MINUTES
Regular Meeting
Cameron Missouri Planning & Zoning Commission
July 11, 2011
City Council Chambers, Cameron, Missouri

Item 1: Call to Order

Chairman Michael O'Donnell called the meeting to order at 6:02pm.

Commissioners Present:
Chairman Michael O'Donnell
Stan Hendrix
Tom Hamlet
George Pratt
Mark Garges

Commissioners Absent:
Delvin Jackson

Others Present:
Mark Gaugh
Clyde Han
Chris Johnson – Cameron Newspaper

Item 2: Minutes from Previous Meeting

May 9, 2011
Chairman O'Donnell entertained motion to approve the minutes of the June 13, 2011 meeting, motion made by Mr. Garges, seconded by Mr. Hamlet. On voice vote the motion carries as follows: ayes – 5, nays – 0, abstentions – 0, absent – 1.

Item 3: Public Participation

There was none.

Item 4: Unfinished Business

A: Public Hearing Continued: Sign Regulations

Last month, a Public Hearing was re-opened until all of the sign graphics were received and discussed. Since the previous meeting, Tom Keller has finished all of the graphics and submitted them to the Board.

The Board discussed the graphics and agreed that the graphics represented the examples in the sign ordinance.

Chairman O'Donnell entertained motion to leave public hearing, motion made by Mr. Hamlet, seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 5, nays – 0, abstentions – 0, absent – 1.

Chairman O'Donnell entertained motion to recommend the new sign ordinance and graphics to City Council for approval, motion made by Mr. Garges, seconded by Mr. Hendrix. On voice vote the motion carries as follows: ayes – 5, nays – 0, abstentions – 0, absent – 1.

The revised sign ordinance and included graphics will be presented to City Council during the 1st meeting in August.

Last month Chairman O'Donnell stated that the City Attorney, Mitch Elliott, had not seen the revised ordinance. Since the last meeting, the City Attorney has viewed the revised ordinance and approved the changes.

Before the revised ordinance is presented to City Council, Chairman O'Donnell will verify that the ordinance presented to the Commission and the ordinance Shellby Hendee previously worked from are identical before it is presented to City Council.

B: Commission Vacancies

A two week advertisement was placed in the newspaper requesting willing applicants to submit an application and resume for the vacant Planning & Zoning Commission space. July 14, 2011 will be the last day for advertising. As of July 8th, there have been no applicants.

Chairman O'Donnell stated that if no applications are received by the July 14th cut off date, he will discuss options with Mark Gaugh and Barbara O'Connor as to the next step. The Board could either re-advertise for and extended time or discuss other options.

C: Sidewalk Construction Regulation

Last month, the Board was asked to review the current sidewalk regulation and see if there are any changes or additions to the current regulation. Currently, there is not a specific timeline as to the beginning of sidewalk construction or a clarification as to who is responsible for the completion.

Mr. Pratt stated that after reviewing the current regulation, he believes there is a rule but it is not currently being enforced.

Clyde Han stated that the sidewalk issue is *not* a Code Enforcement issue. Mr. Han is waiting on clarification from the City Attorney before proceeding with the issue.

Currently, Code Enforcement does not have jurisdiction on the public right-of-way. Right now Mr. Han does not know who can take care of the issue and will find out more from the City Attorney.

Mr. Pratt asked about the City and how they feel about the sidewalk issue or what they want to see in the way of sidewalks.

Mr. Han suggested that Drew Bontrager should be contacted and asked how he feels about the issue and his opinion on the subject.

Mr. Han stated that when the ordinance was created, new homes were being built quickly. However, now that the economy has slowed down, money is tight and home building has slowed down.

Chairman O'Donnell stated that the real issue with the ordinance is when the timeframe for sidewalk construction actually starts. The current ordinance is not clear.

Mr. Pratt stated that bonding for sidewalk construction will guarantee a final product.

Mr. Han stated that if there are no utilities on the site, the City will not know if a lot is sold until the next tax year.

Mr. Han also suggested putting a purpose and intent in the ordinance.

