

# City of Belton, Texas

City Council Meeting Agenda Tuesday, October 22, 2019 - 5:30 p.m. Wright Room, Harris Community Center 401 N. Alexander, Belton, Texas

Pledge of Allegiance. The Pledge of Allegiance to the U.S. Flag will be led by Mayor Pro Tem Wayne Carpenter.

Texas Pledge. The Pledge of Allegiance to the Texas Flag will be led by Director of Planning Cheryl Maxwell.

"Honor the Texas flag; I pledge allegiance to thee Texas, one state under God, one and indivisible."

Invocation. The Invocation will be given by Andy Davis, Senior Pastor of First Baptist Church of Belton.

- 1. Call to order.
- 2. Public Comments.

Citizens who desire to address the Council on any matter may register to do so prior to this meeting and speak during this item. Forms are located on the table outside of the south side entry to the meeting room. Please state your name and address for the record, and limit your comments to three minutes. Also, please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1) engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda.

- 3. Presentation of National Night Out Block Party Awards:
  - Rookie of the Year Legend Oaks, Host: Joan Gillette
  - Best Block Party (Residential)- Liberty Valley, Host: Raydean Golding
  - Best Themed Party Lone Star Pediatric Dental, Host: Tiffany Hartman
  - Best Block Party (Commercial) CVS, Host: Donna Gott

#### **Consent Agenda**

Items 4-5 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

- 4. Consider minutes of October 8, 2019, City Council Meeting.
- 5. Consider authorizing extension of agreement with Jaynes, Reitmeier, Boyd & Therrell, P.C. (JRBT) for Professional Audit Services for the FY 2019 audit.

#### **Planning and Zoning**

- 6. Hold a public hearing and consider a zoning change from Planned Development (Commercial-1) District for an RV Park, to Amended Planned Development (Commercial-1) District for an RV Park to consider variances to the RV Park development standards (Chapter 19 City Code of Ordinances) on approximately 21.757 acres located at 3360 I-35 Service Road, on the east side of I-35, south of Groves Road.
- 7. Consider a final plat of West Canyon Trails Phase I, comprising 11.225 acres, located on the south side of W. Avenue O, between S. Loop 121 and Connell Street.
- 8. Consider a final plat of Trujillo Addition, comprising 1.102 acre, located at 1601 Connell Street, on the west side of Connell Street, north of Laila Lane.

The City Council reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.



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#### OFFICE OF THE CITY MANAGER

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4. Consider minutes of October 8, 2019, City Council Meeting.

A copy of the minutes is attached. Recommend approval.

5. Consider authorizing extension of agreement with Jaynes, Reitmeier, Boyd & Therrell, P.C. (JRBT) for Professional Audit Services for the FY 2019 audit.

See Staff Report from Interim Director of Finance Susan Allamon. Recommend authorization of final contract extension.

#### **Planning and Zoning**

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See Staff Report from Director of Planning Cheryl Maxwell. At its meeting on October 15, 2019, the Planning and Zoning Commission unanimously recommended approval of this zoning change, and Staff concurs with their recommendation.

7. Consider a final plat of West Canyon Trails Phase I, comprising 11.225 acres, located on the south side of W. Avenue O, between S. Loop 121 and Connell Street.

See Staff Report from Director of Planning Cheryl Maxwell. At its meeting on October 15, 2019, the Planning and Zoning Commission unanimously recommended approval of this final plat, and Staff concurs with their recommendation.

8. Consider a final plat of Trujillo Addition, comprising 1.102 acre, located at 1601 Connell Street, on the west side of Connell Street, north of Laila Lane.

See Staff Report from Director of Planning Cheryl Maxwell. At its meeting on October 15, 2019, the Planning and Zoning Commission unanimously recommended approval of this final plat, and Staff concurs with their recommendation.

### Belton City Council Meeting October 8, 2019 – 5:30 P.M.

The Belton City Council met in regular session in the Wright Room at the Harris Community Center with the following members present: Mayor Marion Grayson and Councilmembers David K. Leigh, Craig Pearson, Guy O'Banion, Dan Kirkley and John R. Holmes, Sr. Mayor Pro Tem Wayne Carpenter was absent. Staff present included Sam Listi, Gene Ellis, John Messer, Amy Casey, Susan Allamon, Chris Brown, Paul Romer, Bob van Til, Jeremy Allamon, Charlotte Walker, Brian Campbell, Judy Garrett, Cynthia Hernandez and Kim Kroll.

The Pledge of Allegiance to the U.S. Flag and the Pledge of Allegiance to the Texas Flag were led by Cub Scout Pack #117. The Invocation was given by Jeff Miller, Pastor of First United Methodist Church.

- 1. **Call to order.** Mayor Grayson called the meeting to order at 5:32 p.m.
- 2. <u>Public Comments</u>. (Audio 2:53) There were none.
- 3. Proclamation: Colonial Heritage Month October 2019 (Audio 2:56)

Sandy Boyd received the proclamation on behalf of the Governor Samuel Matthews Chapter of Colonial Dames of the 17<sup>th</sup> Century.

#### Consent Agenda (Audio 7:17)

Items 4-9 under this section are considered to be routine by the City Council and may be enacted by one motion. If discussion is desired by the Council, any item may be removed from the Consent Agenda prior to voting, at the request of any Councilmember, and it will be considered separately.

- 4. Consider minutes of September 24, 2019, City Council meeting.
- 5. <u>Consider a resolution appointing Brandon Bozon to the Bell County Tax</u>
  <u>Appraisal District Board of Directors.</u>
- 6. Consider appointments/reappointments to various Boards.
  - A. Bell County Public Health District Board of Health
  - B. Electrical Board
- 7. Consider a resolution of support for the 2019 Texas State Defense Economic Adjustment Assistance Grant (DEAAG) proposed by the Heart of Texas Defense Alliance.
- 8. Consider authorizing the following purchases of vehicles and heavy equipment as provided for in the Capital Equipment Replacement Fund:

- A. Water Tank Truck and Dump Truck for the Public Works Street Department.
- B. Excavator for the Public Works Water and Sewer Department.
- C. Light Duty Truck for the Public Works Building Maintenance Department.
- D. <u>Light Duty 4x4 Truck for the Public Works Utility Administration</u> Department.
- E. Backhoe and Light Duty Truck for the Parks Department.
- 9. Consider an ordinance on second reading, granting Waste Management of Texas, Inc., the exclusive right and privilege to provide residential and small commercial solid waste collection, disposal and recycling services.

Upon a motion for approval of the Consent Agenda by Councilmember Holmes, and a second by Councilmember Kirkley, Items 1-9, including the following captioned resolutions and ordinance, were unanimously approved by a vote of 6-0.

#### **RESOLUTION NO. 2019-21-R**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, APPOINTING A REPRESENTATIVE TO THE TAX APPRAISAL DISTRICT BOARD OF DIRECTORS

#### **RESOLUTION NO. 2019-22-R**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELTON, TEXAS, SUPPORTING THE 2019 TEXAS STATE DEFENSE ECONOMIC ADJUSTMENT ASSITANCE GRANT (DEAAG) PROPOSED BY THE HEART OF TEXAS DEFENSE ALLIANCE (HOTDA)

#### **ORDINANCE NO. 2019-50**

AN ORDINANCE GRANTING A FRANCHISE TO WASTE MANAGEMENT OF TEXAS, INCORPORATED, TO PROVIDE RESIDENTIAL AND SMALL COMMERCIAL SOLID WASTE COLLECTION, DISPOSAL AND RECYCLING SERVICES WITHIN THE CITY OF BELTON.

#### Miscellaneous

10. Consider authorizing a professional services agreement with Maria Carmen G. Garcia to be appointed as the new Assistant City Attorney/City Prosecutor. (Audio 9:39)

Upon a motion by Councilmember Leigh, and a second by Councilmember O'Banion, Maria Carmen G. Garcia was appointed as the new Assistant City Attorney/City Prosecutor by a vote of 6-0.

11. Hold a public hearing and consider an ordinance authorizing the issuance of the City of Belton, Texas, General Obligation Refunding Bonds; Levying an Ad Valorem Tax in Support of the Bonds; Establishing Procedures for Selling and

# <u>Delivery of the Bonds</u>; and <u>Authorizing Other Matters Relating to the Bonds</u>. (Audio 13:05)

Public Hearing: no one spoke for or against.

Upon a motion for approval by Councilmember Leigh and a second by Councilmember Holmes, the following captioned ordinance was approved upon a vote of 6-0.

#### **ORDINANCE NO. 2019-51**

ORDINANCE AUTHORIZING THE ISSUANCE OF CITY OF BELTON, TEXAS GENERAL OBLIGATION REFUNDING BONDS; LEVYING AN AD VALOREM TAX IN SUPPORT OF THE BONDS; APPROVING AN OFFICIAL STATEMENT, A PAYING AGENT/REGISTRAR AGREEMENT, A PURCHASE AGREEMENT AND AN ESCROW AGREEMENT; ESTABLISHING PROCEDURES FOR SELLING AND DELIVERY OF THE BONDS; AND AUTHORIZING OTHER MATTERS RELATING TO THE BONDS

12. Consider authorizing the BEDC Executive Director to execute a contract for the sale of 13.76 acres of the former Rockwool site on Taylor's Valley Road to Perro Grande Commercial, LLC. (Audio 20:15)

Upon a motion for approval by Councilmember Holmes, and a second by Councilmember Pearson, the sale of 13.76 acres was approved upon a vote of 6-0.

There being no further business, the Mayor adjourned the meeting at 6:03 p.m.

ATTEST:	Wayne Carpenter, Mayor Pro Tem
Amy M. Casey, City Clerk	

#### Staff Report – City Council Agenda Item



#### Agenda Item #5

Consider authorizing extension of agreement with Jaynes, Reitmeier, Boyd & Therrell, P.C. (JRBT) for Professional Audit Services for the FY 2019 audit.

#### **Originating Department**

Finance Department – Susan Allamon, Interim Director of Finance

#### **Background**

In August 2015, the City Council approved a contract for audit services with Jaynes, Reitmeier, Boyd & Therrell (JRBT) of Waco. The contract was for one year, with the option to extend for four subsequent years. The initial contract was extended for the FY 2016, 2017 and 2018 audits, and both City Staff and JRBT would like to extend the contract for the FY 2019 audit. This is the final extension allowed per the contract. Kristy Davis would again be the JRBT partner in charge of Belton's audit. Enclosed is a proposal from JRBT extending the contract for one year.

Assuming the City continued with one major program required to be audited under the Single Audit Act and the State of Texas Single Audit Circular, the all-inclusive fee estimate for five years was as follows:

FY 2015: \$33,700 FY 2016: \$34,370 FY 2017: \$35,060 FY 2018: \$35,760 FY 2019: \$36,480

The City will have a major program required to be audited under the Single Audit Act and the State of Texas Single Audit Circular. The project is the Chisholm Trail Hike and Bike Trail, funded partially with a grant that triggers the Single Audit requirement. As such, the FY 2019 fee is estimated to be the \$36,480 listed above.

#### Fiscal Impact

Amount: \$36,480					
Budgeted:	⊠ Yes	□ No			

Funding Source(s): General Fund, Water and Sewer Fund, BEDC Operating Fund

# **Recommendation** Recommend extension of agreement with Jaynes, Reitmeier, Boyd & Therrell, P.C. for the FY 2019 audit. **Attachments** FY 2019 Engagement Letter City Council Agenda Item October 22, 2019 Page 2 of 2



JAYNES REITMEIER BOYD & THERRELL, P.C.

Main 254.776.4190 | Fax 254.776.8489 | jrbt.com

Certified Public Accountants 5400 Bosque Blvd., Ste. 600 | Waco, TX 76710 P.O. Box 7616 | Waco, TX 76714

October 9, 2019

The City Council and the City Manager City of Belton, Texas 333 Water Street P.O. Box 120 Belton, Texas 76513

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Belton, Texas (the "City"), as of September 30, 2019, and for the year then ended and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In addition, we will audit the City's compliance over major federal award programs for the year ended September 30, 2019. We are pleased to confirm our acceptance and our understanding of the audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the City's major federal award programs.

Accounting principles generally accepted in the United States of America ("U.S. GAAP) require that supplementary information, such as management's discussion and analysis, schedules of changes in the City's net pension liability and total OPEB liability and related ratios and employer contributions, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information ("RSI") in accordance with auditing standards generally accepted in the United States of America ("U.S. GAAS"). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- 1. Management's Discussion and Analysis
- 2. Schedule of Changes in the City's Net Pension Liability and Related Ratios Employees' Pension Plan
- 3. Schedule of Contributions Employees' Pension Plan

- 4. Schedule of Changes in the City's Total OPEB Liability and Related Ratios Employees' OPEB Plan
- 5. Schedule of Contributions Employees' OPEB Plan

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1. Combining financial statements;
- 2. Individual fund financial statements.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1. Information included in the introductory section included in the City's Comprehensive Annual Financial Report; and
- 2. Information included in the statistical section included in the City's Comprehensive Annual Financial Report.

#### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

#### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and

unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

#### **Audit of the Financial Statements**

We will conduct our audit in accordance with U.S. GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will require written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s). or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

#### **Audit of Major Program Compliance**

Our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the City's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

#### **Other Services**

We will prepare the financial statements of the City in conformity with U.S. GAAP based on information provided by you. We will perform the services in accordance with applicable professional standards. Our firm, in its sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

We will not assume management's responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities.

City management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

#### **Management Responsibilities**

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with U.S. GAAP;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error;

- c. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they are received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- e. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
- f. For the design, implementation, and maintenance of internal control over federal awards;
- g. For establishing and maintaining effective internal control over federal awards that provide reasonable assurance that the nonfederal entity is managing federal wards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
- h. For identifying and ensuring that the City complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- i. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- j. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objective of the audit, including whether related recommendations have been implemented;
- k. For taking prompt action when instances of noncompliance are identified;
- 1. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on report audit findings from prior periods and preparing a summary schedule of prior audit findings;
- m. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- n. For submitting the reporting package and Data Collection Form to the appropriate parties;
- o. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;

#### p. To provide us with:

- i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
- ii. Additional information that we may request from management for the purpose of the audit; and
- iii. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
- q. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
- r. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- s. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- t. For informing us of any known or suspected fraud affecting the City involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- u. For the accuracy and completeness of all information provided;
- v. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- w. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards; (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule; and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule of expenditures of federal awards will not be presented with the audited financial statements, to make the audited financial statements readily

available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request, and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

#### **Fees and Timing**

Kristy Davis is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Jaynes, Reitmeier, Boyd & Therrell, P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit around December 2, 2019, and to issue our report no later than March 31, 2020.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee, including out-of-pocket expenses, will be \$36,480. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Service fees will be assessed on any amount outstanding more than 30 days after the invoice date at a rate equal to one and one-half percent per month. Further, in accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

#### **Other Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information that you provided to us to third parties in order to facilitate delivering our services to you. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand the electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Jaynes, Reitmeier, Boyd & Therrell, P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Jaynes, Reitmeier, Boyd & Therrell, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or workpapers for a period of at least seven years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

The City Council and
the City Manager
City of Belton, Texas
October 9, 2019
Page 11



993 North Third Street PO Box 2993 Abilene, Texas 79604-2993 phone 325-677-6251 fax 325-677-0006 www.condley.com

#### Report on the Firm's System of Quality Control

December 10, 2018

To the owners of Jaynes, Reitmeier, Boyd & Therrell, P.C. and the Peer Review Committee of the Texas Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Jaynes, Reitmeier, Boyd & Therrell, P.C. in effect for the year ending June 30, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <a href="https://www.aicpa.org/prsummary">www.aicpa.org/prsummary</a>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Jaynes, Reitmeier, Boyd & Therrell, P.C. in effect for the year ended June 30, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Jaynes, Reitmeier, Boyd & Therrell, P.C. has received a peer review rating of *pass*.

Certified Public Accountants

Condley and Company, L.L.P.

### Staff Report - City Council Agenda Item



**Date:** October 22, 2019

Case No.: Z-19-21

Request: PD (C1) to Amended PD (C1)

**Applicant: Belton Land LLC** 

Owner: Bell County Joint Venture

**Roy Levit** 

#### Agenda Item #6

Hold a public hearing and consider a zoning change from Planned Development (Commercial-1) District for an RV Park, to Amended Planned Development (Commercial-1) District for an RV Park to consider variances to the RV Park development standards (Chapter 19 City Code of Ordinances) on approximately 21.757 acres located at 3360 I-35 Service Road, on the east side of I-35, south of Groves Road.

Originating Department: Planning - Cheryl Maxwell, Director of Planning

<u>Current Zoning</u> PD (Commercial-1) <u>Proposed Zoning</u> Amended PD (Commercial-1)

Future Land Use Map (FLUM) Designation: Commercial/Retail Corridor

**Design Standards Type Area 2:** Primarily commercial highway frontage uses

#### Case Summary

This property was rezoned to a Planned Development (Commercial – 1) District for an RV Park in March, 2018. A one lot subdivision, Belton Land LLC Addition, was administratively approved in January, 2019. The applicant has submitted a site plan in conjunction with the building permit, and per PD conditions, must comply with all requirements of Chapter 19, City Code of Ordinances (Recreational Vehicle Parks).

The applicant is requesting variances to two elements of Chapter 19 as follows:

- 1) Minimum roadway width requirement of 20' to allow a 16' width for one way roads; and
- 2) Maximum 300' spacing of restroom facilities from RV sites to allow a distance of 500'.

#### **Surrounding Conditions**

The adjacent property to the north is the site of Pro Star Rental and was rezoned to Commercial 2 District in October, 2017. The adjacent property to the south is undeveloped with split zoning—mostly Light Industrial with Commercial Highway along the I-35 frontage. Property to the east is undeveloped and zoned Agricultural District. To the west is I-35; property along the

southbound I-35 frontage road consists of undeveloped land, residential uses, Sunbelt RV Center, Belton RV Park, and Bell County Expo Center with Commercial Highway, Agricultural, and Planned Development Zoning Districts.

#### Land Use Table/Allowable Uses

No change is proposed to the zoning district currently assigned to this property, other than amending the existing PD conditions. The Commercial-1 Base Zoning District will remain and allows the land uses below:

- Any use permitted in the Retail District (i.e. Gasoline or service station)
- Auto sales
- Consumer repair services
- Food sales
- Home improvement Center with outside storage
- Hotel or motel
- Pawn Shop
- Trailer Rental
- Tool and Light Equipment Rental
- Wholesale club or department store

In addition to the uses above, the PD allows an RV Park, subject to the conditions in Ordinance #2018-08, which was approved in March, 2018, and is attached. The only changes proposed to the PD ordinance are variances to the minimum roadway width and to the distance of restroom facilities from the RV sites.

#### **Project Analysis and Discussion**

The applicant proposes to develop an RV park on 17.4 acres with future commercial uses on the remaining 4.3 acres fronting along I-35. Access to the RV Park is proposed from the I-35 frontage road with a second entrance proposed from a future extension of Capitol Way. With the final plat, Belton Land LLC Addition, the applicant dedicated ROW and contributed funds for street improvements and a 5' wide sidewalk for Capitol Way; these funds have been placed in an escrow account. A 6' wide sidewalk is required along the I-35 frontage road and will be constructed in conjunction with the site development.

