

**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 / 163rd 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 at

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