

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.

**Pledge of Allegiance** – Vice Chair Dave Covington led all present.

**Invocation** – Mr. Locklin gave the Invocation.

**1. Call To Order.**

Vice Chair Dave Covington called the meeting to order at 5:30 P.M.

**2. Public comments.** (Audio 00:57)

Vice Chair Covington asked if anyone from the public would like to speak, and with no requests, the public comment period was closed.

**3. Consider approval of minutes from previous meeting.** (Audio 1:20)

A change was suggested by Mr. Covington on Page 4 of the September 17, 2019 minutes, clarifying a statement that he made regarding traffic related to the W. Avenue O preliminary plat. Mr. Potts made a motion to approve the minutes from September 17, 2019, as corrected, seconded by Mr. Locklin. The motion passed unanimously with 5 ayes, 0 nays. (Mr. Hendrick was absent during this vote.)

**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. (Exhibit A)

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.

5. **WITHDRAWN - Z-19-22 Hold a public hearing and consider a zoning change from Planned Development (Patio Home) District to Amended Planned Development (Patio Home) District to consider a reduction in the rear yard setback requirement from 12' to 5' on approximately 0.626 acre located at 2806, 2810, 2811, 2819, 2826, and 2827 Lone Oak Drive, east of Main Street, on the south side of Estate Drive. (Audio 21:01)**
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.

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)

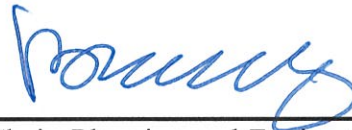
Ms. Maxwell presented the staff report (Exhibit C).

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.

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

With no further business, the meeting was adjourned at 6:08 p.m. (Audio ends at 37:49)



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Chair, Planning and Zoning Commission

# Staff Report – Planning & Zoning Item



**Date:** October 15, 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**

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.

**Originating Department:** Planning – Cheryl Maxwell, Director of Planning

**Current Zoning** PD (Commercial-1) **Proposed Zoning** 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

## **Exhibit A**

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 with individual sewer connections; however, we recommend sites without individual sewer connections (4 tent sites) generally adhere to the maximum 300' spacing requirement. The 4 tent sites are right on the edge of the 300' distance, with only one site

## Exhibit A

slightly in excess of this distance; therefore, staff recommends approval of a variance to allow a maximum spacing of 350' between sites without individual sewer connection and restroom facilities.

### 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

Recommend approval of zoning change from PD (Commercial-1) for an RV Park to Amended PD (Commercial-1) for an RV Park subject to the conditions below. (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 350' 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:

1. Zoning application
2. Property Location Map
3. Zoning map
4. Aerial photo
5. Map with zoning notice boundary (200')
6. Zoning notice to owners
7. Property owner's list
8. Ordinance #2018-08
9. City Code of Ordinances Chapter 19, Recreational Vehicle Parks
10. Variance request & exhibits
11. Excerpt from National RV Park Standards (NFPA 1194) and KOA Campground Standards
12. Site Plan
13. Comparison of RV Park Standards



## Staff Report – Planning & Zoning Item

**Date:** October 15, 2019  
**Case No.:** P-19-30 Trujillo Addition  
**Request:** Final Plat  
**Applicant:** All County Surveying, Inc.  
**Owner/Developer:** Nicolas & Maria Trujillo

### Agenda Item

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.

### 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.

**Water/Sewer:** 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.

**Drainage:** 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.

**Streets/Sidewalks:** 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

## **Exhibit B**

54.4' to 63.4'. The applicant is responsible for dedicating ROW on the west side of the street to achieve 40' ROW from the centerline of the street. As a result, the applicant is dedicating approximately 0.056 acre ROW, with the width varying from 10.8' to 11.6'.

The existing pavement width of Connell Street is approximately 22'; there is no curb/gutter. Perimeter street improvements are required for the frontage along Connell Street, per Subdivision Ordinance Section 502.01.H. 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.

**Parkland Dedication/Fee:** 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. These funds will be used to develop the city park near the Liberty Valley development, which is within 1 mile of this site.

**Conclusion:** 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 11, 2019.

### **Recommendation**

Recommend approval of the final plat of Trujillo Addition, subject to the following:

1. Approval of variance to the perimeter street improvement requirement for Connell Street;
2. Approval of variance to the sidewalk requirement along Connell Street; and
3. All items identified in the city letter of conditions dated October 11, 2019.

### **Attachments**

1. Final Plat Application
2. Final Plat
3. Location Maps
4. Variance Requests
5. City letter of conditions dated October 11, 2019





## Staff Report – Planning & Zoning Item

**Date:** October 15, 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**

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.

**Originating Department:** Planning – Cheryl Maxwell, Director of Planning

**Current Zoning:** Single Family – 3 (SF-3)

**Future Land Use Map (FLUM) Designation:** 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; 2<sup>nd</sup> entrance from Avenue O; Retail lot; Parcels D & E--  
acreage

Ph III: 47 residential lots; emergency access easement—Parcel F; Parcel B--  
Detention Pond & 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

## Exhibit C

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:

### **SF3**

- 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.

**Water:** 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.

**Sewer:** 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.

**Access:** 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 stubouts 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.

**Streets:** 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;

## Exhibit C

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.

**Drainage:** 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.

**Sidewalks:** 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.

**Parkland Dedication/Fees:** 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.

**Conclusion:** 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 11, 2019.

### **Recommendation**

Recommend approval of the final plat of West Canyon Trails Phase I subject to the following:

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.

### **Attachments**

1. Final Plat Application

## **Exhibit C**

2. Final Plat
3. Location Map
4. Phasing Plan
5. City letter of conditions dated October 11, 2019