

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
June 2, 2014**

CALL TO ORDER

Vice-chairman Chris Christensen called the meeting to order at 7:00 p.m.

ATTENDANCE

Commission: Vice-chairman Christensen, Mayor Jeff Davis, Councilman Tim Savage, Commissioners Sally Davila, Steve Finn, Chuck Crate, and Larry Thompson.

Staff: Jay Leipzig, Community and Economic Development Director; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

Absent: Chairman Holly Girgin, and Commissioner Tim McDonough

MINUTES

Commissioner Crate moved to approve the minutes of the May 5, 2014 Planning Commission meeting. Commissioner Thompson seconded the motion. All members present voted in favor and the motion carried.

PRELIMINARY PLAT - C & M Realty - Carriage Works 401 N. Scott

Mr. Cooper presented background information on the proposed Carriage Works development. He reported the 10.47-acre property at 401 N. Scott was rezoned last year and is currently zoned C-2 (General Commercial) and M-1 (Light Manufacturing). In a review of the plat application, Mr. Cooper went into detail about the zoning classifications and said the site will have one access point along North Scott. He pointed out Engineering comments included in the staff report and stated these comments address items that should be shown on the plat before the plat is recorded and accepted by the City. Mr. Cooper described the proposed layout of the site which included access, a rain garden, and the delivery /parking areas.

Questions were asked about an adjoining creek and whether the creek will create any flooding issues for the development, and Mr. Cooper stated that flooding should not be a concern. The applicant stated the elevation of the building will be approximately one-foot lower than the elevation of North Scott. Mayor Davis reported the proposed Carriage Works development will have a positive impact and be an anchor for the North Scott area. Commissioner Thompson moved to approve the Preliminary Plat of C & M Realty (Carriage Works) as presented with the Engineering comments as follows:

- This project is eligible to apply for participation in the Markey Regional Detention Program. Participation is contingent on approval of the final stormwater management report. Review of the preliminary stormwater management report is ongoing. A signed agreement between the developer and the City for participation in the regional detention program will also be required.

- Multiple comments and corrections to the preliminary stormwater management report, including concerns regarding the preliminary approach to meeting the City's stormwater quality BMP requirements, have been provided to the developer's engineer.
- Add the following note to the final plat: "All stormwater facilities including stormwater Best Management Practices shall be functional and maintained in perpetuity by the property owner. Refer to the approved final development plans for locations of storm-water facilities."
- Display stream centerline and stream setback line on plat. Per Section 32-8 of the Unified Development Code, the stream setback extends to 40 feet on either side of the stream centerline.
- Add note indemnifying the city against any loss or damage during maintenance activities of the existing public sanitary sewer.
- Change note referring to "occupation & easement" documents to "ownership and encumbrance."
- All improvements to public infrastructure shall be designed and constructed in accordance with the City of Belton's Design and Construction Manual and the City's Unified Development Code.

The motion was seconded by Commissioner Crate. When a vote was taken, the following was recorded, Ayes: 7 - Vice-chairman Christensen, Mayor Davis, Councilman Savage, Commissioners Davila, Finn, Crate, and Thompson. Noes: none. Absent: 2 - Chairman Girgin and Commissioner McDonough. The motion carried.

FINAL PLAT - C & M Realty - Carriage Works 401 N. Scott

Mr. Cooper presented the request for a Final Plat at 401 N. Scott and mentioned the project information had been previously discussed during consideration of the preliminary plat. He reported there are Engineering comments which must be shown on the plat before the plat is recorded and accepted by the City. Mayor Davis moved to approve the Final Plat for C & M Realty (Carriage Works) as presented with the Engineering comments as follows:

- This project is eligible to apply for participation in the Markey Regional Detention Program. Participation is contingent on approval of the final storm-water management report. Review of the preliminary storm-water management report is ongoing. A signed agreement between the developer and the City for participation in the regional detention program will also be required.
- Multiple comments and corrections to the preliminary storm-water management report, including concerns regarding the preliminary approach to meeting the City's storm-water quality BMP requirements, have been provided to the developer's engineer.
- Add the following note to the final plat: "All storm-water facilities including storm-water Best Management Practices shall be functional and maintained in perpetuity by the property owner. Refer to the approved final development plans for locations of storm-water facilities."
- Display stream centerline and stream setback line on plat. Per Section 32-8 of the Unified Development Code, the stream setback extends to 40 feet on either side of the stream centerline.
- Add note indemnifying the city against any loss or damage during maintenance activities of the existing public sanitary sewer.
- Change note referring to "occupation & easement" documents to "ownership and encumbrance."
- All improvements to public infrastructure shall be designed and constructed in accordance with the City of Belton's Design and Construction Manual and the City's Unified Development Code.

