

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
October 1, 2012**

CALL TO ORDER

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

ATTENDANCE

Commission: Chairman Girgin, Councilman Scott Von Behren, Commissioners Tim McDonough, Jeff Fletcher, Chris Christensen, and Larry Thompson.

Staff: Jay Leipzig, Community Development Director; Jason Webb, Fire Marshal; Mark Polk, Building Inspector; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

Absent: Mayor Pro Tem Lathrop and Commissioners Sally Davila and Mike Van Eaton.

MINUTES

Councilman Von Behren moved to approve the minutes of the August 20, 2012, and the September 17, 2012, Commission meetings. Commissioner Fletcher seconded the motion. All members present voted in favor, and the motion carried.

PUBLIC HEARING - Special Use Permit (SUP): Preschool

Mr. Cooper pointed out the location of the proposed preschool on an aerial photo and mentioned there are two building on the property. It was noted the building shows an address of 405 Chestnut which is not recognized by the County so the SUP application is for the documented property address which is 302 B Street. He told of the surrounding zoning classifications and mentioned there is an existing daycare business located on the same property. According to the staff report, the proposed preschool could provide a service to Belton residents. Mr. Cooper provided details about parking and paving requirements, access to the site, and signage codes. He reported that staff recommends approval of the SUP with conditions. A copy of a business plan for the proposed preschool was distributed and is attached and made part of these minutes.

Chairman Girgin opened the public hearing at 7:08 p.m. The hearing was being held to receive public input regarding a Special Use Permit application to allow a preschool to operate at 302 B Street.

Cindy Van Winkle, 500 Tanner Drive, was present to speak in favor of the SUP. She announced that she appreciates the opportunity to do something that is her passion and that she has been doing the past 20 years in various capacities. She reported that she ran the Smart Start Preschool which was sponsored by the City Park Department until last year, when the program closed.

There was no further input and Chairman Girgin closed the public hearing at 7:10 p.m.

Commissioner McDonough moved to recommend approval of the SUP application to allow a preschool to operate at 302 B Street with the following conditions: 1) No Certificate of Occupancy will be issued until the site has had a final inspection by the fire marshal and building official for compliance with the applicable city codes; 2) No outdoor storage of supplies and/or material unless fully screened from public view; 3) The construction of a fence no less than 42-inches in height in any area which will be used for outdoor recreational purposes; 4) All areas used for off-street parking shall be paved with asphalt, concrete, paving blocks, or other city approved material. The motion was seconded by Commissioner Christensen. When a vote was taken, the following was recorded: Ayes: 6 - Chairman Girgin, Councilman Von Behren, Commissioners McDonough, Fletcher, Christensen and Thompson. Noes: none. Absent: 3 - Mayor Pro Tem Lathrop, Commissioners Davila and Van Eaton. The motion carried.

PUBLIC HEARING - 2012 International Building Code adoption

Mr. Leipzig announced that the fire marshal and building official are present to answer questions from the Commission regarding the 2012 International Building Code (IBC) adoption. He referred to the process as a “standard adoption” and categorized the changes as minor.

Chairman Girgin opened the public hearing at 7:13 p.m. The hearing was being held to receive public input regarding adoption of the 2012 IBC. There was no public input and Chairman Girgin closed the public hearing at 7:13 p.m. Commissioner McDonough moved to recommend approval of the 2012 International Building Codes adoption. Councilman Von Behren seconded the motion. When a vote was taken, the following was recorded: Ayes: 6 - Chairman Girgin, Councilman Von Behren, Commissioners McDonough, Fletcher, Christensen and Thompson. Noes: none. Absent: 3 - Mayor Pro Tem Lathrop, Commissioners Davila and Van Eaton. The motion carried.

PUBLIC HEARING - Text Amendment to the Unified Development Code (UDC) - Off-premise signs

It was reported by Mr. Leipzig that staff created the proposed ordinance by modeling the language from other city codes along with the city attorney’s guidance.

Chairman Girgin opened the public hearing at 7:15 p.m. This hearing was held to receive public input regarding a text amendment to the UDC regarding off-premise signs. There was no public input so the public hearing was closed at 7:15 p.m. Councilman Von Behren moved to recommend approval of a text amendment to Section 30-9(e) of the Unified Development Code regarding Off-Premise Signs as presented. Commissioner Christensen seconded the motion. When a vote was taken, the following was recorded: Ayes: 6 - Chairman Girgin, Councilman Von Behren, Commissioners McDonough, Fletcher, Christensen and Thompson. Noes: none. Absent: 3 - Mayor Pro Tem Lathrop, Commissioners Davila and Van Eaton. The motion carried.

PUBLIC HEARING - Text Amendment to the UDC - Commercial Motor Vehicle Sales

Mr. Leipzig reported the Commission has reviewed and refined the language for vehicle sales lots. He addressed a concern put forth by a Commissioner about the proposed language that states, "Only one used vehicle dealer allowed with each special use permit and only one special use permit allowed per **site**." He explained how, under certain circumstances, a variance could be applied for and considered by the Board of Zoning Adjustment.

