

**Minutes of Meeting
Belton Planning Commission
City Hall Annex, 520 Main Street
October 18, 2021**

<https://www.youtube.com/watch?v=XvOqSWxc3gw>

CALL TO ORDER

Chairman MacPherson called the meeting to order at 6:00 p.m.

ATTENDANCE

Commission: Chairman MacPherson, Mayor Norman Larkey, Commissioners Kara Anderson, Marsha Vest, and James Pryan

Absent: Councilman Rob Powell, Commissioner Todd Christy, Tim McDonough and Kelly Monaghan-Bass

Staff: Dave Clements, Planning and Building Director; and Nikia Freiburger, City Engineer

MINUTES

Commissioner Anderson moved to approve the September 20, 2021 Planning Commission meeting minutes. Commissioner Pryan seconded the motion. All other members present voted in favor, and the motion carried.

NON-PUBLIC HEARING – Consideration of a Final Plat for Traditions 6th Plat, located on the North side of Cambridge Road, East of Mullen Road in the Traditions Planned Unit Development.

Mr. Clements gave a summary of the staff report. The staff report is attached as **Exhibit A**.

Mayor Larkey moved to approve the consideration of a Final Plat for Traditions 6th Plat, located on the North side of Cambridge Road, East of Mullen Road in the Traditions Planned Unit Development. The recommendation is subject to the following conditions:

1. The Final Plat for Traditions 6th Plat, dated 8/13/2021, by Schlager & Associates is approved as submitted.
2. Change Mayor's signature line.
3. Change "Bub Street" to alternative name to be determined.
4. A copy of the applicable homeowner's association documents shall be submitted prior to recording of the final plat.
5. An 8-foot multi-use trail shall be constructed around the detention pond on Tract 6A, as required with the original development plan.
6. The final plat shall be recorded within one year of City Council approval or the approval of the plat shall be considered null and void.

The motion was seconded by Commissioner Anderson. When a vote was taken, the following was recorded:

Ayes: 5 – Chairman MacPherson, Mayor Norman Larkey, Commissioners Kara Anderson, Marsha Vest, and James Pryan

Noes: 0 – None

Absent: 4 – Councilman Rob Powell, Commissioner Todd Christy, Tim McDonough and Kelly Monaghan-Bass

The motion carried and will be forwarded to City Council.

NON-PUBLIC HEARING – Consideration of a Final Plat for the Mills Subdivision located at 1402 East Cambridge Road.

Mr. Clements gave a summary of the staff report. The staff report is attached as **Exhibit B.**

Mayor Larkey moved to approve the consideration of a Final Plat for the Mills Subdivision located at 1402 East Cambridge Road. The recommendation is subject to the following conditions:

1. The Final Plat for Bronson Manor dated 9/02/2021, by Huffman Land Surveyors is approved as submitted.
2. Change signature line from Board of Alderman to City Council.
3. A waiver to the minimum Lot width requirement and lot depth requirement are approved as part of the Final Plat.
4. Provide heavy duty paving to all driveway areas and access and maneuverability to meet Fire Department requirements.
5. The final plat shall be recorded within one year of City Council approval or the approval of the plat shall be considered null and void.

The motion was seconded by Commissioner Pryan. When a vote was taken, the following was recorded:
Ayes: 5 – Chairman MacPherson, Mayor Norman Larkey, Commissioners Kara Anderson, Marsha Vest, and James Pryan

Noes: 0 – None

Absent: 4 – Councilman Rob Powell, Commissioner Todd Christy, Tim McDonough and Kelly Monaghan-Bass

The motion carried and will be forwarded to City Council.

DIRECTOR'S REPORT

- The text amendment changes from the September 20, 2021 Planning Commission will be presented at the City Council work session on October 26, 2021.

NEXT MEETING DATE: November 8, 2021

ADJOURNMENT

Commissioner Pryan moved to adjourn the meeting. The motion was seconded by Commissioner Anderson. All voted in favor, and the meeting adjourned at 6:24 p.m.

EXHIBIT A
FINAL PLAT
TRADITIONS 6th PLAT
BELTON PLANNING COMMISSION
MONDAY, OCTOBER 18, 2021 – 6:00 P.M.
CITY HALL ANNEX – 520 MAIN STREET

Application

Property Owner- Sallee Real Estate Investments, LLC. /Tyler Sallee

Engineer- Schlagel & Associates/David Rinne, PLS

Location- The property is located on the north side of Cambridge Road, east of Mullen Road, in the Traditions Planned Unit Development.

Request- The application was filed for approval of a **Final Plat** for Traditions 6th Plat. This plat will provide for the construction of an additional phase of single-family homes in the Traditions Planned Unit Development.

BACKGROUND

The Traditions is a R-3 mixed-use Planned Unit Development initially approved in 2006. A revised preliminary plat for Traditions was approved by the City Council in May of 2018. The original plan and the 2018 revision provided for new single-family homes in the area of the proposed 6th Plat.

This application will provide 57 new lots for future construction, adding to the new home inventory of the subdivision. This is the last phase of single-family homes in Traditions.

PROPOSED FINAL PLAT

The Final Plat is consistent with the revised preliminary plat as approved by the City Council.

Lots and Blocks- The plat provides for 57 lots and four tracts, to allow the construction of additional single-family homes in the planned unit development. The lots range in size from 6,025 square feet for some interior lots, to 12,700 square feet for larger cul-de-sac lots. All the lots meet the minimum lot sizes specified in the revised Planned Unit Development from 2018.

Streets- The plat includes the dedication of right-of-way for Maci Lane, the main east/west street in the phase, and a new north/south street connecting to Shane Lane.

