



**AGENDA
CITY OF BELTON
PLANNING COMMISSION MEETING
MONDAY, OCTOBER 17, 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 SEPTEMBER 19, 2011 AND OCTOBER 3, 2011, PLANNING COMMISSION MEETINGS

- IV. PRESENTATION
 - A. Design Guidelines for the Downtown / Old Town Belton Overlay District

- V. DISCUSSION
 - A. Consideration of Public Works Projects to be included in the Capital Improvement Plan (CIP)

 - B. Consideration of the Complete Streets / Livable Streets program

- VI. DIRECTOR'S REPORT

- VII. NEXT MEETING DATE: November 7, 2011

- VIII. ADJOURNMENT

MEETING MINUTES

SEPTEMBER 19, 2011

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
September 19, 2011**

CALL TO ORDER

Chairman Holly Girgin called the meeting to order at 7:05 p.m.

ATTENDANCE

Commission: Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson.

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

Absent: Commissioner Mike Van Eaton

MINUTES

Commissioner Thompson moved to approve the minutes of the August 1, 2011, Planning Commission meeting. Councilman Davidson seconded the motion. All members present voted in favor, and the motion carried.

PUBLIC HEARING – Special Use Permit Pet Grooming Business 114 N. Scott

Mr. Cooper presented the staff report. He gave a brief history of the businesses that have occupied the building at 114 N. Scott and the surrounding land uses. Mr. Cooper noted the Unified Development Code (UDC) requires a Special Use Permit (SUP) for this type of business (pet grooming) in a C-1 (Neighborhood Commercial) zoning district, and he explained the reason for the requirement. The available parking and property access points were described by Mr. Cooper.

Chairman Girgin opened the public hearing at 7:10 p.m. This hearing was being held to receive public input regarding a SUP application to allow a pet grooming business to operate at 114 N. Scott.

Terri Rodriguez, applicant, 301 Apple Blossom Lane, Belton, Missouri, spoke in favor of the application and answered questions from Commission members. Ms. Rodriguez explained that she has been a pet groomer for five years, but this will be her first experience as a business owner. She indicated the building is an "eyesore" but will be cleaned up. She expressed her desire to run a successful operation and bring business to Belton.

Jason Rodriguez, 301 Apple Blossom Lane, Belton, Missouri, spoke of his prior business experience and stated they are fully aware of what it takes to make a business successful. He told of Ms. Rodriguez's previous involvement in pet grooming businesses where she learned the pros and cons of the operations. Ms. Rodriguez will be the only pet groomer working at the business.

Dean Stiles, 109 Bernard Drive, Belton, Missouri, spoke in favor of the application. Mr. Stiles indicated he has been acquainted with the applicants for two years as they are his tenants. He categorized them as "good people" who pay their rent on time and he supports their application.

As there was no further input, Chairman Girgin closed the public hearing at 7:16 p.m.

Councilman Davidson moved to recommend approval of the SUP application to allow a pet grooming business to operate at 114 N. Scott with the following conditions recommended by staff: 1) No issuance of the Certificate of Occupancy for the pet salon until the site has had a final inspection for compliance with applicable city codes; 2) No kennels shall be stored or used outdoors; 3) No outdoor storage of supplies and/or material unless fully screened from public view. The motion was seconded by Commissioner Davila. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE RZ11-03—Zone change from A (Agricultural) to R-3/PUD (Multi-Family Residential / Planned)

Mr. Leipzig reported the developer presented a concept plan at a previous Commission meeting. Staff has reviewed the proposals for the zone change application and the Preliminary Development Plan. Financial aspects of the development are still being worked out according to Mr. Leipzig.

Mr. Cooper reported a zone change and a Preliminary Development Plan are being presented for approval. While reviewing data for the zone change, staff looked at the traffic flow, environmental impacts, and public utilities, and Mr. Cooper gave a brief description of the results of the review. According to Mr. Cooper, the proposed change in zoning is consistent with the City's Comprehensive Plan. He explained the benefits and flexibility of various design elements available with a PUD. He pointed out that the engineering, fire and community development staff support a recommendation of approval of the zone change with the Preliminary Development Plan. **Councilman Davidson moved to recommend approval of a zone change from A (Agricultural) to R-3/PUD (Multi-Family/Planned Unit Development) for a 151.7 acre tract of land, located on the east side of State Highway D and north of State Highway 58.** The motion was seconded by Mayor Pro Tem Lathrop. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE PDP11-14— Preliminary Development Plan for Camelot Village

Mr. Leipzig indicated the Commission Site Plan Review Committee will be convened to help finalize the Development Plan for Camelot Village.

Mr. Cooper reported and provided details of the three main elements of the Preliminary Development Plan which are reviewed by staff and those include an adequate circulation system, adequate public services, and additional buffering. A description of the proposed commercial and residential land uses to be included in the development was given by Mr. Cooper. He went on to say the review included the basic site design criteria and building design, about which he provided details. The "staff recommendations" (attached) included in the staff report are to be used as a guide when the developer moves forward with the final development plan. Chairman Girgin clarified that staff will be meeting with the developer and going over their recommendations as the development progresses. It was pointed out that the plan in the agenda packet was different than the plan on display at the meeting. Steve Warger, with Warger and Associates, 1617 Swift, North Kansas City, Missouri, responded and described features of the development plan that had been changed from the original concept plan presented to the Commission in April.

