



**AGENDA
CITY OF BELTON
PLANNING COMMISSION MEETING
MONDAY, FEBRUARY 7, 2011 - 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 DECEMBER 6, 2010 PLANNING COMMISSION MEETING

- IV. CASES
 - A. Consideration of vacation of all utility easements, street rights-of-way, and lot-lines for a residential subdivision platted as Sunrise Gardens.

- V. DISCUSSION
 - A. Discussion of the Public Works Strategic Plan
 - B. Review of 2010 Planning Commission Activities & Priority Items for 2011.

- VI. DIRECTOR'S REPORT

- VII. NEXT MEETING DATE:

- VIII. ADJOURNMENT

MEETING MINUTES

DECEMBER 6, 2010

Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
December 6, 2010

CALL TO ORDER

Vice-chairman Scott VonBehren called the meeting to order at 7 p.m.

ATTENDANCE

Commission: Vice-chairman VonBehren, Mayor Pro Tem Gary Lathrop, Councilman Bobby Davidson, Commissioners Sally Davila, Jeff Fletcher, Mike Van Eaton, and Larry Thompson.

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

Absent: Chairman Holly Girgin, and Commissioner Tim McDonough

MINUTES

Commissioner Davila moved to approve the minutes of the November 15, 2010, planning commission meeting. Councilman Davidson seconded the motion. All members present voted in favor and motion carried.

CASE #SUP10-15 - Vehicle Sales Lot at 300 N. Scott

Mr. Leipzig reported the Special Use Permit (SUP) and site plan for 300 N. Scott was approved with conditions at an earlier meeting of the Planning Commission. In a follow-up meeting with the applicant, it was discovered that the applicant, Hamid Zabet, took issue with only being allowed three display parking spaces on the southeast corner of the car lot. Referring to a revised site plan, Mr. Leipzig explained the changes which included the removal of one customer parking space on the south side of the building, and the addition of one display space on the corner, resulting in four display parking spaces on the southeast side of the sales lot. According to Mr. Leipzig, the police chief does not object to the proposed changes to the site plan. Various commission members indicated the changes to the proposed site plan should not interfere with the line-of-sight for vehicles turning onto N. Scott. It was stated there will be 21 parking spaces including the customer parking. **Councilman Davidson moved to recommend approval of the changes to the proposed site plan for the SUP for a vehicle sales lot at 300 N. Scott.** Commissioner Thompson seconded the motion. When a vote was taken, the following was recorded: Ayes: 7 – Vice-chairman VonBehren, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Thompson, Van Eaton, Fletcher, and Davila. Noes: none. Absent: 2 – Chairman Girgin and Commissioner McDonough. The motion carried.

PUBLIC HEARINGS

A. CASE SUP10-19 – Vehicle Sales Lot at 906 N. Scott

Mr. Cooper reported the applicant; Don Bitterman with M & D Auto would like to open a used car dealership at 906 N. Scott. Mr. Bitterman would share the sales lot with the existing Jim's Auto Sales. The applicant will be placing a maximum of six additional cars for sale on the

northeast corner of the sales lot. Mr. Cooper gave a brief history of the 906 N. Scott property. Mr. Cooper pointed out on an aerial photo the area where the additional six cars will be placed, driving aisle width, and two access points. It was mentioned that the area where the sale cars are to be located currently has storage buildings for sale. Mr. Cooper said that area would be "cleaned-up" to make room for the sale cars.

Vice-chairman VonBehren opened the public hearing at 7:13 p.m. This hearing was being held to receive public input regarding a SUP application for a used car lot at 906 N. Scott. As there was no input, Vice-chairman VonBehren closed the hearing at 7:13 p.m.

Councilman Davidson moved to recommend approval of the SUP for a vehicle sales lot to be located at 906 N. Scott with the following conditions:

- 1) No certificate of occupancy is issued for M&D Auto until the site has a final inspection for compliance with Section 12-272, Belton Municipal Code.
- 2) Special Use Permit 10-19 is reviewed by the Planning Commission in one year to ensure compliance.
- 3) The sales display area shall be located on the northeast corner of the building only and consist of no more than six vehicles.
- 4) No display vehicle shall obstruct visibility, or be parked in a manner which would create a hazardous condition.
- 5) No material, supplies, or merchandise shall be stored outdoors.

Mayor Pro Tem Lathrop seconded the motion. When a vote was taken, the following was recorded: Ayes: 7 – Vice-chairman VonBehren, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Thompson, Van Eaton, Fletcher, and Davila. Noes: none. Absent: 2-Chairman Girgin and Commissioner McDonough. The motion carried.

B. CASE #SUP10-21 – Vehicle Sales Lot at 310 N. Scott

Mr. Cooper reported the applicant, Todd Earnshaw, with Mid-West Cars & Sales, Inc. would like to open a used car dealership at 310 N. Scott. Property details and a brief description of the building commercial /retail history were related by Mr. Cooper.

Mr. Cooper informed Commission members of complaints that have been received from the neighboring business owner (Shirley's Cleaners) about cars associated with the former business at 310 N. Scott, trespassing by blocking and/or parking in the cleaner's parking lot. He explained that the car lot on N. Scott is small and lacks adequate off-street parking which has resulted in police calls to the location primarily due to trespassing issues. The property line on the north side of the lot is about 6-ft. from the south wall of Shirley's Cleaners according to Mr. Cooper He suggested that stop blocks be placed at this property line to prevent cars from encroaching on the cleaner's parking lot. It was reported the parking lot needs repair.

The applicant proposed 14 parking stalls for display vehicles, but Mr. Cooper estimated the lot has space for no more than 11 display cars and two customer parking stalls.

There was discussion about placing the proposed stop blocks inside the property line to prevent vehicles from hanging over onto the neighboring property, and the location of customer parking. Mr. Earnshaw stated classic cars will be kept inside the business.

There was conversation about the trespassing issues from patrons of the car lots on both sides of Shirley's Cleaners.

Vice-chairman VonBehren opened the public hearing at 7:27 p.m. This hearing was being held to receive public input regarding an SUP application for a used car lot at 310 N. Scott.

