



**CITY OF BELTON
CITY COUNCIL
WORK SESSION
TUESDAY, JULY 19, 2016 – 7:00 P.M.
CITY HALL ANNEX
520 MAIN STREET
AGENDA**

- I. CALL WORK SESSION TO ORDER
- II. ITEMS FOR REVIEW AND DISCUSSION
 - A. REVIEW OF UDC CHAPTER 19 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES AND CHAPTER 34 – STREETS AND SIDEWALKS RECOMMENDED REVISIONS.

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 - B. REVIEW OF SCHEDULE OF FEES AND CHARGES AND UDC CHAPTER 36 – SUBDIVISION REGULATIONS RECOMMENDED REVISIONS.

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 - C. REVIEW OF CERTIFIED BUILDING OFFICIAL HIRING RECOMMENDATION.

Page 131
 - D. OTHER BUSINESS
- III. ADJOURN

SECTION II
A



CITY OF BELTON CITY COUNCIL INFORMATION FORM

AGENDA DATE: July 19, 2016

DIVISION: Engineering

COUNCIL: Regular Meeting

Work Session

Special Session

<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order	<input type="checkbox"/> Motion
<input type="checkbox"/> Agreement	<input type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Presentation	<input type="checkbox"/> Both Readings

ISSUE/RECOMMENDATION:

Staff has been working with the City Attorney to make amendments to Chapter 19 – Streets, Sidewalks and Other Public Places of the Code of Ordinances and Chapters 34 - Streets and Sidewalks of the Unified Development Code of the City of Belton, Missouri. The existing right-of-way (ROW) management code is deficient and dispersed between two chapters. Staff has attempted to apply in a consistent manner, but little written guidance causes some difficulties. In addition, the ROW management code is not updated to current state law under RSMO 67.1830 to 67.1846.

The recommended amendments reorganize and consolidate for clarity both Chapter 19 and Chapter 34 into a new Chapter 19 titled Streets, Sidewalks, **Rights-of-Way** and Other Public Places. Chapter 34 has been incorporated into Chapter 19 with minor revisions because of some duplication. The revised code focuses on management of the ROW and it was determined to be most appropriate to be located in the City of Belton’s Code of Ordinances rather than the Unified Development Code, where planning standards are the focus. It is standard for Missouri cities in the Kansas City metro to have a comprehensive ROW ordinance and the changes presented in these revisions have been benchmarked and pulled from other Missouri cities including Lee’s Summit, Liberty, Boonville, and Creve Coeur.

In conjunction with and complementary to this Council Item are code changes to the Schedule of Fees and Charges and Chapter 36 to reflect the appropriate Public Works Engineering fees and charges in relation to right-of-way permitting, sanitary sewer impact fees, and engineering review fees.

In the July 8, 2016 issue of the Cass County Democrat Missourian, a Notice of Public Hearing for the code changes was advertised. The Public hearing will be held at 7:00 p.m. at City Hall Annex at the start of the July 26, 2016 Regular City Council Meeting.

The recommended revisions were provided in the Council Packet prepared for the July 12, 2016 City Council Regular Session. The nature of the revisions and the addition of new code is that of a work in progress while input is gathered from Planning Commission, Public Works Committee, and other City departments and staff.

Modifications to the revisions since the July 12, 2016 Council Packet are illustrated in this packet.

PROPOSED CITY COUNCIL MOTION:

At the July 12, 2016 City Council Regular Session, authorize and approve the first reading amending Chapter 19 - Streets, Sidewalks and Other Public Spaces of the Code of Ordinances and Chapter 34 - Streets and Sidewalks of the Unified Development Code to create a consolidated and complete Chapter 19 - Streets, Sidewalks, Rights-of-way and Other Public Places of the Code of Ordinances of the City of Belton, Missouri.

BACKGROUND:

As the City of Belton progresses and grows with development, amendments to the code are necessary in order to provide means to administer and manage activity and work within the City in a consistent and fair manner in compliance with state law. Nearly all properties and citizens within the City of Belton are effected by activity and work within the City's ROW and it is important to local residents, businesses, contractors and service providers that people are held responsible for their work within the ROW for the good of the community.

IMPACT/ANALYSIS:

N/A

STAFF RECOMMENDATION, ACTION, AND DATE:

At the July 12, 2016 City Council Regular Session, authorize and approve the first reading amending Chapter 19 - Streets, Sidewalks and Other Public Places of the Code of Ordinances and Chapter 34 - Streets and Sidewalks of the Unified Development Code to create a consolidated and complete Chapter 19 - Streets, Sidewalks, Rights-of-way and Other Public Places of the Code of Ordinances of the City of Belton, Missouri.

LIST OF REFERENCE DOCUMENTS ATTACHED:

Ordinance

Exhibit A - Chapter 19 Redlined – *modified since July 12, 2016 Agenda Packet*

Exhibit B - Chapter 34 Redlined

New ROW Permit – *modified since July 12, 2016 Agenda Packet*

New ROW Traffic Control Permit – *modified since July 12, 2016 Agenda Packet*

BILL NO. 2016-81

ORDINANCE NO. 2016-

AN ORDINANCE AMENDING CHAPTER 19 – STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES OF THE CODE OF ORDINANCES AND CHAPTER 34 - STREETS AND SIDEWALKS OF THE UNIFIED DEVELOPMENT CODE TO CREATE A CONSOLIDATED AND COMPLETE CHAPTER 19 - STREETS, SIDEWALKS, RIGHTS-OF-WAY AND OTHER PUBLIC PLACES OF THE CODE OF ORDINANCES OF THE CITY OF BELTON, MISSOURI.

WHEREAS, the City of Belton, Missouri Code of Ordinances was recodified in October 2011; and

WHEREAS, the City of Belton, Missouri adopted the Unified Development Code (UDC) December 13, 2011; and

WHEREAS, these amendments bring the City’s right-of-way management code in compliance with state law under RSMO 67.1830 to 67.1846; and

WHEREAS, the City Attorney, Public Works Director, City Engineer, Engineering Division and Transportation Division reviewed Chapter 19 – Streets, Sidewalks and Other Public Places of the Code of Ordinances and Chapter 34 - Streets and Sidewalks of the UDC of the City of Belton, Missouri and determined the code and guidance on management of the right-of-way to be deficient and in need of revisions; and

WHEREAS, the amendments reorganize and consolidate the two chapters into one new chapter for clarity, titled Chapter 19 - Streets, Sidewalks, Rights-of-way and Other Public Places. Chapter 34 has been incorporated into the new Chapter 19 with minor revisions because of some duplication. The amended code focuses on the management of the right-of-way and it was determined to be most appropriate to be located in the City of Belton’s Code of Ordinances rather than the UDC, where planning standards are the focus; and

WHEREAS, an ordinance amending Chapter 36 - Subdivision Regulations and Appendix A - Schedule of Fees and Values, Part II. – Unified Development Code of the UDC and the Code of Ordinances of the City of Belton Missouri should be passed in conjunction with and complementary to this ordinance; and

WHEREAS, a public hearing was held before the Regular Session City Council Meeting on July 26, 2016 to receive input concerning the amendments to Chapter 19 of the Code of Ordinances, Chapter 34, and 36 of the UDC and Appendix A of the UDC and Code of Ordinances upon proper notice advertised in the Friday, July 8, 2016 edition of *Cass County Democrat Missourian*, a weekly/daily newspaper of general circulation in the County of Cass, State of Missouri; and

WHEREAS, staff recommends to amend and update Chapter 19 - Streets, Sidewalks, and Other Public Places of the Code of Ordinances and Chapter 34 - Streets and Sidewalks of the UDC of the City of Belton, Missouri to create Chapter 19 - Streets, Sidewalks, Rights-of-way and Other Public Place of the Code of Ordinances of the City of Belton, Missouri.

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

Section 1. That the title Chapter 19 – Streets, Sidewalks, and Other Public Places of the Belton Code of Ordinances is hereby amended and revised with the addition of the highlighted text to read as follows and as provided in Exhibit A:

Chapter 19 – Streets, Sidewalks, **Rights-of-way** and Other Public Places.

Section 2. That Chapter 19, Article I – In General, Sections 19-1 – Obstructing public ways through Sections 19-7 – Dumping prohibited of the Belton Code of Ordinances is hereby amended to read as follows with the deletion of the stricken text and the addition of the highlighted text; these sections are modified and incorporated into the new code as provided in Exhibit A.

Code of Ordinances

Chapter 19 – Streets, Sidewalks, Rights-of-way and Other Public Places

ARTICLE I. - IN GENERAL

Sec. 19-1. - Obstructing public ways.

~~No person shall place or erect upon any public way or passageway to any building an obstruction of any type; provided, that this section shall not prevent the duly authorized or required placing of temporary barriers or warning signs for the purpose of safeguarding the public.~~ **Repealed.**

(Code 1976, § 19-1; Ord. No. 67-308, § 6.63, 8-31-1967)

Sec. 19-2. - Obstructing drainage facilities.

~~(a) ————— It shall be unlawful for any person to alter, change or obstruct any drainage facility, including detention or retention ponds, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~

~~(b) ————— It shall be unlawful for any owner or occupier of real property abutting any street or roadway to place or allow to be placed or allowed to remain within any drainage ditch adjoining said street or roadway any trash, junk, debris or any other material which would impede or restrict the flow of water through and along said drainage ditch adjoining said street or roadway.~~

~~(c) ————— It shall be unlawful for any owner or occupier of real property to alter, change or obstruct or permit or allow the continued alteration, changing, or obstruction of any drainage facility, including detention or retention pond, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~

~~(d) ————— Any person convicted of violating the provisions of this section shall be subject to a fine not to exceed \$200.00, in addition to any court costs assessed.~~

Repealed.

(Code 1976, § 19-2; Ord. No. 78-984, §§ 1, 2, 3-27-1979; Ord. No. 88-1857, § 1, 12-13-1988)

Sec. 19-3. - Foliage encroaching upon right-of-way; city authorized to remedy.

~~Any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant, having control of any lot, piece of land, or any part of any lot, shall at his or her own cost and expense be responsible for trimming, subject to the terms of this section, whatever portion of trees, hedges, shrubs and other vegetation located on such lot or piece of land extend over a public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place. Such parties shall, at their own cost and expense, trim vertically all such vegetation abutting a public sidewalk to be even with the sidewalk's edge, and shall trim such tree limbs to at least 13 feet six inches above the public street, alley, street right-of-way or alley right-of-way, sidewalk, or other public place, so that the limbs will not interfere with persons using the public ways. City personnel may trim, cut, and, if necessary, remove trees, hedges, shrubs and other vegetation, or portions thereof, growing upon or over any public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place within the city which reduces or impairs necessary sight distance requirements at intersections or in cases of hardship.~~ **Repealed.**

(Code 1976, § 19-3; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 4, 2-24-2009)

Sec. 19-4. - Notice of intent to trim or remove.

~~When any such interfering or encroaching trees, hedges, shrubs or other foliage are part of a residential yard upon which the homeowner lives, city personnel shall leave written notice of their intent to trim, cut or remove foliage at least five working days in advance of such trimming, cutting or removal as provided for herein. However, the failure to provide such notice shall not make the city or any of its agents or employees civilly or criminally liable for the failure to abide by the terms hereof.~~ **Repealed.**

(Code 1976, § 19-4; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 2, 2-24-2009)

Sec. 19-5. - Requirements for private driveways along certain roads and streets.

~~(a) ————— Supervision of department of public works. The public works director, city engineer, or other employee designated by the city manager shall inspect the construction of all driveways to ensure compliance with the latest revision of the city's~~

~~Design and Construction Manual. Before improvements are complete within the public right-of-way, a right-of-way permit must be issued by the engineering division. All persons and contractors who are engaged in the business of work in the right-of-way shall be required to post a \$200.00 cash bond. All right-of-way permits require a \$5.00 application fee. Additional excavation requirements are outlined in the Unified Development Code, chapter 34, article III.~~

~~(b) Maintenance. The owner of the property served by a driveway is responsible for the maintenance and safekeeping of the driveway within the public right-of-way. Any such driveway or entrance conduit that collapses, clogs or otherwise fails in its purpose shall be repaired or replaced within a reasonable time after such failure by the property owner or other responsible person.~~

~~(c) Violation; abatement. The violation of this section is further declared to be a public nuisance subject to abatement as provided in this Code and state law.~~
Repealed.

(Code 1976, § 19-5; Ord. No. 85-1550, §§ 1, 2, 6-13-1985; Ord. No. 89-1952, § 1, 12-19-1989; Ord. No. 2015-4139, § 3, 10-27-2015)

Sec. 19-6. - Use of skateboards and other like instruments; limitation, penalty for violation.

~~(a) Term defined. For the purposes of this section, the term "skateboard or other like instrument" shall be deemed to refer to any non-motorized instrument, used to transport persons by means of wheels, rollers, etc., propelled solely by the force of its rider and shall not include any wagon or other device not so propelled.~~

~~(b) Prohibited in business districts. No person shall use, operate or permit the use or operation of any skateboard or like instrument on any sidewalk, street, parking lot, or other public place in any business district in the city as determined by the city zoning ordinance map, as the same may now exist or as it may be amended to be from time to time.~~

~~(c) Permitted, where; exceptions. The use of any skateboard or other like instrument as defined in subsection (a) of this section is hereby permitted on all other sidewalks, streets, and other public ways within the city, except state or federal highways or other streets classified as arterial or collector streets on the city zoning map; provided, however, that any person who shall use, operate or permit to be used or operated, any skateboard or like instrument on any street, sidewalk, parking lot, etc., shall do so in a careful and prudent manner so as not to cause or be likely to cause danger to any person or property.~~

~~(d) Yielding right-of-way, etc. The user of any such skateboard or like instrument shall give way to any pedestrian, motor vehicle, bicycle or any other user of the said sidewalk, street, parking lot, etc., and shall not interfere with the proper use of the public way by any other person. Such user shall further obey all traffic laws and ordinances applicable to pedestrians or vehicles at all times.~~

~~(e) Penalty for violation. Every person convicted of a violation of any provision of this section shall be punished by a fine of not more than \$25.00 or by impounding of such person's skateboard or other like instrument for a period not to exceed 90 days, or by any combination thereof, and the chief of police or officer~~

~~designated by him or her may impound such person's skateboard or other like instrument until the violation charged is determined by the court of competent jurisdiction.~~ **Repealed.**

(Code 1976, § 19-6; Ord. No. 89-1897, §§ 1—5, 6-6-1989)

Sec. 19-7. - Dumping prohibited.

~~(a) ————— No person shall dump or deposit or cause to be dumped or deposited any dirt, gravel, rubbish, leaves or other debris including, but not limited to, lumber, paper, trash, concrete or metal in any street, right-of-way, gutter, storm sewer, waterway or drainageway. Erosion of soil which flows onto any street, right-of-way, gutter, storm sewer, waterway or drainageway from property before or during construction shall be considered as depositing dirt, gravel or other construction debris.~~

~~(b) ————— If upon inspection by the building inspector, director of public works or any of their designated representatives, it is determined that dirt, gravel, rubbish, leaves or other debris has been dumped or deposited in any street, right-of-way, gutter, storm sewer, waterway or drainage way in violation of the provisions of this section, he or she shall then notify the responsible permittee and give a four-hour period to make the affected area free and clear of said dirt, gravel or debris. If the city's representative cannot determine which permittee is responsible for cleaning the street's right-of-way, the developer of the land shall be given four hours' notice to make the affected area free of said dirt, gravel or debris. If within the four-hour period the said area is not clear, the director of public works or his or her designate may authorize the city to take necessary action to clean up the said area and assess all charges at an established hourly rate, but in no case will the charges be less than two hours for labor, materials and equipment.~~

~~(c) ————— The director of public works shall provide a fee structure for charges to be assessed for cleanup required by this section. The permittee shall be given 30 days to make payment to the city for any costs incurred to make cleanup. In the event the permittee does not make payment within the 30 days, all costs, including administrative costs, will be assessed.~~ **Repealed.**

(Code 1976, § 19-7; Ord. No. 98-2576, § 1, 10-27-1998)

Secs. 19-8—19-32. - Reserved.

Section 3. That Chapter 19, Article II – Abandoned Vehicles and Other Personal Property, Section 19-33 Definitions through Section 19-43 Appeal remain unchanged; these sections are illustrated in Exhibit A.

Section 4. That Chapter 19 is hereby amended and revised with the addition of the following new articles and sections, highlighted, as provided in Exhibit A.

Code of Ordinances

Chapter 19 – Streets, Sidewalks, Rights-of-way and Other Public Places

Articles III – In General,

Section 19-101 through Section 19-110

Article IV – Obstructions, Encroachments, Barriers, Cleaning, and Management,

Section 19-111 through Section 19-121

Article V – Right-of-way Management, Use, Construction, Reconstruction, Improvements and Repairs; Permit/Inspection Requirements,

Section 19-122 through Section 19-165

Article VI – Right-of-Way Violations and Penalties,

Section 19-166 through Section 19-168

Article VII – Right-of-way Other Rights and Laws, and

Section 19-169 through Section 19-171

Article VIII – Vacating Public Ways

Section 19-172 through Section 19-175

Article IX – Access Management Plan

Section 5. That Chapter 34 – Streets and Sidewalks, Article I – In General through Article IV – Vehicles and Property Left on Streets or Public Property is hereby amended and revised to read as follows with the deletion of the stricken text and the addition of the highlighted text; these sections are modified and incorporated into the new code as provided in Exhibit A and the revisions to Chapter 34 are illustrated in Exhibit B.

Chapter 34 - STREETS AND SIDEWALKS

ARTICLE I. - IN GENERAL

Sec. 34-1. - Obstructing public ways.

~~No person shall place or erect upon any public way or passage way to any building an obstruction of any type; provided that this section shall not prevent the duly authorized or required placing of temporary barriers or warning signs for the purpose of safeguarding the public. Repealed.~~

(UDC 2010, § 9.1; Ord. No. 67-308, § 6.63, 8-31-1967)

Sec. 34-2. - Obstructing drainage facilities.

~~(a) — It shall be unlawful for any person to alter, change or obstruct any drainage facility, including detention or retention ponds, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~

~~(b) — It shall be unlawful for any owner or occupier of real property abutting any street or roadway to place or allow to be placed or allowed to remain within any drainage ditch adjoining said street or roadway any trash, junk, debris or any other material which would impede or restrict the flow of water through and along said drainage ditch adjoining said street or roadway.~~

~~(c) — It shall be unlawful for any owner or occupier of real property to alter, change or obstruct or permit or allow the continued alteration, changing, or obstruction of any drainage facility, including detention or retention pond, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~

~~(d) — Any person convicted of violating the provisions of this section shall be subject to a fine not to exceed \$200.00 in addition to any court costs assessed. **Repealed.**~~

(UDC 2010, § 9.2; Ord. No. 78-984, §§ 1, 2, 3-27-1979; Ord. No. 88-1857, § 1, 12-13-1988)

Sec. 34-3. - Foliage encroaching upon right-of-way; city authorized to remedy.

~~Any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant, having control of any lot, piece of land, or any part of any lot, shall at its own cost and expense be responsible for trimming, subject to the terms of this section, whatever portion of trees, hedges, shrubs and other vegetation, located on such lot or piece of land, extend over a public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place. Such parties shall at their own cost and expense trim vertically all such vegetation abutting a public sidewalk to be even with the sidewalk's edge, and shall trim such tree limbs to at least 13 feet six inches above the public street, alley, street right-of-way or alley right-of-way, sidewalk, or other public place, so that the limbs will not interfere with persons using the public ways. City personnel may trim, cut, and if necessary, remove trees, hedges, shrubs and other vegetation, or portions thereof, growing upon or over any public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place within the city which reduces or impairs necessary sight distance requirements at intersections or in cases of hardship. **Repealed.**~~

(UDC 2010, § 9.3; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 4, 2-24-2009)

Sec. 34-4. - Notice of intent to trim or remove.

~~When any such interfering or encroaching trees, hedges, shrubs or other foliage are part of a residential yard upon which the home owner lives, city personnel shall leave written notice of their intent to trim, cut or remove foliage at least five working days in advance~~

~~of such trimming, cutting or removal as provided for herein. However, the failure to provide such notice shall not make the city or any of its agents or employees civilly or criminally liable for the failure to abide by the terms hereof. **Repealed.**~~

(UDC 2010, § 9.4; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 2, 2-24-2009)

Sec. 34-5. - Requirements for private driveways along roads and streets.

~~(a) — Supervision of public works department. The public works director, city engineer, or other employee designated by the city manager shall inspect the construction of all driveways to ensure compliance with the following criteria:~~

~~(1) — All storm drainage pipe shall be the size and at a grade and location as required by the public works department.~~

~~(2) — The minimum size of storm drainage pipe shall be 12 inches in diameter and be either Class III reinforced concrete pipe (RCP) or 16-gauge corrugated metal pipe (CMP). The actual diameter shall be a size directed by the public works department.~~

~~(3) — The pipe shall be of such a length that the side slope from the edge of the drive to the ditch line can be maintained on a 3:1 ratio. Flared end sections manufactured for such purpose and approved by the public works department shall be installed on the ends of driveway storm drainage pipe. A drive opening shall not exceed 25 feet in a residential zone and shall not exceed 35 feet in a commercial zone. The pipe shall extend at least five feet beyond the drive openings in addition to the flared end sections.~~

~~(4) — There shall be maintained a minimum of six inches of fill over the top of the drainage pipe.~~

~~(b) — Maintenance. The owner of the property served by a driveway is responsible for the maintenance and safekeeping of the driveway within the public right-of-way. Any such driveway or entrance conduit that collapses, clogs or otherwise fails in its purpose, shall be repaired or replaced within a reasonable time after such failure by the property owner or other responsible person.~~

~~(c) — Violation; abatement. The violation of this section is declared to be a public nuisance subject to abatement as provided in chapter 14 of the Code of Ordinances.~~

Repealed.

(UDC 2010, § 9.5; Ord. No. 85-1550, §§ 1, 2, 6-13-1985; Ord. No. 89-1952, § 1, 12-19-1989)

Editor's note— Inasmuch as Ord. No. 85-1550, §§ 1, 2, adopted June 13, 1985, did not specify manner of codification, such provisions have been designated by the editor as § 9.5.

Sec. 34-6. - Use of skateboards and other like instruments; limitation, penalty for violation.

~~(a) — Definition. For the purposes of this section the phrase "skateboard or other like instruments" shall be deemed to refer to any non-motorized instrument, used to transport~~

~~person or persons by means of wheels, rollers, etc., propelled solely by the force of its rider and shall not include any wagon or other device not so propelled.~~

~~(b) — Prohibited in business districts. No person shall use, operate or permit the use or operation of any skateboard or like instrument on any sidewalk, street, parking lot, or other public place in any business district in the city as determined by the city zoning map, as the same may now exist or as it may be amended to be from time to time.~~

~~(c) — Permitted, where; exceptions. The use of any skateboard or other like instrument as defined in subsection (a) of this section is hereby permitted on all other sidewalks, streets, and other public ways within the city, except state or federal highways or other streets classified as arterial or collector streets on the city zoning map; provided, however, that any person who shall use, operate or permit to be used or operated, any skateboard or like instrument on any street, sidewalk, parking lot, etc., shall do so in a careful and prudent manner so as not to cause or be likely to cause danger to any person or property.~~

~~(d) — Yielding right-of-way, etc. The user of any such skateboard or like instrument shall give way to any pedestrian, motor vehicle, bicycle or any other user of the said sidewalk, street, parking lot, etc., and shall not interfere with the proper use of the public way by any other person. Such user shall further obey all traffic laws and ordinances applicable to pedestrians or vehicles at all times.~~

~~(e) — Penalty for violation. Every person convicted of a violation of any provision of this section shall be punished by a fine of not more than \$25.00 or by impounding of such person's skateboard or other like instrument for a period not to exceed 90 days or by any combination thereof, and the chief of police or officer designated by him or her may impound such person's skateboard or other like instrument until the violation charged is determined by the court of competent jurisdiction. **Repealed.**~~

(UDC 2010, § 9.6; Ord. No. 89-1897, §§ 1—5, 6-6-1989)

Sec. 34-7. - Dumping prohibited.

~~(a) — No person, firm or corporation shall dump or deposit or cause to be dumped or deposited any dirt, gravel, rubbish, leaves or other debris including, but not limited to, lumber, paper, trash, concrete or metal in any street, right-of-way, gutter, storm sewer, waterway or drainage way. Erosion of soil which flows onto any street, right-of-way, gutter, storm sewer, waterway or drainage way from property before or during construction shall be considered as depositing dirt, gravel or other construction debris.~~

~~(b) — If upon inspection by the building inspector, director of public works or any of their designated representatives, it is determined that dirt, gravel, rubbish, leaves or other debris has been dumped or deposited in any street, right-of-way, gutter, storm sewer, waterway or drainage way in violation of the provisions of this section, he or she shall then notify the responsible permittee or permittees and give a four-hour period to make the affected area free and clear of said dirt, gravel or debris. If the city's representative cannot determine which permittee is responsible for cleaning the street's right-of-way, the developer of the land shall be given four hours' notice to make the affected area free of said dirt, gravel or debris. If within the four-hour period the said area is not clear, the director of public works or his or her designate may authorize the city to take necessary action to clean up the said area and assess all charges at an established~~

~~hourly rate, but in no case will the charges be less than two hours for labor, materials and equipment.~~

~~(c) — The director of public works shall provide a fee structure for charges to be assessed for cleanup required by this section. The permittee shall be given 30 days to make payment to the city for any costs incurred to make cleanup. In the event the permittee does not make payment within the 30 days, all costs, including administrative costs, will be assessed.~~

~~(d) — This section does not include a comprehensive list of prohibited discharges to the city's storm sewer system. Refer to Chapter 11, Article V — Illicit Discharges of the City's Code of Ordinances for the comprehensive city code regarding illicit discharges to the city's separated storm sewer system. **Repealed.**~~

(UDC 2010, § 9.7; Ord. No. 98-2576, § 1, 10-27-1998; Ord. No. 2012-3879, § 2, 12-11-2012)

Secs. 34-8—34-32. - Reserved.

ARTICLE II. - VACATING PUBLIC WAYS

Sec. 34-33. - Petition required.

~~Whenever any person, persons or entity's desire to have vacated any public squares, public parks, streets, avenues, alleys, or other highways, or any part thereof, such persons, persons or entity shall petition the city council, giving a distinct description of the property to be vacated, which petition shall be filed with the city clerk for delivery to the city council at their next regular meeting.~~

(UDC 2010, § 9.16; Ord. No. 66-249, § 1, 6-10-1966; Ord. No. 2013-3892, § 2, 3-26-2013)

Sec. 34-34. - Hearing on petition.

~~Upon any request, the city council may instruct the planning commission to hold a public hearing to consider the vacation of any public easement or right-of-way. Such public hearing shall be duly advertised and all property owners abutting such easements or rights-of-way and all utility agencies or companies using such easements shall be notified of such proposed vacation at least 14 days prior to the scheduled hearing. The city council, after receiving a recommendation from the planning commission, vacate such easements or rights-of-way; however, no easement may be vacated if any official protest is received from any utility which has lines contained within such easement. **Repealed.**~~

(UDC 2010, § 9.17; Ord. No. 66-249, § 1, 6-10-1966; Ord. No. 2013-3892, § 2, 3-26-2013)

Sec. 34-35. - Action on petition.

~~If no opposition is made to such petition at the hearing, the city council may vacate the same with such restrictions and reservations as it deems in the best interest for the public good. If opposition shall be made to the petition by any person or persons owning property abutting on such square, park, street, avenue, alley or highway, the city council may, if it deems advisable, overrule such objection and grant the prayer of the petition or deny the petition or order further hearings into the matter.~~ **Repealed.**

(UDC 2010, § 9.18; Ord. No. 66-249, § 2, 6-10-1966)

Sec. 34-36. - Reverter.

~~Whenever any public square, street, avenue, alley or other highway shall be vacated in accordance herewith, the same shall revert to the owners of the adjacent lots in proportion as it was taken from them.~~ **Repealed.**

(UDC 2010, § 9.19; Ord. No. 66-249, § 3, 6-10-1966)

Secs. 34-37—34-60. - Reserved.

ARTICLE III. - EXCAVATIONS

Sec. 34-61. - Provisions declared supplemental.

~~The provisions of this article shall be in addition and supplemental to all other provisions of this Code and the ordinances of the city.~~ **Repealed.**

Sec. 34-62. - Permit required; exception.

~~Any person or utility company who shall desire to make an excavation in any right-of-way within the city limits shall first obtain a permit from the engineering division of the public works department ("engineering division") for such cut (cost \$5.00). It shall be unlawful for any person, except employees of the city in the course of their employment, to open, dig into, remove the surface from, excavate, bore or tunnel under any street, sidewalk, alley, right-of-way or public place without first obtaining a permit. Any work begun without a permit shall be stopped immediately upon notice from the city inspector. Excavations which are made in emergency situations shall be reported to the public works director on the morning of the next regular workday.~~ **Repealed.**

Sec. 34-63. - Application for permit, fee.

~~The application for a permit required by this article shall contain such information as the administrative officer deems necessary, and shall be accompanied by a fee in the amount of \$5.00.~~

~~Sec. 34-64.— Application; deposit; repair fee; deposit for permits.~~

~~(a) — Applications for permits shall be accompanied by a copy of the surety and cash bonds required in section 34-65.~~

~~(b) — In addition to all other deposits, repairs on the final surface of asphalt streets will be billed to the contractor or utility at the rate of \$25.00 per square yard.~~

~~(c) — In connection with block cuts if, in the opinion of the engineering division, such cuts substantially reduce the anticipated life of the street surface, he may require that the person or company involved resurface the entire block or some lesser portion thereof so that the entire surface shall be restored to substantially the same condition it was in prior to the time cuts were made. In making this determination, the engineering division shall take into consideration the age of the existing surface, the space between the cuts involved, and the type of paving surface involved.~~

~~(d) — A ten percent penalty shall accrue when billings are not paid within 60 days of receipt of monthly statements. **Repealed.**~~

Sec. 34-65. - Bond required for excavation of right-of-way.

~~All persons and contractors who are engaged in the business of excavating in the right-of-way more than 12 inches in depth below existing ground or hard surface shall be required to post a bond in the amount of \$5,000.00 with sufficient surety to insure compliance with the requirements of this article, and a \$200.00 cash bond. Any contractor who consistently produces faulty backfill may be refused permits at the discretion of the public works director or city manager. When in the opinion of the public works director the volume of the cuts exceeds the city's ability to properly make repairs, the bond requirements may be increased. **Repealed.**~~

Sec. 34-66. - Excessive repair work to be contracted out.

~~When in the opinion of the public works director the volume of paving cuts requested by a contractor exceeds the city's ability to repair the same within a reasonable period of time, the city may, at its option, submit the repair work to public bid and accept the bid of the lowest responsible bidder and in such event shall charge the person or company concerned the actual costs of such repair together with the permit fees involved. **Repealed.**~~

Sec. 34-67. - Traffic, safety requirements.

~~(a) — Traffic lanes and sidewalks shall be left open and maintained on streets while work is in progress. Blocking or barricading of streets and intersections will not be permitted, without the approval of the public works director, who shall in turn notify other departments of the city including the fire and police departments.~~

~~(b) — Persons excavating in streets will be required to provide facilities enabling the use of intersections by pedestrians and driveways by residents located on streets where work is in progress. As a protection to traffic and pedestrians, barricades or dirt excavated shall be maintained adjacent to the excavation. When the work concerned is a public hazard, signs signifying the same shall be exhibited. Amber lights or flares shall be maintained on excavations from dusk to daybreak. Such equipment shall be located at each end and along the entire length of the excavation, and unless lights can be observed from any direction, additional lights or flares shall be provided. Lights shall also be maintained on tool boxes, machinery or other equipment left on public streets or alleys. **Repealed.**~~

Sec. 34-68. - Work to be inspected.

~~The cut and repair of any street or alley shall be under the supervision of the engineering division. If the work is not completed to the satisfaction of the engineering division, the engineering division shall so notify the contractor or applicant by which the street or alley cut is being made and shall state in writing his or her objections thereto. If the contractor does not cause the street or alley repairs to be properly completed within ten days from the receipt of the notice, he shall be deemed to be in violation of this article and the deposit shall be forfeited to the city.~~ **Repealed.**

Sec. 34-69. - Backfill and pavement repairs.

~~(a) — Generally. After the work for which the cut was made has been completed, the backfill and pavement repairs shall be made in accordance with specifications which have been prepared by the engineering division.~~

~~(b) — Asphalt streets. The engineering division shall be notified when the gravel backfill is completed or anticipated to be completed on any asphalt street. It will be the duty of the engineering division to supervise the inspection of the gravel backfill and approve it prior to the pouring of eight inches of unreinforced concrete by the contractor or utility. The street department will then complete the top surface asphalt paving repairs on the cut.~~

~~(c) — Non-asphalt streets. The engineering division shall be notified when the gravel backfill is completed or anticipated to be completed on any non-asphalt street. It will be the duty of the engineering division to supervise the inspection of the gravel backfill and approve it prior to the pouring of the eight-inch slab and top surface concrete paving which will be done by the contractor in one pour.~~ **Repealed.**

Sec. 34-70. - Violations; penalty.

~~Any person violating any provision of this article, or any condition or regulation of a permit hereunder, shall be punished as provided in section 1-18, and furthermore shall be subject to having his or her permit revoked.~~ **Repealed.**

Secs. 34-71—34-98. - Reserved.

ARTICLE IV. - VEHICLES AND PROPERTY LEFT ON STREETS OR PUBLIC PROPERTY

Sec. 34-99. - Definitions.

