



**AGENDA  
CITY OF BELTON  
PLANNING COMMISSION  
MEETING AND PUBLIC HEARING  
MONDAY, APRIL 1, 2013 - 7:00 P.M.  
CITY HALL ANNEX, 520 MAIN STREET**

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**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF THE MINUTES OF THE MARCH 18, 2013 PLANNING COMMISSION MEETING**

**IV. PUBLIC HEARINGS**

- A. Consideration of Revocation of a Special Use Permit allowing a car dealership, Brand Used Auto Sales, to operate at 307 Chestnut Street.
- B. Consideration of a Special Use Permit to allow a Pet Grooming Business to operate in a C-1 (Neighborhood Commercial) Zoning District at 416 Main Street.

**V. CONSIDERATION**

- A. Consideration of a Street Name for the East Outer Road.

**VI. DISCUSSION**

- A. Update for Heart-n-Hand Special Use Permit Renewal.
- B. Residential Buildable Lot Inventory.

**VII. DIRECTOR'S REPORT**

**VIII. NEXT MEETING DATE:** April 15, 2013

**IX. ADJOURNMENT**

# **MEETING MINUTES**

**MARCH 18, 2013**

**Minutes of Meeting**  
**Belton Planning Commission**  
**City Hall Annex, 520 Main Street**  
**March 18, 2013**

**CALL TO ORDER**

Chairman Holly Girgin called the meeting to order at 7:05 p.m.

**ATTENDANCE**

*Commission:* Chairman Girgin, Mayor Pro Tem Gary Lathrop, Councilman Scott Von Behren, Commissioners Sally Davila, Tim McDonough, Jeff Fletcher.

*Staff:* Jay Leipzig, Community Development Director; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

*Absent:* Commissioners Chris Christensen and Larry Thompson

**MINUTES**

Mayor Pro Tem Lathrop moved to approve the minutes of the March 4, 2013, Commission meeting. The motion was seconded by Councilman Von Behren. All members present voted in favor and the motion carried.

**PUBLIC HEARING** – *Revocation of a Special Use Permit (SUP) for a car sales business at 307 Chestnut*

It was pointed out there was no one present to speak in behalf of the car sales business. Mr. Leipzig recommended continuing the public hearing until the April 1, 2013, meeting to give the business representatives one more opportunity to come present their case to the Commission. Commissioner Davila made a motion to continue the public hearing for revocation of a SUP for a car sales business at 307 Chestnut until the April 1, 2013, Commission meeting. Councilman Von Behren seconded the motion. In discussion, Mr. Leipzig explained in detail the reason the public hearing should be continued. All members present voted in favor of the motion, and the motion carried.

**DIRECTOR'S REPORT**

Mr. Leipzig gave an update on the Heart-n-Hand SUP associated with the property at 122 Lillard. In the absence of the Director of Heart-n-Hand, Mr. Leipzig reported that the organization has found an alternate site from which to operate, but will be requesting the SUP be extended to allow time for the move. The Assembly of God Church will be voting on the proposed move at the end of March. If the congregation approves the proposed location, Heart-n-Hand will no longer need an SUP as their organization's use is allowed in the new zoning district.

An Economic Development Task Force Committee was recently formed and met for their initial meeting tonight.

A report on the progress made by the City Council on approval of the FY2014 budget was given by Mr. Leipzig, along with a few budget highlights.

Neighbors of the Heart-n-Hand operation on Lillard requested permission to speak. It was pointed out there is not a formal discussion on tonight's meeting agenda regarding the SUP, but it will be scheduled for a future meeting.

**ADJOURNMENT**

Councilman Von Behren moved to adjourn the meeting. The motion was seconded by Commissioner Davila. All members present voted in favor and the meeting adjourned at 7:15 p.m.

Ann Keeton  
Community Development Secretary

**REVOCATION OF SUP**  
**307 CHESTNUT STREET**



**PLANNING COMMISSION REGULAR MEETING  
CITY HALL ANNEX, CITY COUNCIL ROOM  
520 MAIN STREET  
MONDAY, APRIL 1, 2013 – 7:00 P.M.**

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STAFF: Robert G. Cooper, City Planner

**CASE #SUP12-11**

**Request:** Revocation of Special Use Permit, allowing a used car dealership (Brand Use Auto Sales) to operate in a C-2 (General Commercial) District.

**Location:** The south side of E. North Avenue, between B and Chestnut Streets. The physical address is 307 Chestnut Street.

**Legal Description:** Original Belton, Beginning at Northwest Corner of Lot 13, Block 13

**Owner / Applicant:** Jack L. Pollock & Lisa A. Pollock / Carl Mort & Josh Hetherington

**Size of Site:** 12,695-sq. ft. / 0.29-acre

**Existing Zoning / Land Use:** C-2 / Used Car Sales Lot

**Proposed Use:** Used Car Sales Lot

**Surrounding Zoning / Land Use:**

North: C-2 / General Commercial  
East: C-2 / Multi-Family Residential  
South: C-2 / Multi-Family Residential  
West: C-2 / Single-Family Residential

**Comprehensive Plan:** Commercial

**Nature of Current Request**

Revocation of the approved Special Use Permit for failure to comply with Ordinance No. 2013-3811, Sec. 3(7), specifically stating 'no auto repair, auto painting, or bodywork shall be allowed on site'

During an inspection of the property by city code enforcement officers on February 25, 2013, violations were documented, specifically, auto repair work. Based upon visual observations, two (2) vehicles were in the shop undergoing major mechanical work, e.g. the removal of an engine block and transmission from the vehicles.



An aerial photograph of the surrounding area.

## **HISTORY**

The Planning Commission originally reviewed and approved a special use permit, to allow a used vehicle sales business to be conducted from this site, 307 Chestnut Street on May 7, 2012. Mr. Mohamad Almohimed was the original applicant and owner of M&M Auto Sales. The following seven (7) conditions of approval were made part of the special use permit:

1. No Certificate of Occupancy is issued for 'M & M Auto Sales', until the site has had a final inspection for compliance with Chapter 40-3(4)(a) of the Unified Development Code;
2. Special Use Permit 12-11 shall be annually renewed and reviewed administratively barring any code violations and/or complaints;
3. The vehicle storage area shall consist of no more than thirty-seven (37) display vehicles and thirteen (13) customer parking spaces;
4. No display vehicle shall obstruct visibility, or parked in a manner which would create a hazardous condition; encroach upon abutting properties; or overhang street rights-of-way;
5. No material, supplies, or merchandise shall be stored outdoors;
6. Re-stripe all faded parking lot markings; and
7. **No auto repair, auto painting, or bodywork shall be allowed on site.**

## **STAFF REPORT**

'Brand Used Auto Sales' was already operating a used vehicle sales business at 310 N. Scott Avenue under SUP12-01, which received PC approval on 2/6/12. During the summer of 2012, M & M Auto Sales' moved out from 307 Chestnut Street and 'Brand Used Auto Sales' transferred their business to this location from 310 N. Scott Avenue. Upon approval of their business license transfer by the City Clerk's Office, they assumed the conditions of approval of the Special Use Permit for that location.

Pursuant to Section 40-2(2)(g)(1) of the Unified Development Code, 'a special use permit may be transferred for existing conditions if the use for which the special use permit has been issued is in operation at the time of the transfer.

Several complaints were filed with the City concerning violations of the special use permit, specifically, conducting auto repair work. On October 12, 2012, a violation notice was issued to the business owners, advising them of the complaints and the possibility of the revocation of their permit. The complaints continued until the most recent inspection of February 25<sup>th</sup> in which Belton Police called city staff informing them of the mechanical work being done. Pursuant to Section 40-2(i)(1) of the Unified Development Code, 'any special use permit granted by the city council is subject to revocation for any or all of the following reasons:

- a. noncompliance with all the conditions of approval established in the ordinance granting such special use permit;
- b. a change from the original use or intensity of the original use for which the permit was issued resulting in a change in impact upon the surrounding neighborhood;
- c. expiration of the special use permit;
- d. violation of any provisions;
- e. violations of any provisions of the code pertaining to the use of land, construction or uses of buildings or structures, or activities conducted on the premises by the permit holder, agents of the permit holder or tenants and is declared to be a nuisance to the neighborhood in which located.