Chapter 19, City Code of Ordinances (Recreational Vehicle Parks), outlines various requirements for RV parks to include, density, streets, toilet/lavatory facilities, open space, vehicle parking, accessory structures, setbacks/screening, drainage, maintenance, lighting, fire protection, refuse disposal, sanitary waste, and minimum site standards. The applicant's site plan meets all requirements except for those related to street width and distance to restroom facilities. Their alternative proposal is to comply with National RV Park Standards and KOA Standards. These are discussed in detail below.

#### Section 19-68 – Private Streets.

Chapter 19 requires a minimum pavement width of 20' for private streets that provide direct access to five or more RV sites. This ordinance does not distinguish between one-way and two-way streets. The applicant proposes to exceed the width requirement for two-way streets by providing a 25' pavement width; however, for one-way streets, the applicant is proposing a 16' pavement width, and is requesting a variance to the 20' requirement. No parking will be allowed on the side of the one-way streets.

The applicant has provided documentation from the National RV Park Standards (National Fire Protection Association--NFPA 1194) where the minimum street width is stated as 10' per traffic lane. The applicant has also provided documentation from KOA Standards where their recommendation is a 15' width for one-way streets. The applicant is exceeding these standards by proposing 16' widths with a 40' turning radius at all corners to facilitate the movement of large RV's.

We have contacted other cities in our region to compare their requirements regarding roadway widths to our adopted RV Ordinance. Please refer to the attached table—Comparison of RV Park Standards. The roadway width requirement varies among the cities. For one-way roads, Temple requires 20', while Waco requires 11' with no parking on the side, and 18' with parking allowed on one side.

Staff supports this variance request, since the proposed 16' width is adequate for one-way travel and no parking will be allowed on either side.

#### Section 19-69 – Toilet and Lavatory Facilities Required.

Chapter 19 requires restroom facilities to be located within 300' of any RV site. The National RV Park Standards requires restroom facilities to be located within 500' of any RV or camping site that does not have an individual sewer connection. KOA Standards are slightly more restrictive, requiring sites without sewer connection to be within 400' of restroom facilities. The applicant will be providing individual sewer connection to all RV sites, so only the tent sites will have no on-site sewer connection. These 4 tent sites are approximately 310' from restroom facilities and will meet the KOA standards (within 400') and the National Standards (within 500'). The RV sites that have full hook-ups with water, sewer, and electricity, will all be within 500' of the restroom facilities. Neither KOA nor the National Standards have a maximum distance between sites with individual sewer connections and restroom facilities.

In comparing the requirements of other cities in our region, most do not have a maximum distance requirement. Those that do—Harker Heights and Waco—require a maximum distance of 200', and do not distinguish between those sites that have individual sewer connections and those that do not.

Staff supports the requested variance to allow a maximum 500' spacing between restroom facilities and sites <u>with</u> individual sewer connections; however, we recommend sites <u>without</u>

individual sewer connections (4 tent sites) observe a more stringent spacing requirement. The 4 tent sites are right on the edge of the 300' distance, with only one site slightly in excess of this distance. Staff's recommendation to the P&ZC was to allow a maximum spacing of 350' between sites without individual sewer connection and restroom facilities. The P&ZC members discussed this issue and supported extending the maximum distance between restroom facilities and sites without sewer connections (tent sites) to 400'.

#### Follow Up

Staff has been collecting and reviewing information from other cities regarding RV park requirements to compare with requirements in Chapter 19. We will present a full report on our findings with recommendations for potential changes in the near future. Any feedback or direction from the Planning Commission and City Council is welcome.

#### **Recommendation**

The Planning and Zoning Commission met on October 15, 2019, and with a vote of 6-0, unanimously recommended approval of this zoning change from PD (Commercial-1) for an RV Park to Amended PD (Commercial-1) for an RV Park subject to the conditions below. Staff concurs with their recommendation. (NOTE: Text in red represents changes from the original PD conditions.)

- 1. The allowable uses of the property shall conform to the Commercial-1 Zoning District in all respects, and in addition a recreational vehicle (RV) park is a permitted use.
- 2. The development of the property shall conform to all applicable Type Area 2 Design Standards, as identified in Ordinance 2014-17, Section 7.1 of the Zoning Ordinance, and the conceptual site plan, including:
  - a. Site Development Standards
  - b. Building Design Standards
  - c. Landscape Design & Tree Preservation Standards
- 3. The development of the RV Park shall conform to all requirements of Chapter 19, City Code of Ordinances (Recreational Vehicle Parks), except as noted below:
  - a. Variance allowed to the street width standards to allow one-way streets to observe a minimum 16' pavement width with no parking on the side, instead of the required 20'.
  - b. Variance allowed to the distance from restroom facilities to allow a maximum distance of 500' from all RV sites with an individual sewer connection, and a maximum distance of 400' from all sites (tents) without an individual sewer connection.
- 4. Sign Standards shall conform to Ordinance 2008-11.

5. A subdivision replat is required before developing the I-35 frontage area for retail/commercial use.

#### **Attachments**

Zoning application

**Property Location Map** 

Zoning map

Aerial photo

Map with zoning notice boundary (200')

Zoning notice to owners

Property owner list

Ordinance #2018-08

City Code of Ordinances Chapter 19, Recreational Vehicle Parks

Variance request & exhibits

Excerpt from National RV Park Standards (NFPA 1194) and KOA Campground Standards

- 1. Site Plan
- 2. Comparison of RV Park Standards

P&Z Minutes Excerpt

Ordinance

486277

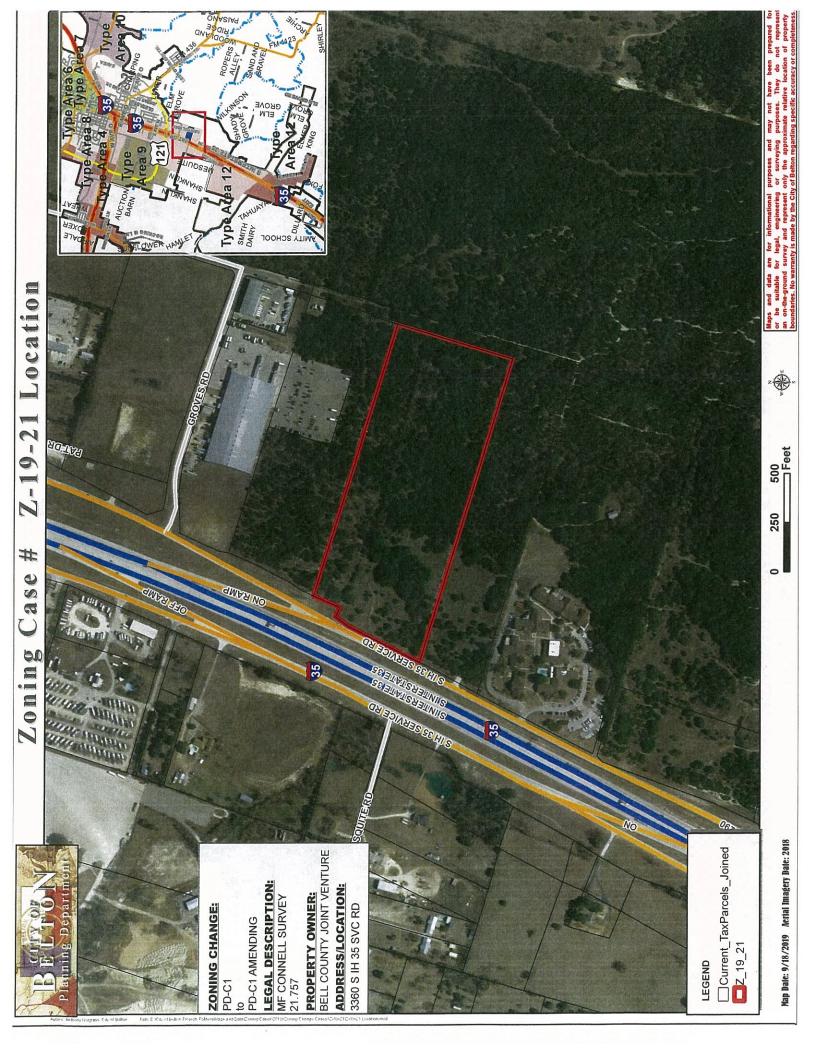
#### City of Belton Request for a Zoning Change

# **To The City Council and the Planning and Zoning Commission**

Fee: \$250.00

Date Received:  business day of the m		_ Deadline for a zo	ning change request is the last		
Applicant: Belton Land	LLC	Phone Number:	512-507-4210		
Mailing Address: 6700	Bridge Hill Cove	City: Austin	State: TX		
Email Address: lavanis	@yahoo.com		_		
Owners Name: Bell Co	unty Joint Venture	Phone Number:	254-721-8778		
Mailing Address: 1010		PORTER THE PROPERTY OF THE PRO	State: NY		
Email Address: roylevo	@me.com				
Applicant's Interest in Belton KOA RV Park dev	* *	riance request. Amend	dment to an existing PD.		
Legal Description of P	roperty:				
21.757 acrebtract of land situa		rvey, Abstract NO6, Bell Co	ounty, TEXAS		
Is this property being s  Street Address: 3360 IF  Zoning Change From _	135 SVC RD	ed? NO to Amendment	to an existing PD		
Signature of Applicant					
Signature of Owner (if	not applicant):	Roy Livit Date:	9/11/2019		
Checklist for Zoning Iten					
<ul> <li>Signed Applicati</li> </ul>					
o Fees Paid					
o Complete Legal	Description of the pro	operty to be re-zoned			
o Site Plans per Se	o Site Plans per Section 32, Planned Development, of the Zoning Ordinance. Please see the back				
for specific guide	elines.				
o In the event the re	equest involves more	than one lot or irregu	lar tracts or acreage, a drawing of the		

property must be submitted.









# NOTICE OF APPLICATION FOR AN AMENDMENT TO THE ZONING ORDINANCE OF THE CITY OF BELTON

THE CITY OF BELTON HAS RECEIVED A REQUEST FROM: BELTON LAND LLC ,				
To change the following described property: 21.575 Acres, 3360 South Interstate 35 Service				
ROAD ,				
FROM A(N) PLANNED DEVELOPMENT (COMMERCIAL-1) ZONING DISTRICT FOR AN RV PARK				
TO A(N) AMENDED PLANNED DEVELOPMENT (COMMERCIAL-1) ZONING DISTRICT FOR AN RV PARK TO				
CONSIDER A VARIANCE TO THE RV PARK DEVELOPMENT STANDARDS (CHAPTER 19, CITY CODE OF ORDINANCES).				
The Planning & Zoning Commission of the City of Belton, Texas will hold a public hearing pursuant to this request at <u>5:30 P.M., Tuesday, October 15, 2019</u> , at the T.B. Harris Center, 401 N. Alexander, Belton, Texas.				
If approved by the Planning & Zoning Commission, this item will be placed on the Agenda for a Public Hearing by the City Council. That meeting will be at <u>5:30 P.M., Tuesday, October 22, 2019</u> , at the T. B. Harris Community Center, 401 Alexander Street, Belton, Texas.				
As an interested property owner, the City of Belton invites you to make your views known by attending these hearings. You may submit written comments about this zoning change by completing this form and returning it to the address below.				
If you require interpreter services for the deaf or hearing impaired, please contact the City Clerk at City Hall at least 48 hours before these meetings.				
circle one AS AN INTERESTED PROPERTY OWNER, I (PROTEST) (APPROVE) THE REQUESTED ZONING AMENDMENT PRESENTED IN THE APPLICATION ABOVE FOR THE REASONS EXPRESSED BELOW:				
1.				
2.				
3.				
(FURTHER COMMENTS MAY BE EXPRESSED ON A SEPARATE SHEET OF PAPER)				

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

PLANNING DEPARTMENT CITY OF BELTON P. O. BOX 120 BELTON, TEXAS 76513 254-933-5812 21858

ROVELLI, GAILEN CLARK & GARY B CLARK

204 TAYLORS DR

TEMPLE, TX 76502-3529

481860

DRAKE PROSTAR BELTON LLC

1537 E GRANDE BLVD STE 400

TYLER, TX 75703

486732

DRAKE CAPITAL INCOME FUND LP

1537 E GRANDE BLVD STE 400

TYLER, TX 75703

SUPERINTENDENT BELTON I.S.D. P O Box 269

**BELTON TEXAS 76513** 

466685

WESTWOOD ASSOCIATES LLC

2027 S 61ST ST STE 100A

**TEMPLE, TX 76504** 

481909

CITY OF BELTON

PO BOX 120

BELTON, TX 76513-0120

486283

CITY OF BELTON

PO BOX 120

BELTON, TX 76513

472985

LAKESHINE PROPERTIES LLC

10019 LAVON BND

AUSTIN, TX 78717-4169

486277

BELL COUNTY JOINT VENTURE

1010 5TH AVE

NEW YOUR, NY 10028

486282

CITY OF BELTON

PO BOX 120

**BELTON, TX 76513** 

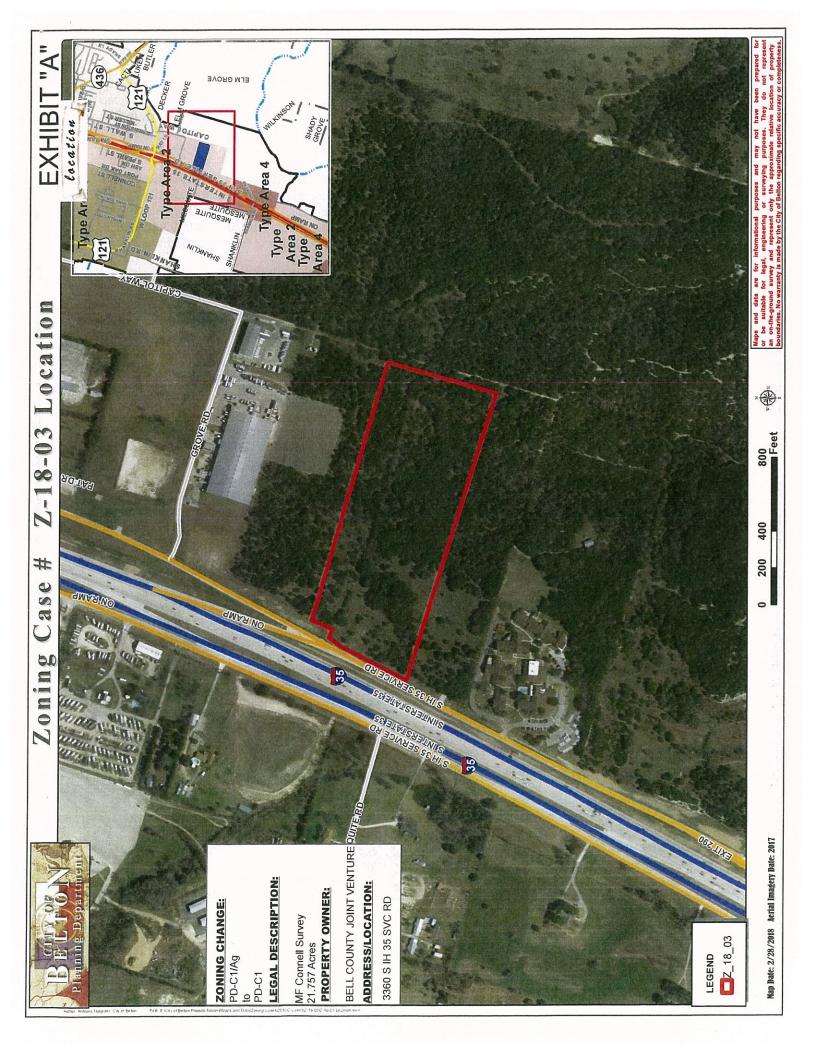
# NOTICE OF APPLICATION FOR AN AMENDMENT TO THE ZONING ORDINANCE OF THE CITY OF BELTON

THE CITY OF BELTON HAS RECEIVED A REQUEST FROM: BELTON LAND LLC

TYLER, TX 75703

. 3360 SOUTH INTERSTATE 35 SERVICE
CT FOR AN DAY DARK
CT FOR AN RV PARK DNING DISTRICT FOR AN RV PARK TO
APTER 19, CITY CODE OF ORDINANCES).
RFIER 19, CITT CODE OF ORDINANCES].
, Texas will hold a public hearing , at the T.B. Harris Center, 401 N.
M WILL BE PLACED ON THE AGENDA FOR 30 P.M., Tuesday, October 22, 2019, TON, TEXAS.
TES YOU TO MAKE YOUR VIEWS KNOWN INTS ABOUT THIS ZONING CHANGE BY
G IMPAIRED, PLEASE CONTACT THE CITY
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PLANNING DEPARTMENT
CITY OF BELTON
P. O. Box 120
BELTON, TEXAS 76513 254-933-5812
234-733-3012

TYLER, TX 75703



BEING a 21.757 acre tract of land situated in the M. F. CONNELL SURVEY, ABSTRACT No. 6, Bell County, Texas and being a part or portion of the remainder of that certain called 55 acre tract of land described in a Warranty Deed with Vendor's Lien dated October 9, 1984 from Harold R. Towslee, Trustee to Bell County Joint Venture and being of record in Volume 2002, Page 819, Deed Records of Bell County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron rod with cap stamped "RPLS 2475" found being in the occupied west boundary line of the said remainder 55 acre tract and being the northwest corner of that certain 12.663 acre tract of land described in a Warranty Deed dated December 30, 2016 from Bell County Joint Venture to Lakeshine Properties, LLC and being of record in Document No. 2017-00000563, Official Public Records of Bell County, Texas and being in the east right-of-way line of Interstate Highway No. 35 as monumented and evidenced on the ground for corner;

THENCE departing the said 12.663 acre tract and with the said east right-of-way line and with the said occupied west boundary line the following five (5) calls:

- 1) N. 25° 41′ 11" E., 158.15 feet to a Texas Department of Transportation aluminum cap right-of-way monument found for corner;
- 2) N. 26° 29' 39" E., 245.04 feet to a 1/2" iron rod found for corner;
- 3) N. 36° 29′ 19" E., 80.94 feet to a Texas Department of Transportation aluminum cap right-of-way monument found for corner;
- 4) S. 66° 55' 52" E., 51.09 feet to a 1/12 iron rod found for corner;
- 5) N. 23° 07' 23" E., 144.95 feet to a 1/2" iron rod with cap stamped "RPLS 2475" set for corner;

THENCE S. 73° 46′ 10″ E., 1452.83 feet departing the said west boundary line and the said east right-of-way line and over and across the said remainder 55 acre tract to a 1/2″ iron rod with cap stamped "RPLS 2475" set being in the west boundary line of a 1.549 acre Reciprocal Access Easement being of record in Document No. 2017-00000563, Official Public Records of Bell County, Texas for corner;

THENCE S. 16° 13' 50" W., 611.77 feet continuing over and across the said remainder 55 acre tract and with the west boundary line of the said 1.549 acre tract to a 1/2" iron rod with cap stamped "RPLS 2475" set being in the north boundary line of the aforementioned 12.663 acre tract for corner;

THENCE N. 73° 44′ 16″ W., 1618.62 feet departing the said 1.549 acre tract and continuing over and across the said remainder 55 acre tract and with the north boundary line of the said 12.663 acre tract to the Point of BEGINNING and containing 21.757 acres of land.

