

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	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