



Wagoner County Board of Adjustment Minutes

Date: March 17, 2020

Time: 6:30pm

Location: Wagoner County Courthouse Courtroom #4, 307 E Cherokee St. Wagoner, OK 74467

1. Call to Order

- a. CHAIRMAN CALLS MEETING TO ORDER 7:01pm

2. Roll Call – Determination of quorum

MEMBER	PRESENT/ABSENT
DAVID LEE – CHAIRMAN	PRESENT
TOM YOUNG	PRESENT
CECIL KUSLER	PRESENT
CHRIS SHOOK	ABSENT
EDDIE HERNDON	ABSENT

3. Approval or correction to the minutes from February 18, 2020

- a. MOTION TO APPROVE: YOUNG
b. SECOND: KUSLER
c. ROLL-CALL:

MEMBER	YES/NO
DAVID LEE – CHAIRMAN	YES
TOM YOUNG	YES
CECIL KUSLER	YES
CHRIS SHOOK	ABSENT
EDDIE HERNDON	ABSENT

4. Discussion and possible action regarding time change from 6:30pm to 6:00pm

- a. MOTION TO TABLE: YOUNG
b. SECOND: KUSLER
c. ROLL-CALL:

MEMBER	YES/NO
DAVID LEE – CHAIRMAN	YES
TOM YOUNG	YES
CECIL KUSLER	YES
CHRIS SHOOK	ABSENT
EDDIE HERNDON	ABSENT



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5. 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: KUSLER
 - b. SECOND: YOUNG
 - c. ROLL-CALL:

MEMBER	YES/NO
DAVID LEE – CHAIRMAN	YES
TOM YOUNG	YES
CECIL KUSLER	YES
CHRIS SHOOK	ABSENT
EDDIE HERNDON	ABSENT

6. WCBOA #10-20 Kyle and Kerry Provencher, applicants requesting variance permit to the Wagoner County setback regulations.

- a. MOTION TO TABLE UNTIL SPECIAL MEETING, APRIL 13TH, 2020, DUE TO INCORRECT LEGAL NOTICE POSTING IN AMERICAN-TRIBUNE NEWSPAPER: KUSLER
- b. SECOND: LEE
- c. ROLL-CALL:

MEMBER	YES/NO
DAVID LEE – CHAIRMAN	YES
TOM YOUNG	YES
CECIL KUSLER	YES
CHRIS SHOOK	ABSENT
EDDIE HERNDON	ABSENT

7. Adjournment

- a. MOTION TO ADJOURN: LEE
- b. SECOND: KUSLER
- c. ROLL-CALL:

MEMBER	YES/NO
DAVID LEE – CHAIRMAN	YES
TOM YOUNG	YES
CECIL KUSLER	YES
CHRIS SHOOK	ABSENT
EDDIE HERNDON	ABSENT



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

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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