



**AGENDA  
CITY OF BELTON  
PLANNING COMMISSION  
MEETING & PUBLIC HEARING  
MONDAY, DECEMBER 5, 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 NOVEMBER 21, 2011 PLANNING COMMISSION MEETING**
  
- IV. PUBLIC HEARINGS**
  - A. Consideration of Approval of the Resolution Amending the Belton Comprehensive Plan to include the Future Land Use Map.
  
  - B. Consideration of the codification of the Unified Development Code (UDC).
  
- V. DIRECTOR'S REPORT**
  
- VI. NEXT MEETING DATE:** December 19, 2011
  
- VII. ADJOURNMENT**

# **MEETING MINUTES**

**NOVEMBER 21, 2011**

Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main  
November 21, 2011

**CALL TO ORDER**

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

**ATTENDANCE**

- Commissioners: Chairman Girgin, Mayor Jimmy Odom, Commissioners Jeff Fletcher, Steven Chancellor, and Mike Van Eaton.
- Staff: Ron Trivitt, City Manager; Ben McCabe, City Engineer; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.
- Absent: Councilman Bobby Davidson, Commissioners Sally Davila, Tim McDonough, and Larry Thompson.

**MINUTES**

Commissioner Fletcher moved to approve the minutes of the November 7, 2011, meeting. Commissioner Chancellor seconded the motion. All members present voted in favor, and the motion carried.

**PUBLIC HEARING**

Chairman Girgin introduced the first item of business which was consideration of an amendment to the Unified Development Code (UDC) to include previously approved provisions of the Arterial Street Improvement Impact Fees.

According to Mr. Cooper, the Commission is considering the codification of the calculation of the Arterial Street Impact Fee and the procedure for the appeal process. Chairman Girgin clarified that this action will correct previously omitted provisions from the UDC.

Chairman Girgin opened the public hearing to receive public input regarding the amendment to the UDC at 7:03 p.m. There was no public input and the hearing was closed at 7:03 p.m.

**Mayor Odom moved to recommend approval of the amendment to the UDC to include the previously omitted provisions relating to the Arterial Improvement Street Impact Fee.** Commissioner Fletcher seconded the motion. When a vote was taken, the following was recorded: Ayes: 5 – Chairman Girgin, Mayor Odom, Commissioners Fletcher, Chancellor, and Van Eaton. Noes: none. Absent: Councilman Davidson, Commissioners Davila, McDonough, and Thompson. The motion carried.

## **FINAL PLAT**

Mr. Cooper provided background information regarding the final plat of the CGB Subdivision, a re-plat of Wyatt's Acres Subdivision. He reported that a portion of the street right-of-way will be vacated along the western property line to make room for a proposed Dollar General Store. Mr. Cooper gave a brief history of the Wyatt Acres Subdivision, and he provided site details including the number of lots, lot size, property access, off-street parking, and proposed building size. It was noted by Mr. Cooper that staff is working with the developer to preserve the remaining on-site easements which can be utilized for future development and to create an internal street system. The location of the proposed Dollar General Store was clarified by Mr. Cooper. **Commissioner Fletcher moved to recommend approval of the Final Plat of the CGB Subdivision, a Re-Plat of the Wyatt's Acres Plat, located on the north side of E. North Avenue, and west of Ella Street.** Commissioner Chancellor seconded the motion. When a vote was taken, the following was recorded: Ayes: 5 – Chairman Girgin, Mayor Odom, Commissioners Fletcher, Chancellor, and Van Eaton. Noes: none. Absent: Councilman Davidson, Commissioners Davila, McDonough, and Thompson. The motion carried.

## **CAPITAL IMPROVEMENT PLAN (CIP) – PUBLIC WORKS**

Mr. McCabe thanked Commission members for ranking the Public Works CIP projects. He distributed documents showing the summary and average of the scoring results, along with detailed project descriptions and costs. Mr. McCabe provided details about the scoring results of the top 10 ranked public works CIP projects. An explanation was given about the wastewater pipe improvements for the sanitary sewer system and the sequence of construction of those improvements. Mr. McCabe described two main branches of the City sewer system which he categorized as the "East Trunk" and the "West Trunk." He pointed out the location of potential development in the west portion of the City and recommended the West Sanitary Sewer Trunk be the first area targeted for sanitary sewer improvements. According to Mr. McCabe there is also a growth project in the West Branch area and he told how construction costs can be significantly reduced.

