



**AGENDA  
CITY OF BELTON  
PLANNING COMMISSION  
MONDAY, JULY 7, 2014 - 7:00 P.M.  
CITY HALL ANNEX, 520 MAIN STREET**

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- I. CALL MEETING TO ORDER**
  
- II. ROLL CALL**
  
- III. APPROVAL OF THE MINUTES OF THE JUNE 16, 2014 PLANNING COMMISSION MEETING**
  
- IV. FINAL DEVELOPMENT PLANS**
  - A. Consideration of a Final Development Plan for Carriage Works, 401 N. Scott.
  
  - B. Consideration of a Final Development Plan for Briar Creek Villas, 205 Cunningham Industrial Parkway.
  
- V. ANNEXATION PLAN**
  - C. Consideration of a City of Belton 5, 10 & 15 Year Annexation Plan.
  
- VI. DISCUSSION ITEMS**
  - A. Discussion of the Belton Beautification Plan - Draft.
  
- VII. DIRECTOR'S REPORT**
  
- VIII. NEXT MEETING DATE: July 21, 2014**
  
- XI. ADJOURNMENT**

# **MEETING MINUTES**

**JUNE 16, 2014**

**Minutes of Meeting**  
**Belton Planning Commission**  
**City Hall Annex, 520 Main Street**  
**June 16, 2014**

**CALL TO ORDER**

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

**ATTENDANCE**

Commission: Chairman Girgin, Mayor Jeff Davis, Commissioners Sally Davila, Tim McDonough, Chris Christensen, Steve Finn, Chuck Crate and Larry Thompson.

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

Absent: Councilman Tim Savage

**MINUTES**

Commissioner Crate moved to approve the June 2, 2014 meeting minutes. Commissioner Christensen seconded the motion. All members present voted in favor and the motion carried.

**SITE PLAN - QuikTrip Generation 3 Store - 501 E. North Avenue**

Mr. Cooper provided information about the proposed QuikTrip Generation 3 Store that will be located at 501 E. North Avenue. He reported on the lot size, surrounding zoning classifications and gave an overview of the proposed building design and site layout. Mr. Cooper pointed out on the site plan four access points and went into detail about the right-in/right-out drive being proposed on Y Highway, close to 58 Highway. According to Mr. Cooper, the plan has adequate parking. He displayed the landscape plan and described the planting layout.

Mr. Cooper reported the applicant is requesting a waiver to the code for the proposed monument sign. The existing sign face is 17'-4" and 77 sq. ft. and the proposed sign face is 17'-3" x 5'-10" and 88 sq. ft. Mr. Cooper categorized the size difference as a one-for-one replacement.

QuikTrip is also requesting a waiver to the landscape maintenance escrow which is 25% of the total estimated landscape cost according to Mr. Cooper. He explained the purpose of the landscape escrow and commended QuikTrip for the appearance of the landscaping at their current local sites. He went on to say QuikTrip understands they will be required to maintain the landscaping.

In discussion, questions were asked about a proposed turn lane designed for Y Highway. Matt Brooks with QuikTrip Corporation was present to answer questions. He talked about existing issues created when southbound vehicles block traffic while waiting to turn left into QuikTrip. He reported the lanes will be reconfigured to create the turn lane with only a slight extension of the road. A letter of support

for the turn lane from the City will be required before Missouri Department of Transportation will approve the change. Additional Y Highway traffic and access topics were discussed including the access alignment with the business across the street. Mr. Brooks gave a detailed explanation of a QuikTrip study on the shopping patterns of their customers and it was determined that more parking spaces are necessary for the store.

Mayor Davis moved to approve the final development plan for the QuikTrip Generation 3 Store at 501 E. North Avenue with the conditions below, and waivers to the landscape maintenance escrow and the one-for-one replacement of the monument sign (sign face 17'-3" x 5'-10"):

**Planning**

1. A re-plat of Lot(s) 1, 2, and 3 is needed. These multiple lots should be shown as one contiguous tract of land maintaining a single ownership.

<p><b>NOTE:</b> QT is currently in negotiation with O'Reilly's Auto Parts regarding the cross-access easements. Once an agreement has been reached, the plat will be submitted to the city of review and final acceptance.</p>
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2. A landscape maintenance escrow equivalent to twenty-five percent (25%) of total estimated cost shall be submitted to the city.
3. All proposed landscaping shall be installed prior to the issuance of the final certificate of occupancy.
4. Monument signs. QT is requesting a waiver to Section 30.8(g) of the UDC in order to maintain consistency with existing (or previously approved) free-standing sign structures. The new monument sign face will be 17'-3" x 5'-10" /88-SF as opposed to 77-SF at 17'-4" tall for the existing sign.

**Engineering** – The City of Belton Engineering Division has reviewed the final development plan. These comments are based upon the current APWA (American Public Works Association), standards, city ordinances and subdivision regulations.

1. This project is eligible to apply for participation in the Markey Regional Detention Program. An application, including a final stormwater management report and an agreement between the developer and the City, will be required for review. If, the application is approved, the agreement must be approved by the Belton City Council and the fee paid before building permit issuance.
2. Review of the preliminary stormwater management report and discussions with the developer's Engineer regarding stormwater requirements are on-going.
3. The professional engineer stamping the plans must be licensed in the state of Missouri and use a state of Missouri stamp.

4. Detailed review comments pertaining to the construction set will be submitted at a later date.
5. All improvements to public infrastructure shall be designed and constructed in accordance with the City of Belton Design and Construction Manual and the City's Unified Development Code.
6. The following public infrastructure fees will be required before construction of the public improvements. The cost of public improvements will be based on a cost estimate provided by the developer's engineer and approved by the city engineer.
  - a) Performance and 2 year Maintenance Bond at 100% of construction cost for public improvements.
  - b) Engineering review and inspection fee of 5% of public improvement construction cost. The current fee is 5% but the City Council will be reviewing changes to the development fee scheduled soon and this includes a reduction of this fee from 5% to 3%.
7. The following additional fees related to public infrastructure will be due at building permit issuance.
  - a) Arterial street impact;
  - b) Sanitary connection (if additional connections are made);
  - c) Water impact (if additional connections are made);
  - d) Water tap (if additional connections are made).

**Building Inspections** –

1. The Energy Code (Section C 402.4.7) requires a vestibule with two sets of doors creating an air-lock for structures of more than 3,000- sq. ft.;
2. Backflow prevention is required at any ice-maker, carbonator or coffee-maker that is fed directly from the domestic water-system;
3. Backflow prevention for the main water service lines is shown as inside the building not in the vaults;

**Fire Department** – Plans accepted as submitted. No comments or concerns.

The motion was seconded by Commissioner Crate. When a vote was taken, the following was recorded, Ayes: 8 - Chairman Girgin, Mayor Davis, Commissioner Davila, McDonough, Christensen, Finn, Crate and Thompson. Noes: 0. Absent: 1 - Councilman Savage. The motion carried.

**ANNEXATION STRATEGY - DRAFT**

Mr. Leipzig reported the 5, 10, & 15 Year Annexation Plan which was included in the agenda, is a strategy, not a notice of intent. He categorized the plan as a starting point for Belton's long-term growth. This draft document included in the June 16, 2014 agenda packet includes comments from the City Attorney. Mr. Leipzig explained the 5-year plan is comprised primarily of voluntary annexation sites

which includes some City owned property. He gave an overview of the contents of the draft plan and an account of past annexation efforts. Mr. Leipzig answered questions about the western boundaries of the proposed strategy, and neighboring cities future expansion plans. He reported that the annexation laws have changed and gave an explanation of those changes.

#### **BELTON BEAUTIFICATION PLAN**

Mr. Leipzig reported the Beautification Plan was created as a result of staff discussion about improving the appearance of the City corridors. He characterized the plan as a work-in-progress which will eventually require funds to carry out. Mr. Cooper added that the gateways of the City will be high priority areas in the plan. There was discussion about light pole banners and monument signs as another means of beautification. Questions were asked about damage to a round-a-bout on 58-Highway and whether repairs will be made by Missouri Department of Transportation (MoDOT). Round-a-bout landscaping issues were talked about and the mayor explained that the plants growing in the center of the round-a-bouts are to help reduce vehicle speeds.

There was discussion about burying overhead utilities as another way to improve the appearance of corridors in the City. Mr. Leipzig stated it would be expensive but mentioned possible funding sources for burying utilities. He gave an update on the North Scott Corridor Plan and stated that the City has received six proposals from planning firms interested in developing the Plan. Mr. Cooper told Commissioners the plan will focus on the southern portion of North Scott at the junction of three streets and he went into detail about the planning process involved in identifying and including area stakeholders in the process. There was discussion about whether the City can require utility lines to be buried in all new development.

#### **DIRECTOR'S REPORT**

Mr. Leipzig reported the City of Belton is mentioned in the Mid-America Regional Council (MARC) Complete Streets Handbook. He mentioned some of the topics that can be found in the book to guide cities planning future development. MARC is also working on a comprehensive economic development strategy for the metropolitan area according to Mr. Leipzig.

On the agenda of the July 7, 2014 Commission meeting will be the final development plans for Briar Creek Villas and Carriage Works.

The City Council approved a contract to begin construction of Markey Road extending to Mullen Road. Construction could start as early as the first week in July and with substantial completion anticipated to be in November 2014.

Staff is looking into new standards for pawn shops and also for architectural standards.

It was reported that progress is being made with an area business to resolve code violations. Mr. Leipzig told of the changes that have been made to improve the appearance of a storage area and a digital sign area. In addition, the business owner is planning to remove a roof sign by the end of the month.

Mr. Leipzig gave an economic development report and a summary of development projects in the metropolitan cities.

Mr. Leipzig updated the Commission on the status of the previously approved Special Use Permit for a horse racetrack. The track is scheduled to have an event in July 2014.

Mayor Davis told Commission members the dates of Community Days and a Theatre in the Park production, both to be held in City parks.

**ADJOURNMENT**

Commissioner Crate moved to adjourn the meeting. The motion was seconded by Commissioner Thompson. All members present voted in favor and the meeting adjourned at 8:01 p.m.

Ann Keeton  
Community Development Secretary

# **CARRIAGE WORKS**

## **FINAL DEVELOPMENT PLAN**



**FINAL DEVELOPMENT PLAN**

**CARRIAGE WORKS, INC.  
PLANNING COMMISSION  
MONDAY, JULY 7, 2014 – 7:00 P.M.  
CITY HALL ANNEX, 520 MAIN STREET**

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Assigned staff: Robert G. Cooper, City Planner

**CASE #FDP14-10**

Consideration of a Final Development Plan approval, for Carriage Works, Inc., a light manufacturing development, on a 10.47-acre tract of land, located at 401 N. Scott Avenue, directly south of Turner Road.

**PROPOSED PROJECT DEVELOPMENT**

**Current Zoning:** C-2 (General Commercial) & M-1 (Light Manufacturing) Districts.

**Surrounding Zoning / Use:**

West: C-2 /General Commercial – minor retail

East: C-2 /General Commercial –undeveloped land

North: C-2 & R-3 /Commercial & Multi-Family Residential –undeveloped land

South: R-3 /Multi-Family Residential – Tuscany Village MHP

PROPOSED LAND USE		
Parcel	Proposed Land Use	Building Square Footage
Lot 1	Custom Manufacturer	37,700

**Comprehensive Plan:** The proposed site development plan is in general conformance with the Comprehensive Plan and Future Land Use Map.

**Design Intent:** The building style and design will set a new standard for the N. Scott gateway corridor and consistent with the City of Belton design standards.

The new building façade (west elevation) will have a brick veneer, with a stucco parapet wall, with cast stone accents and highlighted by various wall mounted lighting fixtures. The building façade (north, south and east elevations) will have pre-finished metal wall panels and highlighted with brick veneer and cast stone accents.