Todd Earnshaw, Midwest Cars, spoke in favor of the application. He addressed the trespassing issue by remarking that in his opinion, Shirley's Cleaners customers are driving through the 310 N. Scott property. He asked questions about the location of the north property line. Mr. Earnshaw stated this car lot will be a small side operation and his primary lot is located in Kansas. He estimated there would not be more than 10-12 cars displayed outdoors on the lot.

There was no further public input and Vice-chairman VonBehren closed the public hearing at 7:31 p.m.

Councilman Davidson moved to recommend approval of the Special Use Permit application for a vehicle sales lot at 310 N. Scott with the following conditions:

- 1) No certificate of occupancy is issued for Mid-West Cars & Sales, Inc., until the site has had a final inspection for compliance with Section 12-272, Belton Municipal Code.
- 2) Special Use Permit 10-21 is reviewed by the Planning Commission in one year to ensure compliance and address complaints.
- 3) The parking area shall be located on the north and east side of the building only and consist of no more than 11 display vehicles and two customer parking spaces (site plan attached)
- 4) No display vehicle shall obstruct visibility or be parked in a manner which would create a hazardous condition or encroach upon abutting properties.
- 5) No material, supplies, or merchandise shall be stored outdoors
- 6) Wheel stop-blocks shall be placed 24-inches in from, and along the north property line to prevent vehicles from encroaching onto abutting property at 316 N. Scott Avenue.

Mayor Pro Tem Lathrop seconded the motion. When a vote was taken, the following was recorded: Ayes: 7 – Vice-chairman VonBehren, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, Fletcher, Van Eaton, and Thompson. Noes: none. Absent: 2 – Chairman Girgin and Commissioner McDonough. The motion carried.

C. CITY FIREWORKS REGULATIONS

The Commission reviewed the fireworks regulations because of changes in the Unified Development Code. Mr. Leipzig reported the City Council reviewed the proposed changes at an August work session. Mr. Webb went over proposed changes to the regulations including:

- Extending the deadline to apply for a permit/license to sell/store fireworks until June 1; applicants required to obtain a temporary use permit;
- Number of permits issued to be regulated by population;
- Fireworks sale sites to display sign with fireworks regulations;
- Changes in permitted fireworks discharge time.

Vice-chairman VonBehren opened the public hearing at 7:42 p.m. There was no public input so vice-chairman VonBehren closed the public hearing at 7:42 p.m.

DISCUSSION

FUTURE LAND USE MAP

Mr. Leipzig reported staff would like to “kick off” the Future Land Use Map project by introducing and displaying a logo and a brand, which is “Charting the Course the Future Land Use Map of Belton.”

DIRECTOR’S REPORT

The three vehicle sales lots discussed at tonight’s meeting will be on the Council agenda December 14, 2010, along with approvals for the Price Chopper development plans and plats.

There was discussion about whether to hold a Commission meeting on Monday, December 20, 2010. There was an agreement that the meeting be cancelled unless there is enough business to warrant holding a meeting.

There was a question about a trailer sitting in front of the former Southview Golf Course advertising “Boardwalk of Belton.” Mr. Leipzig stated trailers are allowed on thoroughfares for the larger projects and the precedent has been established in the past.

Mayor Pro Tem Lathrop asked that staff check on the vehicle sales lot at Walnut and Commercial because the vehicles are blocking the hydrant, parked across the sidewalks, and cars are parked across the street.

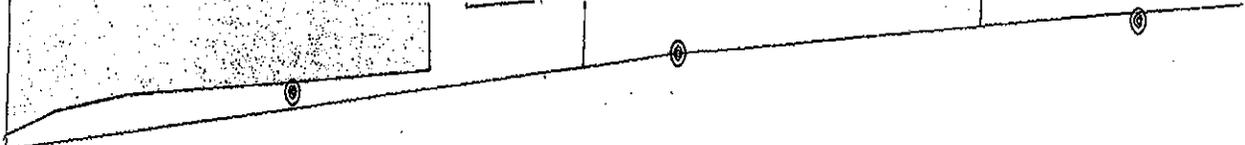
ADJOURNMENT

Councilman Davidson moved to adjourn the meeting. Commissioner Fletcher seconded the motion. All members present voted in favor and the meeting adjourned at 7:51 p.m.

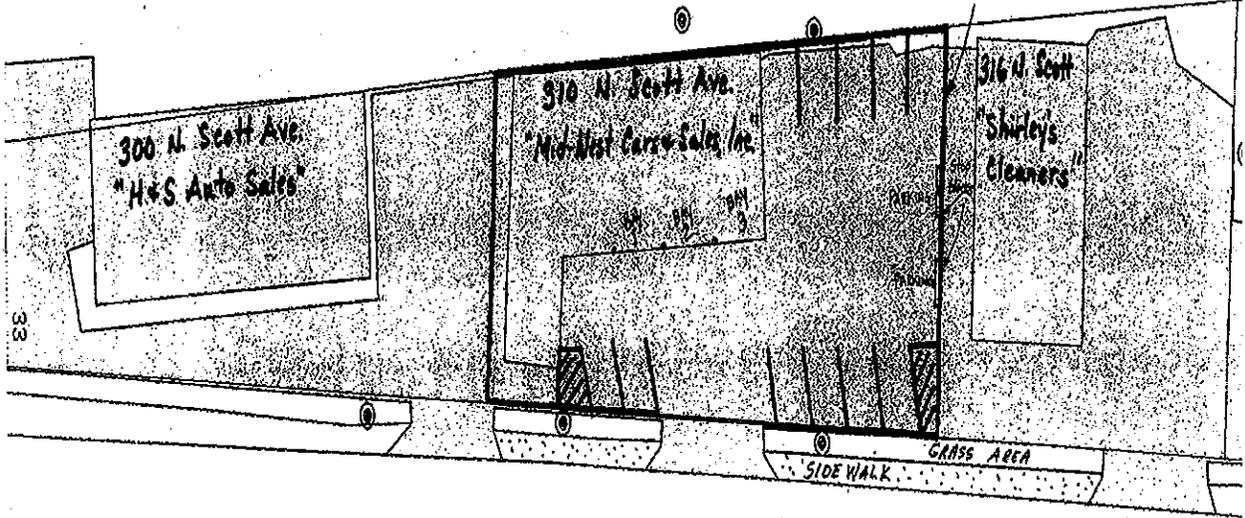
Ann Keeton
Community Development Secretary

