



**AGENDA
CITY OF BELTON
PLANNING COMMISSION MEETING
MONDAY, OCTOBER 20, 2014 - 7:00 P.M.
CITY HALL ANNEX, 520 MAIN STREET**

I. CALL MEETING TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 22, 2014 AND OCTOBER 6, 2014 PLANNING COMMISSION MEETINGS

IV. PUBLIC HEARING

A. Consideration of amendment(s) to the Unified Development Code regarding Chapter 1, General Provisions, Section 1-5(1) General Definitions - Manufactured Home Residential Design.

V. CONSIDERATION

A. Consideration of a Final Plat of the Cherry Hill Commercial 4th Plat.

B. Consideration of the City Capital Improvement Program (CIP) including a Street / Stormwater Presentation.

C. Annexation Strategy.

VI. DIRECTOR'S REPORT

VII. NEXT MEETING DATE: November 3, 2014

VIII. ADJOURNMENT

SPECIAL MEETING MINUTES

SEPTEMBER 22, 2014

**Minutes of Special Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
September 22, 2014**

CALL TO ORDER

Chairman Holly Girgin called the meeting to order at 8:00 a.m.

ATTENDANCE

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

Staff: Jay Leipzig, Community and Economic Development Director; Bobby Sperry, Fire Marshal; Carolyn Yatsook, Economic Development Specialist.

Absent: Councilman Tim Savage and Commissioner Chuck Crate.

FINAL PLAT - Re-plat of Lot 1, Plexes Industrial Development Park

Mr. Leipzig reported staff has been working with ROM Corporation about a facility expansion at 6800 E. 163rd Street for several months. The re-plat of Lot 1 will consist of Lots 4 and 5 being separated by the Kay Avenue right-of-way. Lot 4 will be 6.73-acres and Lot 5 will be 1.75 acres in size. He gave a brief overview of the ROM facility and a summary of the products manufactured by the business. ROM has experienced growth and wishes to expand their facility with a building addition and expanded parking according to Mr. Leipzig. He reported the proposed project will be a 39,550-sq. ft. building addition used primarily for manufacturing / warehousing, and expansion of the office space. Mr. Leipzig added that any financial incentives would only be for ROM Corporation. Commissioner Christensen moved to recommend approval of the final plat for Plexes Industrial Park, Lots 4 & 5. Commissioner Davila seconded the motion. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Commissioners Davila, McDonough, Christensen, Finn and Thompson. Noes: none. Absent: 2 - Councilman Savage and Commissioner Crate. The motion carried.

FINAL DEVELOPMENT PLAN - ROM Corporation

Mr. Leipzig presented information about the final development plan for ROM Corporation. He told the Commission the zoning designation of the surrounding properties and indicated ROM is a compatible use. He pointed out the review comments included in the agenda staff report are primarily standard comments. Engineering is waiting on the final stormwater management study but no problems are anticipated with that information according to Mr. Leipzig. He went over the comments from the fire and planning staff. Mr. Leipzig pointed out the location of a proposed expanded parking area, a rain garden and detention areas on the development plan. It was suggested that future consideration be given to the addition of a crosswalk on Cornerstone Drive crossing 163rd Street. Mr. Jeff Schroeder, architect, commented that he believes the employee smoking area will be on the east edge of the new parking lot. Mr. Leipzig stated that the incomplete portion of Kay Avenue shown on the development

plan will eventually be extended. Mayor Davis expressed his pleasure that ROM has decided to stay in Belton and not relocate to another site. Commissioner Thompson moved to recommend approval of the Final Development Plan for ROM Corporation expansion, located at 6800 E. 163rd Street. Commissioner Christensen seconded the motion. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Davis, Commissioners Davila, McDonough, Christensen, Finn, and Thompson. Noes, none. Absent: 2 - Councilman Savage and Commissioner Crate. The motion carried. Mr. Schroeder thanked the Commission and staff for attending the special meeting and considering the ROM plat and final development plan.

Mr. Leipzig announced there will be a public meeting to discuss future plans for the North Scott Corridor on Tuesday, September 30, 2014.

ADJOURNMENT

Commissioner Thompson moved to adjourn the special meeting. Commissioner Christensen seconded the motion. All present voted in favor and the meeting adjourned.

Ann Keeton
Community Development Secretary

MEETING MINUTES

OCTOBER 6, 2014

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
October 6, 2014**

CALL TO ORDER

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

ATTENDANCE

Commission: Vice-Chairman Christensen, Commissioners Sally Davila, Tim McDonough, Steve Finn, and Chuck Crate.

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

Absent: Chairman Holly Girgin, Mayor Jeff Davis, Councilman Tim Savage and Commissioner Larry Thompson.

MINUTES

Commissioner Davila moved to approve the minutes of the September 15, 2014 planning commission meeting. The motion was seconded by Commissioner McDonough. All members present voted in favor and the motion carried.

PRESENTATION

Mr. Leipzig introduced Laura Machala, the Solar Energy Coordinator with Mid-America Regional Council (MARC). Ms. Machala was present to provide an overview of solar energy initiatives MARC is working on, and ways the City can improve the solar energy provisions in the Unified Development Code (UDC). Her presentation included information on the Department of Energy's (DOE) Rooftop Solar Challenge II and Solar Ready II. She explained that solar panel costs have dropped but soft costs associated with solar availability are high and make up more than half the cost of the solar permitting / installation process. She gave examples of soft cost items that play into solar affordability including city permits, interconnection with local utilities, and financing issues. Solar Ready KC developed Best Management Practices (BMPs) to help cities facilitate and streamline their processes for the installation of solar energy.

Ms. Machala provided information about Solar Ready II which is helping planning councils across the country to implement the BMPs in their regions. The BMPs are divided into three categories according to Ms. Machala and those are: process improvements, planning improvements, and financing options. She stated that Belton does not currently address solar in the UDC and she gave examples of points that should be covered in the UDC. Those points would standardize and clearly identify the process for solar planning and permitting in the City. It was recommended by Ms. Machala that the City provide a set of solar guidelines on the City website so builders/contractors can easily access the information. She indicated that a permit application checklist template is being developed to create a uniform process for solar in jurisdictions across the region. The Commission was told about the new solar mapping website which allows searches for solar potential by address and Ms. Machala demonstrated how the website functions. She answered questions about solar financing availability in the area.

DISCUSSION – Outdoor display at 100 N. Chestnut

Mr. Cooper reported that Josh Burnett, owner of KC Rim & Audio has requested permission to allow an outdoor display for his business at 100 N. Chestnut. He provided background information on the business including a variance received by the business, to allow a monument sign to exceed the maximum height allowed; and a special use permit (SUP) to allow a digital sign within the monument sign structure. When the business opened, there were outdoor displays made up of tires and banner signs. Mr. Cooper reported that in time, the outdoor display created visibility issues for the drivers at the corner of N. Chestnut and E. North Avenue and Mr. Burnett was told by staff to pull back or remove part of the outdoor display. The outdoor display was used to create greater visibility for the business located on N. Chestnut according to Mr. Cooper. Mr. Cooper included a section of the UDC in the staff report which states outdoor displays or storage of merchandise is permitted in commercial zoning districts, and listed the associated restrictions. It was noted by Mr. Cooper that the applicant told the Commission during a meeting held on November 5, 2012 at which the SUP application was discussed, that he would not put tires and rims out on the corner for display when the electronic sign was installed and functioning. Mr. Cooper was asked to read the outdoor display restrictions listed in the UDC again.