Mr. Webb responded to a question about the fire department's view on the development, and he reported the development team is willing to dedicate property for a future fire station. Additional property is to be dedicated for a water tower and an emergency warning siren according to Mr. Leipzig.

Councilman Davidson moved to approve the Preliminary Development Plan for Camelot Village, a Planned Unit Development, located east of State Highway D (Holmes Road) and north of State Highway 58 with the staff recommendations. The motion was seconded by Commissioner Davila. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE #PP11-16 - Preliminary Plat for Research Belton Hospital and Medical Office Building

Mr. Leipzig explained the City has issued Chapter 100 bonds for the Medical Office Building (MOB), which creates a unique situation and requires the MOB to be a separate parcel.

Mr. Cooper reported the hospital is going through a renovation project and the re-plat was necessary due to the approval of the Chapter 100 bonds, which stipulates the MOB must be on a separate lot. The re-plat was reviewed to meet the standards of plat design. Mr. Cooper identified the access points for the property and also the detention pond which will control the additional storm water run-off created by the project. **Councilman Davidson moved to approve the Preliminary Plat for Research Belton Hospital and the Medical Office Building with staff's recommendations (see motion for final plat).** The motion was seconded by Mayor Pro Tem Lathrop. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE FP11-17 - Final Plat for Research Belton Hospital and Medical Office Building

Mayor Pro Tem Lathrop moved to recommend approval of the Final Plat for Research Belton Hospital and the Medical Office Building with staff's recommendations which are: 1) All access easements shall be shown on the Final Plat, specifically Lots 3 and 4; 2) An Indemnification Agreement shall be executed and recorded with the Cass County Recorder of Deeds Office, should the City of Belton need to make repairs to the sanitary sewer line located under the parking lot and driveway pavement; 3) Add the language "Final Plat" to the title; and 4) All conditions shall be in place prior to final acceptance by the City Council. Commissioner Thompson seconded the motion. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE FDP11-18 – Final Development Plan for Research Belton Hospital and Medical Building

Mr. Cooper presented an overview of the elements of the expansion and improvement project at Research Belton Hospital. He reiterated information regarding the Chapter 100 bonds as discussed earlier in the meeting, and specifically referred to Lot 2, which is the Medical Office Building. In addition, Mr. Cooper provided information regarding a variance to lot coverage allowance and minimum building setbacks that was approved for Lot 2 by the Board of Zoning Adjustment on August 8, 2011.

In review of the Final Development Plan, staff looked at the parking, landscaping, walking trail, and storm water detention facility according to Mr. Cooper and he provided details. He mentioned some concern voiced by a few Meadow Creek residents at the variance hearing regarding the renovation project. He reported hospital personnel are aware of the concerns. In discussion, Mr. Cooper elaborated on the measures that will be taken by the hospital to lessen any negative impact that might occur from the renovation. He specifically mentioned additional landscaping and raising an existing berm. Mr. Leipzig reported the CEO of the hospital is planning to meet with some of the neighbors and address their

concerns. Mayor Pro Tem Lathrop moved to recommend approval of the Final Development Plan for Research Belton Hospital and the Medical Office Building with the conditions recommended by staff which are: 1) Engineering – The Engineering Department requires an Indemnification Agreement which indemnifies and holds harmless the City of Belton should any repairs need to be made to the sanitary sewer line located under the parking lot and driveway pavement. 2) Fire Department – All fire alarm notification appliances, emergency lighting, exit signs, etc., will be field-tested for adequate placement and coverage. Any deficiencies must be satisfactorily addressed prior to final acceptance and occupancy. A separate permit and submittal information (shop drawings, “cut-sheets” and permit application) is required for each fire protection system (fire alarm, sprinkler). The motion was seconded by Commissioner Thompson. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE #PPP11-19 – Preliminary Plat for Charter Plaza, 2nd Plat, Cedar Tree Shopping Center

Mr. Leipzig reported that staff has been working with the applicant on this re-plat and they are comfortable with the proposal. Mr. Cooper reported the owner of the shopping center would like to create two additional lots. He introduced Jay Green with Green Engineering who was present to answer questions. Mr. Cooper provided details about the Cedar Tree Shopping Center’s history. The dimensions of the new lots were given, along with the parking calculations for the shopping center. According to Mr. Cooper, there will be adequate off-street parking. He went on to say there will not be an increase in storm water run-off.

Jay Green, 10113 E. 84th Street, Raytown, Missouri, reported the owner does not currently have any tenants for the two new lots. Mr. Green informed the Commission members the re-platting process was started when there was a potential restaurant tenant (that did not occur), but the owner wanted to continue with the re-plat for future tenants. There was conversation regarding the design standards that would be required by the UDC for any tenants locating on the new lots. There was clarification about the location of the property lines for the existing site.