ATTACHMENT

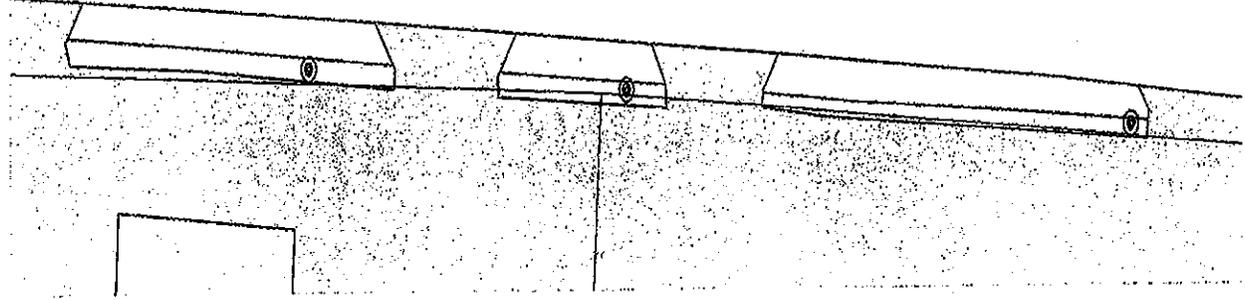
SUR 14-21 / MID-WEST CARS & SALES, INC. * 310 N. SCOTT AVENUE
EXHIBIT 'B'



North
Property Line
(PL)



SCOTT AVE



VACATION

SUNRISE GARDENS

**PLAT OF VACATION
'SUNRISE GARDENS SUBDIVISION'**

**BELTON PLANNING COMMISSION
MONDAY, FEBRUARY 7, 2011 – 7:00 P.M.
CITY HALL ANNEX, 520 MAIN STREET**

Staff Report: Robert G. Cooper, City Planner

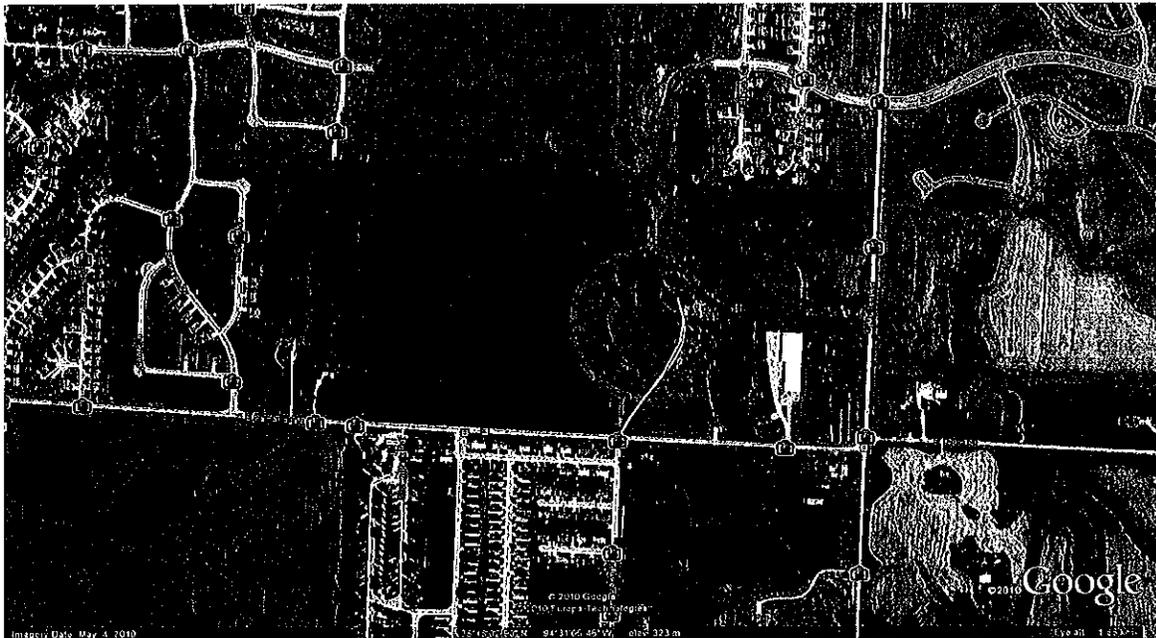
CASE #PV10-22

Submitted by Rick Kehr, on behalf of Bank of Lee's Summit, a consideration to vacate all utility easements, street rights-of-way, and lot-lines for the 68.7 acre residential subdivision, formally platted as Sunrise Gardens, located north of Cambridge Road and west of Mullen Road.

BACKGROUND

The Bank of Lee's Summit has taken ownership of the 68.7 acre tract of land and in order to facilitate their marketing scheme to sell and/or encourage development within the site, the bank wishes to vacate existing utility easements, street rights-of-way and lot-lines. At this time, the applicant (Bank of Lee's Summit) does not have plans to change the existing R-1 (Single-Family Residential) and C-2 (General Commercial) zoning district classifications. The Planning Commission originally reviewed and approved the preliminary plat for 'Sunrise Gardens' on December 5, 2005, as a single-family residential subdivision with a strip of commercial development along S. Mullen Road. The final plat for the first phase was reviewed and approved by the Planning Commission on May 1, 2006. No site improvements have been made since the City Council approved the final plat on May 9, 2006.

On October 20, 2008, the Planning Commission denied a request by the former owner (Wil-Chev Development) for a zone change from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential / Planned) District, for a proposed mixed high density residential housing and commercial development.



