



Coweta Metropolitan Area Planning Commission Minutes

Date: February 24, 2020

Time: 6:30pm

Location: Coweta Disabled American Veterans Building, Coweta, OK

1. Call to Order

- a. CHAIRMAN CALLS MEETING TO ORDER 6:30PM

2. Roll Call – Determination of quorum

MEMBER	PRESENT/ABSENT
CURTIS BRYANT – CHAIRMAN	PRESENT
CHARLES CAMPBELL	PRESENT
SANDRA FARMER	PRESENT
JOEL FISCHER	PRESENT
CHESTER ULLRICH	PRESENT
CHAD JESTER	PRESENT
GUESS	ABSENT

3. Approval or correction to the minutes from January 27, 2020

- a. MOTION TO APPROVE: FISCHER
b. SECOND: CAMPBELL

MEMBER	YES/NO
CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES
CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT

4. Discussion and possible action regarding adoption of meeting procedures.

- a. MOTION TO APPROVE PROPOSED PROCEDURES MODIFYING THE PUBLIC COMMENT TIMEFRAME ALLOWED FROM 10 MINUTES TO 3-5 MINUTES: CAMPBELL
b. SECOND: ULLRICH
c. ROLL-CALL:

MEMBER	YES/NO
CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES



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CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT

5. Amendment to Chapter 900 in 2008 Subdivision Regulations and adoption of new fee schedule.

- a. MOTION TO APPROVE NEW FEE SCHEDULE WITH ADDITION OF A ROOF REPLACEMENT INSPECTION FEE AND TO REMOVE CHAPTER 900 FROM THE 2008 SUBDIVISION REGULATIONS: FISCHER
- b. SECOND: JESTER
- c. ROLL-CALL:

MEMBER	YES/NO
CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES
CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT

6. Lot-split request for Jeremy & April Langston. Location: South of 90th Street N on the W side of 50th Street W Tullahassee, OK.

- a. MOTION TO APPROVE: ULLRICH
- b. SECOND: JESTER
- c. ROLL-CALL:

MEMBER	YES/NO
CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES
CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT

7. WCZ #2 – 20 – Aingel Foreman, applicant requesting a change of zoning from AG to IL for a cannabis growing facility. Location: 29350 E 181st Street S Haskell, OK

- a. MOTION TO DENY: BRYANT
- b. SECOND: CAMPBELL
- c. ROLL-CALL:

MEMBER	YES/NO
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CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES
CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT

8. WCZ #4 – 20 – Robert L. Farmer, applicant requesting a change of zoning from AG to CG for retail and office space. Location: South of 111th Street on the W side of 225th East Avenue, Coweta, OK.
- MOTION TO TABLE: FISCHER
 - SECOND: JESTER
 - ROLL-CALL:

MEMBER	YES/NO
CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES
CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT

9. Old Business

- NO OLD BUSINESS

10. New Business

- NO NEW BUSINESS

11. Adjournment

- MOTION TO ADJOURN: BRYANT
- SECOND: JESTER
- ROLL-CALL:

MEMBER	YES/NO
CURTIS BRYANT – CHAIRMAN	YES
CHARLES CAMPBELL	YES
SANDRA FARMER	YES
JOEL FISCHER	YES
CHESTER ULLRICH	YES
CHAD JESTER	YES
GUESS	ABSENT



Wagoner Metropolitan Area Planning Commission Agenda

Date: February 18, 2020

Time: 6:30pm

Location: Wagoner County Courthouse, Courtroom #4, 307 East Cherokee St, Wagoner, OK

1. Call to Order
 2. Roll Call
 3. Approval or correction to the minutes from **January 21, 2020**
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PUBLIC HEARING

*First the Board of Adjustment will hear from the staff for an explanation of the agenda item, the physical facts of the property under application, and the surrounding property followed by the presentation of the staff's recommendation. The Board of Adjustment will then hear from the applicant, a presentation not to exceed 15 minutes. Next the Board of Adjustment will hear from any interested parties, a time limit may be imposed for each speaker. If there are several who wish to speak please do not repeat comments of previous speakers. **If you wish to speak please use the sign in sheet located at the entrance of the room.** For the record, you will walk up to podium state your name and address when you come up to speak. Finally, the Board of Adjustment will hear the applicant's rebuttal, if any, not to exceed 5 minutes. During the hearing the Board of Adjustment may ask questions of staff, the applicant, or interested parties. After all interested parties have spoken the public hearing will close for each agenda item. After the public hearing is closed staff may present any clarifications on the matters brought up by any interested parties as directed by the Board of Adjustment members. The chairman will then entertain a motion and a second on the agenda item, at which point further discussion may be had prior to roll-call by Board of Adjustment members only.*