There was discussion about the areas of the City where growth is probable. It was stated that these projects are only recommendations, and growth will dictate the location of some of the projects. **Mayor Odom moved to approve the staff recommended CIP public works projects listed in the West Sanitary Sewer Trunk prioritized project list (attached).** Commissioner Van Eaton seconded the motion. When a vote was taken, the following was recorded: Ayes: 5 – Chairman Girgin, Mayor Odom, Commissioners Fletcher, Chancellor, and Van Eaton. Noes: none. Absent: Councilman Davidson, Commissioners Davila, McDonough, and Thompson. The motion carried. Mr. McCabe announced that CIP projects for the Police and Fire Departments will be brought before the Commission at a future meeting.

## **DESIGN GUIDELINES**

Erik Berg, with Builder's Development Corporation, and Art Ruiz, Chairman of Downtown Belton Main Street, Inc. were present to discuss a draft of Design Guidelines for the Downtown / Old Town Belton Overlay District. Mr. Berg gave a PowerPoint presentation and some of the subjects he focused on included:

- Guideline definitions
- Vision and goals of the overlay district
- Boundary Maps

- Goals for Main Street, Loop Road and the Rail Yard
- Downtown Expansion area goals
- Four Phases of Implementation

There was conversation about ways to sustain the design guidelines despite leadership changes and/or staff changes. Mr. Berg indicated the answer to maintaining the guidelines is to make them part of the whole community. He went on to state the vision is currently with the Downtown Belton Main Street organization and the downtown business community.

Mr. Berg was asked if some type of study was used to obtain feedback and learn why people are not attracted to the downtown area. He reported there have been no public surveys taken but could be considered in the future. Commissioner Chancellor suggested the feedback could help identify factors that need to be addressed early in the planning stages as opposed to spending time on aspects that do not impact drawing people to Main Street. Mayor Odom reported the consensus from other cities that have revitalized their Main Streets is that Belton appears to be further along in the process than those cities were initially, and moreover development should increase when an anchor store(s) locates in the downtown corridor. Benefits of a pocket park was brought up and discussed. Other discussion topics included the Main Street Design Review Committee becoming an integral part of the revitalization process to support the creation of a cohesive atmosphere in the Downtown area, and not be a barrier to development. Also, the benefits of creating financial incentives for downtown development or revitalization were talked about.

#### **DIRECTOR'S REPORT**

Mr. Cooper reported the Design Guidelines will be discussed further at the Downtown Belton Main Street, Inc. board meeting on Wednesday, December 14, 2011.

At the December 5, 2011 Planning Commission meeting there will be a public hearing for the Future Land Use Map and consideration of the final codification ordinance of the UDC.

#### **ADJOURNMENT**

Commissioner Fletcher moved to adjourn the meeting. Commissioner Van Eaton seconded the motion. All members present voted in favor and the meeting adjourned at 7:48 p.m.