**BACKGROUND**

C & M Realty Holdings, LLC (aka: Carriage Works, Inc.) is proposing to develop this 10.47-acre tract of land. The city’s development review committee had convened on several occasions and met with the developer to discuss and review the elements of the preliminary plat and conceptual layout of the development. The property is currently zoned C-2 (General Commercial) and M-1 (Light Manufacturing). The commercial zoning will remain in place along the western third of the parcel with the remaining two-thirds of the parcel zoned as manufacturing. The developer’s future plans would be to place a commercial / office building up front with minor retail. The developer is prepared to move forward in the development process and has submitted a final development plan for this project.

**FINAL DEVELOPEMNT PLAN**

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Staff recommends **APPROVAL** of application FDP14-10 of the final development plan with the following condition(s):

**Department Comment**

Planning

1. All exterior ground-mounted and/or building mounted equipment including but not limited to mechanical equipment, utilities and banks of meters, shall be screened from public view with landscaping or with an architectural treatment compatible with the building architecture.
2. All roof-top equipment shall be screened from public view with an architectural treatment which is compatible with the building architecture.
3. All trash enclosures and compactors shall be screened from public view on at least three (3) sides with a gate, with a 6-ft. solid wood fence constructed of cedar, redwood, masonry or other compatible building material and shall be approved landscaping.
4. A uniform and detailed sign plan is required and shall be submitted with construction plans, prior to final occupancy.
5. The parking ratio for this project is 1:300-sq. ft. (gfl), plus 1 for 1,000-SF of manufacturing area, which equates to no less than 45-parking stalls. The site will provide for 52 parking spaces which include two (2) handicap spaces.
6. All proposed landscaping shall be installed prior to the issuance of the final certificate of occupancy.
7. The landscape plan provides for multiple plantings of shade, and ornamental trees with deciduous shrubs and native grasses.
8. A landscape maintenance escrow equivalent to twenty-five percent (25%) of total estimated cost shall be submitted to the city.

9. All proposed landscaping shall be installed prior to the issuance of the final certificate of occupancy.

Engineering – The City of Belton Engineering Division has reviewed the final development plan. These comments are based upon the current APWA (American Public Works Association), standards, city ordinances and subdivision regulations.

- 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.
- Display stream centerline and stream setback line on grading plan and Sheets C1 and C2. Per Section 32-8 of the unified development code, the stream setback extends to 40 feet on either side of the stream centerline.
- Comments on erosion control plans will be provided in a separate letter as part of the review of the complete Grading & Erosion Control plan set.
- Incorporate ribbon curb detail into the plans and specify north side of parking lot will use ribbon curb.
- Provide backflow preventer pit for domestic service line per City standard detail WAT-021.
- Remove RPZ note on fire line backflow preventer and specify “double check backflow preventer” to be consistent with detail.
- For 4” connection to 8” fire line, specify a tee rather than a wet tap. Provide valve on 4” line after tee.
- Traffic control plans may be required to be submitted before operations begin based on impacts to traffic on North Scott.
- All improvements to public infrastructure shall be designed and constructed in accordance with the City of Belton Design and Construction Manual and the City’s Unified Development Code.

#### Fees

- The following public infrastructure fees will be required before construction of the public improvements. The cost of public improvements will be based on a cost estimate provided by the developer’s engineer and approved by the City Engineer.
  - Performance and 2 year Maintenance Bond at 100% of construction cost for public improvements. (Includes public waterline only.)

Building Inspections –

Pursuant to Section 28-1(b)(2)b, 15% of each façade shall be recessed, projected or alternately staggered from the primary plane of the wall. The requirement for each façade can be modified to those walls visible from the most adjacent streets; which in this case are the west and north walls. As shown, the north wall has an articulated area equal to 60% of the required minimum. An additional 510-SF articulation must be included. This can come in the form of a variation in the building plane, parapet height, materials, colors, entrance canopies or landscaping.

Pursuant to Section 28-1(b)(2)f, long expanses of overhead doors should be relieved by matching their color to the wall or trim, recessing the doors, or adding architectural details to diminish the dominance of the doors.

In addition, Section 28 requires the front and side facades consist of materials described herein the code section. Because this building is in a manufacturing zoning district, metal siding is allowed on the rear and side walls as long as it has a depth of ¾-inch or greater and is a minimum of 26-gage. Metal panels may not be unpainted

Fire Department -

1. All construction must comply with the provisions of the 2012 International Fire Code (IFC) (or code adopted at time of construction) and City of Belton local amendments and standards.

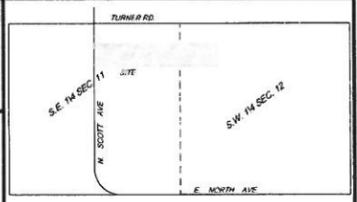
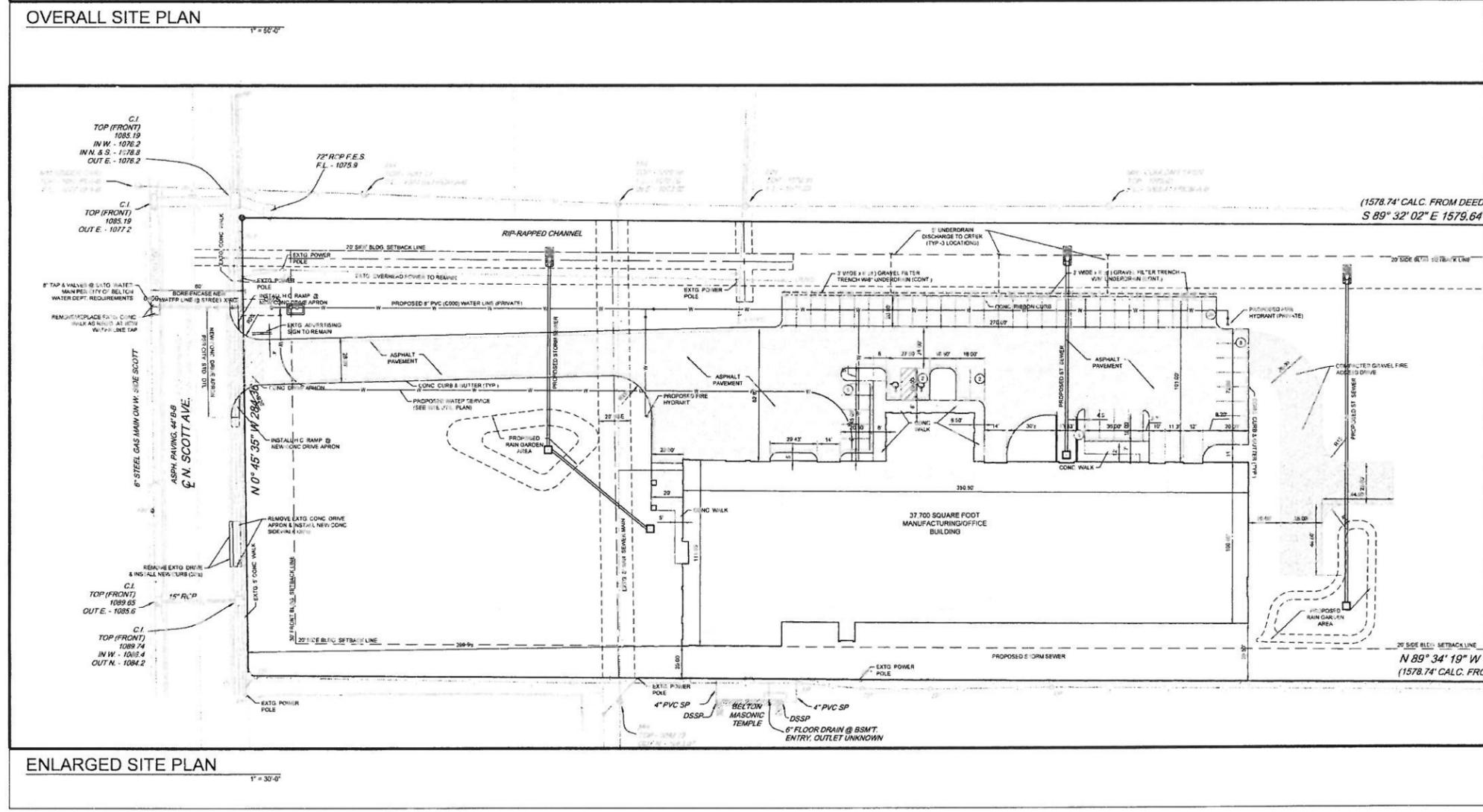
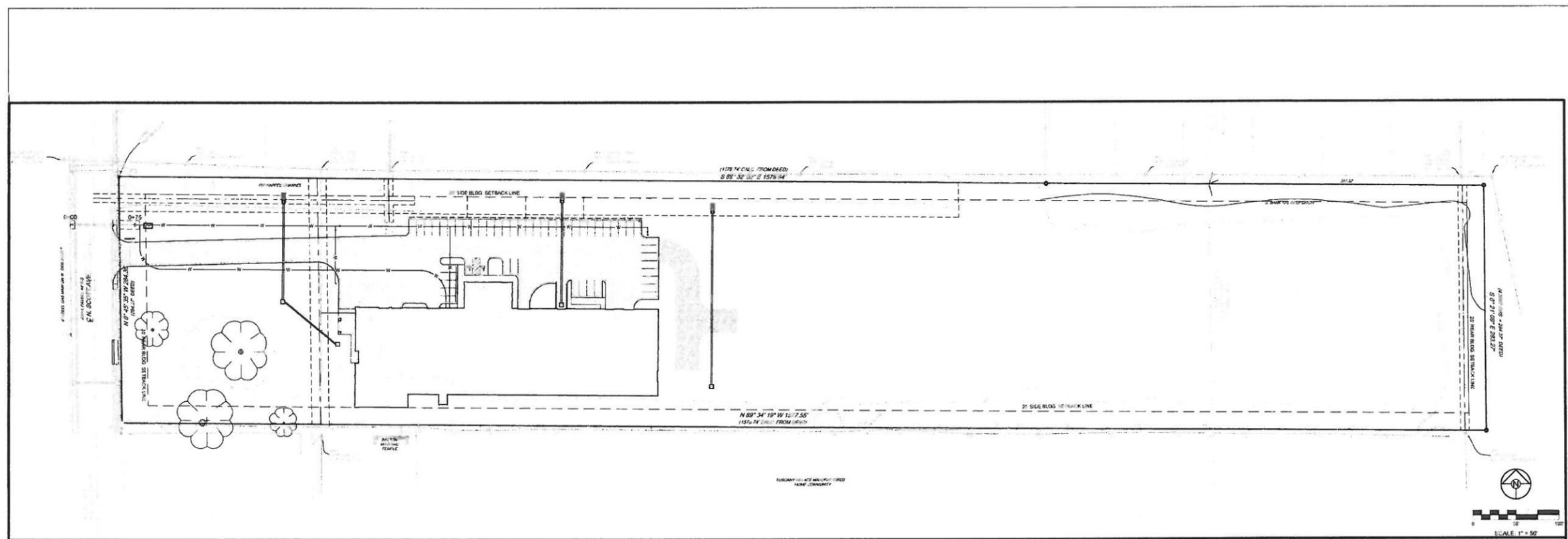
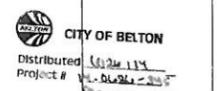
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**PLANNING COMMISSION ACTION**

1. Motion to recommend Approval of Plan #FDP14-10, for ‘Carriage Works’, a Light Manufacturing Development, on a 10.47-acre tract of land, located at 401 N. Scott Avenue.
2. Motion to recommend Denial of Plan #FDP14-10, for ‘Carriage Works’, a Light Manufacturing Development, on a 10.47-acre tract of land, located at 401 N. Scott Avenue.
3. Motion to continue the case pending additional information.

