

**Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main Street  
August 18, 2014**

**CALL TO ORDER**

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

**ATTENDANCE**

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

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

Absent: Commissioners Sally Davila and Larry Thompson

**ELECTION OF OFFICERS**

Mayor Davis nominated Chris Christensen as Vice-chairman. The motion was seconded by Commissioner Crate. All members present voted in favor and Chris Christensen was elected Vice-chairman.

Mayor Davis nominated Holly Girgin as Chairman. Commissioner Christensen seconded the motion. All members present voted in favor and Holly Girgin was elected Chairman.

**MINUTES**

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

**PUBLIC HEARING - Definitions - Manufactured Home Residential Design**

Mr. Leipzig reported the definition section of the Unified Development Code (UDC) defines the minimum size allowed for a Manufactured Home as 22-ft. x 40-ft. He explained the UDC size definition would allow double-wide homes only in Manufactured Home Parks, and he provided details about why the minimum size requirement was not modified when the UDC was updated. Staff is recommending the minimum size allowed be amended to 16-ft. x 40-ft. The proposed width of 16-ft. is a more modern and standard size according to Mr. Leipzig. He went on to point out a change in the proposed ordinance included in the agenda packet which would restore language that is shown as being crossed out. The change is in Section 40-4 (1) subsection (3) 6 “. . . in accordance with the recommended installation procedures of the manufacturer and the standards set by the National Conference of States on Building Codes and Standards and published in “Manufactured Home Installation, 1987” (NCS BCS A 225.1) and placed on a solid concrete slab or on two four-foot-wide concrete runners with a design strength adequate to

support the structure as certified by a state licensed engineer or be consistent with the rules of the Department of Economic Development, Chapter 124, Manufactured Home Tie-Down Systems. Each transportable section of a manufactured home shall be placed on such slab or runner.”

Chairman Girgin opened the public hearing at 7:06 p.m. This hearing was being held to receive public input on amendments to the UDC regarding the Residential Manufactured Home definition. The Commission discussed the pros and cons of the adoption of 16-ft. versus 18-ft. as the minimum city standard for manufactured home width. It was mentioned that Missouri law prohibits 18-ft. single-wide homes from being pulled in the state, and the 16-ft. width is a standard size for manufactured homes. It was brought out that the home size isn't always the best way to determine quality because appearance plays a key role in the perceived quality of the home. There was discussion about whether the standard for single-wide homes nationwide is 16-ft. or 18-ft. Mr. Cooper explained the rationale for the staff recommendation of 16-ft. as the minimum width. Mayor Davis recommended strict enforcement of City codes in the manufactured home communities to upgrade and revitalize the areas that need improvement. There was discussion about ensuring the language in the code is sufficient to require quality homes. Mr. Cooper indicated the language in the code is adequate to guarantee that any future manufactured home communities would resemble any residential subdivision in the city, but he pointed out the challenge will be in upgrading existing parks. It was stated the building inspection department will inspect every home being installed in a community to verify they meet the code, and existing homes can be inspected using the property maintenance code. Mayor Davis expressed concern about unsafe and unsanitary conditions in some existing manufactured homes in the City. It was recommended that a systematic approach be used to inspect and improve rundown areas. It was clarified that the amended size definitions will cover new communities, turnover in existing communities, but not existing manufactured homes. There was discussion about addressing the property maintenance code violations in manufactured home communities, including the shared responsibility of owners and the tenants for maintenance of the park. There was no public input and Chairman Girgin closed the public hearing at 7:36 p.m.

Commissioner Crate recommending changing the language in Item 10 in the agenda packet which states “each home shall be provided with an electrical source supplying at least 200 amps and/or natural gas. . .” He questioned the use of the term “and/or” and it was decided that staff will revise that language. Councilman Savage moved to recommend approval of the amendments to the UDC with the recommended changes to the language in Section 40-4 (1) subsection (3) 6 “. . . in accordance with the recommended installation procedures of the manufacturer and the standards set by the National Conference of States on Building Codes and Standards and published in “Manufactured Home Installation, 1987” (NCS BCS A 225.1) and placed on a solid concrete slab or on two four-foot-wide concrete runners with a design strength adequate to support the structure as certified by a state licensed engineer or be consistent with the rules of the Department of Economic Development, Chapter 124, Manufactured Home Tie-Down Systems. Each transportable section of a manufactured home shall be placed on such slab or runner.” To also revise the language in Section 40-4(1)e 10 to include both electric and natural gas. The motion was seconded by Commissioner Christensen.

