

MINUTES  
Regular Meeting  
Cameron Missouri Planning & Zoning Commission  
Lower Level City Hall  
May 13, 2013

**Item 1: Call to Order**

Chairman O'Donnell called the meeting to order at 6:00pm.

**Commissioners Present:**

Chairman Michael O'Donnell  
Mark Garges  
Tom Hamlet

George Pratt  
Edward Schmidt  
Delvin Jackson

**Commissioners Absent:**

Stan Hendrix

**Others Present:**

Clyde Han  
Rick Spencer  
Bruce Witt

Mark Gaugh  
Drew Bontrager  
Chris Johnson – Cameron Newspaper

**Item 2: Minutes from Previous Meeting**

**April 8, 2013**

Chairman O'Donnell requested two changes to be made to the April 8, 2013 minutes. Changes are as follows:

- Page 3, paragraph 7 to read: Chairman O'Donnell believes that the City needs to work with Mr. Spencer to finish the sidewalks and curbing along 4<sup>th</sup> Street. NOT City would work with Mr. Spencer ...
- Page 3, paragraph 11 to read: Chairman O'Donnell stated that the decision made at the April 8, 2013 meeting to give Mr. Spencer direction for the project would be final and should not be changed at a later date. NOT ... project would be final and could not be changed at a later date.

*Chairman O'Donnell entertained a motion to approve the revised minutes of the April 8, 2013 meeting. Motion made by Mr. Garges to approve the minutes of April 8, 2013; seconded by Mr. Schmidt. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

**Item 3: Public Participation**

None

*Chairman O'Donnell entertained a motion to revise the posted agenda to accommodate attendees present at the meeting. Mr. Jackson made a motion to revise the posted agenda; seconded by Mr. Hamlet. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

Agenda was revised as follows:

1. Rick Spencer – New Subdivision
2. Storm Drainage Code – TranSystems
3. Public Hearing – Property Maintenance Code
4. Commercial Site Plan Review – 1012 S. Walnut
5. Commissioners Four Year Terms
6. Comprehensive Plan

#### **Item 4: Revised Agenda**

##### **A: Rick Spencer – New Subdivision**

At the April 8, 2013 meeting, Mr. Spencer addressed the Board about a potential subdivision. Since the April meeting, Mr. Spencer has contacted Snyder & Associates, INC to begin the steps in complying with the cities storm water ordinance. A copy of the letter from Snyder & Associates had been previously provided to the Board stating the feasibility of developing a storm water detention system for the development.

Chairman O'Donnell stated that at this time, the Board is on hold until a preliminary plat is provided for review.

##### **B: Storm Drainage Code – TranSystems**

Over the last six months, Drew Bontrager, Public Works Director, has been working with TranSystems to rewrite our "Storm Water Code." The final revision is ready for Planning and Zoning review.

John Zimmerman, P.E and Erich Schmitz, P.E. were present at the meeting to present a short presentation on the changes to the Storm Water Code.

The current storm water code was adopted in 1996 and was found to be needed cleaned up and updated to standard code. Standard detail specifications were added to the code and compliance and standardization to the American Public Works Association (APWA) was followed. Section 5100 – Erosion & Sedemate Control and Section5600 – Storm Drainage Systems & Facilities were updated.

The next big update to the Storm Water Code will happen when the City exceeds a population of 10,000. Additional requirements were placed in the code for quick implementation when the 10,000 threshold is reached.

Requirements included are public education, public involvement (public storm water training) and operation and maintenance program for municipal operations (employee training and controls).

Specific updates to the code clarified requirements of storm water detention, storm water design and storm water management plan submittal requirements.

Out of date references and City practices were also removed.

Key updates to the code were explained in detail to the Board.

A new fee structure was added to the code for submittal review to cover the costs of engineering reviews. Additional fees will be charged for specialty items and multiple reviews. In the outdated code, the fee detail was not very defined. Now builders and contractors will know the storm water costs up front.

Fee structure detail was provided to the Board for review and reference.

A Public Hearing will be held during the June 10, 2013 meeting to discuss the changes to the Storm Water Code.