**ATTACHMENTS**

1. Final Development Plan
2. Building Elevations
3. Grading Plan



**SITE DATA TABLE**

LOT AREA:	447,946 SQ. FT. (10.28 AC)	
	EXISTING	PROPOSED
BUILDING AREA	0 S.F. (0.00%)	37,700 S.F. (8.42%)
PAVEMENT/DRIVE AREA*	3,620 S.F. (0.81%)	45,858 S.F. (10.19%)
OPENLANDSCAPE AREA	444,326 S.F. (99.19%)	304,588 S.F. (67.39%)

\* INCLUDES COMPACTED GRAVEL DRIVE AREA

**Site Information:**  
 Property Address: 401 N. Scott Street, Belton, Missouri  
 Legal Description: A part of the Northeast Quarter of the Southeast Quarter of Section 11 and a part of the Northwest Quarter of the Southwest Quarter of Section 12, Township 46, Range 13, described as follows: Beginning at a point 4,308.77 chains South of the Northwest Corner of the East Half of the Southeast Quarter of said Section 11, running thence East 24.375 chains, thence South 4,308.77 chains, thence West 24.375 chains, thence North 4,308.77 chains to the Place of Beginning, excepting that part thereof taken by the State of Missouri for Highway purposes, all in the City of Belton, Cass County, Missouri.

Lot Area: 447,946 Square Feet (10.28 Ac ±)  
 Proposed Floor Area Ratio (F.A.R.) = 0.084  
 Current Zoning: C-2/M-1  
 Proposed Zoning: C-2/M-1 (NO CHANGE)  
 Current Use: Vacant  
 Proposed Use: Manufacturing/Office

Required Parking: 1 stall/300 s.f. office + 1 stall/100 s.f. mfr = 45 stalls required  
 Proposed Parking: 52 stalls (2 handicap-accessible stalls)  
 \*Based on 3000 s.f. Office (10 stalls) & 34,700 s.f. warehouse (34.7 stalls)

**PAVEMENT LEGEND:**

- ASPHALT PAVEMENT
- 4" CONCRETE SIDEWALK
- 8" CONCRETE DRIVE
- TYPE "B" CURB & GUTTER
- TYPE "B" CURB & GUTTER - DRY
- 24" WIDE, CONC. RIBBON CURB

**SCALE:** 1" = 30'

PROJECT: 11244 - 401 N. SCOTT DRIVE, BELTON, MISSOURI. DATE: 11/21/14. SHEET: C1 OF 12. SCALE: 1" = 30'. DRAWN BY: JTS. CHECKED BY: EAS. PREPARED BY: JTS. DATE: 11/21/14. 11/21/14

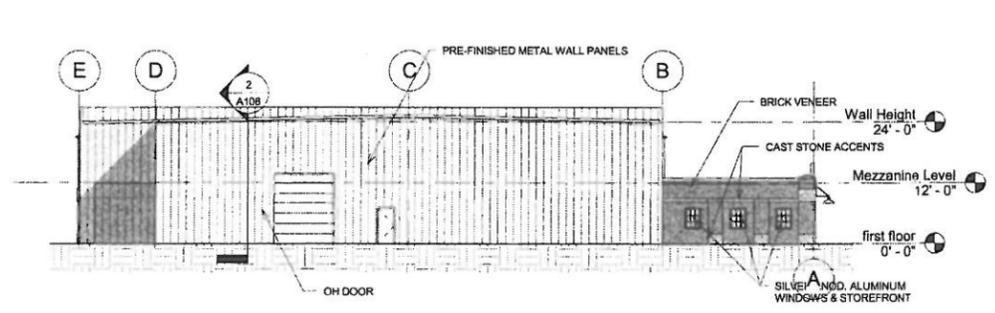


# Herman A. Scharhag Architects

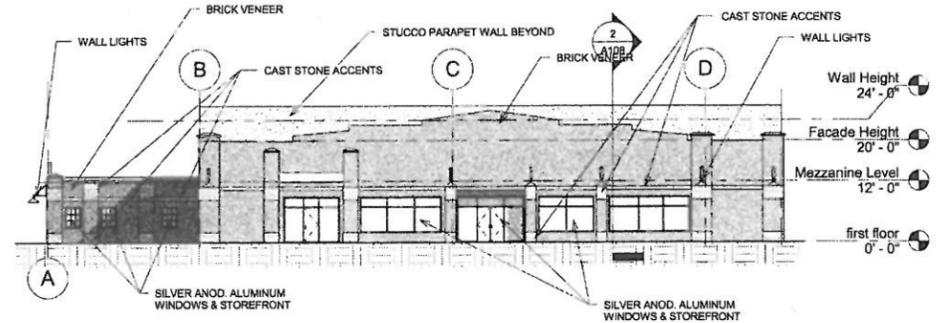
310 Armour Rd. #202,  
North Kansas City, Missouri 64116  
Phone 816-221-9297  
scharhag@att.net

CITY OF BELTON  
Distributed 12/24/14  
Project # 13-0002-345  
Plan # 712.114

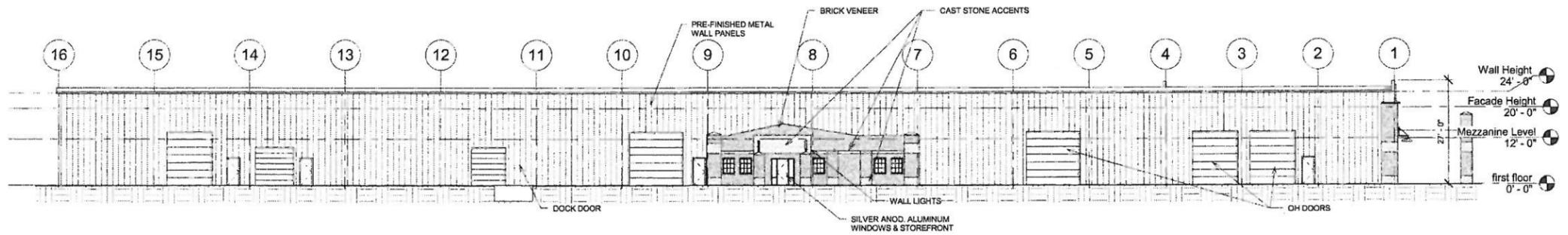
NEW BUILDING FOR  
**CARRIAGE WORKS**  
401 N. SCOTT



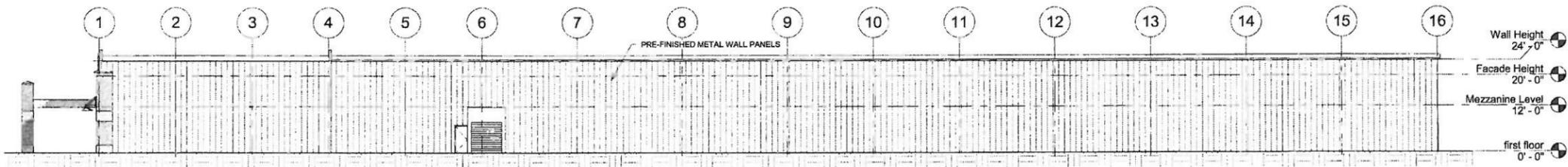
1 East Elevation  
1/16" = 1'-0"



3 West Elevation  
1/16" = 1'-0"



2 North Elevation  
1/16" = 1'-0"



4 South Elevation  
1/16" = 1'-0"

No.	Description	Date
Revision Schedule		

## Elevations

Project number 1309  
Date 05/12/2014

# A105

Scale 1/16" = 1'-0"

6/26/2014 12:20:07 PM



# **BRIAR CREEK VILLAS**

## **FINAL DEVELOPMENT PLAN**



## **FINAL DEVELOPMENT PLAN**

### **BRIAR CREEK VILLAS PLANNING COMMISSION MONDAY, JULY 7, 2014 – 7:00 P.M. CITY HALL ANNEX, 520 MAIN STREET**

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Assigned staff: Robert G. Cooper, City Planner

#### **CASE #FDP14-08**

Consideration of a Final Development Plan approval, for Briar Creek Villas, a 3.5-acre, senior housing development, located at 205 Cunningham Industrial Parkway, directly south of the North Cass shopping center.

#### **PROPOSED PROJECT DEVELOPMENT**

**Current Zoning:** R-3A (Apartment Community Residential) District / Senior Housing

#### **Surrounding Zoning / Use:**

West: R-3A /Lakewood Terrace – apartment complex

East: C-2 /General Commercial –North Cass shopping center

North: C-2 /Commercial – North Cass shopping center

South: M-1 /Light Manufacturing – undeveloped land

#### **BACKGROUND**

The applicant, Jim Moore, principal owner of ‘Housing Investment Partners II, LLC’, originally met with the Planning Commission on December 3, 2013 during their regular meeting and discussed a change in zoning, low-income housing tax-credits, and their proposed use of the property as an age-restricted multi-family apartment complex . Staff recommended approval with the stipulation the developer receive approval from the Missouri Housing Development Commission for the low income tax credits prior to City Council review and acceptance. The Planning Commission subsequently made a recommendation to approve to the City Council.

Their proposal would be to build a 9-million dollar, 48-unit (down from 60-units as originally proposed), senior housing facility on a 3.5-acre tract of land.

The developer is now prepared to move forward in the development process and has submitted a final development plan for review and final consideration.

The proposed project will consist of 48 age restricted housing units. These units consist of one-bedroom, one-bath, and two-bedroom, two-bath. The project will have three-stories, with a clubhouse and public areas on each floor-level. There will be on-site trash corrals...fully enclosed, with on-site open parking spaces. There will be a double driveway approach into the facility from Cunningham Parkway. Some of the existing trees along the north side will remain in place with additional plantings provided in accordance with an approved landscape plan.

The primary access to the development will be from Cunningham Industrial Parkway, which ties into Mo 58-Hwy to the north and Peculiar Drive to the south.

A portion of the development does not lie within a "Special Flood Hazard Area" (SFHA) as defined by the Federal Emergency Management Agency (FEMA).

**FINAL DEVELOPEMNT PLAN**

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Staff recommends **APPROVAL** of application FDP14-08 of the final development plan with the following condition(s):

**Department Comment** -This is in response to the plan review comments provided to the developer on June 16, 2014. Listed below are the comments followed by a response to each issue.

Planning –

Reference: - Site Plan

- The following violation wording shall be added to the ADA signage: 'Fines: \$50 - \$300'
  - **This note will be added to the sign detail shown on sheet C190 and a revised sheet will be issued with Addendum #1.**
- Provide a detailed exterior lighting plan, eg: parking lot and buildings
  - **A photometric lighting plan will be added to the set of plans with addendum #1.**
- Provide details on all proposed signage.
  - **A sign detail package is provided with this document for review.**

Reference: -Landscape Plan

- Provide details on landscaping irrigation system, including a back-flow preventer.
  - **Irrigation details will be added to sheet L2 with Addendum #1 and will be submitted to the city for review.**
- Provide a landscape escrow in the form of cash or irrevocable letter of credit in the amount of 25 percent of estimated cost.
  - **The owner and general contractor are aware of this and will comply with the city requirements.**
- Change zoning to R-3A (Apartment Community Residential) District.

- o **The note on sheet L-1 has been revised and will be reissued with Addendum #1.**
- Under the plant material schedule; all plant quantities are minus one. Pls. recalc. / design.