Josh Burnett, owner of KC Rim Shop, 100 N. Chestnut addressed the Commission stating that he would like to be allowed to place an outdoor tire display using a set of new tires. He stated the tires would only be outdoors on display during business hours of 8:30 a.m. – 6:00 p.m. weekdays and 8:30 a.m. – 5:00 p.m. on Saturday and would be stored inside every night. He explained that the display would consist of four sets of tires. He described the location of the outdoor display which he stated would be one or two feet back of the sidewalk, and he indicated it will be placed so as not to interfere with the traffic visibility. He clarified that the display would be in front of the existing monument sign with occasional variations in the angle of the display. There were questions asked about one of the UDC restrictions which states that outdoor displays are not permitted in “landscaped areas,” and it was pointed out there is a grassy area on the corner being discussed. Mr. Cooper clarified the required landscaped area is a three-foot space around the base of the monument sign, so any display would have to be outside that required three-foot space.

Mr. Burnett was asked if he plans to remove the sign and place tires in that location and he answered that he does not plan on removing the sign. It was pointed out by Commissioner McDonough that when the Commission approved the SUP, Mr. Burnett told the Commission the monument sign would replace the outdoor tire display. It was also pointed out that the outdoor tire display continued after the sign was installed. Mr. Burnett reported that he removed a plywood sign with banners when the monument sign was installed but that he “misstated” when he said the tire display would be removed. Mr. Burnett was asked why he continued to put an outdoor display of tires on the corner after the City staff told him to stop. Mr. Burnett responded that the outdoor tire display remained because it was his belief that if other tire businesses in the City were allowed to have an outdoor tire display, then his business should be allowed to have an outdoor display. Mr. Burnett was questioned about the other businesses that have outdoor displays. Mr. Cooper explained that businesses are allowed by code to have the outdoor displays but KC Rim’s display had been creating visibility issues. Additionally with the verbal agreement from Mr. Burnett during consideration of the SUP, it was thought the outdoor display would not be needed. He went on to say that Mr. Burnett feels his business and merchandise selection has grown and there is now a need for the outdoor display. It was suggested by Mr. Cooper that if the Commission were to approve an outdoor display, a specific site can be identified, the length of time, and the type of display can be approved as well. When questioned about whether there have been any other issues associated with the business, Mr. Cooper responded that there have been other code violations.

Mr. Burnett was asked about his plans for the building he purchased across the street on E. North to which garage doors have been added. Mr. Burnett stated he is not sure yet, but the audio and window tint part of the business will be moving to the new building. He gave some details about the financial portion of his business expansion and indicated the building will be a temporary shop. He went on to say that as the business grows, he may possibly tear down the existing structure and rebuild. Mr. Burnett was asked if he will have an outdoor tire/rim display at newly purchased site. He responded that, "no, if we are allowed to display over on the KC Rim Shop side (100 N. Chestnut), then we won't need it over there (217 E. North). If we are not allowed to place an outdoor display there, then we will request under a different business name to have the display over there." Mr. Leipzig reminded the Commission of the benefits and flexibility of the SUP process and the restrictions/limitations that can be approved.

Commissioner Davila asked if the other tire businesses are operating in accordance with the City ordinance now. Mr. Cooper gave a summary of the two tire businesses with outdoor displays and reported that there were violations with one of the businesses at one time, but both are compliant with city codes now. Commissioner Crate questioned Mr. Burnett further about his business plan for the new building and he responded the building will be used as a shop for now. Mr. Burnett gave additional information on his business which he stated operates on a cash basis. Mr. Burnett was questioned about why he needs an outdoor display at this time. He stated that customer feedback has shown that people don't know a rim shop also sells tires. There was further discussion about his business plan and it was pointed out to Mr. Burnett that he has been in violation of several city codes and has been slow to rectify those situations. Commissioner Finn gave an example of a longtime Belton business that has experienced substantial growth and he stated that business operates within, and complies with the City ordinances.

Commissioner McDonough moved to recommend denial of the request to allow an outdoor display area of merchandise for KC Rim & Audio, LLC, located at 100 N. Chestnut. The motion was seconded by Commissioner Davila. When a vote was taken, the following was recorded, Ayes: 5 – Vice-chairman Christensen, Commissioners Davila, McDonough, Finn, and Crate. Noes: none. Absent: 4 – Chairman Girgin, Mayor Davis, Councilman Savage and Commissioner Thompson. The motion to deny an outdoor display passed. Mr. Cooper then asked for a justification statement. Commissioner Davila's stated reason was for the unknown and the past history of Mr. Burnett and his business. Commissioner McDonough's stated reason was because the City approved an SUP for a digital sign to do away with the outdoor displays and "that's why there is a large digital sign there." Vice-chairman Christensen added "that the other retailers don't have."

CAPITAL IMPROVEMENT PROGRAM

Mr. Fisher presented a summary of the proposed Capital Improvement Program (CIP). He explained the CIP is categorized by projects with certain and uncertain funding sources. He provided details and gave examples illustrating the reasons that capital projects with uncertain funding sources are included in the CIP. The certain funding projects he mentioned included water and wastewater items, along with the 15th Street and Mullen Road widening projects.

Mr. Fisher then spoke about projects with uncertain funding including the preservation and widening of certain roads, curbs sidewalks. He also pointed out and described other projects being requested by the Park and Fire Departments, and storm water improvements. After discussion it was decided the CIP will be considered again at the October 20, 2014 meeting.

DIRECTOR'S REPORT

Mr. Leipzig reported there will be a public meeting to discuss the North Scott Corridor on Monday, October 13, 2014. He expressed his pleasure with the input staff received at a North Scott Corridor steering committee meeting.

Staff is working with the City attorney on strengthening the façade standards and regulations for e-cigarettes. He mentioned that staff is reviewing the provisions dealing with poultry ownership within the city limits.

There will be another public hearing to receive input on proposed amendments to the manufactured home requirements in the UDC at the October 20, 2014 Commission meeting according to Mr. Leipzig. Staff will be meeting with Belton manufactured home owners/managers later this week.

The annexation strategy will be brought back to the Commission for review at a future meeting.

ADJOURNMENT

Commissioner McDonough moved to adjourn the meeting. Commissioner Crate seconded the motion. All members present voted in favor and the meeting adjourned at 8:04 p.m.

Ann Keeton
Community Development Secretary

MANUFACTURED HOMES



PLANNING COMMISSION REGULAR MEETING

CITY HALL ANNEX, CITY COUNCIL ROOM

520 MAIN STREET

MONDAY, OCTOBER 20, 2014 – 7:00 P.M.

Robert G. Cooper, City Planner

CASE #TA14-17

AN ORDINANCE AMENDING SECTION 1-5, ENTITLED "GENERAL DEFINITIONS" AND SECTION 40-41), ENTITLED "RESIDENTIAL-MANUFACTURED HOME COMMUNITIES" OF THE BELTON UNIFIED DEVELOPMENT CODE.

