

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"School Building 2"

Date and Time: Saturday, August 15, 2015 at 8:00 a.m.

Notice and Agenda posted in prominent view at The Meeting House and at 121 Academy Lane, Carlton  
Landing Oklahoma, also known as "The Studio" before 8:00 a.m. August 14, 2015

**MINUTES**

1. Call to Order.

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call.

A roll call reflected that Trustees Chinnici, Click, Hardway and Clerk Blair were present.

3. Minutes:

Regular Board of Trustees Meeting of June 20, 2015

MOTION: A motion was made and seconded to approve the minutes as written

AYE: Chinnici, Click, Hardway

NAY: None

4. Discussion, Consideration, and Possible Action to appoint a Trustee to fill the vacancy in Position #1,  
Town Board of Trustees, Carlton Landing

DISCUSSION: In the absence of Trustee Melton, Trustee position#1 is vacant.

MOTION: A motion was made and seconded to appoint Angella Lee to Trustee position #1 to serve  
until the end of the term.

AYE: Chinnici, Click, Hardway

NAY: None

5. Discussion, Consideration, and Possible Action to appoint Carla Blair to position of Town Clerk, moving  
her from the position of Deputy Town Clerk to Town Clerk, Governing Body, Carlton Landing.

MOTION: A motion was made and seconded to appoint Carla Blair to Town Clerk.

AYE: Chinnici, Click, Hardway

NAY: None

6. Discussion, Consideration, and Possible Action to appoint a Town Treasurer to fill the vacant  
position on the Governing Body, Carlton Landing

MOTION: A motion was made and seconded to appoint Jan Summers to the position of Town  
Treasurer.

AYE: Chinnici, Click, Hardway

NAY: None

7. Swearing in of new Trustee, Clerk, and Treasurer

All newly appointed town officers were sworn in and signed oaths of office.

8. Discussion, Consideration, and Possible Action to adopt a Resolution Authorizing the mayor, in coordination with the Town Administrator, to transfer unencumbered balances within funds.

MOTION: A motion was made and seconded to adopt a resolution as stated in agenda item number 8.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

9. Discussion, Consideration, and Possible Action naming the Town Administrator of Carlton Landing the Building Code Official of Carlton Landing.

MOTION: A motion was made and seconded to name the Town Administrator of Carlton Landing the Building Code Official for Carlton Landing.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

10. Discussion, Consideration, and Possible Action naming Dan Hurd the Building Code Inspector in the Town of Carlton Landing

MOTION: A motion was made and seconded to name Dan Hurd of Muskogee as the Building Code Inspector for Carlton Landing.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

11. Discussion, consideration, and possible action designating John Michael Williams and Williams, Box, Forshee, and Bullard, P.C. as Bond Counsel to provide services in connection with the authorization and issuance of general obligation bonds for the Town of Carlton Landing.

MOTION: A motion was made and seconded to designate John Michael Williams as Bond Counsel for services as stated in agenda item number 11.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

12. Discussion, Consideration, and Possible Action to Adopt an Ordinance Establishing fees for town services for administration of Building codes; repealing ordinances in conflict; providing for severability, and declaring an emergency.

DISCUSSION: This ordinance will establish standard fees for building inspection. These fees will be paid by the builder. It was recommended that the Town Administrative fee should be a percentage of the building fee rather than a flat rate. The Town Attorney will amend the ordinance language to reflect the same.

MOTION: A motion was made and seconded to adopt an ordinance as stated in agenda item number 12 and as amended by the Town Attorney to reflect the Town Administrative fee as a percentage rather than a flat rate.

AYE: Chinnici, Hardway, Lee

NAY: None

ABSTAIN: Click, due to conflict of interest

- a. Discussion, Consideration, and Possible Adoption of the Emergency Section of the foregoing Ordinance.

MOTION: A motion was made and seconded to adopt the Emergency Section as presented in item number 12.a. of the agenda.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

13. PUBLIC HEARING regarding the possible adoption of a comprehensive plan, an official zoning district map with zoning district/transect boundaries, a thoroughfare plan, and an open space plan, as well as regulations and guidelines to be applied to such transect zones, districts, thoroughfares. Such actions would implement zoning restrictions for the first time in Carlton Landing, and provide for zoning to be applied to all areas within the Town boundaries and certain areas outside the existing boundaries of the Town in the event such external territory is annexed into the Town.

Mayor Chinnici adjourned the Town Council meeting to move the discussion into a public hearing regarding the possible adoption of a comprehensive plan, an official zoning district map with zoning district/transect boundaries, a thoroughfare plan, and an open space plan, as well as regulations and guidelines to be applied to such transect zones, districts, thoroughfares. After a brief question and answer session, Mayor Chinnici adjourned the public hearing and moved the discussion back into the town council meeting.

14. Discussion, Consideration, and Possible Action to adopt a resolution adopting the Comprehensive Plan for the Town, as recommended by the Planning Commission.