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Street or highway means the entire width between the right-of-way lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.~~

~~Vehicle means every device in, upon, or by which any person or property is or may be transported, hauled or drawn upon a highway or street, including, but not limited to, trailers and mobile homes, excepting devices moved by human power or used exclusively upon stationary rails or tracks. **Repealed.**~~

(UDC 2010, § 9.50; Ord. No. 79-1004, § 1, 6-26-1979)

Sec. 34-100. - Reserved.

Editor's note— Ord. No. 92-2090, § 2, adopted January 14, 1992, repealed § 34-100 (formerly § 9.51) which pertained to abandonment of motor vehicles or other personal property derived from Ord. No. 67-281, § 5.85, adopted May 1, 1967 and Ord. No. 68-388, § 1, adopted January 22, 1968.

Sec. 34-101. - Authority to remove and store generally; cost of removal and storage.

~~The police department is hereby authorized in its discretion, in addition to any penalty that may be provided therefor, to remove any stolen, wrecked or abandoned motor vehicle or any other vehicle parked in violation of any provision of this Code or other personal property found upon any public street or other public property in the city and shall keep the same in its custody and control at such place as may be designated by said police department until redeemed by the owner thereof, as hereinafter provided; and all such stolen, wrecked or abandoned motor vehicles or other personal property which now is in the possession and custody of said police department or which may hereafter come into its possession shall be subject to the actual cost of removal or tow-in from the public place, and a storage charge cost of \$1.50 per day as long as the same is in the possession and custody of said department or the city. The storage charge of \$1.50 per day referred to in this section, is limited to the charge for storage by the city and does not apply to storage by any private tow agency duly authorized by the city to provide tow services to vehicles which may be impounded by authority of the city. **Repealed.**~~

(UDC 2010, § 9.52; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 91-2055, § 1, 6-11-1991)

Sec. 34-102. - Enumeration of circumstances authorizing removal from streets and highways.

~~Members of the police department are authorized to have removed at the owner's or occupier's expense a vehicle [or other personal property] from a street or highway to a garage, storage yard or other place of safety under the circumstances hereinafter enumerated:~~

~~(1) When any vehicle is left unattended upon any bridge, street, viaduct or causeway, or in any tube or tunnel where such vehicle constitutes an obstruction to traffic.~~

~~(2) When a vehicle upon a highway or street is so disabled as to constitute an obstruction to traffic and the person in charge of the vehicle is by reason of physical~~

~~injury incapacitated to such an extent as to be unable to provide for its custody or removal.~~

~~(3) — When any vehicle is left unattended upon a street and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic.~~

~~(4) — Upon the failure of the owner or operator of a vehicle left upon any street or highway to have same removed or caused to be removed from said street or highway upon the request of a police officer when said vehicle constitutes a definite hazard or obstruction to the normal movement of traffic upon said street or highway.~~

~~(5) — When a vehicle is parked on the streets in the same place continuously for 48 hours and a ticket summons has been affixed to the vehicle or presented to the owner or operator.~~

~~(6) — When the driver of any vehicle is taken into custody by the police department and such vehicle would thereby be left unattended upon a street.~~

~~(7) — When any vehicle is found being driven on the streets that is not in proper condition to be driven.~~

~~(8) — When any vehicle is found being on the street, and the driver, owner or person in charge of such vehicle, while driving or in charge of such vehicle, or while such vehicle was parked or stopped, has received a summons to answer to a charge against him or her for violation of a traffic ordinance, and such driver, owner or person in charge has failed to appear and answer to such charge within the specified time.~~

~~(9) — When any vehicle or personal property is directly interfering with the maintenance and care or the emergency use of the streets by any proper department of the city.~~

~~(10) — When a stolen, wrecked or abandoned motor vehicle or other personal property is found on a public street or highway.~~

~~(11) — When removal is necessary in the interest of public safety because of fire, flood, storm or other emergency reason. **Repealed.**~~

(UDC 2010, § 9.53; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 79-1004, § 2, 6-26-1979)

Sec. 34-103. - Notice to owner of removed vehicle.

~~Whenever an officer removes a vehicle from a street or highway as authorized in this article and the officer knows or is able to ascertain from the registration records in the vehicle the name and address of the owner thereof, such officer shall immediately give or cause to be given notice in writing to such owner of the fact of such removal and the reasons therefor and of the place to which such vehicle has been removed unless said owner is present at the time of towing. In the event any such vehicle is stored in a public garage, a copy of such notice shall be given to the proprietor of such garage. **Repealed.**~~

(UDC 2010, § 9.54; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 79-1004, § 3, 6-26-1979)

Sec. 34-104. - Notice to state when vehicle owner unknown.

~~Whenever an officer removes a vehicle from a street under this section and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give the notice to the owner as hereinbefore provided, and in the event the vehicle is not returned to the owner within a period of three days, then the officer shall immediately send or cause to be sent a written report of such removal by mail to the state department whose duty it is to register motor vehicles, and shall file a copy of such notice with the proprietor of any public garage in which the vehicle may be stored. Such notice shall include a complete description of the vehicle, the date, time and place from which removed, the reasons for such removal, and the name of the garage or place where the vehicle is stored.~~ **Repealed.**

(UDC 2010, § 9.55; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 79-1004, § 4, 6-26-1979)

Sec. 34-105. - Redemption before sale authorized; owner may claim proceeds of sale.

~~Any person claiming to be the owner of any impounded property, as in this article provided, shall make written application therefor to the police department on forms furnished by the finance department and shall furnish to said police department such additional proof as may be required to establish said ownership. If he shall present to said police department said proof of his or her ownership of said impounded property prior to the date of actual sale thereof pursuant to the provisions of this article, then the property itself shall be delivered to said owner under the conditions herein provided; but if said property has been sold, then said department shall endorse its findings of ownership with a copy of the written application addressed to the director of finance and said owner may present said application and findings to the director of finance and if presented within one year after said sale, then such balance of the proceeds of sale, after deductions as in this article provided, shall be paid to said owner.~~ **Repealed.**

(UDC 2010, § 9.56; Ord. No. 67-281, § 5.87, 5-1-1967; Ord. No. 85-1544, § 34, 5-29-1985)

Sec. 34-106. - Procedure for redemption before sale.

~~In accepting payment for removal and storage charges as provided in this article, after proof of ownership and before sale, the police department shall give the person applying for the motor vehicle a receipt showing the amount paid. The collections of each day shall be paid to the city collector on or before the close of his or her office on the following day. For the purpose of collecting redemption payments, issuing receipts therefor and accounting for the proceeds thereof, the police department shall appoint one or more of their officers or employees as impounding officers or employees as any others shall be to receive such payments, issue receipts therefor, and account for said proceeds, to the exclusion of all other officers or employees. A bond in favor of the city and covering all of said impounding officers, in the amount as designated in the discretion of the city council shall be provided by the police department, subject to the approval of the director of finance as to its terms and its surety, and after execution said bond shall be deposited with the finance department, division of the treasury.~~ **Repealed.**

(UDC 2010, § 9.57; Ord. No. 67-281, § 5.88, 5-1-1967; Ord. No. 85-1544, § 35, 5-29-1985)

Sec. 34-107. - Sale of unredeemed property required.

~~All motor vehicles and other personal property impounded by the police department pursuant to the provisions of this article and unredeemed by owner thereof for a period of 30 days, shall thereafter be subject to sale by the finance department, division of the treasury to the highest bidder for each or at public auction and the proceeds of said sale shall be applied first, to all removal and storage charges accumulated against each article which shall be deposited with the finance department, division of the treasury, and the balance of said sum, if any, shall be deposited with the finance director and shall be kept in a separate fund for a period of one year from the date of the receipt, and if at the end of said year the former owner of said property has not made satisfactory proof of claim as hereinafter provided, then the balance of said proceeds of sale shall be credited to the general fund of the city.~~ **Repealed.**

(UDC 2010, § 9.58; Ord. No. 67-281, § 5.86, 5-1-1967; Ord. No. 85-1544, § 36, 5-29-1985)

Sec. 34-108. - Procedure for sale.

~~On the first day of each month the police department shall forward to the finance department, division of the treasury, a copy of its official description and all other pertinent information which may be required by the finance department concerning each motor vehicle or other personal property which has been impounded under the provisions of this article and held for a period of 30 days unredeemed by its owner, and thereafter at such intervals as the finance department may determine, public sale shall be held as hereinafter required, but immediately before the actual making of any sales, the finance director shall submit his or her list to the police department of properties to be sold, for the elimination of any impounded articles redeemed and returned to their owners but included within the published advertisement for sale, and immediately after said sale, the finance department shall report to the police department a complete list of all the property sold, including the sale price, all charges as herein provided and the balance, if any, available to the owner.~~ **Repealed.**

(UDC 2010, § 9.59; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 85-1544, § 37, 5-29-1985)

Sec. 34-109. - Advertisement of sale.

~~Whenever the director of finance, under his or her direction, shall decide to offer impounded properties for sale, he shall publish said sale at least once in the city's official newspaper, at least five days before said sale. Such publication shall briefly describe the property and, where motor vehicles are to be sold, shall give the manufacturer's name, model and motor number.~~ **Repealed.**

(UDC 2010, § 9.60; Ord. No. 67-281, § 5.90, 5-1-1967; Ord. No. 85-1544, § 38, 5-29-1985)

Sec. 34-110. - Appeal.

~~Any appeal from the removal, storage and publications costs, if any have been assessed by the police department, shall be to the city council. Repealed.~~

(UDC 2010, § 9.61; Ord. No. 67-281, § 5.87, 5-1-1967)

Secs. 34-111—34-130. - Reserved.

Section 6. That Chapter 34, Article V – Arterial Street Improvements Impact Fee remain unchanged; these sections are illustrated in Exhibit B.

Section 7. This Ordinance shall take effect and be in full force after passage and approval.

Section 8. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

READ FOR THE FIRST TIME:

READ FOR THE SECOND TIME AND PASSED:

Mayor Jeff Davis

Approved this _____ day of _____, 2016.

Mayor Jeff Davis

ATTEST:

Patricia Ledford, City Clerk
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 ____ day of _____, 2016, and thereafter adopted as Ordinance No. 2016-____ of the City of Belton, Missouri, at a regular meeting of the City Council held on the ____ day of _____, 2016, after the second reading thereof by the following vote, to-wit:

AYES: COUNCILMEN:

NOES: COUNCILMEN:

ABSENT: COUNCILMEN:

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

Exhibit A

Code of Ordinances, Belton, Missouri

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RIGHTS-OF-WAY AND OTHER
PUBLIC PLACES^[1]**

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Footnotes:

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State Law reference— State highway system, RSMo 227.010; establishment and vacation of roads, public roads generally, RSMo 228.010 et seq.; private roads, RSMo 228.342 et seq.; construction and regulation of public roads, RSMo 229.010 et seq.; permits to move buildings across roads, RSMo 229.230 et seq.; railroad, road, and street crossings, RSMo 229.380 et seq.; removal of plants from highways and roadways prohibited, RSMo 229.475 et seq.; maintenance of public roads, RSMo 231.010 et seq.; procedure for vacation of city streets, RSMo 71.240; streets in subdivisions outside corporate limits of city, RSMo 71.270; annual municipal appropriations for construction and repair of public roads, RSMo 71.340; sidewalk wheelchair ramps, RSMo 71.365; authority for ordinances requiring conspicuous posting of street addresses for fire protection and emergency services purposes, RSMo 67.318; control of streets and sidewalks, RSMo 77.520.

ARTICLE I. – IN GENERAL

Sec. 19-1. – Obstructing public ways. [repealed]

~~No person shall place or erect upon any public way or passageway to any building an obstruction of any type; provided, that this section shall not prevent the duly authorized or required placing of temporary barriers or warning signs for the purpose of safeguarding the public. **Repealed.**~~

(Code 1976, § 19-1; Ord. No. 67-308, § 6.63, 8-31-1967)

Sec. 19-2. – Obstructing drainage facilities. [repealed]

- ~~(a) It shall be unlawful for any person to alter, change or obstruct any drainage facility, including detention or retention ponds, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~
- ~~(b) It shall be unlawful for any owner or occupier of real property abutting any street or roadway to place or allow to be placed or allowed to remain within any drainage ditch adjoining said street or roadway any trash, junk, debris or any other material which would impede or restrict the flow of water through and along said drainage ditch adjoining said street or roadway.~~
- ~~(c) It shall be unlawful for any owner or occupier of real property to alter, change or obstruct or permit or allow the continued alteration, changing, or obstruction of any drainage facility, including detention or retention pond, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~
- ~~(d) Any person convicted of violating the provisions of this section shall be subject to a fine not to exceed \$200.00, in addition to any court costs assessed. **Repealed.**~~

(Code 1976, § 19-2; Ord. No. 78-984, §§ 1, 2, 3-27-1979; Ord. No. 88-1857, § 1, 12-13-1988)

Sec. 19-3. – Foliage encroaching upon right-of-way; city authorized to remedy. [repealed]

~~Any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant, having control of any lot, piece of land, or any part of any lot, shall at his or her own cost and expense be responsible for trimming, subject to the terms of this section, whatever portion of trees, hedges, shrubs and other vegetation located on such lot or piece of land extend over a public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place. Such parties shall, at their own cost and expense, trim vertically all such vegetation abutting a public sidewalk to be even with the sidewalk's edge, and shall trim such tree limbs to at least 13 feet six inches above the public street, alley, street right-of-way or alley right-of-way, sidewalk, or other public place, so that the limbs will not interfere with persons using the public ways. City personnel may trim, cut, and, if necessary, remove trees, hedges, shrubs and other vegetation, or portions thereof, growing upon or over any public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place within the city which~~

~~reduces or impairs necessary sight distance requirements at intersections or in cases of hardship.~~
Repealed.

(Code 1976, § 19-3; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 4, 2-24-2009)

Sec. 19-4. – Notice of intent to trim or remove. [repealed]

~~When any such interfering or encroaching trees, hedges, shrubs or other foliage are part of a residential yard upon which the homeowner lives, city personnel shall leave written notice of their intent to trim, cut or remove foliage at least five working days in advance of such trimming, cutting or removal as provided for herein. However, the failure to provide such notice shall not make the city or any of its agents or employees civilly or criminally liable for the failure to abide by the terms hereof.~~ **Repealed.**

(Code 1976, § 19-4; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 2, 2-24-2009)

Sec. 19-5. – Requirements for private driveways along certain roads and streets. [repealed]

- ~~(a) Supervision of department of public works. The public works director, city engineer, or other employee designated by the city manager shall inspect the construction of all driveways to ensure compliance with the latest revision of the city's Design and Construction Manual. Before improvements are complete within the public right-of-way, a right-of-way permit must be issued by the engineering division. All persons and contractors who are engaged in the business of work in the right-of-way shall be required to post a \$200.00 cash bond. All right-of-way permits require a \$5.00 application fee. Additional excavation requirements are outlined in the Unified Development Code, chapter 34, article III.~~
- ~~(b) Maintenance. The owner of the property served by a driveway is responsible for the maintenance and safekeeping of the driveway within the public right-of-way. Any such driveway or entrance conduit that collapses, clogs or otherwise fails in its purpose shall be repaired or replaced within a reasonable time after such failure by the property owner or other responsible person.~~
- ~~(c) Violation; abatement. The violation of this section is further declared to be a public nuisance subject to abatement as provided in this Code and state law.~~ **Repealed.**

(Code 1976, § 19-5; Ord. No. 85-1550, §§ 1, 2, 6-13-1985; Ord. No. 89-1952, § 1, 12-19-1989; Ord. No. 2015-4139, § 3, 10-27-2015)

Sec. 19-6. – Use of skateboards and other like instruments; limitation, penalty for violation. [repealed]

- ~~(a) Term defined. For the purposes of this section, the term "skateboard or other like instrument" shall be deemed to refer to any non-motorized instrument, used to transport persons by means of wheels, rollers, etc., propelled solely by the force of its rider and shall not include any wagon or other device not so propelled.~~
- ~~(b) Prohibited in business districts. No person shall use, operate or permit the use or operation of any skateboard or like instrument on any sidewalk, street, parking lot, or other public place in any business district in the city as determined by the city zoning ordinance map, as the same may now exist or as it may be amended to be from time to time.~~
- ~~(c) Permitted, where; exceptions. The use of any skateboard or other like instrument as defined in subsection (a) of this section is hereby permitted on all other sidewalks, streets, and other public ways within the city, except state or federal highways or other streets classified as arterial or collector streets on the city zoning map; provided, however, that any person who shall use, operate or permit to be used or operated, any skateboard or like instrument on any street, sidewalk, parking~~

~~lot, etc., shall do so in a careful and prudent manner so as not to cause or be likely to cause danger to any person or property.~~

- ~~(d) Yielding right-of-way, etc. The user of any such skateboard or like instrument shall give way to any pedestrian, motor vehicle, bicycle or any other user of the said sidewalk, street, parking lot, etc., and shall not interfere with the proper use of the public way by any other person. Such user shall further obey all traffic laws and ordinances applicable to pedestrians or vehicles at all times.~~
- ~~(e) Penalty for violation. Every person convicted of a violation of any provision of this section shall be punished by a fine of not more than \$25.00 or by impounding of such person's skateboard or other like instrument for a period not to exceed 90 days, or by any combination thereof, and the chief of police or officer designated by him or her may impound such person's skateboard or other like instrument until the violation charged is determined by the court of competent jurisdiction. **Repealed.**~~

(Code 1976, § 19-6; Ord. No. 89-1897, §§ 1—5, 6-6-1989)

Sec. 19-7. – Dumping prohibited. [repealed]

- ~~(a) No person shall dump or deposit or cause to be dumped or deposited any dirt, gravel, rubbish, leaves or other debris including, but not limited to, lumber, paper, trash, concrete or metal in any street, right-of-way, gutter, storm sewer, waterway or drainageway. Erosion of soil which flows onto any street, right-of-way, gutter, storm sewer, waterway or drainageway from property before or during construction shall be considered as depositing dirt, gravel or other construction debris.~~
- ~~(b) If upon inspection by the building inspector, director of public works or any of their designated representatives, it is determined that dirt, gravel, rubbish, leaves or other debris has been dumped or deposited in any street, right-of-way, gutter, storm sewer, waterway or drainage way in violation of the provisions of this section, he or she shall then notify the responsible permittee and give a four-hour period to make the affected area free and clear of said dirt, gravel or debris. If the city's representative cannot determine which permittee is responsible for cleaning the street's right-of-way, the developer of the land shall be given four hours' notice to make the affected area free of said dirt, gravel or debris. If within the four-hour period the said area is not clear, the director of public works or his or her designate may authorize the city to take necessary action to clean up the said area and assess all charges at an established hourly rate, but in no case will the charges be less than two hours for labor, materials and equipment.~~
- ~~(c) The director of public works shall provide a fee structure for charges to be assessed for cleanup required by this section. The permittee shall be given 30 days to make payment to the city for any costs incurred to make cleanup. In the event the permittee does not make payment within the 30 days, all costs, including administrative costs, will be assessed. **Repealed.**~~

(Code 1976, § 19-7; Ord. No. 98-2576, § 1, 10-27-1998)

Secs. 19-8—19-32. - Reserved.

ARTICLE II. – ABANDONED VEHICLES AND OTHER PERSONAL PROPERTY⁽²⁾

Footnotes:

-- (2) --

State Law reference— Uniform Disposition of Unclaimed Property Act, RSMo 447.500 et seq ; removal of abandoned motor vehicles on public property, RSMo 304.155; removal and disposition of vehicles left unattended or improperly parked on private property, RSMo 304.157; abandonment of motor vehicles prohibited, RSMo 577.080; authority of municipality to remove derelict vehicles as nuisance, RSMo 67.398; possession of derelict vehicles as public nuisance, RSMo 82.291

Sec. 19-33. – Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Street or highway means the entire width between the right-of-way lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

Vehicle means every device in, upon, or by which any person or property is or may be transported, hauled or drawn upon a highway or street, including, but not limited to, trailers and mobile homes, excepting devices moved by human power or used exclusively upon stationary rails or tracks.

(Code 1976, § 19-50; Ord. No. 79-1004, § 1, 6-26-1979)

Sec. 19-34. – Authority to remove and store generally; cost of removal and storage.

- (a) The police department is hereby authorized in its discretion, in addition to any penalty that may be provided therefor, to remove any stolen, wrecked or abandoned motor vehicle or any other vehicle parked in violation of any provision of this Code or other personal property found upon any public street or other public property in the city and shall keep the same in its custody and control at such place as may be designated by said police department until redeemed by the owner thereof, as hereinafter provided; and all such stolen, wrecked or abandoned motor vehicles or other personal property which now is in the possession and custody of said police department or which may hereafter come into its possession shall be subject to the actual cost of removal or tow-in from the public place, and a storage charge cost per day in the amount provided in the city schedule of fees and charges as long as the same is in the possession and custody of said department or the city.
- (b) The storage charge is limited to the charge for storage by the city and does not apply to storage by any private tow agency duly authorized by the city to provide tow services to vehicles which may be impounded by authority of the city.

(Code 1976, § 19-52; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 91-2055, § 1, 6-11-1991)

State Law reference— Municipal authority to remove abandoned motor vehicles on public property, RSMo 304.155.

Sec. 19-35. – Enumeration of circumstances authorizing removal from streets and highways.

Members of the police department are authorized to have removed at the owner's or occupier's expense a vehicle or other personal property from a street or highway to a garage, storage yard or other place of safety under the circumstances hereinafter enumerated:

- (1) When any vehicle is left unattended upon any bridge, street, viaduct or causeway, or in any tube or tunnel where such vehicle constitutes an obstruction to traffic.
- (2) When a vehicle upon a highway or street is so disabled as to constitute an obstruction to traffic and the person in charge of the vehicle is by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal.
- (3) When any vehicle is left unattended upon a street and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic.
- (4) Upon the failure of the owner or operator of a vehicle left upon any street or highway to have same removed or caused to be removed from said street or highway upon the request of a police officer when said vehicle constitutes a definite hazard or obstruction to the normal movement of traffic upon said street or highway.
- (5) When a vehicle is parked on the streets in the same place continuously for 48 hours and a ticket summons has been affixed to the vehicle or presented to the owner or operator.
- (6) When the driver of any vehicle is taken into custody by the police department and such vehicle would thereby be left unattended upon a street.
- (7) When any vehicle is found being driven on the streets that is not in proper condition to be driven.
- (8) When any vehicle is found being on the street, and the driver, owner or person in charge of such vehicle, while driving or in charge of such vehicle, or while such vehicle was parked or stopped, has received a summons to answer to a charge against him or her for violation of a traffic ordinance, and such driver, owner or person in charge has failed to appear and answer to such charge within the specified time.
- (9) When any vehicle or personal property is directly interfering with the maintenance and care or the emergency use of the streets by any proper department of the city.
- (10) When a stolen, wrecked or abandoned motor vehicle or other personal property is found on a public street or highway.
- (11) When removal is necessary in the interest of public safety because of fire, flood, storm or other emergency reason.

(Code 1976, § 19-53; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 79-1004, § 2, 6-26-1979)

Sec. 19-36. – Notice to owner of removed vehicle.

Whenever an officer removes a vehicle from a street or highway as authorized in this article and the officer knows or is able to ascertain from the registration records in the vehicle the name and address of the owner thereof, such officer shall immediately give or cause to be given notice in writing to such owner of the fact of such removal and the reasons therefor and of the place to which such vehicle has been removed unless said owner is present at the time of towing. In the event any such vehicle is stored in a public garage, a copy of such notice shall be given to the proprietor of such garage.

(Code 1976, § 19-54; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 79-1004, § 3, 6-26-1979)

Sec. 19-37. – Notice to state when vehicle owner unknown.

Whenever an officer removes a vehicle from a street under this article and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give the notice to the owner as hereinbefore provided, and in the event the vehicle is not returned to the owner within a period of ten days, then the officer shall immediately send or cause to be sent a written report of such removal by mail to the state department whose duty it is to register motor vehicles, and shall file a copy of such notice with the proprietor of any public garage in which the vehicle may be stored. Such notice shall include a complete description of the vehicle, the date, time and place from which removed, the reasons for such removal, and the name of the garage or place where the vehicle is stored.

(Code 1976, § 19-55; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 79-1004, § 4, 6-26-1979)

State Law reference— Report of towing to state highway patrol and notice to owner, RSMo 304.155.

Sec. 19-38. – Redemption before sale authorized; owner may claim proceeds of sale.

Any person claiming to be the owner of any impounded property, as in this article provided, shall make written application therefor to the police department on forms furnished by the department of finance and shall furnish to said police department such additional proof as may be required to establish said ownership. If he or she shall present to said police department said proof of his or her ownership of said impounded property prior to the date of actual sale thereof pursuant to the provisions of this article, then the property itself shall be delivered to said owner under the conditions herein provided; but if said property has been sold, then said department shall endorse its findings of ownership with a copy of the written application addressed to the director of finance and said owner may present said application and findings to the director of finance and if presented within one year after said sale, then such balance of the proceeds of sale, after deductions as in this article provided, shall be paid to said owner.

(Code 1976, § 19-56; Ord. No. 67-281, § 5.87, 5-1-1967; Ord. No. 85-1544, § 34, 5-29-1985)

Sec. 19-39. – Procedure for redemption before sale.

In accepting payment for removal and storage charges as provided in the foregoing sections, after proof of ownership and before sale, the police department shall give the person applying for the motor vehicle a receipt showing the amount paid. The collections of each day shall be paid to the city collector on or before the close of his or her office on the following day. For the purpose of collecting redemption payments, issuing receipts therefor and accounting for the proceeds thereof, the police department shall appoint one or more of their officers or employees as impounding officers or employees as any others shall be to receive such payments, issue receipts therefor, and account for said proceeds, to the exclusion of all other officers or employees. A bond in favor of the city and covering all of said impounding officers, in the amount as designated in the discretion of the city council, shall be provided by the police department, subject to the approval of the director of finance as to its terms and its surety, and after execution said bond shall be deposited with the department of finance, division of the treasury.

(Code 1976, § 19-57; Ord. No. 67-281, § 5.88, 5-1-1967; Ord. No. 85-1544, § 35, 5-29-1985)

Sec. 19-40. – Sale of unredeemed property required.

All motor vehicles and other personal property impounded by the police department pursuant to the provisions of this article and unredeemed by owner thereof for a period of 30 days shall thereafter be subject to sale by the department of finance, division of the treasury, to the highest bidder for each or at public auction and the proceeds of said sale shall be applied first to all removal and storage charges

accumulated against each article which shall be deposited with the department of finance, division of the treasury, and the balance of said sum, if any, shall be deposited with the finance director and shall be kept in a separate fund for a period of one year from the date of the receipt, and if at the end of said year the former owner of said property has not made satisfactory proof of claim as hereinafter provided, then the balance of said proceeds of sale shall be credited to the general fund of the city.

(Code 1976, § 19-58; Ord. No. 67-281, § 5.86, 5-1-1967; Ord. No. 85-1544, § 36, 5-29-1985)

Sec. 19-41. – Procedure for sale.

On the first day of each month the police department shall forward to the department of finance, division of the treasury, a copy of its official description and all other pertinent information which may be required by the department of finance concerning each motor vehicle or other personal property which has been impounded under the provisions of this article and held for a period of 30 days unredeemed by its owner, and thereafter at such interval as the department of finance may determine, public sale shall be held as hereinafter required, but immediately before the actual making of any sales, the finance director shall submit his or her list to the police department of properties to be sold, for the elimination of any impounded articles redeemed and returned to their owners but included within the published advertisement for sale, and immediately after said sale, the department of finance shall report to the police department a complete list of all the property sold, including the sale price, all charges as herein provided and the balance, if any, available to the owner.

(Code 1976, § 19-59; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 85-1544, § 37, 5-29-1985)

Sec. 19-42. – Advertisement of sale.

Whenever the director of finance, under his or her direction, shall decide to offer impounded properties for sale, he or she shall publish said sale at least once in a newspaper of general circulation within the city, at least five days before said sale. Such publication shall briefly describe the property and, where motor vehicles are to be sold, shall give the manufacturer's name, model and motor number.

(Code 1976, § 19-60; Ord. No. 67-281, § 5.90, 5-1-1967; Ord. No. 85-1544, § 38, 5-29-1985)

Sec. 19-43. – Appeal.

Any appeal from the removal, storage and publications costs, if any have been assessed by the police department, shall be to the city council.

(Code 1976, § 19-61; Ord. No. 67-281, § 5.87, 5-1-1967)

ARTICLE III. – IN GENERAL

Sec. 19-101. – Definitions.

The following words, terms, and phrases, when used in this Chapter, shall have the meanings given to them in this section, except where context clearly indicates a different meaning:

Abandoned equipment or facilities means any equipment, materials, apparatuses, devices or facilities that are:

1. Declared abandoned by the owner of such equipment or facilities;
2. No longer in active use, physically disconnected from a portion of the operating facility or any other; or
3. Facility that is in use or in service, and no longer capable of being used for the same or similar purpose for which the equipment, apparatuses or facilities were installed.

Adjoining property owner means a person owning or legally occupying any land abutting a public right-of-way.

Applicant means any person requesting permission to occupy or operate facilities using the right-of-way, or to work, excavate, or locate facilities in the right-of-way.

Charter means the Charter of the City of Belton, Missouri.

City means the City of Belton, Missouri, a municipal corporation and any duly authorized representative.

City Council means the City Council of the City of Belton, Missouri.

City Engineer means the City Engineer of Belton, Missouri, or his/her authorized representative.

Code means the Code of Ordinances of the City of Belton, Missouri.

Commission means the Missouri Public Service Commission.

Construct means and includes construct, install, erect, build, affix or otherwise place any fixed structure or object, in, on, under, through or above the right-of-way.

Cost-Share Program means the program provided by the City where property owners may request that the sidewalk, curb and/or driveway culvert abutting their property be repaired or replaced under a cost-share agreement between the property owner and the City.

Day means calendar day unless otherwise specified.

Design and Construction Manual means the current design and construction specification standards for public streets, private alleys, parking lots and drives, water facilities, sanitary sewer facilities, stormwater facilities, erosion and sediment control; street lighting; and all related appurtenances adopted by the City Engineer pursuant to the provisions of this Chapter.

Emergency includes, but is not limited to, the following:

1. An unexpected or unplanned outage, cut, rupture, leak or any other failure of a Service Provider and/or ROW-user facility that prevents or significantly jeopardizes the ability of a Service Provider and/or ROW-user to provide service to customers;
2. An unexpected or unplanned outage, cut, rupture, leak or any other failure of a Service Provider and/or ROW-user facility that results or could result in danger to the public or a material delay or hindrance to the provision of service to the public if the outage, cut, rupture, leak or any other such failure of Service Provider and/or ROW-user facilities is not immediately repaired, controlled, stabilized or rectified; or
3. Any occurrence involving a Service Provider and/or ROW-user facility that a reasonable person could conclude under the circumstances that immediate and undelayed action by the Service Provider and/or ROW-user is necessary and warranted.

Excavate, excavating or excavation means any act by which earth, asphalt, concrete, sand, gravel, rock or any other material in or on the ground is cut into, dug, uncovered, removed, tunneled into, bored into, graded, or otherwise displaced, by means of any tools, equipment or explosives, except that the following shall not be deemed excavation:

1. Any de minimis displacement or movement of ground caused by pedestrian or vehicular traffic;
2. The replacement of utility poles and related equipment at the existing general location that does not involve either a street or sidewalk cut; or
3. Any other activity which does not disturb or displace surface conditions of the earth, asphalt, concrete, sand, gravel, rock or any other material in or on the ground.

FCC means Federal Communications Commission.

Facility or facilities means lines, pipes, irrigation systems, wires, cables, conduit facilities, poles, towers, vaults, pedestals, boxes, appliances, antennas, transmitters, gates, meters, appurtenances, or other equipment used for or related to providing service.

Facility based service provider means a service provider owning or possessing facilities in the right-of-way.

Governmental entity means any county, township, city, town, village, school district, library district, road district, drainage or levee district, sewer district, water district, fire district or other municipal corporation, quasi-municipal corporation or political subdivision of the State of Missouri or of any other state of the United States and any agency or instrumentality of the State of Missouri or of any other state of the United States or of the United States.

Missouri One Call means the procedural requirements for excavation and utility safety established by RSMo 319.010, et seq.

Parkway means the area between a property line and the street curb or the edge of pavement, sometimes called boulevards, tree-shelves or snow-shelves.

Pavement means and includes Portland cement concrete pavement, asphalt concrete pavement, asphalt treated road surfaces and any aggregate base material.

Person means any natural or corporate person, business association or business entity including, but not limited to, a corporation, a partnership, a sole proprietorship, a political subdivision, a public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or any other legal entity.

Public improvement means any project undertaken by the City, or its agents, contractors, or subcontractors, or by private development for the construction, reconstruction, maintenance, or repair of any public infrastructure, and including without limitation, streets, alleys, bridges, bikeways, parkways, sidewalks, sewers, drainage facilities, traffic control devices, street lights, public facilities, public buildings or public lands.

Public lands means any real property of the City that is not right-of-way.

Public works committee means the committee of the City Council appointed by the Mayor, with the advice and consent of the City Council, according to the Charter and Code, to advise routine business for the Public Works Department of the City of Belton, Missouri.

Reseller service provider means a right-of-way (ROW) user providing service within the city that does not have its own facilities in the right-of-way, but instead uses the right-of-way by interconnecting with or using the network elements of another Service Provider and/or ROW-user utilizing the right-of-way, and/or by leasing excess capacity from a facility based service provider.

Restoration means the process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition that existed before the commencement of the excavation or work.

