

**Minutes of the Regular Session
Planning and Preservation Commission
May 14, 2019**

After being posted in accordance with the "Oklahoma Open Meetings Act" the Regular Session of the **Planning and Preservation Commission** was called to order at **6:00 p.m.** by Jennifer Ellis on behalf of Chairman Boguski.

Members Present: Jennifer Ellis, Lance Boothe, David McCoy

Members Absent: Barbara Boguski

Recorder: Kirsten Sellens, Town Clerk

1. **Citizen Comments.** See List
2. **Discuss and Take Action on Minutes of the April 9, 2019 Regular Session; review citizen request to amend meeting minutes from April 9, 2019.** Motion by Boothe to approve the minutes with the following amendment: "An allegation was made on Item #14, that Gene Mashburn knowingly and willfully violated the Water Walk Subdivision covenants requiring a 5 foot setback from the property line". A subsequent investigation by way of survey found the accusation to be erroneous and no violation of the covenants addressing the 5 foot setback occurred. Second by McCoy.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
3. **Review and Approve Financial Reports.** Motion by McCoy to accept the financials. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
4. **Discuss and Take Action on Project List for 2019.** Ellis reported she walked the area for the Wellness Clinic and contractor is working on site plan. Retaining Wall-working to gather quotes. Clean up went well. Please drive by East Lake and Big Rock the Hilliary's have started cleaning up their area and the Town designated park has been cleaned up. Yard of the Quarter went to Kelly Bathe, she has been working diligently on her yard. McCoy reported he is working with Larry Cofer on a pedestrian bridge. **No Action.**
5. **Review Building Permit Tracking Form; take any necessary action.** Ellis inquired if there were any outstanding issues with the tracking form. Clerk stated there has been no response from the New Winery; 139 East Lake is still waiting on a sprinkler system; Hardesty 162 East Lake waiting on affidavits; 101 Forest waiting on affidavit; Park Tavern affidavit; 162 East Lake Cabin A, B, C pending payment.
 - **6 Big Rock Pointe-Hibbetts- Foundation Inspection-**McCoy noted a correct and proceed. Ellis would like a report of the correction from the builder for the record and requested Town Clerk to inquire. Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
 - **509 Eagles Landing-Biggs/Summit-Framing Inspection.** Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
 - **518 Eagles Landing-Biggs/Summit-Garage Final Inspection/Certificate of Occupancy.** Town Clerk noted the agenda error, the final and Certificate of Occupancy are for the house not the garage. Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
 - **131 Upper East Lake-Zapinski-Final for porch & electrical affidavit of private residence.** Motion by McCoy to accept the electrical affidavit and approve the final for the porch. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
 - **131 Forest Ave-McCarly-Framing Inspection-**Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**

6. Discuss and Take Action on Business/Contractor Permit Application(s):

- **Dispensary Permit Native Roots Herbal Apothecary-** Clerk clarified she has a call into the OTC to confirm if there are two sales tax permits required, or if they are combining them. Mr. Dietrich confirmed OTC issued one tax permit to the business and added Marijuana Dispensary to the heading. Motion by McCoy to approve. Second by Ellis.
Ellis-Yes Boothe-No Boguski-Absent McCoy-Yes **Motion Carried.**
- **King Fireworks, June 20th, 2019-July 5, 2019-** Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
- **Chloe's Cowboys & Ndn's (Zapinski), Lodging- 131 Upper East Lake.** Ellis noted the application states Cowgirls, not Cowboys. Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
- **Vintage Tackle & Country Bait Shop (Eddie Andrews) 18360 SH-49-** Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**

7. Discuss and Take Action on Short Term Rental License(s) Application/Short Term Rental Unit Occupancy Affidavit(s):

- **Bobcat Den (RLL Properties), 503 Eagles Landing Pl.** Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
- **Chloe's Cowboys & Ndn's (Zapinski)- 131 Upper East Lake.** Town Clerk noted the property owner changed from short term rental to private primary living, had it roofed, electrical upgrade and front porch added. The person is now re-applying for a Business and Short-Term permit. Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**