Citizen complaints, staff issued violation letters/warnings, and visual observations, warranted a "just cause declaration" and the revocation of their special use permit.

## **PROCEDURE**

Pursuant to Section 40-2(i)(2) of the Unified Development Code, the Community Development Director may initiate revocation proceedings...the matter will then be placed on a designated planning commission agenda for hearing.

**PLANNING COMMISSION RECOMMENDATIONS**

The Planning Commission has the following options available in the consideration of this application:

1. Approve the recommendation to revoke the special use permit as submitted, upon finding that the requirements of Section 40-2(i)(2), of the Unified Development Code have been met and forward this recommendation to the City Council for review.
2. Table the revocation hearing if additional information is needed, such as time of use or other related factors.
3. Deny the revocation of the special use permit if the required findings cannot be made.



**Attachments:**

- 10/4/012 – Email complaints from citizens
- 10/12/12 – Letter from staff
- 2/25/13 – Cease & Desist Notice
- 2/25/13 – Photographs of Violation
- 3/1/13 – Notice of Hearing
- 5/7/12 – PC Staff report
- Ordinance 2012-3811



COMMUNITY PLANNING & DEVELOPMENT  
ROBERT G. COOPER, CITY PLANNER

CITY HALL ANNEX  
520 MAIN STREET  
BELTON, MISSOURI 64012

TELEPHONE \* (816) 331-4331  
FAX \* (816) 331-6973

E-MAIL \* [rcooper@belton.org](mailto:rcooper@belton.org)  
WEBSITE \* [www.belton.org](http://www.belton.org)

March 19, 2013

**\*\*Violation Notice\*\***

Mr. Carl Mort  
Mr. Josh Hetherington  
Brand Used Auto Sales, LLC  
307 Chestnut Street  
Belton, Missouri 64012

**Re: Brand Used Auto Sales, LLC  
307 Chestnut Street  
C-2 (General Commercial) Dist.  
Violation of Special Use Permit**

Gentlemen:

This letter is being sent to inform you that during an inspection of your property on February 25, 2013, city code enforcement staff, in conjunction with Corporal Nate Bradley of the Missouri Highway Patrol and Senior Special Agent Bradley Greiner of the National Insurance Crime Bureau have documented numerous violations, one of which is major auto repair work, which is in direct violation of your special use permit. Based upon visual observations, two (2) vehicles were in the shop undergoing major mechanical work, e.g. removing an engine block and transmission from the vehicles.

As a result, a 'Cease and Desist Order' was issued which required you to stop operating your used vehicle sales business. **Be advised, the City of Belton has initiated the process to revoke your special use permit.**

Pursuant to Section 40-2 of the Unified Development Code, this matter will be placed on a designated planning commission agenda for hearing.

**The Planning Commission met on Monday, March 18, 2013 at 7:00 P.M.** to consider the revocation of your special use permit, at which time city staff was ready to present documented proof of code violations.

**However, pursuant to the city attorney, the hearing was postponed to the April 1, 2013 Planning Commission meeting to allow you additional time to attend and respond.**

You are encouraged to attend these meetings to answer any questions Commission and/or Council members may have regarding this case.

Should you have any questions or concerns, please don't hesitate to contact me at (816) 331-4331.

Regards,



Robert G. Cooper, City Planner  
RGC/cgr

Cc: Jay Leipzig, Planning Director  
Tamara Schenke, Code Enforcement Officer

**Robert Cooper**

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**From:** Leo Lockard  
**Sent:** Thursday, October 04, 2012 5:04 PM  
**To:** Robert Cooper  
**Subject:** FW: Complaint: Brand Used Auto sales LLC 307 N. Chestnut  
**Attachments:** Belton.pdf

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**From:** William McLaughlin [mailto:mclaughlinw51@gmail.com]  
**Sent:** Thursday, October 04, 2012 4:50 PM  
**To:** rooper@belton.org; Leo Lockard; Jay Leipzig; amarch@whitegoss.com; earnshawtj@gmail.com  
**Subject:** Complaint: Brand Used Auto sales LLC 307 N. Chestnut

Dear Mr. Copper,

I'm giving a sworn statement. My name is William McLaughlin. I work for Josh Hetherington and Carl Mort owners of Brand Used Auto Sales LLC. at 307 N. Chestnut, Belton, MO 64012. from 7-10-2012 to 10-01-2012. I was hired as there full time Mechanic. I was told over and over to be carefull because they were not approved to do mechanical work. They had me work with the doors down, at nights and weekends.

I know they been worn over and over not to do this. I've attach Ordinance. They need there Occupational Licensed suspended ASAP. This isn't right. Thanks so much. William McLaughlin

**Robert Cooper**

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**From:** Leo Lockard  
**Sent:** Thursday, October 04, 2012 5:04 PM  
**To:** Robert Cooper  
**Subject:** FW: Compliant: Brand Used Auto Sales LLC 307 N. Chestnut

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**From:** TJ Earnshaw [mailto:earnshawtj@gmail.com]  
**Sent:** Thursday, October 04, 2012 4:00 PM  
**To:** J Allen  
**Cc:** rooper@belton.org; Leo Lockard; Jay Leipzig; amarch@whitegoss.com  
**Subject:** Re: Compliant: Brand Used Auto Sales LLC 307 N. Chestnut

On Thu, Oct 4, 2012 at 1:35 PM, J Allen <[j.allenday@yahoo.com](mailto:j.allenday@yahoo.com)> wrote:

Dear Mr. Copper, -

To who it may concern:

I'm giving a sworn statement. My name is Joe Day. I work for Josh Hetherington and Carl Mort owners of Brand Used Auto Sales LLC. at 307 N. Chestnut, Belton, MO 64012. from 7-25-2012 to 9-14-2012. I was worn they did a lot of illegal stuff and worn them stop. Then they fired me. I told them over and over they couldn't have a full time Mechanic and they ran a full time Mechanic business and did work for C and S motors and other customers besides there own cars.

I know they been worn over and over. I've attach Ordinance.  
They need there Occupational Licensed suspended ASAP. This isn't right.

Thanks so much. Joe Day.



COMMUNITY PLANNING & DEVELOPMENT  
ROBERT G. COOPER, CITY PLANNER

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WEBSITE \* [www.belton.org](http://www.belton.org)

October 12, 2012

Mr. Joshua Hetherington  
Mr. Carl Mort  
Brand Used Auto Sales, LLC  
307 Chestnut Street  
Belton, Missouri 64012

Re: SUP12-11 / Brand Used Auto Sales  
307 Chestnut St.  
Violations

Gentlemen:

This letter is to inform you that our office has received numerous complaints from former customers and employees stating you are conducting auto repair, auto painting and bodywork on vehicles at your business located at 307 Chestnut Street. This activity is in violation of your Special Use Permit which states: **'no auto repair, auto painting, or bodywork shall be allowed on site.'**

Be advised, a violation of your Special Use Permit will be just cause for the revocation of your city business license. Also, any violation of State Statute, specifically dealing with state motor vehicles sales dealer's license, would also be cause for the city to revoke your business license.

**Be advised, the city's code enforcement officer may invoke the city's right to issue an administrative search warrant to enter the property upon cause.**

This letter is to notify you of your obligation as a business owner and the city's right to enforce its duly recognized and enforceable codes and ordinances.

Please make every effort to ensure your business is not in violation of city code.

Should you have any questions or concerns, please call the Planning Department at (816) 331-4331.