Right-of-way means generally public property vested in the City in trust for the citizens, in fee or easement, to which the public has a right to access and use for the purpose intended by the dedication, including but not limited to, the area on, below or above a public sidewalk, roadway, highway, street or alleyway in which the City has an ownership interest, but not including:

1. The airwaves above a public right-of-way with regard to cellular or other non-wire telecommunications or broadcast service;
2. Easements obtained by utilities or private easements in platted subdivisions or tracts;
3. Railroad rights-of-way and ground utilized or acquired for railroad facilities; or
4. Poles, pipes, cables, conduits, wires, optical cables, or other means of transmission, collection or exchange of communications, information, substances, data, or electronic or electrical current or impulses utilized by a utility owned or operated by a governmental entity pursuant to RSMo Chapter 91, or pursuant to a charter form of government.

Right-of-way permit means the authorization to work, excavate, or locate facilities in the right-of-way.

Routine service operation means excavation or work that makes no material change to the facilities and does not disrupt traffic.

ROW-user means a person, its successors and assigns, who uses the right-of-way for purposes of work, excavation, provision of services, or to install, construct, maintain, repair facilities, equipment, or structures thereon or adjacent to, for which a right-of-way permit and/or a temporary traffic control permit is required, including but not limited to landowners and service providers. A ROW-user shall not include ordinary vehicular or pedestrian traffic.

Service means a commodity provided to a person by means of a delivery system that is comprised of facilities located or to be located in the right-of-way, including, but not limited to, gas, telephone, cable television, internet services, open video systems, alarm systems, steam, electric, water, telegraph, data transmission, petroleum pipelines, or sanitary sewerage.

Service provider means any person who is a provider of a service for or without a fee that has the requisite certifications and authorizations from applicable governmental entities, including the FCC, to provide such service, including, but not limited to, every cable television service provider, pipeline corporation, gas corporation, electrical corporation, rural electric cooperative, telecommunications company, water corporation, heating or refrigerating corporation or sewer corporation under the jurisdiction of the public service commission; every municipally owned or operated utility pursuant to RSMo Chapter 91, or pursuant to a charter form of government or cooperatively owned or operated utility pursuant to RSMo Chapter 394; every street light maintenance district; every privately owned utility; and every other entity, regardless of its form of organization or governance, whether for profit or not, which in providing a public utility type of service for members of the general public, utilizes pipes, cables, conduits, wires, optical cables, poles, or other means of transmission, collection or exchange of communications, information, substances, data, or electronic or electrical current or impulses, in the collection, exchange or dissemination of its product or services through the public rights-of-way. Service provider includes both facility based service providers and reseller service providers.

Sign means any object, device, display, or structure, or part thereof, that is used to advertise, identify, display, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images. The term "sign" shall not include the following:

- A. Official signs: Signs placed by, or with the permission of, a governmental body, governmental agency, or public authority, such as traffic signs, signals, or regulatory devices or warnings; official emblems, public notices, or official instruments; signs of historical interest; signs designating areas of architectural or historic significance or gateways; or other similar signs or devices. Such signs are authorized within all public rights-of-way or other properties controlled by such governmental body, agency, or authority.
- B. Property address sign: A sign limited in content to the street name and address number of the property to which it is affixed, provided that the sign consists of lettering no larger than three (3) inches on a mailbox.

C. Sandwich Boards on Main Street.

Skateboard means any non-motorized instrument, used to transport persons by mean of wheels, rollers, etc., propelled solely by the force of its rider and shall not include any wagon or other devise not so propelled.

Street means the pavement and sub-grade of a City access, local, collector or arterial roadway.

Temporary traffic control means the temporary management of motorized and non-motorized traffic through the use of official traffic control devices, including but not limited to signs, markings, fence, barricades, lights, delineators, and channelizers, as necessary when the construction, repair, removal, excavation, work, events, or other activity, whether within or adjacent to the public right-of-way, impacts normal traffic conditions.

Temporary traffic control permit means the written authorization for a Service Provider and/or ROW-user to act in a manner that narrows, closes, or otherwise impacts the normal flow of vehicular traffic or pedestrian traffic on any public street or sidewalk.

Wireless transmission provider means a person having facilities within the rights-of-way, which such facilities consist primarily of antennas, transmitters, towers or other appliances or equipment used to deliver a cellular, broadcast, data transmission or other non-wire communications service through the airwaves above the rights-of-way and which attach to either pre-existing or subsequently approved facilities.

Work or working means the construction, installation, repair or maintenance of any type of facility within the right-of-way, unless an exemption as provided in this Chapter applies to the routine maintenance of the facility.

Yard waste means leaves, grass clippings, weeds, pruning, yard and garden vegetation, and trees.

Sec 19-102. – Design criteria, construction specifications, and standard details.

- A. The Design and Construction Manual is hereby incorporated by reference into the City of Belton Municipal Code for the purpose of providing certain design and construction specifications and standards for enforcement and compliance. The Design and Construction Manual is provided online on the City's website at www.belton.org.
- B. Unless otherwise specified and approved, all public improvements shall be designed, constructed, and inspected in accordance with the Design and Construction Manual.
- C. Private streets shall be constructed to public street standards.

Sec. 19-103. – Cost-share program for sidewalks, curb and gutter and driveway culverts.

The Cost-Share Program was adopted by Resolution 2015-04. The Cost-Share Program details and application are available online at the City's website at www.belton.org.

Sec. 19-104. – Public right-of-way in general.

- A. No person shall construct, repair, damage, deface or obstruct any street, alley, sidewalk, pavement, gutter, bridge, curb, sewer, drain, culvert, lamppost, or street sign or post without permission of the City Engineer and in conformity with specifications promulgated by him or her and approved by the City Council.
- B. No person shall in any way drive upon any sidewalk, pedestrian trail, or curb and gutter system and shall not jump the curb or place a vehicle upon any surface described herein.
- C. All street closing procedures shall be done in conformance with Article V of this Chapter.

Sec. 19-105. – Requirements for private driveways along certain roads and streets.

- A. Supervision by the Department of Public Works. The Public Works Director, City Engineer, or other employee designated by the City Manager shall inspect the construction of all driveways to ensure compliance with the latest revision of the City's Design and Construction Manual. Before improvements are commenced within the public right-of-way, a right-of-way permit must be issued by the City Engineer.
- B. Maintenance. The owner of the property served by a driveway is responsible for the maintenance and safekeeping of the driveway up to the curb and gutter if applicable or up to the public street within the public right-of-way. Any such driveway, driveway culvert or driveway pipe that collapses, clogs or otherwise fails in its purpose shall be repaired or replaced within a reasonable time after such failure by the property owner or other responsible person.

Sec. 19-106. – Construction of sidewalks.

- A. All sidewalks constructed upon right-of-way and public sidewalk easements shall be constructed in accordance with the Design and Construction Manual (sidewalks outside of right-of-way or public sidewalk easements are private).
- B. Any person or entity constructing a new building, a building addition, major renovations to an existing building (major improvements means improvements exceed 50% of fair market value of renovated structure), or significant site improvements shall be required to construct a public sidewalk, where no sidewalk exists, along the public street frontage in conformance with the Design and Construction Manual. The City Engineer may waive this requirement for minor site improvements or residential areas where the area has undeveloped frontage.
- C. Any person or entity proposing to construct a sidewalk adjacent to or upon any right-of-way or easement shall apply to the City Engineer for approval of the location, dimensions, design and construction methods and materials of such sidewalk. The application shall be in the form of a right-of-way permit and shall conform to the requirements of such permit.

Sec. 19-107. – Maintenance of sidewalks.

- A. It shall be the duty of all persons owning or occupying any real property, fronting upon any street to keep the sidewalks in front and alongside of such property and on the same side of the street, in good repair and order and clean the same and remove from any such sidewalk all ice, snow, earth or other substance that in anywise obstructs or renders the same dangerous, inconvenient or unsafe to any person.

- B. Sidewalks should provide a continuous hard surface for pedestrians. It shall be the duty of all persons owning or occupying any real property, fronting upon any street to construct sidewalks, to the standards of the City's Design and Construction Manual, where sidewalks are missing. Unless approved by the City Engineer, existing sidewalks must be replaced in a timely fashion if removed for any reason.

Sec. 19-108. – Inspections and repair of sidewalks.

It shall be the duty of the Public Works Department to cause all public sidewalks to be inspected by staff, as deemed appropriate. Upon any finding that any such sidewalk is in need of repair or replacement, the Public Works Department shall proceed as follows:

- A. To cause a written notice to be served upon or delivered to the owner(s) of all lots or tracts of land fronting or abutting on the part of said lot of said sidewalk found on inspection to be in need of repair setting forth the following:
 - 1. A description of the location of such portion needing repair including reference to the abutting lots or tracts of land.
 - 2. A description of the nature and extent of the repair needed.
 - 3. Notification of the Cost-Share Program for sidewalks, curb and gutter, and driveway culverts as an option for the property owner.
 - 4. A statement that if such owner does not cause said portion of said sidewalk to be repaired at such location and to correct the condition described, within thirty (30) days after service or delivery of said notice.
- B. If, at the expiration of thirty (30) days after service or delivery of said notice, said sidewalk shall not be repaired at the location and to the extent required to repair the same as so described, such further proceedings as may be authorized pursuant to Chapter 88, Revised Statutes of the State of Missouri.

Sec. 19-109. – Use of public right-of-way and other public places.

Refer to Article V of this Chapter for right-of-way permitting procedures.

Sec. 19-110. – Prohibition of signs in public right-of-way.

It shall be unlawful for any person to place any sign in any part of the public right-of-way, whether improved or unimproved, or whether or not owned by the City, except by written approval of the Public Works Director and the City Planner or the public agency having jurisdiction. Refer to Chapter 30 of the Unified Development Code of the City of Belton, Missouri for more regulations on signs.

ARTICLE IV. - OBSTRUCTIONS, ENCROACHMENTS, BARRIERS, CLEANING, AND MANAGEMENT

Sec. 19-111. – Obstructions prohibited; exceptions for merchants, etc.

No person shall place or throw, or cause to be placed or thrown, any article, substance, or obstruction of any kind whatsoever upon the street, alley, avenue, public square, pavement, curb and gutter or sidewalk whether declared a public sidewalk or not. Nothing in this section shall be so construed as to prevent any merchant or other person from placing any articles or boxes on the sidewalks while receiving or delivering goods, or forwarding the same, or receiving fuel, not to remain in the street more than one day; or building materials, during the erection of any building, or improvement; provided, that such materials shall not occupy more than one-half (1/2) of the street.

Sec. 19-112. – Obstructing drainage facilities.

- A. It shall be unlawful for any person to alter, change or obstruct any drainage facility, including detention or retention ponds, streams, waterways, culverts, intakes, curbs, etc., without prior approval of the City Engineer.
- B. It shall be unlawful for any owner or occupier of real property abutting any street or roadway to place or allow to be placed or allowed to remain within any drainage ditch adjoining said street or roadway any trash, junk, debris or any other material which would impede or restrict the flow of water through and along said drainage ditch adjoining said street or roadway.
- C. It shall be unlawful for any owner or occupier of real property to alter, change or obstruct or permit or allow the continued alteration, changing, or obstruction of any drainage facility, including detention or retention pond, culverts, intakes, curbs, etc., without prior approval of the City Engineer.

Sec. 19-113. – Water over public sidewalks.

No water from any downspout, or from any gutter or drain from any building or premises shall be permitted by the owner of any premises to drain or run onto the surface of any sidewalk, nor across the same, unless it be made to pass through conduits, drains, or pipes placed beneath the surface of the sidewalk.

Sec 19-114. – Playing in the Streets.

No person shall throw snowballs or engage in any game, sport, or activity likely to injure, frighten or impede the travel of any person upon any street, alley or public place.

Sec 19-115. – Use of skateboards or other like instruments; limitation penalty for violation.

- A. Prohibited in business districts. No person shall use, operate or permit the use or operation of any skateboard or like instrument on any sidewalk, street, parking lot or other public place in any business district in the city as determined by the city zoning ordinance map, as the same may not exist or as it may be amended to be from time to time.
- B. Permitted, where, exceptions. The use of any skateboard or other like instrument as defined in subsection (1) of this section is hereby permitted on all other sidewalks, streets, and other

public ways within the city, except state or federal highways or other streets classified as arterial or collector streets on the city zoning map; provided however, that any person who shall use, operate, or permit to be used or operated, any skateboard or like instrument on any street, sidewalk, parking lot, etc shall do so in a careful and prudent manner so as not to cause or be likely to cause danger to any person or property.

- C. Yielding ROW, etc. The use of any such skateboard or like instrument shall give way to any pedestrian, motor vehicle, bicycle, or any other user of said sidewalk, street, parking lot, etc., and shall not interfere with the proper use of the public way by any other person. Such user shall further obey all traffic laws and ordinances applicable to pedestrians or vehicles at all times.

Sec. 19-116. – Trimming trees and vegetation along streets and sidewalks.

- A. Every owner or occupant of any house, lot or premises in the city, shall keep the trees, bushes, flowers and vegetation (including dead branches, dead trees and dead vegetation), along the street, avenue or sidewalk in front and alongside of such house, building, lot or premises trimmed so that the branches shall not be lower than twelve (12) feet from the surface of such street, avenue or sidewalk nor extend more than one-fourth (1/4) of the distance from the base of such tree over or across such street, avenue or sidewalk.
- B. Refer to Section 28-9. Intersection visibility within the Unified Development Code of the City of Belton, Missouri.

Sec. 19-117. – Right of utility providers to trim trees, shrubs.

The right is hereby granted to all utility providers to trim trees, brush, or hedges upon and overhanging the streets, alleys, sidewalks, and public places of the City so as to prevent such foliage from coming in contact with wires, cables or equipment. All of such trimming shall be done under the supervision and direction of the City Engineer and related permitting processes.

Sec. 19-118. – Yard wastes: leaves, grass clippings, yard and garden vegetation, and trees.

No person shall deposit yard waste within the public right-of-way with the exception of the yard wastes being placed in containers so constructed and maintained as to prevent the dispersal of wastes placed therein upon the premises served, upon adjacent premises, or upon adjacent public rights-of-way and in a timely manner of which the yard waste is to be picked up by the certain service provider.

Sec. 19-119. – Dumping prohibited.

- A. No person shall dump or deposit or cause to be dumped or deposited any dirt, gravel, rubbish, leaves or other debris including, but not limited to, lumber, paper, trash, concrete or metal in any street, right-of-way, gutter, storm sewer, waterway or drainage way. Erosion of soil which flows onto any street, right-of-way, gutter, storm sewer, waterway or drainage way from property before or during construction shall be considered as depositing dirt, gravel or other construction debris.
- B. If upon inspection by City staff, it is determined that dirt, gravel, rubbish, leaves or other debris has been dumped or deposited in any street, right-of-way, gutter, storm sewer,

waterway or drainage way in violation of the provisions of this section, he or she shall then notify City Code Enforcement to remedy and resolve the situation.

Sec. 19-120. – Lawn sprinkler system.

Lawn sprinkler systems may be placed in the City's right-of-way with a proper right-of-way permit. However, the granting of a permit pursuant to this ~~article~~ Chapter shall create no easement, license or other right in the landowner, other than the limited permissive use of the City's right-of-way. It shall be a condition of every permit that the landowner shall expressly release, indemnify and hold harmless the City of Belton, and its employees, agents, contractors, lessees, licensees and permittees on City's right-of-way, from any and all liability, claims, suits or demand, whatsoever, which they or others may now have or which may hereafter have arising out of the placement of sprinkler heads or related components in City right-of-way, including but not limited to any damage done to the landowner's sprinkler system as a result of any activities of the City or its employees, agents, contractors, lessees, licensees and permittees, and any damage which the landowner may do to any existing facilities on the City's right-of-way in the course of installing landowner's lawn sprinkler system.

Sec. 19-121. – Reference to other related chapters.

Refer to Chapter 32 and Chapter 36 in the Unified Development Code for additional code pertaining to drainage facilities and stream buffers. Refer to Chapter 10, Article IV – Maintenance of Property in the Code of Ordinances for additional code pertaining to property maintenance.

ARTICLE V. – RIGHT-OF-WAY MANAGEMENT, USE, CONSTRUCTION, RECONSTRUCTION, IMPROVEMENTS AND REPAIRS; PERMIT/INPECTION REQUIREMENTS

DIVISION 1. – RIGHT-OF-WAY GENERALLY

Sec. 19-122. – Purpose and declaration of policy.

This article is enacted to define the authority of the City and its officers and employees with regard to public ownership, control and management of the right-of-way. The right-of-way is a valuable public resource that has required and will continue to require substantial investment by the City. In particular, this article is enacted to:

- A. Manage the right-of-way to allow efficient location of facilities and maximize services to the citizens of the city.
- B. Allow for the maximum utilization of the City's right-of-way to meet the increasing demands due to technological innovations.
- C. Maintain a competitively-neutral policy to Service Providers and/or ROW-users and allow the citizens of the city to receive the benefits of market competition.
- D. Facilitate orderly construction and maintenance of facilities in the right-of-way, reduce damage to the facilities of Service Providers and/or ROW-users, and minimize disruption of service to the citizens of the city.
- E. Encourage responsible construction and maintenance practices in the City right-of-way.
- F. Ensure proper restoration of the City right-of-way pursuant to construction and maintenance of right-of-way facilities.
- G. Minimize the physical disruption of the right-of-way and maintain the aesthetic quality throughout the city.
- H. Minimize impact to vehicular or pedestrian traffic within the right-of-way.
- I. Protect the health, safety and welfare of the citizens of the city.

DIVISION 2. – RIGHT-OF-WAY ADMINISTRATION AND AUTHORITY

Sec. 19-123. – City Engineer.

The City Engineer is the principal city official responsible for administration of the right-of-way registration and permitting processes. The Director of Public Works or City Engineer may delegate any and all duties under this Chapter.

Sec. 19-124. – Public Works Committee.

The Public Works Committee may advise staff under this Chapter and make recommendations to the City Council.

DIVISION 3. – RIGHT-OF-WAY SERVICE PROVIDER REGISTRATION

Sec. 19-125. – Persons who must register.

All Service Providers must register in accordance with this code. Individual property owners and contractors are not required to register.

Sec. 19-126. – Service provider registration.

All existing Service Providers must register within thirty (30) days of the effective date of this article.

- A. Any person who is not a Service Provider prior to the effective date of this article and who wishes to become a Service Provider must first register with the City.
- B. No Service Provider shall be authorized to use the right-of-way in any capacity or manner without registering with the city and obtaining any necessary right-of-way permit or temporary traffic control permit from the City Engineer.
- C. The Service Provider shall be responsible for all costs incurred by the City due to the failure to provide any information to the City required for registration.

Sec. 19-127. – Registration requirements.

A. Requirements and Processing

1. Registration shall be accomplished in the form of a letter to the City filed with the City Clerk.
2. To be valid the, the registration letter must be signed by an authorized representative of the registering Service Provider, contain all required information and be accompanied by a filing fee established in the City's pertinent Schedule of Fees and Charges.
3. At any time the City Engineer determines a registration letter does not comply with this code, the City Engineer may return it to a point of contact identified therein with a written explanation of the reason(s) for such return. Filing fees shall not be refunded. Failure to return a registration letter shall not validate an incomplete or otherwise invalid or void registration letter.

B. Contents of Registration Letter. A registration letter shall contain or be accompanied by the information required herein. All such information received by the City shall be public, unless confidentiality is requested and permitted by the Missouri Open Meetings Law and other applicable State and Federal law. The information required shall include:

1. Name, address and legal status of the registering person;
2. Name, title, address, telephone number, e-mail address and fax number of individual(s) authorized to serve as the point of contact between the City and the registering person so as to make contact possible at any time (i.e., twenty-four (24) hours per day, seven (7) days per week);
3. Description of the general uses made or to be made of the facilities located within the rights-of-way by the registering person, e.g., provision of service(s), transfer or lease of facilities (or portion thereof, including bandwidth) to another person, use of the facilities to transverse the City, construction of facilities to be used at a later date, etc.;
4. Description of all services provided or to be provided by the registering person to any person located in the City through facilities located within the rights-of-way and an

- explanation of the registering person's legal qualifications to provide such services, including copies of supporting documentation such as relevant certificates or orders from the Federal Communications Commission, Missouri Secretary of State and/or Missouri Public Service Commission or pertinent rules or Statutes;
5. A list of authorized agents, contractors or subcontractors eligible to obtain permits on behalf of the Service Provider. A registration may be updated to add such person at the time of permit application if the updated registration is submitted by an authorized representative of the Service Provider.
 6. Current certificates of insurance in accordance with this code.
- C. Notice of Change. Within thirty (30) days of any changes in the information set forth in or accompanying its registration letter, a registered person shall notify the City of any such change. Such notices shall be submitted and processed in the same manner as an initial registration, except the filing fee shall not be required.
- D. Registration Index. The City Engineer shall maintain an index of all registered persons and their point(s) of contact.
- E. Termination of Registration.
1. The City shall have the right to terminate a registration for a substantial and ongoing failure to comply with this Code or other applicable law or for defrauding or attempting to defraud the City. To invoke the provisions of this Section, the City Engineer shall give the person written notice of such intent. If within thirty (30) calendar days following such written notice from the City, the person has not completed corrective action or corrective action is not being actively and expeditiously pursued to the satisfaction of the City Engineer, the City Engineer may commence a proceeding to consider terminating the person's registration, giving written notice of the reasons therefor.
 2. Prior to terminating a registration, the Director of Public Works shall hold a hearing, after giving at least ten (10) calendar days' notice to the person, at which time the person shall be given an opportunity to be heard. Following the hearing, the Director of Public Works may determine whether to terminate the registration based on the information presented at the hearing and other information of record. If the Director of Public Works determines to terminate a registration, the decision shall be in writing setting forth the reasons therefor. The Director of Public Works may make such decision conditional on a person's failure to resolve outstanding problems or take appropriate steps to resolve such problems within a specific period of time. A copy of such decision shall be provided to the person.
 3. Once a registration has been terminated by the City Engineer or Director of Public Works, the person may not register again except upon express written approval by the City Manager, which approval shall be withheld absent clear and convincing evidence that the person has remedied all previous violations and is in full compliance with all laws and will not in the future violate this code or defraud the City.
 4. Registration of a public utility that has been legally granted access to the right-of-way shall not be terminated.

Sec. 19-128. – Transferability.

Except as provided in this ~~article~~Chapter, or as otherwise required by law, no registration may be transferred without the written consent of the City. Any person not named on a valid registration, including any affiliates or successors in interest to a registered Service Provider, must register in accordance with this ~~article~~Chapter or receive written authorization to transfer the registration. Written authorization to transfer a registration shall be granted according to the same standards for a registration. The City shall not unreasonably withhold its consent to transfer as provided herein.

DIVISION 4. – RIGHT-OF-WAY PERMITS

Sec. 19-129. – Permits required.

- A. Except as otherwise provided herein, no person, Service Provider and/or ROW-user shall perform excavation or work, as those terms are defined in Section 19-101 hereof, in the right-of-way without a right-of-way permit.
- B. No adjoining property owner shall construct, maintain, or permit in or on the portion of the public right-of-way to which such land is adjacent, any fixed structure, material or object without having obtained the appropriate right-of-way permit.
- C. The application for a right-of-way permit shall be submitted to the City Engineer either by the registered Service Provider and/or ROW-user or an authorized agent of the Service Provider and/or ROW-user who will do the work and/or excavation in the right-of-way.
- D. If the City Engineer determines that the applicant has satisfied the requirements of this ~~article~~Chapter, the City Engineer shall issue a right-of-way permit.
- E. Any person who is found to be working or excavating in the public right-of-way without a right-of-way permit will be directed to stop the excavation or work until a right-of-way permit is acquired and available at the excavation or work site, the permit fee shall double and will result in a violation pursuant to Article VI of this Chapter.
- F. Except as otherwise provided herein, no person, Service Provider and/or ROW-user shall narrow, close, alter, affect, or otherwise impact the normal flow of vehicular traffic or pedestrian traffic in the right-of-way without a temporary traffic control permit.
- G. The application for a temporary traffic control permit shall be submitted to the City Engineer either by the registered Service Provider and/or ROW-user or an authorized agent of the Service Provider and/or ROW-user who will do the temporary traffic control.
- H. If the City Engineer determines that the applicant has satisfied the requirements of this ~~article~~Chapter, the City Engineer shall issue a temporary traffic control permit.
- I. Any person who is found narrowing, closing, altering, affecting or otherwise impacting the normal flow of vehicular traffic or pedestrian traffic in the right-of-way without a temporary traffic control permit will be directed to stop the cause for temporary traffic control, remove all temporary traffic control devices, restore normal traffic conditions and leave the site until a temporary traffic control permit is acquired and available at the site, the permit fee shall double and will result in a violation pursuant to Article VI of this Chapter.

Sec. 19-130. – Permit form.

- A. The right-of-way permit application shall be on the current form provided by the City Engineer and at a minimum shall include the following:

1. Compliance with all of the necessary registration requirements of this **articleChapter**, including:
 - 2.a. If the applicant is a person other than the registered Service Provider and/or ROW-user, proof that the applicant is an agent of the registered Service Provider and/or ROW-user, authorized to do the excavation or work in the permit request; or
 - 3.b. If the applicant is not performing excavation or work related to facilities in the right-of-way, proof that they are the adjoining property owner or an agent of the adjoining property owner, authorized to do the excavation or work in the permit request.
 - 4.2. Attachments, including engineering drawings, construction plans, profiles, specifications, and as-builts, in the form maintained by the Service Provider and/or ROW-user, showing the location and area of the proposed project and the location of all existing and proposed facilities at such location; which documents shall be confidential and not disclosed to third parties to the extent permitted by law;
 - 5.3. A temporary traffic control permit, if applicable;
 - 6.4. An excavation or work plan including a schedule indicating the extent and duration of such plan, including a proposed start and end date;
 - 7.5. All applicable right-of-way permit fees as provided in this **articleChapter**;
 - 8.6. Payment of all money due to the City for right-of-way permit fees, for prior excavation or work costs, for any loss, damage or expense suffered by the City because of the applicant's prior excavation or work in the right-of-way or for any emergency actions taken by the City, unless the payment of such money is in dispute and timely appealed as provided hereafter; and,
 - 9.7. Certificates of insurance and performance and maintenance bonds as provided in this **articleChapter**.
- B. The temporary traffic control permit application shall be on the form provided by the City Engineer and at a minimum shall include the following:
1. Compliance with all of the necessary registration requirements of this **articleChapter**, including, if the applicant is a person other than the registered Service Provider and/or ROW-user, proof that the applicant is an agent of the registered Service Provider and/or ROW-user authorized to do temporary traffic control;
 2. Attachments, including engineering drawings, construction plans, traffic control plans, and specifications, in a form acceptable to the City, showing the location and area of the proposed project and the location of all existing and proposed traffic control at such location;
 3. A right-of-way permit, if applicable;
 4. A schedule indicating the extent and duration of such plan, including a proposed start and end date;
 5. All applicable temporary traffic control permit fees as provided in this **articleChapter**;
 6. Payment of all money due to the City for temporary traffic control permit fees, for prior temporary traffic control costs, for any loss, damage or expense suffered by the City because of the applicant's prior temporary traffic control in the right-of-way or for

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any emergency actions taken by the City, unless the payment of such money is in dispute and timely appealed as provided hereafter.

Sec. 19-131. – Permit fees.

- A. The right-of-way permit fee, temporary traffic control permit fee, street cut fee, and re-inspection fee shall be recommended by the City Engineer, approved by the City Council and listed in the Schedule of Fees and Charges maintained in the City Clerk's office.
- B. Fees associated with managing the right-of-way shall be:
 1. Based on the actual, substantiated costs reasonably incurred by the City in managing the right-of-way;
 2. Based on an allocation among all users of the right-of-way, including the City, which shall reflect the proportionate costs imposed on the City by each of the various types of uses of the right-of-way;
 3. Imposed on a competitively neutral and nondiscriminatory basis; and
 4. Imposed in a manner so that aboveground uses of the right-of-way do not bear costs incurred by the City to regulate underground uses of the right-of-way.
- C. In determining the actual costs reasonably incurred by the City in managing the right-of-way, the City may include the following:
 1. The cost of issuing, processing and verifying right-of-way permit and temporary traffic control permit applications;
 2. The cost of inspecting job sites, traffic control installations and conditions, and restoration projects;
 3. The cost of protecting or moving Service Providers and/or ROW-users construction equipment and materials after reasonable notification to the Service Provider and/or ROW-user;
 4. The cost of determining the adequacy of public right-of-way restoration;
 5. The cost of restoring temporary traffic control, excavation or work inadequately performed after providing notice and the opportunity to correct the temporary traffic control, excavation or work, including re-inspection fees; and
 6. The cost of revoking right-of-way permits or temporary traffic control permits.
- D. Fees paid for a right-of-way permit or a temporary traffic control permit, which is subsequently revoked by the City Engineer, are not refundable.
- E. The right-of-way permit fee shall be imposed based on the following, as determined to be appropriate and fitting by the City Engineer:
 1. A base permit fee. The base permit fee include costs to recover the time spent on each permit for administrative services, permit and plan review, permit coordination, inspection of the work, and locating City utilities.
 2. Additional work fees. Additional work fees include costs to recover work on linear facilities and street cuts.
 - (1) Linear facility recovery costs include the time spent inspecting the work and locating City utilities on a per foot basis.
 - (2) Street cut recovery costs include time spent inspecting the work.
 3. A re-inspection fee. A re-inspection fee will be charged if the Service Provider and/or ROW-user requests an inspection and is either not prepared for the inspection or work

is not compliant, as determined by the inspector, therefore requiring an additional inspection(s).

4. For Service Providers and/or ROW-users performing work under special or unique circumstances, which may include:

- a) abnormal site plan,
- b) accelerated time frame,
- c) expansive or large scale work, and/or
- d) atypical or unique facility,

additional fees covering actual, substantiated costs reasonably incurred by the City to manage said work shall be applied, in addition to Sub-Sections 1-3 above. These additional fees shall be established by the City Engineer with the approval of the City Manager.

5. Payment of all permit fees shall be received prior to permit issuance and/or commencement of work.

- F. The temporary traffic control permit fee shall be imposed based on a per daily basis and dependent upon the Schedule of Fees and Charges and factors including but not limited to the roadway functional classification and reason for permit.
- G. In the event the scope of the project is revised during the course of the excavation or work, the City Engineer may recalculate the fee based on the actual size of the excavation or work, and may require an additional right-of-way permit and permit fee.
- H. In the event the scope of the project changes such that temporary traffic control is revised, the City Engineer may recalculate the fee based on the actual impact, and may require an additional temporary traffic control permit and traffic control permit fee.

Sec. 19-132. - Permit conditions.

- A. Right-of-way permit conditions include the following:

1. The City Engineer may impose reasonable conditions upon the issuance of a right-of-way permit and the performance of the s in order to protect the public health, safety and welfare, to ensure the structural integrity of the right-of-way, to protect the property and safety of other users of the right-of-way, and to minimize the disruption and inconvenience to the general public.
2. Permits will be evaluated promptly for completion and approval. All completed applications will be approved no later than 31 days after receipt.
3. When a right-of-way permit is requested for purposes of installing additional facilities and the performance and maintenance bonds for additional facilities is reasonably determined to be insufficient, the posting of an additional or larger performance or maintenance bond for the additional facilities may be required by the City Engineer, except as otherwise provided in Division 9 of Article V of this Chapter.
4. All ROW work shall be conducted in accordance with good engineering practices, performed by experienced and properly trained personnel so as not to endanger any person or property or to unreasonably interfere in any manner with the rights-of-ways or legal rights of any property owner, including the City, or unnecessarily hinder or obstruct pedestrian or vehicular traffic.