I, Michael E. Alvis, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that these field notes are a correct representation was revery made on the ground.

Michael E. Alvis, RPLS#5402 November 6, 2017

11010111001 0, 2011

Bearing Base:

Texas State Plain Coordinate System ( NAD 1983 ) as determined by G.P.S.

observation.



City of Belton

Chapter 19 - RECREATIONAL VEHICLE PARKS[1]

Footnotes:

--- (1) ---

Cross reference— Buildings and building regulations, Ch. 4; swimming pools, § 4-221 et seq.; minimum housing code for the city, § 4-241 et seq.; building numbering system, § 4-366; fire protection and prevention, Ch. 6: fire code adopted, § 6-16; flood prevention and protection, Ch. 7; garbage and refuse. Ch. 8; health and sanitation, Ch. 9; junked, abandoned, wrecked property, Ch. 10; licenses and business regulations, Ch. 11; mobile home parks, Ch. 12; noise, Ch. 13; parks and recreation, Ch. 15; planning and development, Ch. 17: streets, sidewalks and other public places. Ch. 20: traffic, Ch. 22; utilities, Ch. 23.

ARTICLE I. - IN GENERAL

Sec. 19-1. - Definitions.

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

Hard surfaced shall mean a weather-proofed surface of asphalt, concrete or double penetration seal coating that shall not soften when exposed to water and shall be of sufficient thickness to withstand normal wheel loads.

Recreational vehicle (RV) shall mean a vehicular type unit, not exceeding eight (8) feet in width and thirty-two (32) feet in length, primarily designed as temporary living quarters for recreational, camping, or travel use, which has its own power or is mounted on or drawn by another vehicle. The basic entities are: travel trailer, camping trailer, truck camper, motor home, or other individual camping unit.

Recreational vehicle park (RV park) shall mean a parcel of land under single ownership upon which two (2) or more acres are used for a recreation vehicle park, established and maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes.

Space width shall mean the horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear lot lines.

Vacation travel trailer space means a plot of land within a travel trailer park designated for the accommodation of a single recreational vehicle.

(Ord. No. 42782-2, § I(Art. I, § 1.7), 4-27-82)

Cross reference— Definitions and rules of construction generally, § 1-2.

Sec. 19-2. - Permanent occupancy prohibited.

- (a) No recreational vehicle park shall be used as a permanent place of abode, dwelling or business. Continuous occupancy shall not extend beyond ninety (90) days in any twelve-month period. Any period exceeding ninety (90) days within a calendar year shall be presumed to be permanent.
- (b) Any action toward removal of the wheels of a recreational vehicle, except for temporary purposes of repair, or to attach the trailer to the ground for stabilization, is hereby prohibited.

(Ord. No. 42782-7, § I(Art. IV, § 1.2), 4-27-82)

Secs. 19-3-19-15. - Reserved.

ARTICLE II. - ADMINISTRATION

Sec. 19-16. - Enforcement.

It shall be the duty of the city manager to designate whichever appropriate city official, or his designate, shall make inspections to determine the existence of violations of this chapter. It shall be the duty of the recreational vehicle park owner or operator to permit city officials to enter upon the premises at all reasonable times in order that inspections may be made.

(Ord. No. 42782-2, § I(Art. II, § 1.1), 4-27-82)

Sec. 19-17. - Building permit required.

- (a) Any owner, authorized agent or contractor who desires to construct, enlarge, alter, repair, move, demolish or change any recreational vehicle park, recreational vehicle site or part thereof; or to install any plumbing, electrical or mechanical equipment incident thereto; or to cause any of such work to be done shall first make application for permit to the city building official and obtain the required building permit therefor.
- (b) This building permit shall be granted only after the receipt of a license as provided for herein, and after the building official has reviewed and approved all plans for water, sewer and drainage and any other plans called for herein.
- (c) The provisions of chapter 4 shall apply to the development of recreational vehicle parks so long as they are not in conflict herewith.

(Ord. No. 42782-2, § I(Art. II, § 1.2), 4-27-82)

Cross reference—Buildings and building regulations, Ch. 4.

Sec. 19-18. - Zoning.

Location of recreational vehicle parks shall be governed by the city zoning ordinance as it exists or may be amended.

(Ord. No. 42782-2, § I(Art. II, § 1.3), 4-27-82)

Sec. 19-19. - Submission of plans.

Any person wishing to create a recreational vehicle park shall first submit one (1) reproducible copy of a site plan meeting all requirements of this chapter to the city building official.

(Ord. No. 42782-2, § I(Art. III, § 1.1), 4-27-82)

Sec. 19-20. - Referral to planning and zoning commission.

The building official shall then forward the plan to the city planning and zoning commission for their review. A hearing to review the site plan shall be conducted by the commission within twenty (20) days of receipt of the plan by the building official.

(Ord. No. 42782-2, § I(Art. III, § 1.2), 4-27-82)

Cross reference— Planning and zoning commission, § 17-16 et seq.

Sec. 19-21. - Right of refusal.

The building official shall have the right to refuse to review or refuse to forward a site plan or amended site plan to the planning and zoning commission if the plan is incomplete, indefinite or unintelligible.

(Ord. No. 42782-2, § I(Art. III, § 1.5), 4-27-82)

Sec. 19-22. - Notification of decision.

- (a) The planning and zoning commission shall within ten (10) days of a hearing on a site plan notify the person submitting the plan of its decision, whether approval or disapproval.
- (b) In the case of disapproval, the commission shall state the reasons therefor and the changes, additions, deletions or modifications necessary to obtain approval.

(Ord. No. 42782-2, § I(Art. III, § 1.6), 4-27-82)

Secs. 19-23-19-35. - Reserved.

ARTICLE III. - SITE PLANS AND LICENSES

Sec. 19-36. - Contents.

The site plan shall include, but not be limited to the following information, that is to say, it shall:

- (1) Be drawn to a scale of not more than fifty (50) feet per inch;
- (2) Show the exact dimensions of the tract of land under consideration;
- (3) Show the relationship of the tract to existing and proposed streets and contiguous tracts of land;
- (4) Show the types and use of all adjacent tracts of land;
- (5) Show proposed provisions for access;
- (6) Show the exact land use proposed for the entire tract in question, including but not limited to screening devices, private streets, recreational vehicle sites, usable open space, parking, lighting, utilities, structures and any other information necessary to describe the proposed improvements and their location.

(Ord. No. 42782-2, § I(Art. III, § 1.3), 4-27-82)

Sec. 19-37. - Amendments.

Any person who proposes to alter or change an existing recreational vehicle park must file an amended site plan in the same manner as the original.

(Ord. No. 42782-2, § I(Art. III, § 1.4), 4-27-82)

Sec. 19-38. - License required.

Subsequent to the approval of the planning and zoning commission of a site plan for a recreational vehicle park, the person receiving such approval shall, before commencing operations, make application for a license to operate the park.

Cross reference—Licenses and business regulations, Ch. 11.

Sec. 19-39. - Application for license.

Application shall be made to the city building official and shall include, in addition to any other pertinent information, the following:

- (1) The name and mailing address of the entity making such application;
- (2) Whether the applicant is an individual, partnership, corporation, etc.;
- (3) The names and addresses of the individuals, partners, or directors of any corporation of the applicant;
- (4) A legal description and street address of the property in question;
- (5) The name of the owner of the premises; and,
- (6) Such other information as may be required by the city.

(Ord. No. 42782-2, § I(Art. III, § 2.1(B)), 4-27-82)

Sec. 19-40. - Duration of license validity.

The license, once issued, shall be valid until December 31 of each year and a new application shall be required each calendar year.

(Ord. No. 42782-2, § I(Art. III, § 2.2), 4-27-82)

Sec. 19-41. - Fees.

The fee for such license shall be in an amount which is on file in the city clerk's office.

(Ord. No. 42782-2, § I(Art. III, § 2.3), 4-27-82)

Sec. 19-42. - Display.

The license shall be displayed by the licensee in a conspicuous place at all times.

(Ord. No. 42782-2, § I(Art. III, § 2.4), 4-27-82)

Secs. 19-43—19-55. - Reserved.

ARTICLE IV. - STANDARDS

**DIVISION 1. - GENERALLY** 

Secs. 19-56—19-65. - Reserved.

**DIVISION 2. - RECREATIONAL VEHICLE PARKS** 

Sec. 19-66. - Minimum standards.

Each recreational vehicle park, in addition to any other standards set forth herein or in other portions of this Code, shall conform to and comply with the minimum standards in this division.

(Ord. No. 42782-2, § I(Art. III, § 3.1), 4-27-82)

Sec. 19-67. - Park area.

- (a) Each recreational vehicle park shall be planned for and shall provide a minimum of one (1) acre in area.
- (b) Each recreational vehicle park shall not exceed an overall density of twenty (20) recreational vehicle sites per acre.

(Ord. No. 42782-2, § I(Art. III, § 3.1(A), (B)), 4-27-82)

Sec. 19-68. - Private streets.

Private streets shall be provided and shall extend continuously from the public street right-of-way so as to provide suitable access to all RV sites and other facilities or uses permitted in the RV park as well as to provide adequate connection to future streets at the boundaries of the RV park property line. Private streets shall meet the following standards:

- (1) Minimum pavement widths shall be as follows:
  - a. Class 1 —Private streets which provide direct access to five (5) or more RV sites—twenty (20) feet.
  - b. Class 2 Private streets which provide direct access to less than five (5) RV sites—eighteen (18) feet.
- (2) Private street intersections shall generally be at right angles, offsets at intersections of less than one hundred twenty-five (125) feet (centerline to centerline) shall be avoided, intersection of more than two (2) streets at one (1) point shall be avoided.
- (3) Dead-end private streets shall be limited to a maximum length of six hundred (600) feet and shall be provided with a vehicular turning space, with a turning circle of one hundred (100) feet in diameter.
- (4) All private streets shall be provided with a concrete or other hard surface equivalent material, which shall be durable and well drained under normal use and weather conditions.
- (5) Private streets which may connect two (2) public rights-of-way shall, by the use of curves, offsets, location, and/or the use of two (2) or more streets, be located so as to discourage through traffic.

(Ord. No. 42782-2, § I(Art. III, § 3.1(C)), 4-27-82)

Sec. 19-69. - Toilet and lavatory facilities required.

- (a) Water-flush closets and urinals shall be provided and shall not be further than three hundred (300) feet from any recreational vehicle site.
- (b) At least one (1) toilet and one (1) lavatory shall be provided for each sex at a rate of one (1) each for each twenty (20) RV sites or fractional part thereof. Shower facilities shall be provided for each sex at a rate of one (1) each for every thirty (30) RV sites or fractional part thereof. Lavatories shall be provided at each building containing toilet facilities.
- (c) Men's toilet rooms hereafter constructed shall include urinals where more than two (2) toilets are required. Urinals may be substituted for up to one-third of the required number of men's toilets.
- (d) All toilet, lavatory and shower facilities shall be maintained in a clean, sanitary and operable condition at all times and shall meet minimum state standards for handicapped persons.
- (e) It shall be the responsibility of the owner/operator of the RV park to insure that only domestic sewage will be dumped into the sanitary waste station, or any other sewer connection within the RV park.

(Ord. No. 42782-2, § I(Art. III, § 3.1(D)), 4-27-82)

Sec. 19-70. - Useable open space.

A minimum of eight (8) percent of the gross site area for the recreational vehicle park shall be set aside as open space or as common use areas for open or enclosed recreational facilities. No recreational vehicle site, street right-of-way, storage area, or utility site shall be counted in computing this requirement.

(Ord. No. 42782-2, § I(Art. III, § 3.1(E)), 4-27-82)

Sec. 19-71. - Vehicle parking.

At least one and two-tenths (1.2) parking spaces shall be provided in the park for each recreational vehicle site. At least one (1) parking space shall be provided at each site. Vehicle parking shall:

- (1) Be located on or within the park and be easily accessible to the occupants and visitors;
- (2) Have concrete, asphalt or other surface of equivalent material;
- (3) Be accessible to a private street;
- (4) Have spaces appropriately defined and marked;
- (5) Be so located and regulated that no parking, or maneuvering incidental to parking, shall be on any public street or walk;
- (6) Be so designed that any vehicle may be parked and unparked without requiring the moving of any other vehicle.

(Ord. No. 42782-2, § I(Art. III, § 3.1(F)), 4-27-82)

Sec. 19-72. - Location of accessory structures.

No recreational vehicle accessory structure such as a refuse container, carport, cabana, awning, fence, or storage locker shall be permitted within ten (10) feet of a private street; provided further, the setbacks from the rear site boundary line (side opposite private street) shall be not less than five (5) feet, and from other site boundary lines shall be not less than three (3) feet, save and except a fence. Where the requirements of this paragraph, section 19-73 or the zoning ordinance of the city conflict, the greater setback shall govern.

(Ord. No. 42782-2, § I(Art. III, § 3.1(G)), 4-27-82)

Sec. 19-73. - Setbacks and screening.

- (a) A screening device, not less than six (6) feet nor more than eight (8) feet in height and constructed of wood, stone, brick, concrete block, or other permanent material, and having a completely solid area with no openings and being permanently maintained, may be required by the planning and zoning commission along all recreational vehicle park boundary lines.
- (b) Accessory uses, as that term is used herein shall not be located closer than ten (10) feet to any RV site boundary line.

(Ord. No. 42782-2, § I(Art. III, § 3.1(H)), 4-27-82)

Sec. 19-74. - Drainage.

The ground surface in all parts of every recreational vehicle park and especially beneath recreational vehicles and other structures shall be graded and equipped to drain all surface water in a safe efficient manner so as not to permit water to stand or become stagnant.

(Ord. No. 42782-2, § I(Art. III, § 3.1(J)), 4-27-82)

Sec. 19-75. - Maintenance of park.

The owner of the park shall be responsible to insure that it is maintained in a manner which will not attract or aid the propagation of insects or rodents or create a hazard. Growth of plant materials such as weeds and grass, especially beneath recreational vehicles and other structures, shall be continuously controlled.

(Ord. No. 42782-2, § I(Art. III, § 3.1(I)), 4-27-82)

Sec. 19-76. - Lighting.

The private streets, parking lots, walks, and service areas shall be kept adequately lighted at all times so the recreational vehicle park shall be safe for occupants and visitors, provided further all entrances and exits shall be lighted.

(Ord. No. 42782-2, § I(Art. III, § 3.1(K)), 4-27-82)

Sec. 19-77. - Fire protection.

Water lines and fire hydrants shall be provided and suitably located for adequate fire protection as determined by the fire chief but in no case shall the park provide less than a system of standard hydrants located not more than five hundred (500) feet from each recreational vehicle site and served by water lines not less than six (6) inches in diameter installed in a looped system.

(Ord. No. 42782-2, § I(Art. III, § 3.1(L)), 4-27-82)

**Cross reference**— Fire prevention and protection, Ch. 6.

Sec. 19-78. - Refuse disposal.

Durable, watertight, easily cleanable refuse containers, sufficient to contain all the refuse, shall be provided at each service building and sanitary waste station, or at a central storage area readily accessible and located not more than three hundred (300) feet from any recreational vehicle or picnic site unless provided at the recreational vehicle site. Refuse containers shall be provided at a rate of eight (8) cubic feet (60 gallons) for each ten (10) recreational vehicle sites or the equivalent thereof if containers are provided at individual sites. A pick-up easement shall be granted by the owner of the recreational vehicle park to the city if these facilities are located so as to require the entrance of any municipal vehicle into the park.

(Ord. No. 42782-2, § I(Art. III, § 3.1(M)), 4-27-82)

Cross reference— Garbage and refuse, Ch. 8.

Sec. 19-79. - Sanitary waste.

- (a) Any RV park boundary line located within two hundred (200) feet of a sanitary sewer main will be required to tap onto the main.
- (b) It is recommended, but not mandatory, that each RV site be provided with a sewer connection.
- (c) It is mandatory that an acceptable sanitary waste station, approved by the building official, shall be provided for each one hundred (100) RV sites or parts thereof not equipped with individual sewer connections. The sanitary waste station must be connected to the city's sanitary sewer line if distance requirements as set forth in (a) above are in effect.

(Ord. No. 42782-2, § I(Art. III, § 3.1(N)), 4-27-82)

Cross reference— Utilities, Ch. 23.

Secs. 19-80-19-90. - Reserved.

DIVISION 3. - RECREATIONAL VEHICLE SITES[2]

Footnotes:

--- (2) ---

Cross reference— Planning and development, Ch. 17

Sec. 19-91. - Minimum standards.

Each recreational vehicle site, in addition to any other standards set forth herein or in other portions of this Code, shall conform to and comply with the following minimum standards:

- (1) Each site must be at least one thousand five hundred (1,500) square feet in area with a minimum width of thirty (30) feet;
- (2) Each site must be of a hard surface which shall adequately support the weight of the recreational vehicle placed thereon and be durable and well drained under normal use and weather conditions;
- (3) No part of a recreational vehicle, including awnings, may be closer than ten (10) feet to an RV site boundary line;

- (4) Each site must be served with water in compliance with this Code;
- (5) Electrical installations shall conform to the city electric code.

(Ord. No. 42782-2, § I(Art. III, § 3.2), 4-27-82)

Secs. 19-92—19-100. - Reserved.

**DIVISION 4. - Uses** 

Sec. 19-101. - Types of facilities allowed.

Only the following types of facilities and resulting uses shall be allowed in a recreational vehicle park:

- (1) Recreational vehicle as defined herein;
- (2) Management headquarters as an accessory use;
- (3) Recreational facilities, toilets, dumping stations, showers, coin-operated laundry facilities, and other uses and structures customarily incidental to the operation of a recreational vehicle park are permitted as accessory uses to the park subject to the following restrictions:
  - a. Such facilities and services shall be restricted in their use to occupants of the recreational vehicle park;
  - b. Such facilities and services shall present no visible evidence from any street outside the park of their commercial character which would attract customers other than occupants of the park;
  - c. The structures housing such facilities shall not be located closer than seventy-five (75) feet to any public street and shall not be directly accessible from any public street, but shall be accessible only from streets within the park.

(Ord. No. 42782-2, § I(Art. IV, § 1.1), 4-27-82)

Belton KOA RV Park Variance Request

# PROJECT SUMMARY:

### Project:

Develop a high end quality KOA franchise RV Park on IH 35 service road in Belton, TX.

## **RV Park Details:**

- KOA Journey Park on 18.50 acres of land
- 133 RV sites with all full hook-up services (Water, Sewer and Eclectic)
  - 2800 SQFT of office with registration and welcome center
- Large clubhouse with covered deck for the guest to enjoy the indoor and outdoor space 0
  - Large Kids play area along with dog park
- Plenty of open sitting area for the guest to enjoy

# VARIANCE REQUEST DETAILS:

### Request #1:

Request to align the road width requirements with KOA and national standards

## Current Plan:

- Two way road width is 25 ft.
- Two way road serving all back-in RV sites
  - One way road width is 16 ft.
- One way road serving all pull-through RV sites

# City RV Park Ordinance:

Private streets which provide direct access to five (5) or more RV sites—twenty (20) feet.