Aerial photograph: Undeveloped plat of Sunrise Gardens subdivision

REVIEW

In essence, the vacation of the recorded plat will remove all utility easements, street rights-of-way and lot-lines, with the exception of the 20-ft. utility easement which serves the sanitary sewer-lift station that is located at the far southeast corner of the site. The twenty-foot sanitary-sewer line and lift-station must remain in its current location, as it also provides service to the Autumn Ridge residential subdivision directly to the north. The new owner wishes to convert the platted tract to essentially raw ground with hopes of attracting new development. The previous owner/developer had been unsuccessful in developing the 69 acre tract of land since it was platted in 2006.

STAFF RECOMMENDATION

Fire, Community Development and Engineering staff, support the recommendation to approve vacating all recorded easements, street rights-of-way and lot-lines, with the exception of the sanitary sewer lift-station and associated 20-ft. sanitary sewer easement.

According to the 2003 CHAT report, Belton has a shortage of housing in the lowest price range, but a more significant shortage in the middle-upper range. Higher income earners are clearly occupying relatively 'lower-end' housing, generating a local demand for 'higher-end' housing.

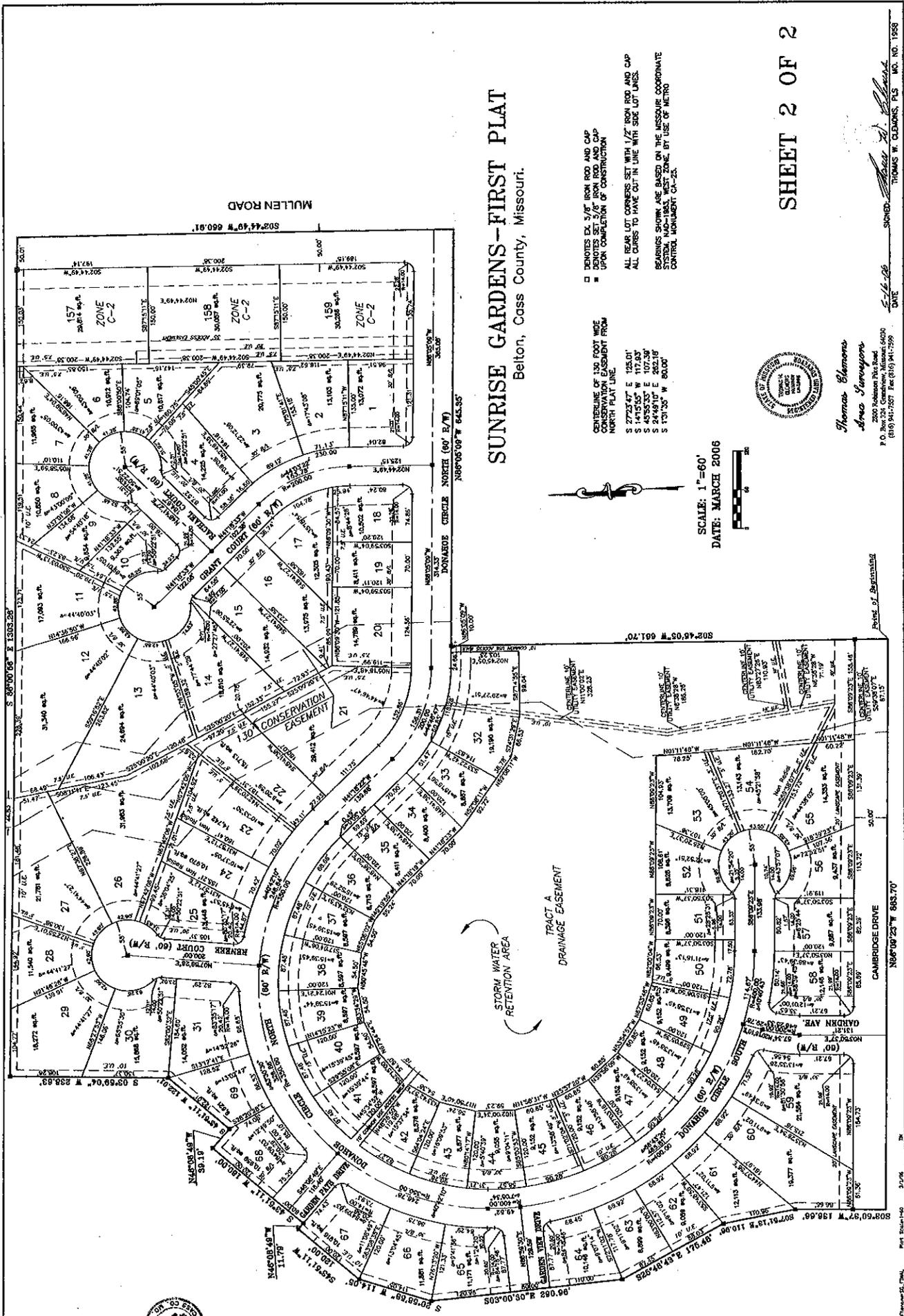
Based on the available information, the City of Belton would be better served if future growth plans focus on a mixed-use, single-family housing development, which, can be facilitated by having residential and commercial zoning districts already in place.

PLANNING COMMISSION ACTION

1.
 - a) Motion to recommend *approval* of vacating all recorded easements, street rights-of-way, and lot-lines, with the exception of the sanitary sewer lift-station and associated 20-ft. sanitary sewer easement as depicted in Exhibit 'A' for a 68.7 acre tract of land located north of Cambridge Road and west of Mullen Road;
 - b) Motion to recommend *denial* of vacating all recorded easements, street rights-of-way, and lot-lines, with the exception of the sanitary sewer lift-station and associated 20-ft. sanitary sewer easement as depicted in Exhibit 'A' for a 68.7 acre tract of land located north of Cambridge Road and west of Mullen Road.
 - c) Motion to *continue* the case pending additional information.

ATTACHMENTS

1. Copy of Plat
2. Exhibit 'A' (S.S. Lift-Station Easement)



SUNRISE GARDENS - FIRST PLAT

Belton, Cass County, Missouri.

