



**AGENDA  
CITY OF BELTON  
PLANNING COMMISSION  
MEETING & PUBLIC HEARING  
MONDAY, DECEMBER 5, 2016 - 6:00 P.M.  
CITY HALL ANNEX, 520 MAIN STREET**

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- I. **CALL MEETING TO ORDER**
  
- II. **ROLL CALL**
  
- III. **APPROVAL OF THE MINUTES OF THE NOVEMBER 7, 2016 PLANNING COMMISSION MEETING**
  
- IV. **GENERAL DISCUSSION**
  - A. Presentation from the City Engineer regarding the proposed FY 2018 Capital Improvement Plan.
  
  - B. Discussion of various issues.
  
- V. **DIRECTOR'S REPORT**
  
- VI. **NEXT MEETING DATE:** December 19, 2016
  
- VII. **ADJOURNMENT**

# **MEETING MINUTES**

**NOVEMBER 7, 2016**

**Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main Street  
November 7, 2016**

**CALL TO ORDER**

Chairman Girgin called the meeting to order at 6:00 p.m.

**ATTENDANCE**

*Commission:* Chairman Holly Girgin, Mayor Jeff Davis, Councilman Chet Trutzel, Commissioners Sally Davila, Tim McDonough, Scott Swaggart, Charles Crate, Chris Christensen and Larry Thompson.

*Absent:* None.

*Staff:* Jay Leipzig, Community and Economic Development Director; Megan McGuire, City Attorney, present via telephone; Brett Penrose, Building Official; Zach Matteo, City Engineer; Robert Sperry, Fire Marshall; Ashley Scherer, Community Development Administrative Assistant.

*Guests:* Christie Development, Dave Olson, Director of Construction; Davidson Architecture & Engineering, Will Dubois, Architect.

**MINUTES**

Commissioner Crate moved to approve the August 15, 2016 Planning Commission meeting minutes. The motion was seconded by Commissioner Christensen. All members present voted in favor and the motion carried.

**DISCUSSION-** Consideration of the Final Development Plan for a Kneaders Bakery in Lot 4, Belton Gateway Addition Unit No. 2 at 621 East Markey Parkway.

Kneaders Bakery and Café a fast-casual drive-thru restaurant, will be a 4,120-square foot commercial building on 1.16 acres located at 621 East Markey Parkway. The general appearance of the building will be a stucco, brick and cast-stone mix. The primary access will be from Markey Parkway, immediately north and east of the Markey Parkway / 163<sup>rd</sup> Street traffic signal. Pursuant to City code, wall mounted signs are an acceptable form of signage in a C-2 (General Commercial) zoning district. The Belton Gateway site does have an existing monument sign located on the southeast corner of the site, and all signage will be consistent with the master signage plan submitted by the developer. The site will be irrigated and landscaped with multiple native plantings, shrubs and sod.

Provided to the commission was the final development plan, building elevations, and the landscape plan.

Mayor Davis asked staff if the landscape escrow would cover items such as stop signs and fire hydrants. Mr. Leipzig stated that those items would be covered under a landscape escrow and those issues would be addressed. Mr. Leipzig pointed out that this area is a part of a Tax Increment Finance (TIF) approved

by the City Council and there is also a development agreement that ties future development together that can also address these issues. Mayor Davis inquired of Mr. Matteo, City Engineer approved the backflow vault. Mr. Matteo confirmed that he did approve the backflow vault. Councilman Trutzel added it is a positive experience when plans come in that do not need additional changes.

Commissioner Christensen moved to approve the consideration of the Final Development Plan for a Kneaders Bakery in Lot 4, Belton Gateway Addition Unit No. 2 at 621 East Markey Parkway as submitted.

The motion was seconded by Councilman Trutzel. When a vote was taken, the following was recorded: Ayes: 9 – Chairman Girgin, Mayor Davis, Councilman Trutzel, Commissioners Davila, McDonough, Crate, Swaggart, Christensen and Thompson.

Noes: 0.

Absent: None.