Ann Keeton

Community Development Secretary

# ATTACHMENT

## West Sanitary Sewer Trunk

PROJECT NUMBER	PROJECT NAME
PW-1	WWTP - New Parallel Pump Station & Force Main
	WWTP - New Preliminary Treatment Facility
	WWTP - Solids Stabilization
	WWTP - New Post Aeration Facility
	WWTP - Misc. Improvements (Plant Drain System/Process Water System/Facilities Upgrades)
PW-21B	W - WaterOne System Development Charge
	W - Watermain for WaterOne Connection
	W - Holmes Road Pump Station
	W - Ground Storage Tank
	W - 3MG Elevation Storage
	W - Demolish Existing 300,000g Tank
PW-42	WW - 2012 Collection System Update
PW-23	W - Waterline Renewal Project
PW-47	T - Markey Road (Y Hwy. to 58 Hwy.) & Waterline
PW-42A	T - 2012 Transportation Master Plan (Complete Streets)
PW-34	W - Waterline Renewal Project - Asbestos Pipe
PW-49	T - Mullen Road (Silver Maple to N. Cass Prkwy.)
PW-19	WW - Recommended Pipeline Capacity Imp.
PW-39	W - Waterline Renewal Project
PW-11	WW - Recommended Pipeline Capacity Imp.
PW-12	WW - Recommended Pipeline Capacity Imp.
PW-13	WW - Recommended Pipeline Capacity Imp.
PW-10	WW - Recommended Pipeline Capacity Imp.
PW-16	WW - Recommended Pipeline Capacity Imp.
PW-17	WW - Recommended Pipeline Capacity Imp.
PW-18	WW - Recommended Pipeline Capacity Imp.
PW-14	WW - Recommended Pipeline Capacity Imp.
PW-38	W - Waterline Renewal Project
PW-44	T - Cleveland (58 Hwy to Cambridge Road)
PW-15	WW - Recommended Pipeline Capacity Imp.
PW-21	WW - Recommended Pipeline Capacity Imp.
PW-40	W - Waterline Renewal Project
PW-45	TW - Cleveland Road Waterline
PW-6	WW - Future Growth Southeast (8 Years)
PW-2	WWTP - Facility Plan Update
PW-4	WW - West Cimarron & Cedar Tree Lift Station
PW-50	TW - Mullen Road Waterline
PW-41	Water/Street Admin. & Storage Facilities
PW-7	WW - Future Growth South (8-15 Years)
PW-8	WW - Future Growth Northwest (10-20 Years)
PW-3	WW - 2007 Fairway Ridge Lift Station
PW-9	WW - Future Growth West (10-20 Years)
PW-51	T - N. Cass Connector (Peculiar Drive to Mullen)
PW-53	T - North Cass Parkway
PW-52	TW - N. Cass Connector Waterline
PW-46	T - Boardwalk @ Belton

# **FUTURE LAND USE MAP**



CITY OF BELTON  
PLANNING COMMISSION INFORMATION FORM

MEETING DATE: December 5, 2011  
 ASSIGNED STAFF: Jay C. Leipzig, AICP  
 DEPARTMENT: Community Planning and Development

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order
<input type="checkbox"/> Agreement	<input type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Public Hearing

**ISSUE**

Adoption of the Resolution by the Planning Commission amending the Comprehensive City Plan of the City of Belton, Missouri to include an updated Future Land Use Map.

**REQUESTED COUNCIL ACTION**

Approve the Resolution adopting the updated Future Land Use Map for the City of Belton.

**BACKGROUND**

The Community Development Department has been systematically updating processes and ordinances related to land use development issues. In August 2010, the City adopted the Unified Development Code which provides modern land planning Ordinances in regard to land development. In addition, in December 2010, the City adopted the Current Zoning Map with the new corresponding land use categories associated with the Unified Development Code. The adoption of the Future Land Use Map is the next logical step in this process of updating the land use regulations of the City.

The development of this map has been in process for approximately one year as the Development Review Committee met on a weekly basis to examine the City in a series of quadrants in order to make educated guesses about future land use and developments. This map encompasses not only land use classifications, but also transportation enhancements, sewers, water lines, and includes future plans for the Parks and Recreation Department and the Fire Department. The map is directly linked to the City of Belton geographic information systems map which provides the ability to turn layers off and on depending upon the audience viewing the map. As an example, the map attached in the packet includes land use classifications and roadways, but there are several other layers available.

The use of this map provides a basis for future land use decisions, and will be instrumental in reviewing projects and their impacts upon surrounding land uses.

A critical component of the Future Land Use Map will include a resolution to adopt the map and that it be reviewed every five years to ensure consistency with overall land development and that the land uses are compatible with surrounding development.

The Planning Commission has reviewed this document on several occasions, and will hold a Public Hearing on December 5, 2011. If a positive recommendation is provided by the Planning Commission, this item will be presented before the City Council on December 13, 2011.

**STAFF RECOMMENDATION**

Approval of the Resolution Amending the Belton Comprehensive Plan to include the Future Land Use Map.