The motion was seconded by Councilman Savage. When a vote was taken, the following was recorded, Ayes: 7 - Vice-chairman Christensen, Mayor Davis, Councilman Savage, Commissioners Davila, Finn, Crate, and Thompson. Noes: none. Absent: 2 - Chairman Girgin and Commissioner McDonough. The motion carried.

FINAL PLAT - Briar Creek Villas on Cunningham Industrial Parkway

Mr. Leipzig provided background information about the Briar Creek Villa project. The most recent application submitted to Missouri Housing Development Commission (MHDC) was approved for funding, and the zone change of the property has been completed according to Mr. Leipzig.

Mr. Cooper explained this final plat is a replat of the Dean-Co Development Park Subdivision. The proposed use of the property is for an age-restricted multi-family housing development. He reported there will be 48 housing units including one bedroom/one bath and two bedrooms/two baths units. Mr. Cooper pointed out the access is from Cunningham Industrial Parkway and he described several features of the project. He added there are Engineering comments in the agenda packet that must be addressed before the plat is formally accepted by the City.

There was a brief conversation about improvements to the Cunningham Parkway roadway including a change to the concrete island. Comments were made about the utility easements being removed so the water and sewer lines on the project will be private. Mr. Cooper displayed some of the proposed building elevations. In further discussion about street improvements, Councilman Savage questioned the current rank of Cunningham Industrial Parkway in the Pavement Management Program. He inquired if that street is moving higher on the list and how that move occurred. Mr. Leipzig stated the city engineer will be able to provide answers to the street questions and he mentioned the possibility of a cost/share for street improvements with this multi-family project's developer. Councilman Savage's expressed view was that the developer should be contributing a major portion for street improvements if the street is moving higher on an established list. He went on to say that he does not believe R-3 (Multi-Family) to be the best use for the property. Mayor Davis reported there is an aging population in the City that needs affordable housing, and he listed some of the benefits of the proposed location. Mayor Davis moved to approve the Final Plat for Briar Creek a Replat of Lot 1, Block Four, Dean-Co Development Park as presented with the engineering comments as follows:

- Remove proposed easements for water and sewer. These lines must be private.
- Improvements to Cunningham Parkway between 58 Highway and the proposed development are recommended per Section 36-109 of the Unified Development Code. Per this section of code, final determination is to be made by City Council.
- Add the following note to the final plat: "All stormwater facilities including stormwater Best Management Practices shall be functional and maintained in perpetuity by the property owner. Refer to the approved final development plans for locations of storm-water facilities."
- Add note indemnifying the city against any loss or damage during maintenance activities of the existing public sanitary sewer.
- Intention of street dedication note is unclear. Interior of development will be private streets.
- All improvements to public infrastructure shall be designed and constructed in accordance with the City of Belton's Design and Construction Manual and the City's Unified Development Code.

The motion was seconded by Commissioner Thompson. When a vote was taken, the following was recorded, Ayes: 5 - Vice-chairman Christensen, Mayor Davis, Commissioners Davila, Finn and Thompson. Noes: 2 - Councilman Savage and Commissioner Crate. Absent: 2 - Chairman Girgin and Commissioner McDonough. The motion carried.

DIRECTOR'S REPORT

Mr. Leipzig updated Commission members about the agenda items to be considered at the June 16, 2014 meeting. Those items included the Final Development Plan for Briar Creek Villas, Final Site Plan for Carriage Works, and a replat and site plan for the Generation 3 QuikTrip Store.

He commented on other city projects that are moving forward including the Markey Parkway project which will extend the parkway to Mullen Road, and further development of the Gateway site.

Mr. Leipzig encouraged the Commission members to continue reviewing the 5, 10, & 15 year Annexation Plan and he emphasized the document is not a formal notice of annexation but a strategy. There will be attorneys comments addressing the plan provided at the meeting on June 16, 2014.

According to Mr. Leipzig, staff is reviewing potential changes to codes regarding commercial building **façade** improvements, and the regulation of tobacco retail stores based on population size.

An update on Missouri Department of Transportation projects was provided by Mr. Leipzig. He mentioned the Interchange project at 211th Street and the significance of the infrastructure improvement project at 58 Highway and I-49.

It was reported by Mr. Leipzig that staff met with a business owner whose digital sign has violated the conditions of their special use permit (SUP). They met to discuss signs and other code violations. He announced the owner is interested in purchasing a vacant business building across the street from his current location. Mr. Leipzig went on to say the business owner is trying to comply and there is one sign issue remaining to be resolved. Councilman Savage added that the business appears to be succeeding in an area where it would be challenging to succeed.

ADJOURNMENT

Commissioner Crate moved to adjourn the meeting. Commissioner Davila seconded the motion. All members voted in favor and the meeting adjourned at 7:45 p.m.

Ann Keeton
Community Development Secretary