Motion carried.

**DISCUSSION-** Consideration of a Final Development Plan for a Multi-Tenant Retail Shopping Center in Lot 1, Belton Gateway Addition Unit No. 2 at 531, 535, 539, 541, and 545 East Markey Parkway.

The multi-tenant commercial retail building will be a 76,505-square foot commercial building located on Block 1, a 9.68 -acre tract of land, of the Belton Gateway Addition Unit addressed as 531, 535, 539, 541, and 545 E. Markey Parkway.

It will consist of retail/commercial space with five commercial/retail development spaces, ranging from 8,498 square feet to 23,229 square feet. The height and dimension of the proposed building will not exceed seventy-five feet and will not exceed a building coverage percentage of forty percent. The general appearance of the building will be a stucco, brick and cast-stone mix, and meets the façade articulation requirements in the C-2 Zoning District in accordance with Chapter 28-1 of the Unified Development Code, and Chapter 28-4 of the Unified Development Code concerning mechanical equipment screening requirements.

The proposed final site plan is consistent with the Belton Gateway Phase Two Final Plat approved by the Planning Commission on November 16, 2015 and the Belton City Council on April 26, 2016. The plat has been recorded in accordance with requirements as specified by the Cass County Recorder's office. The proposed final site plan is consistent with the Preliminary Development Plan that was approved by the Planning Commission on November 16, 2015.

Additionally, pursuant to City code, wall mounted signs are an acceptable form of signage in a C-2 (General Commercial) zoning district. The Belton Gateway site does have an existing monument sign located on the southeast corner of the site, and all signage will be consistent with the master signage plan submitted by the developer. The site will be irrigated and landscaped with multiple native plantings, shrubs and sod.

Mr. Leipzig stated that staff has been working on this retail development with Mr. Olson for nearly two years and staff is very pleased with the development. Mr. Olson specified that they have created a BMP basin on the property, near the church, to work with mother nature along Highway Y in order to meet the recommended water quality level of service. Mr. Olson stated that the store fronts will align with Hobby

Lobby and Academy Sports. Mayor Davis inquired about how many businesses in Phase Three. Mr. Olson stated that he doesn't want to speculate because many factors can change, however, he suspects four to eight new business with Phase Three.

Councilman Trutzel questioned where Crossroads United Methodist Church entrance would be. Mr. Olson specified that the Church will have access from Lot 1. The new entrance would not be developed until the widening of Markey Parkway. Councilman Trutzel also questioned about the landscaping. Mr. Olson acknowledged that all the plantings are permanent and smaller oriental trees were selected as to not block the visibility of the store fronts. Mr. Olson stated the larger plantings will be located in the BMP area and the Price Chopper BMP area, on Highway Y, is being used as a design model. Mr. Leipzig stated that the plantings are consistent with Hobby Lobby to ensure it will look like a planned gateway.

Commissioner Christensen moved to approve the consideration of a Final Development Plan for a Multi-Tenant Retail Shopping Center in Lot 1, Belton Gateway Addition Unit No. 2 at 531, 535, 539, 541, and 545 East Markey Parkway as submitted.

The motion was seconded by Commissioner Swaggart. When a vote was taken, the following was recorded:

Ayes: 9 – Chairman Girgin, Mayor Davis, Councilman Trutzel, Commissioners Davila, McDonough, Crate, Swaggart, Christensen and Thompson.

Noes: 0.

Absent: None.

Motion carried.

**General Discussion-** Presentation from the City Engineer regarding the proposed FY 2018 Capital Improvement Plan.

Mr. Matteo provided Commissioners with a draft packet of the of the Belton Cass Regional Transportation Development District, FY2018-2022 Capital Improvement Program. Mr. Matteo plans on providing a more formal review of the documents to the Commissioners in December while focusing on which projects to fund and how to fund those projects. This item will also be presented at the City Council work session on November 15, 2016.

