

**Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main Street  
November 7, 2011**

**CALL TO ORDER**

Vice-chairman Jeff Fletcher called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Commission: Vice-chairman Fletcher, Mayor Pro Tem Gary Lathrop, Commissioners Tim McDonough, Steven Chancellor, and Larry Thompson.

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

Absent: Chairman Holly Girgin, Councilman Bobby Davidson, Commissioners Sally Davila and Mike Van Eaton.

**MINUTES**

Commissioner Thompson moved to approve the minutes of the October 17, 2011, Commission meeting. Mayor Pro Tem Lathrop seconded the motion. All members present voted in favor, and the motion carried.

**PUBLIC HEARINGS**

Vice-chairman Fletcher announced that the updated Future Land Use Map public hearing scheduled for **tonight's** meeting has been rescheduled until the December 5, 2011 meeting. Mr. Leipzig explained that the language in the public hearing notice was revised and the hearing rescheduled.

Mr. Leipzig announced the public hearing scheduled for **tonight's** meeting for a Special Use Permit application for a temporary concession building has been rescheduled until sometime in the spring of 2012. The applicants, Downtown Belton Main Street, Inc., would like to delay action on the application until the group has a formal plan for the lot located at 316 Main Street.

**CAPITAL IMPROVEMENT PLAN (CIP)**

Mr. McCabe was present to discuss and score the Public Works CIP Project Ranking totals as completed by the Planning Commission members. He reported there may not be enough data to determine the results of the scoring at **tonight's** meeting and he asked that the Commission email their results to him. After the results are tabulated, Mr. McCabe suggested the Commission discuss the results to ensure all the **Commission's** thoughts are included in the final recommendation to the City Council. This item will be considered at the next Commission meeting. Mr. McCabe asked for suggestions about the scoring process for next year and the Commission members suggested the following:

- Provide additional information about each project

- Provide CIP Project Ranking sheets that can be completed by computer.
- Email tabulated results to Commission members before the next meeting.
- Commission could review the projects together after the Capital Improvements Project packet has been distributed.

### **DESIGN GUIDELINES**

Mr. Leipzig distributed a draft of Design Guidelines and an Executive Summary for the Old Town Belton Overlay District. The guidelines will be discussed in more detail at the November 21, 2011 meeting. There will be modifications made to the documents to shift the current emphasis from a design plan to design guidelines.

### **DIRECTOR'S REPORT**

Mr. Leipzig reported the design guidelines will be discussed further at the November 21, 2011 meeting along with an amendment to the Unified Development Code to include the previously approved arterial street improvement impact fees.

A site plan for Dollar General Store will be considered at a meeting in December.

### **ADJOURNMENT**

Mayor Pro Tem Lathrop moved to adjourn the meeting. Commissioner Thompson seconded the motion. All members present voted in favor, and the meeting adjourned at 7:15 p.m.

Ann Keeton  
Community Development Secretary