**The note on sheet L-1 has been revised and will be reissued with Addendum #1.**

Reference: -Parking Plan

- Accepted as submitted.
- All proposed landscaping shall be installed prior to the issuance of the final certificate of occupancy.
- o **Owner and contractor are aware of this requirement.**

**The note on sheet L-1 has been revised and will be reissued with Addendum #1.**

Reference: -Parking Plan

- Accepted as submitted.
- All proposed landscaping shall be installed prior to the issuance of the final certificate of occupancy.
- o **Owner and contractor are aware of this requirement**

Engineering –

General

- Waterline and sewer extensions will be private infrastructure. Revise water and sewer plans to show these as private and delineate public from private water. Provide backflow preventer vaults at R/W line for waterline. Review of revised waterline plans will be required before final acceptance.
  - o **Revised plans will be issued with Addendum #1 addressing this requirement.**
- 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.
  - o **The owner is aware this issue.**
- Comments and clarifications on the preliminary stormwater management report have been provided to the developer's engineer. Final acceptance of the stormwater management report is required before building permit issuance.
  - o **The Civil Engineer is aware of this requirement.**
- 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.
  - o **The Civil Engineer and Contractor are aware of this requirement.**

Site Plan (C100)

- Add to Note 3 under Construction Notes: 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.
  - o **Revised plans will be issued with Addendum #1 addressing this issue.**

#### Site Plan Details (C190)

- Traffic control plans are required to be submitted to the Public Works Department before any work impacting traffic on public streets begins, including modifications to Y Hwy.
  - **Revised plans will be issued with Addendum #1 addressing this issue.**
- Proposed driveway approaches shall comply with the City's standard detail (*Commercial Concrete Approach -STR-016*) for commercial approaches. Add note *or* callout on site plan for these two approaches.
  - **Revised plans will be issued with Addendum #1 addressing this issue.**
- Public sidewalk shall be constructed in accordance with City standard detail (*Typical Sidewalk - STR-012*). Replace "Public Sidewalk Ramps" detail with City standard detail.
  - **Revised plans will be issued with Addendum #1 addressing this issue.**

#### Grading Plan (C300)

- Change Note 11 in *Grading Notes* to read: "Contractor shall comply with Erosion Control plans per Sheet C400, C490 and C491."
  - **Revised plans will be issued with Addendum #1 addressing this issue.**

#### Erosion Control Plan (C400)

- Note 8 under *Erosion and Sediment Control Inspection Procedures*: Erosion control inspection form will be provided by the City. Please add at the end of Note 8: "and submitted to the City weekly and after each rainfall event producing runoff." to match Note 1.
- Permanent seeding note: Provide detail in plan set on permanent vegetation species.
- Note 8 under *General Notes*: Straw bales shall not be used. Use City of Belton standard detail ER0-008 and incorporate into note. Replace last sentence with "Inlet barriers shall comply with City of Belton standard detail ER0-008."
- Note 13: Straw bales shall not be used.
- Note 24: "...as required by the City of Belton Design and Construction Manual."
- Note 25: Phases must be provided on an erosion control plan sheet if phasing is to be allowed.
- Label construction entrance.
- Remove silt fence in front of proposed outlet structure at detention basin and provide rock check dam in front of outlet as well as on both inlets draining to detention basin.
- A State of Missouri Land Disturbance Permit (LOP) and City of Belton LOP are required to be submitted to the City Engineer before construction activities begin. Belton LDP will be provided to developer's engineer.
  - **Revised plans will be issued with Addendum #1 addressing all erosion control plan issues above.**

#### Utility Plan (CSOO)

- Waterline and sewer extensions will be private infrastructure. Revise water and sewer plans to show these as private and delineate public from private water. Provide backflow preventer vaults at R/W line for waterline.
  - **Revised plans will be issued with Addendum #1 addressing this issue.**

- Revise Note 4 to replace "Water Department" with "Water Services Division".
  - **Revised plans will be issued with Addendum #1 addressing this issue.**

#### Drainage Map (C600)

- Are velocities and HGLs provided in table for the 10 year or 100 year?
- Provide profile of sewer from detention outlet structure to existing ditch in the storm sewer plans (Sheets 610-613)
  - **Revised plans will be issued with Addendum #1 addressing the Drainage Map Issues above.**

#### BMP Plan (C620)

- See note in landscape plans on coordination between BMP plan and landscape plans.
  - See note below.
- Please provide notes regarding landscaping schedule (i.e., recommended months of the year) for specific BMPs and plant species.
  - **Revised plans will be Issued with Addendum #1 addressing this issue.**

#### Landscape Plans (L1 & L2)

- Change/update Landscape Plans (L-1 and L-2) to correspond with stormwater BMP plan (sheet C620). Trees, lawn and other landscaping appear In L-1 but conflict with the BMP plan. Landscaping provided in C620 should be used.
  - **Revised plans will be issued with Addendum #1 addressing this issue.**

#### Fees

- The following public infrastructure fees will be required before construction of the public improvements. The cost of public improvements will be based on a cost estimate provided by the developer's engineer and approved by the City Engineer.
  - Performance and 2 year Maintenance Bond at 100% of construction cost for public improvements.
  - Engineering review and inspection fee of 5% of public improvement construction cost. The current fee is 5% but City Council will be reviewing changes to the development fee schedule soon and this includes a reduction of this fee from 5% to 3%.
- The following additional fees related to public infrastructure will be due at building permit issuance:
  - Arterial street impact
  - Sanitary connection/water impact
  - Water tap

**The owner and contractor are aware of the required fees noted above**

### Building Inspections – Site Plan

The Building department has no comments related to the Briar Creek Site Plans.

#### Construction Plans

- The City of Belton requires water hammer arresters as per the 2012 IPC and sized for the distance from fixtures. Stand pipe are not acceptable for use as water hammer devices.
  - **Revised plans will be issued with Addendum #1 addressing this requirement.**
- The plans show the Backflow to be inside the building. The City of Belton requires the back flow device to at the meter.
  - **Revised plans will be issued with Addendum #1 addressing this requirement.**

The plans are accepted for construction as submitted pending resolution of the backflow location.

#### Fire Department -

- All portions of every building are required to be within 600 feet of a fire hydrant.
  - **This requirement will be verified.**
- There are no calculations for fire flow requirements.
  - **The calculations will be provided with the fire suppression shop drawings, which will be submitted for full review. Fire suppression work will not start until all documents are approved**
- The fire department connection for the fire suppression system is required to be a 5" Storz connection with a 30-degree elbow.
  - **A note will be added to sheet CSOO addressing this requirement.**
- The clearance for the covered drop off portico is required to be a minimum height of 13'6" in height.
  - **Revised plans will be issued with Addendum #1 addressing this Issue.**
- Submit fire suppression plans to the Belton Fire Marshal's office for review and permitting, including plans for the NFPA 13 system and NFPA 13R system.
  - **The contractor will submit full fire suppression design documents as shop drawings prepared by the installer. Fire suppression Installation work will not start until all plans have been reviewed and approved.**
- Submit fire alarm plans to the Belton Fire Marshal's office for review and permitting.
  - **The contractor will submit full fire alarm design documents as shop drawings prepared by the installer. Fire alarm installation work will not start until all plans have been reviewed and approved.**
- A Knox brand fire department key box will be required for this development. Specific products, ordering information and exact placement can be coordinated with my office at a later date by the contractor.
  - **The contractor is aware of this requirement.**
- Confirm location and type of exterior electrical disconnect. (Contact Fire Prevention Div. for information on KNOX products if interested.)
  - **Revised plans will be issued with Addendum #1 addressing this issue.**
- All fire alarm notification appliances, emergency lighting, exit signs, etc., will be field tested for adequate coverage. Any deficiencies must be satisfactorily addressed prior to final acceptance and occupancy.
  - **The owner and contractor are aware of this requirement.**

- Fire protection and utility equipment shall be readily identified.
  - **The owner and contractor are aware of this requirement and will install signage as instructed by the local authorities.**
- Individual electrical meters need to be addressed per the apartment they coincide with.
  - **Revised plans will be issued with Addendum #1 addressing this issue.**
- Provide details on what type of appliances will be installed in the clubhouse kitchenette.
  - **The kitchenette area at the top floor will have residential quality refrigerator, dishwasher, microwave and garbage disposal similar to the cut sheets provided with Addendum#!**
- Portable fire extinguishers are to be installed per code.
  - **The plans require extinguishers to be installed in each unit (sheets A1-A4). The contractor is aware additional common area extinguishers may be required as dictated by local authorities.**
- Please cloud any revisions to the plans that you choose to re-submit.
  - **All revisions will be clouded that relate to Addendum #1 and to address the comments above.**
- The plans will be accepted for construction once each item listed is satisfactorily addressed. Feel free to contact my office with any questions.
  - **All parties are aware of this requirement.**
- Any correspondence or revisions related to the comments from the Fire Department should be submitted directly to my office to speed review.
  - **All parties are aware of this requirement.**