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

- Brewbaker's Bar and Grill is hoping to open on or around November 15, 2016.
- The City has received construction documents for two of the stores for Lot 1, Belton Gateway Addition Unit No. 2. Activity should be beginning in the next few months.
- The new City Planner, Melinda Bolling, is schedule to start on November 29, 2016.

The next meeting is scheduled for November 21, 2016. Currently, staff does not have items to bring to the Commission if the Commission would like to cancel the meeting. Chairman Girgin stated that she will not be able to attend the November 21, 2016 meeting due to the holiday. Commissioner Christensen indicated he is uncertain if he would be able to attend the meeting.

Commissioner Crate moved to have the Planning Commission meeting on November 21, 2016 in order to discuss the following items:

- Code Enforcement
- Code Enforcement Training
- Community Improvement Districts (CID)
- Electronic Signage
- Ice House
- Liquor signs on Highway 58 between North Scott and Y Highway
- Menard's Electronic Sign Permit
- Pole Signs – Godfather's Pizza

The motion was seconded by Mayor Davis. All voted in favor of the motion, pending there would a quorum.

#### **ADJOURNMENT**

Commissioner Christensen moved to adjourn the meeting. The motion was seconded by Commissioner McDonough. All voted in favor and the meeting adjourned at 6:49 p.m.

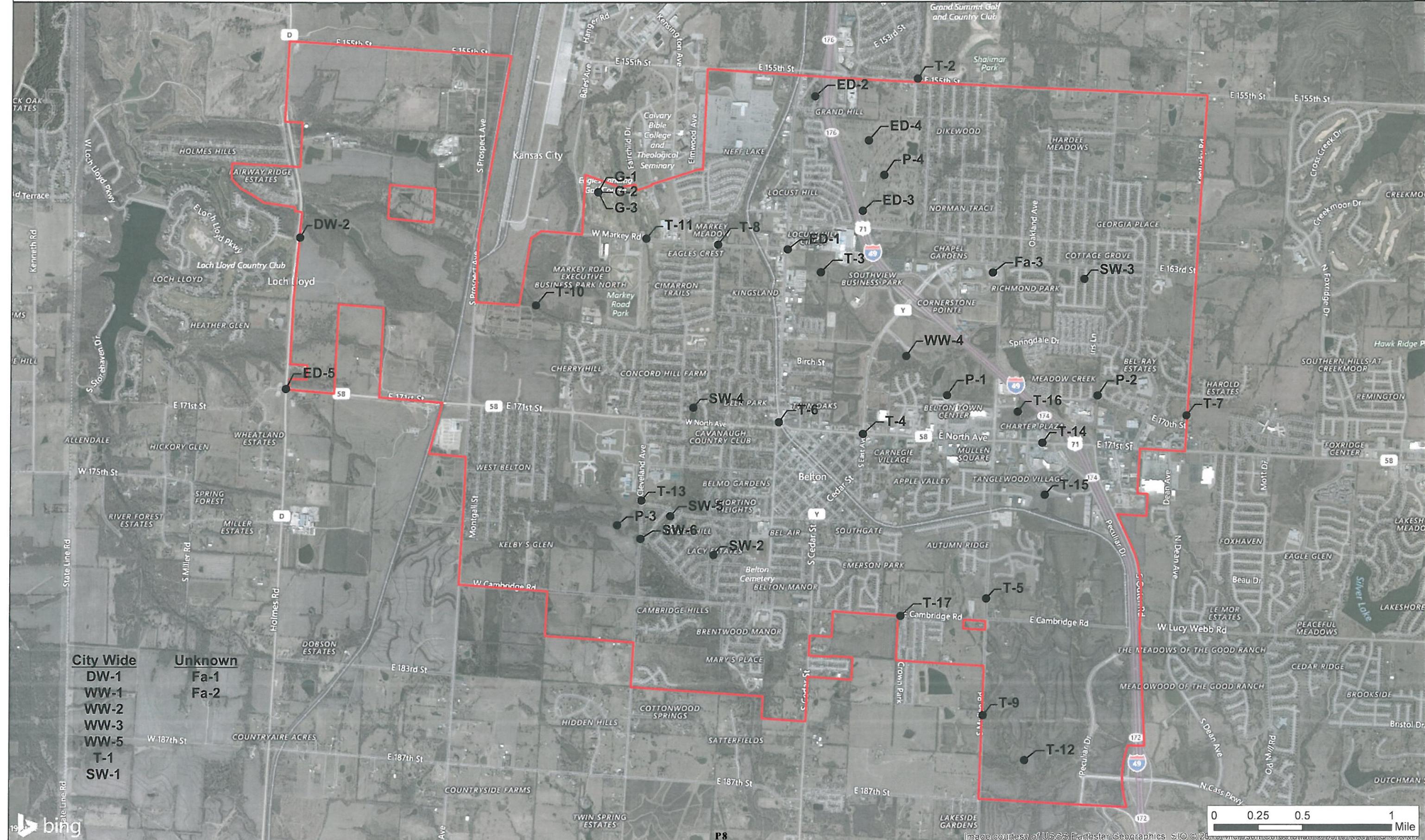
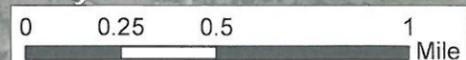
Ashley Scherer  
Community Development Administrative Assistant