Commissioner McDonough initiated a discussion and expressed concern about the reduction of available parking and congested driving aisles with the addition of two lots. Cross-access easements in other developments and in Cedar Tree Square were discussed. It was pointed out by Mr. Green that on the Final Plat in the title report, #7 states “This property is subject to easements for parking, ingress and egress over all of these lots. . .” Mr. Green told of seeing plans for potential uses for Lot 2 and Lot 3 and those plans retained parking spaces within the lots themselves. The question of whether there will be an adequate number of parking stalls after the addition of two lots was debated. After further discussion, one suggested option was to bring site plans for potential development of Lots 2 and 3 to the Commission for approval. Another proposal was to include directional medians as a means to control traffic flow in the parking lot, which would be considered during site plan review for the new lots. Other topics of discussion included the owner’s intent regarding the sale or lease of the lots, and it was reiterated there is a cross-access easement that covers the entire parking lot. **Commissioner McDonough moved to approve the preliminary plat for Charter Plaza 2nd Plat with the condition that any future development (site plans) of Lot 2 and/or Lot 3 comes back to the Commission for review.** The motion was seconded by Councilman Davidson. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CASE #FP11-20 – Final Plat for Charter Plaza, 2nd Plat, Cedar Tree Shopping Center

Councilman Davidson moved to recommend approval of the Final Plat for Charter Plaza, 2nd Plat, with the condition that any future development (site plans) of Lot 2 and/or Lot 3 comes back to the Commission for review. Mayor Pro Tem Lathrop seconded the motion. When a vote was taken, the following was recorded, Ayes: 8 - Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

CAPITAL IMPROVEMENT PLAN SCORING & SELECTION CRITERIA

Mr. McCabe reported on the importance of the Capital Improvement Plan (CIP) to the whole city. It involves matching the cost of large projects to anticipated revenues, and a schedule of large projects prioritized by importance according to Mr. McCabe. He communicated the three steps of the new process for planning and the adoption of the CIP. The adoption of the CIP will be scheduled to coincide with the City's budgeting process. He described the Commission's role of evaluating the capital projects and gave directions for making selections using a project ranking sheet. Mr. McCabe recommended eleven possible scoring criteria and those were: Health/Public Safety, Feasibility/Necessity, Appropriateness, Innovation, Most Impact Per Capita, Maintenance Cost/Sustainability, Regional Impact, Multiple Funding Sources/Great Opportunities, Interaction with Other Projects, Mandate of Other Legal Requirements/Regulatory Compliance, and Compliant with Comprehensive Plan/Public Works Master Plans. **Commissioner Fletcher moved to approve the eleven CIP scoring criteria recommended by City staff** (above). Councilman Davidson seconded the motion. When a vote was taken, the following was recorded, Ayes: 8 – Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Davidson, Commissioners Davila, McDonough, Fletcher, Chancellor, and Thompson. Noes: none. Absent: 1 – Commissioner Van Eaton. The motion carried.

FUTURE LAND USE MAP

Mr. Leipzig reported the public hearing for the Future Land Use Map is scheduled for the October 3, 2011, Commission meeting. He explained the various layers of maps that are integrated into the Future Land Use Map. The City's land use classifications and major aspects of the transportation plan are included in the map. It was recommended the map be scheduled for review every five years. The future areas of development and potential commercial areas were identified by Mr. Leipzig. He went on to mention that input has been received from various city departments, school officials and other interested contributors.

DIRECTOR'S REPORT

Mr. Leipzig gave an overview of the upcoming Commission meeting agenda items. He gave a brief description of the Mid-America Regional Councils "Complete Streets" program and reported there will be a presentation at a future meeting.

It was announced there will be a joint training session with the Commission and the Board of Zoning Adjustments at 6:00 p.m., Monday, October 10. The topic of the meeting presented by the City's legal staff will be a legal overview of the responsibilities of the Commission and Board."

In October, design guidelines for the Downtown Main Street area which are being developed by a planning intern in conjunction with Downtown Belton Main Street, Inc. will be brought to the Commission.

ADJOURNMENT

Councilman Davidson moved to adjourn the meeting. Commissioner Davila seconded the motion. All members present voted in favor, and the meeting adjourned at 8:35 p.m.

Ann Keeton
Community Development Secretary

Attachment to Minutes:

Preliminary Development Plan

Camelot Village

STAFF RECOMMENDATION

Staff recommends **APPROVAL** of application PDP11-14 for the Preliminary Development Plan with the following condition(s):

