

**Minutes of Meeting  
Belton Planning Commission  
City Hall Annex, 520 Main Street  
December 5, 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, Steven Chancellor, and Larry Thompson.

Staff: Jay Leipzig, Community Development Director; and Ann Keeton, Community Development Secretary.

Absent: Commissioners Jeff Fletcher and Mike Van Eaton

**MINUTES**

Commissioner Davila moved to approve the minutes of the November 21, 2011 meeting. Commissioner Thompson seconded the motion. All members present voted in favor, and the motion carried.

**PUBLIC HEARINGS**

Chairman Girgin introduced the first item of business which was consideration of approval of the resolution amending the City of Belton Comprehensive Plan to include the Future Land Use Map. Mr. Leipzig praised the benefits of the Future Land Use Map for future development in the city. He categorized the map as a guidebook for developers that will be reviewed and updated every five years.

Chairman Girgin opened the public hearing at 7:04 p.m. The hearing was held to receive public input on the resolution amending the Comprehensive Plan to include the Future Land Use Map. There was no public input so Chairman Girgin closed the public hearing at 7:04 p.m.

**Commissioner McDonough moved to recommend approval of the resolution, and approving PC Resolution R12-05-11 amending the Comprehensive Plan to include the Future Land Use Map.** Commissioner Thompson seconded the motion. When a vote was taken, the following was recorded: Ayes: 6 - Chairman Girgin, Mayor Pro Tem Lathrop, Commissioners Davila, McDonough, Chancellor, and Thompson. Noes: none. Absent: Councilman Davidson, Commissioners Fletcher and Van Eaton. The motion carried.

The next item on the agenda was consideration of the codification of the Unified Development Code (UDC). Mr. Leipzig gave a brief explanation of the proposed codification ordinance.

Chairman Girgin opened the public hearing at 7:06 p.m. This hearing was being held to receive public input regarding the codification of the Unified Development Code (UDC). There was no public input so Chairman Girgin closed the public hearing at 7:06 p.m.

**Mayor Pro Tem Lathrop moved to recommend approval of the proposed Ordinance for the overall codification of the Unified Development Code.** Commissioner Davila seconded the motion. When a vote was taken the following was recorded. Ayes: 6 - Chairman Girgin, Mayor Pro Tem Lathrop, Commissioners Davila, McDonough, Chancellor, and Thompson. Noes: none. Absent: Councilman Davidson, Commissioners Fletcher and Van Eaton. The motion carried.

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

Mr. Leipzig announced the action taken for the Future Land Use Map includes a resolution to be signed by the Planning Commission Chairman along with a resolution to be approved by the City Council.

There are no items scheduled for the December 19, 2011, Commission meeting so Mr. Leipzig recommended the meeting be canceled. He went on to explain the first and second Commission meetings in January are holidays so the next meeting will be Monday, February 6, 2012.

It was reported by Mr. Leipzig the Downtown Belton Main Street, Inc. Board will meet on Wednesday, December 14, 2011, and will talk about details of the design guidelines. He invited interested Commissioners to attend the board meeting.

During the first Commission meeting in February, Mr. Leipzig will present an overview of the Commission accomplishments in 2011 and key goals for 2012.

Mayor Pro Tem Lathrop expressed his appreciation to staff for their work on the Zoning/Future Land Use Maps, and Chairman Girgin complimented city leadership on the professional image being presented to business/developers.

#### **ADJOURNMENT**

Commissioner Thompson moved to adjourn the meeting. Mayor Pro Tem Lathrop seconded the motion. All members present voted in favor, and the meeting adjourned at 7:13 p.m.

Ann Keeton  
Community Development Secretary