

Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main Street  
October 18, 2010

CALL TO ORDER

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

ATTENDANCE

Commission: Chairman Girgin, Mayor Pro Tem Gary Lathrop, Councilman Bobby Davidson, Commissioners Sally Davila, Tim McDonough, Jeff Fletcher, Scott VonBehren, and Mike Van Eaton.

Staff: Jay Leipzig, Community Development Director; Jason Webb, Fire Marshal; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

Absent: Commissioner Larry Thompson

MINUTES

Commissioner VonBehren moved to approve the minutes of the October 4, 2010 Planning Commission meeting. The motion was seconded by Commissioner Fletcher. All members present voted in favor, and the motion carried.

DISCUSSION – Minimum Requirements

Mr. Leipzig brought up a topic for clarification that was discussed at the last meeting. He explained that during a review of projects/plans, staff checks to ensure the minimum code requirements have been met. The Commission and staff can make recommendations above the minimum standards according to Mr. Leipzig. Mr. Leipzig announced that in the future, staff reports will include the minimum code requirements, staff recommendations, and any additional committee recommendations. He went on to say the requirements and recommendations will be presented in a table format. Councilman Davidson suggested the staff reports should include the improvements above the minimum standard that the developer has agreed to. Commissioner Davila expressed her appreciation of the inclusion of the City's minimum requirements in the staff report.

DISCUSSION – Future Land Use Map

Mr. Leipzig distributed an outline of the process (attached) to update the City's Future Land Use Map. According to Mr. Leipzig the updated zoning map is to be reviewed by the City Council tomorrow night, the Unified Development Code (UDC) will take effect in January, 2011 and the next step is to develop a Future Land Use Map. He went over the proposed timeframe for the implementation of the map:

Nov/Dec 2010 – *Public Awareness*: Mr. Leipzig mentioned several methods that will be used to notify the public of the approval process.

Dec/Jan 2010/2011 – *Plan Development by Staff*: Staff meetings to review current information and analyze future development. Mr. Leipzig listed several city, park, school district and county documents that will be reviewed during this process.

Jan/Feb 2011 – *Development of Plan by Key Stakeholders*: Mr. Leipzig reported that a draft preliminary map will be reviewed by a group of community stakeholders.

March 2011 – *Public Comment and Planning Commission Consideration*: Receive public input at three public meetings, and a public hearing at a Planning Commission meeting.

April 2011 – *City Council Consideration*: Map will be presented to the City Council for consideration and approval.

Mr. Leipzig indicated this proposed schedule may change but he expressed hope that the Future Land Use map will be approved by the Spring/Summer of 2011.

#### DIRECTOR'S REPORT

Mr. Leipzig reported the Capital Improvement Plan (CIP) is developed by the City administration and presented to the Commission each year. This year the Public Works Director has suggested the CIP process involve appointed committees to help prioritize projects.

The TIF hearing scheduled for October 20, 2010 has been rescheduled for November 10, 2010.

In answer to Commission questions regarding the Future Land Use Map, Mr. Leipzig said the map is a 25 to 30 year planning map and amendments can be made to the map.

Mr. Leipzig reported the Site Plan Review Committee met with the applicant of a Special Use Permit application for a car sales lot at 300 N. Scott. He said the committee came up with a parking recommendation for the site after a discussion about the number of cars that should be parked in front of the building. The committee's proposed parking design could accommodate 16 cars which is an increase over the six cars that were proposed during a planning commission meeting.

#### ADJOURNMENT

Commissioner VonBehren moved to adjourn the meeting. Councilman Davidson seconded the motion. All members present voted in favor, and the meeting adjourned at 7:23 p.m.

Ann Keeton  
Community Development Secretary

# ATTACHMENT



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## MEMORANDUM

TO: Planning Commission Members

FROM: Jay Leipzig- Director

DATE: October 18, 2010

RE: Future Land Use Map

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The following time line represents an implementation schedule for the preparation and approval process for the Future Land Use Map organized by Tasks for the implementation process. This plan represents the next progression of work to be completed after the Current Zoning Map and the adoption of the Unified Development Code. It is anticipated that the development of this document will entail significant discussion from the Planning Commission, City Council and other community leaders. All dates are for internal use only and staff has some flexibility in the schedule; however, the overall goal is to approve this map during the first quarter of 2011.

### **TASK ONE Public Awareness November/December 2010**

This task would entail preliminary meetings with the Planning Commission and City Council to outline the process. Also included in this task is the notification of the media of the project, and to include updated information on the City web page, as well as the Facebook page. This component is critical to ensure positive feedback on the project as it moves forward, and is an opportunity to stress the importance of the project, and the initiative as it moves forward.

### **TASK TWO Development of Plan by Staff December/January 2010/2011**

The development of the plan by staff will include a series of meetings with members of the Development Review Committee and key City staff to review all current information that will affect the Future Land Use Map, and analyze future development on the plan. Items to be reviewed will include Future Roadway Alignments, Capital Improvement Plans, Storm water Master Plan, Trails Master Plan, Future Parks and Recreation Plans, Future Expansion Plans from the Belton School District, and the Cass County Comprehensive Plan and Future Land Use Map.

**TASK THREE Comment and Development of Plan by Key Stakeholders  
January/February 2011**

Once a draft preliminary map is developed by City staff, the core group will be expanded to include key stakeholders in the process. The members of this group will include representatives from Parks and Recreation, the Business Community, such as the Chamber of Commerce, Planning Commission Members, School District representatives, and Cass County officials.

**TASK FOUR Receive Public Comment and Presentation of the Plan to the Planning  
Commission**

**March 2011**

This task will include approximately (3) public meetings to gain input from the public on the document, and to ensure consistency with a series of Public Information meetings to gain input on the plan. Following these meetings, there will be a Public Hearing before the Planning Commission with a recommendation of approval.

**TASK FIVE Presentation of the Plan to the City Council  
April 2011**

Following a recommendation of approval by the Planning Commission, the Future Land Use Map will be discussed at a Work Session of the City Council for additional input. Following general agreement by the City Council, there will be two readings by the City Council on the document, and then it becomes the official Future Land Use Map of the City of Belton.