Regards,

Robert G. Cooper, City Planner  
RGC/cgr

Cc: Planning Director  
Fire Marshal  
Code Enforcement Officer  
City Inspector



PLANNING OFFICE

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# CEASE & DESIST ORDER

**EFFECTIVE IMMEDIATELY....**

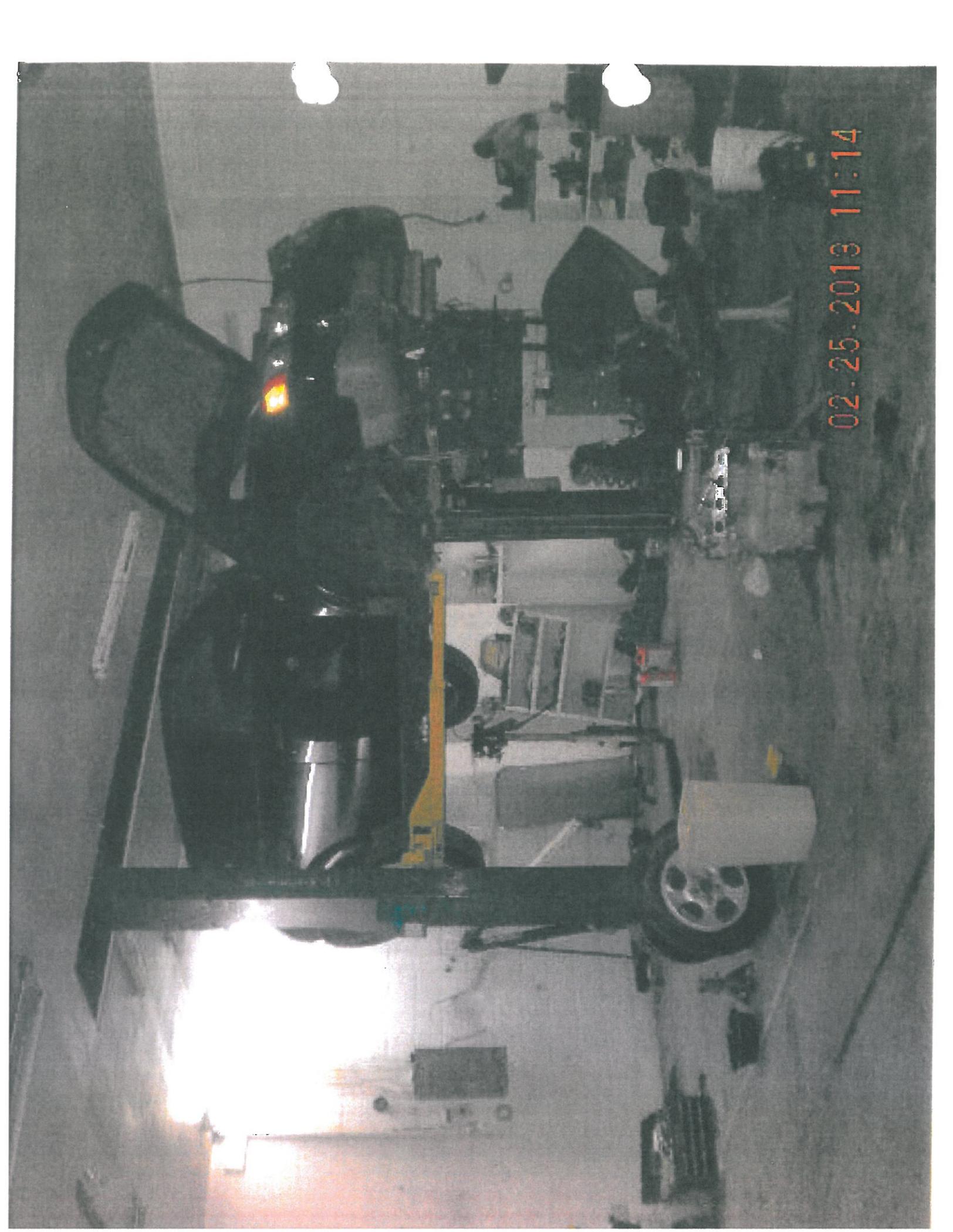
**'BRAND USED AUTO SALES'**

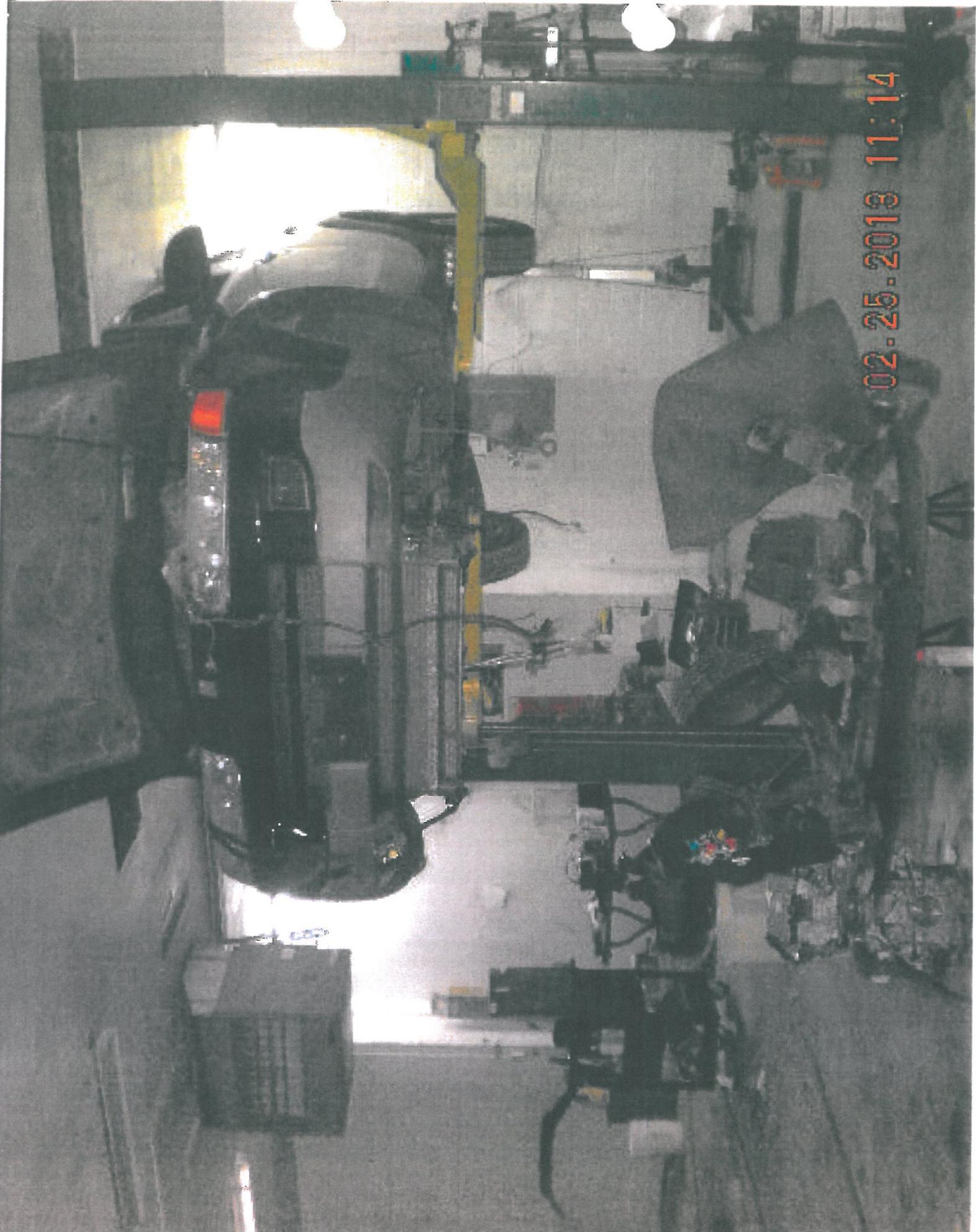
**307 Chestnut St.**

**HAS BEEN CLOSED UNTIL FURTHER  
NOTICE, FOR FAILURE TO COMPLY  
WITH CITY CODE.**

**[PER SECTION 6-93, BELTON MUNICIPAL CODE]**

02.25.2013 11:14





02-25-2013 11:14



COMMUNITY PLANNING & DEVELOPMENT  
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March 1, 2013

**\*\*Violation Notice\*\***

Mr. Carl Mort  
Mr. Josh Hetherington  
Brand Used Auto Sales, LLC  
307 Chestnut Street  
Belton, Missouri 64012

Re: **Brand Used Auto Sales, LLC**  
**307 Chestnut Street**  
**C-2 (General Commercial) Dist.**  
**Violation of Special Use Permit**

Gentlemen:

This letter is being sent to inform you that during an inspection of your property on February 25, 2013, city code enforcement staff, in conjunction with Corporal Nate Bradley of the Missouri Highway Patrol and Senior Special Agent Bradley Greiner of the National Insurance Crime Bureau have documented numerous violations, one of which is major auto repair work, which is in direct violation of your special use permit. Based upon visual observations, two (2) vehicles were in the shop undergoing major mechanical work, e.g. removing an engine block and transmission from the vehicles.

