

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
July 16, 2012**

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, Councilman Scott Von Behren, Commissioners Tim McDonough, Chris Christensen, Mike Van Eaton, and Larry Thompson.

Staff: Jay Leipzig, Community Development Director; Robert Cooper, City Planner; Zach Matteo, Assistant City Engineer; and Ann Keeton, Community Development Secretary.

Absent: Commissioners Sally Davila and Jeff Fletcher

INTRODUCTION

Chairman Girgin welcomed Chris Christensen, who was recently appointed to the Planning Commission.

MINUTES

Councilman Von Behren moved to approve the minutes of the June 4, 2012, meeting. Mayor Pro Tem Lathrop seconded the motion. All members present voted in favor, and the motion carried.

ELECTRONIC MESSAGE CENTER SIGN - 1010 E. NORTH AVENUE

Staff Report: Mr. Leipzig introduced the first case which was consideration of a Special Use Permit (SUP) to allow an electronic message center sign at 1010 E. North Avenue for a Jiffy Lube business.

Referring to an aerial photo, Mr. Cooper pointed out the proposed locations of the Jiffy Lube business and the electronic sign. He also identified the locations of existing Town Centre monument signs. Mr. Cooper went over some of the codes regulating electronic message center signs from Section 30-9 of the Unified Development Code (UDC). A brief history of the Belton Town Centre shopping center and the proposed Jiffy Lube lot was presented by Mr. Cooper. He reminded Commissioners an electronic message sign was recently approved for an area grocery store. He also reported that authorization has been received to allow the sign on the Town Centre property from the owners.

Public Hearing: Chairman Girgin opened the public hearing for consideration of the SUP application to allow an electronic message center sign at 1010 E. North Avenue at 7:06 p.m.

Craig Nelson, Heartland Automotive Services/Jiffy Lube franchisee, 190 E. St. Charles, Elmhurst, Illinois, spoke in favor of the SUP. He introduced Don Alexander, the local developer, and Jim Rogers, Divisional Vice President of the company. Heartland Automotive is the owner / operator of 500+ Jiffy Lube facilities according to Mr. Nelson.

He stressed the importance of having a way to get messages out to the public. Mr. Nelson reported the company logo/signs were updated a few years ago which forced the removal of many reader board signs, and has had a significant impact on the business. He commended the efficiency and usefulness of the digital-type sign for the visibility “challenged” lot, which he categorized as an interior out-parcel. It was reported by Mr. Nelson there are currently no digital signs at area Jiffy Lube sites. There was no further public input, and Chairman Girgin closed the hearing at 7:12 p.m.

In discussion, Commissioner McDonough recommended the Commission look into placing limitations on electronic message signs. He suggested separation requirements and minimum duration of message changes as possible regulations to study, and he referred to the Department of **Transportation’s** suggested guidelines for high traffic areas. Mr. Leipzig mentioned a previously approved electronic church sign that had conditions attached to approval of the sign. Mr. Rogers told Commissioners the Jiffy Lube electronic sign messages will be stationary for an entire day, and will not have scrolling messages. Mayor Pro Tem Lathrop moved to approve the SUP application to allow a digital reader board on the Jiffy Lube monument sign at Belton Town Centre, 1010 E. North Avenue with the following condition: The applicant shall comply with all the requirements as outlined in Section 30-9 of the Unified Development Code. The motion was seconded by Councilman Von Behren. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Von Behren, Commissioners McDonough, Christensen, Van Eaton, and Thompson. Noes: none. Absent: 2 - Commissioners Davila and Fletcher. The motion carried.

TEXT AMENDMENT TO CHAPTER 36 OF THE UDC

Mr. Leipzig introduced Mr. Matteo, Assistant City Engineer, who was present to give an overview of proposed changes to Chapter 36 of the UDC. Proposed revisions to Chapter 36, Section 70 concerning maintenance responsibilities relating to the stormwater runoff plan were reported by Mr. Matteo. He pointed out that the language of the four proposed revisions was borrowed from UDC Chapter 32, which will make the chapters dealing with stormwater consistent.

Mr. Matteo reviewed the proposed changes to Chapter 36, Section 72 concerning approved manufacturers of storm and sanitary sewer manhole rings and covers. Staff is proposing language be added which would give the City Engineer the ability to evaluate alternative manufacturers of storm and sanitary castings, rather than be forced to accept sole sourced products. He told what criteria the engineer will use to make those evaluations.

There was discussion regarding the appropriate wording of one of the proposed changes relating to the stormwater runoff plan.

Chairman Girgin opened the public hearing at 7:22 p.m. The hearing was being held to receive public input regarding proposed amendments to Chapter 36, Sections 70 and 72 of the UDC. There was no public input and Chairman Girgin closed the public hearing at 7:22 p.m.

Commissioner Thompson moved to approve the proposed amendments to the UDC Chapter 36, Section 70 regarding maintenance responsibilities for stormwater runoff facilities, and Section 72 regarding storm sewer and sanitary sewer rings and covers. The motion was seconded by Commissioner McDonough. When a vote was taken, the following was recorded, Ayes: 7 - Chairman Girgin, Mayor Pro Tem Lathrop, Councilman Von Behren, Commissioners McDonough, Christensen,

Van Eaton, and Thompson. Noes: none. Absent: 2 - Commissioners Davila and Fletcher. The motion carried.

DIRECTOR'S REPORT

Mr. Leipzig presented the Director's Report which included the following information:

- Construction is underway for 11 retail shops to be located beside Price Chopper
- Staff has not received the Menards construction documents
- The Commission will discuss vehicle sales at the August 6, 2012, meeting
- There will be an SUP application for an electronic sign at 101 Cherry Hill Dr. at the August 6, 2012, meeting
- Discussion of billboard advertising regulations at a future meeting
- The Commission will have an election of officers in August

DISCUSSION TOPICS

Councilman Von Behren initiated a discussion about the changes to the existing sign code regarding political signs. It was suggested to him, that the winner of the primary be allowed to leave their political signs in place until after the general election, which is not currently allowed by the Belton sign code.

In further discussion about the digital reader board signs, Mr. Cooper reported the electronic sign application to be considered during the August 6, 2012, meeting is a request for digital numbers only for displaying gasoline prices. There was clarification by staff on the potential language to be considered regarding regulations for electronic message signs in Section 30.9 of the UDC. It was reported there may be a request in the near future by the school district for an electronic message sign in the same area as the Cherry Hill Service Station.

ADJOURNMENT

Councilman Von Behren moved to adjourn the meeting. Mayor Pro Tem Lathrop seconded the motion. All members present voted in favor, and the meeting adjourned at 7:32 p.m.

Ann Keeton
Community Development Secretary