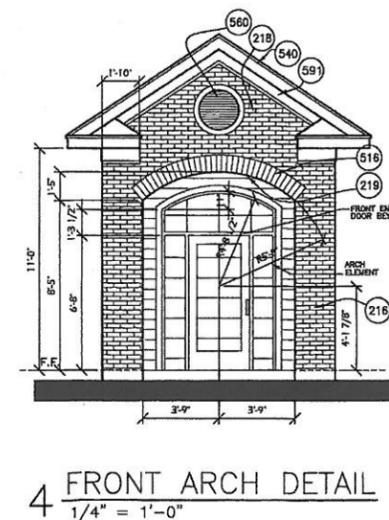
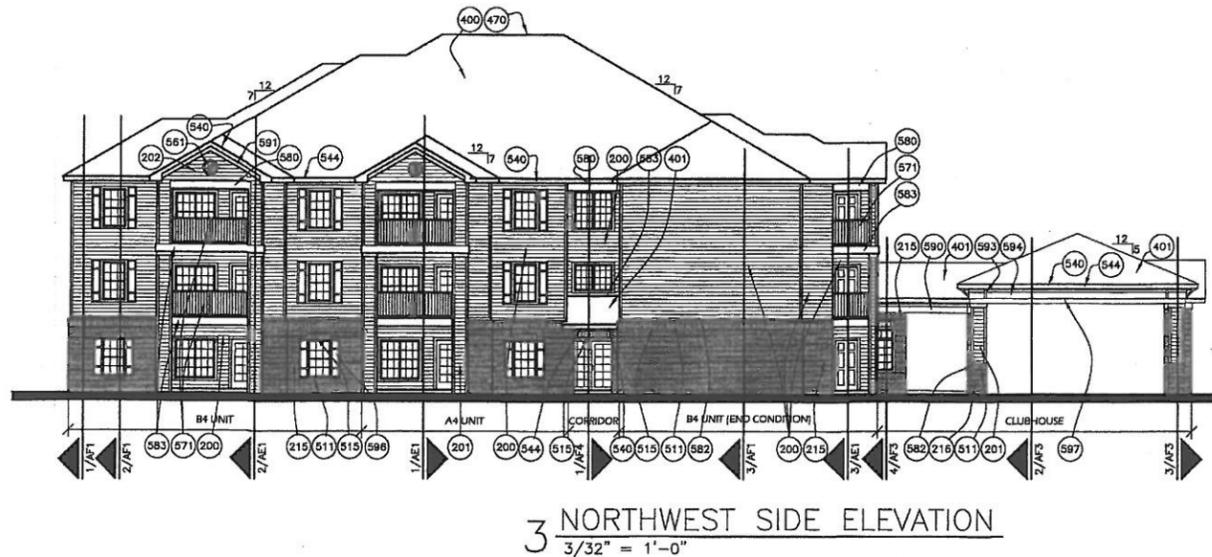
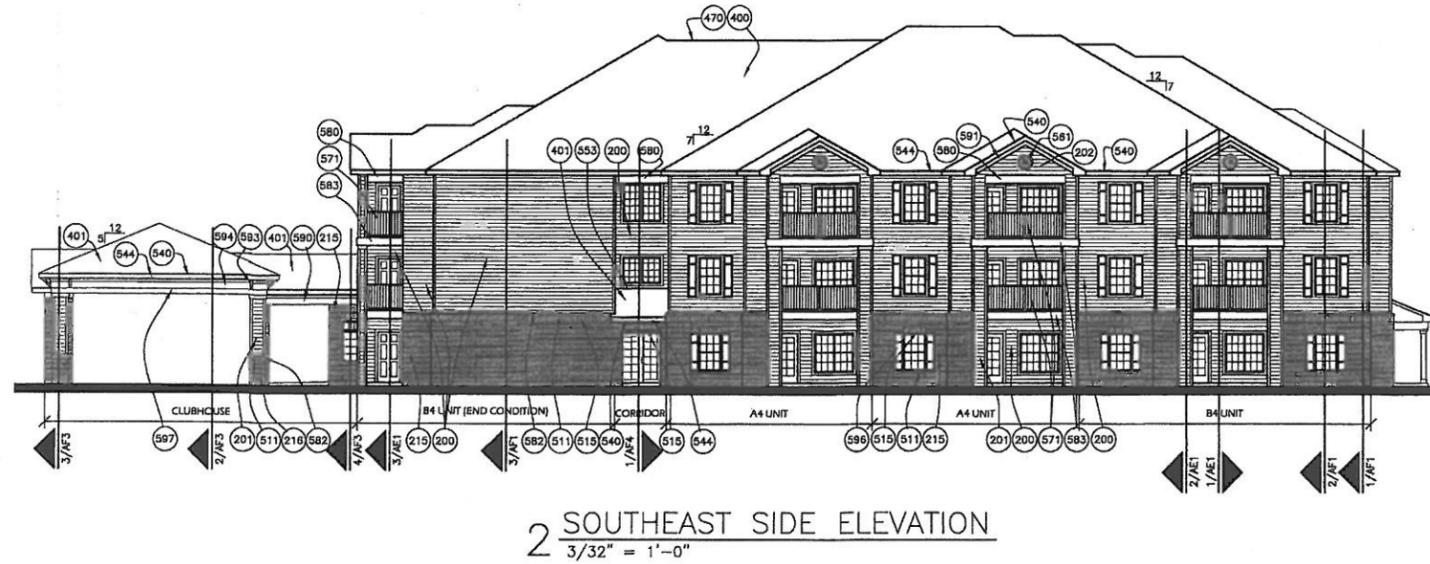
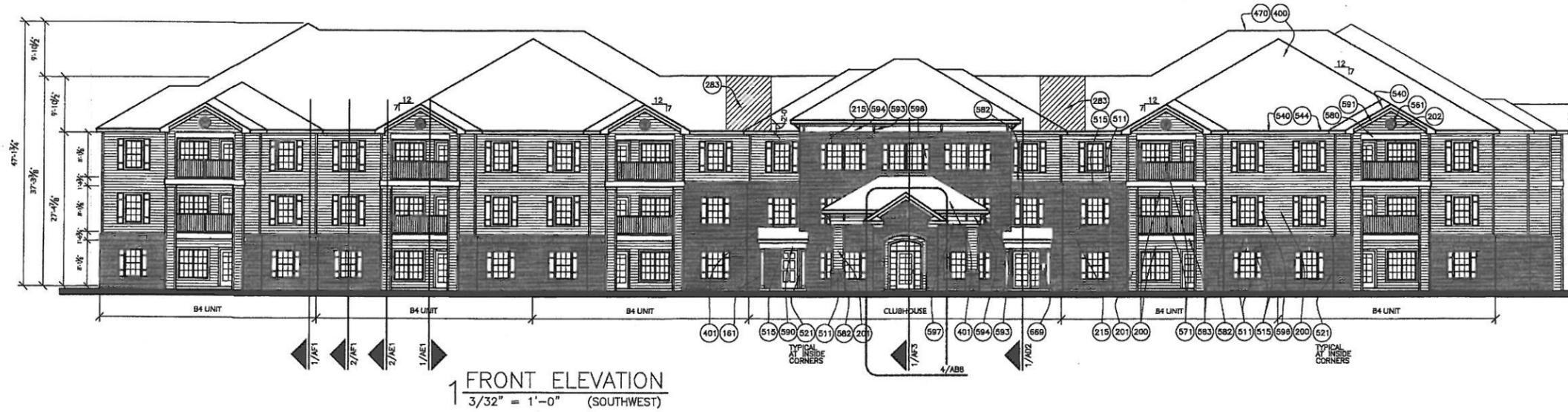
#### **PLANNING COMMISSION ACTION**

1. Motion to recommend Approval of Plan #FDP14-08, for 'Briar Creek Villas', a senior housing facility, on a 3.5-acre tract of land, located at 205 Cunningham Parkway.
2. Motion to recommend Denial of Plan #FDP14-08, for 'Briar Creek Villas', a senior housing facility, on a 3.5-acre tract of land, located at 205 Cunningham Parkway.
3. Motion to continue the case pending additional information.

#### **ATTACHMENTS**

1. Final Development Plan
2. Building Elevations
3. Landscape





**KEYNOTES**

- 161. 8X8 PREMANUFACTURED STRUCTURAL METAL COLUMN TO BE APPROVED BY ARCHITECT.
- 200. FIBER CEMENT SIDING ATTACHED TO BLDG. WRAP ON SHEATHING AND STUDS PER SCHED. WITH R-13 BLOWN CELLULOSUS INSULATION INSTALLED PER MFR REQS. (07210) WITH A VAPOR BARRIER UNDER 5/8" FIRE-RESISTANT GYP. BD. AT INTERIOR (09260). OMIT INSULATION AT NON-CONDITIONED SPACES.
- 201. FIBER CEMENT SIDING (08001) ATTACHED TO BLDG WRAP ON SHEATHING AND STUDS PER SCHEDULE.
- 202. FIBER CEMENT SIDING ATTACHED TO BLDG. WRAP ON SHEATHING PER SCHEDULE AND GABLE END ROOF TRUSSES (06001). (COLOR TO BE PROVIDED BY OWNER).
- 215. BRICK VENEER (04300) ATTACHED TO BLDG. WRAP ON SHEATHING AND STUDS (06100) PER SCHEDULE WITH R-13 BLOWN CELLULOSUS INSULATION (07210) WITH VAPOR BARRIER UNDER 5/8" FIRE RESISTANT GYPSUM BOARD AT INTERIOR (09260). OMIT INSULATION AT EXTERIOR STORAGE CLOSETS.
- 216. BRICK VENEER (04300) ATTACHED TO BLDG WRAP ON SHEATHING AND STUDS (06001) PER SCHEDULE.
- 218. BRICK VENEER (04300) ATTACHED TO BLDG. WRAP ON SHEATHING AND GABLE END ROOF TRUSSES. (06001)
- 219. BRICK VENEER (04300) AT UNDERSIDE OF ARCH. PROVIDE REQUIRED ANCHORS.
- 283. 2 HR FIRE WALL ASSEMBLY, PER WALL SECTION (09280), TO ROOF DECK. PROVIDE 5/8" FIRE RATED GYPSUM BOARD (09260) ATTACHED TO ROOF DECK (06001) 4" HORIZONTAL FROM EACH SIDE OF FIREWALL. NO ROOF PENETRATIONS ALLOWED WITHIN 5' HORIZONTAL OF FIREWALL.
- 400. 30 YR. FIBERGLASS SHINGLES (07310) ON DECKING PER SCHEDULE (06100) ON ROOF TRUSSES (06001) WITH R-38 CELLULOSUS BLOWN INSULATION (07210) WITH 5/8" FIRE RESISTANT GYPSUM BOARD ON RESILIENT CHANNELS AT CEILING (09260). OMIT INSULATION OVER NON-CONDITIONED SPACES.
- 401. 30 YR. FIBERGLASS SHINGLES (07310) ON DECKING PER SCHEDULE (06001) ON TRUSSES AT 24" O.C. (06001).
- 470. CONTINUOUS RIGID ROOF JOINT TO BE APPROVED BY ARCHITECT (07720).
- 511. BRICK ROWLOCK COURSE (04200). SLOPE TO TOP COURSE.
- 515. BRICK SOLDIER COURSE (04200).
- 518. ARCHED BRICK SOLDIER COURSE (04300).
- 521. BRICK EXPANSION JOINT FOR FULL LENGTH OF WALL (INCLUDING ROWLOCK AND SOLDIER COURSE IF APPLICABLE) RE: DETAILS.
- 540. ALUMINUM DRIP ON 1X6 HARDI TRM H.D. OR APPROVED EQUAL. FASCIA ON 2X4 BUS-FASCIA (06001).
- 544. 32 GA. 5" ALUMINUM GUTTER WITH 2X3 DOWNSPOUTS & PRE-MANUFACTURED PLASTIC SPLASH BLOCK. VERIFY GUTTER IS INSTALLED UNDER ALUMINUM DRIP AT FLASHING.
- 553. FLASHING (07600).
- 560. 24" DIA. VINYL OR PLASTIC LOUVERED DUMMY VENT TO BE APPROVED BY OWNER.
- 561. 18" DIAMETER VINYL OR PLASTIC LOUVERED VENT. DUMMY. TO BE APPROVED BY OWNER.
- 571. STEEL TUBE RAILS WITH 1 1/2" SQ. TUBE TOP RAIL AT 3'-5" A.F.F. MIN. WITH 1 1/2" SQ. TUBE BOTTOM RAIL WITH 1/2" BALUSTERS (05500) AT 4" MAX. SPACE BETWEEN WITH 1 1/2" SQUARE STEEL TUBE VERTICAL SUPPORTS AT 4'-0" MAX O.C.
- 580. 2X12 EXTERIOR TRIM ON FACE OF BEAM PER FRAMING PLANS (06001).
- 582. 2X4 PAINTED EXTERIOR TRIM (06001) OWNER TO PROVIDE COLOR, CUT BOTTOM AT 15 DEG. ANGLE AND ATTACHED TO WALL. ANGLE OF TRIM TO MATCH ANGLE OF BRICK ROWLOCK BELOW. PROVIDE FLASHING BEHIND TRIM PER DETAIL.
- 583. 1X12 EXTERIOR TRIM AT FACE OF BALCONY BEAM.
- 590. BEAM PER FRAMING PLAN WITH BLOCKING. CLAD WITH 5/8" F.R. GYP. BD. INSTALL 2X12 EXTERIOR TRIM AT FRONT AND SMOOTH FINISH CEMENT SOFFIT BOARD AT BACK AND BOTTOM. VERIFY 2X12 TRIM EXTENDS PAST TRIM AT TOP OF COLUMN.
- 591. 1X6 TRIM ON 2X6 GABLE TRIM AT BAIVE.
- 593. PYPON 056700 ENVE BRACKET, OR EQUAL AT LOCATIONS SHOWN ON ELEVATIONS.
- 594. 1X4 EXTERIOR TRIM ON 1X8 EXTERIOR TRIM ON BLOCKING AND 2X12 EXTERIOR TRIM ON BLOCKING. RE: SECTIONS AND DETAILS.
- 596. PREFINISH RAISED PANEL VINYL SHUTTER 14" WIDE X LENGTH OF WINDOW PLUS WINDOW TRIM AS SHOWN ON THE ELEVATIONS. COLOR TO BE APPROVED BY THE OWNER.
- 597. CLAD BEAM AND FRAMING WITH SMOOTH FINISH HARDI PANEL. ON VAPOR BARRIER ON 5/8" F.R. GYP. BD. SHEATHING.
- 599. LOCATION OF KEYPAD ENTRY ACCESS TO BE APPROVED BY OWNER.

**Briar Creek Villas**  
 A Senior Community in Belton, Missouri  
 MHDC Project #14-070MT-USBO

**Housing Investment Partners II LLC**  
 1730 E. Republic Rd.  
 P.O. Box 3737  
 Springfield, MO. 65808

JIM EPPER ARCHITECT OF RECORD  
 MISSOURI LICENSE # ART 000136  
 Parker Associates  
 2202 East 48th Street South,  
 Suite 200  
 Tulsa, OK 74105  
 (918) 742-2465

JOB NUMBER: 212032  
 DRAWN BY: BH  
 DATE: 04/30/2014

ELEVATION  
 SHEET NUMBER AB8 OF 9



# **ANNEXATION STRATEGY**

**5, 10 & 15 YEAR**



***DRAFT COPY***

City of Belton

5, 10, & 15 Year Annexation Plan

JUNE 2014

Prepared by: City of Belton Dept. of Economic & Community Development

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## **Introduction:**

This Annexation Plan (the “Plan”) is intended as a policy framework to guide future annexation decisions by the City of Belton’s (the “City”) Planning Commission and City Council. It outlines a method for the City to pursue annexation to expand its incorporated city limits and create future growth areas.