BACKGROUND

The Unified Development Code (UDC) was formally adopted by the City of Belton on January 1, 2011. Since its adoption, the UDC has undergone several text amendments, including Section 40-4(1), Residential Manufactured Home Communities, which deals with site placement, bulk requirements and construction.

The Planning Commission in conjunction with staff review including a joint meeting with owners and managers of existing manufactured home communities have had a chance to review current and proposed ordinance language. During the managers/owners meeting with city staff and elected officials...the following talking points were brought out and discussed:

1. The usage of ‘Non-Conforming’ language – clarity is needed as to what exactly is included as a ‘grand-fathered’ item or use.
2. The removal of any language which makes reference to or enforces the requirement of a pitched roof and exterior horizontal lap siding.
3. Another item was the need for Ordinance language dealing with Recreational Vehicles (RV’s) –specifically allowance, placement, and usage.

There was general agreement between owners and city staff concerning a collaborative effort during enforcement of the city’s property maintenance code. Manufactured home community owners experienced difficulty dealing with nuisance code abatement when park owners issued letters only. They prefer a city code enforcement partnership...in an effort to validate violation notices.

DRAFT / PROPOSED LANGUAGE:

Section 2. That Section 40-4 (1) entitled "Residential- Manufactured home communities", subsection (e) and subsection (f), of the Belton Unified Development Code is hereby amended with the addition of the underlined language, and the deletion of the stricken language:

- e. New installations of manufactured homes in existing and redeveloped communities must meet the following requirements:
 - 1. ~~Individual manufactured home spaces within a park shall have a minimum area of 5,000 square feet each.~~
 - 2. ~~Every manufactured home space shall have at least 40 feet of frontage on a paved curbed and guttered street constructed to city street standards. Turnaround streets (cul de sacs) shall have a minimum diameter of 80 feet.~~
 - 3. ~~No manufactured home shall be located closer than 20 feet from any property line bounding the manufactured home park community.~~
 - 4. ~~Minimum building setbacks shall be provided on each manufactured home space measured from the space boundaries as shown on the manufactured home park community site plan, as follows:
 - ~~i. Minimum front yard: 22 feet.~~
 - ~~ii. Minimum rear yard: 10 feet.~~
 - ~~iii. Minimum side yard: 10 feet for any one and 17 feet for the other.~~~~
 - 5. All manufactured homes shall front facing a street within the manufactured home park community. (The front of a manufactured home shall contain its narrowest width). Where topography or the configuration of the entire manufactured home community makes it appropriate, manufactured home spaces may be arranged with the long side fronting the street. In addition, manufactured homes shall not be positioned vertically, stacked with one over the other, in whole or in part in the manufactured home community.
 - 6. Every manufactured home shall be placed 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 Installations, 1987" (NCS BCS A 225.1) 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.

7. Each manufactured home space shall be provided with two paved off-street parking spaces designed in accordance with the off-street parking requirements of these regulations.
8. Each manufactured home shall have a separate enclosed accessory structure of at least 64 square feet with a height of at least five feet for storage located on a concrete slab where an on-space enclosed garage is not provided. The accessory structure may not exceed eight feet tall, eight feet wide, by 12 feet long. Accessory structures in the manufactured home park community shall be architecturally compatible in design and shall be maintained in good repair at all times.
9. Each manufactured home shall be provided with landscaping to at least include two shade trees with a planted caliper of at least 1½ inches.
10. Each manufactured home space shall be provided with an electrical source supplying at least 200 amps and natural gas, in accordance with city standards and construction codes.
11. Each manufactured home shall be entirely skirted to a solid surface within 30 days after placement in a park community by enclosing the open area under the unit with a metal or synthetic material that is compatible with the exterior finish of the manufactured home. In addition, all hitches must be removed from the home within 30 days of installation.
12. Each manufactured home space shall be provided with a paved patio area other than a parking space. Each manufactured home space shall be provided with a minimum six feet by eight feet front deck, and three feet by five feet rear deck.
13. All manufactured homes shall be blocked in accordance with manufacturer specifications or, if specifications are not available, a sealed report from a structural engineer licensed for such installations in the State of Missouri.

14. Tie-downs and ground anchors shall secure all manufactured homes to the ground in accordance with state and laws federal laws and manufacturers specifications and shall at least include anchors at each corner of the manufactured home and at the center of the length of the manufactured home frame.
15. No manufactured home may be located in the 100-year floodplain.
16. All manufactured homes shall have minimum dimensions of 16 feet in width and 40 feet in length. Any manufactured home lawfully and properly permitted prior to the adoption of these regulations shall be considered a legal nonconforming structure.
17. Stairs, porches, entrance platforms, ramps and other means of entrance and exit to and from the homes shall be installed or constructed in accordance with the standards set by the building code and anchored securely to the ground.
18. Each manufactured home shall have the general appearance of an on-site, single-family dwelling.
19. All roof structures must provide an eave projection, exclusive of any guttering, and are finished with a type of shingle that is commonly used in standard residential construction in the city. The pitch of the roof of the manufactured home must have a minimum vertical rise of three feet for each 12 feet of horizontal run.
20. The exterior siding consists of vinyl or metal horizontal lap siding (whose reflectivity does not exceed that of low luster white paint), wood, or hard board, comparable in composition, appearance and durability to the exterior siding commonly used in construction in the city.

f. Expansion of existing manufactured home communities.

1. When an existing manufactured home community approved prior to the date of this ordinance expands to an area not previously approved for manufactured home community use, the new area must be appropriately zoned and a detailed site plan shall be submitted in accordance with this section.

2. All new areas shall be designed, approved and improved in accordance with section 40-4(1)c., d., and e.
3. Individual manufactured home spaces within a park shall have a minimum area of 5,000 square feet each.
4. Every manufactured home space shall have at least 40 feet of frontage on a paved curbed and guttered street constructed to city street standards. Turnaround streets (cul-de-sacs) shall have a minimum diameter of 80 feet.
5. No manufactured home shall be located closer than 20 feet from any property line bounding the manufactured home park community.
6. Minimum building setbacks shall be provided on each manufactured home space measured from the space boundaries as shown on the manufactured home park community site plan, as follows:
 - i. Minimum front yard: 22 feet.
 - ii. Minimum rear yard: 10 feet.
 - iii. Minimum side yard: 10 feet for any one and 17 feet for the other.

As a condition of approval of any such addition, the following requirements of these sections must be complied with in the existing areas of the manufactured home park:

Requirement	Code Section
Community uses	40-4(1)c.7.
Paved streets, space widths	40-4(1)e.2.
Off-street parking	40-4(1)e.7.

On-lot landscaping	40-4(1)e.9.
Garbage containers	40-4(1)d.1.
Electrical service	40-4(1)e.10.
Skirting	40-4(1)e.11.
Tie-downs	40-4(1)e.14.
Street lighting	40-4(1)c.13.
Storm shelters	40-4(1)d.2.
Unexposed surface areas	40-4(1)c.3.(v)
Sanitary codes	40-4(1)c.10.
Community landscaping	40-4(1)c.12.

