

**Minutes of Meeting
Belton Planning Commission
City Hall Annex - 520 Main Street
May 5, 2014**

CALL TO ORDER

Chairman Holly Girgin called the meeting to order at 7:00 p.m.

ATTENDANCE

Commission: Chairman Girgin, Mayor Jeff Davis, Councilman Tim Savage, Commissioners Sally Davila, Tim McDonough, Steve Finn, and Chuck Crate.

Staff: Jay Leipzig, Community and Economic Development Director; Jeff Fisher, Public Works Director; Zach Matteo, City Engineer; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

Absent: Commissioners Chris Christensen and Larry Thompson

MINUTES

Commissioner Crate moved to approve the minutes of the April 21, 2014 commission meeting. The motion was seconded by Councilman Savage. All members present voted in favor and the motion carried.

PUBLIC HEARING - SUP 120 Cunningham Industrial Parkway, Childcare Center

Mr. Cooper reported the first hearing is a request to allow a childcare center to operate at 120 Cunningham Industrial Parkway and he pointed out the location of the proposed center on an aerial display. The applicant would like to expand her home business to a commercial site, and will be occupying the ground floor of an existing building. Mr. Cooper indicated there is sufficient parking, and provided details about the business access points and permitted signage. He reported a fence is required for outdoor play areas and he stated the applicant has plans to fence an area on the southwest corner of the property. According to Mr. Cooper, staff recommends approval with two conditions.

Chairman Girgin opened the public hearing at 7:11 p.m. The hearing was being held to receive public input regarding an application for a special use permit to allow a childcare center to operate at 120 Cunningham Industrial Parkway.

Andrea Phillips, the applicant, 8406 E 166th Street, Belton, spoke in favor of the SUP. She distributed information about the proposed center's business plan. Ms. Phillips reported that she currently has a home daycare and she provided information about her education and 20 years of childcare experience. She told the commission about the proposed hours of operation. Initially, the business will be a family group daycare enrolling up to 20 children, and eventually she will apply for a State license to become a center. The center will have increased enrollment of between 50 - 70 children. Ms. Phillips stated the center will serve a middle class population of young families where she indicated there is a need. She explained the benefits of the proposed

location and the goals of the business. She communicated other aspects of her business plan including ages served, meals, exercise, art and music, plus an outdoor classroom. There will be a fenced play area according to Ms. Phillips and she described the location of that area and an expansion site, if needed in the future. There will be trees and branches removed from the west side of the parking lot. It was reported that she is working toward meeting the fire requirements including a commercial fire alarm system. Meals will initially be prepared with a microwave which will not require a hood system, and she indicated that if the method of cooking changes in the future, local officials will be contacted.

Ms. Phillips answered questions about employee background checks and also whether a nearby creek could create a flooding situation during heavy rain events. Mr. Cooper passed around a photo showing a close-up view of a slope which will direct runoff away from the area of concern in back of the building. There was no further input and Chairman Girgin closed the public hearing at 7:22 p.m. Mayor Davis moved to recommend approval of the special use permit to allow a childcare center at 120 Cunningham Industrial Parkway with the following conditions: 1) No issuance of a Certificate of Occupancy for the childcare facility until the site has passed a life-safety inspection by the fire marshal and building official; 2) A fence no less than 42-inches in height shall be constructed for any area that will be used for outdoor recreational purposes with an approved fence permit. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Councilman Savage, Commissioners Davila McDonough, Finn and Crate. Noes: none. Absent: 2 - Commissioners Christensen and Thompson. The motion carried.

PUBLIC HEARING - Markey Regional Detention Development Fee Program

Mr. Matteo went over the highlights of the program emphasizing that the program is optional and can be an alternative for developers who want to avoid on-site detention. According to Mr. Matteo, an application process has been established for participating in the regional detention program. Submitted to the City with the application, the developer will provide a drainage study and an agreement between developer/city. He reported the fee to participate is \$5,100 per additional impervious acre and pointed out the boundary of the watershed involved in the program. He mentioned that the ordinance differentiates between unplatted and platted developments and Mr. Matteo provided details about the submittal and approval process for participation in the program. He went on to explain the participation fee would be collected with the permit.

