

**MINUTES**  
**PLANNING AND ZONING COMMISSION MEETING**  
**AUGUST 25, 2025**  
**CHAPTER 31, ARTICLE VIII – SITE DEVELOPMENT PERMIT REQUIRED**

Hold a public hearing and consider an ordinance amending the Killeen Code of Ordinances, Chapter 31 – Zoning to provide for commercial site plan review regulations.

Mr. Hermosillo stated that on June 17, 2025, the City Council approved the new FY 26 Fee Schedule, which provides for new fees for Commercial Site Plan Review. The new Fee Schedule will go into effect on October 1, 2025.

He explained that the purpose of the proposed ordinance is to establish a formal requirement and process for reviewing commercial site plans. If approved, the proposed ordinance will also go into effect on October 1, 2025.

The fees for commercial site plan review will be as follows:

- 0 to 5 acres: \$1,000.00
- over 5 to 15 acres: \$2,000.00
- over 15 acres: 2,500.00

Mr. Hermosillo further stated that the ordinance would establish Chapter 31, Article VIII – Site Development Permit Required within the Killeen Code of Ordinances. The ordinance aims to ensure that new nonresidential and multifamily development conforms to all applicable code requirements through a formal Site Development Permit review process.

Staff recommended approval of the proposed ordinance amending the Killeen Code of Ordinances Chapter 31 as presented.

Chairman Minor asked when the fees would be assessed. Mr. Hermosillo stated that the fees would be assessed at the time of submittal.

Mrs. Meshier noted that the North Killeen Revitalization Program provides for the waiver of all permit and plan review fees within the designated area. Therefore, site plan permits for property within the North Killeen Revitalization Area would be exempt from paying the associated fee.

Chairman Minor opened the public hearing at 5:21 p.m.

With no one requesting to speak, the public hearing was closed at 5:21 pm.

Commissioner Wilson moved to recommend approval of the ordinance as presented. Commissioner Giacomozzi seconded, and the motion passed by a vote of 7 to 0.