PLANNING COMMISSION ACTION

1. Motion to recommend **Approval**, to amend Section 1-5(1) and 40-4(1) of the Unified Development Code.
2. Motion to recommend **Denial**, to amend Section 1-5(1) and 40-4(1) of the Unified Development Code.
3. Motion to **Continue** the item pending additional information.

FINAL PLAT

CHERRY HILL COMMERCIAL 4TH PLAT



**BELTON CITY PLANNING COMMISSION
MONDAY, OCTOBER 20, 2014 – 7:00 P.M.
CITY HALL ANNEX, 520 MAIN STREET**

Final Plat of the Cherry Hill Commercial Fourth Plat

Staff Report: Robert G. Cooper, City Planner

CASE #FP14-19

Consideration of Final Plat approval for the Cherry Hill Commercial 4th Plat, a 6.95-acre, tract of land, located at Cherry Hill Drive and MO Highway-58.

BACKGROUND

Frank Austenfeld, Executive Director of 'The Watershed Institute and Land Trust' has approached city staff with plans to purchase and use a portion of land which is currently used as a storm water detention basin for the Cherry Hill subdivision. The corporate office for the Watershed Institute and Land Trust, currently located at 140 Cherry Hill Drive, would like to own and utilize this land area directly behind their office, to be used as wetlands for wildlife habitat, and water quality improvement area...to be used as an exhibit or showcase of what the not-for-profit organization is all about.

ABOUT THE WATERSHED INSTITUTE

A multi-disciplined team approach

The Watershed Institute concept was originated in 1996 by a group of state and federal government employees as an unofficial method to address many natural resource issues. In 2004 the group formed a non-profit corporation and hired a seasoned environmental attorney as the Executive Director and have not looked back since.

Watershed based environmental management

Natural Resource Assessments

Our team of Natural Resource Professionals have the experience and ability to perform a wide variety of stream and wetland assessments. The assessments include SVAP, PFC, Threatened and Endangered species and many other habitat surveys.

Streambank Stabilization and Stream Restoration

Our experienced team of stream experts can assess, survey, design and construct a wide variety of cost effective streambank stabilization methods. They are experienced in soil bioengineering and natural stream restoration

design methods.

Wetland Design and Enhancement

Our team has experience in designing and enhancing a wide variety of wetlands for wildlife habitat, hunting, wetland mitigation, or water quality improvement.

Training

We have the ability to make presentations or group training on a variety of topics including fluvial geomorphology, stream corridor management, wetland creation and management, riparian systems and design, and stream renovation and stream-bank stabilization.

REVIEW

The Cherry Hill subdivision was originally developed by Maier Development, Inc. The preliminary plat was accepted by the City of Belton in 1991, which consisted of eight (8) phases or plats, including the Cherry Hill Villas and Cherry Hill Commercial plats.

The newly proposed plat is needed to separate the 1.95-acres (to be used by the Institute) from the remaining 5.00-acres to be used as buildable, commercially zoned land.

The Cherry Hill Commercial Fourth plat will consist of two (2) Lots. Lot 1 will be 5.00-acres and zoned C-2 General Commercial and Lot 2 will be 1.95-acres and used as a storm-water detention basin (designated as a no build zone).

STAFF REPORT

Planning comments: Plat accepted as submitted.

Fire Marshal comments: Plat accepted as submitted.

Engineering comments: Plat accepted as submitted.

STAFF RECOMMENDATION

Staff finds the Final Plat to be in accordance with Section 35-36 of the Belton Unified Development Code, and therefore supports a recommendation to approve the Final Plat of the Cherry Hill Commercial 4th Plat.

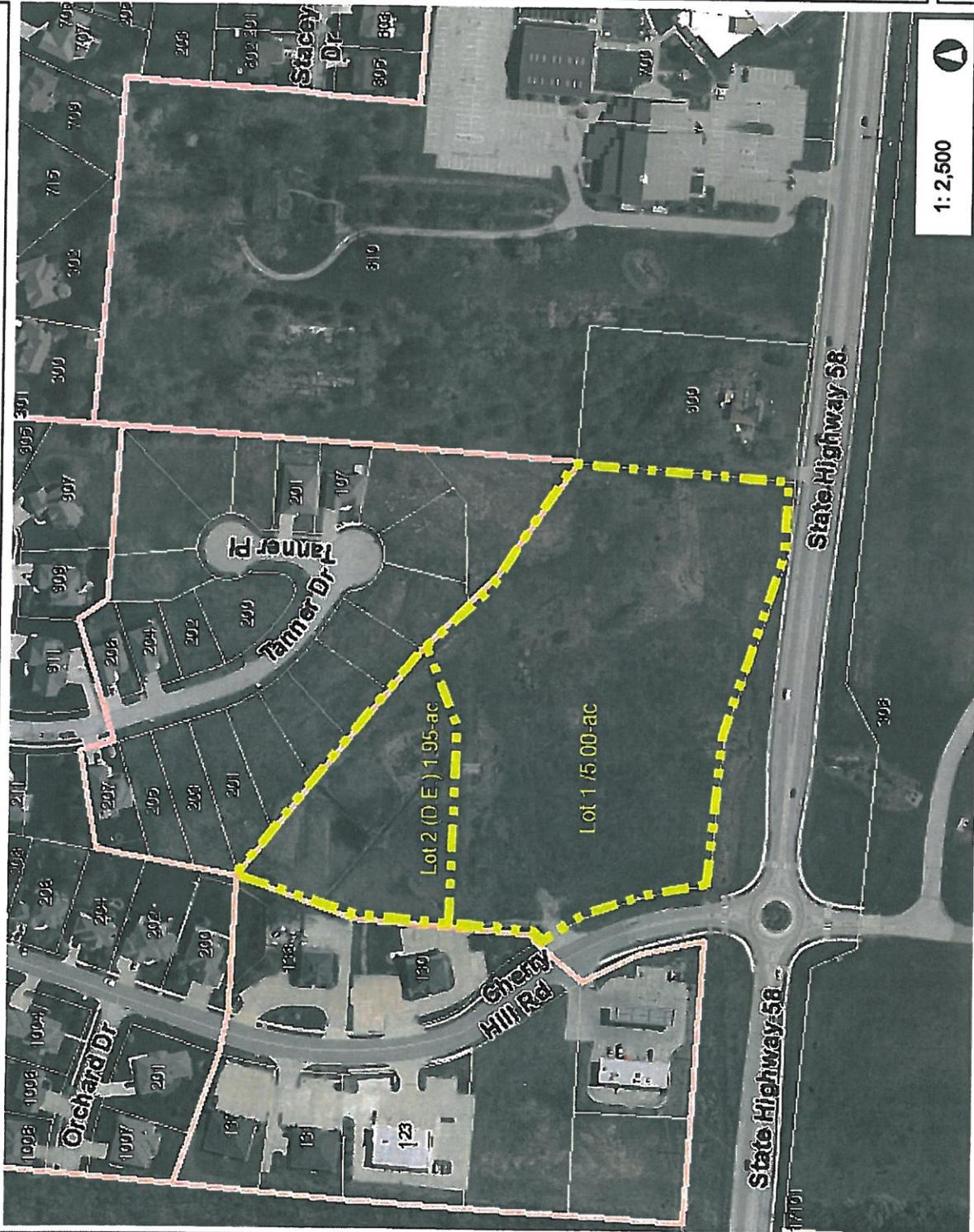
PLANNING COMMISSION ACTION

1. Motion to recommend approval of the Final Plat of the Cherry Hill Commercial 4th Plat;
2. Motion to recommend denial of the Final Plat of the Cherry Hill Commercial 4th Plat;
3. Motion to continue the case pending additional information.