# National RV Park Standards (NFPA 1194):

Section 5.1.2 Roads: Minimum widths of recreational vehicle park and campground roads designed to accommodate all types and size of camping units shall be 10 ft (3.0 m) per traffic lane and 8 ft (2.4 m) per parallel parking lane

## KOA Response:

this works well for the turning and travel space needed for multiple vehicles on the roads. KOA designs try to primarily use one way roads to minimize KOA typically recommends 15' for one way roads, these roads are lightly traveled in comparison to city streets but more important is the provision of the 40' turning radius at all corners, this is more than adequate for even the largest of RV's and in combination with the wider two way streets at 25', traffic flow in a recreational park setting. We would request that you consider this as adequate to meet the requirements.

## Request Summary:

Owner is requesting the variance to allow one way road width of 16ft. instead of 20 feet of two way road.

# City Staff Recommendation:

Staff has reviewed this request and agreed to support the variance approval

# VARIANCE REQUEST DETAILS:

### Reduest #2:

Request to align the restrooms distance from RV site with KOA and national standards

## Current Plan:

- Plan to build restrooms at two locations
- One in main office and other within clubhouse

# City RV Park Ordinance:

Water-flush closets and urinals shall be provided and shall not be further than three hundred (300) feet from any recreational vehicle site.

# National RV Park Standards (NFPA 1194):

Section 7.5.1.2 Toilets shall be located within a 500 ft (152.4 m) radius from any recreational vehicle, recreational park trailer, and/or camping unit site not provided with an individual sewer connection.

## KOA Response:

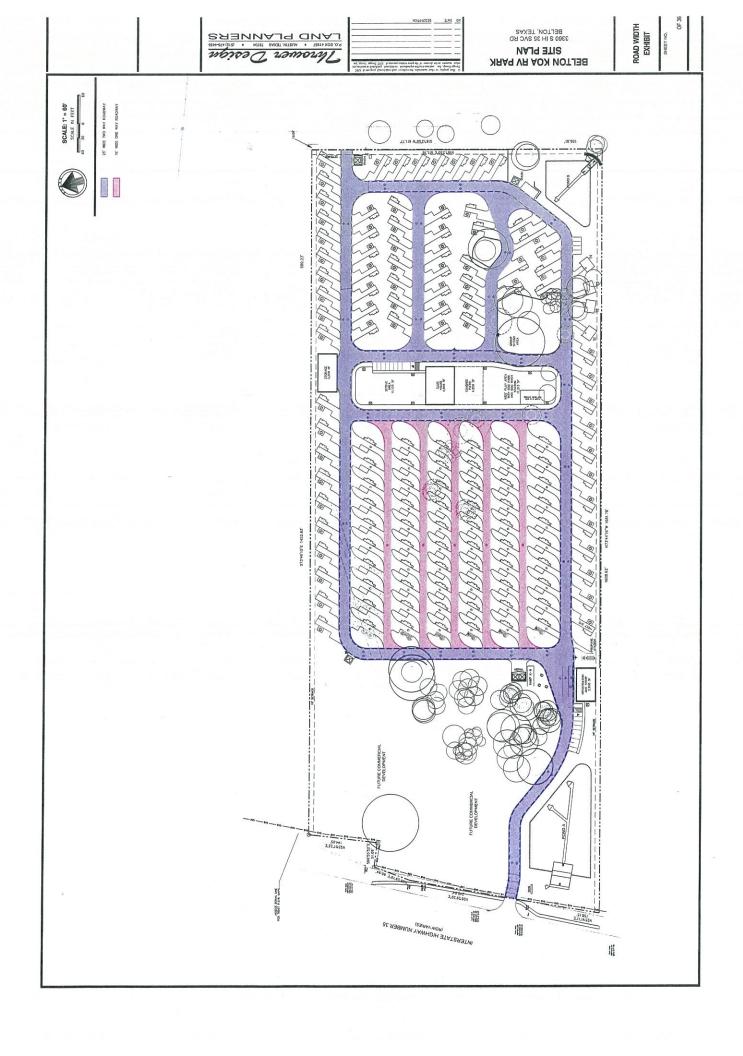
500 feet of any RV or camping site not provided with and individual sewer connection. KOA requires the non sewered sites be within 400 feet of the restrooms which they are. All other sites even though they will have sewer connection are still within 500' of a restroom. We would request that you KOA exceeds the NFPA 1194 (Standard for recreational vehicle parks and campgrounds) this document mandates that sanitary facilities be within consider this as adequate to meet the requirements.

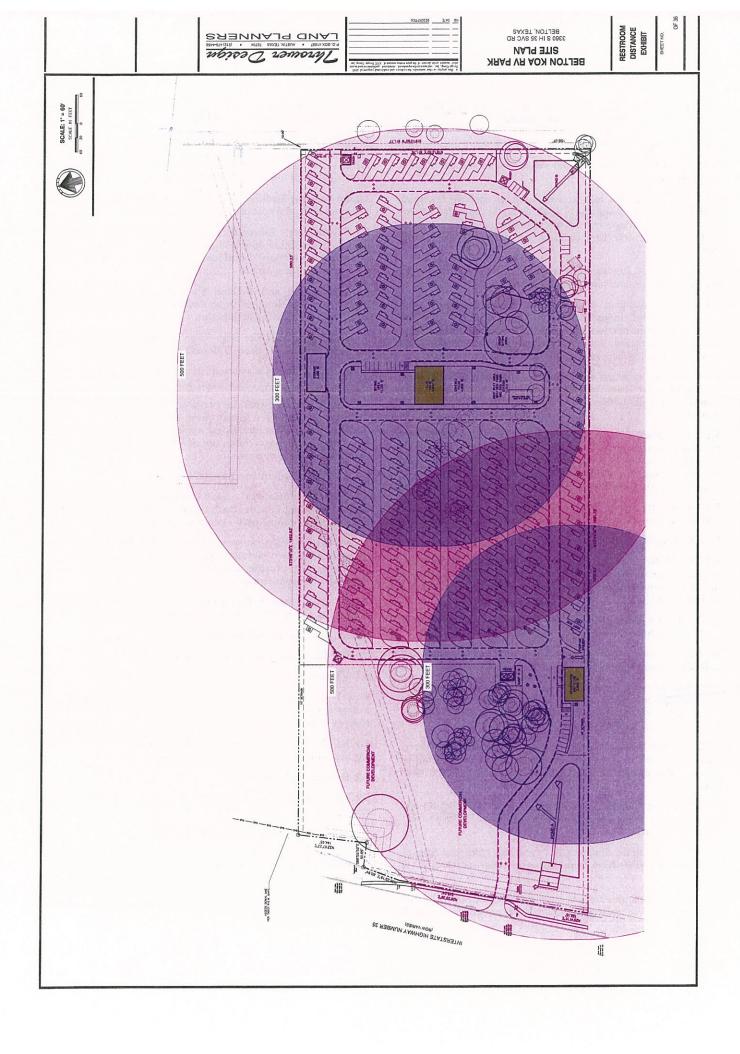
# Request Summary:

Owner is requesting the variance to allow the restrooms to be maximum distance of 500 ft. instead of 300ft. as all RV sites will have full connection with water, sewer and electric which satisfy the KOA and National standards.

# City Staff Recommendation:

Staff has reviewed this request and agreed to support the variance approval





### Chapter 5 General Design Criteria for Recreational Vehicle Parks and Campgrounds

### 5.1 Park Design and Construction.

### 5.1.1 Site Plans for Recreational Vehicle Parks and Developed Campgrounds.

- **5.1.1.1** The location and arrangement of each recreational vehicle park and campground shall meet the approval of the chief of the fire department, forest ranger, warden, or other authority responsible for providing the necessary fire protection services.
- **5.1.1.2** A site plan shall be supplied to the fire and law enforcement agencies having jurisdiction.
- **5.1.1.3** This site plan shall show and identify camping unit sites, each stand, major structures and facilities, and water supply for fire protection purposes in the recreational vehicle park or campground, to facilitate response by emergency services such as fire, police, and ambulance.
- **5.1.1.4** Means of access for emergency responders shall consist of roadways, fire lanes, parking lot lanes, vacant camping unit stands, or a combination thereof, and shall be provided to all structures.
- 5.1.1.4.1\* Multiple Access Roads. More than one fire department access road shall be provided when it is determined by the AHJ that access by a single road could be impaired by vehicle congestion, condition of terrain, climate conditions, or other factors that could limit access. [1:18.2.3.3]
- **5.1.1.5** Roads shall be designed and constructed to allow evacuation simultaneously with emergency response operations.

### 5.1.1.6 Bridges.

- **5.1.1.6.1** When a bridge is required to be used as part of a fire department access road, it shall be constructed and maintained in accordance with nationally recognized standards. [1:18.2.3.4.5.1]
- **5.1.1.6.2** The bridge shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. [1:18.2.3.4.5.2]
- **5.1.1.6.3** Vehicle load limits shall be posted at both entrances to bridges where required by the AHJ. [1:18.2.3.4.5.3]
- **5.1.2 Roads.** Minimum widths of recreational vehicle park and campground roads designed to accommodate all types and sizes of camping units shall be 10 ft (3.0 m) per traffic lane and 8 ft (2.4 m) per parallel parking lane.
- **5.1.2.1** Roads leading to accessory structures shall be designed and constructed to accommodate the load and turning radius of the largest apparatus typically used to respond to that location.
- **5.1.2.2** Roads leading to accessory structures shall be not less than 20 ft (6.1 m) of unobstructed width with a 13.5 ft (4.1 m) vertical clearance.
- **5.1.2.3** Road curves designed for use by all types and sizes of camping units shall have a minimum internal radius of 30 ft (9.1 m).
- **5.1.2.4\*** Turnarounds shall be provided for all dead-end roads over 100 ft (30.5 m) in length, and those designed for use by all

- types and sizes of camping units shall have a minimum internal radius of 30 ft (9.1 m).
- **5.1.2.5\* Dead Ends.** Dead-end roads in excess of 100 ft (30.5 m) in length shall be provided with approved provisions for the turning around of fire apparatus no greater than every 500 ft (152.4 m) and at the closed end.
- **5.1.2.6 Turning Radius.** The turning radius of a road shall be as approved by the authority having jurisdiction.
- **5.1.3 Structures.** Every structure in a recreational vehicle park or campground that does not meet the definition of a camping unit shall be designed and constructed in accordance with applicable building codes.
- **5.1.4 Swimming and Bathing Facilities.** If provided, such facilities shall be designed in accordance with the requirements of the authority having jurisdiction.
- **5.1.5 Camping Unit Site Size.** The occupied area of a camping unit site shall not exceed 75 percent of the site area.
- **5.1.6 Separation.** A stand or structure shall be located at least 10 ft (3.0 m) from any other stand or structure.
- **5.1.6.1** A structure shall be permitted to be closer than 10 ft (3.0 m) to its stand if it is part of the stand or serves the recreational vehicle, recreational park trailer, or camping unit using that stand, providing a minimum of 10 ft (3.0 m) is maintained to any other stand or structure.
- **5.1.6.2** Tents shall be exempted from 5.1.6.
- **5.1.7 Site Identification.** Each camping unit site shall be marked for identification. Such markers shall be easily readable from the recreational park or campground street.
- **5.1.8\* Stand.** Each camping unit stand shall be designed and constructed at such elevation, distance, and angle with respect to its access to provide for safe and efficient placement and removal of camping units.
- **5.1.8.1** Each stand shall be constructed to minimize the development of ruts or low spots by vehicle tires.
- 5.1.8.2 Each stand shall be graded to provide drainage.
- 5.1.8.3 Each stand shall be a minimum of 8 ft (2.4 m) wide.

### 5.1.9 Gates.

- **5.1.9.1** The gate opening shall swing inward and shall provide a clear opening no less than 2 ft (0.61 m) wider than the gated road or driveway.
- **5.1.9.2** Emergency responders shall have ready access to locking mechanisms on any gate that restricts access.

### 5.2 Recreational Vehicle Site.

- **5.2.1 Recreation Vehicle Stand Construction.** Each recreational vehicle site shall have a vehicular access.
- 5.2.2 Grouped Utility Connection Assembly.
- **5.2.2.1** When a potable water supply connection, sewer inlet connection, electrical power, TV connection, and phone connection supply or discharge outlets are provided for an individual recreational vehicle stand, they shall be permitted to be grouped together in one assembly in accordance with 5.2.2.2 through 5.2.2.4.

### 7.2.2 Sources.

- 7.2.2.1 Only water from approved sources shall be used.
- **7.2.2.2** Where an approved public water supply system is available, it shall be used.
- **7.2.2.3** Where the recreational vehicle park or campground has its own water supply system, the components of the system shall be approved.
- **7.2.2.4** A water supply system that is used on a seasonal basis shall be provided with means for draining or shall be protected from freezing.
- **7.2.3 Prohibited Connections.** The potable water supply shall not be connected to any nonpotable or unapproved water supply nor be subject to any backflow or back siphonage.
- **7.2.4 Supply.** The water supply system shall be designed and constructed in accordance with the following:
- A minimum of 25 gal (94.6 L) per day per site for sites without individual water connections
- (2) A minimum of 50 gal (189.3 L) per day per site for sites with individual water connections
- (3) A minimum of 50 gal (189.3 L) per day per site if waterflush closets are provided in restrooms

### 7.2.5 Pressure and Volume.

- **7.2.5.1** Where water is distributed under pressure, the water supply system shall be designed to provide a minimum flow pressure of 20 psi (137.8 kPa) with a minimum flow of 2 gpm (9.1 L/min) at any outlet.
- **7.2.5.2** The maximum pressure at any site shall not exceed 80 psi (551.2 kPa).

### 7.2.6 Outlets.

- **7.2.6.1** Water outlets shall be easily accessible and, when not piped to individual camping unit sites, shall not be located farther than 300 ft (91.4 m) from any site.
- **7.2.6.2** Provisions shall be made to prevent accumulations of standing water or the creation of muddy conditions at each water outlet.

### 7.2.7 Storage Tanks.

- **7.2.7.1** Water storage tanks shall be constructed of impervious materials, protected against contamination, and provided with locked, watertight covers.
- **7.2.7.2** Any overflow or ventilation openings shall be downfacing and provided with corrosion-resistant screening of not less than No. 24 mesh to prevent the entrance of insects and vermin.
- **7.2.7.3** Water storage tanks shall not have direct connections to sewers.

### 7.2.8 Wells, Springs, and Similar Sources.

**7.2.8.1** All wells, springs, and similar sources of water intended for potable purposes shall be properly constructed, located, and protected to exclude surface contamination and to minimize the potential of contamination from unsanitary hazards.

- **7.2.8.2** A well equipped with a hand pump shall be protected by a concrete apron surrounding the pump suction pipe to divert waste water away from the well.
- **7.2.8.3** Hand pumps, when provided, shall be so designed and installed that all openings into the interior of the pump are protected so as to exclude contamination.
- **7.2.8.4** The top of the casing shall extend at least 1 in. (25.4 mm) above the face of the flange.
- **7.2.8.5** Each hand pump shall be bolted to a mounting flange securely fastened to the well casing.
- 7.2.8.6 Open pitcher pumps shall not be used.

### 7.3 Potable Water Connections at Individual Sites.

- **7.3.1** When provided, the water connections for potable water to individual recreational vehicle and recreational park trailer sites shall be located on the left rear half of the site within 6 ft (1.8 m) of the recreational vehicle stand or 6 ft (1.8 m) of the recreational park trailer stand. [See Figure B.1(a) through Figure B.1(f) for diagrams of typical arrangements.]
- **7.3.2** Each potable water connection shall consist of a water riser pipe that shall be equipped with a threaded male spigot located at least 12 in. (304.8 mm) but not more than 24 in. (609.6 mm) above grade level for the attachment of a standard water hose.
- **7.3.3** Potable water connections shall be equipped with an atmospheric vacuum-breaker.
- **7.4 Drinking Fountains.** If provided, drinking fountains shall be in conformance with ANSI/ARI 1010.

### 7.5 Sanitary Conveniences.

### 7.5.1 Sanitary Facilities.

- **7.5.1.1** Toilets shall be provided at one or more locations in every recreational vehicle park and campground except at primitive and semi-primitive campgrounds.
- 7.5.1.2. Toilets shall be located within a 500 ft (152.4 m) radius from any recreational vehicle, recreational park trailer, and/or camping unit site not provided with an individual sewer connection.
- **7.5.1.3** Every toilet room shall have a minimum ceiling height of 7 ft (2.1 m).
- **7.5.1.4** Facilities for males and for females shall be appropriately marked.
- **7.5.1.5** Unless artificial light is provided, the total window or skylight area shall be equal to at least 10 percent of the floor area.
- **7.5.1.6** Unless provided with a listed mechanical ventilation system, every toilet room shall have a permanent, nonclosable, screened opening(s) having a total area not less than 5 percent of the floor area that opens directly to the exterior in order to provide proper ventilation.



- \* At least 10% of the RV sites must meet each of the two listed RV requirements or a maximum of 10 and 10 as currently defined. This means the quantity required may be less than the 10 of each as currently defined. Examples: A KOA Holiday with 50 RV sites would need 5 of the first set of RV sites (65' Pull-Thru or 55' Back-In) and 5 of the second set of RV sites (55' Pull-Thru or 40' Back-In) as minimum quantities.
- 6. Campgrounds will have a minimum of 4 Premium, defined tent sites that meet the following minimum criteria:
  - A level site that has a minimum area of 525 square-feet. A level site refers to an area that will not
    collect water when it rains. The area for the tent itself will be a minimum size of 12 feet by 14 feet.
  - Picnic table and fire ring.
  - On-site or adjacent defined parking, 10 feet by 20 feet.
  - Within at least 400 feet of a bathhouse.
  - A dual purpose site is allowed. The site can also support a rig (i.e., a 30 amp W/E site), as long as the other criteria is met and the site is marketed under the Tent category on KOA.com.
  - Recommended but not required: Switchable on/off, four- to eight-foot tall, pole-mounted, downward directional light fixture, with no greater than 75-watt rating, with a duplex 20 amp GFCI outdoor-rated electrical outlet in weatherproof box.
- 7. Premium tent sites must have a picnic table or commercial quality patio furniture:
  - Tables or furniture must be clean and in like-new condition.
  - Fire rings (and grills, when provided) must be cleaned after guest use.

### **Point Items**

- All sites must be numbered with markers that are uniform in theme or design and located to be visible in the dark: (5 points)
  - Different colors and styles may be used to designate site type groups, or areas of a campground.
- 2. All non-sewered sites must be within 400 feet/122 meters of restrooms and 100 feet/30 meters of drinking water. (5 points)
- 3. All RV and Tent sites must be clean and well maintained: (10 points)
  - No excess weeds or over-grown grass.
  - No excess presence of cigarette butts or bottle caps.
- 4. For all short-term RV and Tent sites, when provided, grill and fire rings must be cleaned after guest use: (5 points)
  - Follow all local ordinances concerning open fire use and/or temporary burn bans.
- All RV site sewers must be covered with commercial sewer caps: (5 points)
  - The following cannot be used: rocks, yard sculpture, bottles and cans.

