

OWASSO PLANNING COMMISSION
MINUTES OF REGULAR MEETING
Monday, May 7, 2018

The Owasso Planning Commission met in regular session on Monday, May 7, 2018 at Old Central per the Notice of Public Meeting and Agenda posted at City Hall, 200 S. Main (west side) at 9:00 am on May 3, 2018.

ITEM 1. CALL TO ORDER

Mr. Miller called the meeting to order at 6:00 pm.

ITEM 2. Flag Salute

ITEM 3. Roll Call

PRESENT

David Vines
Chad Balthrop
Tim Miller
David Horton

ABSENT

Dr. Loving

A quorum was declared present.

STAFF

Bronce Stephenson
Karl Fritschen
Julie Lombardi
Daniel Dearing
Marsha Hensley
Morgan Pemberton

ITEM 4. Presentation of the Character Trait of the Month – Availability

ITEM 5. Approval of Minutes from April 9, 2018 Regular Meeting.

The Commission reviewed the minutes.

Mr. Horton moved, seconded by Mr. Balthrop, to approve the minutes from the April 9, 2018 Regular Meeting.

A vote on the motion was recorded as follows:

YEA: Vines, Horton, Miller, Balthrop
NAY: None

Motion carried 4-0.

ITEM 6. **OA 18-02/OZ 18-03 Annexation/Rezoning Request – Dodd Property**
Consideration and appropriate action relating to the request for the review of an annexation and a rezoning. The subject property is approximately 9.75 acres, more or less and is located at 10920 N Garnett

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Rd. Upon annexation, the entire subject property would be brought into the City Limits of Owasso as OM (Office Medium).

Morgan Pemberton presented the staff report. The property location was described. The applicant was present to answer any questions. Notices were mailed to surrounding property owners and the notice was advertised in the Owasso Reporter.

Staff recommends approval of the annexation request (OA 18-02) and a rezoning request (OZ 18-03) to rezone the subject property from AG (Agriculture) to OM (Office Medium).

Mr. Vines moved to approve, Mr. Miller seconded the motion, for the approval of the annexation request (OA 18-02).

A vote on the motion was recorded as follows:

YEA: Vines, Horton, Miller, Balthrop
NAY: None

Motion carried 4-0.

Mr. Vines moved to approve, Mr. Balthrop seconded the motion, for the approval of the rezoning request for 10920 N Garnett Rd (OZ 18-03).

A vote on the motion was recorded as follows:

YEA: Vines, Horton, Miller, Balthrop
NAY: None

Motion carried 4-0.

ITEM 7. **Preliminary Plat – McKnight Farm at Preston Lakes** – Consideration and appropriate action relating to the request for the review of a preliminary plat proposing one hundred-twenty (120) lots on six (6) blocks on approximately 45.9267 acres, more or less. The general location is the northwest corner of E 86th St N and N 161st E Ave and is presently zoned OPUD 18-01, with an underlying zoning of RS-3 (Residential Single-family High Density).

Morgan Pemberton presented the staff report. The property location was described. The Technical Advisory Committee reviewed the preliminary plat at the April 18, 2018 meeting. The applicant's representative was present to answer any questions.

Staff recommends approval of the preliminary plat for McKnight Farm at Preston Lakes.

Mr. Vines moved to approve, Mr. Horton seconded the motion, for the approval of the preliminary plat for McKnight Farm at Preston Lakes, subject to TAC and Staff recommendations.

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A vote on the motion was recorded as follows:

YEA: Miller, Horton, Vines, Balthrop

NAY: None

Motion carried 4-0.

Mr. Miller called for a recess at 6:12 pm.

The Planning Commission reconvened at 6:22 pm.

- ITEM 8. Discussion regarding the Open Meeting Act. Ms. Lombardi explained several main points regarding the Open Meeting Act (notes attached).
- ITEM 9. **Discussion on the Update of the Owasso Zoning Code** – No official action will be taken on this item by the Planning Commission.
- ITEM 10. Community Development Report
- Director's Update
 - Report on Monthly Building Permit Activity
- ITEM 11. Report on Items from the April 18, 2018 TAC Meeting
- OA 18-02/OZ 18-03, Annexation/Rezoning Request – Dodd Property
 - Preliminary Plat – McKnight Farm at Preston Lakes
- ITEM 12. Report from Planning Commissioners
- ITEM 13. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda).
- ITEM 14. **Adjournment** – Mr. Horton moved, seconded by Mr. Balthrop, to adjourn the meeting. A vote on the motion was recorded as follows:

YEA: Vines, Horton, Miller, Balthrop

NAY: None

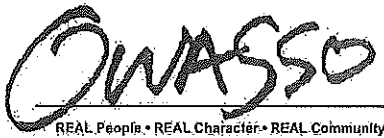
Motion carried 4-0 and the meeting was adjourned at 7:28 pm.



Chairperson

Vice Chairperson

June 11, 2018
Date



TO: The Planning Commission Board Members
City of Owasso

FROM: Julie Lombardi
City Attorney

SUBJECT: Open Meeting Act

DATE: May 7, 2018

OPEN MEETING ACT

1. Meetings of public bodies shall be held at times and places convenient to the public.
2. The Planning must have three (3) members present to constitute a quorum at a meeting. However, any time three (3) members of the Commission gather and discuss city business of any type, a "meeting" has been convened which potentially violates the Open Meeting Act.

Penalties for violation of the Act include a fine not to exceed Five Hundred dollars (\$500) and imprisonment in the County jail for a period of time not to exceed one (1) year.

To avoid violation of the Act, special care should be taken by Commissioners in groups of three (3) or more to avoid discussing any possible Commission business at social events or following Commission meetings.

3. Bodies may discuss items by teleconference in certain situations. However, a quorum must be present at the meeting site, the agenda must indicate that the meeting will include videoconferencing locations and the member participating by videoconference must be located within the City of Owasso.
4. Planning Commission meetings, and meeting of all city boards, commissions and public trusts, must be scheduled a year in advance, and notice of all meetings for the following year must be given to the

City Clerk/Secretary of State by December 15th. Notice must be posted if a meeting is cancelled. A meeting may not be "rescheduled" unless ten (10) days' notice is given. Rather, the meeting must be cancelled and a special meeting must be scheduled. A special meeting requires forty-eight (48) hours' notice to the City Clerk and all media.

5. If a meeting is adjourned with a subject to be continued or reconvened by special meeting, the date, time and place of the continued meeting shall be given by announcement at the original meeting. Only matters appearing on the agenda of the continued meeting may be discussed at the continued or reconvened meeting. If the Planning Commission wishes to again consider a matter at a future but unscheduled date, the item should be postponed rather than continued. If a matter is "continued," a date certain for its further consideration must be set.
6. Notice of each meeting must be posted twenty-four (24) hours in advance. Only items listed on the agenda may be discussed, unless it is new business. New business means any matter not known about or reasonably foreseen prior to the time of posting notice.
7. An emergency meeting may be held without public notice if required. However, as much notice as is possible and reasonable under the circumstances shall be given.