

MINUTES
Regular Meeting
Cameron Missouri Planning & Zoning Commission
February 13, 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
George Pratt
Edward Schmidt

Commissioners Absent:

Tom Hamlet
Stan Hendrix
Delvin Jackson

Others Present:

Mark Gaugh – City Manager
Clyde Han
Drew Bontrager
Jerry Hoppenthaler
Chris Johnson – Cameron Newspaper

Item 2: Minutes from Previous Meeting

November 14, 2011

Chairman O'Donnell entertained motion to approve the minutes of the January 9, 2012 meeting as corrected. Motion made by Mr. Pratt to approve the minutes of January 9, 2012;

17th paragraph under Item 5: New Business A to read: 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. NOT Mr. Schulte stated that he believes it is MO DOT's responsibility as they have the utilities.

Seconded by Mr. Schmidt. On voice vote the motion carries as follows: ayes – 4, nays – 0, abstentions – 0, absent – 3.

Item 3: Public Participation

None

Item 4: Unfinished Business

A: Site plan review for commercial project at 110 E Grand Ave.

At the January 9, 2012 Planning & Zoning meeting, the Board conditionally approved a site plan for Jerry Hoppenthaler to build at 110 E. Grand Ave. The Board passed the site plan on 3 conditions:

1. A letter from Transystems recommending approval of the storm water plan

2. Proof of recorded easements
3. Actual/final storm water calculations

All of the requested items were received prior to final approval and were presented to the Board at the February meeting.

In the original site plan, an addition to the building was unintentionally left out and was not submitted to the Board for approval. Mr. Hoppenthaler would still like to include the addition in the structure. The addition would match the rest of the building and grass will remain around the addition.

Mr. Bontrager reviewed the increase of storm water that would be draining into the drainage area.

The increase was minimal and Mr. Bontrager did not feel that the increase required another 3rd party review.

The site plan for the addition to the building for the 30 X 42 addition was presented to the Board.

Chairman O'Donnell entertained a motion to approve the addition to the building located at 110 E. Grand Ave and the final site plan for Mr. Hoppenthaler. Motion made by Mr. Schmidt, seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 4, nays – 0, abstentions – 0, absent – 3.

B: Storm Water Presentation

The City of Cameron has been using the same storm water plan that was developed by Snyder and Associates in 1996. The plan is still functional however it does not match the KC Metro and APWA standards and guidelines.

Drew Bontrager has been reviewing the revisions made by APWA and is currently comparing them to the City of Cameron's requirements.

Mr. Bontrager stated that he will be discussing the City's current standards and possible revisions with the City's 3rd party engineer to make sure the *changes* will work for the community. The end goal is to make Cameron's storm water plan reflect APWA standards as much as possible as this is the guidelines most builders use.

Mr. Bontrager also stated that there will be Public Hearings to discuss changes and revisions before a final decision is made.

Chairman O'Donnell stated that he would like to see the revised plan ready for public hearing by late spring.

Mr. Bontrager stated that he will keep Mr. Han and the Planning & Zoning Board informed with the process.

Item 5: New Business

A: Public Hearing – Building Permit Requirements: Zoning Code

Chairman O'Donnell entertained a motion to enter public hearing. Motion made by Mr. Garges, seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 4, nays – 0, abstentions – 0, absent – 3.

Mr. Han addressed the commission and stated that the main purpose of Planning & Zoning is to review proper land use of new projects and additions to make sure they are in accordance with zoning regulations. The way the "Commercial Permit Approval" language currently reads states that the commissions is also to review structural drawings and check the compliance of current building codes.

Mr. Han suggested that under Article 21 Regulation 9: Commercial Permit Approval – *City building and* (bolded below) should be removed.

9. Commercial Permit Approval: Prior to the issuance of a building permit for the construction of any building or structure in any commercial district, except CM-P, or prior to same in any industrial/manufacturing district, or in the R-3 Multi-family residential district, or any addition to any existing building or structure therein consisting of more than ten percent (10%) of the floor area of the existing building or structure, the Planning and Zoning Commission shall first consider the application and project plan for compliance with appropriate *City building and* zoning regulations.

Mr. Han also recommends removing the language “the fee must be included at the time of application” in paragraph E;1).

Chairman O’Donnell asked if the calculations of the change in storm water will already be calculated before it is brought to Planning & Zoning.

Mr. Han stated that the increase in storm water will be calculated prior to submission to Planning & Zoning.

Chairman O’Donnell asked if anything that affects storm water would be included in the presentation.

Mr. Han stated that if storm water is affected, the calculations and allowances will be included in the packet.