Planning

1. Provide size, location, color and materials of all signs to be attached to building exteriors.
2. Indicate location, size, and materials to be used in all screening of roof-top mechanical equipment.
3. Provide building sections, floor plans indicating dimensions and areas of all floors within proposed buildings.
4. Location, size, type of material and message of all proposed monument or wall signs.
5. Location, height, candle-power, and type of outside lighting fixtures for buildings and parking areas.
7. Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and docks. (All assessable parking spaces shall comply with ADA/Accessibility Guidelines. Each accessible parking space shall be identified by a sign, mounted on a pole or other structure located 60-inches (5-ft) above ground measured from the bottom of the sign at the head of the parking stall.)
8. Limits, location, size and material to be used in all proposed retaining walls.
9. Show distance between all buildings, between buildings and property lines and between all parking areas and property lines.
10. Submitted landscape plan lacks detail. Noted site data doesn't match depiction shown on the plan. Landscape and screening plans shall include the following:
 - a) Size, species, location and number of all proposed landscape materials.
 - b) Notation of all areas to be seeded or sodded.
 - c) Location, size, and materials to be used for all screening, including screening of outside trash enclosures.
 - d) Provide a street lighting plan. The street light poles should be metal and all electric lines shall be tunneled underground. The final layout will be reviewed by the Engineering Division of the City of Belton for conflicts and location within easements.
11. Provide a Development Phasing Plan, highlighting each phase and an associated timeline.
12. Provide a broader view of the internal street system, specifically the connectivity of roadway to the northeast residential development that appears to be isolated and separated from the rest of the development.
13. All off-street parking areas are required to have concrete curb and gutter.
14. All off-street parking and loading areas are required to be surfaced with a permanent material such as asphalt, concrete, paving blocks, or other approved material meeting City standards.
15. Every parking space needs to be clearly demarcated by lines painted on the roadway surface. All other roadway markings shall be clearly identified.
16. Provide details on pedestrian access ways/trails. Pedestrian access to buildings shall be provided from rights-of-way and parking areas. Walkways, no less than 8-feet in width must be provided along the full length of the building façade.

17. Provide details on bike/walking trails. The project's trails system shall be in accordance with Mid-America Regional Council (MARC) Metro-Green Plan, the Missouri Livable Streets Design Guidelines, and the City of Belton Parks and Recreation Trails Master Plan. Bike lanes are recommended for the main east-west corridor along the far southern extent of the site. Trails for walking, jogging and biking shall be no less than 10-feet in width and located within dedicated rights-of-way. Trail segments with a minimum of 10-feet shall be constructed at the time of infrastructure improvements.
18. Show land area and provide details on area to be dedicated for Public Use.
It shall be a condition of preliminary and final plat approval, developer will be required to make, at the discretion of the Park Board the following:
 1. A land donation;
 2. Cash in lieu of land donation; or
 3. A combination of both.The Planning Commission shall review method selected in accordance with the Unified Development Code, with final approval given by the City Council.
19. All Best Management Practices (BMPs) shall be utilized.
20. All sidewalks shall be constructed to City design standards. Sidewalks shall be installed on both sides of all residential streets upon which houses face. Sidewalks shall be required on both sides of the street in any commercial use district and on all collector and arterial streets. All sidewalks shall not be less than four (4) feet in width along residential streets and not less than five (5) feet in width along arterial streets. Sidewalks shall be located in the platted street right-of-way, six (6) feet from back-of-curb to near the face of the sidewalk. Walks shall also be installed in any pedestrian easements and be maintained by the abutting property owner.

Engineering – The City of Belton Engineering Division has reviewed the Preliminary Development Plan and offers the following comments:

Requirements Regarding the MOU/Development Agreement

1. A CID, as the tool to fund sanitary sewer improvements, needs to be developed.
2. Staging of the development, coordinated with sanitary sewer improvements and availability of water, needs to be indicated and agreed to.
 - a. Developer shall complete an agreement with the Fairway Ridge Development regarding access to the existing private sanitary sewer system.
 - b. Developer shall complete a sanitary sewer study to see when the existing private sanitary sewer system's capacity is exceeded and when additional sanitary sewer facilities are needed.
3. Developer shall complete a traffic study, approved by MoDOT, regarding access to Holmes Road (State Highway) that indicates what improvements will be required at the intersection.
4. Developer shall complete a traffic study regarding overall traffic flow on the main east/west roadway to ensure the road and corresponding turn lanes will meet future traffic conditions.
5. The Firehouse, Water Storage Access Road, and Civil Defense Tower, location, and lot size needs to be agreed to.
 - a. Utility easements regarding utilities to the location need to be agreed to and executed.

6. Verify with the Parks Department to ensure that sufficient acreage is set aside for future trail connections in this area.

Comments

1. A list of the names and addresses of all persons who own unplatted property within 185 feet of the property proposed to be subdivided should be included.
 - a. Names of adjacent subdivisions are not shown.
 - b. General layout of adjacent property to show how streets and other public facilities relate to the proposed subdivision is not shown.
2. The legal description does not match the depiction.
3. The location of Holmes Road is not clearly depicted.
4. Existing sewers, water mains, gas mains, and culverts under Holmes Road are not shown.
 - a. Utility easements for public utilities are not shown.
5. Benchmarks used to develop the topography are not indicated.
 - a. Contour lines are not labeled.
6. Other than the Regional Detention Lake, locations of water courses, bridges, and wooded areas are not shown.
7. Current zoning classification not shown.
8. Predominate soil types not shown.
9. Drainage conveyances to handle the 100-year storm are not indicated.
 - a. Drainage easements for all detention areas and watercourses with a drainage area exceeding 2 Acres are not indicated.
 - b. Drainage easements and setback requirements for all water courses draining 40 acres or more are not indicated.
10. The general plan of sewage disposal, water supply and drainage (including a map showing the drainage area of each major drainage way in which the subdivision is located) are not shown. (Calculations based on APWA design criteria will need to be submitted with the construction plans)
 - a. Water – Hydrants/Valves/Diameters?
 - i. Fire Flow Calculations?
 - b. Sanitary – MH Locations/Diameters?
 - c. Storm Sewer – Inlets/Boxes/Diameters?
 - i. Maintenance responsibilities for common areas/detention facilities/outlet works/downstream drainage areas?
11. Location and size of proposed parks, playgrounds, churches, school sites, civil defense tower or other special uses of land to be considered for reservation or dedication for public use is not shown. Access to Fire Station and water storage is indicated.
12. Regarding streets, the following are not indicated:
 - a. Proposed Roadway Classifications
 - b. Gradient
 - c. Horizontal Radii
 - d. Bearings
 - e. Road Right of Way
13. The permanent dead end cul-de-sac length requirement of 500 feet in length is exceeded on the middle cul-de-sac.
14. The City would like to see some Livable Streets concepts included. Please see the following website.
 - a. [http://livablestreets.missouri.edu/docs/Missouri Livable Streets Des FINAL-sm.pdf](http://livablestreets.missouri.edu/docs/Missouri_Livable_Streets_Des_FINAL-sm.pdf)
15. As the development is to be staged, the different stages and what is to be developed with each stage is not indicated.