- DENOTES EX. 5/8" IRON ROD AND CAP
- DENOTES SET 5/8" IRON ROD AND CAP UPON COMPLETION OF CONSTRUCTION
- ALL REAR LOT CORNERS SET WITH 1/2" IRON ROD AND CAP
- ALL CURBS TO HAVE CUT IN LINE WITH SIDE LOT LINES.
- BEARINGS SHOWN ARE BASED ON THE 1950 MEASUREMENT CONTROL MONUMENT C-2-2.

CENTERLINE OF 150 FOOT WIDE CONSERVATION EASEMENT FROM NORTH PLAT LINE

S 27°23'47" E 123.01'
 S 14°15'55" W 117.83'
 S 24°43'07" E 107.28'
 S 13°13'37" W 80.00'

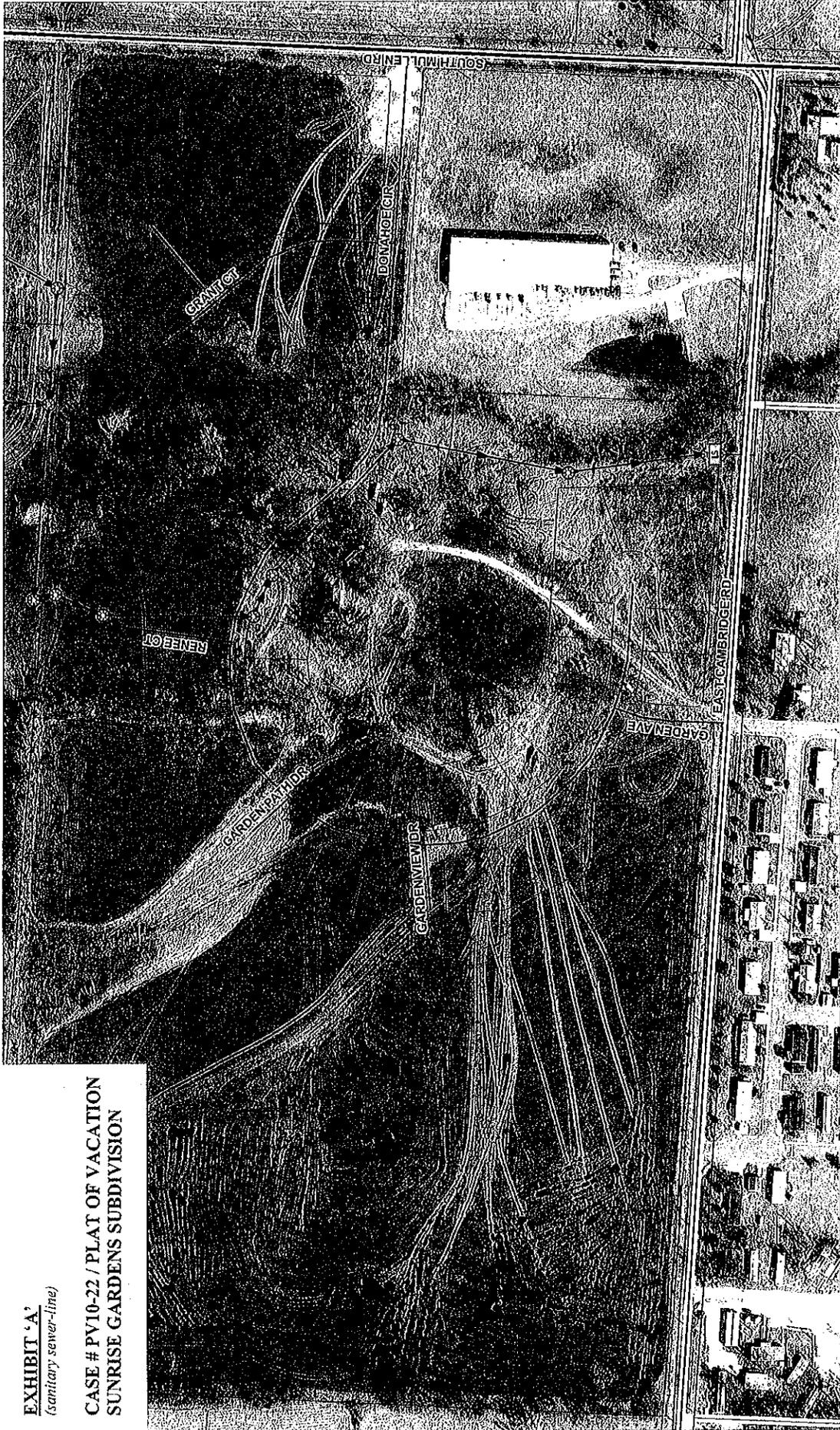
SCALE: 1" = 60'
 DATE: MARCH 2006



Thomas Blomquist
 Area Surveyor
 2500 Robinson Pike Road
 P.O. Box 204, Combsville, Missouri 64020
 (816) 941-7857 Fax (816) 941-7599

EXHIBIT 'A'
(sanitary sewer-line)

**CASE # PV10-22 / PLAT OF VACATION
SUNRISE GARDENS SUBDIVISION**



PUBLIC WORKS
STRATEGIC PLAN



COMMUNITY PLANNING & DEVELOPMENT
Jay C. Leipzig, AICP
Director

520 MAIN STREET
BELTON, MISSOURI 64012

TELEPHONE * (816) 331-4331
FAX * (816) 322-4620

E-MAIL * jleipzig@belton.org
WEBSITE * www.belton.org

TO: Belton Planning Commission Members
FROM: Jay Leipzig *JL*
DATE: December 22, 2010
RE: Public Works Strategic Plan Review.

Attached is a proposed Public Works Strategic Plan and a Cover Memorandum from the Public Works Director, Jeff Fisher. The Public Works Department is seeking input and comment on this document as staff is now completing final revisions prior to review before the City Council.

If you have a moment, please review this document, and provide any comments or edits to me by January 10, 2011 either directly on the document or by email. I will forward these comments and edits to the Public Works Director for final review.