**Presentation from the City Engineer regarding  
the proposed FY 2018 Capital Improvement  
Plan**



# FY2018-2022 CAPITAL IMPROVEMENT PROGRAM

- City Wide**
  - DW-1
  - WW-1
  - WW-2
  - WW-3
  - WW-5
  - T-1
  - SW-1
- Unknown**
  - Fa-1
  - Fa-2



FY2018-2022 CAPITAL IMPROVEMENT PROGRAM

Total Project Costs									
	Expenditures								Funding Secured (Yes, No, Partially)
	Prior	FY2018	FY2019	FY2020	FY2021	FY2022	Beyond or Unknown	Total Needs	
Projects with Funding Secured	\$1,784,202	\$4,117,468	\$4,038,000	\$800,000	\$1,700,000	\$0	\$0	\$12,439,670	Y
Partially Funded Projects	\$164,000	\$1,880,000	\$1,620,000	\$1,841,000	\$2,063,050	\$2,286,203	\$17,298,000	\$58,742,000	P
Projects without Funding	\$0	\$9,969,000	\$9,562,000	\$16,680,000	\$1,470,000	\$1,470,000	\$52,329,000	\$110,848,957	N
<b>Totals</b>	<b>\$1,948,202</b>	<b>\$15,966,468</b>	<b>\$15,220,000</b>	<b>\$19,321,000</b>	<b>\$5,233,050</b>	<b>\$3,756,203</b>	<b>\$69,627,000</b>	<b>\$182,030,627</b>	

