

Planning & Zoning Commission Meeting Minutes

Regular Meeting – January 6, 2026 7:00PM

Cole Camp City Hall, 401 W Main St, Cole Camp MO 65325

Commissioners Present:

Tammy Eckhoff – Chairperson

Barb Crider

Johnny Ehlers

Levi Fox

Nicole Garrett – Secretary

Greg Ives

Aaron Meyer

Michael Porter

Dr. Eric Wilson

Commissioners Absent:

Police Chief Jeff Canfield

Call to Order	Chairwoman Tammy Eckhoff called the meeting to order, followed by the Pledge of Allegiance.
Approval of Agenda	Commissioner Nicole Garrett makes a motion to approve the agenda. Commissioner Eric Wilson seconds the motion. Motion carries unanimously.
Approval of Minutes	Commissioner Barb Crider makes a motion to approve the November 11, 2025 minutes. Commissioner Eric Wilson seconds the motion. Motion carries unanimously.
Unfinished Business	<ol style="list-style-type: none">1. Review the Following Draft Zoning Ordinance Modification Topics and Accept Public Comment:<ol style="list-style-type: none">a. Administrative Officialb. Building Permits <p>Discussion began on the role of the Administrative Official, their duties and their authorities under ordinances.</p> <p>Public comment was received, with questions and commentary from the Commission:</p> <ul style="list-style-type: none">• What are their responsibilities?• If there is a disagreement, what is the appeal process?• Is there a way to release the City from liability for landowner decisions?• Discussion on flood plain construction, followed by the question what is the current floodplain boundary? Current building application is believed to have a recommendation for a topographical survey, per Chairwoman Eckhoff.

- Questions on what inspection authority related to buildings and structures exist for the Administrative Official, along with what happens for violations found, what are qualifications for doing inspections? Commissioner Eckhoff states Public Works Director would certify building applications fit the dimensions and location approved in the building permit.
- Discussion about process of appeals and how that should work.
- Is there city authority to condemn buildings?
- Commissioner Garrett suggests ordinances should put liability on private property owners.
- Does Cole Camp issue certificates of occupancy? Consensus between Commissioners and the public, it does not. Consensus to remove that reference.
- Who should the Administrative Official be? Discussion that it could include the Mayor, Public Works Director or other designee to demonstrate it took the appropriate path for review. But the document should always be signed by an elected official, directly accountable to the public.
- Commissioner Porter states the only time a building permit is needed is for new construction or remodels that increase the roofline.

Discussion continued related to Building Permit section of ordinance modification.

- Consensus from Commission that elected officials should approve the official building permit application, possibly drafted by the Planning & Zoning Commission.
- Commissioner Michael Porter agrees to bring building permits from other cities that work well, for the Commission to review with the public.
- Commissioner Garrett suggests removing the survey requirement, as it has not been enforced. Discussion follows to add “buyer beware” language to protect the City.
- Chairwoman Eckhoff asks if anyone has built without a survey, Commissioner Porter says that is on the homeowner. Discussion followed about houses built in easements that the City approved.
- Commissioner Wilson states we should suggest a survey, but qualify that the city will not be responsible for property boundaries. Commission consensus.
- Commissioner Garrett suggests removing section A4 of 405.390. Commissioner Meyer objects and states this is to help the Administrative Officer be able to provide information that should be considered. Debate follows. Consensus of Commission to remove this section.

	<ul style="list-style-type: none">• Commissioner Johnny Ehlers suggests removing the last sentence of the paragraph of 405.400, based on constitutional concerns. Consensus to remove.• Commissioner Garrett opens discussion on the fines with no cap for code violations in 405.400. Group discussion to add \$1,000 cap and \$2,500 cap respectively.• Commissioner Garrett suggests removing imprisonment from penalties. Consensus reached.• Commissioner Garrett suggests removing section C of 405.400. Consensus reached.
Adjournment	Commissioner Wilson makes a motion to adjourn. Commissioner Ehlers seconds the motion. The motion carries unanimously.