16. Regarding the proposed development in the NE corner of the lot:

- a. How is access to be provided? Fire access as well?

17. Regarding fire access

- a. Can a fire truck access all areas of the Assisted Living Center?
- b. Are there any overhead power lines (proposed) that may cause issues for a fire truck?

Fire Department – The City of Belton Fire Marshal’s Office has reviewed the Preliminary Development Plan and offers the following comments:

1. All construction must comply with the provisions of the 2006 International Fire Code (IFC) (or code adopted at time of construction) and City of Belton local amendments and standards.
2. Full site development plans shall be submitted for fire review and acceptance including (but not limited to) the following:
 - a. Fire department access including widths, surface information, turning radius.
 - b. Comprehensive infrastructure construction plans shall be submitted for fire review and acceptance including,
 - i. Streets
 - ii. Fire hydrants – existing and proposed.
 - iii. Water mains – public and private.
 - iv. Location of overhead utilities.
 - v. Location of exterior electric/gas appurtenances.
3. Exterior electric/gas appurtenances subject to vehicular impact will require vehicle impact protection in accordance with Section 312 of the IFC.
4. Documentation shall be provided of existing fire flow with calculations indicating effect of proposed waterline improvements.
5. Fire flow shall be provided to each building in accordance with appendix B of the 2006 IFC.
6. Location of all Fire Department Connections (FDC’s) shall be shown for review.
7. All fire department access roads, including parking lots, shall be designed to support the imposed loads of fire apparatus and be provided with an all-weather driving surface in accordance with appendix D of the 2006 IFC.
8. Fire department access must be in place and maintained throughout construction.
9. Each multi-family and commercial building must be designed to accommodate at least two separate and approved fire department accesses.
10. Based on conversations with the designers, the potential first phase may only include parts of the assisted living facility. This may affect the design of the fire department access plan, necessitating temporary roads or other drivable surfaces.
11. Knox Box fire department access key boxes will be required at several locations throughout the development. Exact locations, types, and ordering information shall be coordinated with the Fire Prevention Bureau.
12. Any gates located within fire department access shall be constructed in accordance with fire department specifications. Plans shall be submitted for review prior to construction.
13. Separate fire protection permits will be required for each automatic fire sprinkler system, commercial kitchen hood suppression systems, or other fire protection systems installed.
14. Any blasting that takes place on the site requires a separate permit prior to commencement.

15. The design of any traffic calming measures (speed bumps/humps, etc.) proposed in the fire department access shall be approved by the fire prevention bureau prior to installation.
16. Fire hydrant spacing shall be in accordance with appendix C of the 2006 IFC or the City of Belton Unified Development Code.
17. Private fire service mains with multiple hydrants shall be designed to prevent the disruption of water to more than two hydrants in accordance with local amendments to the 2006 (or adopted version) IFC.
18. Provide a phasing plan for review.
19. The Planned Unit Development (PUD) requires consideration of the "burden" placed on fire and emergency services. Further study will be required regarding the impact on the capacity of the fire department.
20. The owner has expressed a willingness to dedicate land for a future fire house and water storage facility within the development. Show the specific location, size, and description of the property (including current ownership information) for review. Also, in order to provide access to the proposed land dedication, the City will require all roadways connecting this land dedication to Holmes Road be constructed with the initial development phase.
21. The development includes several design features that are consistent with those only permitted within the "Residential Sprinkler Performance Incentive" package. Language accepting this incentive will need to be included on future platting documents.

MEETING MINUTES

OCTOBER 3, 2011

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
October 3, 2011**

CALL TO ORDER

Chairman Holly Girgin called the meeting to order at 7:00 p.m.

ATTENDANCE

Commission: Chairman Girgin, Councilman Bobby Davidson, Commissioners Steven Chancellor and Mike Van Eaton.

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

Absent: Mayor Pro Tem Gary Lathrop, Commissioners Sally Davila, Tim McDonough, Jeff Fletcher and Larry Thompson.