4. WCBOA #4-20-
5. WCBOA #5-20-



MEETING PROCEDURES

WMAPC
CMAPC
BOA

Order of Operations

1. Chairman opens the meeting
 - a. Chairman determines quorum
 - b. Chairman introduces agenda item for adoption of minutes
 - c. Chairman introduces agenda item for staff presentations AS APPEARS ON AGENDA
2. **CHAIRMAN OPENS PUBLIC HEARING**
 - a. **STAFF READS RULES OF PUBLIC HEARING PROCEDURES**
3. Chairman introduces agenda item
 - a. Staff provides a short description of the agenda item with staff recommendation supported by existing regulations, codes, or statutes as REQUIRED
 - b. Applicant (**ONLY THE APPLICANT**) is asked if they would like to speak or present on the agenda item
4. Public Invitation
 - a. Invitation to the public to comment
 - i. **ONLY SPEAKERS SIGNED IN ARE ALLOWED TO SPEAK**
 1. ONE speaker at a time is to address the board
 - ii. Chairman **MUST CONTROL THE ROOM** – public discussion is encouraged **ONLY UPON INVITATION** by the Chairman
 - iii. **A LIST OF INTEREST ATTENDEES MAY BE PROVIDED FOR THE CHAIRMAN'S USE**
 - b. Questions from the Board may be directed to the Staff, Applicant, or the public (**TO A SPECIFIC SPEAKER**) as necessary for clarification
5. Call for a **MOTION** (usually wait 1-2 minutes)
 - a. Agenda item dies if no motion is made
 - i. If this happens, Chairman order's no action and the item will move directly to the Governing Body without recommendation
6. Call for a **SECOND**
 - a. Motion dies without a second (usually wait 1-2 minutes)
 - i. If this happens, the Chairman order's no action/table the item and the item will move directly to the Governing Body
7. Chairman confirms that he/she has a motion and a second
 - a. Or, Chairman states no action for lack of motion
8. Chairman opens the floor for further discussion between planning commission members **ONLY**
 - a. Discussion is limited to the **MOTION** only
 - b. Maker of the motion may withdraw the motion
 - c. Maker of the motion may amend their motion
9. Chairman orders **ROLL-CALL**
 - a. Secretary completes roll-call
 - b. Secretary states if motion passes or fails
10. Move to next item on the agenda



MEETING PROCEDURES

WMAPC
CMAPC
BOA

Public Hearing Announcement: please address when a public hearing is required and applicable statutes/codes

SPECIFICS: Consideration of the Motion

- Members debate the motion as desired
- The maker of the motion has the right to the floor if desired
- Debate must be confined to the merits of the motion
- Debate can be closed only by order of the board with a majority vote or by the chair if no one seek the floor for further debate.

SPECIFICS: Motion Procedures

- Motion maker may ask to withdraw motion; Chair asks board if there are objections to the withdraw request. If none, then the motion can be withdrawn.
- Motion maker may ask to amend original motion by clearly stating what portions of the original motion are to be amended through added language or struck out language.
- Motions may be made by any member of the Planning Commission.
- If a motion is not made item dies for lack of a motion.
- If motion is not seconded; item dies for lack of second.

SPECIFICS: Voting Procedure

- Chair Puts the Motion to vote
- The Secretary reads the motion stating the maker of the motion and seconding member.
- Secretary calls roll; each member votes directly
- Secretary announces result of the vote

