

**Planning Commission Minutes  
June 21, 2016**

**Members Present: Lacey Rowell, Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow**

**Staff Present: Kelly Hobbs- Secretary**

**Members Absent: John Morris and Jeff Cowan**


**Others Present: Daniel Tatro- Building  
Inspector**

- 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 June 20, 2016 at 9:30 a.m.**
- 2. Consider approval or amendment of minutes for Planning Commission Meeting held May 18, 2016, with action necessary. Brian Leck made a motion to approve minutes for Planning Commission meeting held May 18, 2016. Seconded by Lacey Rowell. Vote was: Aye: Lacey Rowell, 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. Public-None. Brian Leck- Discussion of who can sign building permit, agenda item for Board of Trustees may be needed for July.**
- 4. Discussion of ongoing/upcoming projects with city inspector- Daniel Tatro. Firestone – majority of build out done, but Firestone is requesting larger water meter from town. Secretary will research if this is a possibility. Calumet Public Schools- 50-60% complete, but state inspection will have to suffice. Daniel Tatro resigned as building inspector, item will need to go on Board of Trustees agenda for July. Daniel Tatro stated he will complete Firestone inspections, but he cannot sign off on school. Daniel Tatro left the meeting at 6:50 pm.**
- 5. Discussion, consideration, and recommendation of forms, fees, and steps of Building Permit process. Reviewed current building permit process and ordinances related to process. Changes made: Move plat map to Zoning Clearance Permit, change wording on Building Permit to reflect what information is required per ordinance, when a building permit is received clerk is to send a group text to Planning Commission members and whomever is available will review and approve or deny. Two items need to go on the Board of Trustees**

agenda for July: 1) Change 5-115 D to increase ordinary repair costs to \$12,000 and 2) Change 5-115 M to require 2 signatures from Planning Commission members on Building Permit.

6. Discussion, consideration, and recommendation of zoning administrator. Planning Commission members discussed and are in agreement that Steve Snow should be appointed as Zoning Administrator. An agenda item will need to be added to the Board of Trustees agenda for July.
7. Discussion, consideration, and recommendation of zoning plat maps. This item was discussed, but tabled until further information is found.
8. Discussion, consideration, and recommendation of inspection fees. This item was discussed, but tabled until further information is gathered or a new building inspector appointed.
9. Discussion, consideration, and recommendation of burning permits. This item was discussed, but tabled until further information gathered and provided. Brian Leck stated he would make a sample form.
10. Discussion, consideration, and recommendation of annexing OneOK, Wind Farm, Premier Chemical, and Wild Cat. Information on annexation provided by town attorney was reviewed. Mickey Stratton and Lacey Rowell recommended completing annexations one at a time with OneOK being first. Steve Snow recommended providing the town attorney with a map of proposed annexation. Brian Leck stated he would make the map for the town attorney to review. Tabled until further information is provided to and by town attorney. Brian Leck stated "municipal purpose" would be that we are already providing water service and police and fire protection.
11. Consider new business of an emergency nature that had not been contemplated at the time of agenda preparation. None.
12. Adjournment. Brian Leck made a motion to adjourn the Planning Commission Meeting. Seconded by Steve Snow. Vote was: Aye: Lacey Rowell, Brian Leck, Arren Muskett, Mickey Stratton, and Steve Snow. Nay: None. ~~Motion carried.~~

  
Steve Snow- Chairman

  
Kelly Hobbs- Secretary