ATTACHMENTS

1. Aerial photo
2. Letter from The Watershed Institute & Land Trust
3. Final Plat

CHERRY HILL COMMERCIAL / 4th Plat



1: 2,500



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Legend

- Street
- Parcel
- Subdivision
- Parks
- Cemetery
- Building Footprint Basemap
- Parcel Basemap
- Boundary Basemap



FILE COPY



INSTITUTE AND LAND TRUST

RECEIVED SEP 03 2014

August 21, 2014

Jay C. Leipzig, AICP
Director of Community and
Economic Development
520 Main Street
Belton, MO 64012

Re: Storm Water Detention Basin

Dear Mr. Leipzig:

We enjoyed meeting with you yesterday regarding the Storm Water Detention Basin.

We are passionate about the earth and protecting our natural resources for generations to come. Our team has experience in designing and enhancing a wide variety of wetlands for wildlife habitat, hunting, wetland mitigation, or water quality improvement.

We are excited about this project and to collaborate along with you on the many possibilities of community outreach and in educating our youth on how they can become more involved in protecting our natural resources and be responsible stewards.

We would ask that the city waive the \$300 fee for the re-plat of the Storm Water Detention Basin.

Sincerely,

Frank L. Austenfeld, Executive Director
FLA/ce

CAPITAL IMPROVEMENT PROGRAM



CITY OF BELTON – PUBLIC WORKS MEMORANDUM

Date: October 16, 2014
To: Jay Leipzig – Community and Economic Development Director
From: Zach Matteo, P.E. – City Engineer
Department: Public Works
Subject: FY2016-2020 Capital Improvement Program

A capital improvement is a necessary or desirable project that supports or improves infrastructure or facilities and enhances the City's ability to provide safe and desirable services for the benefit of the community and the future of the City of Belton. These projects directly affect the way citizens live, travel and conduct business within our community. Examples include construction or expansion of public buildings, new storm and sanitary sewers, water line upgrades and extensions, the acquisition of land for public use, planning and engineering costs, and street construction.

The proposed five year Capital Improvement Program (CIP) for the City of Belton is a fluid document that can be changed as the infrastructure requirements change, development occurs, and funding opportunities become available. Additionally, changing needs and priorities, emergencies, cost changes, mandates and changes in technology may require the CIP to be updated. As new projects are identified and new revenues become available, projects are added to the annual prioritized funding schedule.

For the FY2016-2020 CIP, thirty-four projects have been identified for consideration. Project detail sheets for all 34 projects are provided, as well as a summary table. Consistent with last year's summary table, the 34 projects are divided into two groups: known or expected funding sources, and those projects with unknown funding sources. The projects identified thus far are categorized into the following groups:

- Drinking Water
- Wastewater
- Transportation
- Facilities and Grounds
- Fire
- Stormwater

Projects added for this year's CIP include a soccer complex, roadway segments of Markey Parkway to extend the road west of Academy Sports, and the intersection of State Hwy 58 and Scott. The draft CIP is available online at: <http://www.belton.org/index.aspx?nid=481>

Summary of FY2016-FY2020 CIP Projects

General, Proprietary and Special Revenue Funded Projects										
Project ID	Project Name	Prior	FY2016	FY2017	FY2018	FY2019	FY2020	Beyond	Total	
DW-1	Waterline Installation - Phase 1	\$5,856,012	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$6,856,012	
DW-2	Waterline Installation - Phase 2	\$200,000	\$1,748,128	\$0	\$0	\$0	\$0	\$0	\$1,948,128	
DW-3	Waterline Installation - Phase 3	\$0	\$0	\$0	\$3,090,656	\$9,271,969	\$0	\$0	\$12,362,625	
DW-4	Waterline Replacement Program	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$0	\$2,400,000	
WW-1	Wastewater Treatment Plant Upgrades	\$2,420,000	\$10,650,000	\$1,550,000	\$0	\$0	\$0	\$0	\$14,620,000	
WW-2	Public Infiltration and Inflow Program	\$2,318,957	\$1,290,000	\$1,164,000	\$72,000	\$3,000,000	\$3,000,000	\$0	\$10,844,957	
WW-3	Private Infiltration and Inflow Program	\$0	\$684,000	\$684,000	\$684,000	\$684,000	\$684,000	\$0	\$3,420,000	
WW-4	Markey Parkway & Y-Hwy Sewer Improvements	\$460,300	\$535,000	\$0	\$0	\$0	\$0	\$0	\$995,300	
WW-5	Wastewater Master Plan	\$0	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000	
WW-6	West Cimarron Lift Station Removal	\$0	\$0	\$98,200	\$0	\$0	\$0	\$0	\$98,200	
T-2	155th Street Widening Project	\$350,000	\$600,000	\$2,700,000	\$2,140,000	\$0	\$0	\$0	\$5,790,000	
T-3	Mullen Road Widening Project	\$245,000	\$1,460,000	\$10,245,000	\$0	\$0	\$0	\$0	\$11,950,000	
SW-7	Markey Parkway Dry Detention	\$38,000	\$583,020	\$0	\$0	\$0	\$0	\$0	\$621,020	
Uncertain Funding Sources										
T-1	Street Preservation Program	\$0	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$0	\$20,000,000	
T-4	North Cass Connector Project	\$0	\$0	\$0	\$1,090,000	\$5,917,000	\$0	\$0	\$7,007,000	
T-5	Scott Ave and 58 Intersection Realignment	\$0	\$0	\$0	\$0	\$0	\$0	\$2,533,000	\$2,533,000	
T-6	Markey Parkway Extension to N Scott	\$0	\$0	\$0	\$0	\$0	\$0	\$6,030,000	\$6,030,000	
T-7	Markey Parkway from N Scott to Westover	\$0	\$0	\$0	\$0	\$0	\$0	\$5,580,000	\$5,580,000	
T-8	Markey Parkway from Westover to Bales	\$0	\$0	\$0	\$0	\$0	\$0	\$4,150,000	\$4,150,000	
T-9	Markey Parkway from Bales to Prospect	\$0	\$0	\$0	\$0	\$0	\$0	\$9,166,000	\$9,166,000	
T-10	Kentucky Road Widening Project	\$0	\$0	\$0	\$0	\$0	\$0	\$14,240,000	\$14,240,000	
T-11	Cleveland Road Widening Project	\$0	\$0	\$0	\$0	\$0	\$0	\$6,570,000	\$6,570,000	
Fa-1	Transportation, Water Services and Parks Facility	\$0	\$0	\$1,044,000	\$0	\$0	\$0	\$0	\$1,044,000	
Fa-2	Soccer Complex	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000,000	\$10,000,000	
Fa-3	West Satellite Fire Station	\$0	\$0	\$0	\$15,000	\$800,000	\$4,455,000	\$0	\$5,270,000	
Fa-4	Live Burn Training Facility	\$0	\$0	\$0	\$0	\$45,000	\$630,000	\$0	\$675,000	
F-1	Fire Engines	\$0	\$500,000	\$0	\$0	\$0	\$550,000	\$0	\$1,050,000	
F-2	Squad Vehicle	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	
SW-1	East Pacific Drive SW Improvements	\$0	\$289,534	\$0	\$0	\$0	\$0	\$0	\$289,534	
SW-2	Lacy Estates SW Improvements	\$0	\$856,720	\$2,145,000	\$0	\$0	\$0	\$0	\$3,001,720	
SW-3	Somerset Hills SW Improvements	\$0	\$0	\$911,928	\$764,926	\$0	\$0	\$0	\$1,676,854	
SW-4	Hargis Lake SW Improvements	\$0	\$0	\$1,154,406	\$1,430,000	\$0	\$0	\$0	\$2,584,406	
SW-5	West Sunrise and Buena Vista SW Improvements	\$0	\$0	\$0	\$729,057	\$0	\$0	\$0	\$729,057	
SW-6	162nd Street SW Improvements	\$0	\$0	\$0	\$250,520	\$1,920,979	\$0	\$0	\$2,171,499	
Total		\$12,288,269	\$24,646,403	\$25,602,534	\$15,710,160	\$26,038,948	\$13,719,000	\$58,269,000	\$176,274,313	

