MINUTES
Regular Meeting
Cameron Missouri Planning & Zoning Commission
November 14, 2011

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 – 6:05pm
Delvin Jackson
George Pratt
Edward Schmidt

Commissioners Absent:
None

Others Present:
Chris Johnson – Cameron Newspaper
Mark Gaugh – City Manager
Clyde Han
Drew Bontrager
Frank Buck

Item 2: Minutes from Previous Meeting

October 10, 2011
Chairman O'Donnell entertained motion to approve the minutes of the October 10, 2011 meeting, motion made by Mr. Garges, seconded by Mr. Jackson. On voice vote the motion carries as follows: ayes – 6, nays – 0, abstentions – 0, absent – 1.

Item 3: Public Participation

None

Item 4: New Business

A: NW Electric – Warehouse and Storm Water in M-1 Zoning

During the October 10, 2011 meeting, the Commission had some unanswered questions about fire hydrant function and storm water at the new NW Electric warehouse facility. The site plan was passed with the understanding that the issues would be brought back to the commission during the November meeting.

Clyde Han stated that an 8 inch water main has been installed which runs to the new building and a fire hydrant has been installed on the south side of the building.

Mr. Han also stated that a new detention pond is being built to contain the runoff from the new warehouse. The pole yard detention pond will not be affected.

Drew Bontrager, Public Works Director, stated that Mark Young, the City's hired engineer, was utilized to review the storm water plan used at NW Electric.

The detention analysis completed on NW Electric determined that it would agree with the City's ordinance and would not have a substantial effect on the detention pond.

Mr. Bontrager stated that if more gravel is added to the driveway in the future, the calculations used will be incorrect and the added gravel will have to be re-approved. As the plans stand, the construction will have minimal effect on storm water; however, adding gravel, pavement, etc. could have an effect on water run-off and drainage.

Mr. Garges asked if NW Electric was aware of the limits.

Mr. Bontrager stated that NW Electric is aware of the limits and they have been included in all discussions.

Chairman O'Donnell asked if there was a way to track the addition of new concrete or gravel because they will not necessarily have to get a permit. Chairman O'Donnell stated that NW Electric has tentative plans to pave the driveway in the future.

Mr. Bontrager stated that what NW Electric has submitted meets the storm water ordinance. Mr. Bontrager suggested that the commission approve the plan with a condition on future improvements.

Mr. Schmidt asked if the run-off from the new warehouse would have an effect on the pole yard detention pond.

Mr. Han stated that the pole yard detention pond sets lower than the new detention pond and would not be affected.

Mr. Bontrager stated that the run-off from the pole yard will continue to drain on the same path as before. The new facility will not affect the pole yard and the pole yard will not affect the new building.

Chairman O'Donnell stated that approval of the site plan was contingent on the storm water being adequate. All 3rd parties, NW Electric' engineer and the City's independent engineer all agree that the plan is adequate.

Chairman O'Donnell entertained a motion to approve the site plan for NW Electric. Motion made by Mr. Schmidt to approve the site plan for NW Electric's new warehouse, seconded by Mr. Hendrix. On voice vote the motion carries as follows: ayes – 7, nays- 0, abstentions – 0, absent – 0.

B: Sidewalk Construction Regulation

A public hearing was scheduled for the December 12, 2011 meeting to discuss the sidewalk construction regulation.

C: Wendy's Detention Pond

During the October meeting, Chairman O'Donnell asked about the rock which had been removed at Wendy's after a fuel spill and had never been replaced. There was a question as to whether the detention pond had been affected.

Mr. Han stated that the excess rock and gravel had been dug up and gathered into a pile. The City has sent Wendy's a letter to have them remove the weeds around the pile so it can be inspected. After the clean-up is completed, a decision will be made as to whether addition work will have to be done.

Mr. Bontrager stated that it appears the detention area is working correctly.

D: Recycling Bins at Sutherlands

During the October meeting, Chairman O'Donnell asked about the recycling bins located at Sutherlands and the amount of trash that is blown away with the wind.

Mr. Han stated that the fence behind the bins help contain a large portion of the trash.

Mr. Han also stated that there is talk about moving the bins to Clinco; however, the decision is still being discussed at committee.

E: CRMC

The expansion at Cameron Regional Medical Center is underway and Clyde has been completing regular inspections.

Mr. Han stated that the construction company has built a temporary gravel parking lot to help relieve some of the congestion in the Medical Plaza II parking lot.

Once construction is complete, the temporary parking lot will probably be paved so it can be used for extra parking.

The storm water issue from the paved lot will not be affected as the excess water will route to the existing detention pond.