Chairman Girgin opened the public hearing at 7:19 p.m. The hearing was being held to receive public input regarding a text amendment to the UDC regarding Commercial - Motor Vehicle Sales. There was no public input and Chairman Girgin closed the public hearing at 7:19 p.m. Commissioner McDonough moved to recommend approval of a text amendment to Section 40-4(a) of the UDC regarding Commercial - Motor Vehicle Sales as presented. Councilman Von Behren seconded the motion. When a vote was taken, the following was recorded: Ayes: 6 - Chairman Girgin, Councilman Von Behren, Commissioners McDonough, Fletcher, Christensen and Thompson. Noes: none. Absent: 3 - Mayor Pro Tem Lathrop, Commissioners Davila and Van Eaton. The motion carried.

PRESENTATION

The Commission viewed a law and ethics training video for public officials which was supplied by Midwest Public Risk.

DIRECTOR'S REPORT

Mr. Leipzig announced the topics to be presented at the October 15, 2012 Commission meeting which included consideration of a site plan for Jack in the Box, a preliminary plat and preliminary development plan for Y-Highway Commercial, and an Executive Summary of the Capital Improvements Plan.

OTHER BUSINESS

There was a discussion about car sales businesses on North Scott that have received Special Use Permits in the past and are currently vacant or have changed business names. Mr. Cooper answered questions and provided details about the car sales business license approval process and an existing SUP at 310 N. Scott. He reported the building owner was told by staff that no further car business changes will be allowed at that site in conjunction with the SUP. Mr. Cooper gave an explanation of the effect the "**Commercial - Motor Vehicle Sales**" text amendment will have on current car sales businesses and vacated businesses. It was reported the SUP on the property is transferable under certain circumstances and the Commission discussed their concerns about problems with the SUP transfers for car sales businesses.

ADJOURNMENT

Councilman Von Behren moved to adjourn the Commission meeting. The motion was seconded by Commissioner Christensen. All members present voted in favor and the meeting adjourned at 7:46 p.m.

Ann Keeton
Community Development Secretary

ATTACHMENT

PRESCHOOL BUSINESS PLAN

Mrs. Cindy's Preschool **Business Plan**

I. Executive Summary

Mrs. Cindy's Preschool will operate under a philosophy that children need to be treated with warmth and respect.

Marketing efforts will remain primarily grassroots using local resources, current families, and community centers to promote Mrs. Cindy's Preschool.

Mission Statement- Dedicated to providing exceptional tender loving care while making learning fun and exciting.

II. Introduction

Mrs. Cindy's Preschool is owned by Cindy Van Winkle who has over 19 years in the child care industry and has worked vigorously to provide care for all children regardless of race, gender, or economic status.

Mrs. Van Winkle will work tirelessly to the development of a preschool which will operate under the philosophy that children need to be treated with warmth & respect. The children served by Mrs. Cindy's Preschool will be surrounded with experiences that will foster physical, social, academic and emotional growth.

The preschool atmosphere will embody loving tenderness while encouraging independence, constructive problem solving, positive self-esteem, and improved self-worth. The Director of the proposed preschool has operated two preschool facilities for 19 years in Belton with the last one being for the Belton Park Department for 6 years. Cindy has worked with school aged children for 20 years in the city's Summer Camp program.

Cindy Van Winkle began educational services with the mission of providing tender loving care, while making learning fun, along with receiving a quality education. She is passionate about the needs to assist children during early childhood development with a stable, enriching and loving environment. She also understands the problems of parents who cannot afford to pay for childcare but still want a learning environment for their child.

III. Industry Analysis

The preschool industry in Belton is primarily limited to 4 year olds in the Grace Early Childhood program. Parents need other options in educating their preschool age children before age 4, when not needing full day daycare.

IV. Marketing Plan

a. Meeting Customer Needs- Our current clientele and potential customers require constant reassurance that we deliver quality service and reasonable rates. We will maintain honesty and request candid input from our clients.

b. Quality- Our goal is to provide children affordable quality learning opportunities in a secure and comfortable environment.

c. How We Will Sell- Word of mouth advertising has proved our strongest selling point. Advertising in local papers, flyers, Facebook and other media will be utilized.

d. Ability to Penetrate Market- Our 19 years' experience in a professional preschool business and our proven ability to deliver tender loving care while priming the child for secular schooling makes us a good choice for parents making their child's emotional welfare and education a priority.

V. Organization

Mrs. Cindy's Preschool will be located at 405 Chestnut. The Preschool will provide educational services from 8:00 AM to 3:30 PM Monday through Friday. During that time children will be provided age-appropriate structured learning opportunities and age appropriate activities.

VI. Operations

Cindy Van Winkle as the owner and director of the preschool will be handling the day-to-day operations of the center. Her responsibilities will include, but are not limited to: hiring and supervising employees; design, training, and overseeing of age-appropriate themes and communicating with parents; handling all issues that arise; taking payments from parents; handling late payments; and overseeing overall operations.

Preschool teachers will be in charge of no more than 8 children 2 to 5 years of age while alone. Maximum student numbers would be 20 per session with two teachers.

VII. Keys to Success

Reputable and untarnished reputation in the community.

Quality care and educational opportunities

Competitive pricing

Limited market