MINUTES
Regular Meeting
Cameron Missouri Planning & Zoning Commission
March 12, 2012

Item 1: Call to Order

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

Commissioners Present:
Chairman Michael O'Donnell
Mark Garges
George Pratt
Edward Schmidt
Delvin Jackson

Commissioners Absent:
Tom Hamlet
Stan Hendrix

Others Present:
Clyde Han
Drew Bontrager
Chris Johnson – Cameron Newspaper

Item 2: Minutes from Previous Meeting

February 13, 2012
Chairman O'Donnell entertained motion to approve the minutes of the February 13, 2012 meeting. Motion made by Mr. Pratt to approve the minutes of February 13, 2012; seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 5, nays – 0, abstentions – 0, absent – 2.

Chairman O'Donnell entertained motion to approve the amended minutes on the January 9, 2012 meeting. Motion made by Mr. Garges to approve the amended minutes of January 9, 2012; seconded by Mr. Pratt. 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: Public Hearing: Zoning Article 21 –Supplementary District Regulations – Commercial Permit Approval

~~Public Hearing Continued ~~

During the February meeting, 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 commission is also to review structural drawings and check the compliance of current building codes.

Mr. Han asked the Commission if the language in Article 21 of the Zoning Code could be changed to clarify the intent and allow for proper review of the entire scope of the project before the amount of fees are determined and collected.

A Public Hearing was held during the February 13, 2012 and March 12, 2012 regular Planning & Zoning meeting.

Mr. Han brought the 'revised' article to Planning & Zoning for approval.

Chairman O'Donnell asked if there were any questions or concerns from the Board and the public.

There was none.

Chairman O'Donnell entertained motion to leave public hearing. Motion made by Mr. Pratt to leave public hearing; seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 5, nays -0, abstentions – 0, absent – 2.

Chairman O'Donnell entertained a motion to recommend to City Council the revisions to Zoning Code Article 21 – Commercial Permit Approval. Motion made by Mr. Garges to recommend to City Council the revisions to Zoning Code Article 21; seconded by Mr. Pratt. On voice vote the motion carries as follows: ayes – 5, nays -0, abstentions – 0, absent – 2.

B: Public Hearing: City Ordinance – Required Sidewalks in New Subdivisions

~~ Public Hearing Continued ~~

The issue of installing sidewalks in subdivisions has been a concern with the Commission and has also been included in the City of Cameron's comprehensive plan. During the February 13, 2012 meeting, Mr. Han presented revisions to the ordinance to the Board. The Board asked Mr. Han to research other communities to see what kind of ordinance they have on the installation of sidewalks.

After reviewing research from other communities, Mr. Garges asked if there was a uniform way to approach sidewalks and possibly requiring the installation of sidewalks on at least one side of the street.

Mr. Han stated that most cities that were researched required sidewalks on at least one side of the street.

Chairman O'Donnell stated that the issue in question is if sidewalks should be installed in subdivisions. As the ordinance stands, the owner has no more than 3 years from the date of purchase from a developer to install a sidewalk if the lot is not sold.

Chairman O'Donnell also stated that a performance bond would most generally be stretched over a one year or less time frame.

Chairman O'Donnell agreed that a developer should have 5 years from the purchase of the lot to install a sidewalk. (Currently a developer does not have a time constraint to install a sidewalk.) An owner of the lot only has 3 years after the purchase of the lot to install a sidewalk and allowing 5 years for a developer seems like a reasonable time frame.

Chairman O'Donnell believes that there are multiple safety reasons for sidewalks and if at any time the developer or owner wants to protest the installation of a sidewalk, they can always file an appeal to the Board of Adjustments.

Mr. Pratt stated that when the comprehensive plan was developed, sidewalks were very important.

Mr. Pratt stated that he believes a 5 year timeframe seems to be reasonable for the developer.

Mr. Garges stated that the timeframes discussed seemed fair to both the developer and the owner of the lot.