MOTION: A motion was made and seconded to a resolution as presented in agenda item number 14.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

15. Discussion, Consideration, and Possible Action to approve and authorize execution of an Agreement and Consent to Annexation between the Town of Carlton Landing, Pittsburg County, Oklahoma, Ridgeline Ranch LLC and Humphreys Partners 2009 LLC.

DISCUSSION: Grant Humphreys spoke on behalf of Ridgeline Ranch LLC and Humphreys Partners 2009 LLC. The Comprehensive Plan is accurate as of today and the annexation is based on the current comprehensive plan. However, the actions of the current board of trustees can not bind future trustees' actions. If, in the future, there are changes required to the Comprehensive Plan, the Board of Trustees will make the decision to approve or authorize the plan at that time.

MOTION: A motion was made and seconded to approve and authorize execution of an agreement as stated in agenda item number 15.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

ABSTAIN: Click

16. Discussion, Consideration, and Possible Action to Adopt an Ordinance annexing additional territory to the existing municipal limits with the written consent of the owners of a majority of the acres within the new territory; repealing ordinances or parts of ordinances in conflict; providing for severability; providing an effective date; and declaring an emergency.

MOTION: A motion was made and seconded to adopt an ordinance annexing additional territory as presented in agenda item number 16.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

- a. Discussion, Consideration, and Possible Adoption of the Emergency Section of the foregoing Ordinance.

MOTION: A motion was made and seconded to adopt the Emergency Section as presented in item number 16.a. of the agenda.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

17. Discussion, Consideration, and Possible Action to Adopt a Second Ordinance annexing additional territory to the existing municipal limits with the written consent of the owners of a majority of the acres within the new territory; repealing ordinances or parts of ordinances in conflict; providing for severability; providing an effective date; and declaring an emergency.

MOTION: A motion was made and seconded to adopt an ordinance annexing additional territory as presented in agenda item number 17.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

- a. Discussion, Consideration, and Possible Adoption of the Emergency Section of the foregoing Ordinance.

MOTION: A motion was made and seconded to adopt the Emergency Section as presented in item number 17.a. of the agenda.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

18. Discussion, Consideration, and Possible Action, pursuant to the recommendation of the Planning Commission, to adopt an ordinance adopting an official Zoning Map for the Town of Carlton Landing; establishing regulations for all of the zoning districts (described as transects), providing for exception to

district regulations, all in accordance with the Comprehensive Plan; repealing ordinances or parts of ordinances in conflict; providing for severability; and declaring an emergency

MOTION: A motion was made and seconded to adopt an ordinance to adopt an official Zoning Map for the Town of Carlton Landing as presented in agenda item number 18.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

a. Discussion, Consideration, and Possible Adoption of the Emergency Section of the foregoing ordinance

MOTION: A motion was made and seconded to adopt the Emergency Section as presented in item number 18.a. of the agenda.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

19. Discussion, Consideration and Possible action, pursuant to the recommendation of the Planning Commission, to adopt an ordinance adopting a map entitled Thoroughfare Plan, depicting locations of thoroughfare classifications throughout the Town, adopting regulations and requirements applicable to such thoroughfare classifications, and providing for flexibility in the location of thoroughfares, all in accordance with the Comprehensive Plan; repealing ordinances or parts of ordinances in conflict; providing for severability; and declaring an emergency.

MOTION: A motion was made and seconded to adopt an ordinance to adopt an official Zoning Map for the Town of Carlton Landing as presented in agenda item number 19.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

a. Discussion, Consideration, and Possible Adoption of the Emergency Section of the foregoing Ordinance

MOTION: A motion was made and seconded to adopt the Emergency Section as presented in item number 19.a. of the agenda.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

20. Discussion, Consideration, and Possible Action to Adopt a Resolution authorizing the Mayor of Carlton Landing to select and engage a firm to perform audit services required by section 17-105 of Title 11 of the Oklahoma Statutes, for the fiscal year ended June 30, 2015 and to execute related agreements and to do and take all actions necessary to accomplish the foregoing.

MOTION: A motion was made and seconded to adopt a resolution authorizing the Mayor of Carlton Landing to select and engage a firm to perform audit services as presented in agenda item number 20.

AYE: Chinnici, Click, Hardway, Lee

NAY: None

21. Discussion, Consideration, and Possible Action to Adopt an Ordinance establishing parameters regulating oil and gas drilling within the Town of Carlton Landing.

MOTION: A motion was made and seconded to strike agenda item 21 from the current agenda.

AYE: Chinnici, Click, Hardway, Lee  
NAY: None

22. Opportunity for public comment.

None

23. Comments and questions by governing body members regarding items for future consideration.

a. Mayor Chinnici noted there will be public hearings on August 25, 2015 at 0800 and on September 5, 2015 at 0800.

24. New Business: any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

ACTION: None

25. Adjournment.

The meeting was adjourned at 0908.

Joanne Chinnici  
Mayor

Attest:

Candice Blair  
Town Clerk