These new streets will provide access to the lots, and the proposed streets meet the local residential right-of-way requirements approved with the PUD, and the Unified Development Code.

Easements- The final plat includes appropriate language for public utility and drainage easements. The plat also includes dedication of additional right-of-way for the future widening of Mullen Road.

Tracts/Open Space- The plat includes the dedication of Tracts 6A, 6B, 6C, and 6D for open space in the subdivision. Tract 6A is a detention area that will include a multi-use trail around the pond, as designated in the original PUD.

These tracts will be maintained by the homeowner's association.

Detention- Stormwater detention is provided in area-wide basins in the PUD. Existing detention areas may need to be increased in capacity as a result of these additional lots.

STAFF RECOMMENDATION

The staff recommends approval of the application for a Final Plat for Traditions 6th Plat as the final plat is consistent with the revised preliminary plat. The plat meets all final plat requirements of Section 36.35 of Unified Development Code.

The recommendation is subject to the following conditions:

1. The Final Plat for Traditions 6th Plat, dated 8/13/2021, by Schlagel & Associates is approved as submitted.
2. Change Mayor's signature line.
3. Change "Bub Street" to alternative name to be determined.
4. A copy of the applicable homeowner's association documents shall be submitted prior to recording of the final plat.
5. An 8-foot multi-use trail shall be constructed around the detention pond on Tract 6A, as required with the original development plan.
6. The final plat shall be recorded within one year of City Council approval or the approval of the plat shall be considered null and void.

PLANNING COMMISSION ALTERNATIVES

1. Motion to **approve** a Final Plat for Traditions 6th Plat.
2. Motion to **deny** a Final Plat for Traditions 6th Plat.
3. Motion to continue the application pending additional information.

EXHIBIT B
FINAL PLAT
BRONSON MANOR
BELTON PLANNING COMMISSION
MONDAY, OCTOBER 18, 2021 – 6:00 P.M.
CITY HALL ANNEX BUILDING – 520 MAIN STREET

Application

Property Owner- Clarola Miller

Applicant- Tyler and Sarah Bronson

Surveyor- Huffman Land Surveyors, LLC.

Location- The property is located on the north side of Bel-Ray Drive, between Greenwald Drive and McKinley Street.

Request- The application was filed for approval of a **Final Plat** for Bronson Manor.

BACKGROUND

This application was filed to create one lot of record to allow the construction of one new single-family home. The existing property is an un-platted, 3.32-acre remanent parcel that is surrounded by single-family homes. Access to the property is from an existing access point on Bel-Ray Drive, and access on McKinley Street. The site was originally a set-aside in Bel-Ray Estates for a neighborhood park or pool facility that was never constructed.

The applicant is purchasing the site from the current property owner. The plat was filed to allow construction of a new home. The Unified Development Code (UDC) requires that a parcel be properly platted in order to obtain a building permit.

The property is zoned a R-1 Single-Family Residence District. This zoning classification requires a minimum lot width of 70 feet and lot area of 8400 square feet.

PROPOSED FINAL PLAT

The plat does not meet all the minimum design standards of the Subdivision Regulations of the UDC:

Lots and Blocks- The UDC requires that lots have frontage on a street equal to the minimum lot width of the zoning district. The R-1 District requires a 70-foot lot width. Bronson Manor provides a lot width of 20 feet on Bel-Ray Drive and 25 feet on McKinley Street. These lot width areas are the existing access points to the interior property, and these are not designed as a typical lot width on a street.

The applicant is requesting a waiver of the minimum lot width requirement to allow the 20-foot and 25-foot access points to be considered sufficient width and access to the interior property.

The UDC also states that the maximum depth of a lot shall not exceed 2 ½ times the lot width. The north to south dimension of the Lot 1 is 550 feet, exceeding the lot depth maximum.

The applicant is requesting a waiver of this lot depth ratio to allow the proposed Lot 1.

Streets- No new streets or dedications of public right-of-way are proposed with the plat.

Easements- The final plat includes appropriate language for public utility and drainage easements.

STAFF RECOMMENDATION

This un-platted remanent parcel presents circumstances not found in a traditional subdivision/lot lay-out. Staff is concerned about the reduced lot width on the street, and the minimal points of access. The house location would not have good visibility from public streets, and there is concern about emergency vehicle access and general everyday deliveries to the site.

The Fire Department believes access and visibility for emergency response can be adequately addressed, and the Fire Marshall asks that heavy duty paving be used for all driveway surfaces to support emergency vehicles. A turnaround area should also be installed for vehicle maneuverability.

General deliveries by Fed Ex, UPS or Amazon would be inconvenienced by the design, but it is not expected that this would cause undue congestion on the public streets.

The staff believes that one house constructed on the proposed lot is a reasonable proposal for this unique property. If a larger number of lots were proposed on this remanent parcel, impacts would be harder to evaluate, and the proposed waivers of requirements might be more difficult to justify.

The staff recommends approval of the application for a Final Plat for Bronson Manor. The recommendation is subject to the following conditions:

1. The Final Plat for Bronson Manor dated 9/02/2021, by Huffman Land Surveyors is approved as submitted.
2. Change signature line from Board of Alderman to City Council.
3. A waiver to the minimum Lot width requirement and lot depth requirement are approved as part of the Final Plat.
4. Provide heavy duty paving to all driveway areas and access and maneuverability to meet Fire Department requirements.
5. The final plat shall be recorded within one year of City Council approval or the approval of the plat shall be considered null and void.

PLANNING COMMISSION ALTERNATIVES

1. Motion to **approve** a Final Plat for Bronson Manor.
2. Motion to **deny** a Final Plat for Bronson Manor.
3. Motion to continue the application pending additional information.