8. Discuss and Take Action on Building/Remodel Permit(s):

- **152 Lawton (Hilliary/Kosechequetah) Demo Permit.** Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
- **313 Big Rock Rd. Block 5/Lot 7 (Bridgers) New Residential (waiting on closing of property).** Motion by McCoy to approve the permit. Ellis asked if they are aware there are covenants for Big Rock. Bridgers said she is aware but has not seen a copy. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
- **304 Big Rock Rd. Block 2/Lot 13 (Janz/Chad Cox) Garage addition with existing concrete pad.** Motion by McCoy to approve. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**

9. **Discuss and Take Action to recommend to BOT to paint cross walks after East Lake Dr. is repaired.** Ellis reported that once the resurfacing is complete we need to have crosswalks. The attachment shows some very neat ideas, and the Chief and ODOT would be consulted for any legal issues. **No Action.**

10. **Discuss and Take Action to Recommend to Board of Trustees Ordinance No 190521 amending the "Medicine Park Code of Ordinances" by adding a new Subsection 1d., Section 3-16, "Riding, Handling and Caring for Horses", Article 1, General Provisions", Chapter 3, "Animals".** Motion by McCoy to approve recommending to BOT to approve the Ordinance. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**

11. **Discuss and Take Action to Recommend to Board of Trustees Ordinance No 190521.1 amending the "Medicine**

Park Code of Ordinances” by repealing Subsection 3 Section 1-40 “Municipal and Regional Planning Commission; Local Capital Improvements Planning Committee”, Article 3, “Officers, Employees, Boards and Commissions”, Chapter 1; adding a new Subsection 3, changing the residency requirement of Planning Commission. Motion by McCoy to approve. Second by Boothe.

Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes

Motion Carried.

12. **Update on 2018 building code books.** Town Clerk reported all the 2018 books are in. **No Action.**
13. **Discuss and Take Action on PPC position vacancy.** McCoy apologized for misspeaking during last month’s PPC meeting about Gene Mashburn. Mashburn accepted the apology. Motion by Boothe to appoint Gene Mashburn to fill the PPC vacancy. Second by McCoy.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**
14. **Update regarding the Medicine Park designation as the AHJ; develop a policy and news from City of Lawton regarding partnership for commercial building permits and inspections, take any necessary action.** Ellis reported it is still in City of Lawton legal department. **No Action.**
15. **Update on Board of Adjustments; date of training, June 20th, 2019, Medicine Park Event Center, take any necessary action.** Ellis inquired if Boothe has started getting the board together. Boothe wants to take the training first. Town Clerk updated the training was set up to have Board attend the training. Boothe will move quicker to get the Board together and send to BOT. Motion by Ellis to table. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried .**
16. **Update on Town Clean-up Day, May 4th, 2019, take any necessary action.** Ellis reported great response. Three 40-yard roll offs were completely full. Many residents asked if this could be offered more. Perhaps a fall one would be well received. **No Action.**
17. **Discuss and Take Action on recommendations for the alley east of Upper East Lake, Block 35.** McCoy reported that one of the residents on Upper East Lake would like to remove a stone wall in the alley, however, there is some issue with where the town property lines are. Motion by McCoy to have Landmark Engineering survey the alley to determine where the alley is and authorize up to \$600.00 for the survey from PPC funds. Second by Boothe.
Ellis-Yes Boothe-Yes Boguski-Absent McCoy-Yes **Motion Carried.**

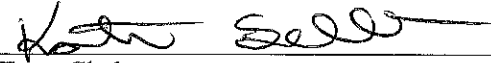
Board Comments-McCoy asked Ellis where they are with the new Fire Station. Ellis reported the land is cleared and cleaned up. Waiting on the agreement from Bart Hadley with City of Lawton.

Motion by Boothe to adjourn. Second by McCoy.

Ellis-YES Boothe-YES Boguski-YES McCoy-YES

Motion Carried.

Meeting adjourned at 6:52 p.m.


Town Clerk

5/17/19
Date