

**Minutes of Meeting
Belton Board of Zoning Adjustment
Belton City Hall Annex, 520 Main Street
November 16, 2022**

CALL TO ORDER

Chairman Hubbard called the meeting to order at 5:00 p.m.

ATTENDANCE

Board: Chairman Hubbard, Keith Parks, Phil Trued, Wilma Darlington and Rusty Sullivan

Absent: N/A

Staff: Matt Wright, Planning and Building Director; and Madison Rust, Development Technician

Guests: N/A

MINUTES

Mr. Parks moved to approve the minutes of the October 4, 2021, Board of Zoning Adjustment meeting. Mr. Trued seconded the motion. All members present voted in favor, and the motion carried.

PUBLIC HEARING

To consider a request for a variation to reduce the front and side setbacks to allow the installation of a monument sign at the northeast corner of the property at 124 Cunningham Pkwy, known as Legacy Office Suites. ***(This public hearing has been postponed. The public hearing will be re-noticed if/when a new date is determined.)***

Mr. Wright explained to the board the reasoning for postponing the public hearing. During the review process, after the public hearing was formally noticed, staff discovered that the proposed sign was shown in a utility/drainage easement, a sign (or any other structure) is not able to be placed in a drainage easement, so a variance would not be able to be granted for such. Staff is working with the applicant to find another solution to hopefully be able to install the sign outside of the easement. A variance could potentially be required still based on the unique layout of the site. Staff does anticipate that the application will be withdrawn, and if the applicant does decide to proceed with a new plan, a new application will be brought forward at that time.

OTHER BUSINESS

Discussion about developing a meeting schedule for the Board of Zoning Adjustment.

Mr. Wright explained that staff thought it would be easier for the board members if a monthly scheduled was established in order to better plan public hearings. It would also assist staff in better communicating the process to applicants. There could be a standard date scheduled once a month, but staff would communicate in advance if that meeting would be cancelled or not. More than likely, there would not be monthly meetings, but it would be helpful to all involved to have a set schedule to follow. Staff and board members agreed that Wednesdays are favorable for meeting dates. Ms. Hubbard expressed she would prefer the 3rd Wednesday of each month. The board also agreed that 5:00 P.M. is a preferrable start time. Additionally, Mr. Wright expressed there are currently

three vacancies for alternates that are currently open. Staff is working on hopefully filling those alternate positions, that way in the event of a member being unable to attend, an alternate could step in for them.

ADJOURNMENT

Mr. Parks moved to adjourn the meeting. Ms. Darlington seconded the motion. All members voted in favor and the meeting adjourned at 5:09 p.m.