

MINUTES  
Regular Meeting  
Cameron Planning & Zoning Commission  
May 10th, 2010  
City Council Chambers, Cameron, Missouri

**Item 1. Call to Order**

Chairman Michael O'Donnell called the meeting to order at 6:00p.m.

Commissioners Present:  
Chairman Michael O'Donnell  
Mark Garges  
Tom Hamlet  
Jo Ann Hiner  
Delvin Jackson  
George Pratt

Commissioners Absent:  
Stan Hendrix

Others Present:  
Drew Bontrager  
Randy Haug

**Item 2. Minutes from Previous Meetings**

**April 20<sup>th</sup>, 2010**

*Chairman O'Donnell entertained motion to approve the minutes of April 20<sup>th</sup> 2010; Motion made by Mr. Garges, to approve the minutes of April 20<sup>th</sup>; seconded by Mr. Hamlet. On voice vote the motion carries as follows; ayes-6, nays-0, abstentions-0, absent-1.*

**Item 3. Public Participation**

There was none.

*Chairman O'Donnell entertained motion to amend the agenda, placing New Business next on the agenda to be followed by Unfinished Business; Motion made by Mr. Hamlet to amend agenda; seconded by Mr. Garges. On voice vote the motion carries as follows; ayes-6, nays-0, abstentions-0, absent-1.*

#### **Item 4. New Business**

##### **A. Plan Review, Walnut Medical Clinic Expansion**

Cameron Regional Medical Center, owner of the Walnut Medical Clinic, plans an 850 square-foot expansion to the clinic at 7<sup>th</sup> and Walnut streets. Total parking requirement becomes 12 spaces, and the plan provides 20. Storm water will be directed underground directly to a drop box on the 7<sup>th</sup> Street adjoining property. No new signage drives, or utilities are planned. Randy Haug of Strickland Construction, which had handled several hospital expansions, will be present for any questions.

Shellby Hendee addressed the P&Z and handed out the revised site plans and storm water information for review. He also stated that no set back or fencing would be required and the property was “grand-fathered” for parking and driveway location.

Chairman O’Donnell stated that he had his concerns about the storm water, noting that the rough concrete would stop some of the water flow. He then asked Mr. Hendee if Drew Bontrager (Public-works director) was ok with the plan.

Mr. Hendee said that Mr. Bontrager’s information after the 5/10/10 revisions was included with the review hand out to the P&Z.

Chairman O’Donnell asked the other members of the P&Z if they had any further questions; mentioning that he, himself still had issues with the storm water, but everything else in the revised plan seemed fine.

Mr. Garges questioned other options for the relocation of the storm water.

Chairman O’Donnell asked Mr. Haug which direction the storm water would run on the West side of the building.

Mr. Haug stated that the water would run towards the building, however; they could create a “flume” to run towards the gutter that would keep the water from running towards the building.

Mr. Bontrager joined the meeting and was asked by Chairman O’Donnell his opinion of the storm water for the expansion.

Mr. Bontrager stated that a 7% increase in the storm water would have a significant impact. He then asked my Haug about the parking on the SW corner of the property; and if they would consider removal of the impervious surface in that area and clearly defining the parking., possibly placing curb and guttering there.

Mr. Haug stated that this would be beyond the property line and not something they would deal with.

Chairman O'Donnell commented that the only thing changing would be on the SW side, that is has some hard surface and will increase the storm water run off; again stating he is not comfortable with this increase.

Mr. Bontrager stated that the system should be able to handle the increase of storm water and that if the access management study comes back "ok" there shouldn't be a problem.

Chairman O'Donnell stated to Mr. Bontrager, that if it meets the requirements....then it meets the requirements; however, if it does not meet the requirements the P&Z will be chastised if they have already approved it.

Mr. Haug stated they could convert the last 2 parking places to green space and then build a wall if that would help.

Mr. Bontrager stated that idea would work as long as the wall would not be in the right-of-way.

Mr. Haug then stated they could place clean rock as a filter in that area and then allow the storm water to run through a 2 inch pipe, which would take care of the water in the alley.