<u>Item 5: Unfinished Business</u>

A: Discussion on Timing of "Building Permits" on Plan Reviews

The Planning and Zoning Commission is required to review the completed application and project plan for compliance with appropriate City building and zoning regulations. As the article reads, a completed application must have all fees included at the time of application.

Mr. Han stated that he is required to review the architectural drawings before a final permit is issued and this is not always done before the plan is presented to Planning and Zoning.

Mr. Han stated that a paid building permit application cannot be presented to the Board all the time.

Mr. Garges stated that changing the ordinance to keep out of trouble and give Clyde some leverage may be a good idea.

Mr. Han stated that he will make some suggestions and present them to the Board at the next meeting.

Mr. Han also stated that storm water and site plans are approved by Planning and Zoning but the architecture design is approved by the City inspector.

Mr. Pratt stated that one of the two processes could fail and the project will never happen. A fee should not be collected for something that will not happen.

Mr. Pratt suggested that the application should show that the fee is pending. A fee is not needed for the review of storm water and the site plan.

Chairman O'Donnell stated that reviewing the two issues together could be very beneficial.

Mr. Han stated that Planning and Zoning cares about the excess water flowing to the correct place. However, the inspector cares how the water gets from point A to point B.

Chairman O'Donnell asked if it would be easier to make changes to the existing article or write a new one.

Mr. Han stated that he believes it would be simple to edit the current article because only a few minor changes are needed.

A public hearing has been scheduled for the December 12, 2011 meeting to discuss changes to the article.

Item 6: Public Participation

None

Item 7: Miscellaneous

Private Hanger Development at Airport

Drew Bontrager stated that the FAA has approved the Cameron Airport to build 4 private hangers. The construction of two taxi lanes began in June and has just recently been finished.

The City will lease the 4 lots for 20-30 years. The lessors will build their own hanger based on the FAA guidelines. Any kind of hanger can be built as long as the plans meet the pre-set specifications. After the leases expire, the City will become the owners of the hangers and will be able to lease them back out at fair market value.

Currently, there is one lease pending and interest in the remaining 3 lots.

There will be water, electric, and sewer to the new hangers.

The FAA requires that the maximum building allowed is a 60' x 60' and the minimum building is 48' x 48'. The hangers will all have concrete floors.

Mr. Bontrager stated that storm water on the taxi lane is already built in.

Mr. Bontrager also stated that the FAA has available grants for construction and upkeep of the hangers.

Vision Audio

Vision Audio is putting up a new accessory building on their property. The new building will be less than 10% of the existing building and does not need approval from Planning and Zoning. In the future, Vision Audio plans to put concrete down on their driveway.

Mr. Garges stated that any future development to property could cause an issue with storm water.

Mr. Han stated that most people do not think about storm water when making changes to their property.

Mr. Han asked the board to think about ways to educate the public about storm water and what they can and cannot do.

Mr. Han also stated that the board needs to discuss what requires storm water review.

Chairman O'Donnell stated that changing from grass/gravel to concrete significantly changes the run-off.

Mr. Han will look into what other cities do to help control storm water and add-ons to existing buildings.

Mr. Hamlet asked if there was a way contractors could give a heads-up if there is a possible storm water issue.

Mr. Han stated that the City has the addresses of all the contractors and could possibly send out an informative letter to help catch some of the issues before a 'surprise' issue shows up.

Mr. Han will look into putting together a list.

ISO Building Grade Review

The City has received notification from ISO that the classification of 4 has been implemented for residential properties and commercial and industrial properties. The rating is good for 5 years.

ISO stated that the Building Department needed more certifications. Clyde has recently become a certified building inspector.

Mr. Han stated that the City of Cameron is above average in ratings in both the state and county region.

Shelly Blades will get a copy of the ISO evaluation book on-line and a copy will be kept in the City Clerk's office.

APWA Standardization

Chairman O'Donnell stated that Mr. Bontrager would like to bring the APWA plan to Planning and Zoning after the first of the year to start the process of adopting the plan for storm water. This will bring standardization across the board for contractors.

Other

Mr. Han notified the board that a local contractor asked about openings on any board.

Mr. Han suggested that a list of potential applicants be kept for future openings on City boards.

Item 8: Adjourn

Chairman O'Donnell entertained a motion to adjourn. Motion made by Mr. Hamlet, seconded by Mr. Hendrix. On voice vote, the motion carried as follows: ayes – 7, nays – 0, and absent –0.

Meeting adjourned at 7:18 pm.

Minutes submitted by:

Chris O'Donnell
Secretary Recorder
Cameron, MO 64429

Minutes of the November 14, 2011 Cameron Planning and Zoning Commission approved on _____, 2011

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Chairman Michael O'Donnell