



**Municipal-Regional Planning Commission**  
**January 16, 2020**  
**6:30 p.m.**  
**Meeting Agenda**  
**Atoka Town Hall 334 Atoka-Munford Avenue**

- I. Call to Order & Establishment of a Quorum
- II. Approval of the Minutes
  1. Regular Commission meeting – December 19, 2019
- III. Reports
  1. Code Enforcement Monthly Activity Report – Rex Wallace,  
Director of Code Enforcement
- IV. Old Business – appointment of study committee - Planned Unit Development Ordinance
- V. New Business – Shelly Johnstone, Town Planner
  1. Educational Session – Value of Comprehensive Planning, Bob Barber, FAICP – Orion Planning + Design
- VI. Other Business
- VII. Miscellaneous Items from the Planning Commission
- VIII. Citizen Concerns
- IX. Adjourn



## *Municipal-Regional Planning Commission*

# Meeting - Minutes

Atoka Town Hall  
334 Atoka-Munford Avenue

Thursday, December 19, 2019  
6:30 p.m.

The **Atoka Municipal/Regional Planning Commission** met with the following members present:

Vicki Shipley  
John Harber

Michael Smith  
Stephen Shopher

Johnny Woodard

Absent: Brett Giannini  
Also attending:

Keith Moore

Shelly Johnstone, Town Planner  
Amanda Ciapponi, Acting Clerk  
\*Attached Sign In sheet

Rex Wallace, Director

**Planning Commission Meeting** was called to order at 6:31 pm.

**Previous Minutes – November 21, 2019** – Commissioner Harber made a motion to approve the November 21, 2019 minutes as presented. Commissioner Shipley seconded. All approved. Motion carried.

### **REPORTS**

**Code Enforcement Monthly Activity Report** – Director Wallace review as presented.

### **OLD BUSINESS**

#### **Response to Citizen Concerns:**

- I. **Streetlights in Sterling Ridge-** Daryl Walker, Mayor/Acting Town Administrator and Director Wallace presented results of the meeting with Southwest Electric and the Town. Everything has been worked out pertaining to Sterling Ridge Phase 3, 4, 5, and 6 except the conduit. Lights will be placed at every other transformer. Estimated timeline will be 2 months to install.
- II. **Nugget Lane cut through issue (including response from legal regarding need for landowner's permission to amend a recorded plat)** Shelly Johnstone, Town Planner advised the Commission that the Town was unable to respond to Mr. Tucker within the two week time frame that was originally given to Mr. Tucker at the previous meeting. The cut through decision is in the developer's hands and currently there is no definite answer.

**NEW BUSINESS** Town Planner addressed the Commission and requested to open a conversation regarding the listed items below. (See attached documents) No action was taken for items I, II, IV, V, VI.

Commissioner Harber made motion on recommendation of the Atoka Planning Commission that we recommend the Board of Alderman to seek an exemption to Cluster Mailboxes in new residential developments. Commissioner Smith seconded. Motion carried.

- I. **Discussion of a Planned Unit Development/ Study Committee formation** – Town Planner requested that the Commission put together a study committee. See Attached document
- II. **Discussion of a Performance Agreement / Amendment to the Atoka Subdivision Regulations** – See Attached document
- III. **Discussion of rules for the addition of Cluster Mailboxes in the Preliminary Plat application** – Commissioner Harber stated he would at the least like to see the Town request an exemption from the USPS mandating Cluster boxes. Alderman Adams spoke to the Commission on the knowledge that he has obtained from legislate and from the USPS. See Attached documents
- IV. **Discussion of changes to language in Subdivision Regulations regarding sureties** – Town Planner would like to strengthen the language of the surety in new development. The document attached is for review by the Planning Commission. See Attached document
- V. **Discussion of need to require the formation of a Homeowners’ Association to maintain common areas in subdivisions.** – See Attached document
- VI. **Sign-Off Checklist for Subdivision Inspections** – See Attached document

**OTHER BUSINESS** - NONE

**MISCELLANEOUS ITEMS FOR THE PLANNING COMMISSION** – Commissioner Harber advised the Commission that 19 Samson Cove where he had received a call in regards to a home owner erecting a detached garage and the structure does not meet the required setbacks, the foundation has been poured and the citizen has spent a significant amount of money. Commissioner Harber wanted direction. Town Planner advised the property owner would need to request a variance to the BZA. The requirements are found in the Zoning Ordinances and she will not make a recommendation but will provide the BZA the information.

**CITIZEN CONCERN** – NONE

**ADJOURNMENT**

**Commissioner Shipley made a motion to adjourn. Commissioner Harber seconded. All approved.**

**Meeting adjourned at 7:30 pm.**

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Stephen Shipley, Chair

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Vicki Shipley, Secretary