

**MINUTES OF THE
SPECIAL JOINT MEETING
PLANNING COMMISSION AND BOARD OF ADJUSTMENT**

September 9, 2025

The Planning Commission together with the Board of Adjustment of the City of Moore, Oklahoma held a special joint meeting on September 9, 2025, in the Council Chambers, Moore City Hall, 301 North Broadway, Moore, Oklahoma.

Agenda Item No. 1a, being: ROLL CALL – Board of Adjustment

Chairman Jarema announced the time and called the Joint Meeting to order. The following Board of Adjustment members reported present.

Gary Lunow Hermes Arevalo Tim Houston Wendy White Janie Milum

Absent:

Staff: Elizabeth Weitman, Community Development Director, Lauren Purcell, Associate Planner, Nora Kerbo, Administrative Assistant

Agenda Item No. 1b, being: ROLL CALL – Planning Commission

Chairman Jarema announced the time and called the Planning Commission Meeting to order. The following members reported present.

Chad Burks Zayne Whitchurch Daniel Beavers
Tim Houston Pete Rustin Wendy White Ken Jarema

Absent: David Jennings, Brandon Laib (joined the meeting late after Roll Call)

Staff: Elizabeth Weitman, Community Development Director, Lauren Purcell, Assistant Planner, Nora Kerbo, Administrative Assistant

Agenda Item No. 2, being: RECEIVE A REPORT FROM THE COMMUNITY DEVELOPMENT DIRECTOR

Elizabeth Weitman thanked the members for taking time out of their schedules to attend this training session. Ms. Weitman stated we have many new members to both boards and therefore wanted to give an overview of the role of each board, including some legal and ethical guidelines. Ms. Weitman gave the following presentation highlighting roles, conflicts and obligations of each Board.

Moore Planning Division

Provide fast friendly and accurate customer service
Pro-Growth Community without sacrificing quality
Balance continued growth with proper planning principles

Goals of Planning

Implement Community Goals as described in Comp Plan
Protect property rights against neighboring land use
Promote the Highest and Best Use of land
Ensure cost-effective public services/minimize public expenditures

Different Roles of the Planning Commission VS Board of Adjustment

Planning commission

Land Development
Recommending Body only

9 Members (Quorum is 6)
5 Members required to take action

Board of Adjustment

Review variances to zoning code
Quasi-Judicial (Final Decision) appealable only to District Court
5 Members (Quorum is 3)
Simple Majority of those present
Allowed to add conditions of approval

Ethical Considerations of the Planning Commission and Board of Adjustment

Members should strive to provide input and guidance that will positively affect the entire municipality and excuse themselves from any action where a conflict of interest could be perceived.

Members should be unbiased in regards to requests and proposals and consider the overall impacts to the community as a whole.

Conflict of Interest: Ms. Weitman gave examples of what could be considered or perceived as a conflict of interest. Including personal interaction between the applicant and a member of the board. Any situation where a board member feels he cannot be unbiased in their decision making or even if they believe there may be a perception by others regarding bias, the remedy is to excuse themselves from the horseshoe and not participate in the discussion or the vote of the item.

Ex Parte Communications: Ms. Weitman gave examples of what could be considered or perceived as a ex parte communications. Ms. Weitman discouraged members from getting together with two or more members to discuss agenda items. The same applies to group emails regarding agenda items. Even meeting in person with an applicant could be perceived as inappropriate communication.

Ms. Weitman stated 2 members of the Board of Adjustment also serve on the Planning Commission. That is by design and required by City Code. The Boards although separate are related in certain areas.

Kenneth Jarema asked for clarification regarding the 2 year expiration date to begin development. Ms. Weitman stated, she would consider beginning development to be extending city utilities to serve the site or

even pulling a building permit. It needs to be something other than earth moving. Mr. Jarema asked what happens if, for example, a PUD does not meet the development date and expires. Does the property then revert to its previous zoning. Ms. Weitman answered, yes, that is correct.

Ms. Weitman asked if there were any other questions. Mr. Avevalo asked who takes precedence whenever a request goes against the covenants and restrictions of an active HOA. Ms. Weitman answered, the Board's decisions are made according to City code. If the request meets City Code, we are able to approve the request. We do not enforce HOA covenant and restrictions.

Ms. Weitman asked if there were any other questions. Hearing none, Ms. Weitman ended her presentation.

Chairman Jarema asked if there were any members of the audience who would like to speak.

Agenda Item No. 3 being: CITIZENS TO BE HEARD - None

Agenda Item No. 4 being: ADJOURNMENT

Ms. Weitman requested a motion to adjourn the Planning Commission at 6:44 p.m.

Motion: Kenneth Jarema motioned for adjournment. Zane Whitchurch seconded the motion. Roll was called.

Ayes: Burks, Laib, Whitchurch, Rustin, Houston, White, Beavers, Jarema

Nays:

Abstained:

Absent: Jennings

Ms. Weitman requested a motion to adjourn both the Planning Commission and Board of Adjustment Boards at 6:44 p.m.

Motion: Kenneth Jarema motioned for adjournment. Zane Whitchurch seconded the motion. Roll was called.

Ayes: Burks, Laib, Whitchurch, Rustin, Houston, White, Beavers, Jarema, Lunow, Arevalo, Houston, White, Milum

Nays:

Abstained:

Absent: Jennings

RECORDED FROM NOTES & TRANSCRIBED BY _____
Nora Kerbo, Administrative Assistant