As a result, a 'Cease and Desist Order' was issued which required you to stop operating your used vehicle sales business. **Be advised, the City of Belton has initiated the process to revoke your special use permit.**

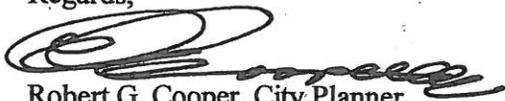
Pursuant to Section 40-2 of the Unified Development Code, this matter will be placed on a designated planning commission agenda for hearing.

**The Planning Commission is scheduled to meet on Monday, March 18, 2013 at 7:00 P.M. to consider the revocation of your special use permit, at which time city staff will present documented proof of code violations.**

You are encouraged to attend these meetings to answer any questions Commission and/or Council members may have regarding this case.

Should you have any questions or concerns, please don't hesitate to contact me at (816) 331-4331.

Regards,

  
Robert G. Cooper, City Planner  
RGC/cgr

Cc: Jay Leipzig, Planning Director  
Tamara Schenke, Code Enforcement Officer



**PLANNING COMMISSION REGULAR MEETING  
CITY HALL ANNEX, CITY COUNCIL ROOM  
520 MAIN STREET  
MONDAY, MAY 7, 2012 – 7:00 P.M.**

---

STAFF: Robert G. Cooper, City Planner

**CASE #SUP12-11**

**Request:** Special Use Permit to allow a used car dealership to operate in a C-2 (General Commercial) District.

**Location:** The south side of E. North Avenue, between B and Chestnut Streets. The physical address is 307 Chestnut Street.

**Legal Description:** Original Belton, Beginning at Northwest Corner of Lot 13, Block 13

**Owner / Applicant:** Jack L. Pollock & Lisa A. Pollock / Mohamed Almohimed

**Size of Site:** 12,695-sq. ft. / 0.29-acre

**Existing Zoning / Land Use:** C-2 / Used Car Sales Lot

**Proposed Use:** Used Car Sales Lot

**Surrounding Zoning / Land Use:**

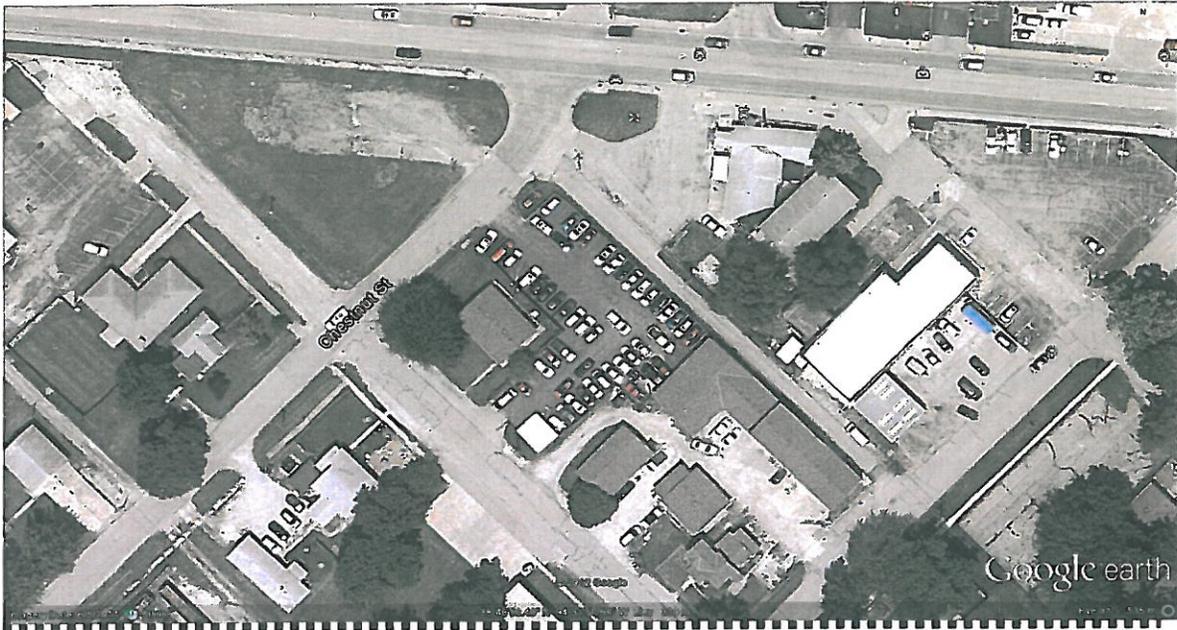
North: C-2 / General Commercial  
East: C-2 / Multi-Family Residential  
South: C-2 / Multi-Family Residential  
West: C-2 / Single-Family Residential

**Comprehensive Plan:** Commercial

**Nature of Current Request**

The applicant has contacted the City to gather information on what requirements are needed to open a used car lot. Pursuant to Chapter 40-1 of the Unified Development Code, a Special Use Permit is required for all 'new' used car lots located within a C-2 (General Commercial) zoning district. The applicant wishes to occupy the former C&S Auto Sales location at 307 Chestnut Street.

.....



An aerial photograph of the surrounding area.

## **HISTORY**

This parcel of land is part of the Original Belton subdivision. Included on this multi-use lot, a two-story, eight rooms, wood-frame townhouse, and a 2,828-sq. ft. automobile service shop, built in 1930. The townhouse apartments are still occupied today...the west side of the Lot which was used as commercial, has continuously been used over the years as an automobile service yard and was used most recently occupied (last ten years) by a used car dealer.

## **STAFF REPORT**

### **Welfare and Convenience of the Public**

It appears, by permitting a used car lot in the proposed location that it would contribute greatly to an ongoing proliferation of used car lots along the E. North Avenue corridor. It also appears there could be a negative affect on the welfare and convenience of the general public.

### **Injury to Surrounding Property**

It appears the proposed use will have an adverse affect on the immediate surrounding or abutting properties due in part to the opposing and conflicting land use and intensity. Although the current zoning classification is commercial, the existing and abutting residential uses may continue as they are deemed legally nonconforming. However, whenever there are opposing land uses, particularly commercial abutting residential, the negative impacts usually result in a lower property valuation.

### **Domination of the Neighborhood**

It appears, the proposed use as a used car sales lot will perpetuate that particular use within the neighborhood.

### Off-Street Parking / Access

Currently, there is a double-point access to the site. The primary access is from Chestnut Street and the secondary is from B Street, with a driveway approach of 24-feet in width. The site's vehicle storage area can hold fifty (50) cars with a 3-ft. separation. However, only thirty-seven (37) vehicles can be for display...with thirteen spaces dedicated for customer parking.

Pursuant to Section 26-2, Unified Development Code, 'off-street parking ratio for auto sales is 1:1,000-sq. ft. which equates to no less than thirteen (13) parking stalls shall be set aside for customer parking.

The surface of the parking area is in good condition. However, some of the existing parking stall stripping has faded, including the handicapped spaces and will need to be repainted.

### ADA Parking

Pursuant to Section 26-8(2)(f), Unified Development Code, 'all accessible parking spaces must be identified by signs complying with the manual of Uniform Traffic Control Devices and the Department of Justice, Code of Federal Regulation 28 CFR, part 36, ADA Standards for Accessible Design...the sign must be vertically mounted on a post or wall, no more than five (5') feet from the space, include the wording: 'FINE - \$50 - \$300'.

