

Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
June 20, 2011

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 Tim McDonough, Jeff Fletcher, Scott VonBehren, and Larry Thompson.
- Staff: Brad Foster, Assistant City Manager; Jay Leipzig, Community Development Director; Jeff Fisher, Public Works Director; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.
- Absent: Commissioners Sally Davila (family emergency) and Mike Van Eaton.

MINUTES

Commissioner Thompson moved to approve the minutes of the May 2, 2011, Planning Commission meeting. The motion was seconded by Commissioner VonBehren. All members present voted in favor and the motion carried.

CAPITAL IMPROVEMENT PLAN (CIP) PROCESS

Mr. Fisher gave a report about changes to the CIP adoption process. Several points made by Mr. Fisher included:

- Stressed the importance of the Capital Improvement Plan to the City.
- Provided definitions and the purpose of the CIP
- Essential that the process provides for input from the community
- State Statute requires Planning Commission involvement in CIP process
- The Commission will help evaluate and assist with the selection of projects
- Criteria will be established to be used when evaluating and scoring projects

The new CIP process will start in July and should be adopted by November 1, 2011, which will coincide with the beginning of the City's annual budget process. Mr. Foster emphasized the Planning Commission will become more involved in the selection and prioritization of projects.

Mr. Fisher told about the formation of the Public Works Committee, which he said will be an advisory committee to the City Council and the Planning Commission. He gave details about the types of support the committee will be called upon to provide.

SPECIAL USE PERMIT #11-05 – Communication Tower at 15918 Kentucky Road

Mr. Cooper reported this case was first presented to the Planning Commission at the April 18, 2011, meeting. At that time, the Commission recommended approval of the Special Use Permit (SUP) with conditions. One of the conditions required the applicants to place the tower in an

approved setback area on their property. The applicants have applied for an amendment to the conditions of approval according to Mr. Cooper. They are considering a change in the height of the tower from 50-ft. to 40-ft., and relocating the placement of the tower. City code requires that a tower must be set back at least four times the height of the tower from any residential structure. The applicants would like to locate the tower 80-ft. from their residence. Mr. Cooper reported that staff would recommend approving the amendment to SUP#11-05 to allow a change in tower height, and require the applicant to apply for a setback variance with the Board of Zoning Adjustment.

Patty Morlok, 15918 Kentucky, stated she found out at the last meeting there will be a 200-ft. setback requirement. When the company (KcWeb) came out to check that location, they advised the tower would not work in the approved setback area due to a drop in elevation. She went on to explain that a KcWeb representative selected a site which is 80-ft. from the house, as the best location for the tower. That site is in a direct line to the KcWeb receiving station. Ms. Morlok indicated she just found out that she will have to apply for a variance.

Councilman Davidson moved to recommend approval of an amendment to SUP#11-05 to allow a reduction in height of the communication tower from 50-ft. to 40-ft. and recommending the applicant apply for a variance to the setback requirement from 160-ft. to 80-ft with the Board of Zoning Adjustment. Commissioner Thompson seconded the motion. When a vote was taken, the following was recorded: Ayes: 5 – Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners McDonough, VonBehren and Thompson. Noes: none. Abstain: 2 - Chairman Girgin and Commissioner Fletcher. Absent: 2 – Commissioners Davila and Van Eaton. The motion carried.

SITE PLAN FOR OFF-LEASH DOG PARK IN MARKEY PARK

Mr. Leipzig reported a general concept plan of the off-leash dog park was reviewed by the Commission in March. When staff examined the project, it was discovered some documents are needed to complete the review and those are a landscape plan, exterior lighting plan, and description of building improvements. Since additional details are pending, staff recommended the site plan discussion be continued to a future Commission meeting.

In the agenda staff report, it was mentioned the “general consensus” of the Commission during the March meeting was that the dog park concept is a “good idea, bad location.” Commissioner McDonough disagreed there was a “consensus” of Commission members who thought the proposed dog park is in a bad location. **Councilman Davidson moved to postpone discussion of the dog park site plan pending additional information as recommended by staff.** The motion was seconded by Mayor Pro Tem Lathrop. When a vote was taken, the following was recorded: Ayes: 7 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners McDonough, Fletcher, VonBehren, and Thompson. Noes: none. Absent: Commissioners Davila and Van Eaton. The motion carried.

FUTURE LAND USE MAP

Mr. Leipzig reported staff has been working on an update to the future land use map. This map will be a 30-year land use map which can be changed, but will serve as a guide to the City’s growth according to Mr. Leipzig. A draft map will be presented to the Commission at the July 18

meeting. There will be a series of public meetings starting in September and final approval should be in October 2011. Staff met with the school district officials to receive their input regarding future growth.

DIRECTOR'S REPORT

At the July 18 meeting, draft amendments to the Unified Development Code (UDC) will be presented to the Commission.

Mr. Leipzig stated building activity in the City has increased and he reported:

- Staff has finished a review of the Price Chopper building plans
- CVS has submitted plans for a pharmacy expansion
- Sears is moving to a new location and staff received plans for a tenant finish
- Jo-ann Fabrics & Crafts is opening a store in the City of Belton
- Research Belton Hospital is planning a major expansion project

Because of damage from a recent storm, it was reported the mayor arranged for Belton citizens to be able to dispose of downed limbs from their property at no charge.

ADJOURNMENT

Mayor Pro Tem Lathrop moved to adjourn the meeting. The motion was seconded by Councilman Davidson. All members present voted in favor, and the meeting adjourned at 7:33 p.m.

Ann Keeton
Community Development Secretary