Mr. Jackson stated that the 5 year timeframe was a fair and reasonable timeframe. He believes that setting a measurable parameter is important so things do not get out of hand or do not happen at all.

Mr. Schmidt believes that 5 years for a developer and 3 years for an owner to install a sidewalk is a good amount of time. If the developer or owner needs an extension, they are always able to file an appeal. Sidewalks are very important to keep people out of the street.

Mr. Han stated that the City does not know when a lot is sold or purchased until the next tax year.

Chairman O'Donnell stated that it is the Board's duty to look at the ordinance and make a recommendation to City Council. The change in the ordinance will only apply to new subdivisions and will not apply to existing subdivisions.

Chairman O'Donnell entertained motion to leave public hearing. Motion made by Mr. Pratt to leave public hearing; seconded by Mr. Schmidt. On voice vote the motion carries as follows: ayes – 5, nays -0, abstentions – 0, absent – 2.

Chairman O'Donnell entertained motion to recommend changes to the sidewalk ordinance to City Council. Mr. Pratt made a motion to recommend to City Council changes to the sidewalk ordinance. Changes consist of allowing the developer to have 5 years from the acceptance of the final plat to install a sidewalk. If a sidewalk is not installed, the City can install a sidewalk and place a tax assessment on the property for the cost; seconded by Mr. Garges. On voice vote the motion carries as follows: ayes – 5, nays -0, abstentions – 0, absent – 2.

Chairman O'Donnell asked Mr. Han to bring the revised sidewalk ordinance and cover letter to the April Planning & Zoning meeting for review before it is presentd to City Council.

C: Checklist Review- Comments from Commissioners

During the February meeting, Mr. Han asked the commission to review the checklists used to gather information needed for the Board. Mr. Han would like to know if anything needs to be added so he can gather all of the requested information.

The Board asked if they could have more time to review the checklists and will give Mr. Han suggestions at the April meeting.

D: Zoning Books

Updated zoning books were presented to the Board.

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

B: Conditional Use Permits: Review of "Termination" Ordinance for Council

During the February 13, 2012 meeting, Chairman O'Donnell brought up the issue of conditional use permits (CUPs) and that there is currently not a 'termination' clause. Chairman O'Donnell asked if the permit is no longer in use if it should be terminated by an ordinance since they are adopted by an ordinance.

Mr. Bontrager stated that, as an example, childcare providers must have a valid license in order to keep the conditional use permit. If the license is expired, the permit should be terminated.

Mr. Bontrager also stated that a change in the business' ownership or a change in location will also terminate the permit.

Chairman O'Donnell asked Mr. Han to check with the City Attorney and see if he wants to terminate the permits by resolution or ordinance.

All of the conditional use permits will be collected, reviewed and cleaned-up (if needed) at one time.

The Board recommended that all the CUPs be reviewed at least once a year and unused permits terminated.

Mr. Han will check with the City Attorney and get his suggestion as to how the termination of CUPs should be handled.

Discussion on CUPs will continue during the April meeting.

Item 6: Public Participation

None

Item 7: Future

A: CRMC Site Plan Review

Cameron Regional Medical Center has requested a permit to build a 40 x 60 accessory building east of the hospital. The contractor should have the storm water plan ready on Wednesday, March 14, 2012 and after it is received, Mr. Han will send it on to the City's third party engineer for review.

B: Zoning Change: R-2 to C-2, Railroad Heights

Mr. Han has a request for a zoning change and will present it during the April meeting for Lot 11 in Railroad Heights. They are requesting a zoning change from R-2 to C-2.

Item 8: Miscellaneous

None

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 carries as follows: ayes – 5, nays -0, abstentions – 0, absent – 2.

Meeting adjourned at 7:08 pm.

Minutes submitted by:

Chris O'Donnell
Secretary Recorder
Cameron, MO 64429

Minutes of the March 12, 2012 Cameron Planning and Zoning Commission approved on _____, 2012

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Chairman Michael O'Donnell