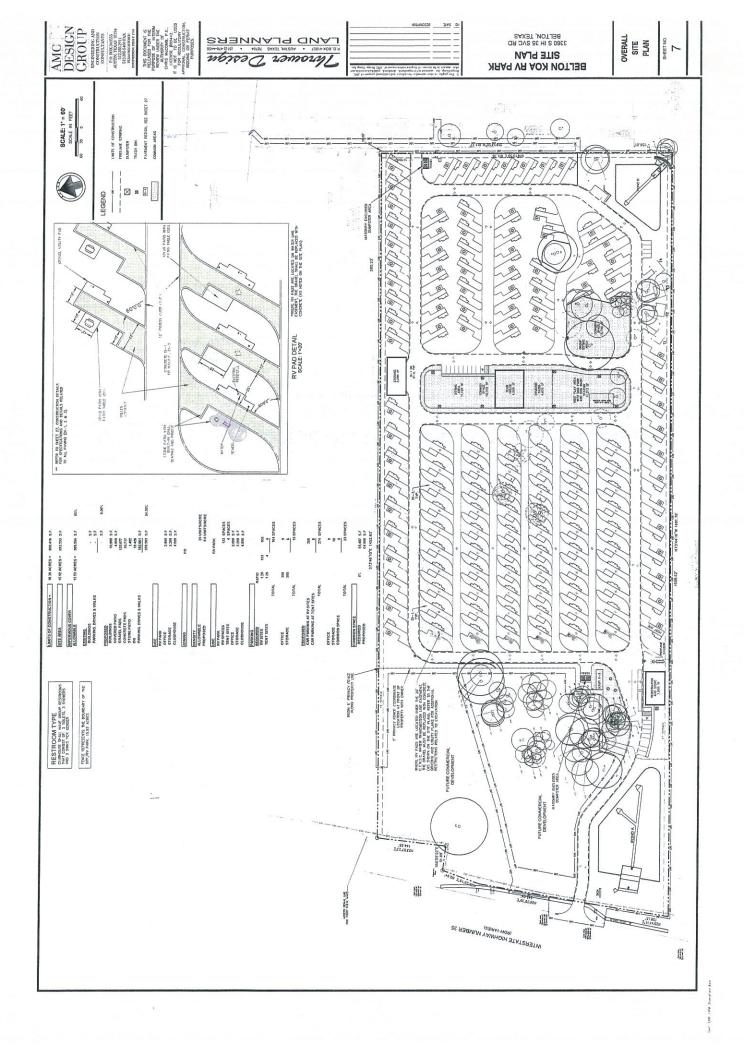


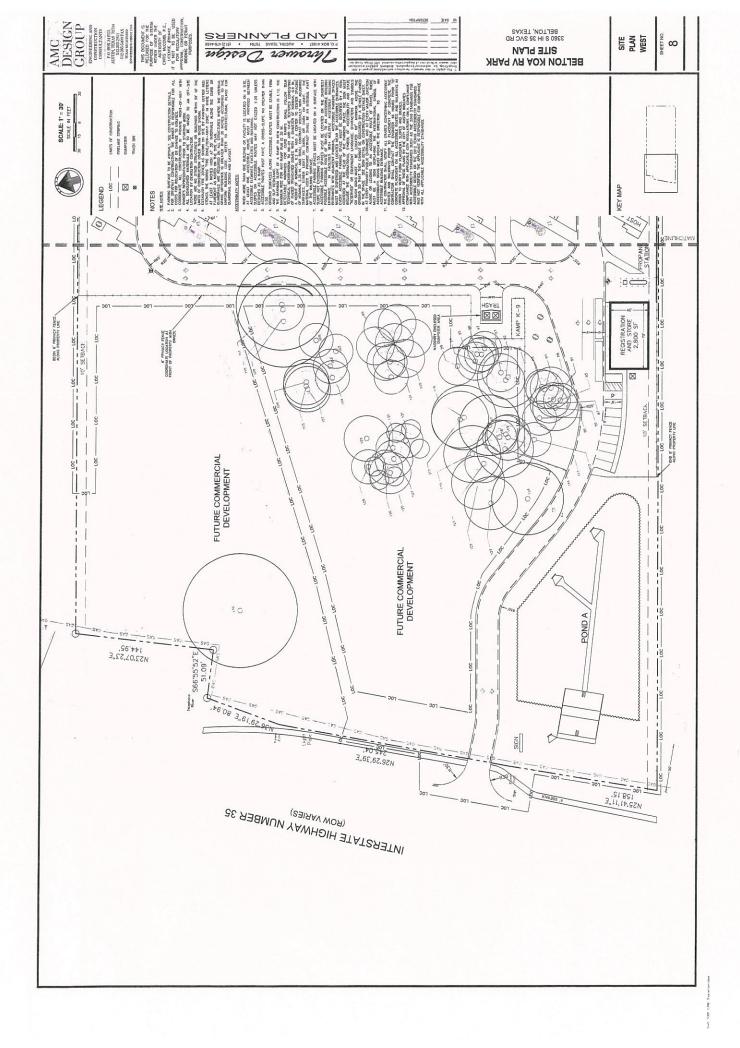
### **Campsites**

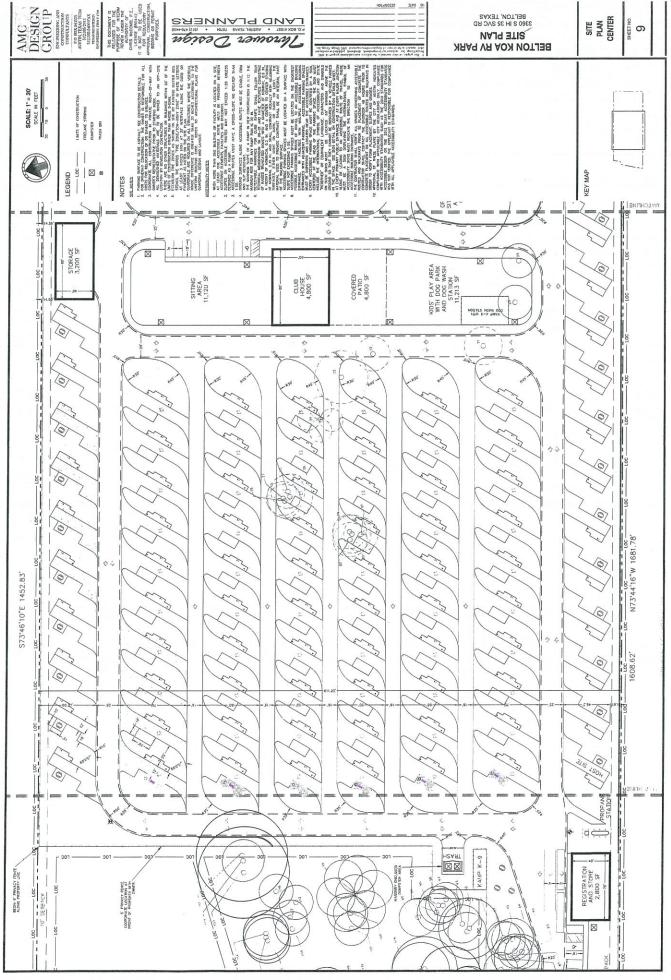
Note: This is an abbreviated form of requirements. Please refer to the appropriate section in the Quality Review Manual for a full listing of requirements, details, and standards on each item.

Item#	Core Items	Compliance Yes/No/NA	
1	Campsites are clean, level, and well-maintained?		10 10 12 12 19 17 18 1
2	Campsite utility hookups and pedestals are in like-new condition?		
3	Long-term sites are clean, well-kept and free of clutter?		
4	Short-term sites have a picnic table or commercial patio furniture, in like-new condition?		
5	Minimum inventory of RV sites provided?		
6	Campground provides minimum 4 Premium tent sites, clean and well-maintained?		
7	Premium tent sites have a picnic table or commercial quality patio furniture in like-new condition? Fire rings, grills clean?		
Item #	Point Items	Compliance Yes/No/NA	Points
1	Campsites are numbered and are uniform in theme or design?		5
2	Non-sewered campsites are within 400 ft. of restrooms and 100 ft. of drinking water?		5
3	All RV and tent sites are clean, mowed, and well-maintained?		10
4	Short-term RV and tent sites with grills and/or fire rings are cleaned after use?	//	5
5	RV sites sewer are covered with commercial caps?		5
6	Electrical pedestals are functioning properly and in like-new condition?		15
7	Campground provides 50-amp service on 25% of short-term RV sites? (40% on all new RV sites.)		10
8	RV sites well defined, in like-new condition and made of the KOA approved surface materials. Level, 1" for every 6'? At least 20 feet between sites?		20
9	RV sites water risers are functioning properly?		5
		Total:	

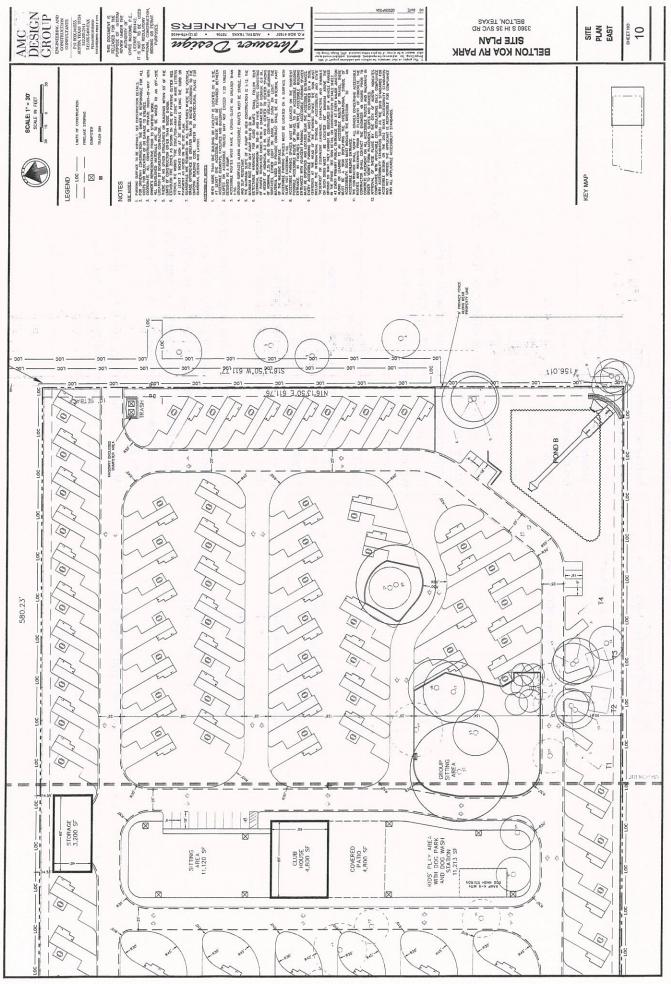
Notes:







for 189 Conditionales



or top the Sandandan

# **Comparison of RV Park Standards**

City	Right of Way Requirements	Bathroom Requirements
Belton	20 - feet	200 foot dictance roamiromont
	20 Ieel	ong leer distance requirement
	18- feet for direct access to 5 RV	Toilet/lavatory 1 per 20 spaces
	Sites	Showers - 1 per 30 spaces
Killeen	24 – feet	No distance requirements
	Cul-de-sac length 300- feet	Female toilets – 1 per 10 spaces
		Male toilets – 1 per 15 spaces
,		Showers – 1 per 10 spaces
		Vacation Trailers with self-contained toilets and showers
		are except from requirements must have facility
		connections.
Temple	Two way – 27 feet	One service building required with no distance
	One Way – 20 feet	requirements. Laundry tray, shower or bath tub and
		water closet and lavatory per gender
		Women - 1 per 10 spaces
		Male – 1 per 15 spaces
Harker Heights	24 – feet	200 feet distance requirement
		2 toilets/shower or tub per 10 spaces.
Copperas Cove	Streets shall be private – no width	No distance requirements.
	requirement	1 toilet/shower per 25 spaces
Waco	One-way no parking – 11′	Distance requirement – not closer than 15' nor farther
ķ	(25 or less spaces)	than 200' from any recreational space within park.
	One-way parking on one side – 18'	
	Two-way no parking – 24	One flushing toilet, shower and lavatory for each
	Two-way one side parking – 27'	gender, washing machine, and one 14 x14 x 14 slop sink
	Two-way parking either side – 34'	for not more than 12 spaces. Each addition 10 spaces or
		fraction thereof shall provide one toilet, shower and
		lavatory per each sex. Laundry and slop sink provided for
		each 12 spaces.
National Fire Protection	10' per traffic lane (5.1.2)	Within 500' radius from any RV or campsite not
Standards (NFPA 2016 edition)		provided with individual sewer connection.
KOA Brand	10' for one way	For campgrounds with tent sites must be within 400' of
1 40	ZO TOT TWO WAY	Datimouse

### Minutes of the **Planning and Zoning Commission (P&ZC)**

City of Belton 333 Water Street Tuesday, October 15, 2019

The Planning and Zoning Commission met at 5:30 P.M. in the Wright Room at the Harris Community Center. The following members were present: Luke Potts, David Jarratt, Quinton Locklin, Dave Covington, Ty Hendrick and Allison Turner. Chair Brett Baggerly, Stephanie O'Banion and Zach Krueger were absent. The following staff members were present: Director of Planning Cheryl Maxwell, Planning Clerk Laura Livingston, Planner Tina Moore, and IT Specialist Ryan Brown.

4. Z-19-21 Hold a public hearing and consider a zoning change from Planned Development (Commercial-1) District for an RV Park, to Amended Planned Development (Commercial-1) District for an RV Park to consider variances to the RV Park development standards (Chapter 19 City Code of Ordinances) on approximately 21.757 acres located at 3360 I-35 Service Road, on the east side of I-35, south of Groves Road. (Audio 2:27)

Ms. Maxwell presented the staff report.

Vice Chair Covington opened the public hearing; with no one requesting to speak, the public hearing was closed.

Mr. Hendrick made a motion to approve Z-19-21, subject to the conditions below:

- 1. The allowable uses of the property shall conform to the Commercial-1 Zoning District in all respects, and in addition, a recreational vehicle (RV) park is a permitted use.
- 2. The development of the property shall conform to all applicable Type Area 2 Design Standards, as identified in Ordinance 2014-17, Section 7.1 of the Zoning Ordinance, and the conceptual site plan, including:
  - a. Site Development Standards
  - b. Building Design Standards
  - c. Landscape Design & Tree Preservation Standards
- 3. The development of the RV Park shall conform to all requirements of Chapter 19, City Code of Ordinances (Recreational Vehicle Parks), except as noted below:
  - a. Variance allowed to the street width standards to allow one-way streets to observe a minimum 16' pavement width with no parking on the side, instead of the required 20'.
  - b. Variance allowed to the distance from restroom facilities to allow a maximum distance of 500' from all RV sites with an individual sewer connection, and a maximum distance of 400' from all sites (tents) without an individual sewer connection.
- 4. Sign Standards shall conform to Ordinance 2008-11.

5. A subdivision replat is required before developing the I-35 frontage area for retail/commercial use.

Mr. Jarratt seconded the motion. The motion was approved with 6 ayes, 0 nays.

### **ORDINANCE NO. 2019-52**

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF BELTON BY CHANGING THE DESCRIBED DISTRICT FROM PLANNED DEVELOPMENT COMMERCIAL-1 FOR AN RV PARK TO AMENDED PLANNED DEVELOPMENT COMMERCIAL-1 FOR AN RV PARK ZONING DISTRICT ON A 21.757 ACRE TRACT, WITH DEVELOPMENT TO BE REGULATED UNDER TYPE AREA 2 DESIGN STANDARDS.

WHEREAS, Bell County Joint Venture, owner of the following described property has presented a petition duly signed, to the City Planning & Zoning Commission and filed said petition with the City Clerk of the City of Belton, and due notice of filing of said petition and hearing on said petition has been given as required by the City Zoning Ordinance and by law, and a hearing on said petition before the City Planning & Zoning Commission of the City of Belton was set for the 15<sup>th</sup> day of October, at 5:30 p.m. for hearing and adoption, said district being described as follows:

3360 S IH-35 Service Road, 21.757 acres, Belton, Texas (location map attached as Exhibit "A")

**WHEREAS,** said application for such amendment was duly recommended by the said City Planning & Zoning Commission and the date, time and place of the hearing on said application by the City Council of the City of Belton was set for the 22<sup>nd</sup> day of October, at 5:30 p.m. at the Harris Community Center and due notice of said hearing was given as required by ordinances and by law; and

**WHEREAS,** a hearing was held upon the application by the City Council of the City of Belton at the time, place and date herein before set forth and no valid objection to said amendments was presented.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Belton, Texas, that the said district located on tracts of land as more fully and completely described above, be and is hereby changed from Planned Development Commercial-1 for an RV Park to Amended Planned Development Commercial-1 for an RV Park Zoning District in accordance with Section 24 – Commercial-1, and the Design Standards in Ordinance No. 2014-17, Section 7.1 of the Zoning Ordinance.

The Zoning Ordinance of the City of Belton is hereby amended, subject to the following conditions:

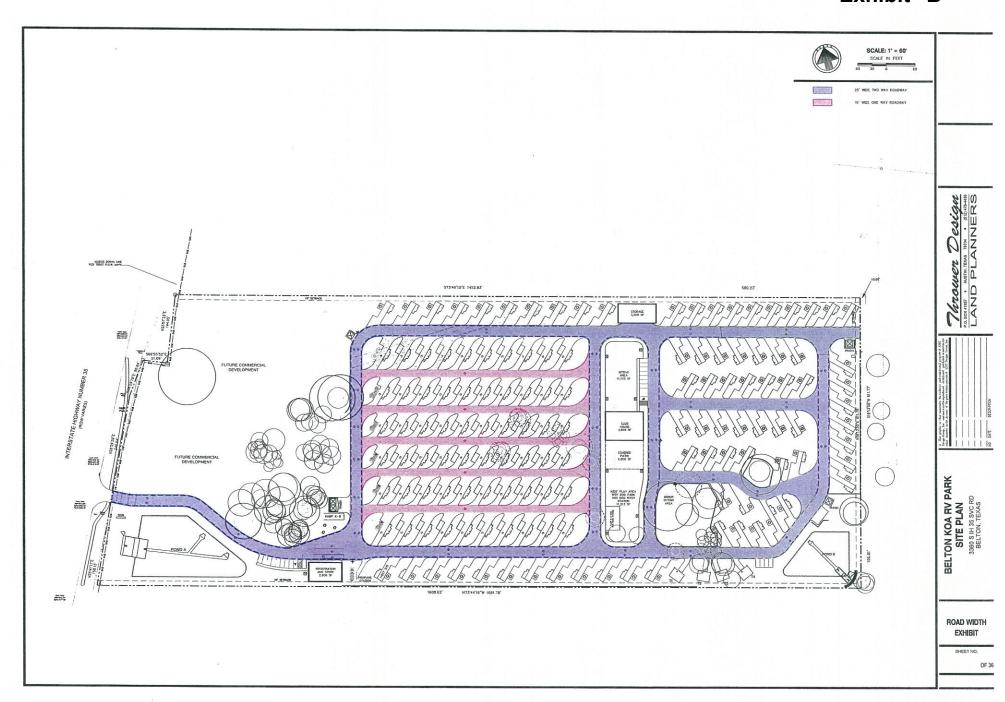
 The allowable uses of the property shall conform to the Commercial-1 Zoning District in all respects, and in addition a recreational vehicle (RV) park is a permitted use.