FEE SCHEDULE

WAGONER COUNTY PLANNING		
PERMIT/INSPECTION/FINE TYPE	REQUIRED DOCUMENTATION	\$\$
NEW BUILDING PERMIT—RESIDENTIAL	SEE BUILDING PERMIT	\$100 – LESS THAN 1000SF \$200 – 1000SF TO 2000SF \$300 – 2000SF TO 3000SF \$400 – 3000SF AND UP
NEW BUILDING PERMIT—COMMERICAL OR INDUSTRIAL	GEOSPATIAL SITE PLAN TO SCALE DRAINAGE PLAN CONSTRUCTION PLANS	\$500 OR \$0.25 PER SQUARE FOOT UP TO \$2500, <i>WHICHEVER IS GREATER</i>
NEW ADDITION PERMIT—RESIDENTIAL	ADDITION SQUARE FOOTAGE CONTRACTORS	\$50 – LESS THAN 500SF \$100 – 500SF TO 1000SF <i>GREATER THAN 1000SF USE NEW CONSTRUCTION FEE SCHEDULE</i>
SWIMMING POOL PERMIT	\$50	
POND PERMIT IN NON-AGRICULTURAL ZONES	DRAINAGE PLAN	\$200
FLOODPLAIN PERMIT	CONTACT FLOODPLAIN ADMINISTRATOR	\$100 – 2 OR FEWER LOTS \$250 – 3 TO 24 LOTS \$500 – 25+ LOTS
MOBILE HOME INSTALLATION PERMIT	SEE BUILDING PERMIT	\$100
UTILITY PERMIT	SEE UTILITY PERMIT	\$25
INSPECTIONS	<p>REQUIRED WORK LIST FOUND ON INSPECTION FORM</p> <p>*INSPECTION FEES ONLY APPLY IF ADDITIONAL INSPECTION TRIP IS REQUIRED</p> <p>NOTE: INITIAL FEES PAID INCLUDE PERMIT FEE + REQUIRED INSPECTION FEES + STATE FEE. IF ADDITIONAL INSPECTIONS ARE REQUIRED (RE-INSPECTION OR ADDITIONAL TRIPS) THOSE FEES WILL BE ASSESSED PRIOR TO ISSUANCE OF CERTIFICATION OF COMPLIANCE</p> <p>**OPTIONAL</p>	<p>\$40—EROSION/SEDIMENTATION CONTROL*</p> <p>\$40—TEMPORARY DRIVEWAY CULVERT*</p> <p>\$40—BUILDING LINE VERIFICATION*</p> <p>\$40—FOOTING/PIERS/RUNNERS</p> <p>\$40—IN-SLAB PLUMBING/GAS*</p> <p>\$40—FRAME</p> <p>\$40—ROUGH TRADES</p> <p>\$40—ROUGH ELECTRICAL (IN-FRAME)*</p> <p>\$40—ROUGH PLUMBING (IN-FRAME)*</p> <p>\$40—PLUMBING/GAS PRESSURE TEST*</p> <p>\$40—ROUGH MECHANICAL (IN-FRAME)*</p> <p>\$40—TBC (TEMPORARY ELECTRICAL)*</p> <p>\$40—ELECTRICAL DITCH</p> <p>\$40—PERMANENT ELECTRICAL METER*</p> <p>\$40—PLUMBING TOP-OUT*</p> <p>\$40—GAS LINE—GAS DITCH</p> <p>\$40—PERMANENT GAS METER*</p> <p>\$40—FINAL/CERTIFICATE OF OCCUPANCY</p> <p>\$40—FINAL PLUMBING*</p> <p>\$40—FINAL MECHANICAL*</p> <p>\$40—FINAL ELECTRIC*</p> <p>\$40—IN-GROUND POOL SHELL/DECK BOND</p> <p>\$40—SOLAR PANELS</p> <p>\$40—WATER HEATER REPLACEMENT**</p> <p>\$40—ROOF REPLACEMENT*</p> <p>\$25—OMMA CERTIFICATE OF COMPLIANCE REVIEW</p>
CONTRACTOR AUTHORIZATION	LICENSE INFORMATION	\$100 ANNUALLY
STATE FEE	\$4	
INFRASTRUCTURE CONSTRUCTION PERMIT*** (SUBDIVISIONS OF LAND, PUBLICALLY DEDICATED TRANSPORTATION INFRASTRUCTURE, AND PUBLIC EASEMENTS)	DRAINAGE REPORT CONSTRUCTION PLANS SWPPP GEOTECHNICAL RECOMMENDATION	\$500 – 2 OR FEWER LOTS \$1000 – 3 TO 25 LOTS \$2000 – 25 TO 100 LOTS \$3000 – 100 LOTS AND UP
RE-INSPECTION FINE	\$50 – FIRST OFFENSE; \$100 – SUBSEQUENT OFFENSES	
NO PERMIT FINE	\$250	
RE-PERMITTING FEE (EXPIRED PERMITS)	\$100	
RE-ZONING APPLICATION	SEE APPLICABLE ZONING CODE	\$50
VARIANCE/APPEAL REQUESTS (BoA)		\$50
SUBDIVISION APPLICATION FOR PLAT WAIVER (REQUIRES PC REVIEW)	GEOSPATIAL SITE PLAN TO SCALE	GEOSPATIAL SITE PLAN TO SCALE
PRELIMINARY PLAT	SEE SUBDIVISION REGULATIONS	\$250
FINAL PLAT	SEE SUBDIVISION REGULATIONS	\$250

EXAMPLE: NEW HOME 1500SF = PERMIT + INSPECTIONS + STATE FEE = \$200 + \$180 + \$4

***ONLY APPLICABLE IF PLATTING IS REQUIRED