



**AGENDA**  
**CITY OF BELTON, MISSOURI**  
**CODE ENFORCEMENT ADVISORY COMMITTEE**  
**THURSDAY, NOVEMBER 10, 2022 - 6:00 P.M.**  
**CITY HALL ANNEX, 520 MAIN STREET**

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- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. DISCUSSION ITEMS**
  - A. Introduction of committee members and staff
  - B. Review of bylaws
  - C. Online code complaints process and tracking spreadsheet
  - D. Upcoming discussion topics
  - E. Upcoming meetings schedule
- IV. NEXT MEETING DATE: To be determined**
- V. ADJOURNMENT**

*A quorum of the City Council may be in attendance; however, no City Council votes will be taken.*

**City of Belton  
Code Enforcement  
Advisory Committee By-laws**

**Article I: General Information**

- Section 1. Name- This committee shall be known as the Belton Code Enforcement Advisory Committee. (CEAC).
- Section 2. Effective Date- The effective date of these bylaws shall be immediately upon adoption by the CEAC and the City Council (Council).

**Article II: Purpose of the CEAC**

- A. The CEAC shall serve as the forum for policy and process development for the Code Enforcement Division within the Community Development Department (CDD) as it relates to Code Enforcement policies, procedures and interpretations.
- B. The CEAC shall foster and encourage development of an improved Community Development organization and the services it offers, and may make subsequent recommendations to City staff and the Council regarding these improvements.
- C. The CEAC shall, with the assistance of staff, hear and address citizen issues where city ordinances, policies, process and procedures may not provide clear guidance.

**Article III: Structure and Membership**

- Section 1. Representation- The CEAC membership shall have representation consisting of two citizen, or business owners from each of the four districts with a commitment to improving the quality of life in the City, with one Councilman as liaison to be appointed by the Council and serve as the tie-breaking vote only when recommendations are needed for Council. There may be no more than two members at any time that are not residents of the City of Belton.
- Section 2. Qualifications- Members must currently live in the City and have resided in the City for the past three years, or must currently own a business within the city limits of Belton that has been in good standing with the City for a minimum of three years; members must not be related to staff or elected officials; applicants must submit a resume for consideration by the Mayor to the Community Development Director; and members must not

miss more than two consecutive meetings in a six-month period, or miss more than three meetings total in a one-year period, or they will be dismissed from the CEAC by the Mayor.

- Section 3. Terms of Membership-
- A. CEAC members are appointed by the Mayor of Belton.
  - B. Each member appointed shall serve on the CEAC for a maximum period of three years from their appointment date; notice of voluntary departure from the CEAC should be provided at least 30 days in advance if possible.

- Section 4. Vacancies- In the event of a vacancy on the CEAC, that vacancy shall be filled by the Mayor of Belton after a call for applications process has been completed.

#### **Article IV: Meetings**

- Section 1. Meeting Date- Regularly scheduled meetings shall be held at 6:30 p.m. on the first Wednesday of January, March, May, July, September, and November of each year. Meetings may be scheduled more frequently if needed and upon the approval of CEAC.

- Section 2. Meeting Notice and Agenda-
- A. ~~The CEAC's meeting dates shall be submitted in writing to the City Clerk by January 1 of each calendar year.~~
  - B. The CEAC shall be notified not less than 10 days prior to a regularly scheduled meeting date should there be a change in the date, time, or place of that regularly scheduled meeting, or if the regularly scheduled meeting is to be cancelled due to lack of business items.
  - C. The meeting agenda and supporting materials shall be delivered to all CEAC members at least six working days prior to the scheduled meeting date; not less than four working days prior to a specially scheduled meeting.

- Section 3. Conduct of Meetings- All CEAC meetings shall be conducted in accordance with the Robert's Rules of Order (current edition). The Community Development Director shall facilitate the meetings.

- Section 4. Quorum- A majority of members must be present to constitute a quorum.

- Section 5. Voting-
- A. Each member of the CEAC shall have the right to exercise one vote.
  - B. Voting on all CEAC proceedings shall be based on a simple majority of those members present and voting at a meeting; the Council liaison shall cast a vote only in the event that a tie breaker is necessary.

C. The CEAC bylaws shall be amended by a majority vote of those voting members present and voting at a meeting.

Section 6. Meeting Minutes- City staff prepares minutes for each CEAC meeting and those meeting minutes shall accurately reflect the conduct of the meeting, highlights of activity and discussion relevant to the agenda items, and a record of all votes cast.

Exhibit A

**Role of a Public Works Committee Member**

**Background**

The City of Belton values stakeholder input in its efforts to make decisions and policy that are in the best interest of the community. The performance of the Code Enforcement Division within the Community Development Department is critical to providing great services to its customers and it is believed that a Code Enforcement Citizen Advisory Committee will be beneficial towards that end.

**Committee Purpose**

This committee will be utilized as a vehicle for educating the public on Code Enforcement issues and procedures and receiving input on the services it provides. Each member will be asked to: assist staff in developing solutions to issues and make recommendations to the City Council, help to insure the department is making sound strategy decisions, and play a roll in developing and measuring department goals.

**Role**

Each member will be appointed by the Mayor and serve according to the adopted bylaws. This public body is a citizen advisory committee to the Mayor and City Council. It is not intended to replace the authority of the Mayor or City Council. There is no rule making or legislative authority associated with this committee.

