



**AGENDA  
CITY OF BELTON  
PLANNING COMMISSION  
MEETING & PUBLIC HEARING  
MONDAY, NOVEMBER 7, 2011 - 7:00 P.M.  
CITY HALL ANNEX, 520 MAIN STREET**

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- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2011, PLANNING COMMISSION MEETING**
- IV. PUBLIC HEARING**
  - A. Consideration of the updated Future Land Use Map
  - B. Consideration of a Special Use Permit Application for a Temporary Concession Building to be located at 520 Main Street.
- V. DISCUSSION**
  - A. Consideration of Public Works Projects to be included in the Capital Improvement Plan (CIP) NOTE: Bring the completed project ranking sheets to the meeting
- VI. DISTRIBUTION**
  - A. Design Guidelines for the Downtown / Old Town Belton Overlay District
- VII. DIRECTOR'S REPORT**
- VIII. NEXT MEETING DATE: November 21, 2011**
- IX. ADJOURNMENT**

# **MEETING MINUTES**

**OCTOBER 17, 2011**

Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main Street  
October 17, 2011

**CALL TO ORDER**

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

**ATTENDANCE**

Commission: Chairman Girgin, Mayor Pro Tem Gary Lathrop, Commissioners Sally Davila, Tim McDonough, Jeff Fletcher, Steven Chancellor, and Mike Van Eaton.

Staff: Jay Leipzig, Community Development Director; Jeff Fisher, Public Works Director; Ben McCabe, City Engineer; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

Absent: Councilman Bobby Davidson and Commissioner Thompson

**MINUTES**

Commissioner Fletcher moved to approve the minutes of the September 19, 2011, and October 3, 2011 meeting. The motion was seconded by Mayor Pro Tem Lathrop. All members present voted in favor, and the motion carried.

**CAPITAL IMPROVEMENT PLAN (CIP)**

In order to allow more time for Commission members to score and prioritize potential Public Works CIP projects, it was suggested the discussion be continued until the November 7, 2011 meeting. Mr. McCabe gave a brief explanation of how to score the recommended projects and the bench projects. **Mayor Pro Tem Lathrop moved to delay discussion on scoring the public works CIP project to the November 7, 2011 meeting.** The motion was seconded by Commissioner Chancellor. When a vote was taken, the following was recorded, Ayes: 7 – Chairman Girgin, Mayor Pro Tem Lathrop, Commissioners Davila, McDonough, Fletcher, Chancellor, and Van Eaton. Noes: none. Absent: 2 – Councilman Davidson and Commissioner Thompson. The motion carried.

**COMPLETE STREETS**

Mr. Leipzig provided an account of the presentation given at the last Commission meeting regarding the Complete Streets Program. He presented a draft resolution establishing a Complete Streets Policy and explained how the non-binding policy could be used during review of current and future City projects. Mr. Leipzig apprised the Commission of the possible benefits of adopting the Complete Streets policy. **Commissioner McDonough moved to recommend approval of the resolution adopting a Complete Streets policy.** Commissioner Van Eaton seconded the motion. When a vote was taken, the following was recorded, Ayes: 7 – Chairman Girgin, Mayor Pro Tem Lathrop, Commissioners Davila, McDonough,

Fletcher, Chancellor, and Van Eaton. Noes: none. Absent: 2 – Council Davidson and Commissioner Thompson. The motion carried.

### **DESIGN GUIDELINES**

Mr. Leipzig introduced Erik Berg, intern and planning specialist with Builders Development Corporation, who gave a presentation explaining a draft of Design Guidelines for the Downtown / Old Town Belton Overlay District area. In the PowerPoint presentation he included:

- A definition of design guidelines and the associated benefits
- Definition and map the Old Town Belton Overlay District
- Potential goals and amenities for:
  - Main Street Corridor / Loop Road
  - Rail Yard
  - Downtown Expansion to Highway 58 Corridor
- Objectives / Features necessary to achieve goals
- Implementation of the Guidelines:
  - Create a Design Review Committee to review and guide district rehabilitation efforts and new proposals
  - Create public and private partnerships
  - Form a Business Improvement District
  - Creation of a Chapter 353 tax abatement program in the Belton Overlay District, or a Transportation Development District
  - Land Banking

It was asked if consideration had been given to extending Walnut from Downtown to Y Highway. Mr. Leipzig replied that the design guidelines early focus is on the area south of 58 Highway. He went on to explain the importance of design guidelines to the community. There was discussion about how a pocket park on Main Street would benefit the downtown area.

### **DIRECTOR'S REPORT**

Mr. Leipzig reported that at the November 7 Commission meeting there will be a public hearing for the Future Land Use Map; distribution of a draft of the design guidelines; tabulation of the public works CIP projects; and a Special Use Permit application for a concession building at 320 Main.

### **ADJOURNMENT**

Commissioner Davila moved the meeting be adjourned. The motion was seconded by Mayor Pro Tem Lathrop. All members present voted in favor, and the meeting adjourned at 7:45 p.m.

Ann Keeton  
Community Development Secretary

# **Capital Improvement Plan**



**CITY OF BELTON  
PLANNING COMMISSION INFORMATION FORM**

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DATE: 11/3/11 AGENDA DATE: 11/7/11  
ASSIGNED STAFF: Ben McCabe, Engineering Division  
DEPARTMENT: Public Works

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**ISSUE/REQUEST:**

At the November 7th Planning Commission Meeting collect, tabulate, and discuss the Capital Improvement Projects and Scoring Sheets regarding the FY2013-2017 Capital Improvement Plan for the Public Works Department.

**PROPOSED PLANNING COMMISSION MOTION:**

At the November 7<sup>th</sup> Planning Commission Meeting, staff will collect and tabulate the Capital Improvement Projects Scoring Sheets. The tabulated results and associated project ranking will be discussed.

**BACKGROUND:**

During the September 19th, 2011 Planning Commission Meeting, the City Engineer outlined the City of Belton's new process for developing and ranking CIP projects.

The City's new process for planning and adoption on most matters involving capital improvement projects will include the following steps:

1. Staff initiation through identification, conceptualizing, cost estimating and justifying
2. The Planning Commission evaluating, discussing, prioritizing and making recommendations
3. The City Council evaluating, discussing and adoption.

For the Fiscal Years 2013-2017 Capital Improvement Plan, the Public Works Department identified proposed capital projects. These capital projects were presented to the Planning Commission on October 3<sup>rd</sup> with project scoring sheets. Collection, tabulation, and discussion of the proposed capital projects and scoring sheets is scheduled for the October 17<sup>th</sup> Planning Commission Meeting.