It was determined there was not a quorum present and the meeting adjourned. The presentations continued as scheduled.

COMPLETE STREETS / LIVABLE STREETS

Samara Klein, advocacy director with KC Healthy Kids, presented a PowerPoint report about the Complete Streets/Livable Streets program. She gave an explanation of the objectives of KC Healthy Kids. She provided details about the childhood obesity epidemic and the physical, emotional and health related issues that result from childhood obesity. Ms. Klein defined Complete Streets/Livable Streets as roadways that are designed for safe and convenient travel by all users including motor vehicles, pedestrians, transit vehicles and bicyclists. She emphasized the Complete Streets/Livable Streets program will benefit the whole population and she provided examples from other countries. Various benefits of active transportation were presented along with features that make-up the Complete Streets/Livable Streets program. In the United States in locations where there is infrastructure that allows active transportation, the obesity rate is lower according to Ms. Klein.

Ms. Klein pointed out that the City of Lee's Summit's Resolution establishing their Complete Streets/Livable Streets policy is a model being used by other area cities. She identified the "good" policy elements in Lee's Summit's Resolution. She indicated the Complete Streets/Livable Streets program is a visionary policy for future planning and development. Mr. Leipzig added that this program encourages connectivity among land development using a cohesive approach to land planning.

CAPITAL IMPROVEMENT PLAN (CIP)

Mr. Leipzig explained changes to the process and schedule of adoption for the CIP. Ben McCabe, City Engineer, presented information about the definition and purpose of the CIP. He exhibited an

organizational chart of the public works department and explained there is currently neither a "stormwater" division nor a dedicated source of revenue to address stormwater issues. Criteria that make projects eligible for consideration as capital projects were shared by Mr. McCabe. An explanation of the information in the CIP packet was given by Mr. McCabe, and he presented a brief overview of the City's needs. He related the five-year-vision of the Public Works Department and he provided details about the scoring criteria included in the packet. A schedule of the CIP process was given after which Mr. McCabe stated the CIP process should be complete and ready for consideration when the City budget process begins.

DIRECTOR'S REPORT

Mr. Leipzig reported there will be a joint training session of the Commission and the Board of Zoning Adjustment on Monday, October 10.

Ann Keeton
Community Development Secretary

CAPITAL IMPROVEMENT PLAN

**COMPLETE STREETS /
LIVABLE STREETS**



COMMUNITY PLANNING & DEVELOPMENT
Jay C. Leipzig, AICP
Director

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WEBSITE * www.belton.org

MEMORANDUM

TO: Belton Planning Commission Members
FROM: Jay Leipzig, Community Planning and Development Director
DATE: October 17, 2011 *JL*
RE: Complete Streets Resolution

During the Planning Commission meeting on October 3, 2011, Samara Klein, the Advocacy Director for the KC Healthy Kids Initiative presented an overview of the Complete Streets program and its benefits to the community. Given that the Planning Commission wished to move forward with this initiative, staff has prepared a draft Resolution adopting a Complete Streets Program for the City of Belton. This Resolution is attached. The Resolution is the initial step in the creation of a Complete Streets Policy that will be utilized to evaluate future land use proposals within the City of Belton. In addition, preliminary material is included in your packet that was distributed for the October 3, 2011 Planning Commission meeting.

If the Planning Commission makes a positive recommendation on the Complete Streets Resolution, this item will be brought before the City Council for consideration during the November 1, 2011 Work Session.

Please do not hesitate to contact me if you have any additional questions.

Jay

City of Belton, Missouri,

**A RESOLUTION ON
ESTABLISHING A COMPLETE STREETS POLICY**

**A RESOLUTION ESTABLISHING A COMPLETE STREETS POLICY FOR THE CITY OF
BELTON, MISSOURI**

WHEREAS, the city of Belton strives to be a sustainable and vibrant city with a dynamic spirit of cooperation among its diverse citizens, businesses, organizations, educational systems and governments; and,

WHEREAS, through comprehensive community planning and regional collaboration, Belton desires economic independence and a high quality of life as a recognized destination city; and,

WHEREAS, the City desires to promote health and wellness by offering and encouraging walking and bicycling as a part of active living; and,

WHEREAS, older citizens and citizens with disabilities often rely on transit, mobility aids, and walking to meet basic transportation needs and benefit greatly from complete and well designed Complete Streets; and,

WHEREAS, the usual and customary users of the City's roads, streets and bridges include pedestrians, bicyclists and transit passengers of all ages and abilities, as well as drivers and passengers of automobiles, motorcycles, busses and trucks; and,

WHEREAS, the City of Belton Master Trails Plan envisioned transportation in Belton as a planned, regionally integrated, multi-modal, accessible, and well maintained system that facilitates movement about the city and encourage growth and economic development. This system includes vehicular, bicycle, pedestrian, rail and mass transit components. The system provides safe, efficient, and sustainable transportation of people, goods, and services to and from places where people live, work, worship, shop, play, learn and seek medical care; and,

WHEREAS, the City of Belton Master Trails Plan provides for the development, implementation and incorporation of Complete Streets approach to transportation; and,

WHEREAS, the Master Trails Plan focuses on accommodating pedestrians, motorists, bicyclist and mass transit riders of all ages and abilities, and modification and adoption of applicable ordinances, standards, plans and codes to meet this goal; and,

WHEREAS, this goal implements the Complete Streets system in conjunction with other policies, regulations and plans, such as the Comprehensive Plan, the Future Land Use Map and Overlay District Plans; and,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BELTON AS FOLLOWS:

SECTION ONE. TITLE

This policy shall be known as the Complete Streets Policy.