**ATTACHMENTS**

Future Land Use Map

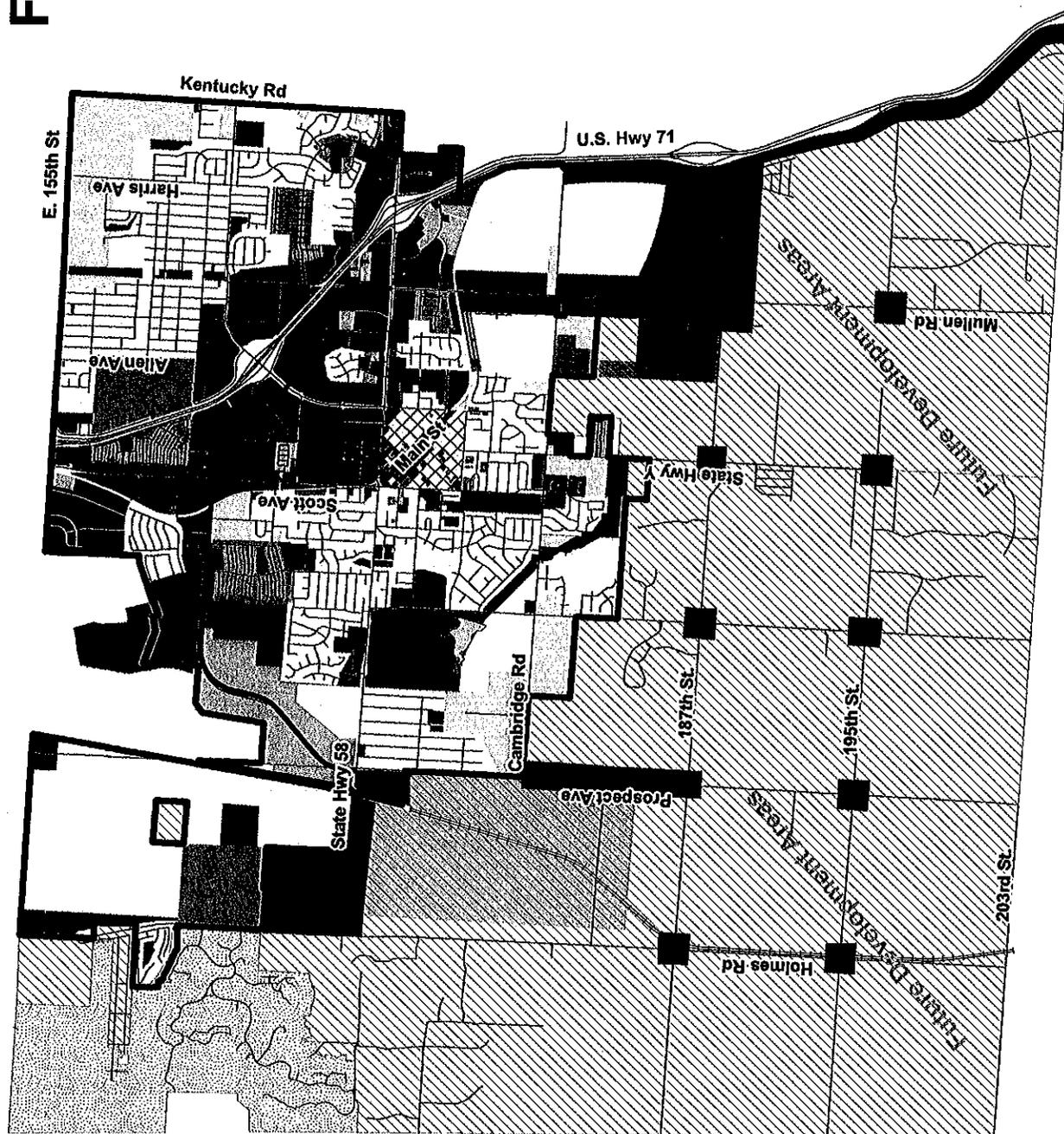
Proposed Resolution

# Future Land Use Map

City of Belton



- Roads
- Market Parkway
- Railroad
- Cleveland Lake
- Current Belton Boundary
- Loch Lloyd
- Single-Family
- Large Lot Single-Family
- Two-Family
- Multiple/Tri/Quad Plex
- Mobile Home Park
- Mixed Use
- Business Park, Office, Hotel
- Commercial
- Industrial
- Church, School, Institutional
- Parkland, Open Space, Cemetery
- Future Development Areas