Chairman O'Donnell stated to Mr. Haug, that the board needed something written and presented to them. They had now heard several different ways to possibly alleviate the storm water issue but nothing "concrete". He reminded the P&Z and those present that the board's job is to approve what is presented to them from the applicant, not for them to decide which way is best to resolve issues in order for items to be approved.

Mr. Bontrager stated that the "last" plan submitted does show the last 2 parking spaces eliminated and turned into green space. And that he is comfortable with the 3% increase that this would cause.

Chairman O'Donnell commented that he would have liked to have seen the grass areas on the site plan, as well as the street set back, right-of-way, and measurements of the 2 parking spaces to be eliminated. He stated how difficult it is for the Board to make a decision when paperwork has been handed out for review **during or just prior** to the meeting.

*Entertain Motion to approve the site plan for CRMC expansion, subject to the elimination of 2 parking places on SW of site plan to be turned into green space; 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.*

Chairman O'Donnell addressed the other members of the P&Z, stating that all information from applicants needs to be looked at and reviewed in a "timely" manner, but any issue that is not complete should be tabled until the next months meeting. He again

stated to the Board that their job is not to revise or set-up plans for approval, but to approve what has been previously submitted; if all information is not available the item should be tabled until the applicant is capable of providing all the information that is needed for approval.

### **B. Review Sign Ordinance Language**

Staff recommends that P&Z examine language in the sign ordinance regarding total square footage of signs allowed; number of sign faces; number of signs allowed on a support structure etc. to determine if the language accurately reflects the understanding and will of the commission. Some staff members have found the language vague and unclear.

Chairman O'Donnell asked Mr. Hendee to look into this issue and bring the information back to the Board for review during the June meeting.

### **C. Review of Retail Parking Requirements**

Orscheln and Dollar General have commented that the Cameron parking requirements are greater than most. A review of several model and comparable regulations, however, reveals that Cameron's requirement for one space per 200 sq. ft. of gross building area is nearly universal.

Reviewed by the Board and decided requirements are suitable and will be left "as is".

## **Item 5. Unfinished Business**

### **A. Attendance Policy Survey**

Review of 11 Missouri cities shows only one with an attendance policy. Fulton states that missing "... Three consecutive meetings without formal excuse by the commission shall forfeit membership." Kirksville allows removal for "neglect of duty" while Mexico requires "written charges". All cities, however, allow the governing body to remove members for cause.

Chairman O'Donnell stated that he felt the Boards should be allowed to decide on this issue, rather than the City Council. That all Board members are volunteers; which do not make them any less important, but still, they are not full-time employees for the City.

Mr. Hendee stated that it needs to be "stressed" to all new candidates how important it is to attend the meetings.

Chairman O'Donnell asked the other members if they felt it would be appropriate for the Chairman to give the unaccountable member a call if in fact attendance were to become an issue at some point.

Board members felt this would be an appropriate action if attendance were to become an issue in the future.

## **B. Expansion of Conditional Use**

Because of last month's late meeting, a Public Hearing was unable to be schedule for the May meeting. This will be held during the June meeting.

## **C. RV Survey**

Mr. Hendee stated so far there is little specific information on this subject; of the 19 communities researched; only 6 have RV regulations.

Chairman O'Donnell stated that the main issue is that RV's are "recreational vehicles"; not permanent housing, or office space, or for commercial use, and possibly just adding a small statement to the existing regulations would help with the clarity of this issue.

A Public Hearing will need to be held for discussion and revision of this item; tabled until the June meeting.

## **6. Miscellaneous**

1. The City Council will consider P&Z's recommendation of Keith Swindler at the May 17<sup>th</sup> Meeting.
2. The City will conduct an ethics workshop May 17<sup>th</sup> at 5 p.m. for all board members
3. BOA meets on May 18<sup>th</sup> for fence height variance at T&S tire
4. Mr. Garges asks if P&Z would like to get a list of building permits each month. Chairman O'Donnell will speak with Clyde Han about making those available to the P&Z on a monthly basis.

## **Item7. Adjourn**

*Chairman O'Donnell adjourned the meeting at 7:43 p.m.*

Minutes submitted by:

*Ellie M. Milbourn~Wenzel  
Secretary Recorder  
Cameron, MO 64429*