**C: Public Hearing – Property Maintenance Code: Section 302.3(d) Sidewalks and Driveways**

*Chairman O'Donnell entertained a motion to enter Public Hearing. Motion made by Mr. Hamlet to enter Public Hearing; seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

**~Public Hearing~**

The City Attorney has requested/suggested clarification of section (d) of the Property Maintenance Code regarding all weather surface parking. Section (d) is below:

*“(d) No person shall park any vehicle outdoors on any portion of any zoning district whether public or private, except on an all-weather surface composed of concrete, asphalt, gravel, crushed stone or similar aggregate. The surface shall be a clearly visible layer of all-weather material, not less than four (4) inches in depth, and to exceed the length and width of the vehicle parked thereon by twenty four (24) inches.”*

The intent and purpose of the 2009 regulation is storm water and aesthetics. Parking on the grass causes mud and tracks and is then transferred as debris onto the streets which is then washed into the storm drainage system.

The City has tried to resolve the issue by defining the parking surface as: *“The surface shall be a clearly visible layer of all-weather material, not less than four (4) inches in depth, and to exceed the length and width of the vehicle parked thereon by twenty four (24) inches.”*

The term *clearly visible* was not clarified and several cases have been dismissed in Municipal Court.

It has been proposed to revise the section to address the issue of rutting of parking and driveway areas thereby reducing and eliminating the debris in streets and storm drainage systems and approving the aesthetics of the City.

The proposed action is as follows: Resend Chapter 3: Buildings, Article IX: Property Maintenance Code, Section 302.3 Sidewalks and driveways, subsection (d).

Revise Chapter 3: Buildings, Article IX: Property Maintenance Code, Section 302.3 Sidewalks and driveways, subsection (d) to read:

*No person shall park any vehicle outdoors on any portion of any zoning district whether public or private, except on an all-weather surface composed of concrete, asphalt, gravel, crushed stone or similar aggregate. The surface shall be a clearly visible layer of all-weather material, not less than four (4) inches in depth, and shall exceed the length and width of the vehicle parked thereon by twenty four (24) inches. Enforcement of and prosecution for violation of this section shall be based upon evidence of surface rutting (two (2) inches or more in depth) or upon evidence that debris has been tracked upon an alley or street from the property where parking occurs. Proof by the property owner of a hard surface parking area, as described above, shall constitute a defense to a charge under this section.*

Chairman O'Donnell would like clarification on the proposed revision. He believed that the current code was adopted to keep people from parking in the grass/yard. Would the proposed revision contradict the initial purpose of the code because of no rutting?

Chairman O'Donnell would like to add: *“The surface should be a clearly visible layer of all-weather material, not less than four (4) inches in depth, and shall not exceed the length and width of the vehicle parked thereon by twenty four (24) inches.”* to the end of the revised code.

Mr. Garges asked, from an enforcement standpoint, how it is possible to enforce the code if there is mud in the road from pulling out of a driveway/parking spot.

Mr. Han stated that there must be a vehicle parked in a rutted driveway for the violation to be enforced. A time stamped picture is taken of the parked vehicle in the rutted driveway to prove the vehicle is still being parked there.

Mr. Han suggested the Public Hearing remain open so he can discuss the proposed change to the City Attorney.

*Chairman O'Donnell entertained a motion to continue the Public Hearing on June 10, 2013. Motion made by Mr. Schmidt to continue Public Hearing on June 10, 2013; seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

The Public Hearing will continue in June.

#### **D: Commercial Site Plan Review – 1012 S. Walnut**

Travis Casteel is proposing a commercial building (modular unit) to be used as a gunsmith shop located at 1012 S. Walnut. The proposed building is 384 sq. ft. (12x32) and would be located anchored according to manufacturing specification and applicable building codes. The zoning for the location is C-2 "General Commercial," which is proper for the intended use.

The proposed building meets all set-back requirements. The front of the building will be 35-40 feet from the east property line along Walnut, 35-40 feet from the north property line and 50 feet from the west property line.

Three 9x20 parking spaces are required for the location. There is adequate parking available.

The lot is concrete and gravel and there is no increase in impervious area for the building or parking. Therefore, a storm water review is not required.

Chairman O'Donnell asked if Mr. Casteel is renting/leasing or purchasing the property.

Mr. Han believes that Mr. Casteel is renting/leasing the property and it is a requirement to properly anchor the building to code.

Chairman O'Donnell asked if this would require Board of Adjustments approval since the building is not a permanent structure.

Mr. Han stated that C-2 "General Commercial" does not require a permanent structure.

Chairman O'Donnell asked if Mr. Casteel has parking spaces in the area he is leasing or if he is sharing parking spaces with the laundromat.

Mr. Han stated that Mr. Casteel has his own parking spaces. Parking for the laundromat is actually located on the lot of 1012 S. Walnut.

Mr. Pratt stated that he is worried about the message a modular home/office will bring to the community if multiple modular homes/offices pop-up over time.

