

**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>NOTE: 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'-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