The Plan provides a general overview of the process by which the City can initiate the annexation of surrounding areas and includes: the purpose for pursuing annexation, the different types of annexations and process required for each type and recommendations for future annexations.

The approval of the Plan by the City Council does not initiate the annexation of any property outlined in the Plan, nor does the Plan represent an existing annexation. Implementation of annexation outlined in this document will require the City Council to follow the procedures outlined by the Missouri Revised Statutes..

The Plan should be used as an advisory document for annexation. Before the City Council initiates any annexation in the areas described herein, the City Council will be provided with a thorough fiscal analysis that examines the cost of providing services, the projected revenue that will be generated, growth projections, and impacts on current and future property owners within the proposed annexation areas.

The City’s Capital Improvement Program (CIP) is a five year capital project policy document establishing project priorities, funding methods and project start dates. The CIP is reviewed each year by the City Council and any necessary modifications to the CIP are made accordingly; it should also be reviewed by the Planning Commission. Beyond five years it is difficult to determine either the economic and commercial growth for Belton or predict the availability of funding for development projects. This is where the policies and goals of the city’s Comprehensive Plan should be used as a guide for Belton’s decision makers. Belton must update its existing Comprehensive Plan this will help ensure consistency, orderly development and predictability for both the City’s residents and development community.

The Plan shall be reviewed and updated by the Planning Commission and City Council every five (5) years.

## **Purpose of Annexation**

The annexation process is governed by the Missouri Revised Statutes. Generally, the process requires that the municipality pursuing annexation demonstrate that the annexation is both 'reasonable and necessary'. The terms reasonable and necessary embody two separate but closely related concepts.

The following are general principles for consideration of future annexation. Generally, reasonableness and necessity are shown where annexation area exhibits adaptability to urban purposes and is necessary or convenient to a reasonable exercise of city government. More specifically, factors for consideration are:

- Municipal need for residential or industrial sites within the annexation area.
- Inability to meet Municipal needs without expansion.
- Reasonably foreseeable needs, rather than merely visionary one.
- Past growth showing future necessity.
- Extent of Municipal 'spillover'.
- Benefits of uniform application and enforcement of Municipal Zoning.
- Benefits of uniform application and enforcement of Municipal Building Codes.
- Need for extending police protection.
- Benefits of uniform application and enforcement of Municipal Services.
- Enhancement of annexation area land values, and
- Resulting regularity of City boundaries.

## **Annexation Process**

There are two types of annexation, voluntary and involuntary. This section outlines the process for each type of annexation:

### **Voluntary Annexation**

Voluntary annexation may occur if 100% of the property owners in an area petition the city for annexation. If the city consents, a public hearing must be held before the city can approve the petition. The public hearing must be held between fourteen (14) and sixty (60) days after the petition is received. When property owners voluntarily annex, there is no requirement for the city to provide any kind

of plan or timetable for providing municipal services to the annexing area. However, the city must be able to provide normal municipal services within a reasonable time.

#### Involuntary Annexation

Involuntary annexation can only occur if the annexation is approved in an election, where the annexation has been approved by a majority of votes cast in the area to be annexed, and by a two-thirds majority of votes cast in the city. Before an election can occur, the City must also comply with extensive legal requirements set forth in 71.015 RSMo to ensure that interests of annexed property owners are protected. Among the requirements, the City must adopt a 'Plan of Intent' to provide services to the area within three (3) years after annexation is approved, and must specifically demonstrate how the city proposes to zone the area(s) to be annexed. As additional protection, the city can not involuntarily annex the land unless they obtain a 'Declaratory Judgment' from the Circuit Court that the annexation is reasonable and necessary, and a judicial determination that the city has the ability to provide municipal services within three (3) years. If the Declaratory Judgment and determination does not occur, the city cannot annex.

#### Cause of Action for De-annexation

For informational purposes, the potential for 'De-Annexation' should also be presented. Failure of the municipality to provide the services in the area as prescribed in the 'Plan of Intent' or failure to zone as promised in the Plan of Intent within three (3) years after the effective date of the annexation will give rise to a cause of action for de-annexation that could be filed in circuit court. The only persons who can bring such an action are those who were residing in the area at the time annexation became effective. Thus, anyone moving into the area after the effective date could not bring action.

### **Annexation Agreements with Neighboring Cities**

Currently, only one neighboring city has a formal annexation agreement with the City.

**City of Peculiar:** The City and the City of Peculiar entered into an Annexation Agreement and subsequent Amendment approximately ten (10) years ago. The City proposed an annexation area which is south of 203<sup>rd</sup> Street and East of Y-Highway, close to Peculiar's northwest city limits.

## 5-Year Area Annexation Plan

**1. Non-contiguous parcels:** The annexation of parcels which are not contiguous or those parcels isolated outside of city limits. These are parcels that are strategically necessary to achieve the population goals and objectives of the City. (See attached map)

**Location 1:** Several parcels along and south of Cambridge Road west of Mullen Road to Holmes Road and south to 184<sup>th</sup> Street.

Rationale: Missouri Department of Transportation (MODot) recent completion of roadway improvements to Holmes Road has spurred new development. It is in the city's best interest to annex these land areas to ensure future development and growth are consistent with the City's comprehensive plan, land use/zoning and building codes.

Process: Voluntary annexation action should be reviewed and subsequently initiated either consistent with priorities recommended by this Plan or as approved by the City Council.

**Location 2:** The Eagle's Landing Golf Course property along and north of Markey Road and west of Westover Road north to 155<sup>th</sup> Street and west to Prospect Avenue.

Rationale: The close proximity of the Markey Business Park and the potential reinvestment in the city's golf course property has spurred new development. It is in the city's best interest to annex these land areas to ensure future development and growth are consistent with the city's comprehensive plan, land use/zoning and building codes.

Process: Voluntary and Involuntary annexation actions should be reviewed and subsequently initiated either consistent with priorities recommended by this Plan or as approved by the City Council.

**Location 3:** Several parcels immediately south of Highway 58 west to Holmes Road (including Wheatland Estates) and north to the Fairway Ridge residential subdivision.

Rationale: One of the city's future growth areas is located in the southwest quadrant section. The Missouri Department of Transportation (MODot) recent completion of roadway improvements to Holmes

Road has spurred new development. It is in the city's best interest to annex these land areas to ensure future development and growth are consistent with the city's comprehensive plan, land use/zoning and building codes.

Process: Voluntary and Involuntary annexation actions should be reviewed and subsequently initiated either consistent with priorities recommended by the Plan or as approved by the City Council.

## **10-Year Annexation Plan**

**1. South Belton:** The annexation of parcels which are contiguous with current City limits. (See attached map)

Location 1: Properties south of 184<sup>th</sup> west of Mullen Road to Cleveland Avenue and south to 187<sup>th</sup> Street.

Rationale: The proposed annexation is reasonable and necessary to the proper development of the city, and the land to be annexed is contiguous to the existing city limits.

It is in the City's best interest to annex these land areas to ensure future development and growth are consistent with the City's comprehensive plan, land use/zoning and building codes.

Process: Voluntary / Involuntary annexation action should be reviewed and subsequently initiated either consistent with priorities recommended by the Plan or as approved by the City Council.

**2. Southwest Belton:** The annexation of parcels which are contiguous with current City limits. (See attached map)

Location 1: Properties south of 184<sup>th</sup> Street to 187<sup>th</sup> Street, then west to Holmes Road, north to 174<sup>th</sup> Street.

Rationale: The proposed annexation is reasonable and necessary to the proper development of the city, and the land to be annexed is contiguous to the existing city limits.

It is in the City's best interest to annex these land areas to ensure future development and growth are consistent with the City's comprehensive plan, land use/zoning and building codes.

Process: Voluntary / Involuntary annexation action should be reviewed and subsequently initiated either consistent with priorities recommended by this Plan or as approved by the City Council.

### **15-Year South Annexation Plan**

Location: All remaining parcels not included in the proposed 10-year Annexation Plan between the North Cass interchange and Holmes Road, south of 187<sup>th</sup> Street to 203<sup>rd</sup> Street.

Rationale: The proposed annexation is reasonable and necessary to the proper development of the city, and the land to be annexed is contiguous to the existing city limits.

It is in the City's best interest to annex these land areas to ensure future development and growth are consistent with the City's comprehensive plan, land use/zoning and building codes.

Process: Voluntary / Involuntary annexation action should be reviewed and subsequently initiated either consistent with priorities recommended by this Plan or as approved by the City Council.

## ANNEXATION ANALYSIS – PROCEDURES

During the annexation process, the Planning Commission shall evaluate the following items when applicable and before providing a recommendation for, or against, the proposed annexation to the City Council. In the case of a voluntary annexation, additional items may be required from the property owner if deemed necessary.

### 1. Property Features

Map(s) and documents showing the features on and surrounding the property, including:

- 1) Present and proposed City boundaries;
- 2) Existing land use;
- 3) Proposed zoning;
- 4) Existing buildings;
- 5) Location of existing septic tanks and wells;
- 6) Existing and proposed water, pressurized irrigation, canals and sewer mains;
- 7) Proposed extensions of existing streets and public utilities;
- 8) Acreage of property to be annexed, and;
- 9) Existing utility service providers.

### 2. Service Needs Assessment

The property owner shall provide maps and documents listing and describing in detail those city services that must be expanded to meet the needs of the proposed annexation. Future municipal services needed to adequately serve the proposed annexation should be estimated for the following:

- 1) Police protection (personnel, equipment, etc.)
- 2) Fire protection (personnel, equipment, hydrants and fire stations)
- 3) Public works (additional street lighting, maintenance, construction, garbage collection and street mileage)
- 4) Parks and Recreation (additional park acreage, recreational programs, new facilities, and personnel)
- 5) Water and Fire protection (water main construction, maintenance, replacement of old lines, valid water rights)
- 6) Sanitary Sewer (new interceptor lines, additional treatment plant costs, capacity constraints, costs to maintain pump station(s), etc.)
- 7) Storm drainage (detention, connection to existing storm drain systems, flood channels, and outlets)

### 3. Proposed Services: City Costs and Revenue

The cost of development statement should include the additional cost incurred by the City for all services provided by the city resulting from the proposed annexation and development. The petitioner should also provide a summary statement of all anticipated building permits, growth impact fees, sales tax, property tax, and other public revenue generation resulting from the project at building out. This analysis should also include the number of proposed residential, commercial and industrial units, estimated population at build out of the proposed annexation area, current assessed valuation of the proposed annexation area and anticipated assessed valuation at build out, and a summary statement of any financial commitments bound to the property by a Special Service District.

### **ANNEXATION AGREEMENTS**

If municipal services to the proposed annexation area can only be provided by the future construction of onsite and offsite facilities, the city may negotiate terms and a time frame with the property owner for the construction of these services through an **Annexation Agreement**. The annexation analysis described above should serve as a guide for the City in its decision as to form, extent, and content of the annexation agreement.

### **ANNEXATION APPROVAL CRITERIA:**

Future Annexation should be evaluated using the following criteria:

- Will the annexation increase Belton's tax base or revenue producing ability?
- Is the annexation necessary to control short-term development in an area which is important to Belton's long-term growth plans?
- Do the annexation plans of adjacent communities threaten the long-term growth potential of Belton?
- Does the annexation add an area with short-term development potential which can be easily serviced by existing infrastructure?
- Is the property in Belton's long-term growth area being inappropriately developed under Cass County development regulations?
- Will the annexation over-burden City resources?