### Signage

The site has an existing wall sign cabinet. The sign must be constructed of approved material. Plywood, cardboard or handmade signs are not acceptable. A separate permit is required for any new signage per Section 30-8 of the Unified Development Code.

### Buffer/Screening

The site currently has a 6-foot chain-link perimeter fence with rolling gates at each driveway. A section of fencing along the southwest property line which abuts a residential dwelling, currently has screening slats weaved through it...a mitigating technique used to help soften the visual effect of the parking lot.

### Exterior Security Lighting

The site has one (1) power pole with an attached street lamp, located at the southwest corner of the building.

### Landscaping

Pursuant to Section 22-3(b)(3), Unified Development Code, 'a minimum landscape strip at least six (6') feet wide must be provided along the length of the right-of-way...including one (1) shade tree per 40-linear feet along the portion of the parking area that abuts a public street.'

**NOTE: It was explained to the applicant that an Occupational License can not be approved until the Planning Commission approved the Special Use Permit and that no business activity can take place on site until final approval by the City Council.**

### **Staff Recommendation**

Should the Planning Commission wish to approve Special Use Permit 12-11, to allow a used car sales lot to be located at 307 Chestnut Street, the following condition(s) shall apply:

1. No Certificate of Occupancy is issued for 'M & M Auto Sales', until the site has had a final inspection for compliance with Chapter 40-3(4)(a) of the Unified Development Code;
2. Special Use Permit 12-11 shall be annually renewed and reviewed administratively barring any code violations and/or complaints;
3. The vehicle storage area shall consist of no more than thirty-seven (37) display vehicles and thirteen (13) customer parking spaces;
4. No display vehicle shall obstruct visibility, or parked in a manner which would create a hazardous condition; encroach upon abutting properties; or overhang street rights-of-way;
5. No material, supplies, or merchandise shall be stored outdoors;
6. Re-stripe all faded parking lot markings; and
7. **No auto repair, auto painting, or bodywork shall be allowed on site.**

### **Planning Commission Alternatives**

The Planning Commission has the following options available in the consideration of this application:

1. Approve the application as submitted upon finding that the requirements of Chapter 40, Special Use Permits, of the Unified Development Code have been satisfied.
2. Approve the application subject to specified conditions.
3. Table the application if additional information is needed, such as time of use or other related factors.
4. Deny the application if the required findings cannot be made or if the proposed use is found to be incompatible with the neighborhood.

### **Attachments:**

- 1) Site Plan

FILE COPY

BILL NO. 2012-37

ORDINANCE NO. 2012-3811

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT TO ALLOW A VEHICLE SALES LOT ON PROPERTY ZONED C-2 (GENERAL COMMERCIAL), AND LOCATED AT 307 CHESTNUT STREET, BELTON, MISSOURI.**

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WHEREAS, the Belton Planning Commission has received a request for Special Use Permit to allow a vehicle sales lot on a property located at 307 Chestnut Street in the City of Belton, Missouri, and

WHEREAS, a public hearing was held before the Belton Planning Commission on May 7, 2012 in accordance with the provisions of Section 40-2 of the Unified Development Code of the City; and

WHEREAS, notice of the hearing was sent to property owners within 185-feet of the subject property by certified mail on April 6, 2012; and

WHEREAS, the Belton Planning Commission voted by a majority of those present to recommend APPROVAL of the Special Use Permit to the City Council with conditions.

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

Section 1. That the proposed vehicle sales lot on property zoned C-2 (General Commercial), and located as 307 Chestnut Street, in the City of Belton, Missouri, is hereby approved for a Special Use Permit in accordance with Section 40 of the Unified Development Code, and is to be annually renewed and reviewed administratively barring any code violations and/or complaints.

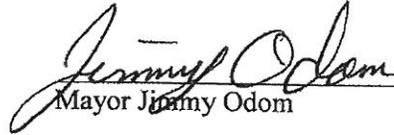
Section 2. That a public hearing was held before the Belton Planning Commission on May 7, 2012 in accordance with the provisions of Section 40-3 of the Unified Development Code of the City, and the request received a recommendation of approval from the Commission.

Section 3. That the following condition(s) shall apply to the business as a matter of record for this Special Use Permit:

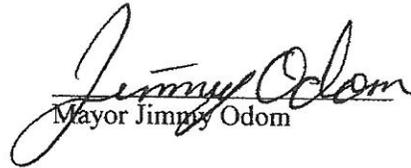
- 1) No Certificate of Occupancy is issued for 'M & M Auto Sales', until the site has had a final inspection for compliance with Section 40-3(4)(a) of the Unified Development Code;
- 2) Special Use Permit #12-11 shall be renewed annually and reviewed administratively barring any code violations and/or complaints;
- 3) The vehicle storage area shall consist of no more than thirty-seven (37) display vehicles and thirteen (13) customer parking spaces;
- 4) No display vehicle shall obstruct visibility, or parked in a manner which would create a hazardous condition or encroach upon abutting properties;
- 5) No material, supplies, or merchandise shall be stored outdoors;
- 6) Re-stripe all faded parking lot markings;
- 7) No auto repair, auto painting, or bodywork shall be allowed on site.

Section 4. That all ordinances or parts of ordinances in conflict with the provisions hereof are hereby repealed.

Duly read two (2) times and passed this 22<sup>nd</sup> day of May, 2012.

  
Mayor Jimmy Odom

Approved this 22<sup>nd</sup> day of May, 2012.

  
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 held on the 22<sup>nd</sup> of May, 2012, and thereafter adopted as Ordinance No. 2012-3811 of the City of Belton, Missouri, at a regular meeting of the City Council held on the 22<sup>nd</sup> day of May, after the second reading thereof by the following vote, to-wit:

AYES:	8	COUNCILMEN:	Cooper, Davis, Hoag, Lathrop, Neff, Savage, Von Behren, and Mayor Odom
NOES:	0	COUNCILMEN:	None
ABSENT:	1	COUNCILMEN:	Loughridge

  
Patricia A. Ledford, City Clerk  
Of the City of Belton, Missouri

FILE COPY



COMMUNITY PLANNING & DEVELOPMENT  
ROBERT G. COOPER, CITY PLANNER

CITY HALL ANNEX  
520 MAIN STREET  
BELTON, MISSOURI 64012

TELEPHONE \* (816) 331-4331  
FAX \* (816) 331-6973

E-MAIL \* [rcooper@belton.org](mailto:rcooper@belton.org)  
WEBSITE \* [www.belton.org](http://www.belton.org)

May 24, 2012

Mr. Mohamad Almohimed  
M & M Auto Sales  
P.O. Box 3456  
Kansas City, Kansas 66103

**Re: SUP12-11 / Used Auto Sales  
307 Chestnut Street – M & M Auto Sales  
City Council / Final Approval**

Mr. Almohimed:

This letter is to inform you that the Belton City Council met on Tuesday, May 22, 2012 and considered your request for a Special Use Permit, to allow a used car sales business on property zoned C-2 (General Commercial), and located 307 Chestnut Street, City of Belton, Cass County, Missouri.

**Following presentation of the staff report and discussion, the City Council voted to approve your request with the following condition(s):**

- 1. No Certificate of Occupancy is issued for 'M & M Auto Sales' until the site has had a final inspection for compliance with Section 40-3(4)(a) of the Unified Development Code;**
- 2. Special Use Permit #12-11 shall be annually renewed and reviewed administratively barring any code violations and/or complaints;**
- 3. The vehicle storage area shall consist of no more than thirty-seven (37) display vehicles and thirteen (13) customer parking spaces;**
- 4. No display vehicle shall obstruct visibility, or parked in a manner which would create a hazardous condition, encroach upon abutting property, or overhang street rights-of-way;**
- 5. No material, supplies, or merchandise shall be stored outdoors;**
- 6. Re-stripe all parking lot markings.**

This concludes the review and approval process by the Belton Planning Commission and City Council. The next step is for you to set up your place of business and call the inspection hotline to schedule a final inspection. A satisfactory inspection will result in the issuance of the Certificate of Occupancy and Business License, essentially allowing you to open to the public.