Transportation Maintenance Priorities and Strategies

Streets, Curbs and Sidewalks

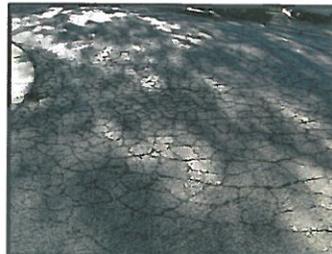


PLANNED - PREPARED - MEASURED - TRANSPARENT



Purpose

- Current Conditions
 - Streets
 - Curbs
 - Sidewalks
- Continuous Improvement
- Funding Challenges
- Capital Funding Needs
- Annual Funding Needs
- Benchmarking
- Storm Water Capital Needs
- Capital / Maintenance Overview
- Conclusion



Current Conditions / Streets

- Street classification breakdown
- 76% are classified as residential collector, access or local

Classification	Length (Miles)	Percentage
Major Arterial	13.36	11.54%
Minor Arterial	3.51	3.03%
Commercial Collector	11.25	9.72%
Residential Collector	21.59	18.65%
Residential Access	9.66	8.35%
Residential Local	56.38	48.71%
Total	115.75	100.00%

- Network conditions
- 18% of the network is Poor / Failed

Condition	Length (Miles)	Percentage
Good	30.70	26.52%
Satisfactory	36.47	31.51%
Fair	27.94	24.14%
Poor	8.97	7.75%
Very Poor	7.07	6.11%
Serious	3.04	2.63%
Failed	1.55	1.34%
Total	115.75	100.00%

Current Conditions / Streets

- Major Arterial
- .12 linear miles: poor / failed
- 1%
- Minor Arterial
- .88 linear miles: poor / failed
- 25%



Condition	Length (Miles)	Percentage
Good	4.27	31.98%
Satisfactory	6.59	49.32%
Fair	2.38	17.77%
Poor	0.07	0.52%
Very Poor	0.05	0.40%
Serious	0.00	0.00%
Failed	0.00	0.00%
Total	13.36	100.00%

Condition	Length (Miles)	Percentage
Good	1.44	41.06%
Satisfactory	1.12	32.00%
Fair	0.06	1.84%
Poor	0.81	23.08%
Very Poor	0.07	2.03%
Serious	0.00	0.00%
Failed	0.00	0.00%
Total	3.51	100.00%

Current Conditions / Streets

- Commercial Collector
- 1.94 linear miles: poor / failed
- 17%

Condition	Length (Miles)	Percentage
Good	5.00	44.42%
Satisfactory	3.53	31.40%
Fair	0.78	6.93%
Poor	1.74	15.48%
Very Poor	0.00	0.00%
Serious	0.00	0.00%
Failed	0.20	1.77%
Total	11.25	100.00%



Current Conditions / Streets

- Residential
- 17.69 linear miles: poor / failed
- 21%

Condition	Length (Miles)	Percentage
Good	19.98	22.80%
Satisfactory	25.22	28.78%
Fair	24.72	28.21%
Poor	6.35	7.25%
Very Poor	6.95	7.93%
Serious	3.04	3.47%
Failed	1.35	1.54%
Total	87.63	100.00%



Current Conditions / Curbs

- Total Curb Footage = 664,923 LF or 125.93 miles

Ward	Feet	Miles	Percentage
1	163,336.29	30.93	24.56%
2	181,840.35	34.44	27.35%
3	158,964.07	30.11	23.91%
4	160,781.90	30.45	24.18%

- Failed Curb = 42,173 LF or 8 miles
- 6% of total curb is failed

Ward	Footage	Miles	Percentage
1	16,209	3.1	38%
2	7,674	1.5	18%
3	3,300	0.6	8%
4	14,990	2.8	36%

Current Conditions / Curbs



Current Conditions / Sidewalks

- Total Sidewalk Footage =
285,762 LF or 54 miles

Ward	Feet	Miles	Percentage
1	66,294.77	12.56	23.20%
2	52,098.00	9.87	18.23%
3	75,367.67	14.27	26.37%
4	92,001.63	17.42	32.20%

- Total Poor / Failed Sidewalk =
27,312 LF or 5 miles

Ward	Poor / Failed Footage	Miles	Percentage
1	5,513.79	1.0	8.3%
2	4,736.96	0.9	9.1%
3	10,023.02	1.9	13.3%
4	7,038.48	1.3	7.7%

Current Conditions / Sidewalks

- Trip Hazards = 1,455



Continuous Improvement

- Annually inspect streets, curbs, sidewalks and storm sewers
 - Rotated by ward so every four years the system is evaluated and updated
- Utilizing outside contractual services so the division can focus on maintenance priorities.
 - Unit Rate Price Contract
 - Annual mowing contract
 - Striping Contract
 - Larger quantity contracts = cost effective and efficient solutions to maintenance

Continuous Improvement

- Strong focus on maintenance priorities
 - “Keeping the main thing, the main thing”
 - Rankings conducted by PWC and staff

Maintenance Activities	Rank	Maintenance Activities	Rank
Asphalt Patching	1	Right-of-Way Maintenance	14
Water Breaks- asphalt & curb repairs	2	Trip Hazard Removal Program	15
Snow Removal	3	Driveway Culvert repair	16
ROW Ditching	4	In-house Street Striping	17
Street Preservation- overlays, micro seals, reconstructs	5	Training / Meetings	18
Curb Replacement	6	Mow Trimming- brush & trees in rural-type road ROW	19
Pothole Patching	7	Signal Inspections	20
Crack Sealing	8	Bridge Maintenance	21
Storm Cleaning	9	ROW Trash Removal	22
Sidewalk Repair	10	Rip-Rap Program- downtown ditches with severe erosion	23
Tree Trimming- mostly trees in ROW	11	Alley Maintenance	24
Storm Sewer Maintenance	12	Civic Events	25
Street Sweeping	13	Weed Killing Program	26

