

Minutes of Meeting
Belton Planning Commission
City Hall Annex – 520 Main Street
June 1, 2009

CALL TO ORDER:

Chairman Paul Myers called the meeting to order at 7:03 p.m.

ATTENDANCE:

Commission: Chairman Myers, Councilman Bobby Davidson, Commissioners Sally Davila (7:09 p.m.), Tim McDonough, Holly Girgin, Scott VonBehren, and Larry Thompson.

Staff: Jay Leipzig, Director of Planning and Development; Shannon Marcano, City Attorney; Ann Keeton, Community Development Secretary.

Absent: Mayor Pro Tem Gary Lathrop, and Commissioner Roger Horne.

MINUTES:

Commissioner Girgin moved to approve the minutes of the May 18, 2009, meeting. Commissioner Thompson seconded the motion. All members present voted in favor, and the motion carried.

DISCUSSION- UNIFIED DEVELOPMENT ORDINANCE (UDO):

Mr. Leipzig introduced Shannon Marcano from the City Attorney's office and he stated that Ms. Marcano will be working with the Commission as they move through the UDO development process. He led the Commission in a discussion of a few sections of a draft of the UDO.

STAFF REPORT-UDO:

UDO Schedule:

Mr. Leipzig reported the Commission is currently on schedule with the implementation of the UDO. A presentation will be made for the Chamber of Commerce and the Belton Corporation of Economic Development to explain the UDO. In addition, there will be an open house for the "development community" to acquaint them with information about the development packets, city policies and the UDO. He indicated it is possible there will not be a Commission meeting held on June 15, 2009. Commissioner Davila arrived at the meeting at 7:09 p.m.

Introductory Provisions & Enforcement:

The definitions have remained the same but there are now diagrams associated with some of the descriptions to clarify requirements, making it user friendly according to Mr. Leipzig.

Agricultural & Residential Zoning Districts:

Zoning Districts: The zoning districts included in the UDO were reviewed by Mr. Leipzig. He pointed out two districts that are not in the City Zoning Ordinance and those were R-3A, Apartment Community Residential District; and PR, Parks, Recreation; and Public Use District.

This district is for multi-family developments that are under single ownership. He compared the R-3A district to a PUD district and referred to it as an apartment community.

The City parks are currently in the A (Agricultural) district, but under the UDO they will be in the PR district.

Use Tables: The use tables in the UDO can be found with the zoning districts rather than in a separate table. Mr. Leipzig indicated there are some changes that will be made, but generally the use standards have not changed. The Zoning Ordinance presents some data in text form while the UDO presents the same data in tables. According to Mr. Leipzig, the “Projections into Required Yards” topic is shown in table form, which clarifies the information for the developers, builders, and property owners. Additionally, he stated the UDO language will be simplified to prevent confusion.

Business, Commercial & Industrial Zoning Districts:

Zoning Districts: It was reported the PO, Professional Office District, is a new zoning category which will include high-quality office districts, and is the same type of district as the current BP-R (Business Park Restricted).

Mr. Leipzig went on to explain the C-3, Regional Commercial District, is also a new district. This district would be located on Interstate highways or entryways into the City.

The Industrial “I” designation will be changed to “M” in the UDO. The two districts will be named M-1, Light Industrial District and M-2, General Industrial District. It was explained by Mr. Leipzig, the planning community has used “M” to designate industrial for several years.

The PR, Parks, Recreation and Public Use District, will also be added as a new zoning district in this section of the UDO.

Bulk and Dimensional Standards Table: It was pointed out by Mr. Leipzig there are tables and diagrams to clarify regulations, and he specifically called attention to a diagram illustrating setback requirements.

Overlay and Special Purpose Districts: In an explanation of overlay districts, Mr. Leipzig reported the base zone is the foundation and the overlay enhances and allows additional district provisions. He described two overlay districts that could be incorporated into the UDO.

- OTB: He proposed an OTB, Old Town Belton Overlay District, be added to the UDO which would aid in preserving the downtown area.
- GCO: A Gateway Commercial Overlay District was mentioned as an important overlay district for the City entrances.
- PUD: Planned Unit Development District was said to be a great tool for planning if there is a development that does not fit into one zoning district. It was compared to the Special Use Process (SUP) which allows for restrictions or controls which result in a high quality development.