Each member is encouraged to be prepared to provide constructive input on sometimes complex and difficult issues, and to collaborate with staff to develop sound solutions. New initiatives may arise from suggestions made by members; services may be enhanced as a result of input received by the public either through a member or other means, but the enhancement may be developed through this committee. Council may request input on particular issues from this committee to aid them in developing a solution or setting policy.

# Code Enforcement Division



Belton's Code Enforcement Division is responsible for enforcing various [City Ordinances](#) related to the maintenance and use of property. As a priority of City Council since 2017 and through a cooperative effort with our citizens, we can maintain property values and create a better quality of life within our community. All concerns and cases follow a standard [work flow](#) (PDF, 141KB).

On September 27, 2022, the City Council approved the adoption of the 2018 International Property Maintenance Code with local amendments, effective January 1, 2023. See [Ordinance No. 2022-4740](#) (PDF, 867KB) for local amendments.

## CONTACT US

### Phone

[816-331-4331](tel:816-331-4331)

### Location

Belton City Hall Annex  
520 Main Street  
64012

[View Map](#)

## REPORT A CODE VIOLATION

[Click Here >](#)

Reported code violations are tracked through the [Codes Violation Tracker](#) by date and receipt number. Please check the tracker to see what actions have been taken on your reported violation.

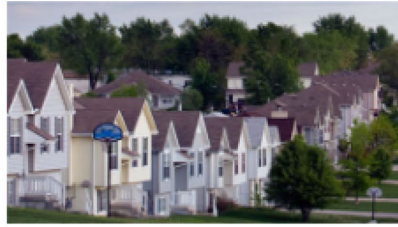
## FEEDBACK FORM

Have feedback for us? Let us know how we're doing.



# Report a Code Violation

Property maintenance is critical in preserving investment and quality of life in neighborhoods. You can help us maintain the quality of your neighborhood by reporting code violations you see, such as:



- Tall grass / weeds in excess of 7 inches
- Junk / debris stored outdoors
- Inoperable vehicles (to include missing operable parts, partially wrecked & expired tags)
- Parking / storing of vehicles, trailers & recreational vehicles on grass
- Downed tree limbs or other yard waste

## CONTACT US

### Location

Belton City Hall Annex  
520 Main Street  
64012

[View Map](#)

[Online Form](#)

[Phone](#)

[In-Person](#)

### 1 Have the following information beforehand:

- Offending Property Address

### 2 Keep in mind

Together, you and your neighbors form a strong community. Working together to resolve an issue can create a stronger block and neighborhood. We've put together optional first steps before filing a concern with us.

- Try talking with the property owner or occupant
- Contact your Home Owner's Association to see if they are able to help

### 3

[Submit your Concern](#)

Clipboard: Undo, Paste, Cut, Copy, Format Painter

Font: Font face, Size (12), Bold, Italic, Underline, Text color, Background color, Font color

Alignment: Wrap Text, Merge & Center

Number: Currency (\$), Percentage (%), Thousand separator (,), Increase decimal places (←.00), Decrease decimal places (→.00)

Styles: Conditional Formatting, Format As Table, Styles

Cells: Insert, Delete, Format

AutoSum, Clear

J27

	A	B	C	D	E
1	City of Belton - Code Violation Complaints Tracker				
2	Receipt Number	Date Submitted	Complaint Description	Date Investigated	Status
3					
4	177	9/16/2022	Line of Sight	9/19/2022	Abatement Ordered
5	CV-473	9/13/2022	Grass	9/14/2022	Abatement Ordered
6	CV-496	10/10/2022	Grass; Junk, Trash & Debris; Accessory uses and structures	10/11/2022	Violation Notice Sent
7	CV-497	10/10/2022	Graffiti	10/11/2022	Violation Notice Sent
8	CV-501	10/11/2022	Inop vehicle	10/11/2022	Violation Notice Sent
9	CV-502	10/11/2022	Grass	10/11/2022	Abatement Ordered
10	CV-508	10/14/2022	Parking on grass	10/17/2022	Violation Notice Sent
11	CV-509	10/16/2022	Junk, trash & Debris	10/17/2022	Violation Notice Sent
12	CV-510	10/16/2022	Junk, trash & Debris, downed tree limbs	10/17/2022	Violation Notice Sent
13	CV-511	10/19/2022	Operating a business at home	10/20/2022	Resolved
14	CV-512	10/19/2022	Inop vehicle parked on street	10/20/2022	Police Matter
15	CV-513	10/22/2022	Grass, weeds (overgrown tree/vegetation)	10/24/2022	Violation Notice Sent
16	CV-514	10/26/2022		10/26/2022	In process
17	CV-515	10/26/2022	Accessory structure	10/26/2022	Violation Notice Sent
18	CV-516	10/28/2022	Open storage	10/28/2022	Violation Notice Sent
19	CV-517	11/1/2022	Inop vehicle	11/1/2022	Spoke w/owner new purchase. No Violation
20	CV-518	11/1/2022	Trailer parked on grass	11/3/2022	No Violation - parked on pavers
21	CV-519	11/2/2022	Junk, trash & Debris	11/2/2022	Violation Notice Sent
22	CV-520	11/3/2022	Junk, trash & Debris, downed tree limbs	11/3/2022	Violation Notice Sent
23					