Mr. Pratt stated that if a homeowner buys an adjoining lot so another home will not be built on the other side, a sidewalk should be installed. Mr. Han agreed.

Chairman O'Donnell stated that the time clock for construction and who is responsible is the only issue that needs to be addressed at this time.

Mr. Hendrix asked what would happen to current lots that do not have sidewalks installed.

Chairman O'Donnell stated that there is nothing that can be done to remedy the situation.

Chairman O'Donnell stated that an amendment to the ordinance will be from adoption point on – the City cannot go back and require previous lot or homeowners to comply with the ordinance.

Mark Gaugh asked who would be responsible for fixing the adjoining lot's sidewalk if it is destroyed during development.

Mr. Han stated that it would be the builders' responsibility to fix the damaged sidewalk.

Mr. Gaugh asked if a homeowner would have to comply with the new ordinance if they re-modeled their home.

Mr. Han stated that the City cannot make the homeowner meet the requirements of an ordinance that has been established or revised since the home was built unless they tear-up, destroy, move, etc. the sidewalk.

Mr. Hendrix stated that the ordinance needs to be *tidied up*.

Mr. Pratt suggested that right now the Board should clean-up the language and revisit the bonding issue at a latter date.

Chairman O'Donnell stated that right now, the ordinance reads that the developer is not responsible for installing the sidewalk.

The current ordinance will be sent to the City Attorney for review and his opinion on the issue.

D: Code Enforcement Policies

City Council adopted a resolution on Code Enforcement at their last meeting. Chairman O'Donnell stated that the new resolution is not on the City website yet but it should be there soon. A copy of the adopted resolution was passed out to the Board during the meeting.

Chairman O'Donnell stated that Clyde Han helped put the resolution together by working together with the City and City Council members.

Item 5: New Business

None

Item 6: Public Participation

None

Item 7: Miscellaneous

A: Subdivision Plats

Mr. Han stated that there is still a problem with storm water run-off. Mr. Han would like the Board to look at the preliminary and final plat requirements for subdivisions. Storm water run-off plans look good on paper but the elevations cause problems when the project is completed.

Mr. Han would like the Board to discuss elevation requirements on the plats.

Chairman O'Donnell suggested that Clyde and Drew discuss what they would like to see and present their ideas to the Board. It will be easier for the Board to come up with a plan if they know what is wanted in the end.

B: Storm Water

Chairman O'Donnell asked if the City's storm water plan was being re-vamped or if a new plan was being drawn up. Chairman O'Donnell was under the impression that a new/revised plan has been drafted.

Mr. Han stated that he will find out what the City's engineer has planned and provide the information in the next Planning & Zoning packet.

Chairman O'Donnell asked Mr. Han to check with Drew Bontrager to see where the revised plan is and if it is coming along.

Mr. Garges asked if approved plans were checked after construction to see that the criteria set by the Board was met.

Mr. Han stated that a letter is received from the builder that stated the building was constructed per the plan and that all specified criteria is met.

Mr. Han also stated that if the building is not constructed per the plan and specific criteria, the City will work with the builder to solve the issue. If the plan is changed, the revised plan must come back to the Board for approval.

Mr. Hendrix stated that feedback is educational for the Board and helps them understand if what the Board sets is a good enough standard or if something needs to be changed.

Chairman O'Donnell asked about the Walnut Clinic. If they want to change their plat, the change needs to be presented in plenty of time before the next Planning & Zoning meeting so it can be included on the agenda.

C: Other

Chairman O'Donnell stated that he is working on getting the Zoning books up to date with current information.

Item 8: Adjourn

Motion made by Mr. Hendrix to adjourn; seconded by Mr. Pratt. On voice vote, the motion carried as follows: ayes – 5, nays – 0, and absent –1.

Meeting adjourned at 7:10 pm.

Minutes submitted by:

Chris O'Donnell
Secretary Recorder
Cameron, MO 64429

Minutes of the July 11, 2011 Cameron Planning and Zoning Commission approved on _____, 2011

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Chairman Michael O'Donnell