Mr. Leipzig told about changes that have been made to the calculation method of the recommended detention buy-out rate based on impervious acreage for new development. Mr. Matteo gave an explanation of the manner in which runoff water is conveyed to the regional detention area. It was reiterated that the program is optional if it is determined the cost of stormwater conveyance is too great to participate. Councilman Savage expressed concern about the proposed program participation fee being sufficient to fund the retention basin construction and long-term maintenance. Mr. Matteo told how the per acre fee was established, which included overall construction costs and 25 years of maintenance. The primary funding source will be from undeveloped properties along Y Highway and Markey Parkway according to Mr. Matteo. He went on to suggest it will cost significantly less for developers to participate in

the regional detention program rather than fund on-site detention. Mr. Fisher pointed out on-site detention construction costs are typically \$8,000 - \$12,000 per impervious acre, and participation in the regional program is under that amount. It was noted that this program has been an increasingly popular choice of detention with developers to maximize land development. There was discussion about whether there will be any recaptured land with the regional program.

Chairman Girgin opened the public hearing at 7:40 p.m. The hearing was being held to receive public input regarding amendments to the Unified Development Code (UDC) regarding the Markey Regional Detention Development Fee Program. There was no public input and the hearing was closed at 7:40 p.m. Commissioner McDonough moved to recommend approval of the text amendments to the UDC for the Markey Regional Detention Development Fee Program. Commissioner Crate seconded the motion. There was further conversation on the subject of whether the fees will cover the cost of the project and maintenance. Mr. Fisher assured the commission there has been an extensive number of meetings with the engineers and attorneys and he is confident of the costs. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Councilman Savage, Commissioners Davila, McDonough, Finn, and Crate. Noes: none. Absent: 2 - Commissioners Christensen and Thompson. The motion carried.

PUBLIC HEARING - UDC Amendments regarding Development Fee Schedule

Mr. Fisher reported this topic has been analyzed to identify proper / accurate fees while benchmarking other agencies to stay competitive. Further consideration of the development fees has taken place since the amendments were originally brought to the commission for consideration. Mr. Fisher went over the changes which included the sewer connection fee and street impact fees. He explained staff found a discrepancy in the way the sewer connection fee was calculated and recommended an alternate method to determine the cost, which is a trap fee with a minimum. The method of calculation will be simplified according to Mr. Fisher and he explained the proposed rates for residential and commercial.

Mr. Fisher talked about the street impact fee changes. He reported the trip fee manual was updated and then a reduced per trip fee of \$675 was tested which resulted in a reduction in almost all areas for the street impact fee. In addition, objectives will be met through volume according to Mr. Fisher. Mr. Leipzig stated that overall; the proposed fee schedule is approximately a 20% reduction, which brings fees lower than or equal to competitors.

Chairman Girgin opened the public hearing at 7:50 p.m. This hearing was being held to receive public input about amendments to the UDC regarding updates to the City's Development Fee Schedule. C.D. Donovan, 301 Barry, addressed the commission about an unrelated issue. There was no input regarding the development fee schedule and Chairman Girgin closed the hearing at 7:53 p.m.

Commissioner Crate questioned whether fees are ever insufficient and what method is used to resolve inadequate funding. Mr. Fisher answered that fees can be reviewed annually or every three years for the street impact fee. Staff would review to see if projections are being met, and

the recommendations can be adjusted if necessary. Commissioner Crate moved to recommend approval of the amendments to the UDC regarding updates to the City's Development Fee Schedule. The motion was seconded by Commissioner Davila. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Councilman Savage, Commissioners Davila, McDonough, Finn, and Crate. Noes: none. Absent: 2- Commissioners Christensen and Thompson. The motion carried.

DIRECTOR'S REPORT

Mr. Leipzig reported the Citizen Appreciation Fair is scheduled for May 8, 2014 with a rainout date of May 15, 2014.

A draft copy of a 5, 10, 15 year annexation plan was distributed. Mr. Leipzig emphasized the document is a strategy only. He asked the commission to review the plan for discussion at a future meeting.

Mr. Leipzig stated an RFQ will be sent out for the North Scott Corridor Concept Plan on May 9, 2014, to be reviewed in June. He also mentioned that a planning intern from UMKC has been engaged for the summer.

At the first commission meeting in June, there will be three site plans to be reviewed.

Councilman Savage pointed out and questioned some of the language in the annexation plan document, and Mr. Leipzig replied that the language is just a standardized approach to reviewing, and something to be considered for the overall annexation area.

It was reported the commission will consider the revocation of a digital sign SUP at the May 19 meeting. Staff met with the business owner about sign issues and tire storage and gave official notice about the process.

AJOURNMENT

Councilman Savage moved to adjourn the meeting. Commissioner Davila seconded the motion. All members present voted in favor and the meeting adjourned at 8:05 p.m.

Ann Keeton
Community Development Secretary