- 2. The development of the property shall conform to all applicable Type Area 2 Design Standards, as identified in Ordinance 2014-17, Section 7.1 of the Zoning Ordinance, and the conceptual site plan (Exhibit "B"), including:
  - a. Site Development Standards
  - b. Building Design Standards
  - c. Landscape Design & Tree Preservation Standards
- 3. The development of the RV Park shall conform to all requirements of Chapter 19, City Code of Ordinances (Recreational Vehicle Parks), except as noted below:
  - a. Variance allowed to the street width standards to allow one-way streets to observe a minimum 16' pavement width with no parking on the side, instead of the required 20'.
  - b. Variance allowed to the distance from restroom facilities to allow a maximum distance of 500' from all RV sites with an individual sewer connection, and a maximum distance of 400' from all sites (tents) without an individual sewer connection.
- 4. Sign Standards shall conform to Ordinance 2008-11.
- 5. A subdivision replat is required before developing the I-35 frontage area for retail/commercial use.

	stated meeting of the City Council of the City of dopted by the City Council on the 22 <sup>nd</sup> day of navs.
· · · · · · · · · · · · · · · · · · ·	ayor and attested by the City Clerk on this the
ATTEST:	Wayne Carpenter, Mayor Pro Tem
Amy M. Casey, City Clerk	



### Exhibit "B"



AUSTIN, TEXAS 78704 • (512) 476-4450

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BELTON KOA RV PAF SITE PLAN 3360 S IH 35 SVC RD BELTON, TEXAS

> RESTROOM DISTANCE EXHIBIT

> > SHEET NO.

### **Staff Report – City Council Agenda Item**



**Date:** October 22, 2019

Case No.: P-19-31 West Canyon Trails Ph I

Request: Final Plat

Applicant: Lina Chtay, Belton Engineering, Inc. Owner/Developer: Randy Taylor, Centex B & L

Construction, LLC

### Agenda Item #7

Consider a final plat of West Canyon Trails Phase I, comprising 11.225 acres, located on the south side of W. Avenue O, between S. Loop 121 and Connell Street.

Originating Department: Planning - Cheryl Maxwell, Director of Planning

**<u>Current Zoning</u>**: Single Family – 3 (SF-3)

<u>Future Land Use Map (FLUM) Designation</u>: Mixture of Residential & Commercial/Retail with Commercial Corridor Overlay along Loop 121 and Avenue O.

### **Design Standards Type Area:** 9 & 4

9 – (Majority of area) – Projected to be a mixture of uses on larger parcels of land.

4 – (Near intersection of US 190 and Loop 121) – Nodes projected for commercial, retail, and neighborhood service uses with a higher standard as they are gateways to other areas.

### **Case Summary**

This is Phase I of West Canyon Trails, consisting of 50 residential lots. The preliminary plat of this entire subdivision, consisting of 170 residential lots, one retail lot, and six parcels, was approved in March, 2019. A proposed phasing plan has been provided and is summarized below:

Ph I: 50 residential lots; main entrance from Avenue O; Parcel A – Detention Pond

Ph II: 15 residential lots; second entrance from Avenue O; Retail lot; Parcels D & E – acreage

Ph III: 47 residential lots; emergency access easement – Parcel F; Parcel B – Detention Pond and Parcel C – Private Park

Ph IV: 59 residential lots.

Total: 171 residential lots – one additional residential lot has been added, due to reduction in size of the detention pond – Parcel A

City Council Agenda Item October 22, 2019 Page 1 of 4 This property was rezoned to the Single Family – 3 and Retail Zoning Districts in January this year. Phase I only includes the SF3 area. The lots satisfy all area requirements for the SF3 Zoning District as noted below:

### <u>SF3</u>

• Front Yard: 25'

Side Yard: 5'; 15' from street ROW\*

Rear Yard: 20'
Lot Area: 5,000 sq. ft.
Lot Width: 50'
Lot Depth: 90'

\* NOTE: A note is provided on the plat that any garage arranged to be entered from the side yard facing a public street shall have a minimum setback of 25'. This will ensure there is adequate room to park a vehicle in the driveway to provide the required minimum of 4 parking spaces on site, i.e. 2 in the garage and 2 in the driveway.

Phase I is generally consistent with the approved preliminary plat. Following is a summary of the subdivision ordinance requirements as they apply to this subdivision plat.

<u>Water</u>: An existing 8" water line runs along the south side of West Avenue O. The applicant is tying into this line and extending 8" water lines throughout this phase of the subdivision.

<u>Sewer</u>: An existing 12" sewer line is available for extension near the northwest corner of this property. The applicant is extending 8" and 6" sewer lines throughout the subdivision.

<u>Access</u>: Per Subdivision Ordinance Section 502.01.J., a plat with 170 single family residential lots is required to have three entrances. Ultimately, this requirement will be satisfied when Laila Lane is extended from the east and west--these two entrances, along with the main entrance from Avenue O (Alan Trails) will provide three entrances. In the interim, a variance to this requirement was approved with the preliminary plat for this subdivision, as follows:

- Access 1: Alan Trails Main entrance off of Avenue O
- Access 2: Long Creek Lane Temporary second access point connecting to Avenue O
- Access 3: 15' wide emergency vehicle access easement to Loop 121. Applicant extending sewer stub-outs to adjacent properties to the west to encourage development of these tracts, which will in turn promote the extension of Laila Lane from Loop 121 to this subdivision.

This final plat of Phase I proposes 50 residential lots, which only requires one entrance, so the access requirement is satisfied with Alan Trails connecting to Avenue O.

<u>Streets</u>: West Avenue O is a major collector on the city's Thoroughfare Plan map. Major collectors require a minimum ROW width of 80'. There is currently approximately 120' of ROW;

no additional ROW is needed. Existing pavement width of Avenue O in this vicinity is approximately 42'; there is no curb/gutter but instead a bar-ditch drainage system. The City Public Works Director has determined that no perimeter street improvements are needed for Avenue O.

The primary entrance from Avenue O, Alan Trails, will be constructed as a collector street at the entrance with a 49' pavement width with curb and gutter in a 70' ROW to facilitate one entrance lane and two exit lanes. This street will transition to 60' ROW and 37' pavement width before it connects to Ayham Trails, a local street. The remaining streets in the subdivision will be constructed as local streets with a 50' ROW, 31' pavement width, with curb and gutter.

<u>Drainage</u>: Two on-site detention ponds (Parcels A & B) are proposed to address drainage needs for the entire subdivision and will be owned and maintained by the HOA. One detention pond--Parcel A, is proposed with this final plat of Phase I.

<u>Sidewalks</u>: Per the city's Subdivision Ordinance Section 503, a 5' wide sidewalk is required along both sides of collector streets and the subdivision side of collector streets. Therefore, a 5' wide sidewalk is required along the south side of W. Avenue O and along both sides of Alan Trails where it will be constructed as a collector street.

<u>Parkland Dedication/Fees</u>: Per Subdivision Ordinance Section 517, the parkland fee is \$200 per residential unit, or land may be dedicated based on one acre for each 100 new dwelling units. With the preliminary plat, the applicant's request for a variance to this requirement was approved to allow the funds to be used to develop a private park consisting of 0.837 acres with amenities to include sidewalks, benches, and landscaping. Private parkland is not proposed within this phase of the development but is planned with Phase III. The requirement for Phase I, consisting of 50 lots, is \$10,000. The applicant proposes to satisfy this requirement by paying the \$10,000 fee and placing the funds in an escrow account where the funds may be reimbursed when the private park is developed. Staff is satisfied with this arrangement.

<u>Conclusion</u>: We have reviewed the plat and find it acceptable as a final plat, subject to all items identified in the city's letter of conditions to the applicant/engineer dated October 17, 2019.

### Recommendation

The Planning and Zoning Commission met on October 15, 2019, and with a vote of 6-0, unanimously recommended approval of the final plat of West Canyon Trails Phase I, subject to the conditions below; staff concurs with their recommendation.

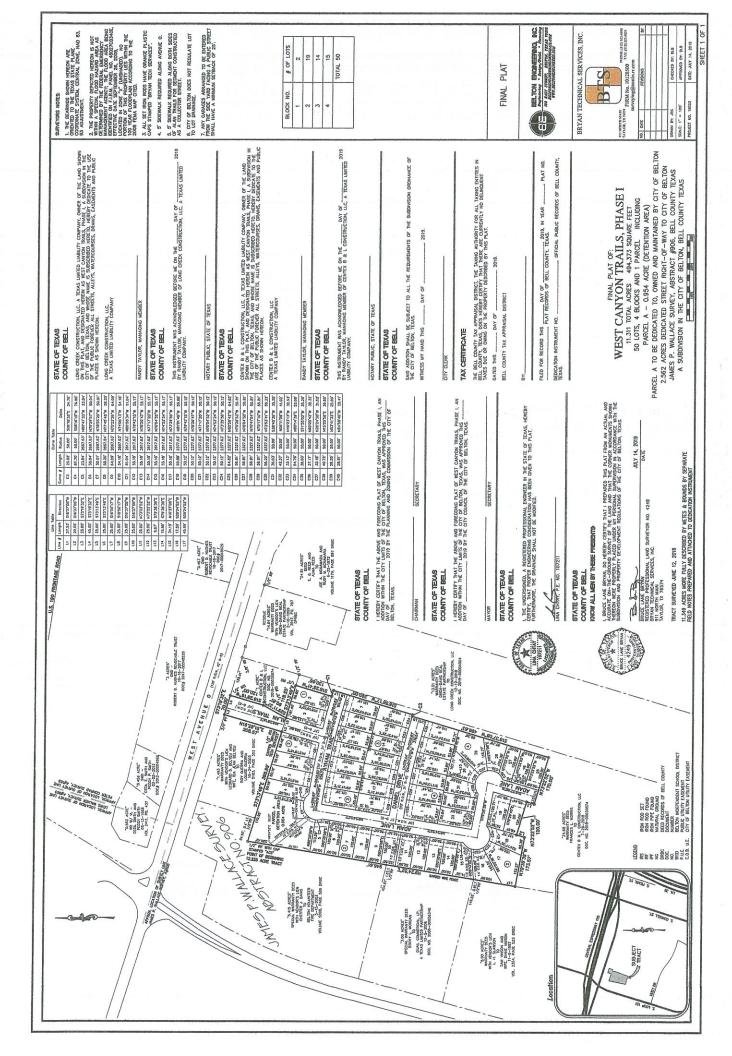
- 1. Payment of park fee requirement for Phase 1 (\$10,000) with funds placed in an escrow account until private park plans are approved and the park ready for development, at which time the funds will be returned to the developer; and
- 2. All items identified in the city's letter of conditions to the applicant/engineer dated October 17, 2019.

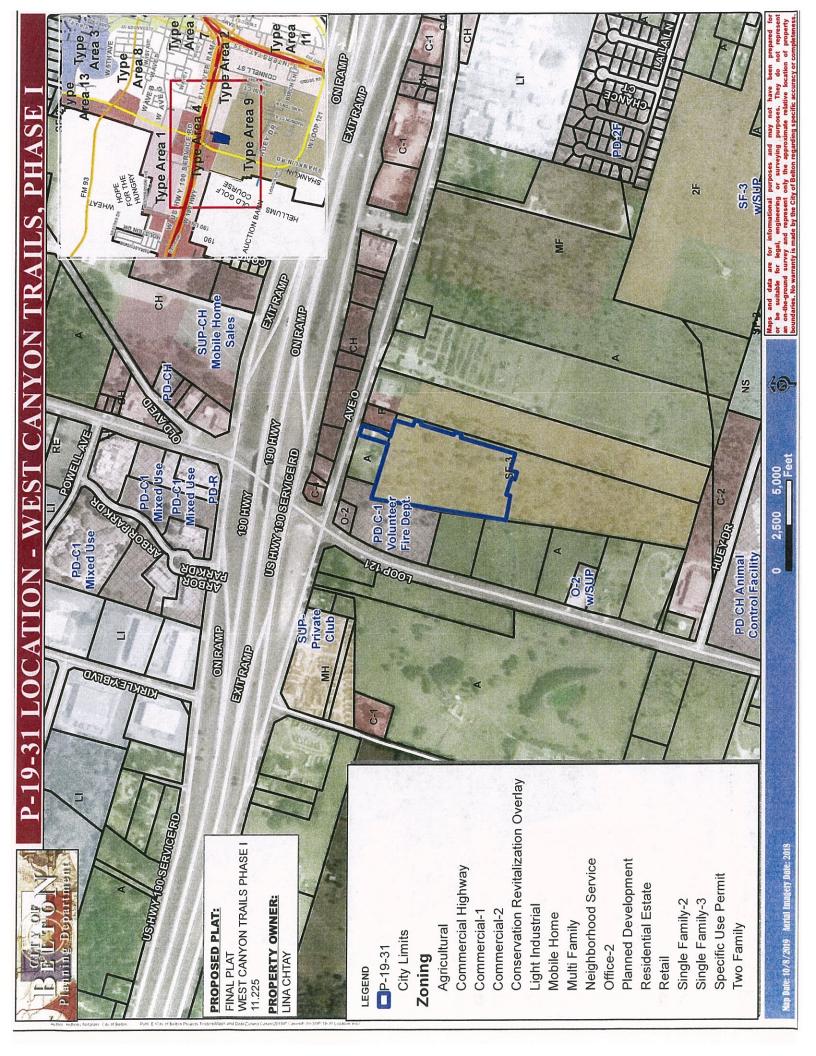
### **Attachments** Final Plat Application Final Plat **Location Map** Phasing Plan City letter of conditions dated October 11, 2019 (replaced by letter dated October 17, 2019) City letter of conditions dated October 17, 2019 P&Z Minutes Excerpt City Council Agenda Item October 22, 2019 Page 4 of 4

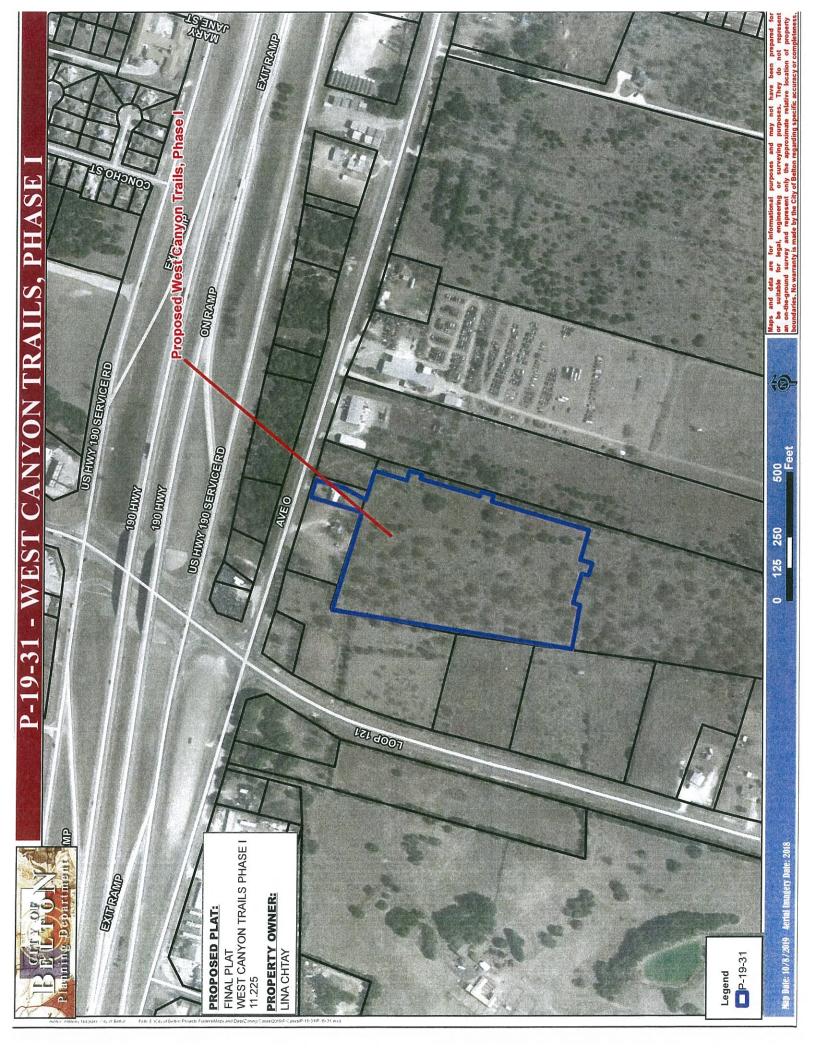
### **City of Belton**

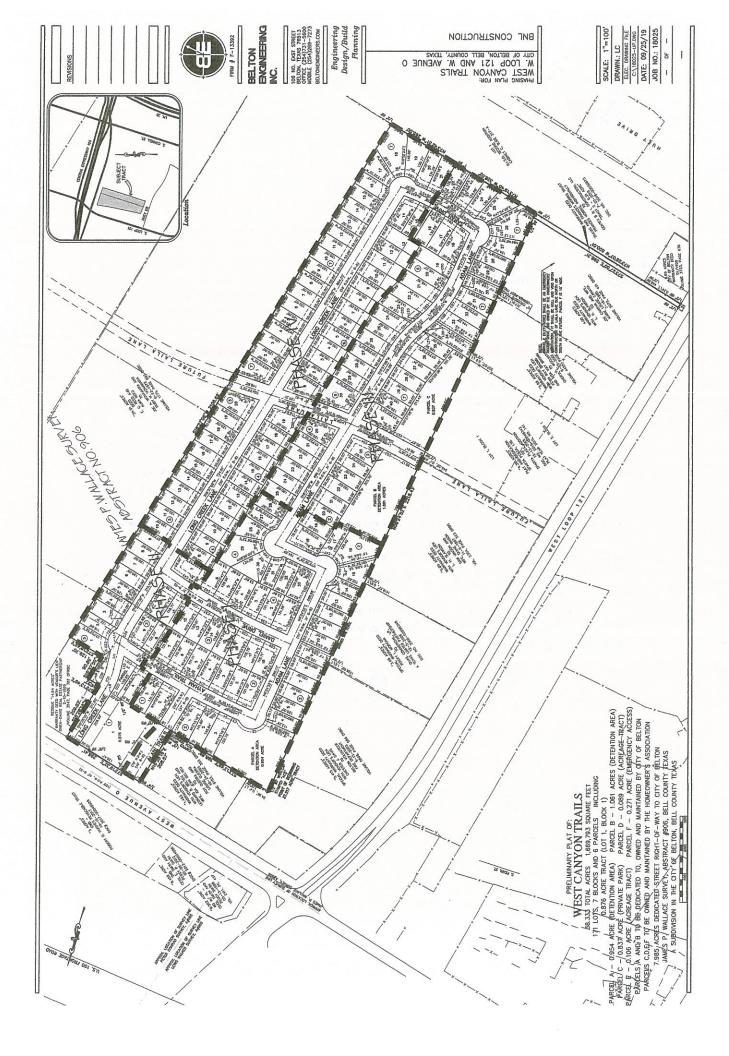
### Request for Subdivision Plat to the City Council and the Planning and Zoning Commission

