

**TOWN OF CALUMET PLANNING COMMISSION Minutes**  
**August 16, 2016**

**Members Present: Brian Leck, Arren Muskett, Mickey Stratton, Steve Snow, and John Morris.**

**Staff Present: Kelly Hobbs- Secretary**

**Members Absent: Lacey Rowell and Jeff Cowan**

**Others Present: None.**

- 1. Meeting called to order and roll call. Steve Snow-Chairman called the Planning Commission to order. Kelly Hobbs- Secretary called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on August 15, 2016 at 12:00 p.m.**
- 2. Consider approval or amendment of minutes for Planning Commission Meeting held July 19, 2016, with action as necessary. Mickey Stratton made a motion to approve minutes for Planning Commission meeting held July 19, 2016. Seconded by Arren Muskett. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried.**
- 3. Remarks and inquiries, including questions from the public, of the Planning Commission Members. Comments and inquiries from the public are limited to 3 minutes with no action taken. None.**
- 4. Discussion, consideration, and recommendation of Zoning Clearance Permit submitted by Coffey Grain, Inc., with action as necessary. Brian Leck made a motion to not require Coffey Grain to submit a zoning clearance permit or building permit to replace scale on their property. Seconded by Arren Muskett. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried.**
- 5. Discussion, consideration, and recommendation of hiring a new Building Inspector, with action as necessary. Secretary Hobbs gave information collected from surrounding towns, no building inspector available; referred by Okarche to OML's Institute for Building Technology and Safety program. Secretary Hobbs gave information about IBTS program, there was concern about pricing. Brian Leck made a motion to advertise for a building inspector in the El Reno, Geary, and Kingfisher newspapers and to table until further information available. Seconded by Arren Muskett. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried.**
- 6. Discussion, consideration, and recommendation of burning permits, with action as necessary. Sample burning permit reviewed and discussed. No action.**

- 7. Discussion, consideration, and recommendation of annexing ONEOK, Wind Farm, Premier Chemical, and Wild Cat, with action as necessary. Brian Leck made a motion to recommend to the Board of Trustees to continue with pursuit of annexing ONEOK. Seconded by Arren Muskett. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried.**
- 8. Discussion, consideration, and recommendation of rezoning, with action as necessary. Discussion about areas that need to be rezoned and process. It was requested that Secretary Hobbs contact the Canadian County Assessor's office to determine impact of rezoning on property owners. Brian Leck made a motion to table until further information provided. Seconded by Mickey Stratton. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried.**
- 9. Discussion, consideration, and recommendation of clean up notices, with action as necessary. Planning Commission members instructed Secretary Hobbs to send clean up notices to the following property owners: Matt Snyder, Betty Baillio, Daughety Brothers Propane, Duane Meade, and Mike Laub.**
- 10. Consider new business of an emergency nature that had not been contemplated at the time of agenda preparation, with action as necessary. Chairman Snow stated a recommendation to the Board of Trustees needed to set terms for Planning Commission members. Mickey Stratton made a motion to make a recommendation to the Board of Trustees to set terms for current members as follows: Brian Leck-1 (one) year, Steve Snow- 2 (two) years, Lacey Rowell-2 (two) years, Mickey Stratton-3 (three) years, and Arren Muskett -3 (three) years effective September 1, 2016. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried.**
- 11. Adjournment. Brian Leck made a motion to adjourn the Planning Commission meeting. Seconded by Mickey Stratton. Vote was: Aye: Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. Motion carried and meeting was adjourned.**

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**Steve Snow- Chairman**

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**Kelly Hobbs- Secretary**