

Prepared by the North Central Texas Council of Governments (NCTCOG), has been adopted by cities in the region to standardize specifications for public works projects. (Avail. at NCTCOG)

J. Water and Waste Water Master Plan

Shows existing and future water and waste water lines, sized in accordance with the City's Master Plan.

Section 1.05 - Departments and Boards Involved in Land Development

A. Development Review Committee (DRC)

Group composed of staff members who are involved in the development process, representing but not limited to Planning, Building Services, Engineering, Code Compliance, Finance, Environmental Services, Fire, Parks and Recreation, Public Works, and Economic Development.

Each member of the Development Review Committee reviews all new development plans based on his/her area of expertise. The Development Review Committee then meets weekly to review projects and discuss recommended changes or improvements. The Development Review Committee meets with developers and property owners weekly by appointment to discuss special concerns (see [Section 4.02 - Pre-Application Meeting](#)).

B. Public Services Department

Composed of Planning, Building Services, Code Enforcement, Engineering, Public Works, and Economic Development. Coordinates all new development in the City of Keller, and therefore coordinates the meeting of the Development Review Committee (DRC).

C. Keller Economic Development Board (KEDB)

Seven members and two advisory members who are selected by the City Council. The Keller Economic Development Board's mission is to promote the development of a well-balanced local economy. Keller Economic Development Board members interact with Keller business prospects.

D. Planning and Zoning Commission (P & Z)

Seven members who are Keller resident volunteers appointed by the City Council. The Planning and Zoning Commission makes recommendations to the City Council on cases relating to land use and development, such as platting; site plans; rezoning; specific use permits (SUP); tree preservation; and amendments to this Code, Land Use Plan, Parks Plan, and Thoroughfare Plan. This commission also acts as the Capital Improvement Advisory Committee and makes recommendations on Capital Improvement Projects and Impact Fees. This commission also hears requests to deviate from tree preservation requirements and makes recommendations to the City Council. Planning and Zoning Commission meetings are held as needed.

E. Parks and Recreation Board

Seven members who are Keller resident volunteers appointed by the City Council. The Board advises the City Council on the needs of City parks, recreational programs, and park facilities. It is responsible for implementing the Master Plans for City park and trail systems, and recommends to the City Council the policies by which the Parks and Recreation Programs are administered. Any variation from these plans must be formally approved by the Board. This Board may also enter the development process to encourage the establishment of new parks. The Board meets as needed.

F. Zoning Board of Adjustment (ZBA)

Five Keller resident volunteer members and two alternates are appointed to the Zoning Board of Adjustment by the City Council. The Board hears variance requests and may grant variances and special exceptions to the specific requirements of the Zoning section as outlined within this Code for cases of hardship. The Zoning Board of Adjustment may not grant variances to the requirements within the Zoning section if a Zoning Change, Site Plan, or plat is required for a project. Variances are granted only when the resulting development will still be in harmony with the purpose of the regulations, and literal enforcement of the regulations will cause the property owner unnecessary hardship, as defined by State law, when developing the property. Decisions of the Board are final and may only be appealed through the court system. The Board meets every first Monday of the month on an as-needed-basis.

G. City Council

Consists of six members and a mayor, all elected at large. The City Council is involved in every phase of the development process. It approves ordinances, policies, and procedures, including all zoning requests, specific use permits, and changes in any portion of the Master Plan. Any variance from this Development Code, unless otherwise stated, is considered by the City Council. Decisions made by the City Council are final. City Council meetings are held the first and third Tuesdays of every month.