Application is hereby made to the City	Council for the following:			
□ Preliminary Subdivision	Fees due \$			
☐ Final Subdivision				
Administrative Plat				
☐ Replat				
□ ETJ				
☐ City Limits				
Date Received: Date Due:	_ (All plans are to be returned to the Planni			
Department by the 15 <sup>th</sup> day of the mo	nth ahead of the next month's P&Z meeting			
Applicant: Lina Chtay	Phone: 254-731-5600			
Mailing Address: 106 N. East St. Belton	TX 76513			
Email Address: Ichtay@beltonengineers.				
Owner: Randy Taylor	Phone: 512-635-1828			
Mailing Address: 3492 FM 2484 Salado	TX.			
Email Address: Ichtay@beltonengineers.c	com			
Current Description of Property:				
Lot: 50 Block: 4 Subdivision: West Canyon Trails, Phase I				
Acres: 11,349 Survey: James P. Wallace Survey # 906 Bell County TX				
Abstract #: 906 Street Address: W. Loop 121 and W. Avenue O, Belton TX 765				
Frontage in Feet: 70' FT				
Does Zoning comply with proposed use	? YES Current Zoning: SF-3			
Name of proposed subdivision: West Co	anyon Trails-Phase I			
Number of Lots: 50 Fe				
0 1 1				
Signature of Applicant: And	M Date: 10-4019			
Signature of Owner: Ruggle	Date: 10-4-19  Date: 10-4-19			
July /	10			











#### **Planning Department**

October 11, 2019

Project: WEST CANYON TRAILS - FINAL PLAT AND IMPROVEMENT PLANS

**Applicant: BELTON ENGINEERING** 

**Date Submitted:** 

9-5-19

2<sup>nd</sup> Submittal:

10-4-19

3<sup>rd</sup> Submittal:

10-9-19

Location: W. LOOP 121 & W. AVE. O — 11.349 ACRES

\*\*\*Please comment back in red under the comments submitted on this sheet.\*\*\*

#### PLANNING - Cheryl Maxwell - <u>CMaxwell@BeltonTexas.gov</u>:

- 1. Clearwater UWCD has specific wording they want to include in their signature block; please revise per attached example.
- 2. Clarify radius of bulb-outs (cul-de-sacs) on the plat, with an arrow/line from the center point to the outer edge of the ROW.
- 3. Parkland fee/dedication for this phase may be met by escrowing funds—50 lots x \$200 = \$10,000. These funds may be returned when subsequent phases are developed and private park land/amenities provided, as approved with preliminary plat.
- 4. Fencing is required along the perimeter of the subdivision including adjacent to the detention pond.

#### PUBLIC WORKS/KPA – Angellia Points, APoints@BeltonTexas.gov:

- 1. Lina, as stated before, this review is subject to a fresh review due to the number of comments on the previous set. There are a few new comments, many repeat comments from the last review, and clarifications still are needed. Please review the plans thoroughly before sending to us. There were key items missing from the plans, like an ARV, DR sizing, etc. Missing these items will cause issues in the field.
- 2. Plat
  - a. The following also need dual PUE/DE because of encroachment of stormwater pipe and working space needed for maintenance of the pipe.
    - i. Block 3 Lots 4 and 7.
    - ii. Block 4 Lot 1.
    - iii. Block 2 Lot 5.
    - iv. Block 4 Lot 1.
  - b. Previous comment: Alan Trails is a 37' B/B roadway, which is a collector. The minimum ROW width for a collector is 60'. This needs to be provided per the PW Design Manual and the City's adopted Thoroughfare Plan.
  - c. 1' non access easement is required along Lot 2 (Block 1) and Lot 1 (Block 2) along Alan Trails. Driveway for these lots shall be from Ayham Trails, not Alan.
  - d. This plan is likely going to trigger the need for an environmental assessment due to the volume and acreage of land disturbed. Please confirm with the Natural Resources Code of Texas, Title 9, Chapter 191. Provide approval of environmental clearance from the

THC. This is a State requirement, not City, although the State has tasks the City to enforce this.

#### 3. Streets/Sidewalks

- a. A traffic control plan is required for Alan Trails and utility connections off of W Ave O.
- b. Previous comment: Add a stop bar at W Ave O and Alan Trails intersection on Sheet C3.00.
- c. Previous comment: Please review TDLR rules and regulations. TDLR registration isn't needed for when slopes exceed 5%... it is needed when a certain threshold is met. Prove TDLR review is needed or not needed.
- d. The ramps across Alan need to be identified by type. The layer used looks like riprap; revise to show ramp and truncated domes for clarity during construction.
- e. A handrail detail was provided in the plans. Is handrail proposed on this project? If so, where, how long, etc.?
- f. Previous comment: C0.01 Note 37 Revise note to state the contractor must clean the roads *daily*.
- g. Previous comment: Sidewalk needs to extend to Ayham. If sidewalk is to be built with the home builder, the sidewalk still needs to be shown. Make it clear on the plat that the homebuilder is responsible for the sidewalk construction. Make a note on sheet C7.0 as well.

#### 4. Drainage

- a. C6.00 needs to include language about MS4 and SWPPP requirements. The City needs to receive the TCEQ permitting documentation prior to the contractor breaking ground.
- b. Sign and record the proposed drainage maintenance agreement. Provide the recorded document and recorded number to the City.
- c. Thanks for clarifying the Tc methodology in the meeting. However, state the Tc methodology in writing for the record. The City, along with TxDOT, uses the Kerby method. The Tc seems to be too long.
- d. DA3 still is showing no development with this phase and has the same pre- and post-development area, yet is proposed to have a shorter flow path, flatter slope, and longer time of concentration. The comment responses says DA3 is not part of this plat. DA3 should remain the same between pre- and post-construction if not part of this plat. Please revise.
- e. The quarry blocks were approved as a deterrent around the pond in lieu of a fence for the Strategic Drainage Plan requirement, but this does not address any boundary fencing requirement per the Subdivision Ordinance. Clarify, in writing, the purpose of the blocks around the pond. In previous meetings, Lina stated the blocks were for capacity. Please clarify. Please note, the need for perimeter fence may still be required as a subdivision requirement.
- f. The rework of the crown elevations of the pipes entering and exiting the inlets are ok. However, the placement of the inlets is still opposing the flow of the system. The reason given was that the placement of the inlets is due to future driveways for the homes. These situations can be cured by placing the inlets at more strategic locations. An option is shown on the attached drawing.

#### 5. General Utilities

- a. Callouts on C7.05 do not point to the correct items on the sheet. Please revise.
- b. Revise all clearance dimensions between utilities to be outside of pipe to outside of pipe. Some are flowline to flowline.

- c. What is the clearance between the waterline/sewerline and stormwater pipe at the following locations?
  - i. Sta 0+50 on C7.01
  - ii. Sta 0+30 on C7.02
  - iii. Sta 1+50 on C7.02
  - iv. Sta 3+50 on C7.03

#### 6. Wastewater

- a. Show the wastewater line capacities using more common terms: Flow in MGD (or gallons per day) for design (for this subdivision phases), MGD when the pipe is full, and Velocity in ft/sec when full. This will allow the City to verify the sewer is correctly sized for the proposed development plus assumed I&I and peak flows.
- b. The rim elevation on the manhole at 5+50 on C7.02 is incorrect.
- c. Specify the DR sizing for all sewer pressure pipes.
- d. TCEQ Chapter 217.53.(d).7.a states the pressure pipe shall terminate at joints that are designed to seal at atmospheric pressure. Please confirm.
- e. C7.05 flow from west arrow indicates backflows flow of sewer. Please revise.
- f. The manhole on C7.01Sta 3+72 is at or very close to 9' from the waterline. Please clarify separation distance.

#### 7. Water

- a. Previous comment: Callout waterline sizes in plan view on C7.05 and C7.06.
- b. Previous comment: Add a valve at the end of the waterlines on C7.06, C7.02, and C7.01.
- c. Show the ARV at the high point on C7.0 and specify the height above finish grade. Include an ARV Detail in the plans.
- d. Although it is at an exaggerated scale, the waterline on Sheet C7.01 shows to bend under the stormwater and wastewater lines at Sta 0+50. Callout fittings and bends needed.

#### BUILDING OFFICIAL - Bruce Ebbert, BEbbert@BeltonTexas.gov:

No comments

#### FIRE DEPT – Jeff Booker, <u>JBooker@BeltonTexas.gov</u>:

No further comments.

#### POLICE DEPT - Chief Gene Ellis, GEllis@BeltonTexas.gov:

• No further comments.

#### GIS - James Gibson, JGibson@BeltonTexas.gov:

• No further comments.

#### **Outside Utility Provider Comments**

Oncor:
AT&T:
Atmos Energy:
<b>Charter Communications:</b>
<b>Grande Communications:</b>
Spectrum (Time Warner):
USPS:
Clearwater UCD:
TXDOT:

Note: Acceptance by the City of Belton of a plat, zoning change, conceptual drawing, construction drawing, or other development submittal complying with City of Belton minimum standards for drainage does not provide approval beyond what the City may authorize. Approval is limited, and this approval does not limit any obligations you may have under applicable state statutes, such as the Texas Water Code, or federal statutes. You should consult with your own professionals as you continue to pursue this development project.



#### Planning Department

October 17, 2019

Project: WEST CANYON TRAILS - FINAL PLAT AND IMPROVEMENT PLANS

**Applicant: BELTON ENGINEERING** 

 Date Submitted:
 9-5-19

 2nd Submittal:
 10-4-19

 3rd Submittal:
 10-9-19

Location: W. LOOP 121 & W. AVE. O — 11.349 ACRES

\*\*\*Please comment back in red under the comments submitted on this sheet.\*\*\*

#### PLANNING - Cheryl Maxwell - <u>CMaxwell@BeltonTexas.gov</u>:

- Proposal to satisfy parkland fee/dedication for this phase by escrowing funds which may be returned to the developer when subsequent phases are developed and private park land/amenities are provided, as approved with preliminary plat, is subject to Council approval—50 lots x \$200 = \$10,000.
- 2. Restrictive covenants have been provided and are under review.

#### PUBLIC WORKS/KPA – Angellia Points, APoints@BeltonTexas.gov:

- 1. Plat
  - a. The following also need dual PUE/DE because of encroachment of stormwater pipe and working space needed for maintenance of the pipe.
    - i. Block 3 Lots 4 and 7.
    - ii. Block 4 Lot 1.
    - iii. Block 2 Lot 5.
  - b. Previous comment: Alan Trails is a 37' B/B roadway, which is a collector. The minimum ROW width for a collector is 60'. This needs to be provided per the PW Design Manual and the City's adopted Thoroughfare Plan.
  - c. 1' non access easement is required along Lot 2 (Block 1) and Lot 1 (Block 2) along Alan Trails. Driveway for these lots shall be from Ayham Trails, not Alan.
  - d. This plan is likely going to trigger the need for an environmental assessment due to the volume and acreage of land disturbed. Please confirm with the Natural Resources Code of Texas, Title 9, Chapter 191. Provide approval of environmental clearance from the THC. This is a State requirement, not City, although the State has tasks the City to enforce this.
- 2. Streets/Sidewalks
  - a. A traffic control plan is required for Alan Trails and utility connections off of W Ave O.
  - b. Previous comment: Add a stop bar at W Ave O and Alan Trails intersection on Sheet C3.00.
  - c. Previous comment: Please review TDLR rules and regulations. TDLR registration isn't needed for when slopes exceed 5%... it is needed when a certain threshold is met. Prove TDLR review is needed or not needed.

- d. The ramps across Alan need to be identified by type. The layer used looks like riprap; revise to show ramp and truncated domes for clarity during construction.
- e. A handrail detail was provided in the plans. Is handrail proposed on this project? If so, where, how long, etc.?
- f. Previous comment: C0.01 Note 37 Revise note to state the contractor must clean the roads *daily*.
- g. Previous comment: Sidewalk needs to extend to Ayham. If sidewalk is to be built with the home builder, the sidewalk still needs to be shown. Make it clear on the plat that the homebuilder is responsible for the sidewalk construction. Make a note on sheet C7.0 as well.

#### 3. Drainage

- a. C6.00 needs to include language about MS4 and SWPPP requirements. The City needs to receive the TCEQ permitting documentation prior to the contractor breaking ground.
- b. Sign and record the proposed drainage maintenance agreement. Provide the recorded document and recorded number to the City.
- c. Thanks for clarifying the Tc methodology in the meeting. However, state the Tc methodology in writing for the record. The City, along with TxDOT, uses the Kerby method. The Tc seems to be too long.
- d. DA3 still is showing no development with this phase and has the same pre- and post-development area, yet is proposed to have a shorter flow path, flatter slope, and longer time of concentration. The comment responses says DA3 is not part of this plat. DA3 should remain the same between pre- and post-construction if not part of this plat. Please revise.
- e. The quarry blocks were approved as a deterrent around the pond in lieu of a fence for the Strategic Drainage Plan requirement, but this does not address any boundary fencing requirement per the Subdivision Ordinance. Clarify, in writing, the purpose of the blocks around the pond. In previous meetings, Lina stated the blocks were for capacity. Please clarify. Please note, the need for perimeter fence may still be required as a subdivision requirement.
- f. The rework of the crown elevations of the pipes entering and exiting the inlets are ok. However, the placement of the inlets is still opposing the flow of the system. The reason given was that the placement of the inlets is due to future driveways for the homes. These situations can be cured by placing the inlets at more strategic locations. An option is shown on the attached drawing.

#### 4. General Utilities

- a. Callouts on C7.05 do not point to the correct items on the sheet. Please revise.
- b. Revise all clearance dimensions between utilities to be outside of pipe to outside of pipe. Some are flowline to flowline.
- c. What is the clearance between the waterline/sewerline and stormwater pipe at the following locations?
  - i. Sta 0+50 on C7.01
  - ii. Sta 0+30 on C7.02
  - iii. Sta 1+50 on C7.02
  - iv. Sta 3+50 on C7.03

#### 5. Wastewater

a. Show the wastewater line capacities using more common terms: Flow in MGD (or gallons per day) for design (for this subdivision phases), MGD when the pipe is full, and

- Velocity in ft/sec when full. This will allow the City to verify the sewer is correctly sized for the proposed development plus assumed I&I and peak flows.
- b. The rim elevation on the manhole at 5+50 on C7.02 is incorrect.
- c. Specify the DR sizing for all sewer pressure pipes.
- d. TCEQ Chapter 217.53.(d).7.a states the pressure pipe shall terminate at joints that are designed to seal at atmospheric pressure. Please confirm.
- e. C7.05 flow from west arrow indicates backflows flow of sewer. Please revise.
- f. The manhole on C7.01Sta 3+72 is at or very close to 9' from the waterline. Please clarify separation distance.

#### 6. Water

- a. Previous comment: Callout waterline sizes in plan view on C7.05 and C7.06.
- b. Previous comment: Add a valve at the end of the waterlines on C7.06, C7.02, and C7.01.
- c. Show the ARV at the high point on C7.0 and specify the height above finish grade. Include an ARV Detail in the plans.
- d. Although it is at an exaggerated scale, the waterline on Sheet C7.01 shows to bend under the stormwater and wastewater lines at Sta 0+50. Callout fittings and bends needed.

#### **BUILDING OFFICIAL – Bruce Ebbert, BEbbert@BeltonTexas.gov:**

No comments

#### FIRE DEPT – Jeff Booker, <u>JBooker@BeltonTexas.gov</u>:

• No further comments.

#### **POLICE DEPT – Chief Gene Ellis, GEllis@BeltonTexas.gov:**

• No further comments.

#### GIS – James Gibson, JGibson@BeltonTexas.gov:

• No further comments.

\_ TXDOT:

Oncor:
<b>☐</b> AT&T:
☐ Charter Communications:
☐ Grande Communications:
☐ Spectrum (Time Warner):
USPS:
☐ Clearwater UCD:

**Outside Utility Provider Comments** 

Note: Acceptance by the City of Belton of a plat, zoning change, conceptual drawing, construction drawing, or other development submittal complying with City of Belton minimum standards for drainage does not provide approval beyond what the City may authorize. Approval is limited, and this approval does not limit any obligations you may have under applicable state statutes, such as the Texas Water Code, or federal statutes. You should consult with your own professionals as you continue to pursue this development project.

### Minutes of the **Planning and Zoning Commission (P&ZC)**

City of Belton 333 Water Street Tuesday, October 15, 2019

The Planning and Zoning Commission met at 5:30 P.M. in the Wright Room at the Harris Community Center. The following members were present: Luke Potts, David Jarratt, Quinton Locklin, Dave Covington, Ty Hendrick and Allison Turner. Chair Brett Baggerly, Stephanie O'Banion and Zach Krueger were absent. The following staff members were present: Director of Planning Cheryl Maxwell, Planning Clerk Laura Livingston, Planner Tina Moore, and IT Specialist Ryan Brown.

7. P-19-31 Consider a final plat of West Canyon Trails Phase I, comprising 11.225 acres, located on the south side of W. Avenue O, between S. Loop 121 and Connell Street. (Audio 28:04)

Ms. Maxwell presented the staff report (Exhibit C).

Mr. Jarratt made a motion to approve P-19-31, subject to the conditions below:

- 1. Payment of park fee requirement for Phase 1 (\$10,000) with funds placed in an escrow account until private park plans are approved and the park ready for development, at which time the funds will be returned to the developer; and
- 2. All items identified in the city's letter of conditions to the applicant/engineer dated October 11, 2019.

### Staff Report – City Council Agenda Item

**Date:** October 22, 2019

Case No.: P-19-30 Trujillo Addition

Request: Final Plat

Applicant: All County Surveying, Inc. Owner/Developer: Nicolas & Maria Trujillo

#### Agenda Item #8

Consider a final plat of Trujillo Addition, comprising 1.102 acre, located at 1601 Connell Street, on the west side of Connell Street, north of Laila Lane.

#### **Originating Department**

Planning – Cheryl Maxwell, Director of Planning

#### Case Summary

This is a two lot subdivision proposed for residential use. Each lot comprises approximately 0.523 acre. A house and an accessory building are currently located on this site and will be removed. The applicant plans to build a house on one lot for himself, and the other lot will be for a family member.

#### **Project Analysis and Discussion**

This property was rezoned to Single Family-1 District earlier this year in March. The proposed lots satisfy all area requirements for the SF1 Zoning District as noted below:

Minimum Lot Area: 10,000 sq ft Front Yard Setback: 25 ft Minimum Lot Width: 70 ft Side Yard Setback: 7 ft Minimum Lot Depth: 100 ft Rear Yard Setback: 20 ft

Following is a summary of the subdivision ordinance requirements as they apply to this subdivision plat.