Should you have any questions or concerns, please call the Planning Department at (816) 331-4331.

Sincerely,

Robert G. Cooper, City Planner  
RGC/cgr

Cc: Jay Leipzig, Planning Director  
Tamara Schenke, Code Enforcement Officer  
Dot Watkins, Deputy City Clerk

Jason Webb, Fire Marshal  
Mark Polk, City Inspector

**PET GROOMING**

**416 MAIN STREET**



**BELTON MISSOURI - PLANNING COMMISSION  
REGULAR MEETING – CITY COUNCIL ROOM  
CITY HALL ANNEX, 520 MAIN STREET  
MONDAY, APRIL 1, 2013 – 7:00 P.M.**

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STAFF REPORT: Robert G. Cooper, City Planner

**CASE #SUP13-05**

**Request:** Special Use Permit to allow a pet grooming business to operate on property zoned C-1 (Neighborhood Commercial) District.

**Location:** The 400-block of Main Street. The physical address is 416 Main Street.

**Legal Description:** Original Belton, Lot 5, Block 46

**Owner / Applicant:** Ben Abella (building owner) / Jose & Leslie Mederos (applicant / business owner)

**Size of Site:** 25-ft. x 135-ft. (3,375-sq. ft.) / 0.07-acre

**Existing Zoning / Land Use:** C-1 / Commercial -Retail

**Proposed Use:** Pet Grooming

**Surrounding Zoning / Land Use:**

North: C-1 / Commercial-Retail

East: C-1 / Commercial-Retail

South: C-1 / Commercial-Retail

West: C-1 / Commercial-Retail

**Future Land Use Map:** Commercial

**Code Citation:**

Pursuant to Chapter 11.2.7 of the Unified Development Code, 'Animal Services' type use in the C-1 (Neighborhood Commercial) zoning district, requires a Special Use Permit.

**Nature of Current Request**

The applicant and business owner, Jose and Leslie Mederos, has contacted the City to gather information on what requirements are needed to operate a pet grooming business at 416 Main Street.

According to the applicant, all animals and activities associated with the use will be contained within the building...no kennels will be used or stored outdoors.



Aerial photo of surrounding area

### **History**

The 2,040-sq. ft. building at 416 Main Street was originally constructed in 1948 and generally used as office-space for medical / dental use. The gross floor area of the building allows for two (2) tenant users. The applicant will utilize seventy-five percent of the leasable space, the remaining twenty-five percent will be utilized by Abella Law Firm, LLC.  
\*\*\*\*\*

### **STAFF REPORT**

#### **Welfare and Convenience of the Public**

It's believed that permitting a pet grooming business in the proposed location could contribute to the welfare and convenience of the public by providing a service in the neighborhood and for individuals living and working in the Belton-Raymore area.

#### **Injury to Surrounding Property**

It appears the proposed use will not have an adverse affect on the surrounding or abutting properties provided the user does not store any kennels or materials outdoors.

#### **Domination of the Neighborhood**

The site on Main Street is an office / commercial building which is currently under utilized. It appears to staff, the proposed use as a pet grooming business will not dominate the neighborhood, in addition, it will occupy a commercial building that will provide a community service and add to the diversity of the Downtown Main Street merchants.

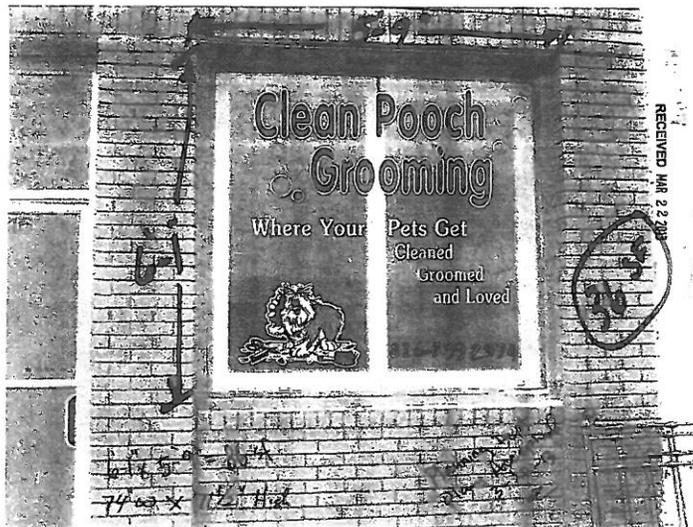
### Off-Street Parking / Access

The Unified Development Code requires, “one (1) parking space for every 1,000-s.f. of non-office floor area”. Based on the total square footage of the building and the available tenant space, it appears there will be ample parking. Currently, there is on-street parking all along the Main Street corridor.

There is direct access from Main Street which is the primary source of ingress/egress. Due to the staggered scheduling scheme of the business owner and relatively low volume of users, no additional access or traffic calming devices are needed.

### Signage

The site currently has no wall sign on the front facade of the building. The applicant has no plans to install any wall signage. Instead, they have applied for a window sign, measuring 6'-1" x 5'-9" / 36-sq. ft. non-illuminated.



### Staff Recommendation

Approval... subject to the following condition(s):

1. No issuance of the Certificate of Occupancy for the Pet Salon, until the site has had a final inspection for compliance with applicable city codes;
2. No kennels shall be stored or used outdoors;
3. No outdoor storage of supplies and/or material unless fully screened from public view.

### Planning Commission Alternatives

The Planning Commission has the following options available in the consideration of this application:

1. Approve the application as submitted upon finding that the requirements of Chapter 15, Unified Development Code for Special Use Permits, as been satisfactorily addressed.
2. Approve the application subject to specified conditions.

3. Table the application if additional information is needed, such as time of use or other related factors.
4. Deny the application if the required findings cannot be made or if the proposed use is found to be incompatible with the neighborhood.

**Attachments:**

1. Applicant's Business Plan, Policy & Procedures
2. Floor Plan Layout

# Clean Pooch Grooming

## *Business Plan*

(3-13-2013)

### **Owners**

José Ángel Mederos  
Leslie Nida Mederos

### **Employees**

Initially, only owners. Next to be hired, as the customer volume merits, would be in the following order:

1. Bather(s)
2. Groomer(s)
3. Shop Administrator
4. Manager

### **Business Hours**

*Days:* By appointment, typically Mondays through Saturdays. Mondays are traditionally the day most grooming shops are closed. We feel that being opened on that day generates additional business for us.

*Normal hours:* By appointment, typically from 9:00AM to 7:30PM

### **Scope**

Shop-based, appointment-driven clientele, pet grooming shop. What makes the business model unique and hence a bit more attractive than the conventional grooming shop are the following:

1. Typically, pets spend no more than 1.5 hours in the shop. They are picked up as soon as the services are rendered.
2. Customers are able to remain and observe the grooming of their pet.
3. Because we have two people available for each pet, we are able to provide services for pets that are either too aggressive, fidgety or in delicate health for one groomer to handle at one time.

Shop will take up about 600 square feet of space in the new location, with plenty of room for growth as needed. General floor plan is attached.

### **Goals**

To responsibly grow the business within the same locale. While we are starting with a smaller area, albeit about three times the size of our current area, the building now being leased has ample room for growth with multiple rooms that can be added to the lease arrangement over time as the business may warrant.

## **Plan**

About 65 percent of our business has been coming from word-of-mouth references from our existing customers. About 30 percent has been coming from local area veterinary clinics. The remaining 5 percent comes from our social media and advertising presence (Facebook, Craigslist, etc.) and from house-to-house residential and business marketing.

We plan to continue to develop referral connections with veterinary clinics, social media, and house-to-house residential and business marketing. In addition, we expect that our new commercial storefront location will benefit from more vehicle and foot traffic visibility than our current residential location, which should add a noticeable increase to our current clientele.

Additionally, we have been in discussions with some advertising outlets and will likely use those mediums to generate further local brand recognition and interest.