5. City engineering staff is not responsible for engineering design or redesign for work being done in accordance with the right-of-way
6. All safety practices required by law shall be used during ROW work, including commonly accepted methods and devices to prevent failures and accidents that are likely to cause damage, injury or nuisance to the public.
7. Any Service Provider and/or ROW-user performing work within the right-of-way must be properly licensed under laws of the State and all applicable local ordinances and shall be held to the responsibilities of this code. Any person performing work in the ROW:
 - a) Must ensure that contractors, subcontractors and all employees performing ROW work are trained and have pertinent experience related to the work performed,
 - b) Shall be responsible for ensuring that all work is performed consistent with the ROW permit and applicable law,
 - c) Shall be fully responsible for all acts or omissions of contractors or subcontractors,
 - d) Shall be responsible for promptly correcting acts or omissions by any contractor or subcontractor, and
 - e) Shall implement a quality control program to ensure that the work is properly performed.
8. It shall be the duty of any person making an excavation in the ROW to properly backfill such excavations and properly restore the surface to its proper condition. Refer to Division 7 of Article V of this Chapter for requirements on restoration.
9. Except in cases of an emergency or with approval of the City Engineer, no right-of-way excavation or work may be done in violation of a stop work order issued by the City Engineer if in his or her determination conditions are unreasonable for such excavation or work based on standard engineering and construction practices.
10. Any Service Provider and/or ROW-user shall not disrupt a right-of-way such that the natural free and clear passage of water through the gutters or other waterways is interfered with. No person may park private vehicles within or next to the work or excavation area, except for such areas which may be designated and marked as safe areas for vehicle parking in accordance with an approved temporary traffic control permit.
11. If excavation or work is being done for the Service Provider and/or ROW-user by another person, a subcontractor or otherwise, the Service Provider and/or ROW-user shall be responsible for ensuring that the excavation or work of said person is performed consistent with its right-of-way permit and applicable law and shall be responsible for promptly correcting acts or omissions by said person.
12. The City Engineer may establish in the right-of-way permit limitations on the amount of excavation or work which may occur at one (1) time and the amount of right-of-way which may be obstructed during construction.
13. The Service Provider and/or ROW-user shall, in the performance of any excavation or work required for the installation, repair, maintenance, relocation and/or removal of

- any of its facilities, limit all excavation or work to that necessary for efficient operation.
14. The Service Provider and/or ROW-user shall not permit excavation or work to remain open longer than is necessary to complete the repair or installation, and in no event may excavation or work remain open beyond the expiration of the right-of-way permit or any approved extension.
 15. The Service Provider and/or ROW-user shall perform excavation or work on the right-of-way at such times that will allow the least interference with the peace and quiet of the neighborhood as described below, unless exceptions are approved in writing by the City Engineer:
 - a) Work is allowed to take place on weekdays between the hours of 7:00 a.m. and 5:00 p.m. standard central time; an additional hour at the end of the day may be used to clean up the work site;
 - b) Only restoration work shall be performed on Saturdays between the hours of 9:00 a.m. and 5:00 p.m.;
 - c) No work of any kind shall be performed on Sundays or City Holidays;
 16. The City Engineer may limit the number of conduits that may be installed by each Service Provider and/or ROW-user based on the reasonable needs to ensure that no one Service Provider and/or ROW-user may unreasonably consume a disproportionate amount of the available right-of-way to deter competition.
 17. All facilities shall be of good and durable quality.
 18. Street crossings will be bored under the direction of the City Engineer.
 19. Above ground facilities shall be a neutral color and shall not be bright, reflective or metallic. Black, gray and tan shall be considered neutral colors, as shall any color that blends with the surrounding dominant color and helps to camouflage the facilities. Facilities shall be located in such a manner as to reduce or eliminate their visibility. A landscape plan identifying the size and species of landscaping materials shall be approved by the City Engineer prior to installation of any facility requiring landscape screening. The person having facilities within the ROW shall be responsible for the installation, repair or replacement of screening materials. Alternative screening or concealment may be approved by the City Engineer to the extent it meets or exceeds the purposes of these requirements.
 20. Above ground facilities shall be constructed and maintained in such a manner so as not to emit any unnecessary or intrusive noise and shall comply with all other applicable regulations and standards established by the City or State or Federal law.
- B. Temporary traffic control permit conditions include the following:**
1. The City Engineer may impose reasonable conditions upon the issuance of a temporary traffic control permit and the activities of the ROW-user in order to protect the public health, safety and welfare, to ensure the structural integrity of the right-of-way, to protect the property and safety of other users of the right-of-way, and to minimize the disruption and inconvenience to the traveling public.
 2. A Service Provider and/or ROW-user shall comply with all laws, ordinances, codes, regulations and all applicable engineering codes adopted or approved by the City. A Service Provider and/or ROW-user shall be responsible for all traffic control in the

right-of-way pursuant to its Temporary Traffic Control Permit, regardless of who performs the temporary traffic control.

3. The City Engineer may order the cessation of temporary traffic control approved by such permit if in the opinion of the City Engineer, based on standard engineering and construction practice, conditions are unreasonable for the continuation of such temporary traffic control. Except in cases of an emergency or with the approval of the City Engineer, there shall be no interruption of normal traffic in violation of a stop work order issued by the City Engineer.
 4. No person may park private vehicles within or next to the temporary traffic control area, except for such areas which may be designated and marked as safe areas for vehicle parking in accordance with an approved plan and areas where parking is legally permitted under normal conditions.
 5. If temporary traffic control is being done for the Service Provider and/or ROW-user by a third person, such as a subcontractor, the Service Provider and/or ROW-user shall be responsible for ensuring that the temporary traffic control of said third person is performed consistent with the temporary traffic control permit and applicable law and the permit holder shall be responsible for promptly correcting any wrongful or erroneous acts or omissions by said third person.
 6. The City Engineer may establish in the temporary traffic control permit limitations the extent to which of traffic may be impacted at any one (1) time.
 7. The Service Provider and/or ROW-user shall limit all temporary traffic control to that which is approved through the permit.
 8. The Service Provider and/or ROW-user shall not impact normal traffic flow longer than is necessary to complete the project, and in no event may the impact to traffic exceed the expiration of the temporary traffic control permit or any approved extension.
 9. Non-emergency temporary traffic control on arterial and collector streets may not be performed before 9:00 a.m. and after 4:00 p.m. Monday thru Friday, nor anytime on Saturday, Sunday or public holidays observed by the City of Belton. The City Engineer may grant exception to this condition in the temporary traffic control permit.
- C. Wireless Transmission Provider. In addition to the foregoing and in addition to any other standards or requirements imposed by this code with regard to an application filed by a wireless transmission provider, the City Engineer shall ensure compliance with the following provisions:
1. The design, location and nature of all facilities shall be subject to the review and approval of the City Engineer as provided herein. Such review shall be non-discriminatory and competitively neutral and approvals shall not be unreasonably withheld.
 2. The City Engineer may designate certain locations or facilities in the right-of-way to be excluded from use by the applicant for its facilities including, but not limited to:
 - a. Ornamental or similar specially designed street lights,
 - b. Facilities, equipment, structures or locations that do not have electrical service adequate or appropriate for the proposed facilities or cannot safely bear the weight or wind loading thereof,

- c. Facilities, equipment, structures or locations that in the reasonable judgment of the Director are incompatible with the proposed facilities or would be rendered unsafe or unstable by the installation, and
 - d. Facilities, equipment, structure or location that have been designated or planned for other use or are not otherwise available for use by the applicant due to engineering, technological, proprietary, legal or other limitations or restrictions.
3. If the application of this Subsection excludes locations for facilities to the extent that the exclusion conflicts with the reasonable requirements of the applicant, the City Engineer shall cooperate in good faith with the application to attempt to find suitable alternatives, but such alternatives may exceed the cost increase limitation established by Subsection (B)(2) and the City shall not be required to incur any financial cost or to acquire new locations for the application.
 4. The grant of a right-of-way permit shall not eliminate the need of a wireless transmission provider to have obtained a license, permit or other agreement for attaching facilities to other facilities, poles or other structures, whether owned by the City or other person.
 5. Nothing in this code shall be construed to require that the City grant wireless transmission providers access to any City facilities or the City's proprietary property, but the City may enter into separate agreements with wireless transmission providers to allow such access. Such agreements may include the payment of reasonable attachment fees for use of City facilities or other City property. All such agreements shall be non-discriminatory and competitively neutral among wireless transmission providers.
 6. For additional information, refer to Chapter 10 – Buildings and Structures of the Code of Ordinances of the City of Belton, Missouri.

Sec. 19-133. – Permit non-transferable.

Issued right-of-way permits and temporary traffic control permits are not transferable without prior written consent of the City Engineer. The City Engineer shall not unreasonably withhold consent for transfer of a right-of-way permit or a temporary traffic control permit.

Sec. 19-134. – Permit validity.

- A. A right-of-way permit and a temporary traffic control permit shall only be valid for the area specified within such permit.
 1. No Service Provider and/or ROW-user may cause any excavation or work to be done outside the area specified in the right-of-way permit, except as provided herein.
 2. No Service Provider and/or ROW-user may cause temporary traffic control to be done outside the area specified in the temporary traffic control permit, except as provided herein.
 3. Any Service Provider and/or ROW-user who determines that an area greater than that which is specified in the right-of-way permit must be excavated must do the following prior to the commencement of excavation or work in that greater area:

- a. Make application for a right-of-way permit amendment describing the area in which the excavation or work will occur; and
 - b. Pay any additional fees required thereby.
 - 4. Any Service Provider and/or ROW-user who determines that temporary traffic control is necessary for an area greater than that which is specified in the temporary traffic control permit must do the following prior to the commencement of temporary traffic control in that greater area:
 - a. Make application for a temporary traffic control permit amendment describing the area in which the temporary traffic control will occur; and
 - b. Pay all additional fees required thereby.
- B. A right-of-way permit and a temporary traffic control permit shall be valid for sixty (60) days.
 - 1. No Service Provider and/or ROW-user may commence excavation or work before the right-of-way permit issue date or, except as provided herein, may continue excavation or work after the end date. If a ROW-user does not complete the excavation or work by the right-of-way permit end date, the ROW-user must apply for and receive a new right-of-way permit or a right-of-way permit extension for additional time.
 - 2. No Service Provider and/or ROW-user may perform temporary traffic control before the temporary traffic control permit start date or, except as provided herein, continue temporary traffic control after the end date specified in the permit. If a Service Provider and/or ROW-user requires temporary traffic control beyond the temporary traffic control permit end date, the Service Provider and/or ROW-user must apply for and receive a new temporary traffic control permit or a temporary traffic control permit extension for additional time.
 - 3. One extension of up to sixty (60) days may be granted for a right-of-way permit or a temporary traffic control permit upon request and may be granted without payment by the Service Provider and/or ROW-user of additional right-of-way permit or temporary traffic control permit fees. To qualify for an extension, a supplementary application must be submitted to the City prior to the permit end date.

Sec. 19-135. – Permit displayed.

Issued right-of-way permits and temporary traffic control permits shall be available by the Service Provider and/or ROW-user at all times at the indicated project site and shall be available for inspection by the City Engineer, other City employees and the public.

Sec. 19-136. – Completed work.

The Service Provider and/or ROW-user shall notify the office of the City Engineer upon completion of the temporary traffic control, excavation or work authorized by the applicable right-of-way permit or temporary traffic control permit.

Sec. 19-137. – Inspection.

- A. Inspections are required at the start of backfilling and upon completion of all right-of-way restoration activities. The Service Provider and/or ROW-user shall notify the City Engineer to schedule the necessary inspections.

A.B. The City Engineer and his or her designee may choose to inspect the ongoing permitted temporary traffic control, excavation or work in the right-of-way at any time to ensure that all requirements of the approved right-of-way permit or temporary traffic control permit are being met by the Service Provider and/or ROW-user.

B.C. At the time of any inspection, the City Engineer and his or her designee may order the immediate cessation, through a stop work order, of any temporary traffic control, excavation or work which poses a serious threat to the life, health, safety, or wellbeing of the public.

1. The City Engineer and his/her designee may issue a citation to the Service Provider and/or ROW-user for any temporary traffic control, excavation or work which does not conform to the applicable standards, conditions, Code or terms of the right-of-way permit or temporary traffic control permit.
2. An officer of the Police Department may also issue a citation to the Service Provider and/or ROW-user for any temporary traffic control which does not conform to the applicable standards, conditions, Code or terms of the temporary traffic control permit, as determined by the City Engineer.
3. The citation shall include notice that failure to correct the violation within the time specified in the citation may be cause for revocation of the applicable right-of-way permit or temporary traffic control permit.

C.D. Once the City Engineer is notified that the work for the permit is complete, a member of the Engineering Division will complete an inspection of the permitted work site to ensure that all requirements of the approved right-of-way permit or temporary traffic control permit have been met.

1. If the inspection is completed and it is determined that all requirements of the approved permit have been met, the permit is closed out.
2. If the inspection is completed and it is determined that all requirements of the approved permit have not been met, notice of the unsatisfactory restoration and the deficiencies found will be provided to the Service Provider and/or ROW-user and a reasonable time not to exceed fifteen (15) days will be provided to allow for the deficiencies to be corrected.
3. Any deficiencies not corrected shall be considered a "failure to restore" and the City shall proceed according to this ~~article~~Chapter. Upon determination by the City Engineer that the failure to repair or replace creates a threat to public safety, all such repair or replacement shall be corrected within twenty-four (24) hours of notice from the City, or the City Engineer may use City resources to make such repair or replacement at the Service Providers and/or ROW-users expense.

3.E. As applicable, the two (2) year maintenance period of the performance and maintenance bond shall start upon the permit close out date.

Sec. 19-138. – Permit denial.

A. The City Engineer may deny an application for a right-of-way permit or a temporary traffic control permit if:

1. The Service Provider and/or ROW-user, or any persons acting on the behalf of the Service Provider and/or ROW-user, fails to provide all the necessary information requested by the City for managing the public right-of-way.

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2. The Service Provider and/or ROW-user, or any persons acting on the behalf of the Service Provider and/or ROW-user, including contractors or subcontractors, has a history of noncompliance or permitting noncompliance within the City. For purposes of this Section, "history of noncompliance, or permitting noncompliance, within the city", shall mean the Service Provider and/or ROW-user, or any persons acting on the behalf of the Service Provider and/or ROW-user, including contractors or subcontractors, has failed to return the public right-of-way to its previous condition under a previous right-of-way permit or temporary traffic control permit.
3. The City has provided the Service Provider and/or ROW-user with a reasonable, competitively neutral, and nondiscriminatory justification for requiring an alternative method for performing the temporary traffic control, excavation or work identified in the respective right-of-way permit or temporary traffic control permit application or a reasonable alternative route that will result in neither additional installation expense up to ten (10) percent to the Service Provider and/or ROW-user nor a declination of service quality.
4. The City determines that the denial is necessary to protect the public health and safety, provided that the authority of the City does not extend to those items under the jurisdiction of the public service commission, such denial shall not interfere with a Service Providers and/or ROW-users right of eminent domain of private property, and such denials shall only be imposed on a competitively neutral and nondiscriminatory basis. In determining whether denial of a right-of-way permit or a temporary traffic control permit application is necessary to protect the public health and safety, the City Engineer may consider one (1) or more of the following factors:
 - a) The extent to which the right-of-way space where the right-of-way permit or temporary traffic control permit is sought is available, including the consideration of competing demands for the particular space in the right-of-way, or other general conditions of the right-of-way.
 - b) The applicability of any ordinance, Code provision, or other regulations that affect the location of facilities and public travel in the right-of-way.
 - c) The degree of disruption to surrounding communities and businesses that will result from the use of that part of the right-of-way, including whether the issuance of a right-of-way permit or a temporary traffic control permit for the particular dates and/or times requested would cause a conflict or interfere with an exhibition, celebration, festival, or any other event.
 - d) The area is environmentally sensitive as defined by state statute or federal law or is a historic district defined by local ordinance.

Sec. 19-139. – Emergency work.

A right-of-way permit and temporary traffic control permit are required for emergency situations. If, however, due to an emergency it is necessary for the ROW-user to immediately perform temporary traffic control, excavation or work in the right-of-way, and it is impractical for the ROW-user to first get a right-of-way permit or a temporary traffic control permit, the temporary traffic control,

excavation or work may be performed, and the required permit shall be obtained as soon as reasonably possible, but not later than three (3) business days after the temporary traffic control, excavation or work is begun. The ROW-user shall notify the City's Public Works Department if emergency temporary traffic control, excavation or work is necessary as soon as possible.

Sec. 19-140. – Permit exemptions.

- A. Service Providers and/or ROW-users performing routine maintenance which does not require excavation or work in the right-of-way, which does not disrupt traffic, and which does not require more than two (2) hours to complete, shall be exempt from the requirement of a right-of-way permit.
- B. A Service Provider and/or ROW-user shall not be required to obtain a right-of-way permit or a temporary traffic control permit for temporary traffic control, excavation or work which is necessary because of an emergency, and that emergency is declared by a proper governmental authority with jurisdiction over the emergency to be a "disaster" or "state of emergency" under federal, state or local law. In the event that temporary traffic control, excavation or work is necessary during a disaster or state of emergency, the Service Provider and/or ROW-user performing temporary traffic control, excavation or work in the right-of-way shall notify the Public Works Department of the nature and scope of the temporary traffic control, excavation or work to be performed in the right-of-way, along with the location of the temporary traffic control, excavation or work, and the estimated time of the temporary traffic control, excavation or work.

DIVISION 5. – RIGHT-OF-WAY USE AND FACILITY LOCATIONS

Sec. 19-141. – Use of right-of-way—Generally.

- A. The Service Provider and/or ROW-user shall coordinate the placement of facilities in a manner that minimizes adverse impact on any public improvement, as reasonably determined by the City. Where placement is not regulated, the facilities shall be placed with adequate clearance from such public improvements so as not to impact or be impacted by such public improvement as defined in the City's Design and Construction Manual.
- B. All facilities shall be located and laid so as not to disrupt or interfere with any pipes, drains, sewers, irrigation systems or other structures or public improvements already installed. In addition, the Service Provider and/or ROW-user shall, in doing excavation or work in connection with its facilities, avoid disrupting or interfering with the lawful use of the streets, alleys, sidewalks or other public lands of the City except as may be specifically authorized by a temporary traffic control permit.
- C. All facilities of the Service Provider and/or ROW-user shall be placed so that they do not interfere with the use of right-of-way and public lands. The City, through its City Engineer, shall have the right to consult and review the location, design and nature of the facility prior to installation.
- D. The Service Provider and/or ROW-user shall not interfere with the facilities and structures of the other Service Providers and/or ROW-users without their permission. If and when the City requires or negotiates to have a Service Provider and/or ROW-user cease using its existing poles and to relocate its facilities underground, all other Service Providers and/or ROW-users

using the same poles shall also relocate their facilities underground at the same time. The cost of such relocation shall be borne in accordance with this ~~article~~ Chapter and the Commission approved applicable tariff governing that Service Provider and/or ROW-user.

- E. All facilities and other appurtenances laid, constructed and maintained by the Service Provider and/or ROW-user shall be laid, constructed and maintained in accordance with acceptable engineering practice and in full accord with any and all applicable engineering codes adopted or approved by the City, the Code, the City's Design and Construction Manual, applicable statutes of the State of Missouri, and rules and regulations of the FCC, the Commission, or any other local, state or federal agency having jurisdiction over the Service Provider and/or ROW-user.
- F. The Service Provider and/or ROW-user shall cooperate promptly and fully with the City and take all reasonable measures necessary to provide accurate and complete on-site information regarding the nature and location of its facilities within the right-of-way, both underground and overhead, when requested by the City or its authorized agent for a public improvement. Such location and identification shall be at the sole expense of the Service Provider and/or ROW-user without any expense to the City, its employees, agents, or authorized contractors.
- G. Unless otherwise agreed to by the City and the Service Provider and/or ROW-user by license, agreement or permit, the City shall not be liable for any damage to or loss of any of the ROW-users' facilities within the right-of-way unless the damage is the result of the sole negligence, or willful, intentional, or malicious acts or omissions of the City.

Sec. 19-142. – Sale, transfer, lease or sublease of facilities.

- A. In the event that the Service Provider and/or ROW-user shall sell, lease, assign, sublet or dispose of its facilities, or any portion thereof, that are located in the right-of-way, or any right, title or interest in the same, or transfer any rights granted by the City to any person either by forced or involuntary sale, or by ordinary sale, consolidation or otherwise, Service Provider and/or ROW-user shall notify the City of the same. In such case, the buyer, transferee, lessee or assignee shall be subject to all provisions of this ~~article~~ Chapter, including the requirement to register. This provision shall not apply to the sale of property or equipment in the normal course of business or to the sale or lease of facilities to reseller Service Provider and/or ROW-user. No notice to the City shall be required for a transfer in trust, mortgage, or other similar instrument, in whole or in part, to secure an indebtedness, or for a pro forma transfer to a corporation, partnership, or other entity controlling, controlled by or under common control with the ROW-user.
- B. A Service Provider and/or ROW-user may permit and has the authority to sell, sublet, or lease any use of excess capacity and sell services for resale to any reseller service provider providing service within the City, including the Service Providers and/or ROW-users subsidiary or affiliate. The reseller service provider shall first register and obtain any necessary permit, license, certification, grant, registration, franchise agreement or any other authorization required by any appropriate governmental entity, including, but not limited to, the City, the FCC or the Commission. The Service Provider and/or ROW-user shall also provide the City, on at least a semi-annual basis, the identity of entities with which the ROW-user has entered into an interconnection and/or resale agreement within the City. This notice will not relieve the reseller service provider from its own obligation to register and obtain any necessary franchise

with the City. Nothing in this ~~article~~ ~~Chapter~~ shall prevent a facility based service provider from providing to any reseller service provider the use of the facility based service provider's facilities in the right-of-way as authorized by federal or state law.

Sec. 19-143. – Facility corridors.

The City Engineer may designate specific utility corridors by assigning specific locations for each type of facility that is currently, or that the City Engineer expects will someday be, located within the right-of-way. All right-of-way permits issued by the City Engineer shall indicate the proper location for the Service Providers and/or ROW-users facilities. Specific locations shall be specified in the City's Design and Construction Manual and can include reservation of space for any planned or future anticipated uses of the City, in its sole discretion.

Sec. 19-144. – Conduits.

If, in the preparation and planning of a public improvement, the City Engineer deems it appropriate for a conduit to be constructed by the City along, across or under the right-of-way, the City Engineer shall contact all appropriate Service Providers and/or ROW-users for their input on the planning and design of such conduit. If a Service Provider and/or ROW-user desires to construct, maintain or operate facilities along such right-of-way concurrently, the City Engineer may allow the Service Provider and/or ROW-user to use such conduit if the Service Provider and/or ROW-user agrees to contribute to the expense of such conduit.

Sec. 19-145. – Coordination.

- A. Applicants may apply jointly for right-of-way permits to excavate the right-of-way at the same time and place. Applicants who apply jointly for a right-of-way permit may share in the payment of the right-of-way permit fee. Applicants must agree among themselves as to the portion each shall pay.
- B. The Service Provider and/or ROW-user shall participate in any joint planning, construction and advance notification of excavation or work, including coordination and consolidation of excavation or work as required by the City Engineer. In addition, the Service Provider and/or ROW-user shall cooperate with other Service Providers and/or ROW-users and the City for the best, most efficient, most aesthetic, and least obtrusive use of the right-of-way.

Sec. 19-146. – Facility relocation.

- A. A Service Provider and/or ROW-user shall promptly relocate or adjust any facilities located in the right-of-way as directed by the City for a public improvement. The Service Provider and/or ROW-user shall promptly remove, relocate or adjust any facilities located in the right-of-way as directed by the City which create a threat to public safety. Such removal, relocation or adjustment shall be performed by the Service Provider and/or ROW-user at the Service Providers and/or ROW-users sole expense without expense to the City, its employees, agents, or authorized contractors and shall be specifically subject to rules, regulations and schedules of the City pertaining to such. The Service Provider and/or ROW-user shall proceed with the removal, relocation, or adjustment of facilities with due diligence upon notice by the City to begin removal, relocation, or adjustment.

- B. The Service Provider and/or ROW-user shall promptly relocate or adjust any facilities located in private easements for the construction of a public improvement at the cost of the Service Provider and/or ROW-user if:
 - 1. The City has condemned the private easement or the City has purchased from the Service Provider and/or ROW-user the portion of the private easement necessary for the public improvement; and
 - 2. The City has compensated the Service Provider and/or ROW-user, through the condemnation, purchase process, or other means of compensation, for the cost of relocation of the Service Providers and/or ROW-users facilities.
- C. As soon as City prepared working drawings are available for public improvements that will require the Service Provider and/or ROW-user to relocate or adjust its facilities, the City shall provide the Service Provider and/or ROW-user with written notice of required relocations or adjustments, the anticipated bid letting date of the public improvement, and notice of the deadline for completion of the relocations or adjustments. The Service Provider and/or ROW-user shall respond with any conflicts and a proposed construction schedule within thirty (30) days, subject to approval by the City Engineer.
- D. Following delivery of final design plans for such public improvements, the Service Provider and/or ROW-user shall relocate or adjust its facilities in accordance with the schedule set by the City Engineer, provided the project is not delayed by adverse weather conditions and other factors beyond the control of the Service Provider and/or ROW-user. The Service Provider and/or ROW-user shall certify to the City, in writing, that its facilities have been relocated or adjusted in accordance with project plans provided by the City so as to allow the City, and its contractors, to proceed with the public improvement.
- E. If any facilities are not relocated in accordance with this section, the City or its contractors may relocate the facilities. The Service Provider and/or ROW-user and its surety shall be liable to the City for any and all costs incurred by the City.
- F. In the event the Service Provider and/or ROW-user is required to move its facilities in accordance with this section, any ordinary right-of-way permit fee shall be waived.
- G. It is the intent of this section for both the City and the Service Provider and/or ROW-user to cooperate with one another so that the need for facility relocation is minimized and, when required and feasible, relocations may be completed prior to receipt of bids by the City for a public improvement.
- H. Failure to comply with the relocation schedule set by the City Engineer will subject the Service Provider and/or ROW-user to penalties as provided in Article VI of this Chapter.

Sec. 19-147. – Unused and abandoned facilities.

- A. A Service Provider and/or ROW-user owning abandoned facilities in the right-of-way must notify the City of its intent to abandon the facilities and must either:
 - 1. Remove its facilities and replace or restore any damage or disturbance caused by the removal at its own expense. The City Engineer may allow underground facilities, or portions thereof, to remain in place if the City Engineer determines that it is in the best interest of public safety to do so. At such time, the City may take ownership and responsibility of such abandoned facilities left in place;

2. Provide information satisfactory to the City that the Service Providers and/or ROW-users obligations for its facilities in the right-of-way have been lawfully assumed by another authorized Service Provider and/or ROW-user; or
 3. Submit to the City a proposal and instruments for transferring ownership of its facilities to the City. If the Service Provider and/or ROW-user proceeds under this subsection, the City may, at its option, purchase the equipment, require the Service Provider and/or ROW-user, at its own expense, to remove it, or require the Service Provider and/or ROW-user to post a bond in an amount sufficient to reimburse the City for reasonable anticipated costs to be incurred to remove the facilities, except as otherwise provided herein.
- B. If the City discovers abandoned facilities in its right-of-way and the owner of the abandoned facilities fails to respond within thirty (30) days to a written notice sent by the City stating that the City considers the facilities abandoned, or the City is unable to locate the owner of the abandoned facilities after reasonable attempts, the City shall deem the facilities to be abandoned, unless the City receives confirmation that the Service Provider and/or ROW-user intends to use the facilities. Abandoned facilities are deemed to be a nuisance. The City may exercise any remedies or rights it has at law or in equity, including, but not limited to,
1. Abating the nuisance;
 2. Taking possession and ownership of the facility and restoring it to a useable function; or
 3. Requiring the removal of the facility by the Service Provider and/or ROW-user.

Sec. 19-148. – Facilities and vacation of right-of-way.

If the City vacates a right-of-way which contains the facilities of a Service Provider and/or ROW-user,

- A. The City, at its sole discretion, may reserve a utility easement or other easements necessary in the City's name to allow the existing facilities to remain.
- B. If the vacation requires the relocation of facilities, then:
 1. If vacation proceedings are initiated by the Service Provider and/or ROW-user, then the Service Provider and/or ROW-user must pay the relocation costs; or
 2. If vacation proceedings are initiated by the City, then the Service Provider and/or ROW-user must pay the relocation costs unless otherwise agreed to by the City and the Service Provider and/or ROW-user; or
 3. If vacation proceedings are initiated by a person other than the Service Provider and/or ROW-user or the City, then such other person must pay the relocation costs, unless otherwise agreed to.

DIVISION 6. – RIGHT-OF-WAY TRAFFIC CONTROL AND STREET CLOSURES

Sec. 19-149. – Traffic control.

All traffic control, permanent and temporary, shall be properly installed and maintained at the Service Providers and/or ROW-users expense. All traffic control materials and methods shall be in conformance with the latest edition of the Manual on Uniform Traffic Control Devices. When able, all traffic control devices shall be set up 24-hours in advance of a closure to notify nearby stakeholders.

Sec. 19-150. – Notice of closure.

The Service Provider and/or ROW-user shall notify the City no less than ten (10) working days in advance of any temporary traffic control that results in the full closure of any direction of vehicle travel along any street. Any other person doing temporary traffic control that will disrupt vehicular or pedestrian traffic shall notify the City no less than two (2) days in advance of any temporary traffic control. Except in the event of an emergency as reasonably determined by the Service Provider and/or ROW-user and City Engineer, no such closure shall take place without notice and prior authorization from the City.

Sec. 19-151. – Coordination.

- A. An applicant may apply jointly for a right-of-way permit and temporary traffic control permit to perform temporary traffic control, excavate or work in the right-of-way at the same time and place.
- B. Applicants may apply jointly for temporary traffic control permit for temporary traffic control at the same time and place. Applicants who apply jointly for a temporary traffic control permit may share in the payment of the temporary traffic control permit fee. Applicants must agree among themselves as to the portion each shall pay.
- C. The Service Provider and/or ROW-user shall participate in any joint planning, construction and advance notification of temporary traffic control, including coordination and consolidation of temporary traffic control as required by the City Engineer. In addition, the Service Provider and/or ROW-user shall cooperate with other Service Providers and/or ROW-users and the City for the best, most efficient, most aesthetic, and least obtrusive use of the right-of-way.

Sec. 19-152. – Traffic control plan.

All safety and traffic control measures must be implemented according to any approved traffic control plan required by the temporary traffic control permit.

DIVISION 7. – RIGHT-OF-WAY EXCAVATION PROCEDURES

Sec. 19-153. – Location of existing facilities.

The Service Provider and/or ROW-user shall identify and locate any underground facilities in conformance with the "Missouri One Call" system.

Sec. 19-154. – Service Provider and/or ROW-user responsibilities.

- A. The Service Provider and/or ROW-user shall be liable for any damages to facilities due to excavation or work performed prior to obtaining the location of all facilities in the area in which the excavation or work is to be performed, or for any damage to facilities that have been properly identified prior to excavation or work. The Service Provider and/or ROW-user shall not make or attempt to make repairs, relocation or replacement of damaged or disturbed facilities without the approval of the owner of the facilities.
- B. Whenever there is excavation or work by the Service Provider and/or ROW-user, the Service Provider and/or ROW-user shall be responsible for acquiring all necessary temporary traffic control permits and providing adequate temporary traffic control to the surrounding area as provided in this ~~article~~ Chapter. In the event the excavation or work is not completed in a reasonable period of time, the Service Provider and/or ROW-user may be liable for actual

damages to the City for delay caused by the Service Provider and/or ROW-user pursuant to Division 9 of Article V of this Chapter.

- C. The Service Provider and/or ROW-user responsible for the excavation or work who leaves any debris in the right-of-way shall be responsible for providing all necessary temporary traffic control and safety protection in accordance with the temporary traffic control permit and any applicable federal or state requirement. The Service Provider and/or ROW-user shall also be responsible for removing said debris from the right-of-way. If the Service Provider and/or ROW-user fails to comply with the temporary traffic control permit or fails to remove debris from the right-of-way, the Service Provider and/or ROW-user shall be responsible for damages to the City, or its contractors, resulting from said failures and shall indemnify the City and its contractors as provided in Division 9 of Article V of this Chapter.
- D. In the event the Service Provider and/or ROW-user severely disturbs or damages the root structure of any tree in the right-of-way to the detriment of the health and safety of the tree, the Service Provider and/or ROW-user shall be required to remove and replace the tree at the Service Providers and/or ROW-users cost. Further, in review of the Service Providers and/or ROW-users plan, the City Engineer, in his or her discretion, may require the Service Provider and/or ROW-user to directionally bore around any tree in the right-of-way.

Sec. 19-155. – Standard of work.

All temporary traffic control, excavation or work performed in the right-of-way shall be done in conformance with the latest versions of the City's Design and Construction Manual and the Manual on Uniform Traffic Control Devices.

Sec. 19-156. – Restoration.

- A. After any temporary traffic control, excavation or work, the Service Provider and/or ROW-user shall, at its expense, restore all portions of the right-of-way to the same condition or better condition than it was prior to the temporary traffic control, excavation or work.
- B. If excavation or work cannot be back-filled immediately and is left unattended, the Service Provider and/or ROW-user shall securely and adequately cover and mark the unfilled excavation or work. The Service Provider and/or ROW-user has sole responsibility for maintaining proper temporary traffic control, barriers, safety fencing, signage, and/or lights as required, from the time of the opening of the excavation or work until the excavation or work is surfaced and opened for travel.
- C. In addition to repairing its own street cuts, the Service Provider and/or ROW-user must restore any area within five (5) feet of the new street cut that has previously been excavated, including the paving and its aggregate foundations.
- D. All earth, materials, sidewalks, paving, crossing, utilities, public improvement or improvements of any kind damaged or removed by the Service Provider and/or ROW-user shall be fully repaired or replaced promptly by the Service Provider and/or ROW-user at its sole expense and to the reasonable satisfaction of the City Engineer. However, a Service Provider and/or ROW-user shall not make or attempt to make repairs, relocation or replacement of damaged or disturbed facilities without the approval of the owner of the facilities.

1. The City Engineer has the authority to inspect the repair or replacement of the damage, and if necessary, to require the Service Provider and/or ROW-user to do additional and necessary excavation or work. Notice of the unsatisfactory restoration and the deficiencies found will be provided to the Service Provider and/or ROW-user and a reasonable time not to exceed fifteen (15) days will be provided to allow for the deficiencies to be corrected.
2. Any deficiencies not corrected shall be considered a "failure to restore" and the City shall proceed according to this Chapter. Upon determination by the City Engineer that the failure to repair or replace creates a threat to public safety, all such repair or replacement shall be corrected within twenty-four (24) hours of notice from the City, or the City Engineer may utilize City resources to make such repair or replacement at the Service Providers and/or ROW-users expense.

Sec. 19-157. – Failure to restore.

If the Service Provider and/or ROW-user fails to restore the right-of-way in the manner and to the condition required by the City Engineer, or fails to satisfactorily and timely complete all restoration, the City may, at its option, serve written notice upon the Service Provider and/or ROW-user and its surety that, unless within ten (10) days after serving of such notice, a satisfactory arrangement is made for the proper restoration of the right-of-way, the City shall immediately serve notice of failure to comply upon the surety and the Service Provider and/or ROW-user, and the surety shall have the right to arrange for and complete the restoration excavation or work; provided, however, that if the surety does not commence performance thereof within fourteen (14) days from the date of notice, the City may perform its own restoration excavation or work and prosecute same to completion, by contract or otherwise.

