

**Minutes of the Regular Session
Planning and Preservation Commission
March 10, 2020**

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 Barbara Boguski.

Members Present: Brandon New, Lance Boothe, Barbara Boguski, David McCoy, Gene Mashburn

Members Absent: Jennifer Ellis, Ex Officio

Ex Officio and Recorder: Kirsten Sellens, Town Clerk

1. **Citizen Comments.** See list.
2. **Discuss and Take Action on Minutes of the February 11, 2020 Regular Session.** Motion by Boguski to approve. Second by New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
3. **Review and Approve Financial Reports.** Boguski inquired about the Misc. Charges on the financial. Town Clerk stated she would ask Treasurer to email the Commissioners with the answer. Motion by Boguski to approve. Second by Mashburn.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
4. **Discuss and Take Action on Project List for 2019.** Town Clerk updated on behalf of Ellis that CDBL is working on bid packages to send to the board. Boguski said she has heard of a beautification group that has formed to look at projects in town. She wants to make sure if it is a preservation project, she would like to see PPC involved. Town Clerk updated on the Recycle project for Mr. Boothe. The Scouts are ready to do their second dump of the bins. Might be time for the board to see if they want to take over. **No Action.**
5. **Review Building Permit Tracking Form; take any necessary action.**
 - **Cox/Krogel 126 Granite Ridge Garage/Shop-Final Inspection-**Motion by New to accept the final. Second by Mashburn.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
 - **Summit Homes/Biggs-101 Timber Creek-Out Building-Framing Inspection-**Motion by McCoy to accept framing inspection. Second by New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
 - **Summit Homes/Biggs 101 Timber Creek-House Foundation-**Motion by Mashburn to accept foundation inspection. Second by McCoy.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
 - **Craig Enterprises-110 NW Timber Creek-Foundation-**Motion by McCoy to approve. Second by New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
 - **Cox/Preston Pumphrey-227.5 East Lake Drive-Final and Certificate of Occupancy-**Motion by New to accept. Second by Mashburn.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
 - **Thornton-139 Upper East Lake A& B- Update-** Town Clerk update that Mr. Thornton has spoken with the Fire Marshall to remind him of the fire walls that were placed, which should remove the requirement of a sprinkler system. He is waiting on the letter. **No Action.**
 - **Hibbetts/New #4 Big Rock Pointe-**Boguski inquired if there was any response from the builder regarding his extension. Town Clerk reported no. **No Action.**
- 5A. **Review Building Permit Tracking Form; take any necessary action.**
 - **Medicine Park Properties/McCoy 162 East Lake Drive “C”-Foundation/Pier and Beam.** Motion by Boguski to accept. Second from New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Abstain (No) Mashburn-Yes **Motion Carried.**
6. **Discuss and Take Action on Business/Contractor Permit Application(s):**
 - **RCS Enterprises/Moose Crossing- 501 NW Eagles Landing-** Motion by New to approve. Second by McCoy.

- New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
- **Bison Ridge-Darren Lewis- 2nd Location- Bobcat Den, 503 NW Eagles Landing-** Motion by Boguski to approve. Second by Mashburn.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
- **Tee's 4 Me Oklahoma- Stephanie Webber-96 Water Street-Not a store front-** Motion by Mashburn to approve. Second by McCoy.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
- **Medicine Park Enterprises, LLC/Chad's El Sabore, 18493 State Highway 49 (Restaurant)-**Motion by New to approve. Second by Mashburn.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
- **Pumphrey Cabin rentals/ Arrowhead Cabin-2nd Location, 227.5 East Lake Drive-** Motion by McCoy to approve. Second by New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**

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

- **RCS Enterprises/Moose Crossing- 501 NW Eagles Landing-** Motion by McCoy to approve. Second by New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
- **Bison Ridge-Darren Lewis- 2nd Location- Bobcat Den 503 NW Eagles Landing-** Motion by McCoy to approve. Second by Mashburn.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**
- **Pumphrey Cabin Rentals/Arrowhead Cabin 2nd Location-227.5 East Lake Drive-**Motion by McCoy to approve. Second by New.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**

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

- None **No Action.**

9. Discuss and Take Action to refund Shirley Bridgers \$400.00 Deposit for Road Cut at 313 Big Rock Road.

Road Cut not necessary. Motion by Boguski to refund the deposit. Second by McCoy.
New-Yes Boothe-Absent Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**

Boothe arrived at 6:22 p.m.

