



**AGENDA
CITY OF BELTON
PLANNING COMMISSION
PUBLIC HEARING & MEETING
MONDAY, AUGUST 1, 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 JULY 18, 2011 PLANNING COMMISSION MEETING

- IV. ELECTION OF OFFICERS

- V. PUBLIC HEARINGS
 - A. Consideration of a Special Use Permit to allow off-premise real estate signs to be placed at various locations throughout the City of Belton. – WITHDRAWN

 - B. Consideration of Amendments to Chapters 18, 19, 20, 22 and 23 of the Unified Development Code.

- VI. DIRECTOR'S REPORT

- VII. NEXT MEETING DATE: August 15, 2011

- VIII. ADJOURNMENT

MEETING MINUTES

JULY 18, 2011

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
July 18, 2011**

CALL TO ORDER

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

ATTENDANCE

Commissioners: Chairman Girgin, Mayor Pro Tem Gary Lathrop, Councilman Bobby Davidson, Commissioners Tim McDonough, Jeff Fletcher, Mike Van Eaton, and Larry Thompson.

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

Absent: Commissioner Sally Davila (Death in the family)

MINUTES

Councilman Davidson moved to approve the minutes of the June 20, 2011, planning commission meeting. The motion was seconded by Mayor Pro Tem Lathrop. All members present voted in favor, and the motion carried.

PRESENTATION - Downtown Belton Main Street, Inc.

Art Ruiz, Chairman of Downtown Belton Main Street, Inc., gave a presentation on the history and present-day status of the group. He told how the group was established and their primary goal which he said is to revitalize the Main Street district. He gave a chronological account of the development of the group including the incorporation, the nonprofit status and being the recipient of a grant from the Missouri Main Street Connection. The first stakeholder meeting was well attended and participants joined one of the four key committees according to Mr. Ruiz. A brief list of fund raising activities organized by the group was given by Mr. Ruiz.

Mr. Ruiz reported on improvements that have been made to downtown Chillicothe, Missouri. A park area was created when a building was removed from their Main Street area and Mr. Ruiz provided a description of the park and surrounding wall murals.

PUBLIC HEARING

Chairman Girgin announced the applicants for a Special Use Permit at 17122 Bel-Ray Place have withdrawn their application.

OFF-LEASH DOG PARK – Staff Report

Chairman Girgin introduced Case #SP11-08, which was consideration of a site plan for an off-leash dog park to be located in Markey Park. Mr. Cooper reported the Commission continued this case from the March 7, 2011, meeting, while waiting on additional information. He pointed

out the location of the three acres being considered for the park. Mr. Cooper pointed out the following elements of the proposed park which included: 1) the park will not be lighted; 2) will utilize an existing fence (barbed wire on top to be removed), 3) driveway must be a paved sealed surface; and 4) parking will be in the existing Markey Park.

Todd Spalding, Director, Belton Park Department, informed Commission members there is money budgeted for the dog park. He told about the park's tree farm and the number of trees and shrubs that are ready to be planted in the dog park by park employees. Future plans for an existing building on the site were disclosed by Mr. Spalding, and he stated the primary use will be for storage. He went on to say the park will be open from dawn to dusk daily.

OFF-LEASH DOG PARK – Commission Discussion

In discussion, Councilman Davidson indicated his support for a dog park **concept** but had voiced reservations about the timing of this request. His recommendation was to delay the dog park project until other park projects in progress have been completed and the financial situation has been evaluated. He specified that he would withhold his support for the dog park until the other projects have been completed. Mr. Leipzig clarified the land in question is located in the existing Markey Park, but the land has not been dedicated as parkland. Mayor Pro Tem Lathrop concurred with Councilman Davidson's earlier statements and he voiced concerns about the amount of parking available for both the ball fields and the dog park. There was a brief discussion about the other park projects in progress. Chairman Girgin requested the Commission consider the dog park site plan as a land use decision and base their assessment on the merits of the project as presented.

Commissioner McDonough expressed his support of the proposed dog park. He indicated the site is an eyesore at the present time and believed the park could improve the area without much expense. Commission members weighed the pros and cons of the importance of park amenities and other city services to their citizens. It was reported by Mr. Leipzig the site is currently zoned parks and recreation, public use, but the land will need to be dedicated as parkland. **Commissioner McDonough moved to recommend approval of the site plan to construct an off-leash dog park on a 3-acre tract of land adjacent to Markey Park as written (staff report attached).** The motion was seconded by Commissioner Van Eaton. When a vote was taken the following was recorded: Ayes: 5 – Chairman Girgin, Commissioners McDonough, Fletcher, Van Eaton and Thompson. Noes: 2 – Mayor Pro Tem Lathrop and Councilman Davidson. Absent: 1 – Commissioner Davila. The motion carried. **Commissioner Thompson made a motion to dedicate the 3-acre site in Markey Park to the park department to be used as parkland.** The motion was seconded by Commissioner McDonough. When a vote was taken the following was recorded: Ayes: 5 – Chairman Girgin, Commissioners McDonough, Fletcher, Van Eaton and Thompson. Noes: 2 – Mayor Pro Tem Lathrop and Councilman Davidson. Absent: 1 – Commissioner Davila. The motion carried.

AMENDMENTS - UNIFIED DEVELOPMENT CODE

Mr. Leipzig reported the amendments to the Unified Development Code (UDC) are in Chapters 18, 19, 20, 22, and 23. He categorized the modifications as primarily grammatical changes.