Thank you for your assistance in this matter, and I will include time on a future agenda to discuss this Strategic Plan in more detail.

Have a great Holiday!

Jay

MEMORANDUM

Date: 12/22/2010

To: Jay Leipzig, Community Development Director

From: Jeff Fisher, Public Works Director

Subject: Public Works Strategic Plan review

As we discussed, it would be very helpful if the Planning Commission, as a citizen advisory group, could help staff by reviewing the draft Strategic Plan and provide comment. As you know, it is very important that the public be included in the development of such planning documents and I personally look forward to all comments or ideas that the Commission may have.

If a few members could find time to review and provide comments, I would really appreciate it. It may be helpful if I provided some very high level guidance in their review to include the following:

- ❖ Read it all the way through
- ❖ Consider the general focus of the plan
- ❖ Ask yourself questions like:
 - Are the goals appropriate to provide the best services possible?
 - Will this plan help staff ensure they are great stewards of public funds, recognizing that this is the first strategic plan?
 - Have we missed anything that should be considered?
 - Do you better understand Public Works by reviewing this? This document will be posted for the Public to view to improve understanding, transparency and accountability.
- ❖ Be honest and direct please

I would be glad to share this plan at a later date or be of assistance in the future when needed. The Planning Commission is a very important body to the City's future, and I hope to have a Public Works Committee soon that can help guide this team.

THE CITY OF BELTON
PUBLIC WORKS DEPARTMENT
STRATEGIC PLAN
2011-2012

Divisions:
Pollution Control
Transportation
Water
Engineering

MISSION:

Provide the safest and most reliable infrastructure possible with the highest quality services related to drinking water, sanitary sewer, storm water, and transportation.

VISION:

The Public Works Department will be the best in the region.

VALUES:

Core values of a team are important to identify and live by to provide for consistency in approach, and can be used to settle conflict that may occur in decision making. This team agreed that the following values were most important to them and should be what they live by and aspire to share as a team:

Leadership – inspiring others to do things they did not know they could do

Integrity – doing the right thing even when no one is looking

Trust – each can be sure that their teammates will do their job and have the team's best interest in mind

Customer Service – providing services that are best for the community and treating each person with respect and professionalism

Teamwork – the essence of a strong team is each member being the best they can be

Communication – considering all stakeholders and impacts; then sharing the right information at the right time so everyone involved or the team can make informed decisions

Attitude – this is one of the very few things each of us can control each day; it is a decision each of us make

Introduction

The Public Works Department believes it is important to be planned in the services it provides to the community. Strategic Planning is critical to the future of this team because it provides a road map for achieving success that will ultimately produce results that directly, or indirectly, benefit the community. This team collaborated to determine all of the components within this document and gained input from the City Council and Planning Commission to ensure it is designed to meet the City's needs over the next three years.

Purpose

This plan will serve to direct staff in its daily work life and will be utilized to make decisions that are in the best interest of the community and the City. The Public Works team will make this plan integral in its operations and programs to be measured and transparent.

The Goals identified were determined to be most important to this Department over the next three years. Each goal has been broken down into necessary strategies and action steps that are accompanied by completion dates and will be reviewed routinely and measured. This plan will provide focus to the department and a base to aid in creating an empowering, self-correcting and high performing team.

Strengths, Weaknesses, Opportunities and Threats (SWOT)

In order to understand itself and establish goals, an organization must first identify its existing strengths and weaknesses, then determine potential opportunities and threats that are typically external to the team. Once these have been agreed upon, goals are then identified to build on strengths, correct weaknesses, take advantage of opportunities and address threats. The team conducted a SWOT analysis collaboratively and determined the following:

STRENGTHS:

Teamwork
Knowledge
Customer Service
Attitude
Snow Removal

OPPORTUNITIES:

Organizational Improvement
Harness New Technology
Accreditation
Collective Vision
Improve Public Confidence

WEAKNESSES:

Communication
Manpower
Facilities/Equipment/Technology
Planning

THREATS:

Safety
Weather
Aging Infrastructure
Complacency

Goals

- Create the most efficient, effective and professional Public Works Department possible
- Improve Public Confidence in Public Works
- Create Long Term Financial Sustainability in Public Works
- Achieve accreditation from the American Public Works Association (APWA) with 100% Full Compliance

Create The Most Efficient, Effective And Professional Public Works Department Possible

Strategy - Inspire an environment of excellence

Action Steps:

- Make the vision the focal point of the organization by integrating it into all aspects of the team's work-life (i.e. performance appraisals and team meetings)- Director and Division Heads, measure quarterly through the first year
- Create a policy that is designed to be diligent and aggressive in the recruitment and retention of the right people- Assistant to Director, 2nd Q 2011
- Develop performance evaluation procedures and reward systems that place emphasis on performance and results- Director, 3rd Q 2011
- Establish a Code of Conduct for the team to be reviewed and signed by each member- Assistant to Director, 1st Q 2011
- Create an employee dress code policy- Assistant to Director, 1st Q 2011
- Review and update job description's with an approval process that includes the Director and the City Manager (or designee)- Director, 3rd Q 2011
- Develop a training program that meets the needs of each member, and is organized and maintained to be budget sensitive and beneficial to the team's mission and vision- Support Services Group, 3rd Q 2011
- Develop a comprehensive document management system that is organized to fit administrative and operational needs but also to meets State Statutes and City requirements; standardize all documents in style, structure and format- Support Services Group, 2nd Q 2011
- Update the organizational structure to be effective in the delivery of services and to enhance operational effectiveness, but develop an empowering organizational culture where personnel have the liberties and freedoms necessary to make good decisions toward the goal- Director and Division Heads, 2nd Q 2011

Strategy - Review, improve, and create routine preventative maintenance (PM) programs for all assets

Action Steps:

- Acquire and implement the best fit asset management technology to manage, track and forecast maintenance activities- Director, May 2011
- Review the sewer line cleaning maintenance program policy to update and determine possible improvements- PC Superintendent, 3rd Q 2011
- Review the fire hydrant and valve maintenance program policy to update and determine possible improvements- Water Superintendent, 1st Q 2011
- Develop a transportation maintenance program that is described in policy (i.e. potholes, crack sealing, sidewalk and curb replacement, asphalt rehabilitation, right-of-way management, alleys, and signs, signals and lighting)- Transportation Superintendent, 3rd Q 2011
- Develop and implement a plan to eliminate private inflow and infiltration (I & I) in the sanitary sewer system- PC Superintendent, 3rd Q 2012
- Review backflow maintenance program policy to update and determine possible improvements- Water Superintendent, 2nd Q 2011
- Review meter replacement and testing program policy to update and determine possible improvements- Water Superintendent, 1st Q 2011
- Develop a facility, tower, pump, motor, and generator maintenance program policy to update and determine possible improvements- Water Superintendent, PC Superintendent 3rd Q 2011
- Review water loss and leak detection program policy to update and determine possible improvements- Water Superintendent, 2nd Q 2012
- Create storm water maintenance and inspection program that also satisfies the City's MS4 permit; include "adopt-a-..." programs where the community is involved in keeping the community clean and environmentally friendly (i.e. street sweeping, ditching, storm box debris, detention basins and water quality)- City Engineer, Trans Superintendent, PC Superintendent 3rd Q 2012
- Develop a vehicle and equipment maintenance program where all maintenance is tracked for useful life analyses- Trans Superintendent, 4th Q 2011

Strategy – Align and Streamline Public Works resources to provide the most effective services for the community and City Hall

Action Steps:

- Evaluate current service delivery methods in all areas to identify redundancies, conflicts or inefficiencies that may be addressed through improved planning, or with less resources, shared resources, outsourcing or the addition of resources- Director and Division Heads, 2nd Q 2011
- Create a transition and implementation plan to address items identified from the action step above (i.e. possible restructuring, sharing assets and facilities)- Director and Division Heads, 2nd Q 2011

- Develop and improve project management/resource management capabilities through the adoption of a project management manual and technology resources- Engineering Division, 1st Q 2011
- Select the right mix of design consultants with on-call contracts to improve on the administrative efficiency of project management, and to provide for improved responsiveness and preparation for the future- Engineering Division, 1st Q 2011
- Review purchasing code to determine if authorized spending levels should be modified to streamline the process- Director, 1st Q 2011
- Create a City standard details manual for construction; a construction/inspection manual; and a “standard contract document”- Engineering Division, 4th Q 2011

Improve Public Confidence In The Department

Strategy – Increase transparency and improve internal accountability

Action Steps:

- Provide annual reports to summarize activities, improvements, work complete, and some measures of efficiency- Support Services Group, April 2011
- Create a Public Works Committee (PWC) to increase dialogue with the community and serve as an advisory panel to the department and the City concerning Public Works services and programs- Director and Assistant, 2nd Q 2011
- Develop CIP project status page on Web site- Engineering, 4th Q 2011
- Establish an internal accountability task force that will evaluate significant errors or outstanding achievements, and determine consequences or rewards, respectively- Director and Division Heads, 1st Q 2011

Strategy – Provide great customer service

Action Steps:

- Create a customer service policy that establishes some levels of service and expectations of staff regarding customer contact and interaction- Support Services Group, 3rd Q 2011
- Identify tools such as comment cards that can be utilized to gain feedback from the community on projects and services- Mgmt Team, 2nd Q 2011

Strategy – Educate the public in a deliberate manner to improve understanding of Public Works and its services

Action Steps:

- Create a public communication policy that will utilize newspaper articles, social media, website, water bill stuffers, etc.- Support Services Group, 4th Q 2011

- Invite public to tour facilities periodically- Mgmt Team, timeline uncertain
- Participate in National APWA Public Works Week with a community event in May to provide an opportunity for the public to meet staff, discuss and learn more about services, and celebrate the role of Public Works in our society and community- Mgmt Team, May 2011
- Create a Public Works Newsletter that can be included with utility bills- Support Services Group, 3rd Q 2011

Create Long Term Financial Sustainability in Public Works

Strategy – Utilize best practices in asset management and budgeting

Action Steps:

- Conduct routine rate studies for both water and sewer to ensure that user rates are set at a level that covers costs of services but is sensitive to economic conditions and customers- Director, 1st Q 2012
- Update/evaluate the transportation system needs to determine if there are alternative revenue streams that should be considered by the public- Director, City Engineer, & Trans Superintendent, 3rd Q 2011
- Evaluate the stormwater system needs to determine if there are alternative revenue streams that should be considered by the public- Director, City Engineer & Trans Superintendent, 1st Q 2012
- Integrate into the budget, long range planning objectives identified in the City's approved Capital Improvement Program and Master Planning documents; the City's CIP would need adoption in July of each year- Mgmt Team, 4th Q 2011
- Develop a transportation master plan that complements the City's comprehensive plan- Engineering Division, 4th Q 2012

Strategy – Develop asset replacement plans and inventory management programs

Action Steps:

- Create Pump and Equipment Replacement Plan (PERP)- Water & PC Superintendents, 3rd Q 2011
- Create Vehicle and Equipment Replacement Plan (VERP)- Trans Superintendent, 1st Q 2011
- Create Computer and Equipment Replacement Plan (CERP)- Director/Technology Solutions, 1st Q 2011
- Create Long-range Facility Improvement Plan- Director, 3rd Q 2012
- Implement and utilize asset management programs to inventory, inspect and track all infrastructure and assets- Mgmt Team, 2nd Q 2011

Strategy – Manage impacts from growth/redevelopment/projects

Action Steps:

- Reduce maintenance through use of innovative technologies and solutions (i.e. street lighting, rain gardens, etc)- Engineering Division, Trans Superintendent, uncertain
- Create a comprehensive, internal development/project review checklist that is designed to ensure all impacts are considered before approvals are granted (i.e. long term maintenance, staffing, masterplans, CIP, stormwater, etc.)- Engineering Division, 4th Q 2011
- Review existing construction permit fee schedule to determine weaknesses in covering costs for services or determine any unnecessary fees, and avoid duplication of fees; benchmark other communities to be inclusive and to remain competitive- Engineering Division, 3rd Q 2011
- Review or create a development and builders handbook to communicate expectations and ensure a seamless and streamlined process- Engineering Division, 1st Q 2012