- A. Upon determination by the City Engineer that the failure to repair, replace or restore creates a threat to public safety, all such repair or replacement shall be corrected within twenty-four (24) hours of notice from the City, or the City will perform its own restoration excavation or work and prosecute same to completion, by contract or otherwise.
- B. Upon determination by the City Engineer that the failure to repair, replace or restore creates an immediate threat to public safety, all such repair or replacement shall be corrected within one (1) hour of notice from the City, or the City will perform its own restoration excavation or work and prosecute same to completion, by contract or otherwise.
- C. The Service Provider and/or ROW-user and its surety shall be liable to the City for its actual costs of such restoration, including the value of any time or overtime incurred through the labor of City employees, the value of the use of City equipment, and the cost of City materials used in the restoration project.

Sec. 19-158. – Guarantee of restoration.

- A. In restoring the right-of-way, the Service Provider and/or ROW-user shall guarantee its excavation or work and shall maintain it for a period of forty-eight (48) months, or for the maximum period of time allowed by law, whichever is greater, following its completion.

1. During said guarantee period the Service Provider and/or ROW-user shall, upon notification from the City Engineer, correct all restoration excavation or work to the extent necessary, using any method as required by the City Engineer.
 2. Said excavation or work shall be completed within a reasonable time, not to exceed thirty (30) calendar days, of the receipt of notice from the City Engineer.
 3. In the event the Service Provider and/or ROW-user is required to perform new restoration pursuant to the foregoing guarantee, the City Engineer shall have the authority to extend the guarantee period for such new restoration for up to an additional forty-eight (48) months, or other greater period allowed by law, from the date of the new restoration, if the City Engineer determines there was action by the Service Provider and/or ROW-user not to comply with the conditions of the right-of-way permit and any restoration requirements.
- B. When any required corrective actions have been completed and inspected to the City Engineer's satisfaction, the guarantee period will begin.
 - C. The guarantee period shall be applicable to failure of the pavement surface as well as failure below the pavement surface.

Sec. 19-159. – Notice and inspection.

Upon completion of all right-of-way restoration activities, the Service Provider and/or ROW-user shall notify the City's Public Works Department, which shall then schedule a closeout inspection.

DIVISION 8. – RIGHT-OF-WAY APPEALS OR WAIVERS

Sec. 19-160. – Appeals.

Whenever a person has been denied a right-of-way permit or a temporary traffic control permit, had its right-of-way permit or temporary traffic control permit revoked, believes that the fees imposed on the person by the City do not conform to the requirements of RSMo 67.1840, asserts any issues related to the use of the right-of-way, or deems themselves otherwise aggrieved by any decision or action taken by the City or the City Engineer under this Chapter, the person may file an appeal to the City Manager or his/her designee by filing written notice of such appeal with the City Clerk's office within ten (10) calendar days of the date of notice of such decision or action.

- A. The City Manager or his/her designee shall schedule an informal meeting with the aggrieved person and shall have the power to overrule such decision or action taken by the City or the City Engineer, may extend the time limit of such decision or action, or may grant exceptions to, or waive requirements of, or grant a variance from the specific provisions of this Chapter.
- B. The City Manager or his/her designee shall issue their decision in writing. After the decision of the City Manager or his/her designee is rendered, the aggrieved person may appeal the decision of the City Manager or his/her designee to the City Council by filing written notice of such appeal with the City Clerk's office within ten (10) calendar days of the date of notice of such decision or action.

Sec. 19-161. – Actions on appeal to City Council.

- A. Such appeals to the City Council as provided for in Division 8 of Article V of this Chapter shall be heard by the City Council on the record with evidence and testimony as a contested hearing pursuant to RSMo Chapter 536.
 - 1. The City Manager and his/her designee shall deliver a transcript of the written record and exhibits along with its written recommendation for action to the City Council.
 - 2. The City Council may overrule such decision or action taken by the City or the City Engineer, may extend the time limit of such decision or action, or may grant exceptions to, or waive requirements of, or grant a variance from the specific provisions of this Chapter.
 - 3. Any decision by the City Council affirming the denial, revocation, fee imposition or dispute resolution shall be in writing and supported by written findings establishing the reasonableness of the decision.
- B. Pending a decision by the City Council, the order of the City Engineer shall be stayed, unless the City Engineer determines that such action will pose a threat to public safety or the integrity of the public infrastructure.
- C. In the event the City Council affirms the prior decision of the City or the City Engineer, in addition to all other remedies and if both parties agree, the aggrieved person shall have the right to have the matter resolved by mediation or binding arbitration.
 - 1. Binding arbitration shall be before an arbitrator agreed to by both the City and the aggrieved person.
 - 2. The costs and fees of a single arbitrator shall be borne equally by the City and the aggrieved person.
 - 3. If the parties cannot agree on an arbitrator, the matter shall be resolved by a three-person arbitration panel consisting of one (1) arbitrator selected by the City, one (1) arbitrator selected by the aggrieved person, and one (1) arbitrator selected by the other two (2) arbitrators. In the event that a three-person arbitrator panel is necessary, each party shall bear the expense of its own arbitrator and shall jointly and equally bear with the other party the expense of the third arbitrator and of the arbitration.
- D. Each party to the arbitration shall pay its own costs, disbursements and attorney fees.

DIVISION 9. – RIGHT-OF-WAY INSURANCE, BONDING AND LIABILITY

Sec. 19-162. – Insurance.

- A. Unless a Service Provider and/or ROW-user has twenty-five million dollars (\$25,000,000.00) in net assets and does not have a history of noncompliance, or permitting noncompliance, within the City, then the Service Provider and/or ROW-user shall file with the City evidence of liability insurance with an insurance company licensed to do business in Missouri.
 - 1. The Service Provider and/or ROW-user shall provide all information to the City necessary to determine the amount of net assets of the Service Provider and/or ROW-user.
 - 2. The amount of insurance shall be in amounts sufficient to protect the City against all liabilities not protected by the State of Missouri's sovereign immunity statute. The insurance will protect the City from and against all claims by any person whatsoever

for loss or damage from personal injury, bodily injury, death, or property damage arising out of or alleged to have arisen out of the negligent or willful acts or omissions of the Service Provider and/or ROW-user.

3. If the Service Provider and/or ROW-user is self-insured, it shall provide the City proof of compliance regarding its ability to self-insure and proof of its ability to provide coverage in the above amounts.
 4. A copy of the Liability Insurance Certificate must be on file with the City Clerk.
- B. No liability insurance will be required of any residential property owner excavating or working in the right-of-way adjacent to his/her residence who does not utilize a contractor to perform the excavation or work and who does not require a temporary traffic control permit. However, said residential property owner shall be required to demonstrate proof of a homeowner's policy with coverage and limits acceptable to the City Engineer.
- C. For purposes of this section, "history of noncompliance, or permitting noncompliance, within the City", shall mean the Service Provider and/or ROW-user, or any persons acting on the behalf of the Service Provider and/or ROW-user, including contractors or subcontractors, has failed to return the public right-of-way to its previous condition under a previous right-of-way permit or temporary traffic control permit.

Sec. 19-163. – Bonding.

- A. If a Service Provider and/or ROW-user has twenty-five million dollars (\$25,000,000.00) in net assets and does not have a history of noncompliance, or permitting noncompliance, within the City, then the Service Provider and/or ROW-user shall not be required to maintain a performance or maintenance bond.
1. The Service Provider and/or ROW-user shall provide all information to the City necessary to determine the amount of net assets of the Service Provider and/or ROW-user.
 2. For purposes of this section, "history of noncompliance, or permitting noncompliance, within the City," shall mean the Service Provider and/or ROW-user, or any persons acting on the behalf of the Service Provider and/or ROW-user, including contractors or subcontractors, has failed to return the public right-of-way to its previous condition under a previous right-of-way permit or temporary traffic control permit.
- B. If it is determined pursuant to subsection A of this section that a Service Provider and/or ROW-user does not have twenty-five million dollars (\$25,000,000.00) in net assets or does have a history of noncompliance, or permitting noncompliance, within the City, then the Service Provider and/or ROW-user shall:
1. Maintain a permit specific performance and maintenance bond in a form approved by the City Attorney. The amount of the bond will be five thousand dollars (\$5,000.00) or the value of the restoration, whichever is greater, as determined by the City Engineer, for a term consistent with the term of the applicable right-of-way permit or temporary traffic control permit, plus two (2) additional years, conditioned upon the Service Provider's and/or ROW-user's faithful performance of the provisions, terms and conditions conferred by this ~~article~~Chapter.
 - ~~1.2.~~ Unless otherwise established by the permit or special conditions, maintain an annual performance and maintenance bond in a form approved by the City Attorney. The amount of the bond will be fifty thousand dollars (\$50,000.00) or the value of the restoration, whichever is greater, as determined by the City Engineer, for an annual term of the applicable right-of-way permits or temporary traffic control permits, plus two (2) additional years, conditioned upon the Service Provider's and/or ROW-user's

faithful performance of the provisions, terms and conditions conferred by this Chapter.

~~2. Maintain a maintenance bond in a form approved by the City Attorney. The amount of the bond will be five thousand dollars (\$5,000.00) or the value of the restoration, whichever is greater, as determined by the City Engineer, for a term consistent with the term of the applicable right-of-way permit or temporary traffic control permit plus four (4) additional years, conditioned upon the Service Provider's and/or ROW-user's faithful performance of the provisions, terms and conditions conferred by this article.~~

- C. In the event the City shall exercise its right to revoke the right-of-way permit or the temporary traffic control permit as permitted herein, then the City shall be entitled to recover under the terms of said bonds the full amount of any loss occasioned. A copy of the maintenance and performance bonds must be on file with the City Clerk. No maintenance or performance bond will be required of any residential property owner excavating or working in the right-of-way adjacent to his/her residence, who does not utilize a contractor to perform the excavation or work and who does not require a temporary traffic control permit.

Sec. 19-164. – Indemnification.

- A. Any person operating under the provisions of this Chapter or performing any temporary traffic control, excavation or work in the right-of-way shall fully indemnify, release, defend and hold harmless the City and agents of the City when acting in their capacity as municipal officials, employees, elected officials, attorneys, and agents, from and against any and all claims, demands, suits, proceedings, and actions, liability and judgment by other persons for damages, losses, costs, and expenses, including attorney fees, to the extent caused by acts or omissions of the person, or its agents, contractors, or subcontractors, in the performance of the permitted temporary traffic control, excavation or work.
- B. Nothing herein shall be deemed to prevent the City, or any agent, from participating in the defense of any litigation by their own counsel at their own expense. Such participation shall not under any circumstances relieve the person from its duty to defend against liability or its duty to pay any judgment entered against the City, or its agents.
- C. All Service Providers and/or ROW-users shall be responsible for promptly correcting acts or omissions by any contractor or subcontractor performing permitted temporary traffic control, excavation or work for such Service Provider and/or ROW-user hereunder.

Sec. 19-165. – Indemnification for contractual or economic loss damages.

Any person operating under the provisions of this Chapter or performing any temporary traffic control, excavation or work in the right-of-way shall fully indemnify, release, defend and hold harmless the City and agents of the City when acting in their capacity as municipal officials, employees, elected officials, attorneys, contractors, and agents, from and against any and all claims, demands, suits, proceedings, and actions, liability and judgment by other persons for contractual or economic losses, damages, losses, costs, and expenses, including attorney fees, to the extent caused by failure of a ROW-user, or its agents, contractors, or subcontractors, to relocate or adjust its facilities pursuant to the provisions of this Chapter.

Sec. 19-166. – Indemnification for damage to facilities.

- A. Any person operating under the provisions of this Chapter or performing any excavation or work in the right-of-way shall be liable for any damages to facilities due to excavation or work performed by the person, including damage to underground facilities that have been properly identified prior to commencement of excavation or work.
- B. Any person operating under the provisions of this Chapter or performing any excavation or work in the right-of-way shall fully indemnify, release, defend and hold harmless the City and agents of the City when acting in their capacity as municipal officials, employees, elected officials, attorneys, contractors, and agents, from and against any and all claims, demands, suits, proceedings, and actions, liability and judgment by other persons for damages, losses, costs, and expenses, including attorney fees, associated with damage to the facilities of other ROW-users by a person, or its agents, contractors, or subcontractors.

Sec. 19-167. – Other Agreements – Satisfaction of this article.

- A. Any Service Provider and/or ROW-user may satisfy the insurance, bonding, and indemnification provisions of this article through a valid franchise agreement with the City. Any requirements thus satisfied shall be indicated on the Service Provider's and/or ROW-user's registration and shall not be required for each right-of-way permit and temporary traffic control permit.
- B. This section shall not apply to an applicant acting on behalf of a Service Provider and/or ROW-user, unless the applicant is listed as an additional insured on the Service Provider's and/or ROW-user's insurance policy and is covered by the surety. The applicant must submit evidence of the satisfaction of these requirements prior to issuance of a right-of-way permit or a temporary traffic control permit.

Article VI. – RIGHT-OF-WAY VIOLATIONS AND PENALTIES

Sec. 19-168. – Violation.

- A. No Person shall perform temporary traffic control, excavate or work in the right-of-way in violation of the provisions of this Chapter. Any violation of this Chapter shall result in the immediate issuance of a citation to the person and enforcement action pursuant to Article VI of this Chapter.
- B. Except as provided in subsection A. of this section, if the City Engineer determines that a Service Provider and/or ROW-user has committed a violation of this Chapter, any law or ordinance, or a condition placed on the right-of-way permit or the temporary traffic control permit, the City Engineer shall make a written demand upon the Service Provider and/or ROW-user to remedy such violation, which may include the issuance of a stop work order. The demand shall state that the continued violation may be cause for revocation of the right-of-way permit or the temporary traffic control permit as provided for herein, or legal action if applicable.
- C. A violation will allow the City Engineer, at his or her discretion, to place additional or revised conditions on the right-of-way permit or the temporary traffic control permit, specifically

related to the manner in which the violation is cured by the Service Provider and/or ROW-user.

1. Within fourteen (14) calendar days of receiving notification of the violation, the Service Provider and/or ROW-user shall contact the City Engineer with a plan, acceptable to the City Engineer, for correction of the violation.
2. Upon determination by the City Engineer that the violation creates a threat to public safety, the Service Provider and/or ROW-user shall within twenty-four (24) hours of notice from the City contact the City Engineer with a plan, acceptable to the City Engineer, for correction of the violation.
3. Upon determination by the City Engineer that the violation creates an immediate threat to public safety, the Service Provider and/or ROW-user shall within one (1) hour of notice from the City contact the City Engineer with a plan, acceptable to the City Engineer, for correction of the violation.
4. A Service Providers and/or ROW-users failure to contact the City Engineer, failure to submit an acceptable plan, or failure to reasonably implement the approved plan shall be cause for immediate revocation of the right-of-way permit or the temporary traffic control permit.

Sec. 19-169. – Revocation of permits.

- A. The City may, after reasonable notice and an opportunity to cure, revoke a right-of-way permit or a temporary traffic control permit granted to a Service Provider and/or ROW-user, without a fee refund, if one (1) or more of the following occurs:
 1. A material violation of a provision of the right-of-way permit or temporary traffic control permit;
 2. An evasion or attempt to evade any material provision of the right-of-way permit or temporary traffic control permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the political subdivision or its citizens;
 3. A material misrepresentation of fact in the right-of-way permit or temporary traffic control permit application;
 4. A failure to complete temporary traffic control, excavation or work by the date specified in the associated right-of-way permit or temporary traffic control permit, unless a right-of-way permit or temporary traffic control permit extension is obtained or unless the failure to complete the temporary traffic control, excavation or work is due to reasons beyond the Service Providers and/or ROW-users control;
 5. A failure to correct, within the time specified by the City, temporary traffic control, excavation or work that does not conform to applicable engineering standards, specifications, national safety codes, industry construction standards, or applicable City Code provisions or safety codes that are no more stringent than national safety codes or provisions, upon inspection and notification by the City of the faulty condition.
- B. If a right-of-way permit or temporary traffic control permit is revoked, the Service Provider and/or ROW-user shall also reimburse the City for the City's reasonable costs, including administrative costs, restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

Sec. 19-170. – Penalty.

Any person violating any provision of this Chapter is guilty of a public offense, and upon conviction thereof shall be fined in a sum of not less than two hundred dollars (\$200.00) nor more than five hundred dollars (\$500.00). Every day that this Chapter is violated shall constitute a separate offense. The City shall have the authority to maintain civil suits or actions in any court of competent jurisdiction for the purpose of enforcing the provisions of this Chapter. In addition to any other remedies, the City Attorney may institute injunction, mandamus or other appropriate actions or proceedings to prevent violations of this Chapter.

Article VII. – RIGHT-OF-WAY OTHER RIGHTS AND LAWS

Sec. 19-171. – Federal, State and City Jurisdiction.

- A. This Chapter shall be construed in a manner consistent with all applicable federal, state, and local laws. Notwithstanding any other provisions of this Chapter to the contrary, the construction, operation and maintenance of the Service Providers and/or ROW-users facilities shall be in accordance with all laws and regulations of the United States, the state and any political subdivision thereof, or any administrative agency thereof, having jurisdiction.
- B. In addition, the Service Provider and/or ROW-user shall meet or exceed the most stringent technical standards set by regulatory bodies, including the City, now or hereafter having jurisdiction.
- C. The Service Providers and/or ROW-users rights are subject to the police powers of the City to adopt and enforce ordinances necessary to the health, safety, and welfare of the public. The Service Provider and/or ROW-user shall comply with all applicable laws and ordinances enacted pursuant to that power.
- D. Finally, failure of the Service Provider and/or ROW-user to comply with any applicable law or regulation may result in a forfeiture of any permit, registration or authorization granted in accordance with this Chapter.

Sec. 19-172. – City's failure to enforce.

The City's failure to enforce or remedy any noncompliance of the terms and conditions of this Chapter or of any right-of-way permit or temporary traffic control permit granted hereunder shall not constitute a waiver of the City's rights nor a waiver of any person's obligation as herein provided.

Sec. 19-173. – Reservation of rights.

- A. In addition to any rights specifically reserved to the City by this Chapter, the City reserves unto itself every right and power which is required to be reserved by a provision of any ordinance under any registration, permit or other authorization granted under this Chapter.
- B. The City Council shall have the right to waive any provision of this Chapter or any registration, permit or other authorization granted thereunder, except those required by federal or state law, if the City Council determines as follows:
 - 1. That it is in the public interest to do so; and,
 - 2. That the enforcement of such provision will impose an undue hardship on the person.

- C. To be effective, such waiver shall be evidenced by a statement in writing signed by a duly authorized representative of the City. Further, the City hereby reserves to itself the right to intervene in any suit, action or proceeding involving the provisions herein.
- D. Notwithstanding anything to the contrary set forth herein, the provisions of this Chapter shall not infringe upon the rights of any person pursuant to any applicable state or federal statutes, including, but not limited to the right to occupy the right-of-way.

Article VIII. – VACATING PUBLIC WAYS

Sec. 34-33 19-174. – Petition required.

Whenever any person, persons or entity's desire to have vacated any public squares, public parks, streets, avenues, alleys, or other highways, or any part thereof, such persons, persons or entity shall petition the city council, giving a distinct description of the property to be vacated, which petition shall be filed with the city clerk for delivery to the city council at their next regular meeting.

(UDC 2010, § 9.16; Ord. No. 66-249, § 1, 6-10-1966; Ord. No. 2013-3892, § 2, 3-26-2013)

Sec. 34-34 19-175. – Hearing on petition.

Upon any request, the city council may instruct the planning commission to hold a public hearing to consider the vacation of any public easement or right-of-way. Such public hearing shall be duly advertised and all property owners abutting such easements or rights-of-way and all utility agencies or companies using such easements shall be notified of such proposed vacation at least 14 days prior to the scheduled hearing. The city council, after receiving a recommendation from the planning commission, vacate such easements or rights-of-way; however, no easement may be vacated if any official protest is received from any utility which has lines contained within such easement.

(UDC 2010, § 9.17; Ord. No. 66-249, § 1, 6-10-1966; Ord. No. 2013-3892, § 2, 3-26-2013)

Sec. 34-35 19-176. – Action on petition.

If no opposition is made to such petition at the hearing, the city council may vacate the same with such restrictions and reservations as it deems in the best interest for the public good. If opposition shall be made to the petition by any person or persons owning property abutting on such square, park, street, avenue, alley or highway, the city council may, if it deems advisable, overrule such objection and grant the prayer of the petition or deny the petition or order further hearings into the matter.

(UDC 2010, § 9.18; Ord. No. 66-249, § 2, 6-10-1966)

Sec. 34-36 19-177. – Reverter.

Whenever any public square, street, avenue, alley or other highway shall be vacated in accordance herewith, the same shall revert to the owners of the adjacent lots in proportion as it was taken from them.

(UDC 2010, § 9.19; Ord. No. 66-249, § 3, 6-10-1966)

Article IX. – ACCESS MANAGEMENT PLAN

This article is pending further review and evaluation by the Department of Public Works, Public Works Committee and other Staff.

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Unified Development Code, Belton, Missouri

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ARTICLE I. - IN GENERAL

Sec. 34-1. - Obstructing public ways. [repealed]

~~No person shall place or erect upon any public way or passage way to any building an obstruction of any type; provided that this section shall not prevent the duly authorized or required placing of temporary barriers or warning signs for the purpose of safeguarding the public. **Repealed.**~~

(UDC 2010, § 9.1; Ord. No. 67-308, § 6.63, 8-31-1967)

Sec. 34-2. - Obstructing drainage facilities. [repealed]

- ~~(a) It shall be unlawful for any person to alter, change or obstruct any drainage facility, including detention or retention ponds, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~
- ~~(b) It shall be unlawful for any owner or occupier of real property abutting any street or roadway to place or allow to be placed or allowed to remain within any drainage ditch adjoining said street or roadway any trash, junk, debris or any other material which would impede or restrict the flow of water through and along said drainage ditch adjoining said street or roadway.~~
- ~~(c) It shall be unlawful for any owner or occupier of real property to alter, change or obstruct or permit or allow the continued alteration, changing, or obstruction of any drainage facility, including detention or retention pond, culverts, intakes, curbs, etc., without prior approval of the city engineer.~~
- ~~(d) Any person convicted of violating the provisions of this section shall be subject to a fine not to exceed \$200.00 in addition to any court costs assessed. **Repealed.**~~

(UDC 2010, § 9.2; Ord. No. 78-984, §§ 1, 2, 3-27-1979; Ord. No. 88-1857, § 1, 12-13-1988)

Sec. 34-3. - Foliage encroaching upon right-of-way; city authorized to remedy. [repealed]

~~Any owner, lessee or occupant, or any agent, servant, representative or employee of any such owner, lessee or occupant, having control of any lot, piece of land, or any part of any lot, shall at its own cost and expense be responsible for trimming, subject to the terms of this section, whatever portion of trees, hedges, shrubs and other vegetation, located on such lot or piece of land, extend over a public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place. Such parties shall at their own cost and expense trim vertically all such vegetation abutting a public sidewalk to be even with the sidewalk's edge, and shall trim such tree limbs to at least 13 feet six inches above the public street, alley, street right-of-way or alley right-of-way, sidewalk, or other public place, so that the limbs will not interfere with persons using the public ways. City personnel may trim, cut, and if necessary, remove trees, hedges, shrubs and other vegetation, or portions thereof, growing upon or over any public street, alley, street right-of-way or alley right-of-way, sidewalk or other public place within the city which reduces or impairs necessary sight distance requirements at intersections or in cases of hardship. **Repealed.**~~

(UDC 2010, § 9.3; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 4, 2-24-2009)

Sec. 34-4. - Notice of intent to trim or remove. [repealed]

~~When any such interfering or encroaching trees, hedges, shrubs or other foliage are part of a residential yard upon which the home owner lives, city personnel shall leave written notice of their intent to trim, cut or remove foliage at least five working days in advance of such trimming, cutting or removal as provided for herein. However, the failure to provide such notice shall not make the city or any of its agents or employees civilly or criminally liable for the failure to abide by the terms hereof. **Repealed.**~~

(UDC 2010, § 9.4; Ord. No. 83-1347, § 1, 4-26-1983; Ord. No. 2009-3520, § 2, 2-24-2009)

Sec. 34-5. - Requirements for private driveways along roads and streets. [repealed]

~~(a) Supervision of public works department. The public works director, city engineer, or other employee designated by the city manager shall inspect the construction of all driveways to ensure compliance with the following criteria:~~

~~(1) All storm drainage pipe shall be the size and at a grade and location as required by the public works department.~~

~~(2) The minimum size of storm drainage pipe shall be 12 inches in diameter and be either Class III reinforced concrete pipe (RCP) or 16 gauge corrugated metal pipe (CMP). The actual diameter shall be a size directed by the public works department.~~

~~(3) The pipe shall be of such a length that the side slope from the edge of the drive to the ditch line can be maintained on a 3:1 ratio. Flared end sections manufactured for such purpose and approved by the public works department shall be installed on the ends of driveway storm drainage pipe. A drive opening shall not exceed 25 feet in a residential zone and shall not exceed 35 feet in a commercial zone. The pipe shall extend at least five feet beyond the drive openings in addition to the flared end sections.~~

~~(4) There shall be maintained a minimum of six inches of fill over the top of the drainage pipe.~~

~~(b) Maintenance. The owner of the property served by a driveway is responsible for the maintenance and safekeeping of the driveway within the public right-of-way. Any such driveway or entrance conduit that collapses, clogs or otherwise fails in its purpose, shall be repaired or replaced within a reasonable time after such failure by the property owner or other responsible person.~~

~~(c) Violation; abatement. The violation of this section is declared to be a public nuisance subject to abatement as provided in chapter 14 of the Code of Ordinances. **Repealed.**~~

(UDC 2010, § 9.5; Ord. No. 85-1550, §§ 1, 2, 6-13-1985; Ord. No. 89-1952, § 1, 12-19-1989)

Editor's note— Inasmuch as Ord. No. 85-1550, §§ 1, 2, adopted June 13, 1985, did not specify manner of codification, such provisions have been designated by the editor as § 9.5.

Sec. 34-6. - Use of skateboards and other like instruments; limitation, penalty for violation. [repealed]

~~(a) Definition. For the purposes of this section the phrase "skateboard or other like instruments" shall be deemed to refer to any non-motorized instrument, used to transport person or persons by means of wheels, rollers, etc., propelled solely by the force of its rider and shall not include any wagon or other device not so propelled.~~

~~(b) Prohibited in business districts. No person shall use, operate or permit the use or operation of any skateboard or like instrument on any sidewalk, street, parking lot, or other public place in any business~~

~~district in the city as determined by the city zoning map, as the same may now exist or as it may be amended to be from time to time.~~

~~(c) Permitted, where; exceptions. The use of any skateboard or other like instrument as defined in subsection (a) of this section is hereby permitted on all other sidewalks, streets, and other public ways within the city, except state or federal highways or other streets classified as arterial or collector streets on the city zoning map; provided, however, that any person who shall use, operate or permit to be used or operated, any skateboard or like instrument on any street, sidewalk, parking lot, etc., shall do so in a careful and prudent manner so as not to cause or be likely to cause danger to any person or property.~~

~~(d) Yielding right-of-way, etc. The user of any such skateboard or like instrument shall give way to any pedestrian, motor vehicle, bicycle or any other user of the said sidewalk, street, parking lot, etc., and shall not interfere with the proper use of the public way by any other person. Such user shall further obey all traffic laws and ordinances applicable to pedestrians or vehicles at all times.~~

~~(e) Penalty for violation. Every person convicted of a violation of any provision of this section shall be punished by a fine of not more than \$25.00 or by impounding of such person's skateboard or other like instrument for a period not to exceed 90 days or by any combination thereof, and the chief of police or officer designated by him or her may impound such person's skateboard or other like instrument until the violation charged is determined by the court of competent jurisdiction. **Repealed.**~~

(UDC 2010, § 9.6; Ord. No. 89-1897, §§ 1—5, 6-6-1989)

Sec. 34-7. - Dumping prohibited. [repealed]

~~(a) No person, firm or corporation shall dump or deposit or cause to be dumped or deposited any dirt, gravel, rubbish, leaves or other debris including, but not limited to, lumber, paper, trash, concrete or metal in any street, right-of-way, gutter, storm sewer, waterway or drainage way. Erosion of soil which flows onto any street, right-of-way, gutter, storm sewer, waterway or drainage way from property before or during construction shall be considered as depositing dirt, gravel or other construction debris.~~

~~(b) If upon inspection by the building inspector, director of public works or any of their designated representatives, it is determined that dirt, gravel, rubbish, leaves or other debris has been dumped or deposited in any street, right-of-way, gutter, storm sewer, waterway or drainage way in violation of the provisions of this section, he or she shall then notify the responsible permittee or permittees and give a four-hour period to make the affected area free and clear of said dirt, gravel or debris. If the city's representative cannot determine which permittee is responsible for cleaning the street's right-of-way, the developer of the land shall be given four hours' notice to make the affected area free of said dirt, gravel or debris. If within the four-hour period the said area is not clear, the director of public works or his or her designate may authorize the city to take necessary action to clean up the said area and assess all charges at an established hourly rate, but in no case will the charges be less than two hours for labor, materials and equipment.~~

~~(c) The director of public works shall provide a fee structure for charges to be assessed for cleanup required by this section. The permittee shall be given 30 days to make payment to the city for any costs incurred to make cleanup. In the event the permittee does not make payment within the 30 days, all costs, including administrative costs, will be assessed.~~

~~(d) This section does not include a comprehensive list of prohibited discharges to the city's storm sewer system. Refer to Chapter 11, Article V – Illicit Discharges of the City's Code of Ordinances for the comprehensive city code regarding illicit discharges to the city's separated storm sewer system. **Repealed.**~~

(UDC 2010, § 9.7; Ord. No. 98-2576, § 1, 10-27-1998; Ord. No. 2012-3879, § 2, 12-11-2012)

Secs. 34-8—34-32. - Reserved.

ARTICLE II. - VACATING PUBLIC WAYS

Sec. 34-33. - Petition required. [repealed]

~~Whenever any person, persons or entity's desire to have vacated any public squares, public parks, streets, avenues, alleys, or other highways, or any part thereof, such persons, persons or entity shall petition the city council, giving a distinct description of the property to be vacated, which petition shall be filed with the city clerk for delivery to the city council at their next regular meeting.~~

(UDC 2010, § 9.16; Ord. No. 66-249, § 1, 6-10-1966; Ord. No. 2013-3892, § 2, 3-26-2013)

Sec. 34-34. - Hearing on petition. [repealed]

~~Upon any request, the city council may instruct the planning commission to hold a public hearing to consider the vacation of any public easement or right-of-way. Such public hearing shall be duly advertised and all property owners abutting such easements or rights-of-way and all utility agencies or companies using such easements shall be notified of such proposed vacation at least 14 days prior to the scheduled hearing. The city council, after receiving a recommendation from the planning commission, vacate such easements or rights-of-way; however, no easement may be vacated if any official protest is received from any utility which has lines contained within such easement. **Repealed.**~~

(UDC 2010, § 9.17; Ord. No. 66-249, § 1, 6-10-1966; Ord. No. 2013-3892, § 2, 3-26-2013)

Sec. 34-35. - Action on petition. [repealed]

~~If no opposition is made to such petition at the hearing, the city council may vacate the same with such restrictions and reservations as it deems in the best interest for the public good. If opposition shall be made to the petition by any person or persons owning property abutting on such square, park, street, avenue, alley or highway, the city council may, if it deems advisable, overrule such objection and grant the prayer of the petition or deny the petition or order further hearings into the matter. **Repealed.**~~

(UDC 2010, § 9.18; Ord. No. 66-249, § 2, 6-10-1966)

Sec. 34-36. - Reverter. [repealed]

~~Whenever any public square, street, avenue, alley or other highway shall be vacated in accordance herewith, the same shall revert to the owners of the adjacent lots in proportion as it was taken from them. **Repealed.**~~

(UDC 2010, § 9.19; Ord. No. 66-249, § 3, 6-10-1966)

Secs. 34-37—34-60. - Reserved.