## **POLICY STATEMENTS:**

1. DEVELOPMENT IN THE ANNEXED AREA SHOULD BE CONSISTENT WITH THE CITY'S COMPREHENSIVE PLAN.
  - Any proposed development in an annexed area should be consistent with the Comprehensive Plan. However, the Comprehensive Plan may be amended as deemed necessary and appropriate.
2. PLANNING COMMISSION TO REVIEW PROPOSED ANNEXATION
  - In order to facilitate orderly growth and development, the Planning Commission shall review all proposed annexations and make recommendations to the City Council in accordance with state law.
3. ANNEXATION TO BE CONSIDERED ONLY IN AREAS OF POTENTIAL URBAN SERVICE
  - Belton's policy is to only consider annexing areas where the city has the potential to provide municipal services (either directly or by inter-local cooperative agreement).
4. ISLANDS AND PENINSULARS OF UNINCORPORATED AREAS TO BE ANNEXED
  - Belton encourages islands and peninsulas to become annexed.
5. TIME PERIOD TO COMPLETE VOLUNTARY ANNEXATION PETITION STUDY
  - After an annexation petition has been certified, the protest period over, and the petition forwarded to the Planning Commission for study, a period of one year is allowed to finish the study and submit a recommendation to the City Council. If action is not taken in that one year period, the annexation request will be null and void. However, one 6-month extension may be allowed to complete the study and prepare a recommendation to the City Council.
6. MUNICIPAL SERVICES IN UNINCORPORATED AREA
  - The plan for extension of municipal services is represented in the Comprehensive Plan and the Capital Improvement Plan for public facilities. These two adopted documents are developed around the

Future Land Use Plan which is incorporated in the Comprehensive Plan. The critical component of this is the ability of the city to provide municipal services to these areas.

#### 7. HIGH QUALITY MUNICIPAL SERVICES TO BE PROVIDED

- It is the policy of Belton to extend high quality municipal services, delivered efficiently throughout the city – including areas of annexation. Further, the city promotes the equitable distribution of community resources and obligations. Such services may be provided directly by Belton, through inter-local cooperative service agreements, or through creation of such special improvement districts as determined by Belton to be in the best public interest of its citizens.

#### 8. COMPLIANCE WITH STANDARDS AND REGULATIONS

- It is the policy of Belton to require the development of annexed areas to comply with city standards and regulatory laws. This includes the city's building code, subdivision regulations, zoning ordinance, and development standards for street width, curbs, gutters, sidewalks, street lighting, road signs, and other utilities. However, existing development may be annexed as legal non-conforming development and uses, consistent with Belton's unified development code which addresses non-conforming uses.

#### 9. AVOID ENVIRONMENTAL SENSITIVE AREAS

- It is the policy of Belton to avoid development of wetlands, critical environmental habitat areas and other environmental conditions that jeopardize the integrity of the city infrastructure. Consideration will be given however, should the developer define how they will mitigate these issues in conformance with city ordinances, federal and state regulations in the annexation agreement.

#### 10. MUNICIPAL SERVICES ON AS-NEEDED BASIS

- In areas where municipal services are not available, services will be extended on an as-needed basis at the cost of the property owner. All extensions of municipal services must comply with city ordinances and policy criteria and will be paid for by the individual property owner.

## 11. EXTENSION OF ROADS, STREETS, AND OTHER VITAL PUBLIC FACILITIES

- As a condition of annexation, property owners may be required to extend streets, water, sanitary sewer, and other public facilities consistent with city code. Development of improvements shall be extended to the edge of property lines. These details will be set out in an annexation agreement which will be recorded with the Cass County Recorder of Deeds.

## 12. ESTIMATE TAX CONSEQUENCES OF ANNEXATION

- It is anticipated that areas annexed into the city will increase in value, and the tax assessment on newly developed areas, along with impact fees, development fees, and additional revenue assessments will generate revenue to help support the new services. However, the city needs to constantly monitor and advocate for a balanced tax base through economic promotion and development and by encouraging commercial and service industry growth.

## 13. REVENUE AND ANNEXATION

- Consistent with State Law, it is Belton's intent to annex territory for the sole purpose of acquiring revenue. However, it is important for a community like Belton to maintain a balanced tax base.

## 14. COMPLY WITH CITY STANDARDS

- It is the desire of Belton that, in the event parcels of land within the expansion area are developed and are not able to be annexed into the city, such developments will be consistent with Belton's standards and specifications for street and public facilities and the County will refer all developments to the city for review and recommendations.

## 15. FINANCE SERVICES

- It is the policy of Belton that developments should finance their extensions of municipal services. Impact fees derived from a developer may fill in some gaps in providing services to the area but development within expanded areas needs to be the primary responsibility of the developer/petitioner.

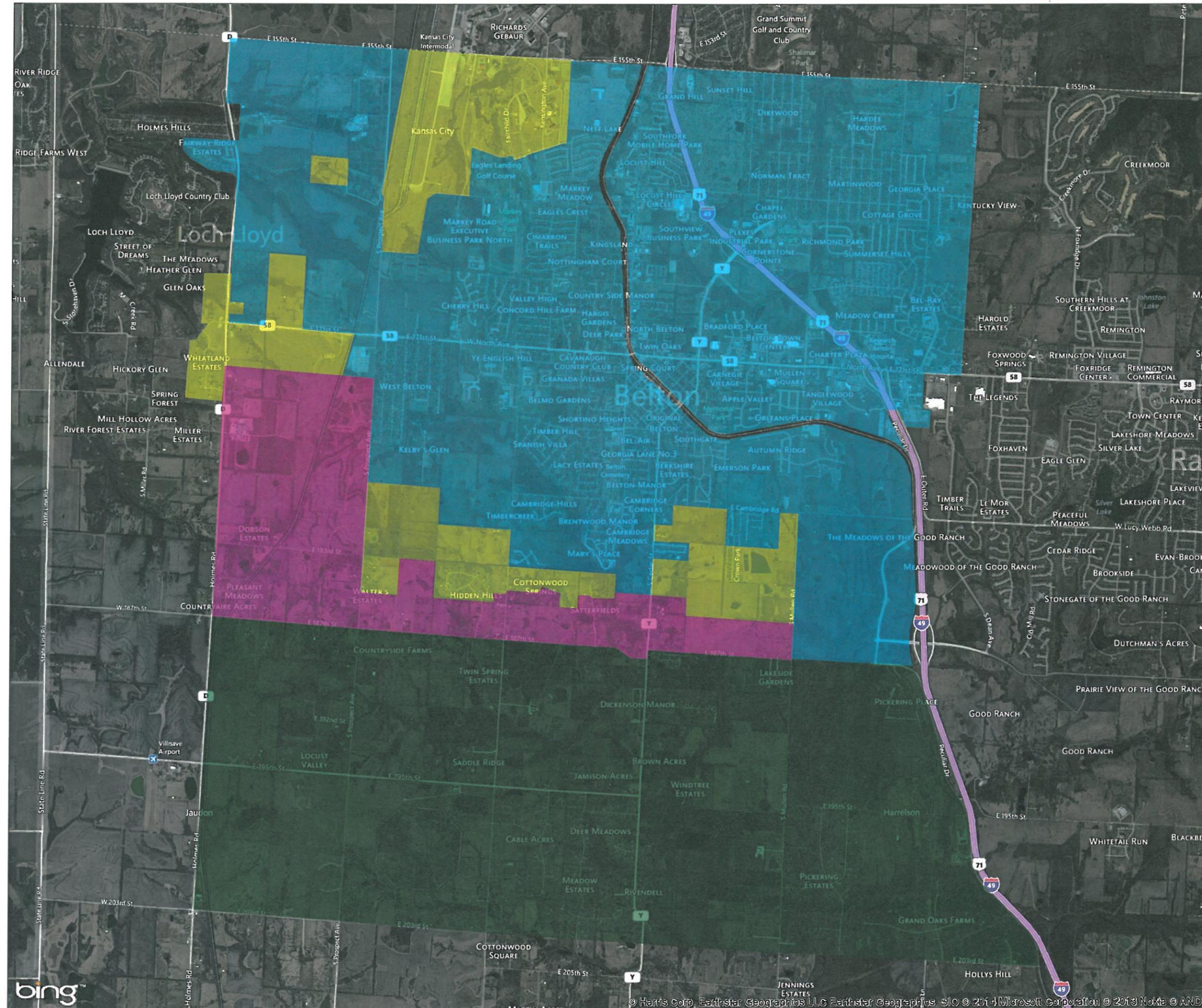
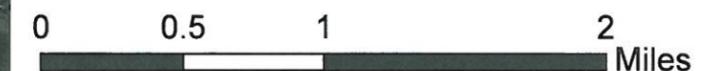
# Proposed Annexation Areas



**Belton\_Boundary\_Alt**

**Proposed Annexations Timetable**

- 5-Years - 1,870 Acres
- 10-Years - 1,725 Acres
- 15-Years - 6,730 Acres



# **BELTON BEAUTIFICATION PLAN**

**DRAFT**

# Draft

# BEAUTIFICATION PLAN

City of Belton

April 2014



## INTRODUCTION

In response to public input and internal discussions, the City and the Parks Department believe it to be critical to the morale and prosperity of the community that there is a renewed focus on the appeal and aesthetics of the community. Subsequently, the City has developed this “Beautification Plan” as the guidance for the strategic creation, placement and maintenance of beautification areas. This Plan will also be complimentary to the City’s MS4 Permit through the Missouri Department of Natural Resources (DNR) that establishes the goals and objectives of the City’s approach to the stewardship of its natural environment.

## DEFINITIONS

*Biological control* – the use of biological agents, such as insects, to control weeds.

*Chemical control* – the use of herbicides, both pre- and post-emergent.

*Disease control* – the maintenance of healthy plants accomplished by food cultural practices.

*Edging* – the control by manual or chemical means of plant growth, both to lawn area surrounding the bed, and plant material in the beds.

*Fertilizing* – the use of organic or inorganic materials to adjust fertility levels in the soil.

*Insect control* – the suppression or eradication of harmful insects in the landscape.

*Irrigation* – the supply of water to plantings, either through automatic irrigation systems or manual systems.

*Manual or mechanical control* – the use of hand and power tools to remove unwanted vegetation.

*Landscape beds* – plant beds are non-turf, planted areas that include plants such as shrubs, trees and ground covers. Plant beds also include floral color displays containing herbaceous plants such as perennials, annuals and bulbs.

*Weed control* – the control of undesirable plants species either by manual or chemical control.

## **TYPES OF LANDSCAPE BEDS**

Location, level of visibility, and site use dictate the type of bed to use and the maintenance standards for plant beds. Even with similar beds, maintenance techniques can differ for highly visible (high-traffic) areas as opposed to remote areas that may remain informal and natural. For that reason, planned landscape bed, best management practices (BMP) are tailored to the specific requirements of plant material and site goals. At a high priority site, the desired result may be to promote prolonged bloom in floral displays.

Landscaped plant beds can be divided into three (3) categories according to level of visibility and usage:

1. Priority 1 Area: are strategically placed, high-visibility landscapes with the highest standard of maintenance which includes weekly watering, grooming, weeding and regular site visits.
2. Priority 2 Area: are beds that are very visible and have a high standard of maintenance which includes weekly watering, grooming, weeding and regular site visits.
3. Priority 3 Areas: are beds that are moderately visible and a standard of maintenance that includes periodic watering, monthly weeding and seasonal pruning.

Newly-established landscapes will also have a very high standard of maintenance through the plant establishment period (1-5 years), which includes daily/weekly watering, grooming, weeding and regular site visits.