Achieve Accreditation From The American Public Works Association (APWA) And With 100% Full Compliance

Strategy – Utilize a decentralized approach to self-assessment followed by a formal application to APWA

Action Steps:

- Define benefits to the department and the community- Director, January 2011
- Assign responsibility to one Accreditation Manager with multiple key personnel in lead roles- Director, January 2011
- Secure support for the effort as a high priority for the Department- Director, January 2011
- Make assessment a priority for the key players through performance appraisals- Director, 2011
- Educate PW team, key Administration staff and others on the process and the level of assistance that is necessary to complete assessment- Director, February 2011
- Budget funds for the application and the site visit- Director, April 2011
- Complete self assessment- Department, 3rd Q 2012
- Make application- Accreditation Manager, 3rd Q 2012
- Schedule peer review- Accreditation Manager, 3rd Q 2012
- Schedule and complete accreditation- Department, 4th Q 2012

2010 YEAREND REVIEW

MEMORANDUM

TO: Planning Commission Members

FROM: Jay Leipzig, AICP – Director of Community Planning & Development

DATE: February 7, 2011

RE: 2010 Year Review for Planning Commission Activities & Priority Items 2011.

The following report provides an overview of activities of the Planning Commission for the City of Belton, Missouri. The report below comprises three (3) components: 1) An overview of Basic Statistics of the Planning Commission; 2) List of Major Accomplishments in 2010; and 3) List of Proposed Issues and Key Projects in 2011. This document can be used as a summary guide to reflect upon the accomplishments of the past year, and also to provide a basic schedule of items that will be brought forward for review in 2011.

An overview of basic statistics of the Planning Commission

- The Commission met 16 times in 2010.
- Four (4) meetings were cancelled due to no agenda items presented, or scheduling conflicts.
- No meetings were cancelled due to lack of quorum.
- The Commission reviewed and discussed 21 cases throughout the year.
- All 21 cases were recommended for approval to the City Council.
- Three (3) cases were recommended to be reviewed by the Site Plan Review Committee.
- The Commission held 12 Public Hearings for planning related items.
- The Commission reviewed nine (9) Special Use Permit applications.
- Five (5) amendments were recommended for approval to the City Council.
- There were two (2) re-zoning applications submitted.
- Roger Horne's term expired in 2010, and he was replaced by Mike VanEaton.

List of Major Accomplishments in 2009 (In Chronological Order when originally discussed)

- Review and recommendation of approval for a Special Use Permit allocation for a vehicle sales lot located at 1208-1210 N. Scott.
- Review and recommendation of approval for a text amendment to the erosion and sediment control ordinance.
- Review and recommendation of approval for a final plat of Church's Chicken- Bel-Ray and 171st Street.
- Review and recommendation of approval for the Capital Improvement Plan.
- Review and recommendation of approval for a Special Use Permit allocation for Heart N. Hand Ministries at 122 Liliard.
- Review and recommendation of approval for a Special Use Permit allocation for a vehicle sales lot located at 1412 N. Scott. This item was reviewed by the Site Plan Review Committee.
- Review and approve a lot split at 1100 S. Cedar.
- Review and approve a lot split at 201 W. North Avenue.
- Review and discussion of the 2006 International Property Maintenance Code.
- Review and approve a re-zoning application at 702 Belton Avenue.
- Review and discussion of a proposed Tree Ordinance and the creation of a Tree Board in coordination with Belton Parks and Recreation.
- Review and recommendation of approval for the Unified Development Code (UDC).
- Review and recommendation of approval for a text amendment for the regulation of residential care centers and halfway houses.
- Review and recommendation of approval for a Special Use Permit application to increase the tower height of a communications tower at 215 Locust Hill Road.
- Review and recommendation of approval for the Current Zoning Map utilizing the new zoning classifications proposed in the UDC.
- Review and recommendation of approval for a Special Use Permit allocation for a vehicle sales lot located at 300 N. Scott. This item was reviewed by the Site Plan Review Committee.
- Review and recommendation of approval for a preliminary and final site plan for Crest Plaza including a proposed Price Chopper grocery store. This item was reviewed by the Site Plan Review Committee.
- Review and recommendation of approval for a preliminary and final plat for Crest Plaza including a proposed Price Chopper grocery store. This item was reviewed by the Site Plan Review Committee.

- Discussion of development schedule for a Future Land Use Map.
- Review and recommendation of approval for a Special Use Permit allocation for a vehicle sales lot located at 310 N. Scott.
- Review and recommendation of approval for a Special Use Permit allocation for a vehicle sales lot located at 906 N. Scott.
- Review and recommendation of approval of a text amendment regulating the sale and use of fireworks.

List of Proposed Issues and Key Projects in 2011

The following proposed issues are recommended by staff. In addition to those items described below, there will be additional projects submitted by private developers. Private development projects include potential tax increment financing applications, zone-change, lot-splits, plat revisions and preliminary / final development plans.

- Review and recommendation of approval for the Belton Capital Improvement Plan. (February 2011)
- Review and recommendation of a Future Land Use Map.
- Creation of Review of Main Street Design Guidelines.
- Create a pro-active Voluntary Code Enforcement Program.
- Create financial incentives to encourage home-owner investment. (July 2011)
- Revision and refinement of Enhanced Enterprise Zone incentives.
- Develop design guidelines for N. Scott. (September 2011)
- Advance to an Associate Member in the Missouri Main Street Program.
- Staff will also be developing and refining several internal processes, including:
 - 1) Continue to develop a library of planning and community development materials about Belton. (On-going)
 - 2) Continue to refine the Plan Review Process to ensure consistency. (On-Going)
 - 3) Develop and refine Policies and Procedures for Code Enforcement to increase efficiency.
 - 4) Work closely with Belton Corporation for Economic Development. (On-Going)