Other changes highlighted by Mr. Leipzig included 1) adding a requirement that only design professionals may submit sign permit applications and 2) allowing specific conditions when a boundary survey is not required for a fence permit application. A public hearing with reference to the UDC amendments is scheduled for the Commission meeting on August 1, 2011. The proposed changes to the sign ordinance should improve the appearance of new signs erected in the City according to Mr. Leipzig.

FUTURE LAND USE MAP

An overview of the process that is being used to update the City's Future Land Use Map was presented by Mr. Leipzig. He spoke of the many layers that will be part of the map including street, water, sewer, and trails master plans. A description of the map colors and the intensity of use they represent was given by Mr. Leipzig. He went on to say there are future development areas identified on the map. He acknowledged the various people / groups that have had input in the map update. Mayor Pro Tem Lathrop pointed out a park on the map and he suggested another color designation be used to identify that area. The map projections were based on past growth and Mid-America Regional Council's (MARC) regional plans for growth and transportation according to Mr. Cooper. There was a brief conversation of current housing trends. Mr. Leipzig reported that after making a few additional changes to the map, there will be an open house for the public to look at the proposed Future Land Use Map.

DIRECTOR'S REPORT

Mr. Leipzig reported the business activity is increasing and there have been several projects recently submitted to the city. Research Belton Hospital site plan will be brought to the Commission the second meeting in August.

ADJOURNMENT

Councilman Davidson moved to adjourn the meeting. Mayor Pro Tem Lathrop seconded the motion. All members present, voted in favor, and the meeting adjourned at 8 p.m.

Ann Keeton
Community Development Secretary

ATTACHMENT

SELECTION FROM AGENDA STAFF REPORT

Staff has reviewed the following key elements of the site development plan and offers the following comment(s):

Zoning: Ag (Agricultural) District (currently used as parkland).

Legal Description: Un-platted.

Site Dimensions: The tract is approximately 345-ft. x 385-ft. (132,825-sq. ft.) or 3.01 ac.

Intended Use: Dog-Park.

Future Land Use Map: The subject site is located in and part of the City's (PR) Park's and Recreation zone

Height & Dimension of Building: According to the applicant, the existing building will be repainted and reused as a storage building. No building additions or structural changes are proposed.

External Lighting: According to the applicant, no exterior lighting will be provided...park use will be during daylight hours only.

Fencing/Screening: The proposed development plan indicates the existing 6-ft. chain-link perimeter fence will remain in place...however, staff has requested, the top barbed-wire portion of the fence be removed.

Landscaping: The proposed development plan indicates landscaping will be provided, which includes thirty (30) shade trees; thirty-nine (39) evergreen trees; and one-hundred fifty (150) shrubs...a detailed, plant species list has been prepared by the City Forester. (See attachment)

Driveway: There is currently a gravel driveway which extends north/south along the east side of the property. The proposed site plan shows a gravel access drive connecting to a driveway approach from Markey Road. The gravel drive cannot continue to remain in place due to the original driveway being removed and reconstructed to another location on the site. The changes that are reflected on the submitted site plan negate any legally non-conforming status of the gravel driveway.

Pursuant to the Unified Development Code, "all parking spaces shall be paved with a sealed surface i.e. concrete or asphalt, in accordance with City specifications and maintained in a manner that no dust will result from continued use".

Designated Parking Area: The site is located within a designated city park which already has adequate off-street parking. No additional off-street parking spaces would be required.

Pedestrian Sidewalk: The new concrete sidewalk leading up to the Dog Plaza area shall be constructed to the City's design standards and shall not be less than four feet (4') in width.

Fire Department: According to the Fire Marshall, the fire code requires fire department access to extend to within 150-ft. of all buildings. The distance may be increased as soon as the 'use' of the building is identified.

Public Works: Erosion control measures need to be made, (i.e. silt fencing) are required to be in place prior to any grading work.

Conformance with Water and Sanitary Sewer Master Plans: The proposed Dog Park is consistent with the City Street Master Plan. The proposed fence location does not interfere with the proposed future Markey Road widening project.

NOTE: The site shall be specifically identified and dedicated as a 'Dog Park', as a Resolution by the City Council.



UDC

Chapters 18, 19, 20, 22, & 23



**CITY OF BELTON
COMMUNITY DEVELOPMENT DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

Date: August 1, 2011

To: Planning Commission *g*
Jay Leipzig, Director of Community Planning & Development

From: Robert Cooper, City Planner

Cc: Shannon Marcano, Assist. City Attorney

Subject: **PROPOSED ADMINISTRATIVE CHANGES TO THE UNIFIED DEVELOPMENT CODE.**

As you are aware, during the past few months, staff has been making minor formatting and wording changes to the Unified Development Code. The proposed changes have been reviewed by the City Attorney, and are necessary to provide clarity, or to assist in the understanding of the document and scope. The amended Chapters and an overview of the changes are provided below:

Chapter 18 / Signs: Includes language that requires a design professional to submit a sign application.

Chapter 19 / Performance Standards: Includes language which provides an exemption of a boundary survey for new fences under certain condition.

Chapter 20 / Sub-division Regulations: All changes in this chapter are formatting related. Also includes sections which were reviewed previously by the City Council in previous drafts, but were inadvertently not included in the final adopted copy.

Chapter 22 / Land Use Applications and Procedures: All changes are formatting and grammar related.

Chapter 23 / Administration and Enforcement: All changes are formatting and grammar related.

These items were originally introduced during the July 18, 2011 Planning Commission meeting, and there will be a Public Hearing before this body on August 1, 2011. Due to the length of the document, this text was not included in the packet. However, if any Planning Commission members would like to receive a hard copy of the amended Chapters, please let staff know and we will provide those to you.