SECTION TWO. PURPOSE

The Complete Streets Policy sets forth guiding principles and practices to be considered in transportation projects, so as to encourage walking, bicycling and transit use while promoting safe use and operation for all users.

SECTION THREE. DEFINITIONS

Complete Street means a transportation corridor for all users including pedestrians, bicyclists, transit riders, cars, trucks, motorcycles and buses. Complete Streets are designed and operated to safely facilitate movement of people of all ages and abilities from designation to destination along and across a continuous travel network.

Complete Street Elements includes transportation improvements, facilities and amenities that accommodate and/or promote multiple modes of travel, including pedestrian, bicycle and transit in addition to cars, trucks, motorcycles and busses. These elements are defined and recognized by the Institute of Transportation Engineers and the American Planning Association.

Public Improvement Project includes new roads, trails, sidewalks and facilities or reconstruction thereof, as well as private improvement projects constructed and/or maintained in a whole or part with City funds, owned or leased by the City, and/or intended to be dedicated to the City.

SECTION FOUR. APPLICABILITY

1. This Policy applies to the design, construction and maintenance (e.g. resurfacing and striping modification) or Public Improvement Projects.
2. The City shall consider public plans, standards, regulations and ordinances that further this policy. For example, the City shall consider an ordinance that requires safe access for pedestrians, bicyclist and other forms of travel, in addition to motorists, in any new development ore redeveloped areas. This ordinance should establish design standards for future development that incorporates Complete Streets Elements.

SECTION FIVE. APPLICABILITY

1. Complete Streets are designed to serve everyone – pedestrians, bicyclists, transit riders and motorists – including.
2. The design and construction of all Public Improvement Projects should include Complete Streets Elements identified in and required by:
 - a. Public plans adopted by the Planning and Zoning Commission; and,
 - b. Development related ordinances, such as the Unified Development Ordinance, the City's Comprehensive Plan, the Future Land Use Map, and Overlay District Plans.

3. Complete Streets Elements should be considered within the balance of mode and context of the community, including, but not limited to, environmental sensitivity, cost, budget, demand, probable use, space and area requirements and limitations, and legal requirements and limitations.
4. The City intends to incorporate Complete Streets principles into all public strategic plans, standards and regulations, including the Unified Development Ordinance, the City's Comprehensive Plan, the Future Land Use Map, Overlay District Plans, and other relevant ordinances, practices and policies, upon subsequent updates.
5. It is a goal of the City to foster partnerships with the State of Missouri, Cass County, Jackson County, Mid-America Regional Council, school districts, citizens, businesses, neighboring communities, and neighborhoods in consideration of functional facilities and accommodations in furtherance of the City's Complete Streets Policy and the continuation of such facilities and accommodations beyond the City's borders or maintenance.
6. The City recognizes that Complete Streets may be achieved through elements incorporated into a single project or incrementally through a series of improvements or maintenance activities over time.
7. The City will consider all possible funding sources to plan and implement this policy and shall investigate grants that may be available to make Complete Streets Elements more economically feasible.

SECTION SIX. LIVABLE STREETS SUMMARY

1. A summary or description of the Complete Streets Elements of all Public Improvement Projects shall be included in:
 - The Capital Improvement Plan; and
 - The Plan Review Comments of any private development plan that requires City Council approval.
2. If a Complete Streets Element identified in and required by adopted public plans or development related ordinance is not incorporated in the project, such omission shall be documented in the Livable Streets Summary that demonstrates:
 - That the accommodation is not necessary because non-motorized use is prohibited, such as interstate freeways; or
 - That the cost of accommodation is excessively disproportionate to the need or probable future use; or
 - A documented absence of current or future need.
 - a. The documentation shall be conducted by appropriate staff; or for private projects, the owner shall conduct the documentation.
 - b. The documentation shall be submitted to the City Manger and/or the City Council, as appropriate, for consideration prior to approval of project design.

SECTION EIGHT.

This resolution shall be in full force and effect from the date of its passage, adoption, and approval by the Mayor.

PASSED by the City Council and APPROVED by the Mayor for the City of Belton, Missouri, this _____ day of _____, 2011.

Mayor Jimmy Odom
of the City of Belton, Missouri

ATTEST:

City Clerk Patti Ledford
Of the City of Belton

Executive Summary

The Missouri Livable Streets Design Guidelines was created to provide guidance and references for Missouri communities to create Livable Streets. Livable Streets is a new way of looking at transportation. Its focus is on providing transportation corridors for motor vehicles and for people on foot, in a wheelchair, or on a bike.