FY2018-2022 CAPITAL IMPROVEMENT PROGRAM

Projects with Funding Secured															
Project #	Project Title	Ward/Location	Expenditures								Funding			Funding Secured (Yes, No, Partially)	
			Prior	FY2018	FY2019	FY2020	FY2021	FY2022	Beyond or Unknown	Total Needs	Funding Amount	Funding Source	Funding Notes		
WW-2	Wastewater Collection System Master Plan	City Wide	-	\$230,000	-	-	-	-	-	-	\$230,000	\$230,000	Sanitary Sewer Enterprise Fund (660)		Y
WW-3	Interceptor Lining	City Wide	-	-	-	-	\$1,700,000	-	-	-	\$1,700,000	\$1,700,000	Sanitary Sewer Enterprise Fund (660)		Y
WW-4	Oil Creek Exposed Sewer	4	-	\$150,000	-	-	-	-	-	-	\$150,000	\$150,000	Sanitary Sewer Enterprise Fund (660)		Y
WW-5	Streambank Stabilization	City Wide	-	\$75,000	-	-	-	-	-	-	\$75,000	\$75,000	Sanitary Sewer Enterprise Fund (660)		Y
T-2	155 <sup>th</sup> Street Widening Project	1 and 4	\$1,132,202	\$3,017,388	-	-	-	-	-	-	\$4,149,590	\$2,771,140	STP		Y
												\$693,215	Grandview		
												\$587,236	Street Impact Fees (223)		
												\$98,000	Water Impact Fees (462)		
T-4	State Highway 58 and Y Highway Intersection Improvements	4	-	\$50,000	\$50,000	\$800,000	-	-	-	-	\$900,000	\$459,000	Belton Cass Regional TDD	FY2020 STP Funds.	Y
												\$441,000	STP		
T-5	Mullen Road Widening- Phase 1	4	\$302,000	\$310,000	\$3,988,000	-	-	-	-	-	\$4,600,000	\$4,600,000	Belton Cass Regional TDD	TDD may issue bond for project in 2018.	Y
P-1	Belton Nexus	4	\$300,000	\$155,080	-	-	-	-	-	-	\$455,080	\$66,000	Belton Cass Regional TDD		Y
												\$324,080	STP		
												\$65,000	Parks (220)		
SW-6	Cleveland Avenue Culvert Widening	3	\$50,000	\$130,000	-	-	-	-	-	-	\$180,000	\$95,000	Cass County	City to contribute engineering and half of materials. County to contribute labor, equipment and half of materials.	Y
												\$85,000	Street Impact Fees (223)		
											Total	\$12,439,670			

FY2018-2022 CAPITAL IMPROVEMENT PROGRAM

Project #	Project Title	Ward/Location	Expenditures								Possible Funding			Funding Secured (Yes, No, Partially)
			Prior	FY2018	FY2019	FY2020	FY2021	FY2022	Beyond or Unknown	Total Needs	Funding Amount	Funding Source	Funding Notes	
DW-1	Water Line Replacement Program	City Wide	-	\$400,000	\$420,000	\$441,000	\$463,050	\$486,203	-	\$18,800,000	~\$400,000	Water Enterprise Fund (662)	Commitment of \$400,000/annually = 40 years	P
T-1	Street Reconstruction Program	City Wide	-	\$1,000,000	\$1,200,000	\$1,400,000	\$1,600,000	\$1,800,000	-	\$22,000,000	Varies	Street Fund (225)	Inconsistent funding levels : \$680,000 - \$1,772,000 = 20+ years+O93:O111	P
T-9	Mullen Road Widening- Phase 2	4	\$82,000	-	-	-	-	-	\$8,210,000	\$8,292,000		Belton Cass Regional TDD	Funding is contingent upon performance of TDD and possible bond issuance.	P
T-12	North Cass Connector	4	\$82,000	-	-	-	-	-	\$6,607,000	\$6,689,000		Belton Cass Regional TDD	Funding is contingent upon performance of TDD and possible bond issuance.	P
T-14	State Highway 58 and Powell Parkway Intersection Improvements	4	-	-	-	-	-	-	\$811,000	\$811,000		Developer	Details unknown / Soft commitment	P
												Belton Cass Regional TDD	Funding is contingent upon performance of TDD.	
T-15	173rd Street Extension	4	-	-	-	-	-	-	\$470,000	\$470,000	\$150,000	Developer	Developer may contribute \$150,000 / soft commitment	P
												Belton Cass Regional TDD	Funding is contingent upon performance of TDD.	
T-16	Larkspur Powell Connector	4	-	-	-	-	-	-	\$1,200,000	\$1,200,000		Developer	Details unknown.	P
												Belton Cass Regional TDD	Funding is contingent upon performance of TDD.	
P-2	Bel-Ray Connector Trail	1	-	\$480,000	-	-	-	-	-	\$480,000	\$344,100	STP	80% of reimbursable costs.	P
												Park (449)	Need local match of approximately \$135,634.	
Total										\$58,742,000				