ARTICLE III. - EXCAVATIONS

Sec. 34-61. - Provisions declared supplemental. [repealed]

~~The provisions of this article shall be in addition and supplemental to all other provisions of this Code and the ordinances of the city. **Repealed.**~~

Sec. 34-62. - Permit required; exception. [repealed]

~~Any person or utility company who shall desire to make an excavation in any right-of-way within the city limits shall first obtain a permit from the engineering division of the public works department ("engineering division") for such cut (cost \$5.00). It shall be unlawful for any person, except employees of the city in the course of their employment, to open, dig into, remove the surface from, excavate, bore or tunnel under any street, sidewalk, alley, right-of-way or public place without first obtaining a permit. Any work begun without a permit shall be stopped immediately upon notice from the city inspector. Excavations which are made in emergency situations shall be reported to the public works director on the morning of the next regular workday. **Repealed.**~~

Sec. 34-63. - Application for permit, fee. [repealed]

~~The application for a permit required by this article shall contain such information as the administrative officer deems necessary, and shall be accompanied by a fee in the amount of \$5.00.~~

~~Sec. 34-64. — Application; deposit; repair fee; deposit for permits.~~

~~(a) Applications for permits shall be accompanied by a copy of the surety and cash bonds required in section 34-65.~~

~~(b) In addition to all other deposits, repairs on the final surface of asphalt streets will be billed to the contractor or utility at the rate of \$25.00 per square yard.~~

~~(c) In connection with block cuts if, in the opinion of the engineering division, such cuts substantially reduce the anticipated life of the street surface, he may require that the person or company involved resurface the entire block or some lesser portion thereof so that the entire surface shall be restored to substantially the same condition it was in prior to the time cuts were made. In making this determination, the engineering division shall take into consideration the age of the existing surface, the space between the cuts involved, and the type of paving surface involved.~~

~~(d) A ten percent penalty shall accrue when billings are not paid within 60 days of receipt of monthly statements. **Repealed.**~~

Sec. 34-65. - Bond required for excavation of right-of-way. [repealed]

~~All persons and contractors who are engaged in the business of excavating in the right-of-way more than 12 inches in depth below existing ground or hard surface shall be required to post a bond in the amount of \$5,000.00 with sufficient surety to insure compliance with the requirements of this article, and a \$200.00 cash bond. Any contractor who consistently produces faulty backfill may be refused permits at the discretion of the public works director or city manager. When in the opinion of the public works director the volume of the cuts exceeds the city's ability to properly make repairs, the bond requirements may be increased. **Repealed.**~~

Sec. 34-66. - Excessive repair work to be contracted out. [repealed]

~~When in the opinion of the public works director the volume of paving cuts requested by a contractor exceeds the city's ability to repair the same within a reasonable period of time, the city may, at its option, submit the repair work to public bid and accept the bid of the lowest responsible bidder and in such event shall charge the person or company concerned the actual costs of such repair together with the permit fees involved. **Repealed.**~~

Sec. 34-67. - Traffic, safety requirements. [repealed]

~~(a) Traffic lanes and sidewalks shall be left open and maintained on streets while work is in progress. Blocking or barricading of streets and intersections will not be permitted, without the approval of the public works director, who shall in turn notify other departments of the city including the fire and police departments.~~

~~(b) Persons excavating in streets will be required to provide facilities enabling the use of intersections by pedestrians and driveways by residents located on streets where work is in progress. As a protection to traffic and pedestrians, barricades or dirt excavated shall be maintained adjacent to the excavation. When the work concerned is a public hazard, signs signifying the same shall be exhibited. Amber lights or flares shall be maintained on excavations from dusk to daybreak. Such equipment shall be located at each end and along the entire length of the excavation, and unless lights can be observed from any direction, additional lights or flares shall be provided. Lights shall also be maintained on tool boxes, machinery or other equipment left on public streets or alleys. **Repealed.**~~

Sec. 34-68. - Work to be inspected. [repealed]

~~The cut and repair of any street or alley shall be under the supervision of the engineering division. If the work is not completed to the satisfaction of the engineering division, the engineering division shall so notify the contractor or applicant by which the street or alley cut is being made and shall state in writing his or her objections thereto. If the contractor does not cause the street or alley repairs to be properly completed within ten days from the receipt of the notice, he shall be deemed to be in violation of this article and the deposit shall be forfeited to the city. **Repealed.**~~

Sec. 34-69. - Backfill and pavement repairs. [repealed]

~~(a) Generally. After the work for which the cut was made has been completed, the backfill and pavement repairs shall be made in accordance with specifications which have been prepared by the engineering division.~~

~~(b) Asphalt streets. The engineering division shall be notified when the gravel backfill is completed or anticipated to be completed on any asphalt street. It will be the duty of the engineering division to supervise the inspection of the gravel backfill and approve it prior to the pouring of eight inches of unreinforced concrete by the contractor or utility. The street department will then complete the top surface asphalt paving repairs on the cut.~~

~~(c) Non-asphalt streets. The engineering division shall be notified when the gravel backfill is completed or anticipated to be completed on any non-asphalt street. It will be the duty of the engineering division to supervise the inspection of the gravel backfill and approve it prior to the pouring of the eight-inch slab and top surface concrete paving which will be done by the contractor in one pour. **Repealed.**~~

Sec. 34-70. - Violations; penalty. [repealed]

~~Any person violating any provision of this article, or any condition or regulation of a permit hereunder, shall be punished as provided in section 1-18, and furthermore shall be subject to having his or her permit revoked. **Repealed.**~~

Secs. 34-71—34-98. - Reserved.

ARTICLE IV. - VEHICLES AND PROPERTY LEFT ON STREETS OR PUBLIC PROPERTY

Sec. 34-99. - Definitions. [repealed]

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Street or highway means the entire width between the right-of-way lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.~~

~~Vehicle means every device in, upon, or by which any person or property is or may be transported, hauled or drawn upon a highway or street, including, but not limited to, trailers and mobile homes, excepting devices moved by human power or used exclusively upon stationary rails or tracks. **Repealed.**~~

(UDC 2010, § 9.50; Ord. No. 79-1004, § 1, 6-26-1979)

Sec. 34-100. - Reserved.

Editor's note— Ord. No. 92-2090, § 2, adopted January 14, 1992, repealed § 34-100 (formerly § 9.51) which pertained to abandonment of motor vehicles or other personal property derived from Ord. No. 67-281, § 5.85, adopted May 1, 1967 and Ord. No. 68-388, § 1, adopted January 22, 1968.

Sec. 34-101. - Authority to remove and store generally; cost of removal and storage. [repealed]

~~The police department is hereby authorized in its discretion, in addition to any penalty that may be provided therefor, to remove any stolen, wrecked or abandoned motor vehicle or any other vehicle parked in violation of any provision of this Code or other personal property found upon any public street or other public property in the city and shall keep the same in its custody and control at such place as may be designated by said police department until redeemed by the owner thereof, as hereinafter provided; and all such stolen, wrecked or abandoned motor vehicles or other personal property which now is in the possession and custody of said police department or which may hereafter come into its possession shall be subject to the actual cost of removal or tow-in from the public place, and a storage charge cost of \$1.50 per day as long as the same is in the possession and custody of said department or the city. The storage charge of \$1.50 per day referred to in this section, is limited to the charge for storage by the city and does not apply to storage by any private tow agency duly authorized by the city to provide tow services to vehicles which may be impounded by authority of the city. **Repealed.**~~

(UDC 2010, § 9.52; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 91-2055, § 1, 6-11-1991)

Sec. 34-102. - Enumeration of circumstances authorizing removal from streets and highways. [repealed]

~~Members of the police department are authorized to have removed at the owner's or occupier's expense a vehicle [or other personal property] from a street or highway to a garage, storage yard or other place of safety under the circumstances hereinafter enumerated:~~

~~(1) When any vehicle is left unattended upon any bridge, street, viaduct or causeway, or in any tube or tunnel where such vehicle constitutes an obstruction to traffic.~~

~~(2) When a vehicle upon a highway or street is so disabled as to constitute an obstruction to traffic and the person in charge of the vehicle is by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal.~~

~~(3) When any vehicle is left unattended upon a street and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic.~~

~~(4) Upon the failure of the owner or operator of a vehicle left upon any street or highway to have same removed or caused to be removed from said street or highway upon the request of a police officer when said vehicle constitutes a definite hazard or obstruction to the normal movement of traffic upon said street or highway.~~

~~(5) When a vehicle is parked on the streets in the same place continuously for 48 hours and a ticket summons has been affixed to the vehicle or presented to the owner or operator.~~

~~(6) When the driver of any vehicle is taken into custody by the police department and such vehicle would thereby be left unattended upon a street.~~

~~(7) When any vehicle is found being driven on the streets that is not in proper condition to be driven.~~

~~(8) When any vehicle is found being on the street, and the driver, owner or person in charge of such vehicle, while driving or in charge of such vehicle, or while such vehicle was parked or stopped, has received a summons to answer to a charge against him or her for violation of a traffic ordinance, and such driver, owner or person in charge has failed to appear and answer to such charge within the specified time.~~

~~(9) When any vehicle or personal property is directly interfering with the maintenance and care or the emergency use of the streets by any proper department of the city.~~

~~(10) ——— When a stolen, wrecked or abandoned motor vehicle or other personal property is found on a public street or highway.~~

~~(11) ——— When removal is necessary in the interest of public safety because of fire, flood, storm or other emergency reason. **Repealed.**~~

(UDC 2010, § 9.53; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 79-1004, § 2, 6-26-1979)

Sec. 34-103. - Notice to owner of removed vehicle. [repealed]

~~Whenever an officer removes a vehicle from a street or highway as authorized in this article and the officer knows or is able to ascertain from the registration records in the vehicle the name and address of the owner thereof, such officer shall immediately give or cause to be given notice in writing to such owner of the fact of such removal and the reasons therefor and of the place to which such vehicle has been removed unless said owner is present at the time of towing. In the event any such vehicle is stored in a public garage, a copy of such notice shall be given to the proprietor of such garage. **Repealed.**~~

(UDC 2010, § 9.54; Ord. No. 68-338, § 1, 1-22-1968; Ord. No. 79-1004, § 3, 6-26-1979)

Sec. 34-104. - Notice to state when vehicle owner unknown. [repealed]

~~Whenever an officer removes a vehicle from a street under this section and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give the notice to the owner as hereinbefore provided, and in the event the vehicle is not returned to the owner within a period of three days, then the officer shall immediately send or cause to be sent a written report of such removal by mail to the state department whose duty it is to register motor vehicles, and shall file a copy of such notice with the proprietor of any public garage in which the vehicle may be stored. Such notice shall include a complete description of the vehicle, the date, time and place from which removed, the reasons for such removal, and the name of the garage or place where the vehicle is stored. **Repealed.**~~

(UDC 2010, § 9.55; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 79-1004, § 4, 6-26-1979)

Sec. 34-105. - Redemption before sale authorized; owner may claim proceeds of sale. [repealed]

~~Any person claiming to be the owner of any impounded property, as in this article provided, shall make written application therefor to the police department on forms furnished by the finance department and shall furnish to said police department such additional proof as may be required to establish said ownership. If he shall present to said police department said proof of his or her ownership of said impounded property prior to the date of actual sale thereof pursuant to the provisions of this article, then the property itself shall be delivered to said owner under the conditions herein provided; but if said property has been sold, then said department shall endorse its findings of ownership with a copy of the written application addressed to the director of finance and said owner may present said application and findings to the director of finance and if presented within one year after said sale, then such balance of the proceeds of sale, after deductions as in this article provided, shall be paid to said owner. Repealed.~~

(UDC 2010, § 9.56; Ord. No. 67-281, § 5.87, 5-1-1967; Ord. No. 85-1544, § 34, 5-29-1985)

Sec. 34-106. - Procedure for redemption before sale. [repealed]

~~In accepting payment for removal and storage charges as provided in this article, after proof of ownership and before sale, the police department shall give the person applying for the motor vehicle a receipt showing the amount paid. The collections of each day shall be paid to the city collector on or before the close of his or her office on the following day. For the purpose of collecting redemption payments, issuing receipts therefor and accounting for the proceeds thereof, the police department shall appoint one or more of their officers or employees as impounding officers or employees as any others shall be to receive such payments, issue receipts therefor, and account for said proceeds, to the exclusion of all other officers or employees. A bond in favor of the city and covering all of said impounding officers, in the amount as designated in the discretion of the city council shall be provided by the police department, subject to the approval of the director of finance as to its terms and its surety, and after execution said bond shall be deposited with the finance department, division of the treasury. Repealed.~~

(UDC 2010, § 9.57; Ord. No. 67-281, § 5.88, 5-1-1967; Ord. No. 85-1544, § 35, 5-29-1985)

Sec. 34-107. - Sale of unredeemed property required. [repealed]

~~All motor vehicles and other personal property impounded by the police department pursuant to the provisions of this article and unredeemed by owner thereof for a period of 30 days, shall thereafter be subject to sale by the finance department, division of the treasury to the highest bidder for each or at public auction and the proceeds of said sale shall be applied first, to all removal and storage charges accumulated against each article which shall be deposited with the finance department, division of the treasury, and the balance of said sum, if any, shall be deposited with the finance director and shall be kept in a separate fund for a period of one year from the date of the receipt, and if at the end of said year the former owner of said property has not made satisfactory proof of claim as hereinafter provided, then the balance of said proceeds of sale shall be credited to the general fund of the city. Repealed.~~

(UDC 2010, § 9.58; Ord. No. 67-281, § 5.86, 5-1-1967; Ord. No. 85-1544, § 36, 5-29-1985)

Sec. 34-108. - Procedure for sale. [repealed]

~~On the first day of each month the police department shall forward to the finance department, division of the treasury, a copy of its official description and all other pertinent information which may be required by the finance department concerning each motor vehicle or other personal property which has been impounded under the provisions of this article and held for a period of 30 days unredeemed by its owner, and thereafter at such intervals as the finance department may determine, public sale shall be held as hereinafter required, but immediately before the actual making of any sales, the finance director~~

~~shall submit his or her list to the police department of properties to be sold, for the elimination of any impounded articles redeemed and returned to their owners but included within the published advertisement for sale, and immediately after said sale, the finance department shall report to the police department a complete list of all the property sold, including the sale price, all charges as herein provided and the balance, if any, available to the owner. **Repealed.**~~

(UDC 2010, § 9.59; Ord. No. 67-281, § 5.85, 5-1-1967; Ord. No. 85-1544, § 37, 5-29-1985)

Sec. 34-109. - Advertisement of sale. [repealed]

~~Whenever the director of finance, under his or her direction, shall decide to offer impounded properties for sale, he shall publish said sale at least once in the city's official newspaper, at least five days before said sale. Such publication shall briefly describe the property and, where motor vehicles are to be sold, shall give the manufacturer's name, model and motor number. **Repealed.**~~

(UDC 2010, § 9.60; Ord. No. 67-281, § 5.90, 5-1-1967; Ord. No. 85-1544, § 38, 5-29-1985)

Sec. 34-110. - Appeal. [repealed]

~~Any appeal from the removal, storage and publications costs, if any have been assessed by the police department, shall be to the city council. **Repealed.**~~

(UDC 2010, § 9.61; Ord. No. 67-281, § 5.87, 5-1-1967)

Secs. 34-111—34-130. - Reserved.

ARTICLE V. - ARTERIAL STREET IMPROVEMENTS IMPACT FEE

Sec. 34-131. - Arterial street improvements impact fee—Computation.

- (a) The impact fee per vehicle trip for the citywide impact fee service area ("citywide service area") shall be computed by dividing total costs of arterial street network transportation facilities and facility expansions ("arterial street network") necessitated by and attributable to the new development in the citywide service area by the total number of vehicle trips anticipated within the citywide service area, based upon the land use assumptions for that service area.
- (b) The impact fee per vehicle trip that is to be paid by each new development within the citywide service area shall be the impact fee rate established by resolution of the city council initially upon adoption of this section, as provided for in section 34-132, and thereafter as part of the update provided for in subsection 34-140 or at such other times as deemed necessary by the city. If no action is taken by the city council to amend the impact fee rate, the rate then in effect shall remain in effect.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-132. - Establishment of the citywide impact fee service area and adoption of the methodology for calculating the arterial street improvement impact fee.

In furtherance of the implementation of the arterial street improvements impact fee and upon adoption of this section, the boundaries of the citywide service area shall be established by adoption of a resolution by the city council showing the geographic boundaries of the service area and the methodology for calculation of the impact fee shall be established. The city council may also adopt administrative guidelines to facilitate implementation of the arterial street improvements impact fee.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-133. - Applicability.

- (a) This section shall be applicable to all residential and nonresidential development on property within the boundaries of the city. This section is applicable to an increase in demand for arterial street network transportation facilities and the amount of the impact fee shall be based solely upon the increase in demand for arterial street network improvements generated by the new development. The impact fee is a condition of building permit approval.
 - (1) No building permit shall be issued within the city unless the applicant thereof has paid the applicable impact fee pursuant to this section, except as otherwise specifically provided in this section. The fee shall be collected prior to the issuance of a building permit for the development. If the permit is for less than the entire development, the fee shall be computed separately for the amount of development covered by the building permit.
 - (2) Any building permit issued without payment by the applicant and collection by the community planning and development department of the required impact fee shall be null and void.
- (b) This section shall not be applicable if a completed application for a building permit has been submitted to the community planning and development department prior to the effective date of this section, and if the construction proceeds according to the terms of the building permit. If said building permit expires, application for a new building permit shall be subject to this section.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-134. - Calculation of and collection of impact fee.

- (a) Upon receipt of an application for a building permit for a new development, the director of community planning and development or his/her designee shall calculate the impact fee due by:
 - (1) Verifying the number and type of dwelling units or square footage of nonresidential structures or other applicable development unit that are proposed to be constructed as shown on the building permit application.
 - (2) Determining the impact fee that shall be applied for each dwelling unit or square footage of nonresidential structure or other applicable development unit pursuant to the most current edition of the Institute of Transportation Engineers (ITE) Trip Generation manual applying the most applicable land use classification.
 - (3) Multiplying the number of dwelling units or square footage of nonresidential structures, stated in terms of 1,000 square feet of gross floor area, or other applicable development unit by the applicable impact fee.
 - (4) The amount of each impact fee due shall be reduced by any allowable credits, in the manner provided in section 34-135 of this article.
- (b) Impact fees shall be collected at the time a building permit is issued by the city for a development with respect to which this section is applicable.
- (c) Payment over a period of years. For nonresidential development, any person subject to an impact fee may arrange for payment of the impact fee over a period of three equal annual payments in accordance with the following:
 - (1) Application for the payment over a period of years shall be made in writing to the director of community planning and development or his/her designee on or before the time the impact fee is due and payable.
 - (2) Participation in the payment over a period of years program requires the person to enter into an impact fee payment agreement with the city.
 - (3) Upon execution of the impact fee payment agreement with the city, the person shall provide the city with financial assurances in the form of an irrevocable letter of credit from a bank with sufficient financial capacity as determined by the city administrator or his/her designee in a form approved by the city attorney in the amount of impact fee owed and with a three-year term.
 - (4) Throughout the three-year payment period the amount of the letter of credit may be reduced to reflect the remaining balance of the impact fee owed as payments are made to the city.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-135. - Credits.

- (a) Construction credits.
 - (1) Any person subject to an impact fee pursuant to this section may apply for a credit against any impact fee for any contribution, payment or construction accepted and received by the city for any arterial street network improvement identified in the Snyder & Associates Analysis, as amended, except that no credit shall be provided for the following:
 - i. Dedication of rights-of-way, since land costs were not included in calculating the impact fee.
 - ii. Improvements to city streets other than arterial streets, with the exception that improvements to the intersections of city arterials and city non-arterials, shall be eligible if they expand the capacity of the arterial and are included in the Snyder & Associates Analysis, as amended.

- iii. Any improvement that is primarily related to serving an individual development project, such as acceleration-deceleration lanes, turn lanes or traffic signals that primarily serve traffic entering or exiting the development project.
 - iv. Improvements for which reimbursement or direct funding are being provided for under an approved city incentive financing plan.
 - v. The city will not provide a credit when no impact fees for the new development can be collected pursuant to this section or for any amount exceeding the total impact fee due for the new development, unless otherwise agreed to by the city.
- (2) Credits shall be calculated as follows:
- i. No credit shall be provided under this section for contributions, payments or construction made more than five years prior to the effective date of this section.
 - ii. Credits for contributions, payments or construction received and accepted by the city prior to the effective date of this section shall be provided if the development for which the contribution, payment or construction was made has not been completed. The current owner of the property or the individual making the contribution or improvement for which such contribution, payment or construction was made as a condition of development approval shall file an application for credit within one year of the effective date of this Section. If the application is not made within one year following the effective date of this Section, no credit shall be provided. The application for credit shall be submitted and reviewed as provided in this section. The amount of the credit for a contribution, payment or construction made prior to the effective date of this section shall be the current value of the contribution, payment or construction, less the total amount of arterial street impact fees that would have been owed for the building permits already issued for the project. The value of any construction shall not include costs for improvements that are in excess of city standards, unless the city specifically required the higher standard construction. The current value shall be determined using the engineering news-record construction cost index, or an equivalent index if such index is discontinued.
 - iii. Any contribution, payment or construction received and accepted by the city on or after the effective date of this Section shall be credited in an amount equal to 100 percent of the contribution or payment or the estimated cost of the construction for the required arterial street network improvement that expands the capacity of the city's arterial street network as described in the Snyder & Associates Analysis, as amended. The estimated cost shall be based on the lowest responsive bid by a qualified bidder, which bid is approved by the director of community planning and development; or, if no bid is available, the estimated cost certified by a licensed engineer and approved by the director of community planning and development.
 - iv. A construction credit may be applied against arterial street network impact fees that would otherwise be due for building permits issued anywhere within the benefit district of the development for which the arterial street network improvement or contribution was required as a condition of development approval. The city shall maintain an accounting of the amount of the credits held by an impact fee credit holder and shall reduce the amount of the credits as authorized by the impact fee credit holder. After the credit balance is exhausted, no additional credits shall be applied to subsequent building permits.
- (b) Renovated and damaged structures credits. Any person subject to an impact fee pursuant to this Section may apply for a credit against any impact fee for the following types of renovation or restoration.
- (1) Renovation. Room additions, remodeling, rehabilitation or other improvements to an existing structure, provided that there is no increase in the number of dwelling units for residential use or in the amount of square footage for nonresidential use.

- (2) Damage. Rebuilding or replacement of a damaged, destroyed, demolished or removed structure, whether voluntary or involuntary, provided that there is no increase in the number of dwelling units for residential use or in the amount of square footage for nonresidential use.
- (c) Redevelopment credits. Any person subject to an impact fee pursuant to this Section may apply for a partial credit against any impact fee for the following types of redevelopment.
 - (1) Change of use. The change of an existing use within an existing building shall result in a full credit. Any additional new vehicle trips created by the construction of additional building square footage for the change in use will be subject to the per vehicle trip impact fee based upon the new land use category. If the change in use, including the additional square footage, results in a total number of vehicle trips equal to or less than the previous use, a full credit will apply.
 - (2) Redevelopment of property. As used in this subsection "redevelopment" means the demolition of one or more existing buildings and the subsequent construction of one or more new buildings on the property. The redevelopment of property shall result in a full credit. Any additional new vehicle trips created by the construction of additional building square footage in the redevelopment will be subject to the per vehicle trip impact fee based upon the new land use category of the redevelopment. If the redevelopment, including the additional square footage, results in a total number of vehicle trips equal to or less than the previous use, a full credit will apply.
- (d) School district and tax exempt entity credits. The following categories shall be granted a full credit in the amount of the impact fee imposed under this section.
 - (1) School districts. Development of structures for a school district of the state.
 - (2) Tax exempt entity. Development of structures for a person that is not subject to any federal, state or local taxes, including federal, state and local sales, income, personal property, real property, use, earnings or license taxes. The burden of proof shall be on the person claiming this credit to demonstrate, by clear and convincing evidence, that the development being constructed is exempt from all federal, state and local taxes as described in this subsection.
- (e) An applicant must apply for a credit against impact fees due at the time of application for a building permit unless the city agrees in writing to a different time. The applicant shall file a petition for credits with the director of community planning and development or his/her designee on a form provided by the city for this purpose.

The director of community planning and development or his/her designee shall provide the applicant, in writing, with a decision on the credit request, including the reasons for the decision. The decision shall specify the maximum value of the credit that may be applied against the impact fee.

The application for credit shall include the following information:

- (1) If the proposed application for credit involves construction:
 - i. The proposed plan of the specific construction prepared and certified by a duly qualified and licensed engineer or contractor; and
 - ii. The lowest responsive bid by a qualified bidder, or, if no bid is available, projected costs for the suggested capital improvement, which shall be based on local information for similar improvements, along with the construction timetable for the completion thereof. Such estimated costs shall include the cost of construction or reconstruction; the cost of plans and specifications; the costs of professional services; and all other expenses necessary or incident to such construction or reconstruction.
- (2) If the proposed application for credit involves a credit for any contribution or payment:
 - i. A copy of the document in which the contribution or payment was agreed;
 - ii. If payment has been made, proof of payment; or

- iii. If payment has not been made, the proposed method of payment.
- (3) If the proposed application for credit involves any other type of development described above, provide as applicable:
- i. Information regarding the current proposed use of the building, previous use of the building, the time period it has been vacant or demolished, and information regarding the tax exempt entity.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-136. - Establishment of accounts.

- (a) The city's finance department shall establish an account for the arterial street improvements impact fee ("impact fee account"). All impact fees collected shall be deposited into the account.
- (b) Interest earned on the funds in the account shall be considered funds of the account and shall be used only for the purposes authorized in section 34-137 of this article.
- (c) The city's finance department shall maintain and keep adequate financial records of the account that shall show the source and disbursement of all funds placed in or expended from the account, and that ensure that the impact fees expended from the account are used only for the purposes authorized in section 34-137 of this article. Disbursement of funds shall be authorized by the city at such times as are reasonably necessary to carry out the purposes and intent of this article.
- (d) The records of the account into which impact fees are deposited shall be open for public inspection and copying during ordinary business hours. The fee for copying services shall be as established by the city.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-137. - Use of proceeds of impact fee account.

- (a) The impact fees collected for the citywide service area pursuant to this article shall be used to finance or to recoup arterial street network improvement costs. Impact fees may also be used to pay the principal sum and interest and other finance costs on bonds, notes or other obligations issued by or on behalf of the city to finance arterial street network improvements.
- (b) Impact fees collected pursuant to this section shall not be used to pay for any of the following expenses: (i) rights-of-way necessary for construction of the city's arterial street network; (ii) individual development project required traffic improvements; (iii) construction, acquisition or expansion of transportation facilities other than those identified in the Snyder & Associates Analysis, as amended; (iv) repair, operation or maintenance of existing transportation facilities; (v) upgrade, expansion or replacement of existing transportation facilities to serve existing developments at the level of service established for arterial street network transportation facilities or facility expansions necessary to serve new development; and (vi) the cost of construction, acquisition or expansion of transportation facilities or transportation facility expansion necessary to accommodate trips with an origin and destination outside the citywide service area.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-138. - Refunds.

- (a) Any impact fees collected shall be returned to the feepayer or his successor in interest if the impact fees have not been spent within seven years from the date the building permit for the residential or nonresidential development was issued, along with interest at the average annual rate earned by funds in the impact fee account. Impact fees shall be deemed to be spent on the basis that the first

fee collected shall be the first fee spent. The refund of the impact fees shall be undertaken through the following process:

- (1) The current owner of the property must petition the city for the refund within one year following the seven-year period from the date on which the impact fee was paid. Within one month of the end of the seven-year period from the date on which the unspent impact fee was paid, the director of community planning and development shall notify the feepayer of eligibility for a refund at the address provided by the feepayer at the time of fee payment or at a new address subsequently provided by the feepayer. It shall be the responsibility of the feepayer to keep the address current.
- (2) The petition must contain the following information:
 - i. A notarized sworn statement that the petitioner is the current owner of the property;
 - ii. A copy of the dated receipt issued for payment of the impact fee;
 - iii. A certified copy of the latest recorded deed for the property; and
 - iv. A copy of the most recent ad valorem tax bill for the property.
- (3) Within one month from the date of receipt of a petition for refund, the director of community planning and development shall review the petition and determine if it is complete. If the director of community planning and development determines the petition is not complete, a written statement specifying the deficiencies shall be sent to the petitioner by certified mail. Unless the deficiencies are corrected, the director of community planning and development shall take no further action on the petition. When the director of community planning and development determines that the petition is complete, the petition shall be reviewed within one month. The director of community planning and development shall approve the refund petition if it is determined that the feepayer or his successor in interest has paid a fee which the city has not spent within the period of time permitted under this section. The refund shall include the fee paid, plus interest.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-139. - Appeals.

- (1) To the city manager.
 - (a) The applicant for a building permit may appeal the following decisions to the city manager: (i) the applicability of the impact fee to the new development; (ii) the amount of the impact fee due (including the land use classification of the development or the number of trips generated by the new development); (iii) the applicability of a credit against an impact fee due and the amount of a credit or (iv) the decision regarding a refund.
 - (b) The burden of proof shall be on the applicant to demonstrate that the amount of the impact fee or the amount of the credit or refund was not calculated in accordance with the provisions of this section or the administrative guidelines, if any.
 - (c) The applicant shall file a notice of appeal with the city clerk within ten days following notice of the applicable impact fee calculation or refund decision. The notice of appeal shall specify the grounds for the review. If applicable, the application for development approval with respect to which the appeal is filed may be processed while the appeal is pending, provided that the notice of appeal is accompanied by a bond or other sufficient surety satisfactory to the city attorney in an amount equal to the original determination of the impact fee due.
 - (d) Within ten days of the notice of appeal, or by such date as shall be agreed upon in writing between the applicant and city, applicant may submit to the city manager traffic engineering studies containing documentation of trip generation rates for the new development, vehicle miles at p.m. peak hour to be generated by the new development, and other trip or demand data appropriate for determination of the impact fee rate for the new development and economic

documentation studies containing documentation of the cost per lane per mile for roadway construction appropriate for the new development and credits attributable to the new development that can be expected to be available to replace the portion of the traffic demand generated by the new development.

- (e) Within 30 days after filing of the notice of appeal, the city manager shall render a final decision in writing to the applicant regarding the calculation of the impact fee or refund decision.
- (2) To the city council.
- (a) An applicant may appeal the final decision of the city manager by filing a notice of appeal with the city clerk within ten days following issuance of the final written decision of the city manager as specified in section 34-139(a)(e). If an applicant fails to appeal the final decision of the city manager within ten days as set forth in this subsection, the calculation of the impact fee shall be final and no appeal shall be heard.
 - (b) An applicant may appeal the following decisions of the city manager to the city council: (i) the applicability of the impact fee to the new development; (ii) the amount of the impact fee due (including the land use classification of the new development or the number of trips generated by the new development); (iii) the applicability of a credit against an impact fee due and the amount of a credit; or (iv) the decision regarding a refund.
 - (c) Within ten days of receipt of the notice of appeal, or by such date as shall be agreed upon in writing between the applicant and the city, the applicant shall submit to the city council copies of all studies, calculations and other documentation appropriate to the determination of the impact fee.
 - (d) The notice of appeal shall specify the grounds for the appeal. The notice of appeal shall be forwarded to the city council along with a recommendation from the city staff, and the city council shall conduct a hearing. The applicant shall receive notice of the hearing by certified mail at least 15 days prior to the hearing.
 - (e) Within 30 days after the hearing before the city council, the city council shall render a final decision. The applicant that submitted the notice of appeal shall receive written notice of the decision.
- (3) Calculation of days. The number of days specified in this section shall include weekend days and holidays. The last day of the period shall be included in the computation, unless it is a Saturday, Sunday or a legal holiday, and if it is, the period runs until the end of the next day which is not a Saturday, Sunday or a legal holiday. A half-holiday shall be considered as other days and not as a holiday. "Legal holiday" includes any day designated as a holiday by the Congress of the United States, Missouri legislature or the city council.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-140. - Updates to planning and revision of fees.

- (a) The city shall update its land use assumptions and arterial street improvements impact fee transportation facilities or facility expansion plans and shall recalculate its impact fee not less than once every three years.
- (b) From time to time it may become necessary for city staff to develop additional categories of land use for a more precise trip generation rate for calculation of an impact fee. These categories are in addition to the land use categories and related trip generation rates from the Institute of Traffic Engineers, Trip Generation Manual. In those instances, the new land use category and related trip generation rate will be incorporated into the city's transportation impact fee program and updated accordingly.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-141. - Agreement for capital improvements.

An applicant for development approval within the citywide service area may construct or finance arterial street network transportation facilities or facility expansions if required or authorized by the city, by entering into an agreement with the city prior to the issuance of any building permit for the new development. The agreement shall be in a form approved by the city, and shall identify the estimated cost of the arterial street network improvement, the schedule for initiation and completion of the improvement, and contain a requirement that the improvement be designed and constructed to comply with city standards and all other terms and conditions as deemed necessary by the city. The agreement shall provide for the method to be used to determine the amount of the credit to be given against impact fees due for the new development.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-142. - Use of other financing mechanisms.

- (a) The city may finance arterial street network transportation facilities or facility expansions through the issuance of bonds, through the formation of special, benefit, or improvement districts or other assessment districts or through any other authorized mechanism, in the manner and subject to such limitations as may be provided by law, in addition to the use of impact fees.
- (b) Except as hereinafter provided, the assessment and collection of impact fees shall be additional and supplemental to, and not in substitution of, any other tax, fee, charge or assessment that is lawfully imposed on and due against the property.
- (c) The city may pay all or part of impact fees due for a new development taking into account available credits provided for in section 34-139 of this article.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-143. - Impact fee as additional and supplemental regulation.

Impact fees established by this section are additional and supplemental to, and not in substitution for, any other requirement proposed by the city on the development of land or the issuance of building permits. Impact fees are intended to be consistent with and implement the policies of the city's comprehensive plan, the capital improvements plan, the zoning ordinance, subdivision regulations, and other city policies, ordinances and resolutions by which the city seeks to ensure the provision of adequate public facilities in conjunction with the development of land.

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-144. - Supplemental materials.

The following supplemental materials should be consulted for additional information related to the imposition and calculation of arterial street improvements impact fees:

- (a) Arterial Street Improvements Impact Fee Administrative Guidelines (Adopted by Resolution 2008-10).
- (b) Arterial Street Improvements Impact Fee Service Area (Adopted by Resolution 2005-50).
- (c) Methodology and Rates for Calculating the Arterial Street Improvements Impact Fee (Adopted by Resolution 2005-50).

(Ord. No. 2011-3768, § 1, 11-22-2011)

Sec. 34-145. - Definitions.

As used in this article:

Arterial street network means arterial street network transportation facilities and facility expansions as identified and discussed in the Arterial Street Improvement Impact Fee Analysis, prepared by Snyder & Associates, dated August 10, 2005, as amended.

Building means any structure used or intended for supporting or sheltering any use or occupancy.

Building permit means the permit required for new construction and additions pursuant to the City Code of the City of Belton.

City manager means the city manager or his or her designee.

Developer means a person who engages in development.

Development means any man-made change to improved or unimproved land, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavating or drilling operations.

Dwelling unit means one or more rooms constituting all or part of a building and that are arranged, designed, or used exclusively as a single housekeeping unit for one family, and that may include cooking, living, sanitation, and sleeping facilities.

Impact fee means arterial street improvements impact fee.

Nonresidential means created or used for any purpose other than residential uses or purposes.

Person means any individual, partnership, corporation, trust, incorporated or unincorporated association, marital community, joint venture, governmental entity, or other entity or group of persons however organized.