Parking and Loading Requirements:

This section has a detailed table of Off-Street Parking Requirements and Minimum Parking Spaces Required. Mr. Leipzig pointed out on a Parking Spaces Required Table some of the requirements were to be determined by the Community Development Director. Mr. Leipzig explained this requirement is actually determined by the fire code and gives some latitude to calculate requirements rather than using the zoning code formulas.

Various parking design diagrams are present in the UDO to make clear the options allowed by city code.

Landscaping Requirements:

Mr. Leipzig told Commission members that staff is working with the Park Department to develop a draft of a tree ordinance, which will eventually be incorporated into the UDO. This ordinance will suggest types of trees appropriate for planting in some developments. The landscaping portion of the UDO will also include pictures and diagrams. Seeding and/or sodding will be managed at the beginning of projects, preventing issues requiring variances at the end of projects according to Mr. Leipzig. The UDO requirements will all match with the site plan review and inspection criteria.

UDO DISCUSSION:

Chairman Myers expressed his satisfaction with the way the UDO is laid out as “one package.” In the fall, Mr. Leipzig indicated he would like to have trial projects using the UDO as a guide. Councilman Davidson commented on the positive aspect of the UDO having all the appropriate information located in one place, rather than in various sections of the book.

Adesa:

A brief history of Adesa Auto Auction’s landscaping problems was reported by Mr. Leipzig. He informed the Commission members the property was hydro-seeded twice and both times the seed washed away. Staff met with Harold Chapman, Adesa manager, and it has been agreed that Adesa will sod the property. Mr. Leipzig recommended the site be sodded in the fall and the escrow will be held by the City until June 1, 2010. He went on to explain there are a couple of remaining public works issues dealing with curb cuts at the Adesa site. It was stated that Adesa is responsible for maintaining the area around the pond.

Southview / Boardwalk:

Mr. Leipzig reported the City Council approved the TIF for Boardwalk at Belton, and staff is in the process of setting up a meeting with the developer to take a look at the concept plan. He announced a major change to the plan is the removal of the residential component and now the entire development will be commercial.

UDO:

It was stated the Planning Commission will participate in the complete UDO process including review of the rough drafts. Ms. Marcano added that in the future, when cases are presented to the Commission, the Commissioners will be knowledgeable on the subject of the UDO since they participated in the development process.

DIRECTOR'S REPORT:

Belton Glass:

It was reported that one of the conditions of approval for the Belton Glass SUP was to complete the exterior stucco on the building at 309 Main Street. According to Mr. Leipzig, the stucco is finished and painted. The repairs over the door have been completed and City staff assisted the owner to make contact with at&t and relocate the phone wire at the site. Mr. Leipzig reminded Commission members the awnings must be installed over the doors by July 1, 2009.

Fairway Ridge:

Mr. Leipzig gave an explanation of the replat that was withdrawn from the Commission agenda at the last meeting. The developer, Roger Hunt, was asking for a variance to the lot depth and to lot square footage. Mr. Hunt has five lots that do not meet the square footage requirements but after discussion with staff, he will replat those five lots into four lots resulting in the square footage requirements being met. The replat will be resubmitted and placed on a future Commission agenda.

Mr. Leipzig reported it was recently discovered there is an addressing issue associated with the subdivision. He told Commission members the street name will be changed on the replat.

Enhanced Enterprise Zone:

It was announced by Mr. Leipzig certain areas of Belton qualify as an Enhanced Enterprise Zone, but a formal application must be submitted and approved by the State. If approved, companies locating in the Enterprise Zone could receive tax abatements as an incentive. This issue will go to the City Council for review. According to Mr. Leipzig, Cass County is also working on an Enhanced Enterprise Zone application.

All American City:

He reported the committee is reviewing a draft presentation that will be made June 17-19 in Tampa, Florida. He apprised the Commissioners about the funds that have been raised to send representatives to this presentation in Florida.

Neighborhood Stabilization Program Funds (NSP):

The City has applied for a second round of NSP funds, community development block grant funds through the State. He said these funds can be used for housing rehabilitation and acquisition. He gave an explanation about the submittal process and told the names of the cities that are collaborating on the applications.

ADJOURNMENT:

Councilman Davidson moved to adjourn the meeting. Commissioner McDonough seconded the motion. All members voted in favor and the meeting adjourned at 7:50 p.m.

Ann Keeton
Community Development Secretary