<u>Water/Sewer</u>: There is an existing 8" water line and 10" sewer line along Connell Street; no extensions are needed to provide service to these lots. Existing fire hydrant locations satisfy fire code requirements.

<u>Drainage</u>: With just two single family residences proposed on this site, minimal impact, if any, is anticipated regarding drainage. Drainage will be evaluated with the building permit review.

<u>Streets/Sidewalks</u>: Connell Street is a major collector on the City Thoroughfare Plan, which requires a minimum 80' ROW. The plat shows the existing ROW varies from approximately

City Council Agenda Item October 22, 2019 Page 1 of 3 54.4' to 63.4'. The applicant is responsible for dedicating ½ of the ROW needed to achieve the 80', and is dedicating 12' along the frontage.

The existing pavement width of Connell Street is approximately 22'; there is no curb/gutter. Perimeter street improvements are typically required for plats with street frontage per Subdivision Ordinance Section 502.01.H. This requirement applies to the Connell Street frontage. The applicant is responsible for ½ the cost of paving to widen the roadway to 37' and installing curb/gutter along the frontage of this subdivision. This cost is estimated at \$65,463. A 5' wide sidewalk is also required along the Connell Street frontage, per Subdivision Ordinance Section 503. The sidewalk cost is estimated at \$7,800. The applicant is requesting a variance to both of these requirements. The Subdivision Ordinance includes a provision for waiving the perimeter street improvement requirement for a single family development not exceeding 3 acres in size or 3 lots. This subdivision meets these criteria; therefore, staff supports the variance request for both the perimeter street improvement and sidewalk requirements.

<u>Parkland Dedication/Fee</u>: Per Subdivision Ordinance Section 517, residential subdivisions are required to dedicate suitable lands for the purpose of parkland and/or make a financial contribution for the acquisition and development of such parkland. The fee in lieu of dedication is \$200/lot, which totals \$400 for this subdivision. This was staff's recommendation to the P&ZC. At the P&ZC meeting, the applicant requested consideration of a reduced fee, since there is currently a residence on this property and the division of this tract results in only one additional dwelling unit. The P&ZC supported application of this requirement for the additional lot, or payment of \$200. These funds will be used to develop the city park near the Liberty Valley development, which is within 1 mile of this site.

<u>Conclusion</u>: We have reviewed the plat and find it acceptable as a final plat, subject to all items identified in the city's letter of conditions to the applicant/engineer dated October 17, 2019.

#### **Recommendation**

The Planning and Zoning Commission met on October 15, 2019, and with a vote of 6-0, unanimously recommended approval of the final plat of Trujillo Addition, subject to the conditions below; staff concurs with their recommendation.

- 1. Approval of variance to the perimeter street improvement requirement for Connell Street:
- 2. Approval of variance to the sidewalk requirement along Connell Street;
- 3. Application of park fee requirement only for the additional lot (\$200); and
- 4. All items identified in the city letter of conditions dated October 17, 2019.

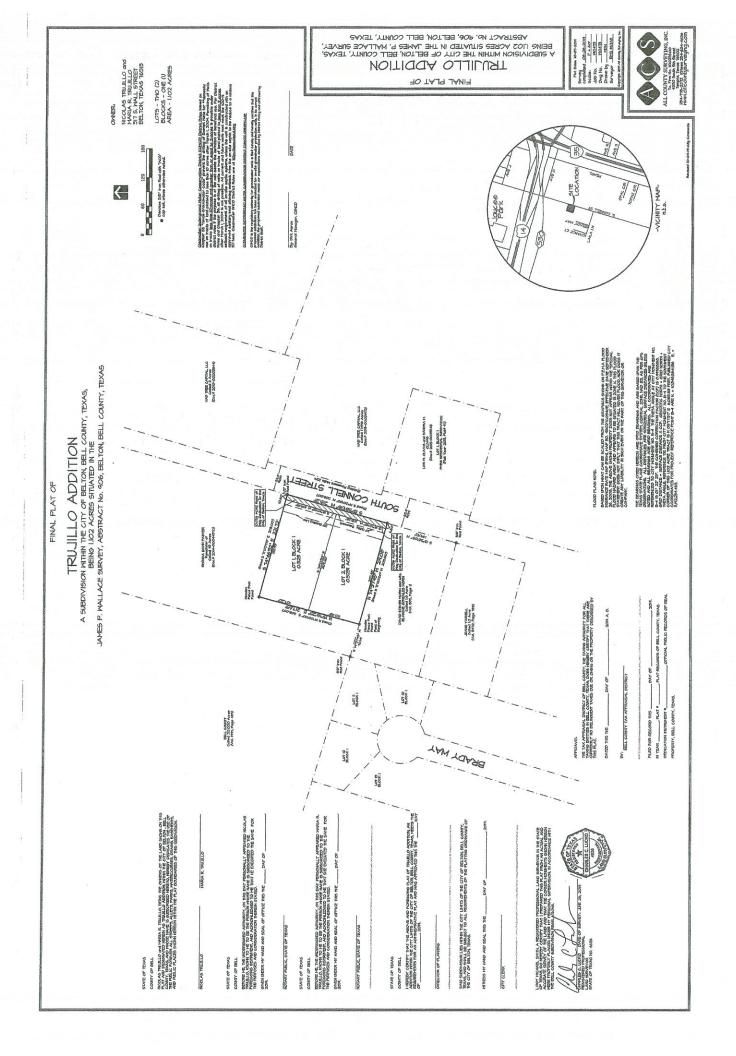
#### **Attachments**

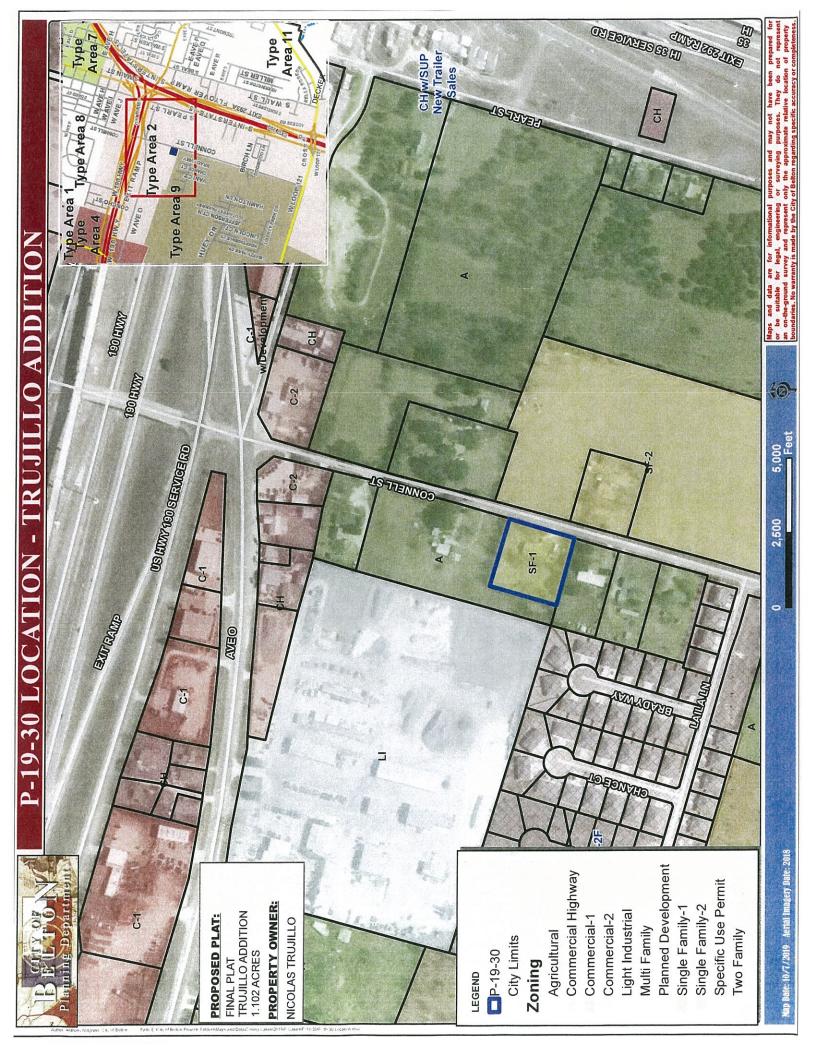
Final Plat Application Final Plat Location Maps

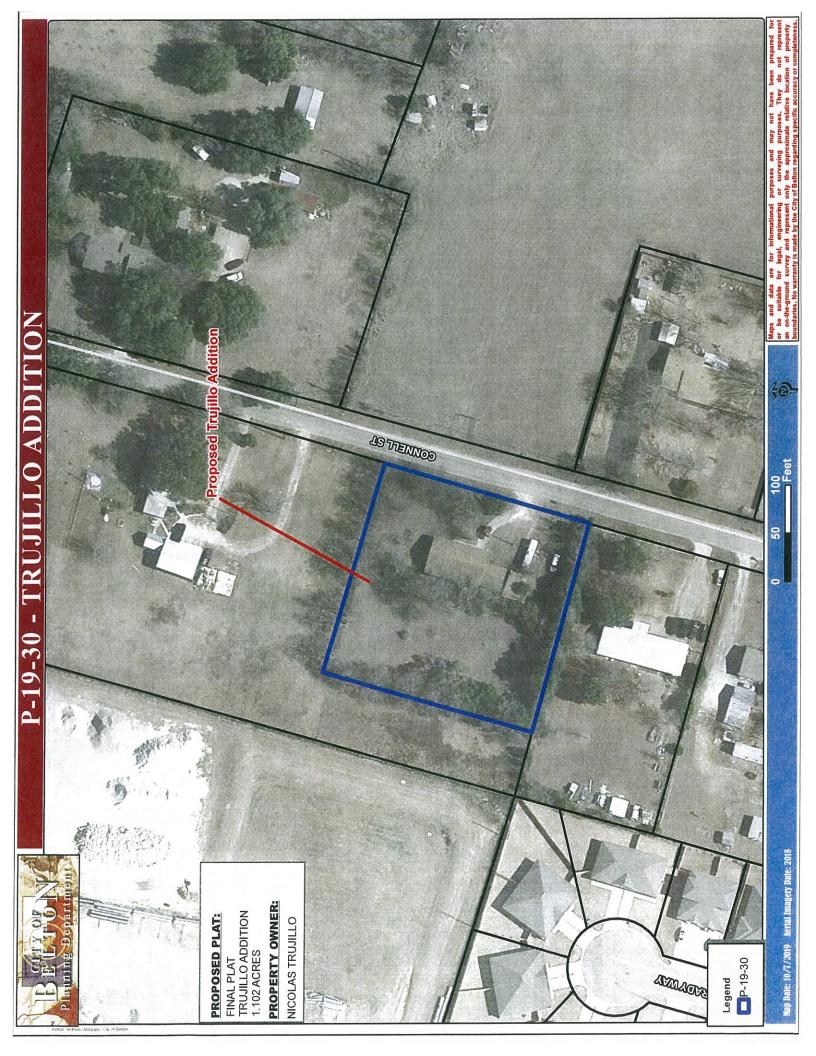
Variance Requests City letter of condition dated October 11, 2019 (replaced by letter of October 11, 2019) City letter of conditions dated October 17, 2019 P&Z Minutes Excerpt	er 17, 2019)
C	City Council Agenda Item October 22, 2019 Page 3 of 3

### Request for Subdivision Plat to the City Council and the Planning and Zoning Commission

Application is hereby made to the City Council for the following:
□ Preliminary Subdivision Fees due \$ 20000
☐ Final Subdivision
Administrative Plat
□ Replat
□ ETJ
City Limits
Date Received: Date Due: (All plans are to be returned to the Plannin Department by the 15 <sup>th</sup> day of the month ahead of the next month's P&Z meeting.
Applicant: All County Gardeying Inc Phone: 254,778, 2272
Applicant: All County Gardening Inc Phone: 254,778, 2272  Mailing Address: 4330 South 5th Street, Temple, TX 74502
Email Address: Church @ alleasuty Sovering Com
Owner: Nicolas TRUJIllo Phone: 254,740.8257  Mailing Address: 517 Sooth Wall St. Belton Ty 76513
Mailing Address: 517 200th Wall ST Delto4 (4 76513
Email Address:
Current Description of Property:
Lot:Block:Subdivision:
Acres:   Survey: Junes P Wallace
Abstract #: 906 Street Address: 1601 S. Condell ST
Frontage in Feet: Zo8 Depth in Feet: Zo8
Does Zoning comply with proposed use? $\frac{1}{2}$ Current Zoning: $\frac{1}{2}$
Name of proposed subdivision: Teojillo Aspituod
Number of Lots: Fee: \$ 200 fm
Signature of Applicant: Roy Muhael Sill Date: 9-13-19 Signature of Owner: Happy Thuffitt Date: 9-13-19









October 8, 2019

City of Belton Planning Department 333 Water Street Belton, Texas 76513 ATTN: Cheryl Maxwell, Planning Director

Re:

Request for "Street Improvement Waiver" - Trujillo Addition

Dear Ms. Maxwell:

This letter is in response to your comments dated September 25, 2019.

We are working through the comments, and under the category of "Planning", Perimeter Street Improvement was requested. It is hereby desired by applicant to be allowed a "Street Improvement Waiver".

Connell Street is an "Publicly Maintained Roadway". There is no curb and gutter on the entire length of Connell Street from IH 35 to the north to Loop 121 to the south and does not receive a substantial amount of vehicular or pedestrian traffic. There has been very little development in the area.

Thanks for granting this waiver, and as applicant, I wish to thank you in advance.

Respectfully,

Regards,

Charles C. Lucko, RPLS

Pres, All County Surveying, Inc.



October 7, 2019

City of Belton 333 Water Street Belton, Texas 76513

Re: Request for "Sidewalk Waiver" - TRUJILLIO ADDITION

To: City of Belton Planning Department

This letter is in response to your "Post Design Review Committee Notes" (Post DRC Comments) response dated September 25, 2019.

We are working through the comments in the Post DRC Comments, and under the category of "Planning" it is hereby desired by applicant to be allowed a "Sidewalk Waiver", to the Subdivision Ordinance Section 503, "Sidewalk Standards and Policy (Amendment #2015-43)".

This area is developed and there are no sidewalks along Connell Street. A sidewalk in this proposed subdivision would be isolated and not adjoin any other sidewalks.

Thanks for granting this "UDC-provided" waiver, and as applicant, I wish to thank you in advance.

Respectfully,

Charles C. Lucko, RPLS

Pres, All County Surveying, Inc.



#### Planning Department

October 11, 2019

**Project: TRUJILLO ADDITION** 

Applicant: ALL COUNTY SURVEYING, INC - Chuck

**Date Submitted:** 

9-13-19

2<sup>nd</sup> Submittal:

10-7-19

Location: 1 ACRES and 1601 S. CONNELL STREET

\*\*\*Please comment back in red under the comments submitted on this sheet. \*\*\*

PLANNING - Cheryl Maxwell - CMaxwell@BeltonTexas.gov:

No Further Comments

#### PUBLIC WORKS/KPA – Angellia Points, <u>APoints@BeltonTexas.gov</u>:

1. The ROW dedication on the north side doesn't add up to their side of 40'. They are 2 feet short.

#### BUILDING OFFICIAL - Bruce Ebbert, BEbbert@BeltonTexas.gov:

No Comments.

FIRE DEPT - Jeff Booker, JBooker@BeltonTexas.gov:

No Comments.

POLICE DEPT - Chief Gene Ellis, GEllis@BeltonTexas.gov:

No Comments.

GIS - James Gibson, JGibson@BeltonTexas.gov:

No Comments.

BELL COUNTY ENG. - Gary Stermer, Gary.Stermer@BellCounty.Texas.gov:

Comments.

TXDOT:

itside Utility Provider Comments				
Oncor: Any relocation of AT&T facilities required will only be done at customer's				
expense.				
AT&T: I am in agreement with the proposed plat.				
Atmos Energy: I am in agreement with the proposed plat.				
Charter Communications:				
Grande Communications:				
Spectrum (Time Warner):				
USPS:				
Clearwater UCD:				

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#### Planning Department

October 17, 2019

**Project: TRUJILLO ADDITION** 

Applicant: ALL COUNTY SURVEYING, INC - Chuck

Date Submitted: 9-13-19 2<sup>nd</sup> Submittal: 10-7-19

**3<sup>rd</sup> Submittal: 10-14-19 (Email)** 

4<sup>th</sup> Submittal: 10-17-19

Location: 1 ACRES and 1601 S. CONNELL STREET

\*\*\*Please comment back in red under the comments submitted on this sheet.\*\*\*

#### PLANNING - Cheryl Maxwell - <u>CMaxwell@BeltonTexas.gov</u>:

- 1. The following variances have been requested and are subject to City Council approval:
  - a. Variance to the perimeter street improvement requirement for Connell Street;
  - b. Variance to the sidewalk requirement along Connell Street;
  - c. Application of park fee requirement only for the additional lot (\$200).
- 2. No additional comments.

#### PUBLIC WORKS/KPA – Angellia Points, <a href="mailto:APoints@BeltonTexas.gov">APoints@BeltonTexas.gov</a>:

No Further Comments

#### BUILDING OFFICIAL - Bruce Ebbert, BEbbert@BeltonTexas.gov:

No Comments.

#### FIRE DEPT – Jeff Booker, JBooker@BeltonTexas.gov:

No Comments.

#### POLICE DEPT - Chief Gene Ellis, GEllis@BeltonTexas.gov:

No Comments.

### GIS - James Gibson, JGibson@BeltonTexas.gov:

No Comments.

#### BELL COUNTY ENG. - Gary Stermer, Gary.Stermer@BellCounty.Texas.gov:

Comments.

#### **Outside Utility Provider Comments**

 220 0 01110 / 110 0 1111101101
Oncor: Any relocation of AT&T facilities required will only be done at customer's
expense.
<b>AT&amp;T:</b> I am in agreement with the proposed plat.
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TXDOT:

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### Minutes of the **Planning and Zoning Commission (P&ZC)**

City of Belton 333 Water Street Tuesday, October 15, 2019

The Planning and Zoning Commission met at 5:30 P.M. in the Wright Room at the Harris Community Center. The following members were present: Luke Potts, David Jarratt, Quinton Locklin, Dave Covington, Ty Hendrick and Allison Turner. Chair Brett Baggerly, Stephanie O'Banion and Zach Krueger were absent. The following staff members were present: Director of Planning Cheryl Maxwell, Planning Clerk Laura Livingston, Planner Tina Moore, and IT Specialist Ryan Brown.

### 6. P-19-30 Consider a final plat of Trujillo Addition, comprising 1.102 acre, located at 1601 Connell Street, on the west side of Connell Street, north of Laila Lane. (Audio 21:18)

Ms. Maxwell presented the staff report (Exhibit B).

Mr. Hendrick made a motion to approve P-19-30, subject to the conditions below:

- 1. Approval of variance to the perimeter street improvement requirement for Connell Street;
- 2. Approval of variance to the sidewalk requirement along Connell Street;
- 3. Application of park fee requirement only for the additional lot (\$200); and
- 4. All items identified in the city letter of conditions dated October 11, 2019.

Ms. Turner seconded the motion. The motion was approved with 6 ayes, 0 nays.