There was a brief discussion to clarify the change to Section 40-4(1) subsection (3)6. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Councilman Savage, Commissioners McDonough, Christensen, Finn, and Crate. Noes: none. Absent: 2 - Commissioners Davila and Thompson. The motion carried.

### **BEAUTIFICATION PLAN**

Mr. Leipzig reported the Beautification Plan was developed using a collaborative approach in the creation of a guide to be used when improving the appearance of the major gateways in the community. He gave a brief summary of the subjects covered in the Plan and stated priority areas of the City are identified in the document. It was explained the primary focus of the Plan is for the appearance of the City's rights-of-way and he gave examples. Mr. Leipzig commented that there could be cooperative projects with interested property owners. Chairman Girgin suggested a modification to the Beautification Plan Map to include the portion of Y Highway between I-49 and 58 Highway as a priority area. There was a discussion about the landscaping challenges of the round-a-bouts on 58 Highway. In addition, there was conversation about the recommended dollar amount shown in the Plan to be used for materials. Mr. Leipzig explained the recommended amount is not a set amount, but rather a guideline that can be determined by the Council if the budget allows. Commissioner Crate moved to recommend approval of the Beautification Plan as presented. The motion was seconded by Commissioner Christensen. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Councilman Savage, Commissioners McDonough, Christensen, Finn, and Crate. Noes: none. Absent: 2 - Commissioners Davila and Thompson. The motion carried.

### **DEVELOPMENT FEES**

Mr. Fisher provided an overview of the proposed Development Fee changes and specifically the street impact fees. He explained the benchmarking process used when the street impact fee calculations were reexamined by staff. It was mentioned that Lee's Summit and Raymore were used in the comparison analysis. A detailed explanation of the calculation method currently used by the City and the proposed calculation method, based on the Institute Transportation Engineers (ITE) Trip Generation Manual, was presented. The Commission discussed the pros and cons of the street impact fee and the potential benefits of the proposed calculation method which will result in lower fees. Commissioner Christensen moved to recommend the approval of amendments to Appendix A - Schedule of Fees and Charges, of the Unified Development Code (UDC). The motion was seconded by Councilman Savage. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Councilman Savage, Commissioners McDonough, Christensen, Finn, and Crate. Noes: none. Absent: 2 - Commissioners Davila and Thompson. The motion carried.

### **CAPITAL IMPROVEMENT PROGRAM (CIP )**

It was reported by Mr. Leipzig that the Planning Commission considers the CIP annually before making a recommendation to the City Council in October. The CIP for the years 2016 - 2020 was presented by Mr. Matteo. He explained the projects are placed in two categories which are, projects with known funding sources, and projects with uncertain funding sources. He provided details about the current status of 2015-2019 CIP projects. He asked for feedback from Commission members during the early stages of the CIP process to help staff determine what

new projects should be added. He told Commissioners that this year they will be asked to rank/prioritize transportation projects for the CIP. The Kentucky Road widening project was discussed and it was pointed out this would be a shared project with Raymore. If the ranking of the Kentucky project is high, it is possible the City could apply for Surface Transportation Program (STP) federal funding to help finance the road improvements. It was reported that Kentucky Road has deteriorated and is in poor condition. Mullen Road was discussed as another road improvement project that should be included in the CIP. It was stated the TDD will have funds which could be used to improve the intersection at Cambridge and Mullen, but the funds are not adequate to improve the entire corridor at present.

### **DIRECTOR'S REPORT**

Mr. Leipzig reported about a metro wide effort to improve solar energy standards and he distributed a draft Ordinance from the City of Kansas City that pertains to solar energy. He announced that at the next meeting, the Mid-America Regional Council (MARC) Solar Energy Coordinator will be making a short presentation to the Commission.

Mr. Leipzig announced that at the September 15, 2014 meeting, agenda items will include the CIP, a Special Use Permit (SUP) for a Tattoo business, and a review of two site plans.

Academy Sports opening will be in September 2014 and a temporary Certificate of Occupancy was issued to allow for product stocking according to Mr. Leipzig.

In City Council news, the first reading of a funding agreement was approved for Lane 4 to redevelop the Cedar Tree Shopping Center. Mr. Leipzig said the annexation strategy will be on the Council agenda in September.

Councilman Savage asked staff to research and provide information to the Commission about the tattoo businesses in general, and in Belton. Mr. Leipzig reported the new regulations for this type of business requires the SUP process for approval. There was a brief discussion about the location of existing tattoo businesses in the City.

### **ADJOURNMENT**

Mayor Davis moved to adjourn the meeting. Commissioner Christensen seconded the motion. All members present voted in favor and the meeting adjourned at 8:30 p.m.

Ann Keeton  
Community Development Secretary