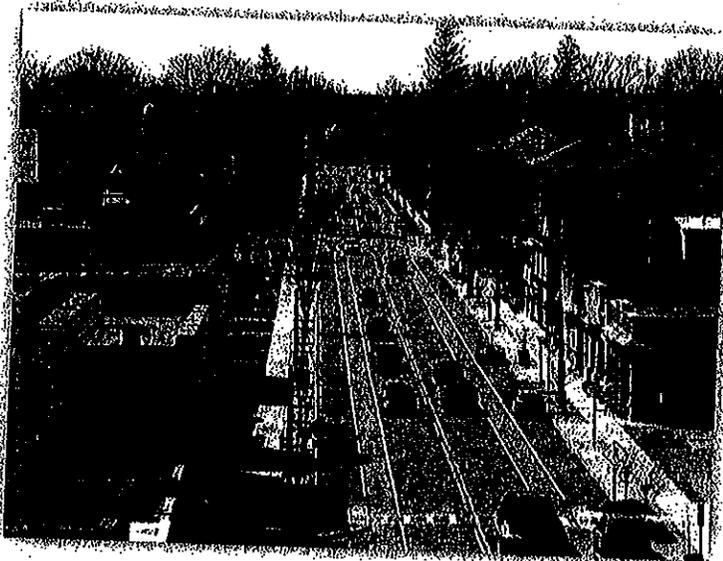
Communities with the Livable Streets have a higher quality of life and have experienced economic benefits as well. There are many Missourians that are unable to drive due to economic, age, physical impairments, or other barriers. By providing Livable Streets, these Missourians can lead more productive, active lives. Livable Streets also address the needs of many able-bodied people that want active transportation options for commuting and for short trips.

Livable Streets, also known as Complete Streets, consider the needs of all of the transportation users. For instance, Livable Streets sometimes provide sidewalks for pedestrians, scaled to the context of the built environment. Livable streets also consider universal design guidelines that provide space for those who use assistive devices. Livable Streets also consider bicyclists' needs as well. Livable Streets consider the needs of all transportation users whether they drive, bike, walk or wheel.

Livable Streets help create livable communities. Through active transportation options, communities will be healthier, safer, and more successful.

The steps to adopt a Livable Streets Policy are detailed in these guidelines. Additional information and resources are referenced. There is also a template for a model Livable Streets Policy resolution. As with all policies, public input and stakeholder participation will lead to a policy that meets the preferences of each community.

Once a Livable Streets policy is in place, the community's entire transportation emphasis will shift from vehicles to a complete view of their transportation needs. The accomodation of all road users is goverened by multiple design guidelines. The key guidelines are referenced along with guidance on the combination of the different elements of a Livable Street.



The Benefits of Complete Streets 4



Complete Streets Steering Committee Organizations

- AARP
- Alliance for Biking and Walking
- America Bikes
- America Walks
- American Council of the Blind
- American Planning Association
- American Public Transportation Association
- American Society of Landscape Architects
- Association of Pedestrian and Bicycle Professionals
- City of Boulder
- HNTB
- Institute of Transportation Engineers
- League of American Bicyclists
- McCann Consulting
- National Association of Area Agencies on Aging
- National Center for Bicycling and Walking
- Safe Routes to School National Partnership
- Smart Growth America
- SvR Design Company

National Complete Streets Coalition

1707 L St NW, Suite 1050
 Washington, DC 20036
 (202) 207-3355
 info@completestreets.org



Complete Streets Promote Good Health!



Right: Don Sander
 Left: Dan Barden

Providing a safe environment for children to go outside and play is essential to combat the epidemic of childhood obesity.

Complete streets make active living easy

Complete streets provide opportunities for increased physical activity by incorporating features that promote regular walking, cycling and transit use into just about every street. A report prepared by the National Conference of State Legislators found that the most effective policy avenue for encouraging bicycling and walking is incorporating sidewalks and bike lanes into community design – essentially, creating complete streets.⁶ The continuous network of safe sidewalks and bikeways provided by a complete streets policy is important for encouraging active travel.

Public health researchers recommend building more sidewalks, improving transit service, and shifting highway funds to create bike lanes to encourage more physical activity.⁷ One study found that 43% of people with safe places to walk within 10 minutes of home met recommended activity levels; among those without safe places to walk just 27% met the recommendation.⁸ Residents are 65% more likely to walk in a neighborhood with sidewalks.⁹

Walkability has a direct and specific relation to the health of residents. A comprehensive study of walkability has found that people in walkable neighborhoods did about 35-45 more minutes of moderate intensity physical activity per week and were substantially less likely to be overweight or obese than similar people living in low-walkable neighborhoods.¹⁰

Easy access to transit can also contribute to healthy physical activity. Nearly one third of transit users meet the Surgeon General's recommendations for minimum daily exercise through their daily travels.

A community with a complete streets policy ensures streets are designed and operated to make it easy for people to get physical activity as part of their daily routine, helping them stay trim, avoid heart disease, and receive the many other benefits of physical activity.¹¹ DuPage County, Illinois adopted its complete streets policy as a health measure, calling it their "Healthy Streets Initiative" and the Tacoma-Pierce County Board of Health (WA) adopted a resolution urging all Pierce County municipalities adopt and implement Complete Streets policies to promote healthy living.

Footnotes on following page or online at www.completestreets.org/factsheets