## **Existing Site/Environmental Conditions**

Site microclimate considerations are taken into account when planning a new planting or renovating an existing one. The following factors must be weighed:

- The condition of current plant material is a good indicator of existing cultural conditions. Compaction, low nutrients, and types of pest populations determine renovation and plant selection options. This is particularly true of soil-borne pathogens. Selecting resistant plant materials is a must. It is also recommended to select plants that do not require fertilizers or highly specialized care.
- Soil may require amendment to improve drainage or water-holding capacity. Heavy clay or very sandy soils may be improved if desired, but appropriate plant selection is vital to the success of the planting.
- Irrigation and drainage conditions must be assessed and any improvements included in the design process. Run-off should be eliminated as much as possible.
- Cultural conditions such as exposure to sunlight and reflected light and heat, wind, and rainfall apply to plant selection and irrigation installation.

- Safety. Safety issues include access, falling branches, plant growth that blocks pathways, visibility through shrub beds, and rerouting pedestrian traffic to sidewalks.
- In floral displays, the maintenance budget for the display must be taken into consideration when selecting plant material. Some annuals and perennials require more grooming than time constraints allow and should only be used where they will receive adequate care.
- Species diversity offers a longer season of interest. Monocultures can be more susceptible to total failure in case of insect or disease problems.

## **PLANTING DESIGN**

Landscape plant beds are often the focal point of a park, streetscape or City building. They provide color, texture, space definition, fragrance, wildlife habitat and other benefits enjoyed by the community. Environmental conditions allow planners, designers and maintenance staff to create a landscape plant collection of real beauty. Careful management of these assets is required to create a scenic and appealing place to live and do business in Belton. The visual environment is of major importance to most people and can be enhanced by coordinating all aspects of the City. All man-made elements should relate to the natural resource or environment, either blending with it or enhancing it.

*The primary consideration of this plan is aesthetics*, and consideration of all of the following key design issues when selecting planting material is critical:

- Shape
- Color
- Texture
- Seasonal Interest
- Growth Rate
- Mature Size
- Drought Tolerance
- Native Plants
- Plants of Merit
- Plant Diversity
- Maintenance
- Safety/Security

## **BEST MANAGEMENT PRACTICES**

### Site Preparation

Preparing the site properly is important to the long-term success of a landscape; making the necessary cultural improvements before planting saves time and money. The following are BMP's for site preparation:

- *Existing Weeds*- to prepare a site for landscaping or renovation, existing weeds and undesirable plant materials should be removed as thoroughly as possible. Weed

populations (especially difficult-to-control weeds) affect planting plans. In a primary bed location, they should be eradicated before installation of new landscapes. If mechanical eradication is not practical, an appropriate chemical control may be used.

- *Overgrown Plants*- plant material that is too large, or has an expected mature size that is too large for the space, should be replaced with appropriately sized species.
- *Diseased Plants*- disease and insect-resistant material should be selected and used where the culture will promote healthy growth. In an existing planting to be renovated, diseased plants shall to be removed and replaced with healthy specimens or treated by appropriate means.
- *Soil*- soil amendments as required should be added to and incorporated into an entire planting area. Avoid tilling saturated soils, which can damage tilth.
- *Water*- irrigation systems should be installed as needed. Drainage systems should be carefully installed in every landscape bed. ***Depending on the location and topography of the area around it, the bed should be landscaped to collect run-off in such a way that the stormwater is allowed to absorb and be utilized by the plantings, while filtering the run-off and possibly detaining it in a beneficial manner. This effort will fit within the City's MS4 Permit that is managed and monitored by the City Engineer.***
- *Landscape Features*- install retaining walls, pathways and hardscape features prior to plant installation to avoid subsequent damage.
- *Rocks and Debris*- excessive rocks and debris must be removed. Rake area to establish finish grade.
- *Fertilizers*- a soil test indicates fertility levels in the soil. Fertilizer, if required, should be applied to site and incorporated into soil. It helps to know if amendments include un-composted woody material, which will require nitrogen.
- *Annuals*- annual flowerbeds shall be spaded or tilled at planting time. Amendments such as compost, sand, or Perlite can be added to adjust drainage. In containers, the addition of hydrating gel can enable the use of plant material that might not otherwise be appropriate because of water requirements.

## Planting

The following guidelines for proper installation of plant material ensure good establishment and healthy growth.

- *Fertilizer*- if fertilizer is to be used, it is best to wait until plants are established before adding chemical fertilizers to the soil in order to promote long root growth.
- *Depth*- plants must be placed at proper depth, taking into consideration room needed for mulching and natural setting.
- *Spacing*- proper spacing with consideration of mature size and spread of plants ensures good establishment. Good air circulation, availability of sunlight, water and nutrients will promote growth and avoid development of disease. Ground covers and floral plantings should be close enough to provide adequate coverage to compete with weeds, and provide effective display, without being too crowded at maturity.
- *Water*- water new plantings to settle soil and reduce transplant shock. Ensure adequate moisture levels during the growing season.

- *Mulch*- mulch at planting time for maximum efficiency. Rake soil smooth to prevent puddling, and then apply mulch. Avoid smothering small plants. A fine mulch is preferred as it becomes the next season's planting soil.

### Edging

Edging controls by either manual or chemical means the plant growth both in the lawn surrounding a bed and plant material in the beds. The main purpose is to maintain a neat edge to the planted area. Proper edging also controls weeds in the bed edge.

- Informal plantings can be maintained mechanically or chemically to control turf and weed encroachment onto mulched areas.
- Formal plantings can be maintained by hand tools, mechanical means or chemically.

### Irrigation

Site conditions such as soil type and slope, exposure and moisture requirements of plants dictate both frequency and duration of application.

- Weather conditions, such as temperature and rainfall, require monitoring and response. Generally, most plants require at least 1 inch of water per week. Drought tolerant plants, once established, may need less. Floral plantings, particularly in containers, require considerably more.
- Infrequent deep watering is preferable. Avoid creating runoff.
- Shrubs, ground covers and flowers planted in the root zones of large trees need more water to balance the competition from the tree roots.
- Consider pedestrian access, park usage, and available personnel when establishing irrigation schedules.
- Avoid disease damage by keeping water off leaves.
- Be sure to begin watering early enough in the spring to prevent plant stress and hydrophobic soil conditions. Continue irrigating until consistent fall rains begin.
- Visually test and monitor the system weekly.

### Mulching

Mulching serves to conserve moisture, retain soil, suppress weed growth, moderate soil temperature, reduce compaction, and supply nutrients for plants and soil microbes. It is also aesthetically pleasing, making it desirable for high visibility locations.

- *Materials*- materials include bark products, compost, wood chips, and other commercial organic products.
- *Depth of Application*- this varies according to type of plant material, but averages 2 to 3 inches. Keep mulch materials away from contact with trunk or crown of plants to avoid stem rot.
- *Edge of Beds*- recess edge of beds to avoid drift of mulch materials onto turf or pavement, where necessary.

- *Flower bed*- flowerbeds should be mulched with a fine material such as or sifted compost, taking care not to smother plant crowns. Generally, mulch in an annual planting is 1 inch deep although a deeper layer of mulch, if possible, will provide better weed suppression.
- *Woodchips*- un-composted woodchips can deplete soil nitrogen as they decompose. Use of woodchips may require application of a nitrogen-rich fertilizer.
- *Fallen leaves*- the use of fallen leaves as mulch may be appropriate in some areas. Avoid using diseased or insect-infested material. It is important to avoid smothering the roots of the desirable plants with too thick a layer. A 2-inch layer is considered best. Compost from plants that are known to be diseased must not be used for mulching purposes.

### Fertilizing

Fertilizing, the use of organic or inorganic compounds, shall be tailored to specific requirements for plantings:

- *Nutrients*- nutrient requirements differ according to plant type and the desired performance of a plant. Turf grass and other plants grown for their vegetative growth require more nitrogen than plants grown for flower and seed production. Plants grown for flower and seeds require more phosphorus and potassium. Too much nitrogen can cause excess growth, which will be more susceptible to insect and disease damage.
- *Application Timing*- timing application to the biological cycle of the plants is important in maintaining optimum growth. Plants just becoming established may require more P and K in the blend to encourage root development. Also, plants benefit most from fertilizer application at the onset of their new growth in the spring. Applications too close to fall may delay dormancy and promote soft growth, which can suffer winter damage.
- *Micronutrients*- it is best to test the soil to determine existing levels of these nutrients because an imbalance can harm plants.
- *Soil pH*- the pH of the soil will determine whether to use an acid or base formulation of fertilizer, as well as the need for lime applications. Always test for pH before applying any fertilizer or lime.
- *Formula*- select a formulation that is best for the soil type and time of year. Cold weather slows the activity of soil microbes that make nutrients available to the plants. Plants require nitrogen, phosphorous, potassium and other nutrients to optimize growth.
- *Floral Plantings*- floral plantings can be fertilized at planting time with slow-release fertilizer. Flowers can also be supplemented during growing season with foliar feedings of liquid fertilizer.
- *Compost*- compost can be applied as a nutrient source. It must be fully decomposed so that nutrients are made available to plants. Most compost has no more than 3% nitrogen, which is slowly released. Its main benefit is that it encourages beneficial soil microbial growth.

### Pruning

Pruning shall be performed according to current ISA standards and for the following reasons:

- Encouraging and directing new growth and flowering
- Removing spent blooms and foliage
- Removing insect, disease, and weather damage
- Maintaining size and shape
- Maintaining visibility
- Improving Safety
- Creating pedestrian and mower access

The following are BMP's for pruning:

- *Plant Selection*- use appropriate plant materials that grow to the correct size for the space. Plant selection reduces the need for excessive pruning.
- *Natural Form*- a natural form is desirable in most park settings.
- *Hedge Pruning*- hedge pruning requires careful timing for optimum results:
  - First cut should be made as new growth begins to harden off
  - Last hedging should be made no later than mid-August
  - Hedges should be wider at bottom than top
  - Hedge pruning is labor-intensive and is best applied to plants with smaller leaves as they tolerate heavy pruning better.
  - Because the intensity of maintenance required, formally pruned hedges are not desirable in many park locations.
  - When major pruning is required of prominent plantings and hedges, neighbors/park users may need to be notified in advance of the work to be done
- *Timing*- the best timing of pruning for most plant material is following flowering. Workload balancing, however, often dictates dormant season pruning.
- *Growth Habit*- growth habit of specific plant material will determine optimum pruning method.

## LOCATIONS OF IMPORTANCE

### Priority 1 Areas

These are areas that are believed to most valuable in the investment of money and resources to create an aesthetically pleasing community. They are areas that are near high traffic corridors and intersections, at Parks entrances, may enhance certain community improvements initiatives, or are coupled with other benefits like street bump-outs or rain gardens that alleviate a very specific issue.

Description

Location

Type of Landscape bed

Initial investment

Partners

## Annual Maintenance Costs

### Priority 2 Areas

These are areas that are believed to valuable in the investment of money and resources to create an aesthetically pleasing community, but are near less travelled roadways, near trail heads, in road medians, on City properties, or in parks.

Description

Location

Type of Landscape bed

Initial investment

Partners

Annual Maintenance Costs

### Priority 3 Areas

These are areas that are believed to valuable in the investment of money and resources to create an aesthetically pleasing community, but are smaller areas, less visible areas, or are in neighborhoods with limited visibility. *Examples are corners of subdivisions that are not easily maintained, storm outlet areas, and right-of-way spots that can be left native and made appealing to reduce maintenance and improve aesthetics.*

Description

Location

Type of Landscape bed

Initial investment

Partners

Annual Maintenance Costs

## **Conclusion**

There are several possible private, civic and government partners that may be interested in this program. There could be an Adopt-A-Spot Program where the private sector might help design the landscape bed, cost share in the initial investment and then participate in the maintenance of the bed. The Parks Department has the lead on the plan and will work with Public Works and Community Development to administer the plan.

The City would, upon approval of the Mayor, allocate \$25,000 total per year. The City invites other stakeholders to participate through labor, materials and/or funding at a minimum of 25% per area of initial investment and 50% of the annual maintenance costs. This plan and subsequent programs will play a key role in the renewed pride in Belton as a strong community that is a great place to live, grow families and do business.