

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

CALL TO ORDER

Vice-chairman Chris Christensen called the meeting to order at 7:03 p.m.

ATTENDANCE

Commission: Vice-chairman Christensen, Mayor Pro Tem Scott Von Behren, Commissioners Sally Davila, Tim McDonough, Steve Finn, and Chuck Crate.

Staff: Jay Leipzig, Community and Economic Development Director; Jeff Fisher, Public Works Director; Robert Cooper, City Planner; and Ann Keeton, Community Development Secretary.

Absent: Chairman Holly Girgin, Councilman Tim Savage, and Commissioner Larry Thompson.

MINUTES

Commissioner Davila moved to approve the minutes of the October 21, 2013 Commission meeting. The motion was seconded by Commissioner Crate. All members present voted in favor and the motion carried.

PUBLIC HEARING - Special Use Permit (SUP) for a pet grooming business at 507 - 511 Main Street

Mr. Cooper informed the Commission that the buildings at 507 and 511 Main Street have primarily held animal-type uses for many years, most recently HELP Humane Society. He introduced the building owners and the SUP applicant, who were all present at the meeting. Mr. Cooper reported the proposal is for a pet grooming business with some animal products retail and boarding. The applicant is the owner of Man's Best Friend Kennel at 329 S. Mullen Road which will remain the primary location for business. A history of the buildings and the square footage was given by Mr. Cooper. He emphasized the kennels will be indoors with a maximum of 10 dog units and future plans for five cat units, with no outdoor storage. He announced there is another pet grooming business on Main Street. Mr. Cooper gave staff's recommendation, which was approval with three conditions.

Vice-chairman Christensen opened the public hearing at 7:11 p.m. The hearing was being held to receive public input regarding an SUP application for a dog grooming business at 507 - 511 Main Street.

Theresa Bradley-Bays, 504 N. Park Drive, Belton, announced that she and her husband Martin Bays are in favor of the SUP.

Mike Moore, 16100 Kentucky View Drive, applicant, spoke in favor of the SUP and added there is a small grassy area in the rear of the building which will be fenced. The primary focus of the business will be on grooming and pet retail with some overflow boarding according to Mr. Moore. He reported his preference is to install a heavy gauge 6-ft. chain link fence.

Ms. Bradley-Bays questioned the building square footage referred to in the staff report and there was a brief discussion about the building square footage.

There was no further public input and Vice-chairman Christensen closed the hearing at 7:15 p.m.

During discussion Commissioner McDonough expressed disapproval of the use of chain link as the material for the fence which was proposed by Mr. Moore to be erected near Loop Road. Mr. Moore indicated he was not opposed to using a different type of fence material and stated he would "work with the City." Mr. Cooper pointed out there are design guidelines for the Downtown area and he suggested that chain link would not be one of the approved materials in the guidelines.

Commissioner McDonough moved to recommend approval of the Special Use Permit to allow a pet grooming business to operate at 507 - 511 Main Street with the following conditions: 1) A certificate of occupancy shall not be issued until the site has a life safety inspection by the city building inspector and fire marshal; 2) No kennels shall be stored or used outdoors; 3) No outdoor storage of supplies and/or material unless fully screened from public view; 4) Outdoor fence materials to be consistent with the Downtown Design Guidelines, chain link-type fences prohibited. The motion was seconded by Commissioner Davila. After a brief discussion about the phrasing of proposed Condition #3, Commissioner Crate moved to strike out the words "unless fully screened from public view" from proposed Condition #3. Condition #3 would then read, "No outdoor storage of supplies and/or materials." Commissioner McDonough and Davila withdrew their main motion and second to approve the SUP. Mayor Pro Tem Von Behren seconded the motion to strike out language in proposed Condition #3. When a vote was taken on the motion to strike out words in proposed Condition #3, the following was recorded, Ayes: 6 - Vice-chairman Christensen, Mayor Pro Tem Von Behren, Commissioners Davila, McDonough, Finn, and Crate. Noes: none. Absent: 3 - Chairman Girgin, Councilman Savage and Commissioner Thompson. The motion carried. Mayor Pro Tem Von Behren moved to recommend approval of the Special Use Permit to allow a pet grooming business to operate at 507 - 511 Main Street with the following conditions: 1) A certificate of occupancy shall not be issued until the site has a life safety inspection by the city building inspector and fire marshal; 2) No kennels shall be stored or used outdoors; 3) No outdoor storage of supplies and/or material; 4) Outdoor fence materials to be consistent with the Downtown Design Guidelines, chain link-type fences prohibited. Commissioner McDonough seconded the motion. When a vote was taken, the following was recorded, Ayes: 6 - Vice-chairman Christensen, Mayor Pro Tem Von Behren, Commissioners Davila, McDonough, Finn, and Crate. Noes: none. Absent: 3 - Chairman Girgin, Councilman Savage and Commissioner Thompson. The motion carried.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Mr. Fisher stressed the importance of the CIP in the budgeting process and categorized it as a fluid document that can be changed as circumstances dictate. He gave a status report on the water and wastewater projects approved by the voters in April. Maintenance of the road system with limited funds continues to be a challenge according to Mr. Fisher. He updated Commissioners on the shared 155th Street widening project and the 155th Street Interchange project to be completed by the State. He pointed out the importance of the rate models to the CIP and the budget process and he explained the benefits of the models. He went on to say the waterline replacement estimates will vary each year and are dependent on available funds. The Markey Road project costs have recently been reduced and will begin in the spring of 2014 and Mr. Fisher reported on the Markey detention project and he explained the advantages of the "pay in lieu of" program option for the City and developers. Questions were asked about the West Cimarron Lift Station and Mr. Fisher reported the options for that site are being evaluated. Mayor Pro Tem Von Behren commented on the Live Burn Training Facility mentioned in the CIP and he suggested the City look at regional training options as a money saving measure. Commissioner McDonough moved to recommend approval of the Capital Improvement Program. The motion was seconded by Commissioner Crate. When a vote was taken, the following was recorded Ayes: 6 - Vice-chairman Christensen, Mayor Pro Tem Von Behren, Commissioners Davila, McDonough, Finn, and Crate. Noes: none. Absent: 3 - Chairman Girgin, Councilman Savage and Commissioner Thompson. The motion carried.

DIRECTOR'S REPORT

It was reported by Mr. Leipzig that staff met with the representatives for Christie Development to resolve remaining issues with the Belton Gateway project before the Commission considers the Final Plat and Final Development Plan. One of the outstanding issues is the timing of the opening of Markey Road and the closure of Quik Trip Way. He stated the Belton Gateway Final Plat and Development Plan will be considered at the December 2, 2013 Commission meeting. Mr. Leipzig announced that Academy Sports will be locating in the Belton Gateway Development.

Construction of Markey Parkway costs have come down and construction will begin in the spring and it is anticipated will be finished around July 1, 2014.

There was discussion about whether the Commission will hold a meeting on December 16, 2013.

Mr. Leipzig gave an update on the status of the proposed senior housing project on Cunningham Parkway, the commercial development west of 163rd Street (Y-Highway), and an early draft of a corridor plan for North Scott.

ADJOURNMENT

Mayor Pro Tem Von Behren moved to adjourn the meeting. Commissioner McDonough seconded the motion. All members present voted in favor and the meeting adjourned at 7:47 p.m.

Ann Keeton
Community Development Secretary