Per trip, or vehicle trip means a single or one-direction vehicle movement with either the origin or the destination (exiting or entering) at the subject building. For trip generation purposes, the total trip ends for a building over a given period of time are the total of all trips entering plus all the trips exiting a site during a designated time period.

P.M. peak hour means the hour between 4:00 p.m. and 6:00 p.m. during the weekdays, Monday through and including Friday, at which the average traffic volume is highest.

Residential means primarily created or used for a dwelling for one or more persons.

School district means a public school district of the State of Missouri.

Structure means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner for either residential or nonresidential purposes.

(Ord. No. 2011-3768, § 1, 11-22-2011)



CITY OF BELTON
 520 Main Street
 Belton, MO 64012
 (816) 331-4331
 Fax: (816) 331-6973

PERMIT FOR WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT, OR CITY PROPERTY

TO BE COMPLETED BY CITY STAFF	
PERMIT NUMBER	
PERMIT ISSUE DATE	

DATE OF APPLICATION:		<input type="checkbox"/> FAX	<input type="checkbox"/> EMAIL	<input type="checkbox"/> WALKIN
PERMIT LOCATION/STREET ADDRESS:				
MISSOURI ONE CALL TICKET NUMBER: <small>THE USE OF INDUSTRY STANDARD UTILITY MARKING AND COLOR CODES IS REQUIRED.</small>				
TYPE OF WORK				
<input type="checkbox"/> WATER	<input type="checkbox"/> GAS	<input type="checkbox"/> WASTEWATER	<input type="checkbox"/> WATER/SEWER SERVICE	
<input type="checkbox"/> CATV	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> COMMUNICATIONS	<input type="checkbox"/> DRIVEWAY	
<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> OTHER (please specify)			
CONTACT INFORMATION				
CONTRACTOR/APPLICANT:				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
TELEPHONE:			CELL PHONE:	
EMAIL:				
OWNER OF FACILITIES (UTILITY COMPANY):				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
TELEPHONE:			CELL PHONE:	
EMAIL:				
SUBCONTRACTOR (IF APPLICABLE):				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
TELEPHONE:			CELL PHONE:	
EMAIL:				

PERMIT FOR WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT, OR CITY PROPERTY
City of Belton, Missouri

DETAILS OF WORK				
ESTIMATED START DATE		ESTIMATED COMPLETION DATE		
THE PERMIT TERM SHALL NOT EXCEED 60 DAYS.				
PURPOSE OF WORK	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> NEW INSTALLATION	
	<input type="checkbox"/> OTHER (please specify)			
INSTALLATION METHOD	<input type="checkbox"/> OPEN CUT	<input type="checkbox"/> TUNNELING/BORING		
	<input type="checkbox"/> OTHER (please specify)			
AFFECTED AREA	<input type="checkbox"/> PAVEMENT	<input type="checkbox"/> GRASS	<input type="checkbox"/> CURB	
	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> POTHOLES/SPOT HOLES IN PAVEMENT	
	<input type="checkbox"/> SERVICE CONNECTION ACROSS STREET	AREA OF STREET CUT (LxW): # OF STREET CUTS:		
	<input type="checkbox"/> AREIAL/POLE MOUNTED	<input type="checkbox"/> OTHER:		
LENGTH IN FT (IF LINEAR WORK):	FROM		TO	
THE MAXIMUM LENGTH OF LINEAR WORK PER PERMIT IS 2,000 FEET.				
OTHER DETAILS				
TOTAL DISTURBED AREA*:				
	SQ. FT		ACRES	
THE FOLLOWING ARE ACKNOWLEDGED AND/OR ATTACHED AND INCORPORATED INTO THIS PERMIT APPLICATION, PER CITY'S ROW ORDINANCE:				
<input type="checkbox"/> REGISTRATION				
<input type="checkbox"/> TEMPORARY TRAFFIC CONTROL PERMIT, AS APPLICABLE				
<input type="checkbox"/> LAND DISTURBANCE PERMIT, AS APPLICABLE				
<input type="checkbox"/> ENGINEERING DRAWINGS, CONSTRUCTION PLANS, ETC. SHOWING THE LOCATION AND AREA OF PROJECT AND EXISTING AND PROPOSED FACILITIES AT SUCH LOCATION				
<input type="checkbox"/> WORK PLAN AND SCHEDULE				
<input type="checkbox"/> PERFORMANCE AND MAINTENANCE BONDS, AS APPLICABLE				
<input type="checkbox"/> APPROPRIATE FEES WILL BE PAID UPON ISSUANCE OF PERMIT				

PERMIT FOR WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT, OR CITY PROPERTY
City of Belton, Missouri

PERMIT FEE CALCULATION (TO BE COMPLETED BY CITY STAFF)
PERMIT FEE = BASE PERMIT FEE + ([LINEAR WORK FEE] X [FEET]) + ([STREET CUT FEE] X [# OF STREET CUTS])
TOTAL PERMIT FEE:

This application is made under the terms of Chapter 19 of the Code of Ordinances of the City of Belton, Missouri, governing work within public right-of-way, to accomplish the work herein described. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said Chapter 19 and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application within four years thereafter.

SIGNATURE REQUIRED	
PERMITTEE OR AUTHORIZED AGENT	CITY ENGINEER OR HIS OR HER DESIGNEE
_____	_____
SIGNATURE	SIGNATURE
_____	_____
PRINTED NAME	PRINTED NAME
_____	_____
DATE	DATE



CITY OF BELTON
 520 Main Street
 Belton, MO 64012
 (816) 331-4331
 Fax: (816) 331-6973

PERMIT FOR TEMPORARY TRAFFIC CONTROL

TO BE COMPLETED BY CITY STAFF	
PERMIT NUMBER	
PERMIT ISSUE DATE	

DATE OF APPLICATION:		<input type="checkbox"/> FAX	<input type="checkbox"/> EMAIL	<input type="checkbox"/> WALKIN
PERMIT LOCATION/STREET ADDRESS:				
MISSOURI ONE CALL TICKET NUMBER: THE USE OF INDUSTRY STANDARD UTILITY MARKING AND COLOR CODES IS REQUIRED.				
LOCATION OF WORK				
STREET:		FROM:		TO:
STREET:		FROM:		TO:
<input type="checkbox"/> FULL STREET CLOSURE	<input type="checkbox"/> PARTIAL STREET CLOSURE SPECIFY # OF LANES CLOSED	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> OTHER _____	
REASON FOR TEMPORARY TRAFFIC CONTROL:				
START DATE:		END DATE:		TIME CLOSED (HOURS/DAYS):
CONTACT INFORMATION				
CONTRACTOR/APPLICANT:				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
TELEPHONE:		CELL PHONE:		
EMAIL:				
OWNER OF FACILITIES (UTILITY COMPANY):				
CONTACT NAME:				
ADDRESS:				
CITY:		STATE:		ZIP:
TELEPHONE:		CELL PHONE:		
EMAIL:				

PERMIT FOR TEMPORARY TRAFFIC CONTROL

City of Belton, Missouri

THE FOLLOWING ARE ACKNOWLEDGED AND/OR ATTACHED AND INCORPORATED INTO THIS PERMIT APPLICATION, PER CITY'S ROW ORDINANCE:

- REGISTRATION
- TRAFFIC CONTROL PLAN
- RIGHT-OF-WAY PERMIT, AS APPLICABLE
- LAND DISTURBANCE PERMIT, AS APPLICABLE
- WORK PLAN AND SCHEDULE, AS APPLICABLE
- PERFORMANCE AND MAINTENANCE BONDS, AS APPLICABLE
- APPROPRIATE FEES WILL BE PAID UPON ISSUANCE OF PERMIT

PERMIT FEE CALCULATION (TO BE COMPLETED BY CITY STAFF)

PERMIT FEE = [PERMIT FEE] X [# OF LANES CLOSED] X [# OF DAYS CLOSED]

TOTAL PERMIT FEE:

This application is made under the terms of Chapter 19 of the Code of Ordinances of the City of Belton, Missouri, governing work within public right-of-way, to accomplish the work herein described. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said Chapter 19 and further agrees to satisfactorily repair any failure or damage within the right-of-way resulting from the excavation or construction covered under this application within four years thereafter.

SIGNATURE REQUIRED

PERMITTEE OR AUTHORIZED AGENT

SIGNATURE

PRINTED NAME

DATE

CITY ENGINEER OR HIS OR HER DESIGNEE

SIGNATURE

PRINTED NAME

DATE

All appropriate departments have been notified

SECTION II
B



CITY OF BELTON CITY COUNCIL INFORMATION FORM

AGENDA DATE: July 19, 2016

DIVISION: Engineering

COUNCIL: Regular Meeting

Work Session

Special Session

<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order	<input type="checkbox"/> Motion
<input type="checkbox"/> Agreement	<input type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Presentation	<input type="checkbox"/> Both Readings

ISSUE/RECOMMENDATION:

Staff has been working with the City Attorney to make amendments to right-of-way (ROW) management code which is presented in this same July 12, 2016 Council Packet. In conjunction with and complementary to this ROW code changes are amendments to Appendix A – Schedule of Fees and Charges, Part II. – Unified Development Code of the Unified Development Code (UDC) and the Code of Ordinances and Chapter 36 – Subdivision Regulations of the UDC to reflect the appropriate Public Works Engineering fees and charges associated with right-of-way permitting, sanitary sewer impact fees, and engineering review fees.

ROW permits utilize significant staff time to administer, review plans, coordinate with the contractor and/or service provider, locate City utilities and inspect the work. The current ROW permit fee is \$5 and requires a refundable \$200 cash bond. This does not allow the City to recover the cost of staff time that is spent on each permit. The newly recommended revisions to Chapter 19 explicitly state that the fees of right-of-way permits should be set in order to recover the costs of the City in compliance with state law under RSMO 67.1830 to 67.1846.

The base permit fee recommended in these revisions is \$62. The permit fee of \$62 is calculated by applying an average of about 1 hour (at \$38/hour) of staff’s time to administer and review the permit application, ½ hour (at \$24/hour) to inspect the work under the permit and ½ hour (at \$24/hour) to locate City utilities for the permit.

In addition to the base permit fee, staff recommends additional charges for work on linear facilities and street cuts. Linear work on facilities require additional inspection and locating services averaging out to about \$0.07/LF. That figure was calculated by assuming for every 500 LF of work on linear facilities it would require staff time equating to ½ hour (at \$24/hour) of inspection and 1 hour (at \$24/hour) of locating. Street cuts create additional areas for failure upon a roadway and staff recommends that the City recover the depreciation rate of the pavement after street cuts are made by Service Providers and/or ROW-users.

(Please keep in mind that these fees are only an illustration of the permit fees, there are additional costs associated with the permit in relation to bonding requirements and insurance; these requirements can be found in the recommended Chapter 19 code amendments.) Examples are provided below.

Permit Fee = Base Permit Fee	+	Linear Work Fee	+	Street Cut Fee
Permit Fee = \$62	+	(\$0.07/LF x LF)	+	(\$24/Street Cut)

1. Homeowner hires contractor to replace driveway
Permit fee = \$62 + \$0 + \$0 = **\$62**

2. Homeowner hires contractor to replace sanitary sewer service line to the City's sewer main in the middle of the street
Permit fee = \$62 + \$0 + (\$24/Cut) = \$62 + \$0 + \$24 = **\$86**
Additional street cut charges

3. Service Provider hires contractor to install 1500 LF of a new service with five street cuts
Permit fee = \$62 + (\$0.07/LF x 1500 LF) + (\$24/Cut x 5 cuts) = \$62 + \$105 + \$120 = **\$287**
Additional linear work charges and additional street cut charges

While making updates to the Schedule of Fees and Charges, staff reviewed other code and came across a discrepancy in Chapter 36 – Subdivision Regulations of the Unified Development Code. In addition, a minor text revision was made in relation to the sanitary sewer impact fee within the Schedule of Fees and Charges.

In the July 8, 2016 issue of the Cass County Democrat Missourian, a Notice of Public Hearing for the code changes was advertised. The Public hearing will be held at 7:00 p.m. at City Hall Annex at the start of the July 26, 2016 Regular City Council Meeting.

The recommended revisions were provided in the Council Packet prepared for the July 12, 2016 City Council Regular Session. No modifications have been made since that time.

PROPOSED CITY COUNCIL MOTION:

At the July 12, 2016 City Council Regular Session, authorize and approve the first reading of an ordinance amending Appendix A – Schedule of Fees and Charges, Part II. – Unified Development Code of the Unified Development Code and the Code of Ordinances and Chapter 36 – Subdivision Regulations of the Unified Development Code of the City of Belton, Missouri to reflect the correct nomenclature, fees and charges related to Public Works Engineering items including right-of-way permitting, sanitary sewer impact fees, and engineering review fees.

BACKGROUND:

As the City of Belton progresses and grows with development, amendments to the code are necessary in order to provide means to administer and manage activity and work within the City in a consistent and fair manner.

IMPACT/ANALYSIS:

N/A

STAFF RECOMMENDATION, ACTION, AND DATE:

At the July 12, 2016 City Council Regular Session, authorize and approve the first reading of an ordinance amending Appendix A – Schedule of Fees and Charges, Part II. – Unified Development Code of the Unified Development Code and the Code of Ordinances and Chapter 36 – Subdivision Regulations of the Unified Development Code of the City of Belton, Missouri to reflect the correct nomenclature, fees and charges related to Public Works Engineering items including right-of-way permitting, sanitary sewer impact fees, and engineering review fees.

LIST OF REFERENCE DOCUMENTS ATTACHED:

Ordinance

Exhibit A – Chapter 36 Redlined

BILL NO. 2016-82

ORDINANCE NO. 2016-

AN ORDINANCE AMENDING APPENDIX A – SCHEDULE OF FEES AND CHARGES, PART II. – UNIFIED DEVELOPMENT CODE OF THE UNIFIED DEVELOPMENT CODE AND THE CODE OF ORDINANCES AND CHAPTER 36 – SUBDIVISION REGULATIONS OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF BELTON, MISSOURI TO REFLECT THE CORRECT NOMENCLATURE, FEES AND CHARGES RELATED TO PUBLIC WORKS ENGINEERING ITEMS INCLUDING RIGHT-OF-WAY PERMITTING, SANITARY SEWER IMPACT FEES, AND ENGINEERING REVIEW FEES.

WHEREAS, THE City of Belton, Missouri Code of Ordinances was recodified in October 2011; and

WHEREAS, the City of Belton, Missouri adopted the Unified Development Code (UDC) December 13, 2011; and

WHEREAS, the City Attorney, Public Works Director, City Engineer, Engineering Division and Transportation Division reviewed Chapter 19 – Streets, Sidewalks and Other Public Places of the Code of Ordinances, Chapter 34 - Streets and Sidewalks of the UDC, Chapter 36 – Subdivision Regulations of the UDC, and Appendix A – Schedule of Fees and Charges of the UDC and the Code of Ordinances of the City of Belton, Missouri and determined the code, fees and guidance on management of the right-of-way to be deficient and in need of amendments and reorganization; and

WHEREAS, an ordinance amending Chapter 19 – Streets, Sidewalks, Rights-of-way, and Other Public Places of the Code of Ordinances and Chapter 34 – Streets and Sidewalks of the UDC of the City of Belton Missouri should be passed in conjunction with and complementary to this ordinance effecting the fees; and

WHEREAS, the revisions in the aforementioned complementary ordinance provide new and additional guidance on how right-of-way permitting fees should be calculated. These revisions allow the City to recover actual costs associated with administering permits, reviewing plans, coordinating about the permit, locating City utilities, and inspecting the permitted work; and

WHEREAS, while reviewing the Schedule several errors were found and are hereby submitted for correction. One error in relation to the sanitary sewer impact fees was found in the Schedule. The Council Info Sheet and Staff Memo that were provided with Ordinance No. 2014-4038 explained the appropriate charges for the sewer impact fees; and

WHEREAS, a public hearing was held before the Regular Session City Council Meeting on July 26, 2016 to receive input concerning the consideration amendments to Chapter 19 of the

Code of Ordinances, Chapter 34, and 36 of the UDC and Appendix A of the UDC and the Code of Ordinances upon proper notice advertised in the Friday, July 8, 2016 edition of *Cass County Democrat Missourian*, a weekly/daily newspaper of general circulation in the County of Cass, State of Missouri; and

WHEREAS, staff recommends to amend and update Appendix A – Schedule of Fees and Charges, Part II. – Unified Development Code of the UDC and the Code of Ordinances and Chapter 36 – Subdivision Regulations of the UDC of the City of Belton, Missouri to reflect the correct nomenclature, fees and charges related to Public Works Engineering items including right-of-way permitting, sanitary sewer impact fees, and engineering review fees.

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

Section 1. That Appendix A – Schedule of Fees and Charges, Part II. – Unified Development Code of the UDC and the Code of Ordinances of the City of Belton, Missouri is hereby amended and revised with the addition of the highlighted text and deletion of the stricken text to read as follows:

Code of Ordinances and Unified Development Code

**Appendix A – SCHEDULE OF FEES AND CHARGES
PART II. - UNIFIED DEVELOPMENT CODE**

~~Updated May 2014~~ [Adopted September 9, 2014] **Updated May 2014 and July 2016**

Application Type	Filing Fees
Subdivision—Plan Reviews	
Prelim. residential	\$200.00 for first 20 lots + \$10.00/lot thereafter
Final residential	\$200.00 for first 20 lots + \$10.00/lot thereafter
Prelim. commercial	\$300.00 for first 40 acres + \$10.00/acre thereafter
Final commercial	\$300.00 for first 40 acres + \$10.00/acre thereafter
Planning/Zoning	
Rezoning—Residential	\$150.00

Rezoning—Comm., Mfg, PUD	\$200.00
Special use	\$150.00
Variance	\$150.00
Lot split	\$150.00
Vacation	\$0.00
Building	
Building permit fee (Based on valuation, calculated as per section 10-52, Unified Development Code)	Minimum fee \$42.00
Valuation \$2,001.00 to \$25,000.00	\$42.00 for first \$3,000.00 plus \$7.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
Valuation \$25,001.00 to \$50,000.00	\$205.00 for first \$25,000.00 plus \$5.80 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.00
Valuation \$50,001.00 to \$100,000.00	\$350.00 for first \$50,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
Valuation \$100,001.00 to \$500,000.00	\$625.00 for first \$100,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
Valuation \$500,001.00 to \$1,000,000.00	\$2,225.00 for first \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000
Valuation \$1,000,001.00 and up	\$4,225.00 for first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
Engineering	

Arterial street impact fee	\$620.00/PM peak hour traffic trip (table attached)
Water impact fee	Size displacement/turbine
	¾" = \$3,090.00
	1" = \$4,944.00
	1.5" = \$6,180.00/\$9,888.00
	2" = \$12,360.00/\$14,832.00
	3" = \$18,540.00/\$33,867.00
	4" = \$24,670.00/\$61,800.00
	6" = \$61,800.00/\$135,960.00
Sanitary sewer connection impact fee	\$500.00 - \$1,600.00 Minimum \$1,200 residential and \$2,000 commercial
	Dependent upon sewer district and meter size
Land disturbance permit	No fee - except applicable public infrastructure fees
Excavating permit	\$5.00
Excavating bond	\$200.00 cash bond + \$5,000.00 surety bond
Right-of-way permit	\$62
Street cut charge	\$24
Linear work charge	\$0.07/LF (2,000 LF per permit)
Re-inspection	\$24/re-inspection
Temporary Traffic Control Permit -	\$10/day

Community Event	
Temporary Traffic Control Permit – Arterial Street	\$24/lane/day
Temporary Traffic Control Permit – Collector Street	\$18/lane/day
Temporary Traffic Control Permit – Local Street	\$12/lane/day
Water tap	\$400.00 for ¾" meter
	\$482.00 for 1" meter
	\$540.00 for 1" tap w/dual ¾" meter
	\$892.00 for 1.5" meter
	\$1,120.00 for 2" meter
	Larger meters at current material costs
Water deposit	Builder = \$110.00
Public Infrastructure	
Engineering review and inspection fee	3% of the construction cost
Performance and 2-yr maintenance bond	100% of the construction cost
Fire	
Plan review fee	None
Operational permit fee	None
Construction permit fee	See building fees

Blasting permit	\$300.00
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NOTES: Last updated ~~11/2014~~ **07/2016**

(Ord. No. 2014-4038, § 1, 9-9-2014)

Section 2. That Chapter 36 – Subdivision Regulations, Article V. – Public Improvements, Section 36-113. – Improvement Procedure, subsection (p) Inspection of Public Improvements of the Unified Development Code of the City of Belton, Missouri is hereby amended to read as follows with the deletion of the stricken text and the addition of the highlighted text; this section is modified as provided in Exhibit A.

(p) Inspection of public improvements. Unless otherwise approved by the city engineer, all improvements shall be inspected by the City of Belton. The subdivider shall pay to the city a fee of ~~four~~ **two** percent of the estimated cost of the required public improvements, as defined in subsection (s) of this section, for construction inspection. The subdivider shall obtain a construction permit(s) from the public works department; the fees shall be paid at the time of permit issuance. This fee may be adjusted from time to time by the city council.

Section 3. This Ordinance shall take effect and be in full force after passage and approval.

Section 4. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

READ FOR THE FIRST TIME:

READ FOR THE SECOND TIME AND PASSED:

Mayor Jeff Davis

Approved this _____ day of _____, 2016.

Mayor Jeff Davis

ATTEST:

Patricia Ledford, City Clerk
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 ____ day of _____, 2016, and thereafter adopted as Ordinance No. 2016-____ of the City of Belton, Missouri, at a regular meeting of the City Council held on the ____ day of _____, 2016, after the second reading thereof by the following vote, to-wit:

AYES: COUNCILMEN:

NOES: COUNCILMEN:

ABSENT: COUNCILMEN:

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

EXHIBIT A

Unified Development Code, Belton, Missouri

Chapter 36 – Subdivision Regulations

Article V. – Public Improvements

Sec. 36-110. - Improvement procedure.

(a) General.

- (1) Prior to the issuance of a building permit, all required improvements must be installed in accordance with this Code; plans approved by the appropriate utility company and all grading work completed.
- (2) Physical improvements as mentioned in the preceding paragraph must be constructed before the issuance of a building permit, except that the city council may, at the option of the developer, accept one or a combination of the following issuance of a building permit. (The plans must be completed and approved for the water and sewer lines in either area.)
 - a. A bond or other acceptable financial guarantee (Letter of credit, personal surety bond, performance bond or other city council approved guarantee) in an amount equivalent or larger than 100 percent the projected cost of the improvement at the date of the expiration of the guarantee. The guarantee shall be in a form that can be executed by the city council in the case that the required improvements are not constructed within two years or a lesser period of time specified and approved by the city council. Such surety shall be properly executed prior to any grading or construction and shall be released in segments upon written approval of the city.
 - b. A petition presented to and approved by the city council having jurisdiction, properly executed by the property owners, neighborhood improvement district, or voters of the city, as provided by law. Said petition will be used for the construction of the improvements by the city council and the costs of which will be assessed against the subdivided property.

(b) Land disturbance permit. After obtaining a Land Disturbance Permit, the subdivider may do the grading and any drainage work that is required, all according to plans approved by the city engineer. The minimum requirements of the permit shall include:

- (1) The final plat has been approved by the city council. (If the approval of the final plat is contingent upon any conditions requiring further board review or action, the board must provide specific approval to allow for the preliminary work to begin.)
- (2) A preliminary grading plan, including existing contours (two foot max interval) and features; and proposed improvements and contours (two foot max interval).
- (3) A preliminary stormwater management plan addressing both water quality and quantity is approved by the city engineer. The plans shall indicate the necessary size, approximate dimensions, and location of the detention and best management practices to be utilized.
- (4) A preliminary engineer's estimate (including contingencies) for the stormwater management facilities shall be provided and the applicant or his or her contractor shall obtain a public works construction permit according to sections 42-139 and 42-140.
- (5) An erosion control plan is approved by the city engineer.

- (6) All other local, state, and federal permits applicable to grading are obtained. This may include, but is not limited to an MDNR Land Disturbance Permit, 401 permit, and 404 permit.
 - (7) The applicant will bear the entire burden of risk and agrees to indemnify the city from any expense that may occur due to beginning the project prior to final approval of all documents including final site plans, stormwater management plans and public infrastructure plans. The applicant shall meet all ordinances, regulations and code requirements regardless of the changes that may be necessary to the preliminary plans and any construction that has already occurred.
- (c) Mud deposit.
- (1) Each builder working within the city limits of Belton must provide a mud deposit in accordance with the adopted schedule of fees and charges at the time of issuing individual building permits. The deposit will be a guarantee that the permit applicant and any subcontractors or employees will keep streets and sidewalks in the area in which they are working free and clear of dirt, gravel, rubbish or other construction debris. The director of public works may waive the deposit required by this section when the applicant is an individual home owner.
 - (2) No person, firm or corporation may dump or deposit or cause to be dumped or deposited any dirt, gravel, rubbish, leaves or other debris; including, but not limited to, lumber; paper; trash; concrete or metal in any street, right-of-way, gutter, storm sewer, waterway or drainage way or erosion of soil that flows onto any street, right-of-way, gutter, storm sewer, waterway or drainage way abutting property from property before or during construction.
 - (3) If upon inspection by the director of public works or any of their designated representatives, it is determined that dirt, gravel, rubbish, leaves or other debris has been dumped or deposited in any street, right-of-way, gutter, storm sewer, waterway or drainage way in violation of the provisions of this section, he or she will then notify the responsible permittee and establish a 24-hour period to make the affected area free and clear of said dirt, gravel or debris. If the city's representative cannot determine which permittee is responsible for cleaning the street's right-of-way, the developer of the land will be given 24 hours' notice to make the affected area free of said dirt, gravel or debris. If within the 24-hour period the said area is not clear, the director of public works or his or her designate may authorize the city to take necessary action to clean up the said area and assess all charges at an established hourly rate, but in no case will the charges be less than two hours for labor, materials and equipment.
- (d) Building permits. Unless the required improvements have been installed or guaranteed by a bond for a lot or tract, no building permits shall be issued for that lot or tract. Upon issuance of the building permit, the building inspector shall notify the applicant that no structure shall be permitted to be occupied until all required improvements are installed from existing streets and utility lines to that lot, unless that lot was platted prior to August 1, 1984. The city council may require that building construction be discontinued if construction of streets, sewers and other required improvements do not progress in an orderly manner or are left unfinished.
- (e) Occupancy permits.
- (1) No occupancy permit shall be issued for any structure within a subdivision until all improvements, including sidewalks, have been installed within the platted boundaries of the lot upon which the structure is located except that landscaping may be delayed for reasons as outlined in the following:
 - (2) Placement of sidewalks in the common area(s) of a platted subdivision may be delayed until all other improvements in the common area(s) have been completed. The cost of the required sidewalks shall be included in the infrastructure bond required for the subdivision.
- (f) Certificate of insurance.
- (1) The contractors performing work under a valid building permit issued by the city shall indemnify the city, with certificate of insurance with the city named as co-insured. The certificate of insurance shall be on a form furnished by the city. The contractor shall secure and maintain

throughout the duration of construction, insurance of types and in amounts as may be necessary to protect himself or herself and the interest of the city against all hazards or risk of loss. The form and limits of such insurance together with each underwriter, shall be acceptable to the city, but regardless of such acceptance it shall be the responsibility of the contractor to maintain adequate insurance coverage at all times.

- (2) The contractor may satisfy the liability limits required for each type of insurance by securing and maintaining an umbrella excess liability type policy.
- (3) Satisfactory certificates of insurance shall be filed with the city before a construction permit will be issued. The liability limits shall not be less than:

Workers Compensation	Statutory
Automobile Liability—Bodily Injury	\$500,000.00 each person
Bodily Injury	\$2,000,000.00 each occurrence
Property or Combined Single Limit	\$300,000.00 each occurrence
	\$2,000,000.00 each occurrence
Comprehensive General Liability (including products and completed operations)	\$500,000.00 each occurrence
	\$2,000,000.00 aggregate

(g) Construction and maintenance of drainage facilities.

- (1) No building permits or occupancy permits shall be issued for any lots in the subdivision, unless at the time of issuance the subdivision's drainage facilities and improvements, including but not limited to culverts, detention ponds, ditching, etc., are operating as designed; or 90 percent of all lots in the subdivision have been developed as platted.
- (2) If for any reason the city expends money to repair, maintain or improve the existing drainage facilities and improvements including but not limited to detention ponds, ditching, culverts, etc., prior to 90 percent of the lots being developed as platted, no building permits shall be issued for new construction on any lot until the amount expended has been reimbursed to the city.

(h) Plans and specifications. During and upon the approval of the final plat, but prior to the issuance of the building permit, the subdivider, applicant or developer shall have prepared by a licensed professional engineer (which may be contracted for, with any governmental agency or utility), engineering drawings for proposed required improvements containing the data and information specified in subsection (i) of this section.

(i) Content of engineering drawings. Engineering drawings for required improvements shall contain the following data and information:

- (1) Plans, profiles, details, specifications and cost estimates for roadway and sidewalk construction, including plans and profiles for each street with a typical cross section of the roadway. The profiles of grade lines shall be shown to a scale of one inch equals 50 feet horizontal, and one inch equals five feet vertical. This information shall be shown on standard plan and profile sheets unless otherwise required.
- (2) Plans, profiles, details, specifications and cost estimates of proposed storm drainage improvements.
- (3) Plans, profiles, details, specifications and cost estimates of proposed water distribution systems and proposed water supply facilities and hydrants, if any.
- (4) Plans, profiles, details, specifications and cost estimates of sewerage systems and of any required sewage treatment facilities.
- (5) Grading plans for all lots and other sites in the subdivision.
- (6) When unusual site conditions exist, the city council may require such additional plans, specifications and drawings as may be necessary for an adequate review of the improvements to be installed.
- (7) All plans shall be based on city or U.S.G.S. datum for vertical control.
- (8) Plans, details, and specifications for all street name signs and traffic regulator signs.

(j) Soil erosion and sediment control.

(1) Introduction/purpose.

- a. The purpose of this local regulation is to safeguard persons, protect property, prevent damage to the environment and promote the public welfare by regulating land disturbance, land fill and soil storage in connection with the clearing and grading of land for construction related or other purposes and by effectively minimizing soil erosion and sedimentation during land development or any other type of land disturbance in the City of Belton. Further, it provides builders, developers and property owners with soil erosion and sedimentation control standards and regulations.
- b. Facilitation of the regulations and standards contained herein shall accomplish the following:
 1. Establish standards for soil erosion and sediment control.
 2. Minimize soil erosion and sedimentation during land development or other land disturbing activities.
 3. Minimize pollution of streams, ponds and lakes.
 4. Encourage management of natural resources.
 5. Preserve the beauty of the community and the value of land.
 6. Reduce maintenance costs of public and private improvements and services.
 7. Promote and protect the public's health, safety, comfort and welfare.

(2) Definitions.

Agricultural crop management practices means all land farming operations including plowing or tilling of land for the purpose of crop production or the harvesting of crops.

Applicant means any person requesting approval of any application pursuant to this section and the subdivision regulations.

APWA means American Public Works Association.

APWA Erosion and Sediment Control Specifications and Design Criteria means sections 2100, 2150, 3100 and 5100 of the Kansas City Metropolitan Chapter of the APWA Standards, Specifications and Design Criteria manual, adopted in 2003.

Army Corps means United States Department of the Army, Army Corps of Engineers.

Clearing means any activity which removes the vegetative surface cover including, but not limited to, root removal or top soil removal.

CPESC means Certified Professional in Erosion and Sediment Control.

Director means the director of public works of the City of Belton or his or her designee.

Drainageway means any channel that conveys surface runoff throughout the site.

Erosion means the wearing away of the land surface by the action of wind, water or gravity or a combination thereof.

Erosion and sediment control plan means a set of plans prepared by or under the direction of a licensed professional engineer or a certified professional in erosion and sediment control indicating the specific measures and sequencing to be used to control runoff, sediment and erosion on a development site before, during and after construction and after all permanent improvements have been erected or installed. This is also sometimes referred to as the "Stormwater Pollution Prevention Plan" in the APWA Standards.

Erosion control means measures that prevent erosion.

FEMA means Federal Emergency Management Administration.

Governing body means the city council of the City of Belton.

Grading means excavation or fill of earth material, or combination thereof, including the resulting conditions thereof.

MDNR means Missouri Department of Natural Resources.

Permanent vegetation means grass, sod or ground cover sufficient to prevent erosion.

Phasing means clearing a parcel of land in distinct phases, with the stabilization of each phase before the clearing of the next.

Sediment means solid material moved by erosion and deposited away from its point of origin.

Sediment control means measures that prevent eroded sediment from leaving the site.

Site means a parcel of land, or a contiguous combination thereof, where grading work is performed as a single unified operation.

Site development means altering terrain, vegetation and/or constructing improvements.

Site development permit means a permit issued by the director or his or her designee for the construction or alteration of ground, including improvements and structures for the control of erosion, runoff and grading.

Stabilization means the use of practices that prevent exposed soil from eroding.

Start of construction means the first land-disturbing activity associated with a development, including land preparation such as clearing, grading and filling; installation of streets and walkways; excavation for basements, footings, piers or foundations; erection of temporary forms; and installation of accessory buildings such as garages.

Stream bank means the top of the natural incline bordering a stream.

Stripping means any activity by which the vegetative cover is removed or significantly disturbed, including tree removal, clearing, grubbing and storage, or removal of topsoil.

Vegetative cover means any grasses, shrubs, trees and other vegetation that protects and stabilizes soils.

Watercourse means any body of water, including, but not limited to lakes, ponds, rivers, streams, and bodies of water which are delineated by the director.

Waterway means a channel that directs surface runoff to a watercourse, or to the public storm drain.