RESOLUTION NO. R12-05-11

A RESOLUTION BY THE PLANNING COMMISSION AMENDING THE COMPREHENSIVE CITY PLAN OF THE CITY OF BELTON, MISSOURI TO INCLUDE AN UPDATED FUTURE LAND USE MAP

WHEREAS, the City of Belton ("City") has a duly constituted Planning Commission as required by law; and

WHEREAS, the Planning Commission has caused a Comprehensive City Plan to be prepared by the City; and

WHEREAS, the Comprehensive City Plan was adopted by the Planning Commission and Governing Body in 1992; and

WHEREAS, the City wishes to update the Future Land Use Map contained within the Comprehensive City Plan; and

WHEREAS, it is the intent of the City to update the Future Land Use Map contained within the Comprehensive City Plan every 5 years; and

WHEREAS, proper notice of the public hearing was published in at least one newspaper having general circulation in the City, fifteen days in advance of the public hearing, identifying the time and place of said hearing; and

WHEREAS, the public hearing was held and the Comprehensive City Plan and updated Future Land Use Map was discussed.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BELTON MISSOURI:

Section 1. That the Comprehensive City Plan, amended with the addition of the updated Future Land Use Map, be approved and adopted.

Section 2. That the Future Land Use Map of the City of Belton be reviewed and updated every five (5) years for overall compliance with the City of Belton Comprehensive Plan.

PASSED AND APPROVED BY THE PLANNING COMMISSION OF THE CITY OF BELTON, MISSOURI THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

\_\_\_\_\_  
CHAIRMAN

**CODIFICATION**

**UNIFIED DEVELOPMENT CODE**



CITY OF BELTON  
PLANNING COMMISSION INFORMATION FORM

---

MEETING DATE: December 5, 2011  
ASSIGNED STAFF: Jay C. Leipzig, AICP  
DEPARTMENT: Community Planning and Development

<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order
<input type="checkbox"/> Agreement	<input type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Public Hearing

---

**ISSUE**

Consideration of the proposed Ordinance for action by the City Council for the overall Codification of the Unified Development Code.

**REQUESTED PLANNING COMMISSION ACTION**

Approve the proposed Ordinance for presentation and review by the City Council.

**BACKGROUND**

As was stated during the November 21, 2011 Planning Commission meeting, Unified Development Code and its various revisions have now been approved by the Planning Commission and City Council. The last step in this process is an Ordinance approving the overall codification of the UDC after a Public Hearing before the Planning Commission and a recommendation of approval.

**STAFF RECOMMENDATION**

Recommendation of Approval to the City Council on the proposed Ordinance for the overall codification of the Unified Development Code.

**ATTACHMENTS**

Proposed Ordinance

AN ORDINANCE ADOPTING AND ENACTING A NEW UNIFIED DEVELOPMENT CODE FOR THE CITY OF BELTON, MISSOURI; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELTON, CASS COUNTY, MISSOURI AS FOLLOWS:

Section 1. The Code entitled "Unified Development Code, City of Belton, Missouri" published by Municipal Code Corporation, consisting of chapters 1 through 42, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before July 12, 2011, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Additions or amendments to the Code when passed in such form as to indicate the intention of the city to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 5. Ordinances adopted after July 12, 2011 that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 6. That this Ordinance shall be in full force and effect from and after passage.

Duly read two (2) times and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

---

Mayor Jimmy Odom

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor Jimmy Odom

ATTEST:

\_\_\_\_\_  
Patricia A. Ledford, City Clerk  
of the City of Belton, Missouri

STATE OF MISSOURI )  
CITY OF BELTON )SS  
COUNTY OF CASS )

I, Patricia A. Ledford, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton and that the foregoing ordinance was regularly introduced for first reading at a meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011, and thereafter adopted as Ordinance No. 2011-\_\_\_\_\_ of the City of Belton, Missouri, at a regular meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2011, after the second reading thereof by the following vote, to-wit:

AYES:                      COUNCILMEN:

NOES:                      COUNCILMEN:

ABSENT:                    COUNCILMEN:

\_\_\_\_\_  
Patricia A. Ledford, City Clerk  
of the City of Belton, Missouri

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the city council, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
City Clerk