Chairman O’Donnell entertained a motion to have Mr. Han make the requested changes to the ordinance and present the revised ordinance at the March meeting. Motion made by Mr. Schmidt, seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 4, nays – 0, abstentions – 0, absent – 3.

Public Hearing will be continued in March.

B: Public Hearing – Sidewalk Requirements: City Ordinance

Chairman O’Donnell entertained a motion to enter public hearing. Motion made by Mr. Pratt, seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 4, nays – 0, abstentions – 0, absent – 3.

Incomplete sidewalks have been a concern for the Board and the issue has been included as a ‘vision’ in the City’s Comprehensive Plan.

Mr. Han made some proposed revisions to the ordinance and provided the changes to the Board.

Revisions include adding to Sec. 10-116:

- (a) (1): The developer shall have five (5) years from the date of acceptance of the “Final Plat” to install required sidewalk if the lot is not sold.
- (b) (1): In the event that the “developer” fails to install sidewalk as required herein, the city may install said sidewalks using the “Performance Bond” monies to cover cost as permitted by section 10-213.

Because there is no need to install sidewalks until homes are built, section 10-4 (b) has been revised to read (addition in bold):

The city shall not accept public infrastructure until the developer has submitted, in a form acceptable to the city, as-built drawings which accurately show the location and specifications

of such infrastructure (**excluding sidewalks**). Such drawings must be submitted to the office of the city clerk and clearly stamped "AS-BUILT."

Mr. Garges asked how the situation would be handled if a property owner purchased the lot next door. Would they have three years to install a new sidewalk?

Mr. Han stated that the owner of the lot can go through an appeal process if they do not want to install a sidewalk.

Mr. Schmidt asked if the performance bond is utilized, will the developer be notified before the City installs the sidewalk.

Mr. Han stated that a notice will be given to the developer notifying them that a sidewalk will be installed using the monies put aside in escrow.

Chairman O'Donnell stated that the issue lies in the "gaps" of missing sidewalk between homes in subdivisions. The missing pieces do not allow the subdivisions to use the sidewalks effectively.

Mr. Garges asked if a property owner could utilize the cost-share with the City to install a sidewalk on a vacant lot.

Mr. Bontrager stated that they would not be able to use the cost-share program. The program is only used for replacement and maintenance of existing sidewalks.

Mr. Hoppenthaler stated that from his experience, when individuals are looking for a subdivision to move into, they do not generally look for a subdivision with sidewalks. Sidewalks make the subdivisions nicer but they are not a make-it or break-it deal.

Chairman O'Donnell asked if the 5 year performance bond was a reality.

Mr. Han stated that 5 years may not be. Mr. Bontrager and Mr. Han will check into the requirements.

Chairman O'Donnell entertained a motion to continue the public hearing during the March meeting so research can be completed on other communities. Motion made by Mr. Pratt, seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 4, nays – 0, abstentions – 0, absent – 3.

The Board asked Mr. Han to research the sidewalk requirements for Excelsior Springs, Kearney, Chillicothe and Smithville.

Public hearing to be continued in March.

C: Checklist Reviews

Over the years, checklists have been developed to help aid in the data gathering that goes into site plan, storm water, subdivision and final plat review. In order to help the process flow better, Mr. Han has asked the Board to review the checklists to make sure everything they would like to see is included. This will hopefully eliminate "missing" information.

Item 6: Public Participation

None

Item 7: Future

None

Item 8: Miscellaneous

1. **Hard Copy Planning & Zoning Books**

Chairman O'Donnell stated that he would like a new hard copy zoning book for everyone on the Board. A hard copy book makes review of ordinances and regulations easier.

2. Re-plat on the LDS Church

Chairman O'Donnell asked about the re-plat on the LDS Church. Mr. Han stated that the engineer was going to send the approved plat to the LDS Church. After it is signed by the Church, it will be sent back to Planning & Zoning and then sent on to City Council.

3. Conditional Uses

Chairman O'Donnell asked if the Board could get a list of active and inactive conditional uses and the active permits.

Chairman O'Donnell asked if un-used permits need to be terminated by an ordinance. If a permit is accepted by an ordinance, Mr. O'Donnell believes the permit should be terminated by an ordinance.

Mr. Han will draw something up and present it to the Board for review during the March meeting.

Item 9: Adjourn

Chairman O'Donnell entertained a motion to adjourn. Motion made by Mr. Garges, seconded by Mr. Pratt. On voice vote, the motion carried as follows: ayes – 4, nays – 0, and absent – 3.

Meeting adjourned at 7:20 pm.

Minutes submitted by:

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

Minutes of the February 13, 2012 Cameron Planning and Zoning Commission approved on _____, 2012

Chairman Michael O'Donnell