## **Attainability**

This business has been operating for over three years at the present location. It has grown to some 300 pets that are regular, return customers. Until now, this has been accomplished in large measure through word-of-mouth references within the constraints of a residential location. We feel that with more advertising and with a storefront in a commercial area, considerable growth is likely to occur within the first year at our new location.

We currently have three years' worth of business data that allows us to reasonably estimate our growth. This information provides us clear facts regarding the number of customers required and the average prices we need to maintain in order to cover expenses and make a profit. For the last year in particular, our rate of brand new customers per month has been healthy at an average of 10, allowing us to make fairly accurate growth projections.

While being careful not to outpace our resources, our approach will continue to be one of progressive investment in the business as growth is seen and can reliably be projected. We plan to employ a balanced growth model that should contribute to the sustainability of this business model.

# Clean Pooch Grooming

## *Policies and Procedures*

1. All grooming services are set by appointment only. No walk-ins.
2. No dogs in shop before 9:00AM or after 7:30PM.
3. No boarding of pets.
4. No selling of products.
5. No more than four dogs in the grooming area at any one time.
6. No continually barking or yelping dogs allowed.
7. No sick pets allowed in grooming area.
8. All pets are to be either carried in or leashed during ingress and egress from the grooming area.
9. No client pets are to be allowed to roam loose outside of grooming area.
10. Any feces generated by pets while under the care of Clean Pooch Grooming will be immediately picked up and properly disposed, e.g. inside or outside grooming area, including while on any momentary walk outside the grooming area.
11. Every client is required to read and sign the Clean Pooch Grooming visit agreement prior to any grooming services being performed.
12. All pets are to have their rabies vaccinations up to date or consequences advisory notice must be executed in case of special needs, i.e. too young for rabies shot, severe allergy potential, etc.
13. Due care will be taken with the pet(s) for the safety of the pet(s) and groomer. If it is necessary for the safety of the pet(s) and the groomer, muzzles, e-collars, slings, straps etc. will be humanely used.
14. All work surfaces and tools are to be disinfected with a broad-spectrum product before every different household pet.
15. At no time are any unpleasant odors to be present in grooming area.
16. Grooming area floor is to be vacuumed after every pet has been groomed.
17. Grooming area floor is to be clean, disinfected, and dried after any pet feces or urine accidents.
18. Driveway is to be kept in a safe condition, i.e. clear of any trip or pet hazards, clear of any ice, sleet or snow, etc.
19. Working fire extinguisher and smoke detector should always be available in the grooming area.

Abella Law Firm, LLC	Shared portion	
	Shared Portion	Bathroom Shared portion
Leased Portion	Shared Portion	Leased Portion
Abella Law Firm, LLC	Shared Portion	Leased Portion
Abella Law Firm, L.L.C.	Shared Portion	Leased Portion
Shared Portion		

\_\_\_\_\_ Initials of Tenant

\_\_\_\_\_ Initials of Tenant

**Robert Cooper**

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**From:** José Ángel Mederos [jamederos1@gmail.com]  
**Sent:** Thursday, March 14, 2013 12:41 PM  
**To:** Robert Cooper  
**Subject:** PER YOUR REQUEST: Clean Pooch Grooming Business Plan  
**Attachments:** CPG Business Plan.doc; Floor Plan for 416 Main Street Belton MO Lease 2013.pdf; CPG Policies and Procedures.doc

Hello Mr. Cooper,

Attached are the following documents you mentioned we should e-mail you:

1. Business plan.
2. Floor plan.
3. Current policies and Guidelines

We are following on all the previous instructions we've received from City Hall. Please let us know if there's anything else at all we may be able to do to expedite the approval process.

Thank you for your help.

--  
*José Ángel Mederos*  
*Clean Pooch Grooming*

# **OUTER ROAD STREET NAMING**



**CITY OF BELTON  
COMMUNITY DEVELOPMENT DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**Date:** April 1, 2013  
**To:** Jay Leipzig, Community Planning Director  
Planning Commission Members  
**From:** Robert G. Cooper, City Planner  
**Cc:**  
**Subject:** 71-Highway / I-49 – Address Conversion  
Extend Harmon Drive

**SECTION 36-72**

During the Planning Commission’s last meeting on December 3<sup>rd</sup>, there was some discussion concerning the readdressing of properties along 71-Highway, due to it changing to Interstate-49. The fire marshal suggested the city keep the numeric grid system in place and just change the street name. For example, the new Transwest Facility is addressed 17327 S. 71-Highway, a change from S. Harmon Drive. The other example is Belton Regional Hospital, which is addressed as 17065 S. Outer Road...and perhaps the change should be 17065 N. Mullen Road. These are just a couple of examples’ the fire marshal identified at the last meeting and has listed at least a dozen sites that will need to be changed.

Since the last meeting, staff has been contacted by several business owners / business managers (whose locations are within the I-49 zone) expressing concern with their current addressing. In particular, the Dialysis Clinic on the outer road just south of the hospital, called to say his truck deliveries were being delayed because they show 17045 S. 71-Highway (which is non-existent). City staff provided a temporary fix, by addressing it as 17045 S. Outer Road to be consistent with the local post office addressing and Cass County GIS addressing system.

Staff Recommends that the existing name of Harmon Drive be used for addresses utilizing the S. Outer Road designation. The Harmon Drive address is used for the Raymore-Belton jurisdictional line along the entire stretch of outer road from 58-Hwy/E. 171<sup>st</sup> St. north to 155<sup>th</sup> Street. (See attachment

Currently, the west outer road to Interstate 49 is named Peculiar Drive, of which there are three (3) businesses that are affected: Econo-Lodge, 222 Peculiar Dr., Ihop restaurant, 220 Peculiar Dr., and Calvert’s Express Auto Service, 208 Peculiar Drive.) Staff recommends that these addresses continue to utilize the name of Peculiar Drive.

\*\*\*\*\*  
For additional reference, a copy of the existing Addressing Policy and Procedure is attached.

## Addressing policy and procedure

(1)

Scope.

a.

This policy/procedure should be used as a guideline for addressing new developments and whenever necessary, fill-in or empty lots.

b.

Every effort has been taken to accommodate the many different situations that the addressing official may encounter, however, situations may arise that cannot conform to these guidelines. The final determination will be made by the development review committee (DRC) with the input of the city engineer, city planner, building official and fire prevention bureau at a minimum.

(2)

General information.

a.

Component order shall be as follows:

1.

Address number (see subsection (e)(4) of this section).

2.

Directional prefix (if any).

3.

Street name (see subsection (e)(3) of this section).

4.

Street type (see subsection (e)(3) of this section).

5.

Unit/suite number or letter.

b.

Addresses should be assigned only one street type and street types should remain consistent throughout the entire street length.

(3)

Street names (preliminary plat).

a.

Timing. Street names shall be reviewed and changes made to proposed developments prior to acceptance of the preliminary plat.

b.

East-west streets.

1.

Reflective street signs, approved by the director of public works, will be provided and installed by the developer at all street intersections at the developer's expense.

2.

Streets that run primarily east-west should use the numeric grid commonly used throughout the city. Numbering of streets shall be based on the current pattern of eight streets per mile. Where additional street numbers are required, they should be named using the following street type sequence, from north to south.

(i)

Street.

(ii)

Terrace.

(iii)

Place.

(iv)

Court.

c.

North-south streets. Streets that run primarily north-south should be named streets. Streets in alignment with existing streets shall bear the name of the existing street. Spacing of north-south streets should be based on the current pattern of 16 streets per mile. Where additional street names are required, they should be named using the following sequence, from east to west.

1.

Street.

2.

Lane.

3.

Place.

4.

Court.

d.

Break-points. The name of a continuous street should change when a change in the street's orientation (from north-south to east-west) takes place. Street name changes should occur at an intersection whenever possible. When an intersection is not available, the break-point should occur at a point on the curve where the orientation changes from primarily north-south to east-west. Street signs should be used at each point where a street name changes.

e.