- (3) Permits - Regulated activities. No person, firm or corporation may develop or disturb land, including clearing, grading, excavating, filling, storing or disposing of soil and earth materials or perform any other land disturbing activity, without first obtaining a site development permit and the approval of an erosion and sediment control plan by the director or his or her assignee except as noted in subsection (j)(4) of this section. The following permits shall be required:
 - a. All sites one acre or more shall have a Missouri Department of Natural Resources permit and a City of Belton permit.
 - b. All subdivision and commercial lots less than one acre shall have a City of Belton permit.
- (4) Exemptions. Persons performing land disturbance activities that meet any of the criteria below are not required to apply for a site development permit pursuant to this chapter:
 - a. Land disturbance activities by city departments. In those cases, the department is required to comply with the requirements of the city's general permit, if applicable, the city's adopted standards and the city's building code;
 - b. Home gardens/landscaping. Home gardening and landscaping operations on residential lots including plowing or tilling of land for the purpose of growing flowers, trees, shrubs and/or vegetables and removal of trees and/or shrubs;
 - c. Work to correct or remedy emergencies. This includes situations that pose an immediate danger to life or property, or substantial flood or fire hazards; and
 - d. Routine agricultural crop management practices;
 - e. Land disturbance activities less than or equal to 300 square feet.
- (5) Site development permit application and issuance.
 - a. Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm, including the name and phone of the grading or earth moving contractor and shall be accompanied by an application fee if any fee has been established at the time of the submission of the application.. The council may establish application fees by resolution.
 - b. The issuance of a permit shall constitute authorization to do only that work described or shown on the approved plan. Each application shall include a statement that any land clearing, construction, or development involving the movement of earth shall be in accordance with the applicant's approved erosion and sediment control plan.

The permit shall be valid from the time that it is issued until a final certificate of occupancy or completion certificate has been issued for the site. A completion certificate will not be issued until the site is stabilized and erosion and sediment-control measures are no longer necessary. A site will be considered finally stabilized when all soil disturbing activities at the site have been completed and a uniform perennial vegetative cover for the unpaved areas and areas not covered by permanent structures has been established or equivalent permanent stabilization measures have been employed. Prior to issuance of a completion certificate or occupancy permit the site will be inspected by the public works or community development director to determine if the site has been stabilized and all erosion control measures have been removed.

- c. If the permittee sells the property before the expiration of the permit, the permit may be assigned to the new owner of the site if the assignment is approved in writing by the director.
 - d. If the permittee sells any portion of the property before the expiration of the permit, the permittee will remain responsible for that portion of the property until the new owners of the property, with respect to property covered by a permit, make all submissions required to obtain a new site development permit or an approved assignment of the permit or any portion thereof.
 - e. Clearing and grading.
 - 1. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, unless proper permits have been obtained from MDNR, Corps of Engineer or FEMA.
 - 2. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.
 - f. Areas that have been cleared and graded but will not be constructed on for more than 14 days must be stabilized with temporary vegetation or mulch. (APWA Standard 5100.7)
 - g. Review and approval.
 - 1. The director or assignee will review each application for a site development permit to determine its conformance with the provisions of this chapter. Within 30 days after receiving an application, the director shall, in writing:
 - (i) Approve the permit application;
 - (ii) Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
 - (iii) Disapprove the permit application, indicating the deficiencies and the procedure for submitting a revised application and/or submission.
 - h. Application fee. The city council may establish application fees by resolution adopted by the council. This fee shall be for the application processing and administration of this chapter.
- (6) Erosion and sediment control plan.
- a. The erosion and sediment control plan must be prepared and certified by a professional engineer or a certified professional in erosion and sediment control (CPESC) on behalf of the applicant and must outline the measures he or she will take to ensure soil and sediment is contained on the development site.
 - b. The erosion and sediment control plan for areas that are one acre or greater shall include:
 - 1. The property owner's name, address and telephone number.
 - 2. A natural resources map, at a scale no smaller than one inch equals 100 feet, identifying the location; soils; forest cover; the surrounding area's watercourses, water bodies and other significant geographic and natural features; and resources protected under other chapters of this Code.
 - 3. A one inch equals 50 feet scale map of the site showing proposed excavation, grading or filling.
 - 4. Existing and proposed contours at two foot intervals on USGS datum, clearing limits, and delineation of 100-year floodplain and floodway.
 - 5. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; final grading and

landscaping; and removal of temporary erosion control devices. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, and the sequence of clearing, installation of temporary erosion and sediment measures, installation of storm drainage, paving of streets and parking areas, and establishment of permanent vegetation.

6. All erosion and sediment-control measures necessary to meet the objectives of this chapter throughout all phases of construction and permanently, after completion of development of the site. Depending upon the complexity of the project, the drafting of intermediate plans may be required at the close of each season.
 7. Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
 8. Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.
 9. Location of proposed and existing utility lines.
 10. Details of temporary drainage system to direct stormwater runoff from graded portions of the site and details of the permanent drainage plan.
 11. Temporary access routes and construction entrance.
 12. A signed and sealed estimate from the Professional Engineer or Certified Professional in Erosion and Sediment Control of the estimated cost for the work included in the plan.
 13. Any additional items indicated in the APWA Erosion and Sediment Control Specifications and Design Criteria.
 14. The signature and seal of a Professional Engineer or a Certified Professional in Erosion and Sediment Control (CPESC).
- c. Additional information or data may be required as deemed appropriate by the director. Requirements for maps, plans, reports or drawing may be waived if the director finds that the otherwise submitted information is sufficient to show that the proposed work will conform to the erosion and sediment control requirements required by this chapter.
- d. Additional erosion and sedimentation control measures may be imposed by the director.
- e. All erosion and sediment control plans shall be designed and shall meet the design criteria set forth in the most recent version of the APWA Erosion and Sediment Control Specifications and Design Criteria, as adopted by resolution by the governing body, and shall be adequate to prevent transportation of sediment from the site to the satisfaction of the City of Belton.
- f. Grading and erosion control on individual lots and areas less than one acre:
1. Applications for areas less than one acre or individual lots shall be shown on a plot plan that contains the following:
 - (i) Property lines existing and proposed, lot and block number.
 - (ii) Location of structure.
 - (iii) Elevation on the top of the foundation, proposed and existing grading contours, property corners.
 - (iv) Location of drainage swales, inlets, and arrows showing direction of runoff.
 - (v) Location of sediment and erosion controls.
 - (vi) Any additional information required by the director.

- (vii) All sediment and erosion controls shall be removed from the lot after vegetation has been established.
 - (viii) The application fee if any fee has been established at the time of the submission of the application. This fee shall be for the application processing and administration of this chapter.
 - (ix) No building inspections shall take place until erosion controls and a construction entrance are installed.
- (7) Security for performance of work. The director shall require the applicant to provide security equal to the estimated cost to install and maintain the approved erosion and sediment control measures for the duration of the site development permit as defined in subsection (j)(5) of this section if the land disturbance is within the watershed of a public or private lake or pond or if the erosion and sediment control plan is for an area of one acre or greater and the estimated cost to install and maintain the approved erosion and sediment control measures is \$2,000.00 or greater. The applicant has two options to secure the performance of work:
- a. Option 1: Performance bond. The applicant may furnish a performance bond, approved by the director of finance; or
 - b. Option 2: Letter of credit agreement. The applicant may enter into a letter of credit agreement with the city, whereby the applicant will submit a letter of credit from a bank approved by the director of finance.
- (8) Mud, material or debris on city streets.
- a. No activities are permitted that cause mud, soil, earth, sand, gravel, rock, stone, and concrete, building materials or other materials to be deposited on public streets. Other measures may be required in order to ensure that sediment is not tracked onto public streets by construction vehicles or washed into storm drains.
 - b. If mud, material or debris is deposited on a public or private street, the responsible party shall abate the violation based on section 15-46 of the Code of Ordinances of the City of Belton, Missouri.
- (9) Inspection.
- a. By submitting a development plan or applying for a building permit, the applicant consents to inspections of the proposed development site and all work in progress. The director or designated agent shall enter the property of the applicant as deemed necessary to make regular inspections to ensure the validity of the reports filed.
 - b. A copy of the permit and erosion and sediment control plan must be available on the site for inspection by authorized representatives of the City of Belton.
 - c. The director or designated agent shall make inspection at its discretion and shall notify the permittee wherein the work fails to comply with the erosion and sediment control plan as approved. Plans for grading, stripping, excavating, and filling work bearing the stamp of approval of the City of Belton shall be maintained at the site during the progress of the work.
 - d. The permittee or his or her agent shall make weekly inspections of all control measures in accordance with the inspection schedule outlined on the approved erosion and sediment control plan. The purpose of such inspections will be to determine the overall effectiveness of the control plan, and the need for additional control measures. All inspections and modifications to the erosion and sediment controls shall be documented in written form and noted on the approved erosion and sediment control plan.
 - e. The permittee or his or her agent shall inspect and repair as needed all sediment and erosion controls after each rainfall event. The dates of these inspections and repairs shall be noted on the erosion and sediment control plan.

- f. Copies of the reports on the erosion and sediment control plan shall be submitted to the public works department on monthly basis. Failure to submit this document could result in a stop work order.
 - g. In the event work does not conform to the permit or conditions of approval or to the approved plan or to any instructions of the director, notice to comply shall be given to the permittee. After a notice to comply is given, the permittee or the permittee's contractor shall be required to make the corrections within the time period determined by the director. If an imminent hazard exists, the director shall require that the corrective work begin immediately.
- (10) Coordination with other permits. When a person is developing a site, and a site development permit is required in accordance with subsections (j)(3) and (5) of this section, no other construction permits shall be issued to make improvements on that site until the person has secured the site development permit for the same site. This includes all permits issues by the director or any other city department. The city may simultaneously issue a site development permit and a grading permit.
 - (11) Maintenance of control measures. The applicant shall at all times maintain all erosion and sediment control measures in good order and in compliance with the erosion and sediment control plan for the site and with the city's adopted standards, for the duration of the permit as defined in subsection (j)(5) of this section. In determining the applicant's compliance with the erosion and sediment control plan for the site, the director shall take into consideration any results the applicant has obtained through sampling.
 - (12) Sampling. The applicant shall have the option of including a system of regular sampling by individuals approved to perform such sampling by the city as a part of the applicant's erosion and sediment control plan. The director may require sampling to determine the effectiveness of the erosion control plan or to obtain information to investigate complaints regarding the site. Sampling shall not be the only item reviewed to determine compliance with the erosion and sediment control plan for the site. The director may also perform sampling.
 - (13) Removal of control measures. The applicant shall receive the director's approval before any structural erosion and sediment control measure identified on the plans is removed or made ineffective. Removal of erosion and sediment control measures must be performed in the manner described in the erosion and sediment control plan and in accordance with the city's adopted standards. When determining whether an erosion and sediment control measures may be removed or made ineffective, the director shall take into consideration testing results furnished by the applicant.
 - (14) Action against the security. The director may take action against the security if the applicant fails to install or maintain the erosion and sediment control measures in accordance with the erosion and sediment control plan for the site and the city's adopted standards for the duration of the permit as defined in subsection (j)(5) of this section. The director will provide the applicant with ten days' written notice before any action is taken against the security, and if during that ten-day period the applicant bring control measures into compliance with the plan, no action shall be taken against the security.
 - (15) Enforcement and penalties.
 - a. Stop work order; revocation of permit.
 1. In the event that any person holding a site development permit pursuant to this chapter violates the terms of the permit, or implements site development in such a manner as to materially adversely affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the director may suspend or revoke the site development permit and issue a stop work order.

2. For the purposes of this subsection, a stop work order is issued by posting a copy of the stop work order on the site of the land disturbance activity in reasonable proximity to a location where the land disturbance activity is taking place. A copy of the order, in the case of work for which there is a permit, shall be mailed by first class mail, postage prepaid, to the address listed by the permittee on the permit; faxed to the number listed on the permit; or e-mailed to the e-mail address listed on the permit. In the case of work for which there is no permit, a copy of the order shall be mailed to the person listed as the owner of the property on records filed with Cass County, Missouri.
 3. A permittee or property owner shall have the right to appeal the issuance of the stop work order within five working days of the issuance of the stop work order. The city manager shall hold a hearing on the appeal of the stop work order and render a decision on the appeal.
 4. No person is permitted to continue or permit the continuance of work in an area covered by a stop work order, except work required to correct deficiencies with respect to an erosion or sediment-control measure.
 5. Ten working days after posting a stop work order or upon issuance of a decision by the city manager if an appeal is filed, the director, if the conditions specified in the stop work order have not been satisfied, may issue a notice to the permittee, or property owner, of the City of Belton's intent to perform work necessary to comply with this chapter. The City of Belton may go on the land and commence work after 14 working days from issuing the notice of intent. The costs incurred by the City of Belton to perform this work shall be paid by the property owner or permittee.
- b. Violation and penalties. No person shall construct, enlarge, alter, repair, or maintain any grading, excavation, or fill, or cause the same to be done, contrary to or in violation of any terms of this section. Any violation of any provision of this section by any person, partnership, corporation, or other entity shall be punishable by a fine of not more than \$100.00 per violation per day not to exceed \$500.00 and/or 90 days in jail. Each day during which any such violation is committed, continued, or permitted, shall constitute a separate offense. In addition to any other penalty authorized by this section, any person, partnership, or corporation convicted of violating any of the provisions of this section shall be required to bear the expense of such restoration. The City of Belton reserves the right to revoke the building permit for serious and/or repeated violations and/or may place a lien on the property to pay for the city's costs in completing the work to remove the violation as provided in this subsection (j)(15) and court costs.
- (16) Severability. The provisions of this section shall be deemed to be severable, and the invalidity of any portion of this section shall not affect the validity of the remainder.
- (k) Review of plans. The city engineer shall review all engineering drawings in order to determine whether or not such drawings are consistent with the approved preliminary plat and comply with the city's design standards. The city engineer shall notify the subdivider of any deficiencies and the subdivider may then correct these drawings and resubmit them to the city engineer. If the subdivider disagrees on the application of the city standards or the degree of conformity with the preliminary plat, the points of disagreement may be appealed to the city council. The city council may only reverse the interpretation of the city engineer if they determine that conformity with the preliminary plat and the city's design standards would be achieved by the subdivider's plans.
 - (l) Inspection. All improvements constructed or erected shall be subject to inspection by the city Public Works Inspector and/or the city engineer or his or her designee.
 - (m) Inspection procedures. After notice is received, the city public works inspector shall conduct an on-site inspection to determine that the work complies with the approved engineering plans and specifications. After such inspection has been made, the public works inspector shall notify the city clerk of his or her opinion thereof. If the city council shall determine, after consideration of the opinion

of the public works inspector that such work does not comply with the approved engineering plans and specifications, the city council shall so notify the subdivider, and may require the subdivider to terminate all further work until necessary steps are taken to correct any defect, deficiency, or deviation to the satisfaction of the city council. Upon the correction of such defect, deficiency, or deviation, the subdivider shall again notify the official.

- (n) Final inspection. Upon completion of all improvements within the area covered by the final plat, the subdivider shall notify the city public works inspector who shall thereupon conduct a final inspection of all improvements installed. After such inspection has been made, the public works inspector shall notify the city clerk of his or her opinion. If the city council shall determine, after consideration of the opinion of the official, that there are defects, deficiencies, or deviations in any such improvements as installed, or if there are any deviations in such improvements as installed from the approved engineering plans and specifications, the city council shall so notify the subdivider in writing, and the subdivider shall, at its sole expense, correct such defects, deviations, or deficiencies. When such defects, deficiencies, or deviations have been corrected, the subdivider shall notify the official that the improvements are ready for final re-inspection.
- (o) Construction plan review fee. The subdivider shall pay to the city a plan review fee of one percent of the estimated cost of the required public improvements, as defined in section 42-167, for the review and processing of the construction and site improvements plans. This fee may be adjusted from time to time by the city council.
- (p) Inspection of public improvements. Unless otherwise approved by the city engineer, all improvements shall be inspected by the City of Belton. The subdivider shall pay to the city a fee of ~~four~~ **two** percent of the estimated cost of the required public improvements, as defined in subsection (s) of this section, for construction inspection. The subdivider shall obtain a construction permit(s) from the public works department; the fees shall be paid at the time of permit issuance. This fee may be adjusted from time to time by the city council.
- (q) "As built" construction plans. The subdivider shall contract with a professional engineer or land surveyor registered in the State of Missouri to perform construction staking and preparation of "as-built" construction plans. The professional engineer or land surveyor shall field verify and sign and seal the "as-built" construction plans.
- (r) Issuance of building permits. Building permits shall not be issued until all planning, plan review, and construction inspection fees have been paid. Building permits shall not be issued until the required public improvements, as defined in section 42-167, have been accepted by the city or guaranteed by a bond in accordance with the provisions of this section.
- (s) Definition of public improvements. Required public improvement shall include those improvements intended to be accepted for future city maintenance and/or ownership, including but not limited to street facilities, sidewalks, sanitary sewer facilities, water system facilities, and storm drainage facilities, including detention systems and other stormwater management facilities. Stormwater management facilities will only be excluded from this definition when on private property and both routine and long term maintenance is ensured; which will include restrictive covenants, deed restrictions, maintenance bonds or other agreements approved by the city engineer.

(UDC 2010, § 20.27; Ord. No. 2003-2954, 1-28-2003; Ord. No. 2007-3310, 2-13-2007; Ord. No. 2008-3419, 2-12-2008; Ord. No. 2011-3751, § 1, 9-27-2011)

SECTION II
C



CITY OF BELTON
CITY COUNCIL INFORMATION FORM

Agenda Date: July 19, 2016 Division/Department: Community and Economic Development

Council [] Regular Meeting [X] Work Session [] Special Session

Approvals

[] City Manager [] Department Director [] Attorney [] Finance Director [] Engineer

Table with 5 columns: Ordinance, Resolution, Consent Item, Change Order, Motion, Agreement, Discussion, FYI/Update, Presentation, Both Readings.

Issue/Recommendation

At the June 21, 2016 City Council Working Session, staff requested to hire a Certified Building Official to facilitate inspections, ensure an efficient and timely design review and an effective process. This item is presented again to the City Council in final form.

Proposed City Council Motion

A motion approving the hiring of a Certified Building Official and increasing the FY 2017 Inspections budget by \$82,660.

Background

The economy has continued to improve and the level of construction activity has continued to improve in Belton, existing staff of the Community and Economic Development Department has reached the administrative capacity for the facilitation of inspections. This is demonstrated by the release of building permits for several proposed commercial construction projects including Menards, the Gateway Phase 1 and 2 projects, the expansion of Carnegie Village, and the issuance of over 40 single family permits since January 1, 2016. This estimation is greater than the anticipated planning process for the 2017 Budget where staff had requested to hire an additional plan reviewer/building inspector for the Department. Due to other budget needs and the scarce allocation of resources, this request was not funded in the 2017 budget.

At this time, in addition to the growth in commercial activity that was expected in the 2017 budget request, staff has been working with several homebuilders and has noted an increase in residential construction. The breakdown below provides a summary of anticipated construction of new housing units for FY 2017 and part of FY 2018. The breakdown below does not include all building activity but only focuses on new residential and multi-family construction. Using an assumed valuation of \$165,000 per unit, or a permit fee of \$885.00 per unit, this level of building activity as summarized below will generate approximately \$193,000 of additional building permit revenue. In addition, it is anticipated that the constructed activity below will provide an additional \$1,437,000.00 in additional revenue across all permit revenue categories including sewer, water and street impact fees.

Total New Residential Permits issued 2016 40

New Residential Permits Pending Review	15
Traditions- Sallee- Single Family	25
Traditions- Sallee- 12 Four Plexes	48
Autumn Woods- 12 Tri Plexes	39
Fairway Ridge- Single Family	21
Emerson Park- Single Family	30
Autumn Ridge- Single Family	40

Total Number of Anticipated Residential Units 218

The hiring of a Certified Building Official will further the Department as we move forward to accommodate the additional building activity. A critical component that is needed is daily assignment of inspection activities and the supervision of inspection work, which could be completed by a Certified Building Official. This position would provide a key role of responsibility in the Department and would function under the direction of the Community and Economic Development Director, but would also oversee all building code enforcement, building property maintenance code enforcement, possibly zoning code enforcement, and if directed by the Council for future budget considerations, nuisance code enforcement

Attached to this summary memorandum is a proposed Organizational Chart that illustrates how the proposed position would fit into the overall structure of the Department and a proposed job description and salary range- a Grade 53, which has an annual salary range of \$55,816.96 - \$84,932.11. The salary range is similar to budget allocations for identical positions in Gladstone, Missouri and Liberty, Missouri and is consistent with the Mid-American Regional Council Annual Salary survey to date.

Impact/Analysis

FINANCIAL IMPACT

Building Official: FY 2017		
Amount of Request/Contract:	\$	82,660
Amount Budgeted:	\$	Not budgeted for FY 2017, however will be funded from permit revenue.
Funding Source:		Building Permit Revenue
Additional Funds:	\$	
Encumbered:	\$	
Funds Remaining:	\$	

Staff Recommendation, Action, and Date

Staff proposes the City Council consider both readings of a budget amendment for a Certified Building Official at the July 26, 2016 meeting.

List of reference documents attached

- Proposed Organization Chart.
- Proposed Job Description.
- Proposed Budget Line Item Detail.
- Proposed Ordinance.

BILL NO. 2016-83

ORDINANCE NO. 2016-

AN ORDINANCE APPROVING THE RE-APPROPRIATION & REVISION OF THE FISCAL YEAR 2017 ADOPTED CITY BUDGET BY ADDING A CERTIFIED BUILDING OFFICIAL

WHEREAS, on March 8, 2016 under Ordinance No. 2016-13, the City Council approved the Fiscal Year 2017 City Budget; and

WHEREAS, subsequent to the adoption of the Fiscal Year 2017 City Budget, the hiring of a Certified Building Official was approved by the City Council; and

WHEREAS, the FY-17 Adopted City Budget of the Inspections Department needs to be amended to reflect the hiring of a City Building Official and

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELTON, MISSOURI.

Section 1. In the General Fund, # 010 ...

INCREASE the balance by \$ 53,575 (whole dollars) of Expenditure line item, # 010-2100-4001110 , named Salaries-Regular.

INCREASE the balance by \$ 3,334 (whole dollars) of Expenditure line item, # 010-2100-4001130 , named Salaries-Overtime.

INCREASE the balance by \$ 6,195 (whole dollars) of Expenditure line item, # 010-2100-4001205 , named Medical-Health Insurance.

INCREASE the balance by \$ 700 (whole dollars) of Expenditure line item, # 010-2100-4001210 , named Dental Insurance.

INCREASE the balance by \$ 90 (whole dollars) of Expenditure line item, # 010-2100-4001215 , named Life Insurance.

INCREASE the balance by \$ 120 (whole dollars) of Expenditure line item, # 010-2100-4001220 , named Vision Insurance.

INCREASE the balance by \$ 215 (whole dollars) of Expenditure line item, # 010-2100-4001225 , named Disability Insurance.

INCREASE the balance by \$ 4,100 (whole dollars) of Expenditure line item, # 010-2100-4001230 , named Social Security.

INCREASE the balance by \$ 3,700 (whole dollars) of Expenditure line item, # 010-2100-4001235 , named Lagers Retirement.

INCREASE the balance by \$ 2,935 (whole dollars) of Expenditure line item, # 010-2100-4001255 , named Workers Compensation.

INCREASE the balance by \$ 12 (whole dollars) of Expenditure line item, # 010-2100-4001265 , named Employee Asst. Plan.

INCREASE the balance by \$ 150 (whole dollars) of Expenditure line item, # 010-2100-4003030 , named Medical.

INCREASE the balance by \$ 1,500 (whole dollars) of Expenditure line item, # 010-2100-4003235 , named Expense Allowance.

INCREASE the balance by \$ 1,500 (whole dollars) of Expenditure line item, # 010-2100-4003405 , named Training.

INCREASE the balance by \$ 200 (whole dollars) of Expenditure line item, # 010-2100-4003425 , named Membership Dues.

INCREASE the balance by \$ 1,334 (whole dollars) of Expenditure line item, # 010-2100-4003705 , named Telephone.

INCREASE the balance by \$ 500 (whole dollars) of Expenditure line item, # 010-2100-4004009 , named Clothing.

INCREASE the balance by \$ 1,500 (whole dollars) of Expenditure line item, # 010-2100-4004012 , named Minor Equipment.

INCREASE the balance by \$ 500 (whole dollars) of Expenditure line item, # 010-2100-4004014 , named Office Supplies.

INCREASE the balance by \$ 500 (whole dollars) of Expenditure line item, # 010-2100-4004050 , named Motor Fuels.

DECREASE the balance by \$ 42,730 (whole dollars) of Expenditure line item, # 010-1000-4009000 , named Rainy Day.

INCREASE the balance by \$ 39,930 (whole dollars) of Revenue line item, # 010-0000-3220500 , named Building Permits.

FOR THE PURPOSE OF: Amending the Inspections Budget line items.

Section 2. That this Ordinance shall be in full force and effect from the date of its passage, adoption, and approval by the Mayor.

READ FOR THE FIRST TIME:

READ FOR THE SECOND TIME:

Mayor Jeff Davis

Approved this ____ day of _____, 2016.

Mayor Jeff Davis

ATTEST:

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

STATE OF MISSOURI)
COUNTY OF CASS) SS
CITY OF BELTON)

I, Patricia A. Ledford, City Clerk, do hereby certify that I have been duly appointed City Clerk of the City of Belton, Missouri, and that the foregoing Resolution was regularly introduced at a regular meeting of the City Council held on the ____ day of _____, 2016-_____, and adopted at a regular meeting of the City Council held the ____ day of _____, 2016 by the following vote, to wit:

AYES: COUNCILMEN:

NOES: COUNCILMEN:

ABSENT: COUNCILMEN:

Patricia A. Ledford, City Clerk

City of Belton, Missouri

COMMUNITY AND ECONOMIC DEVELOPMENT

DIRECTOR
Jay C. Leipzig, AICP

ADMIN. ASST. & RECEPTIONIST
Ashley Scherer

INSPECTIONS

Building Official
Vacant

Building Inspector
Don Johnson

Building Inspector
Greg Glayton

PLANNING

City Planner
Rob Cooper

ECONOMIC DEVELOPMENT

E.D. Coordinator
Carolyn Yatsook



City of Belton

CERTIFIED BUILDING OFFICIAL

Department: **Community Planning & Development**

Revised Date: **June 2016**

Reports to: **Director, Community Planning & Development**

GENERAL PURPOSE: Under general direction, conducts and documents building inspection activities to ensure compliance with adopted building codes and related municipal codes and zoning ordinances for the City.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all team members in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees the enforcement of the building and construction ordinance as adopted by the city; conducts inspections when necessary; reviews plans, specifications and other documents for code compliance.
- Assists with zoning and land development review, inspection, and compliance.
- Manages and supervises the department staff; reviews current trends and developments in the field of construction.
- Prepares revisions to city codes, ordinances, and local regulations; provides technical building code advice to department staff, developers, contractors, builders, the Community Development Director, staff, and the citizens of Belton; explains, interprets, and provides guidance regarding codes to architects, engineers, contractors, developers, and other parties.
- Researches problems and complaints concerning commercial and residential building, building construction, and code compliance; resolves complex customer service issues; coordinates plan reviews, permits, inspections, and enforcement actions.
- Supervises staff; conducts performance evaluations.
- Monitors revenues and the operating budget for division; reviews new construction materials and supplies to ensure conformance with code; initiates pre-development conferences with commercial or large multiple building developers to ensure efficient coordination with city services.
- Knowledge of management principles and practices, including budgeting, policy and procedure development, and personnel supervision.
- Reviews plans and related technical materials for compliance with adopted codes, regulations and industry standards.

JOB DESCRIPTION

City Building Inspector

- Reviews permit applications for adherence to associated codes, regulations, and industry standards; approves permits; documents and enters approval into records/files.
- Responds to questions from the public, property owners, and other parties/agencies by explaining the applicability of codes, ordinances, city and state statutes and related regulations and industry standards, the codes enforcement processes, and case-specific information while maintaining required security and confidentiality of information created or encountered in the course of assigned duties.
- Creates and maintains files and related records in manual and automated systems, and assures proper retention and archiving.
- Conducts field work and inspections of properties related to building codes and other codes enforcement for compliance with permitted activities, adopted codes, regulations and industry standards; writes up violations, if found; and documents and takes pictures of violation issues.
- Researches code issues; ensures familiarity with adopted codes; identifies discrepancies, anomalies and conflicts in City codes and regulations and refers the same to management for attention.
- Prepares and submits routine, recurring and special reports to management.
- Assists with the review and development of policies and procedures associated with building, zoning, and related codes and regulations for the City.
- Supports the relationship between the City of Belton and the constituent population by providing excellent customer service; promotes the City goals and priorities in compliance with all policies and procedures; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.
- Ensures that job duties are completed in strict adherence to established safe work practices.
- This position has direct supervision over Building Inspectors (2).

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree and three to five years of experience in general construction, contracting, planning, project design or materials procurement that includes leadwork or supervisory experience over assigned projects; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid State of Missouri Driver's License.
- Completion of Certified Building Official Certification or the ability to obtain full certification within six months of appointment.

Required Knowledge of:

- Construction permitting processes; industry standard building construction practices, methods and materials.

JOB DESCRIPTION

City Building Inspector

- Principles and techniques of review and evaluation of construction plans and related technical data for compliance with codes and standards.
- City/departmental standards for the creation and maintenance of records, including automated records and databases.
- Procedural and legal processes involved in the resolution of code violations.
- Federal, state, and local laws applicable to building and zoning codes.
- Effective communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and applying building codes, laws, ordinances, statutes and construction industry standards.
- Analyzing construction plans, specifications and associates technical data for compliance with codes and standards.
- Detecting and documenting defects and deviations from permitted construction activities and codes and standard.
- Preparing and maintaining files and records for code violations in both manual and computer-based systems.
- Scheduling worksite inspections and technical plans reviews in response to code violations or allegations.
- Communicating effectively verbally and in writing sufficient to explain the codes enforcement processes and requirements to interested and affected parties.
- Conducting code interpretation, building inspections, and code enforcement.
- Maintaining confidentiality and communicating with tact and diplomacy.

JOB DESCRIPTION
City Building Inspector

Physical Demands / Work Environment:

- Work is performed in a standard office environment; routinely travels to various inspection sites and occasionally may be exposed to dangerous machinery, extreme weather conditions, and potential physical harm when conducting on-site inspections.

Salary Range:

- Salary range of \$55,816.96 - \$84,932.11 per year, DOQ, with a competitive benefit package.

INSPECTION 010-2100-

	FY2017	FY 2017	FY 2017	FY 2017	
	Department	Approved	Additional	Prorated	
	Request	Budget	Building	8 months	
<u>SALARY & WAGES</u>					
4001110	Salaries- Regular	148,380	\$91,650	\$85,000	\$ 53,575.00
4001130	Salaries- Overtime	5,030	\$5,030	\$5,000	\$ 3,334.00
	TOTAL SALARIES & WAGES	153,410	\$96,680	\$90,000	\$ 56,909.00
<u>EMPLOYEE BENEFITS</u>					
4001205	Health Insurance	27,390	\$16,770	\$15,611	\$ 6,195.00 0.173459
4001210	Dental Insurance	3,600	\$2,400	\$2,234	\$ 700.00 0.024824
4001215	Life Insurance	510	\$320	\$298	\$ 90.00 0.00331
4001220	Vision Insurance	600	\$400	\$372	\$ 120.00 0.004137
4001225	Disability Insurance	620	\$390	\$363	\$ 215.00 0.004034
4001230	Social Security	11,740	\$7,400	\$6,889	\$ 4,100.00 0.076541
4001235	LAGERS Retirement	17,650	\$11,120	\$10,352	\$ 3,700.00 0.115019
4001240	Deferred Compensation	-	\$0	\$0	\$ - 0
4001255	Worker's Compensation	8,400	\$5,300	\$4,934	\$ 2,935.00 0.05482
4001265	Employee Asst. Plan	70	\$50	\$47	\$ 12.00 0.000517
	TOTAL BENEFITS	70,580	\$44,150	\$41,100	\$ 18,067.00 0.456661
<u>SERVICES</u>					
4002015	Maintenance Agreements	-			
4003020	Contractual	45,000	\$25,000	\$0	\$ -
4003030	Medical	370	\$370	\$150	\$ 150.00
4003035	Legal	500	\$500	\$0	\$ -
4003230	Hazard Insurance	8,800	\$8,800	\$0	\$ -
4003235	Expense Allowance	2,875	\$2,875	\$2,000	\$ 1,500.00
4003405	Training	2,800	\$2,800	\$2,000	\$ 1,500.00
4003425	Membership Dues	360	\$360	\$300	\$ 200.00
4003505	Public Information	800	\$800	\$0	\$ -
4003605	Printing	1,125	\$1,125	\$0	\$ -
4003705	Telephone	3,690	\$3,690	\$2,000	\$ 1,334.00
	TOTAL SERVICES	66,320	\$46,320	\$6,450	\$ 4,684.00
<u>SUPPLIES</u>					
4004005	Postage	750	\$750	\$0	\$ -
4004008	Minor Supplies	850	\$850	\$0	\$ -
4004009	Clothing	1,550	\$1,550	\$750	\$ 500.00
4004012	Minor Equipment	2,700	\$2,700	\$2,000	\$ 1,500.00
4004014	Office Supplies	2,000	\$2,000	\$500	\$ 500.00
2040	Motor Fuels	2,035	\$2,035	\$750	\$ 500.00
4004054	Publications	500	\$500		
	TOTAL SUPPLIES	10,385	\$10,385	\$4,000	\$ 3,000.00
	TOTAL INSPECTION	300,695	\$197,535	\$141,550	\$ 82,660.00