10. Discuss and Take Action on whether to having Planning and Preservation Commission one entity or two separate entities as inquired by Municode for the recodification of the Town of Medicine Park Code of Ordinances; make recommendation to BOT. Boguski reported that the current ordinances have the Planning and Preservation as separate. Her theory is the town at that time could find enough people for two commissions, so it became one. Motion by New to have Planning and Preservation as a combined Commission and recommend to the BOT. Second by McCoy.

New-Yes Boothe-Yes Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**

11. Discuss and Take Action on the Request for Pre-Submittal Meeting Form. Motion by Boguski to accept the Pre-Submittal Meeting Form. Second by Mashburn.

New-Yes Boothe-Yes Boguski-Yes McCoy-No Mashburn-Yes **Motion Carried.**

12. Discuss and Take Action on Commercial Building Permit Instructions Form. Motion by Boguski to accept the Commercial Instructions. Second by Mashburn.

New-Yes Boothe-Yes Boguski-Yes McCoy-No Mashburn-Yes **Motion Carried.**

13. Discuss and Take Action on MPEDA recommendation to add an Annual Farmer's Market Permit with a suggested cost of \$250.00. Motion by Boguski to recommend an ordinance change and fee for a Farmer's Market, with an MPEDA member to explain the concept. Second by McCoy.

New-Yes Boothe-Yes Boguski-Yes McCoy-Yes Mashburn-Yes **Motion Carried.**

14. Discuss and Take Action to clarify start dates for all permits ; start date, pay date, possible deadline. Much discussion on this item. Motion by Boguski to have Town Clerk create a draft ordinance to clarify the payment at time

of submission of application and start date of permit is the approval date by the Commission and recommend to the BOT. Second by Boothe

New-Yes Boothe-Yes Boguski-Yes McCoy-Abstain Mashburn-Yes

Motion Carried.

15. **Discuss and Take Action on electrical affidavits Hardesty/Burchfield 162 East Lake Drive. Mr. McCoy provided the affidavits for electrical.** Motion by Boguski to accept. Second by New.

New-Yes Boothe-Yes Boguski-Yes McCoy-Abstain (No) Mashburn-Yes

Motion Carried.

16. **Update on alternative electric solutions for the Town of Medicine Park; take any necessary action.** Boothe reported the Mayor is contacting a couple of State Elected Officials to see if the concept is viable for the Town.

No Action.

17. **Discuss and Take Action on Strategic Planning Task Force recommendation to fund the costs (banners, snacks, mailings) associated with the April 22, 2020 Community Input Workshop.** Boguski reported the Task Force feels they only need \$1,000.00; she feels approving \$1500.00 in case they need it would be appropriate. Motion by Boothe to authorize \$1500.00 to Strategic Planning Task Force for the Community Input Workshop April 22, 2020. Second by Mashburn.

New-Yes Boothe-Yes Boguski-Yes McCoy-Yes Mashburn-Yes

Motion Carried.

18. **Discuss and Take Action on Yard of the Month.** Will start back up in April.

No Action.

BOARD COMMENTS- Boothe reported the Scouts are ready to do their second dump of the bins. Might be time for the BOT to see if they want to take over. Boguski asked about a flyer. Boothe stated the Scouts would go door-to-door with flyers.

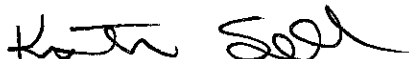
McCoy reported he found an alternate for commercial building inspector.


Motion by McCoy to adjourn. Second by Boothe.

New-Yes Boothe-Yes Boguski-Yes McCoy-Yes Mashburn-Yes

Motion Carried.

Meeting adjourned at 6:57 p.m.


Town Clerk


Date