Cul-de-sacs. Cul-de-sacs with five or more lots along their length shall be given a name consistent with this policy. Situations may arise where, because of short cul-de-sac length, "eye-brows" are used, etc.; this section may not be used effectively. The addressing official should use his or her best judgment in this circumstance and input from the development review committee should be obtained.

f.

Private drives. Private drives generally should not be named unless they provide access to two or more lots.

g.

Connector or arterial streets. Connector and arterial streets should be named in accordance with this policy. The following street types should be used for these streets (in no particular order):

1.

Drive.

2.

Boulevard.

3.

Highway.

4.

Parkway.

(4)

Address assignment (final plat).

a.

Timing. Once the final plat has been approved and acceptance of dedications is complete, lots will be addressed utilizing this procedure as a guideline.

b.

Numbering system.

1.

Addresses should be assigned with even numbers on the north and west sides of the street and odd numbers on the south and east sides.

2.

When curvilinear streets change direction for a short distance, or run diagonal, this standard shall be applied to the primary direction of the street.

3.

Numbers should get larger from west to east and from north to south. Belton legacy addresses should get larger going away from Scott Avenue and E. North Ave. respectively.

c.

Corner lots. Lots should be addressed based on the direction of the "front" or "face" of the building.

d.

Grid consistency.

1.

Streets should have a "hundred-block" designation based on their location within the grid. Addresses should be assigned so they are consistent with those designations.

2.

"Hundred block" designations should change every 330 feet on a east-west street and 660 feet on a north-south street based on the grid pattern established in subsections (e)(3)b.2 and (e)(3)c of this section.

e.

Avoiding duplicate numbering. Where two or more streets have the same street name, but different street types, the same address should not be used.

Alternating numbering (16800, 16804, 16808 for one and 16802, 16806, 16810 for example) should be used.

f.

Commercial multi-tenant developments.

1.

"Strip centers" should be addressed in accordance with the applicable sections of this policy and using the assumption of 40 feet in width for each space. Each space should be assigned two addresses (in multiples of two) to allow for splits to be made while maintaining address consistency.

2.

Large retail/commercial developments should be addressed off of the predominant street adjacent to it. Addresses should begin at the lots nearest the predominant street and get larger going "into" the development whenever possible.

3.

A building with a single "common" entrance should be given a single address consistent with this policy. Individual spaces within the property should be given suite identifiers in alphabetical order from the main entrance.

(5)

Belton "legacy" addresses. New addresses outside of the legacy addressing grid should be assigned using the preceding policy and procedure. The legacy grid should not extend beyond Cambridge on the south, Mullen on the east and Cleveland on the west except for lots addressed prior to the adoption of this policy.

(6)

Existing lots or buildings.

a.

Requests for addressing of existing lots or "in-fill" lots should be handled using the policy and procedure to the extent it is possible.

b.

To insure consistency, existing addresses should be used as a guide and addresses issued consistent with the area.

c.

Addresses using ½ or xxxA should be avoided. Whenever there are no open numbers available, a suite number should be used as the first option.

d.

Development review committee consultation and consensus should be used if the policy must be varied from.



# **HEART-N-HAND UPDATE**

Heart-n-Hand Ministries Projection for our future

- Expected to move in to our new Building starting in the beginning of May 2013 located at 200 B Street in Belton. Corner of Cherry and hwy 58.
- The Move will take approximately 3-4 months.
- We are working with Belton Assembly of God, current owner of the building. We are coordinating this move to also help transition their youth program from the building to their main complex on North Ave.
- We need to extend our SUP for maximum of 6 months. But anticipate 4 months and we would be done moving.
- This will allow us to ready the building gradually.
- No structural changes will occur, only cleaning and some maintenance on the building. Then moving of our offices and equipment.
- Our Current office location at 122 Lillard Ave. Belton MO would then be returned back to the owner Belton Assembly of God.
- Usage of the New Building will consist of:
  1. Large food pantry
  2. Thrift store enlargement (current use)
  3. Food Kitchen
  4. Prayer room
  5. Offices for administration.
- This move will increase the ability for Heart-n-Hand Ministries to serve the North Cass County area. With the increase of the need for assistance, we are prayerfully seeking to continue to build to the community if the SUP extension is approved.

# **RESIDENTIAL BUILDABLE LOTS**



**CITY OF BELTON  
COMMUNITY DEVELOPMENT DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

---

**Date:** April 1, 2013  
**To:** Jay Leipzig, Community Planning Director  
Planning Commission Members  
**From:** Robert G. Cooper, City Planner  
**Cc:**

**Subject: Buildable Lot Inventory  
Residential Subdivisions**

\*\*\*\*\*  
There has been some discussion lately concerning residential subdivisions, and the existing housing stock, the number of available buildable residential lots and whether the size of these available lots can accommodate a 2,000-sq. ft. house and still meet the site design standards; e.g. setbacks, and off-street parking without causing harm or over-crowding concerns.

The following residential subdivisions were examined and some available lots were identified.

- RICHMOND PARK 2<sup>ND</sup>** – 1 lot remaining (This may have some issues??)
- TIMBERCREEK 2<sup>ND</sup>** – 6 lots
- EMERSON PARK 1<sup>ST</sup>** – 42 lots
- EMERSON PARK 2<sup>ND</sup>** - 65 lots
- MEADOW CREEK 1<sup>ST</sup>** - 32 lots
- MEADOW CREEK 2<sup>ND</sup>** - 82 lots (paper only – preliminary level - not platted)
- CAMBRIDGE HILLS** - 10 lots
- THE PLATEAU 1<sup>ST</sup>** - 15 lots
- CHERRY HILL VILLAS** - 16 lots
- CHERRY HILL 6<sup>TH</sup>** - 4 lots
- FAIRWAY RIDGE** - 21 lots (some are located in flood zone)
- AUTUMN RIDGE 1<sup>ST</sup>** - 11 lots (additional 140 lots– preliminary level – not platted)
- KENTUCKY VIEW** - 8 lots
- HARDEE MEADOWS 1<sup>ST</sup>** - 1 lot
- EAGLES CREST** - 13 lots
- SUNSET HILLS** - 17 lots (additional 43 lots– preliminary level – not platted)

\*\*\*\*\*  
The minimum standard lot size for a residential lot is 70-ft. x 120-ft. / 8,400-sq. ft. w/ a gross living area of approximately 1,600-sq. ft. Listed below are the minimum lot sizes and total square footage of each of the platted subdivisions currently in the city:

- Richmond Park:** 90-ft. x 130-ft. / 9,100-sq. ft.
- Meadowcreek:** 74-ft. x 115-ft. / 8,510-sq. ft.

**Timbercreek:** 68-ft. x 110-ft. / 7,480-sq. ft.

**Cambridge Hills:** 70-ft. x 120-ft. / 8,400-sq. ft.

**Emerson Park:** 70-ft. x 120-ft. / 8,400-sq. ft.

**The Plateau:** 72-ft. x 141-ft. / 10,152-sq. ft.

**Cherry Hill:** 80-ft. x 120-ft. / 9,600-sq. ft.

**Cherry Hill Villas:** 60-ft. x 130-ft. / 7,800-sq. ft.

**Fairway Ridge:** 75-ft. x 110-ft. / 8,250-sq. ft.

**Autumn Ridge:** 70-ft. x 120-ft. / 8,400-sq. ft.

**Kentucky View:** 125-ft. x 200-ft. / 25,000-sq. ft.

**Eagles Crest:** 90-ft. x 120-ft. / 10,800-sq. ft.

**Hardee Meadows:** 70-ft. x 120-ft. / 8,400-sq. ft.  
200-ft. x 218-ft. / 43,600-ft.

**Sunset Hills:** 75-ft. x 130-ft. / 9,750-sq. ft.  
80-ft. x 185-ft. / 14,800-sq. ft.

\*\*\*\*\*

During the Planning Commission meeting on April 1, 2013, staff will be reviewing this memo, and discussing future options to ensure that existing lots are able to accommodate larger size houses, and to ensure there is flexibility in the placement of houses.