Continuous Improvement

- Planning preservation money on a two-year cycle
 - This maximizes the dollars spent
- Maintaining a lean, efficient work force utilizing the right resources with proven data
- Utilizing technology to manage infrastructure and material usage
 - GPS tracking for improved winter weather maintenance
 - Cartegraph: provides for efficient tracking of work orders, infrastructure, and time management
 - Web-GIS
- Equipment purchases that provide crews with efficient and cost effective solutions for maintenance
 - Street Sweeper
 - Pothole Patcher
 - Skid Steer
 - Trucks

Continuous Improvement

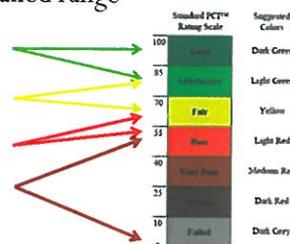
- Professionally installed and properly inspected projects
- Installation of LED lighting along Main Street and Loop Road
 - Reduces long term electricity and maintenance costs
- Possible one trash hauler concept
- All streets require various levels of maintenance. The preservation program must focus available resources on maintaining streets meeting current condition standards so they do not fall into the poor / failed range

OCI 80-90: Crack sealing

OCI 65-80: Chip Seal, Slurry, Micro

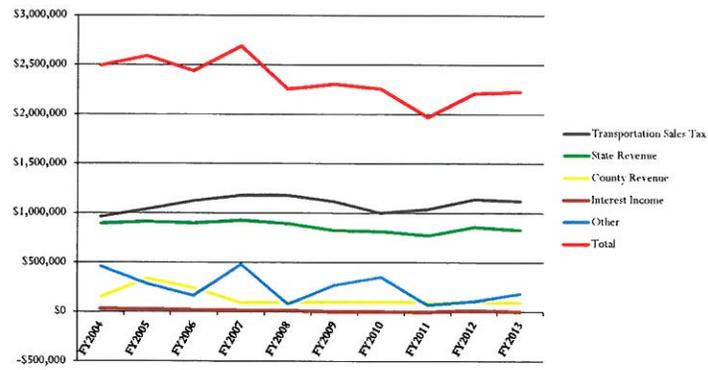
OCI 55-65: 2" Mill and Overlay

OCI 0-55: Reconstruct



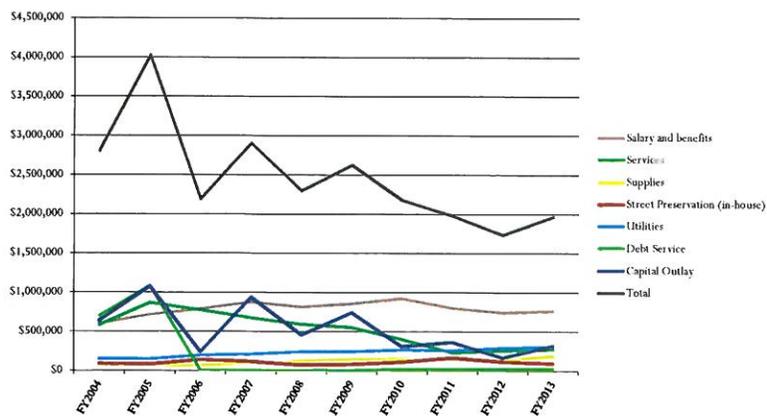
Funding Challenges

Transportation Revenues



Funding Challenges

Transportation Expenditures



Funding Challenges

- Uncertainty from the County sales tax. Approximately \$200,000
- Revenues continue to remain flat while cost of supplies, materials, wages and benefits have increased
 - In 2003, the average price of gasoline was \$1.59
 - Since 2006, the price of asphalt has increased 49%
 - Since 2009, the price of salt has increased 12%
- Added infrastructure increases costs
 - In 2004, the Transportation Division spent \$136,170 on street lighting
 - Today, funding for street lighting is \$323,052 annually. 42% increase
 - Added lane miles increases maintenance costs

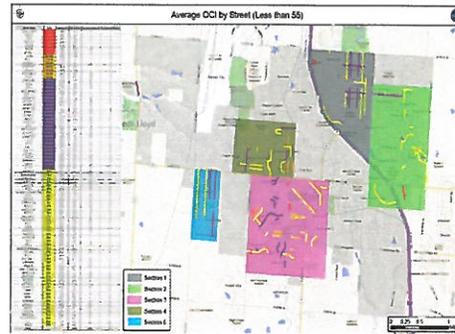
Funding Challenges

- Transportation Expenditures
 - Funding dedicated to contracted Street Preservation
 - \$272,771: Slurry, micro, overlay and re-constructs
 - \$75,000: Curb replacement
 - \$39,800: Nexus Project
 - \$63,000: Street Striping
 - Maintenance funding dedicated to in-house Street Preservation (materials only)
 - \$90,000: Asphalt
 - \$3,600: Tacking oil
 - \$5,000: Rock
 - \$10,000: Crack seal
 - \$7,500: Culvert / drainage supplies
 - \$12,500: Curb replacement
 - \$12,500: Sidewalk replacement
 - \$2,500: Bridge Maintenance

Capital Funding Needs

- Total Re-construct Costs

Section 1:	\$5,387,000
Section 2:	\$3,804,000
Section 3:	\$5,030,000
Section 4:	\$2,880,000
Section 5:	\$2,546,000
Total	\$19,647,000



- 10yr plan \$1,964,700 per year
- 20yr plan \$982,350 per year
- No funding allocated

Annual Funding Needs

- Total Curb Replacement

- 42,173 LF
- Current Price / LF = \$27.00
- Total Cost to replace = \$1,138,671
- At current funding levels it would take 15 years to replace
- Curb continues to deteriorate at an alarming rate

- Total Sidewalk Replacement

- 27,312 LF
- Current Price / LF = \$27.00
- Total Cost to replace = \$737,424
- No dedicated capital outlay program

Annual Funding Needs

- 2" Mill and Overlay Program
 - Conducted when segment falls into OCI 55-65
 - Current Lane Miles: 34.06
 - Budget for 20% or 6.8 lane miles
 - \$390,000 needed annually

- Chip Seal, Micro, Slurry Program
 - Conducted when segment falls into OCI 65-80
 - Current Lane Miles: 78.00
 - Budget for 20% or 15.6 lane miles
 - Approximately \$440,000 needed annually

Funding Needs

- Total Capital Preservation Needs
 - Re-constructs \$19,647,000 Total Cost

- Annual Maintenance Preservation Needs
 - Mill and Overlay \$390,000 Annually
 - Chip Seal, Micro, Slurry \$440,000 Annually
 - Curb Replacement \$150,000 Annually
 - Sidewalk Replacement \$100,000 Annually
 - Crack Sealing \$10,000-\$20,000 Annual Material Cost

