

**SALLISAW PLANNING COMMISSION
REGULAR MEETING**

October 1, 2024

5:30 P.M.

**Council Chambers
113 North Elm St
Sallisaw, Oklahoma**

A G E N D A

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Discussion and possible action; Minutes of the regular meeting of August 6, 2024.**
- 4. Discuss, consider, and take possible action; 2025 regular meeting dates**
- 5. Discuss, consider, and take possible action; Special permitting processes for allowing in-home businesses**
- 6. Adjourn**

Posted: SEPTEMBER 26, 2024

Time: 10:00 AM

Lisa Gabbert

MINUTES
SALLISAW PLANNING COMMISSION
REGULAR MEETING
AUGUST 6, 2024

The Sallisaw Planning Commission met in a regular meeting on August 6, 2024, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; by posting at city hall on August 1, 2024, at 2:15 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Tim Brown, Scott Looper, Crystal Sides, Matt Duke, Brady Bauer, Reece Bush,	Chairman Vice Chairman Secretary Member Member Member
Members absent:	Beko Rivera,	Member
Staff present:	Keith Miller, Chris Carter, Lisa Gabbert, Ben Spyres,	Building Development Director Senior Code Inspector Recording Secretary Computer Technician
Others present:	Mayor Ernie Martens Lynn Adams Steph Goad	

Meeting called to order

Meeting was called to order at 5:30 p.m.

Declaration of a quorum

A quorum was declared.

Consider approval of minutes of regular meeting of July 2, 2024.

Motion was made by Looper, seconded by Bauer, to accept the minutes for July 2, 2024 as

presented.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Bush aye. Motion carried 5-0.

Discuss, consider and take possible action on Case No. PC 2024-007; rezoning request from Agricultural District (A-1) and Highway Commercial and Commercial Recreation District (C-4) to Highway Commercial and Commercial Recreation District (C-4) by CLN, LLC.

Motion made by Looper, seconded by Sides to rezone Netz Family Properties Lots 1 thru 4 from Agricultural District (A-1) and Highway Commercial and Commercial Recreation District (C-4) to Highway Commercial and Commercial Recreation District (C-4).

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Bush aye, Duke aye. Motion carried 6-0.

Discuss, consider and take possible action on special permitting processes for allowing in-home businesses.

Building Development staff provided the board examples of other cities' in-home business permit processes. Discussion was made on what different steps would need to be considered for the process and approval. Steph Goad had initially approached the city about the in-home business permits and was present to answer questions. Miller said to contact him about what else the board would like to have in the process, and he would mock up a draft document to be presented at a later date.

Motion made Bush, seconded by Sides to table special permitting processes for allowing in-home businesses.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Bush aye, Duke aye. Motion carried 6-0.

Receive presentation from Mayor Ernie Martens concerning the Planning Commission reviewing and providing guidance to the Board of City Commissioners on the Animal Ordinance Revisions

A presentation was made by Mayor Martens for the Planning Commission Board to work on an animal control policy with six members of the community, with the draft policy to be put forth at a later date to the Board of City Commissioners for approval. Members of the community involved would be Julie Becker, Gladis Lewis, Pamela Gay, Michael Hogan, Jade Tullis and Rachel Gardenhire with the addition of veterinarian Paula Haraway. Matt Duke, Brady Bauer and Tim Brown volunteered to meet with the members of the community.

Adjourn

Motion was made by Bush, seconded by Bauer to adjourn the meeting.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Bush aye, Duke aye. Motion carried 6-0.

Meeting was adjourned at 6:13 p.m.

Approved this _____ day of _____, _____.

Tim Brown, Chairman

ATTEST:

Crystal Sides, Secretary

Sallisaw Planning Commission

2025 Meeting Dates

5:30 PM

Tuesday, January 7, 2025

Tuesday, February 4, 2025

Tuesday, March 4, 2025

Tuesday, April 1, 2025

Tuesday, May 6, 2025

Tuesday, June 3, 2025

Tuesday, July 1, 2025

Tuesday, August 5, 2025

Tuesday, September 2, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

AGENDA ITEM COMMENTARY

Meeting Date: October 1, 2024
Board: Sallisaw Planning Commission
Subject:

ITEM TITLE: Discuss, consider and take possible action on special permitting processes for allowing in-home businesses.

INITIATOR:

STAFF INFORMATION SOURCE:

BACKGROUND: The Board of City Commissioners were approached with the idea of in-home businesses. Council would like the planning commission to consider having a process and/or steps for possible permits for allowance of in-home businesses. Steps for permitting may include areas such as zoning, types of permits, and the application process.

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE: None

RECOMMENDATION: