CORRECTED MINUTES
Regular Meeting
Cameron Missouri Planning & Zoning Commission
January 9, 2012

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
Stan Hendrix
George Pratt – 6:02
Edward Schmidt

Commissioners Absent:
Delvin Jackson

Others Present:
Chris Johnson – Cameron Newspaper
Clyde Han
Jerry Hoppenthaler
Doug Schulte – Schulte Engineering & Consulting, LLC

Item 2: Minutes from Previous Meeting

November 14, 2011
Chairman O'Donnell entertained motion to approve the minutes of the November 14, 2011 meeting as corrected. Motion made by Mr. Hendrix to approve the minutes of November 14. 2011;

> **1st paragraph under Item 4: New Business to read: The site plan was tentatively passed with the understanding NOT The site plan was passed with the understanding.**

Seconded by Mr. Schmidt. On voice vote the motion carries as follows: ayes – 5, nays – 0, abstentions – 0, absent – 2.

Item 3: Public Participation

None

Item 4: Unfinished Business

A: Discussion: What improvements trigger a "Storm Water" review? How is this handled by other municipalities?

Chairman O'Donnell stated that he would like to begin the process of updating the Storm Water review procedures. The current Storm Water review process needs to be updated to agree with the APWA standards.

Discussion on the Storm Water process will begin at the February meeting and will require a Public Hearing.

Item 5: New Business

A: Site Plan Review for Commercial Project at 110 E. Grand Avenue

Jerry Hoppenthaler would like to build a commercial building at 110 E. Grand Avenue. The building will consist of a store front on the street side (east end) and warehouse/storage on the west end. The proposed business fits the zoning district.

A limited use easement for access to the building will be possible with an easement agreement between the two property owners. Easement agreements have not been signed and recorded but will be as soon as the site plan is approved.

The storm water plan has been approved by the City's third party engineer.

Mr. Garges asked Mr. Schulte about the storm water flow.

Mr. Schulte stated that he did not bring the storm water calculations with him. However, all of the calculations meet the storm water codes and have been revised to meet the City's comments. All city codes are met.

Chairman O'Donnell asked Mr. Han if the storm water requirements are approved for both Phase 1 and Phase 2.

Mr. Han stated that if additional construction is needed, there will be additional allowances for storm water.

Chairman O'Donnell stated that in the future, he would like to see the City's third party engineer's approval – not just a summary from a City employee.

Chairman O'Donnell asked Mr. Schulte about the sewer easement on the north side of the property.

Mr. Schulte stated that there would have to be a new easement because the sewer is not located on Mr. Hoppenthaler's property. The easements will be signed and recorded on January 10, 2012 after approval is granted.

Mr. Han stated that the recording of the easements is contingent on Planning & Zoning's approval.

Chairman O'Donnell stated that he did not have documentation from the other property owner stating that he agrees to the property easements. Chairman O'Donnell also stated that missing documentation makes it hard for the Board to make a decision because there is not permission from the owner.

Chairman O'Donnell stated that incomplete paperwork makes decision making difficult when a third party is involved and the Board does not have permission to show that the other property owner agrees to the stipulations.

Mr. Pratt asked if there was a maintenance agreement with the other property owner on the driveway easement.

Mr. Hoppenthaler stated that there is a shared maintenance agreement.

Chairman O'Donnell asked about easements on West Grand for utilities on the west side of the road.

Mr. Schulte stated that he believes the utilities (water) is in MO DOT's right of way and is not currently included in an easement.

Chairman O'Donnell asked where electricity to the building would come from.

Mr. Hoppenthaler stated that electricity would come from the back side of the property.

Chairman O'Donnell asked if the electric company was ok with running the electricity.

Mr. Han stated that they are working with the electric company to install. The electric company may need to install a new light pole across the easement.

Chairman O'Donnell stated that Mr. Hoppenthaler will need an easement in order to install a new electric pole.

Mr. Han stated that the City will have to work with the property owners to get an easement if it is needed.

Mr. Garges made a motion to approve the site plan for a commercial project at 110 E. Grand subject to recorded easements between Mr. Hoppenthaler and the other property owner; seconded by Mr. Hamlet. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.

Chairman O'Donnell stated that he would like to see the electrical issue placed into the easement. Next time a plan involves electrical, the plan needs to be submitted to the electrical company prior to approval. Documentation should be provided to Planning & Zoning that shows the installation is approved and an easement recorded if necessary.

Mr. Garges asked if it would be possible for the Board to get a better head start on projects so in the future the Board is not as rushed to make a decision.

Chairman O'Donnell stated that it is the developer's responsibility to give the Board enough time to make a reasonable, comfortable decision.

Mr. Schmidt stated that he would like more time to discuss and review the plans so a hurried decision is not "forced" to be made.

Mr. Han stated that the Board can set the review of the site plans into a two meeting review to allow more time.

Chairman O'Donnell asked about the future Master Plan for Walnut Street.

Mr. Han stated that there has not been a discussion on the master plan. However, the City has begun meeting with engineers about storm water.

Mr. Han stated that Drew Bontrager would be involved in this project and he should be asked to see if any progress is being made.

Chairman O'Donnell stated that the City needs to have a plan to go with the vision so there is some progress.

B: Minor Plat, Re-Plat, Amended Plat for LDS Church

The LDS Church has purchased property located at 224 E 4th Street. This acquired property abuts property already owned by the church. The LDS Church would like to combine the three tracts of land into one lot. The property would remain zoned R-2. The new plat would be named "Grand Avenue Church, Lot 1."

Mr. Han stated that if approved by Planning & Zoning it will have to go to City Council for approval of a subdivision change.

Chairman O'Donnell asked about the 25' setback line around the property.

Mr. Han stated that he had the engineer write-in the setback in-case something was built on an adjoining property. With the setback already written in, there will be no confusion.

Chairman O'Donnell entertained a motion to recommend to City Council approval of the re-plat for the LDS Church. Motion made by Mr. Garges; seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 6, nays- 0, abstentions – 0, absent – 1.

Recommendation will be made to City Council during the February meeting.

Item 6: Public Participation

None

Item 7: Future

Two additional public hearing will take place during the February meeting:

1. Building permit requirements
2. Sidewalk requirements

Item 8: Miscellaneous

Mr. Han will talk to Drew Bontrager and put something together on storm water.

Item 9: Adjourn

Chairman O'Donnell entertained a motion to adjourn. Motion made by Mr. Hendrix, seconded by Mr. Hamlet. On voice vote, the motion carried as follows: ayes – 6, nays – 0, and absent –1.

Meeting adjourned at 7:04 pm.

Minutes submitted by:

Chris O'Donnell
Secretary Recorder
Cameron, MO 64429

Minutes of the January 9, 2012 Cameron Planning and Zoning Commission approved on _____, 2012

_____
Chairman Michael O'Donnell