Chairman O'Donnell stated that the Board may want to look into the issue and discuss options for future development.

*Mr. Pratt made a motion to approve the proposed commercial site plan for Mr. Casteel located at 1012 S. Walnut; seconded by Mr. Jackson. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

## **E: Commissioners Four Year Terms**

Commissioner Hamlet and Commissioner Pratt have terms that expire on June 30, 2013. The terms are for four years and the new terms would expire on June 30, 2017.

Both Mr. Hamlet and Mr. Pratt expressed their wishes to continue serving on the Planning and Zoning Board.

*Mr. Schmidt made a motion to recommend to City Council the reappointment of Mr. Pratt for another four year term to the Planning and Zoning Board; seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

*Mr. Pratt made a motion to recommend to City Council the reappointment of Mr. Hamlet for another four year term to the Planning and Zoning Board; seconded by Mr. Schmidt. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

## **F: Comprehensive Plan**

Chairman O'Donnell attended a City Council meeting and asked if Council would like to entertain the idea of reviewing and updating the Comprehensive Plan. City Council voted to continue reviewing the Comprehensive Plan and allow Planning and Zoning to begin the process.

Mr. Bontrager spoke with the Park Board about updating the sections on parks and recreation. Planning and Zoning would like their help and input with the future plans of the City.

As time allows, the Park Board will prepare their ideas and plans for the future and provide them to Planning and Zoning so they can be placed into the format for public hearings.

Mr. Bontrager, Chairman O'Donnell and others attended the meeting in St. Joseph with MoDOT to discuss the future of highways and roads in Missouri. MoDOT is looking at three areas in Cameron for improvement.

1. BB Highway – widen out the bridge for increased traffic
2. West entrance on 36 Hwy into town
3. Intersection of I-35 and Hwy 36

MoDOT's plan for the future work at I-35 and Hwy 36 is to work with the City to devise a system to work with the existing businesses so traffic and business is not taken away from the City.

There are also plans to remove the stoplight on 36 Hwy to improve the traffic flow. The State of Missouri has plans to remove all stoplights on 36 Hwy.

Plans and ideas for the future of Cameron need to be documented so when funding is available for the projects they can move forward.

Mr. Garges would like to work with MoDOT and have a voice in future expansion.

Chairman O'Donnell will invite a MoDOT engineer to the August meeting so he can share MoDOT's plans for the future of Cameron's major roadways.

Chairman O'Donnell stated that the Board should look into the current zoning districts and possible revisions to place in the Comprehensive Plan.

Chairman O'Donnell asked the Board to review the current zoning districts and bring ideas and comments to the June meeting. The Board needs to have a direction before Public Hearings are held.

Mr. Garges asked how far outside of the City limits the planning should encompass.

Mr. Bontrager stated that the current Comprehensive Plan reaches outside the City limits and would advise looking to those parameters.

**Item 5: Future**

A conditional use permit for multiple dogs will be discussed at the June meeting.

**Item 6: Miscellaneous and Updates**

**A: Web Update**

Mr. Han checked on the issue of Planning and Zoning minutes not being posted on the City's website. After checking on the issue, it was discovered that minutes will not be posted unless they are signed and dated.

Going forward, all minutes will be signed and dated after approval and posted to the City's website.

**B: New Grain Bins at Co-op**

Co-op would like to build two new grain bins on their 2<sup>nd</sup> Harris lot. The new bins will be wider and taller than the existing structures.

Mr. Han asked the Board if they would like to complete a commercial site plan review or forgo the review since the improvements are less than 10% of the entire complex.

The proposed bins will have to go before the Board of Adjustments for a height variance.

Chairman O'Donnell stated that the site plan review would not be a large benefit because storm water is not affected; however, Chairman O'Donnell suggested that the plan be brought before the Board so there is a documented plan review if ever questioned in the future.

Co-op's site plan will be reviewed at the June meeting.

**Item 7: Adjourn**

*Chairman O'Donnell made a motion to adjourn; seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.*

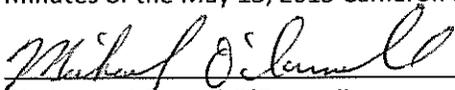
Meeting adjourned at 7:34 pm.

Next scheduled meeting of the Cameron Planning and Zoning is June 10, 2013.

Minutes submitted by:

*Chris O'Donnell  
Secretary Recorder  
Cameron, MO 64429*

Minutes of the May 13, 2013 Cameron Planning and Zoning Commission approved on June 10, 2013

  
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Chairman Michael O'Donnell