- Net annual increase in Transportation budget needed = \$900,000

Benchmarking

	Belton	Raytown	Lee's Summit	Blue Springs	Raymore	Overland Park	Olathe
Lane Miles	286	331	1044	474	350	1900	1259
Asphalt Work	\$270,000	\$350,000	\$3,700,000	\$2,300,000	\$500,000	\$6,000,000	\$8,800,000
Slurry seal							
Micro surface			included in asphalt				\$1,000,000
Chip seal		\$170,000				\$2,500,000	
Curb repair	\$75,000	\$60,000	\$1,000,000	included in asphalt	\$300,000	\$500,000	\$300,000
Sidewalk repair		\$60,000	\$80,000	included in asphalt		\$200,000	
Transportation Sales tax	1/2 cent	1/2 cent	1/2 cent	1/2 cent goes to GF	1/2 cent	1/8 cent curbs	
Bridge Fund			1/2 cent / portion for curbs				
CARS						\$1,000,000	yes / match
State Fuel Tax	yes	yes	yes	yes	yes	yes	yes
County	\$219,000						
PAYGO					\$176,000	\$4,500,000	
Street Maintenance Sales Tax						\$4,300,000	
General Fund	no	no	yes / maintenance activities	unknown	yes / fund transfer	yes	yes

Benchmarking

	Belton	Raytown	Lee's Summit	Blue Springs	Raymore	Overland Park	Olathe
Lane Miles	286	331	1044	474	350	1900	1259
Total budgeted funds	\$345,000	\$655,000	\$4,780,000	\$2,300,000	\$800,000	\$9,200,000	\$10,100,000
Cost program / lane miles	\$1,206	\$1,979	\$4,579	\$4,852	\$2,286	\$4,842	\$8,022

■ Average spent per lane mile = \$3,967 (w/o Olathe = \$3290)

	Belton	Raytown	Lee's Summit	Blue Springs	Raymore	Overland Park	Olathe
Does funding sources include personnel?	yes	no	no	through GF	no / partially	no	no
Does funding sources include small maintenance work?	yes	materials	no	through GF		materials	no
Does funding sources include vehicle replacement?	yes	no	no	no	no	no	no
Are street lights included in funding sources for street preservation program?	yes	no			no	no	no
How are street lights funded		general fund	general fund		general fund	general fund	general fund

Storm Water Capital Needs

- Markey Lake Project will be completed with development
- Total Construction Costs – Priority 1 Group = \$9,799,493

Project	Project Location	100-yr Flood Impacts Homes (Factors 1-3)	Street Flooding (Factors 4-7)	Erosion Threatens Infrastructure (Factors 8-12)	System Condition (Factors 13-14)	Water Quality Benefits (Factors 15-16)	(A) Benefit Score	(B)	
								Project Costs	Cumulative Project Costs
PRIORITY 1 PROJECTS									
WF-3	Pacific Dr. and Sunrise Dr.	190	90				270.0	\$275,964	\$275,964
WF-4	Westside Dr. and Lacy Ln.	900	90		10		1000.0	\$2,857,840	\$3,133,803
OC-1	High Ave. and Bryan Way	300	112.5	60			472.5	\$1,699,312	\$4,733,115
WF-1	Sunset Ln. and N Hillcrest Dr.	540	90	30			660.0	\$2,302,790	\$7,035,905
WF-2	Sunrise Dr. and Buena Vista Dr.	120	45				165.0	\$192,505	\$7,228,410
OC-2 - B	Valentine Ave. and 162nd St.	350	75				425.0	\$2,071,053	\$9,299,463
Markey Lake	South of US 71 and Hwy. Y	24	7	2		20	53.0	\$1,117,749	\$10,417,212
Total Construction Costs - Priority 1 Group									\$10,917,242

Capital and Maintenance Overview

- Total Capital Funds = \$29,446,000
 - Street re-constructs \$19,647,000
 - Storm Water \$9,799,000

- Annual Street Maintenance = \$1,100,000
 - Mill and Overlay \$390,000 Annually
 - Chip Seal, Micro, Slurry \$440,000 Annually
 - Curb Replacement \$150,000 Annually
 - Sidewalk Replacement \$100,000 Annually
 - Crack Sealing \$10,000-\$20,000 Annual Material Cost
 - Net annual increase in Transportation budget needed = \$900,000

- Annual Storm Maintenance = \$250,000 - \$500,000

Conclusion

Staff will be working on financial strategy for future discussion

Questions?

PLANNED - PREPARED - MEASURED - TRANSPARENT

ANNEXATION STRATEGY



CITY OF BELTON
PLANNING COMMISSION INFORMATION FORM

ANNEXATION STRATEGY

AGENDA DATE: October 20, 2014
ASSIGNED STAFF: Jay C. Leipzig, Director

ISSUE

Analyzing and addressing needs for future growth is a top concern of City of Belton. In previous discussions, staff has discussed the need to have a general document which prescribes an overall strategy for annexation in the City, and will prioritize potential annexations to secure Belton's future. During a City Council Work Session held on September 16, 2014, staff presented the draft Annexation Strategy for discussion and review prior to its approval by the Planning Commission.

BACKGROUND

An Annexation Strategy is important for a City to maintain and expand its population, tax base and overall economic future. Annexation attempts have been used previously to annex key areas for future developments that were contingent upon the successful completion of development projects within these areas. The proposed Annexation Strategy is an attempt to strategize future annexations by priority areas to facilitate annexation discussions with staff and the general public.

The proposed Annexation Strategy does not replace or provide notice of any legal actions necessary for Annexation consistent with Missouri statutory law. These legal requirements include providing a detailed cost benefit analysis of the annexation area and impact to the community. All legal requirements would continue to be satisfied through these more formal mechanisms consistent with the direction of the City Council and State Law.

This item was previously discussed by the Planning Commission on June 16, 2014 and July 7, 2014. Staff presented the strategy to the Council for discussion before beginning this final review process with the Planning Commission.

STAFF RECOMMENDATION

Recommend approval of the proposed Annexation Strategy and Map

ATTACHMENTS

Proposed Annexation Strategy
Map



DRAFT COPY

City of Belton

Five, Ten and Fifteen Year
Annexation Strategy

SEPTEMBER 2014

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

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Introduction:

This Annexation Strategy (the “Strategy”) 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 Strategy 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 Strategy by the City Council does not initiate the annexation of any property outlined in the Strategy, nor does the Strategy 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 Strategy 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. The Comprehensive Plan provides consistency, orderly development and predictability for both the City’s residents and development community.

The Strategy 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 203rd Street and East of Y-Highway, close to Peculiar's northwest city limits.

Five Year Area Annexation Strategy

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 184th 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 Strategy 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 155th 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 Strategy 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 Strategy or as approved by the City Council.

Ten Year Annexation Strategy

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

Location: Properties south of 184th west of Mullen Road to Cleveland Avenue and south to 187th 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 Strategy 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: Properties south of 184th Street to 187th Street, then west to Holmes Road, north to 174th 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 Strategy or as approved by the City Council.

Fifteen Year Annexation Strategy

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