FY2018-2022 CAPITAL IMPROVEMENT PROGRAM

Projects without Funding														
Project #	Project Title	Ward/Location	Prior	Expenditures							Possible Funding			Funding Secured (Yes, No, Partially)
				FY2018	FY2019	FY2020	FY2021	FY2022	Beyond or Unknown	Total Needs	Funding Amount	Funding Source	Funding Notes	
DW-2	WaterOne Connection	2	-	\$100,000	\$3,093,000	\$9,273,000	-	-	-	\$12,466,000				N
WW-1	Inflow and Infiltration Reduction Program	City Wide	-	\$1,290,000	\$370,000	\$1,210,000	\$1,200,000	\$1,200,000	-	\$7,588,957				N
SW-1	Stormwater Infrastructure Reconstruction Program	City Wide	-	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	-	\$17,000,000				N
SW-2	Lacy Estates Stormwater Improvements	3	-	\$3,004,000	-	-	-	-	-	\$3,004,000				N
SW-3	Summerset Hills Stormwater Improvements	1	-	-	\$1,679,000	-	-	-	-	\$1,679,000				N
SW-4	Hargis Lake Stormwater Improvements	2	-	-	-	\$2,827,000	-	-	-	\$2,827,000				N
SW-5	Buena Vista Stormwater Improvements	3	-	-	-	-	-	-	\$700,000	\$700,000				N
Fa-1	Transportation, Water Services, and Parks Maintenance Facility	Unknown	-	\$5,000,000	-	-	-	-	-	\$5,000,000				N
Fa-2	Fire Station #3	Unknown	-	\$125,000	\$300,000	\$3,100,000	-	-	-	\$3,525,000				N
ED-1	North Scott Corridor Improvements - Curb Replacement	2 and 4	-	-	\$2,000,000	-	-	-	-	\$2,000,000				N
ED-2	Land Purchase	2	-	-	\$1,250,000	-	-	-	-	\$1,250,000				N
P-4	Soccer Complex	4	-	-	-	-	-	-	\$13,000,000	\$13,000,000				N
Fa-3	High Blue Wellness Facility Upgrades	4	-	\$180,000	-	-	-	-	-	\$180,000				N
P-3	Cleveland Lake Restrooms	3	-	-	\$100,000	-	-	-	-	\$100,000				N
G-1	Golf Course Fairway Conversion to Zoysia Grass	2	-	-	\$350,000	-	-	-	-	\$350,000				N
G-2	Golf Course Clubhouse Improvements	2	-	-	\$150,000	-	-	-	-	\$150,000				N
G-3	Golf Course Irrigation Replacement and Improvements	2	-	-	-	-	-	-	\$1,100,000	\$1,100,000				N
T-3	Markey Parkway Extension to North Scott Avenue	4	-	-	-	-	-	-	\$6,030,000	\$6,030,000				N
T-6	Scott Avenue and State Highway 58 Intersection Realignment	3 and 4	-	-	-	-	-	-	\$2,533,000	\$2,533,000				N
T-7	Kentucky Road Improvements	1	-	-	-	-	-	-	\$3,500,000	\$3,500,000				N
T-8	Reconstruct Markey Road from North Scott Avenue to Westover Road	2	-	-	-	-	-	-	\$5,580,000	\$5,580,000				N
T-10	Construct Markey Parkway from Bales Road to Prospect Avenue	2	-	-	-	-	-	-	\$9,166,000	\$9,166,000				N
T-11	Reconstruct Markey Road from Westover Road to Bales Road	2	-	-	-	-	-	-	\$4,150,000	\$4,150,000				N
T-13	Cleveland Avenue Widening	3	-	-	-	-	-	-	\$6,570,000	\$6,570,000				N
T-17	Cambridge Road Widening	3 and 4	-	-	-	-	-	-	-					N
ED-3	East Outer Road Connection (old Southview)	4	-	-	-	-	-	-	-	\$750,000				N
ED-4	Waterline Connection (old Southview)	4	-	-	-	-	-	-	-	\$650,000				N
ED-5	Holmes and 58 Sanitary Sewer	2	-	-	-	-	-	-	-					N
Total										\$110,848,957				