

**Minutes of the Regular Session  
Planning and Preservation Commission  
September 8, 2020**

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 at the Event Center.

**Members Present:** Brandon New, Lance Boothe, Barbara Boguski, Travis Craig, Gene Mashburn

**Members Absent:** Jennifer Ellis, Ex Officio

**Ex Officio and Recorder:** Kirsten Sellens, Town Clerk

Chairman Boguski stated the Commission is tasked with following local and state laws. The meeting will be conducted by the Open Meetings Statute and must stay on the agenda. On an agenda item, the commissioners will discuss; a motion can be made; further discussion may occur, and citizen comments will be allowed. A citizen will be recognized to speak and will address only the Commissioners, give their name and address and then state their comment. Commissioners may ask questions at that time and the citizens will take their seat when the process is complete. The Chairman will ask for further discussion or citizen comments. If none, a motion and a second and a call for a vote. If people are disruptive, they will be a call to order. If they continue to be disruptive, they will be told they are being disorderly, and the person will be asked to leave the meeting.

1. **Citizen Comments-** Mike Hibbetts, John Bazor
2. **Discuss and Take Action on Minutes of the August 11, 2020 Regular Session.** Motion by Boothe to approve with correction of Mashburn's name in item 2. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
3. **Review and Approve Financial Reports.** Motion by Boothe to approve. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
4. **Discuss and Take Action on Project List Fiscal Year 2020-2021; approve as final.** Boguski updated the clinic, most contracts have been signed. One contract goes back to Board of Trustees (BOT), due to an increase on lumber. Construction should start this month. Motion by Boguski to approve the 2020-2021 Project List. Second by Boothe.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
5. **Review Building Permit Tracking Form; take any necessary action.**
  - **409 Big Rock Road Hibbetts/Dyer-Final Inspection and approve Certificate of Occupancy.** Motion by Mashburn to accept final and approve a certificate of Occupancy. Second by Craig.  
New-Recuse Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **101 NW Timber Creek-Biggs/Summit Homes-Final Inspection and approve Certificate of Occupancy.** Motion by New to accept final and issue Occupancy Certificate contingent on concrete backer on ceiling in bathroom and replacing light over tub with recessed light or document signed by owner accepting the pendant lighting and documents provided. Second by Craig.  
New-Yes Boothe-No Boguski-No Craig-Yes Mashburn-Yes **Motion Carried.**
  - **425 East Lake Drive Scruggs/Artmus-Final for Remodel.** New noted rotting wood on garage but does not appear to be part of the remodel. Motion by Craig to approve the final. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
6. **Discuss and Take Action on Building/Remodel Permit(s):**
  - **145 Granite Ridge Drive-Crowder-Jones-Remodel of Garage, HVAC.** Boothe noted that with the awning a survey is needed. Mashburn noted this might make this an additional primary structure. Boguski asked the Town Attorney and it does not. Jones stated the awning was decorative and does not need to be on there. Motion by Boguski to approve the remodel with HVAC and no awning. Second by Boothe.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **7738 Madische Dollar General/Steve's Electric-Remodel-Install new electrical breakers.** Motion by Boothe to approve contingent on payment received. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**

- **2 Big Rock Pointe-Hibbetts/Wehmeyer-New Residential Build.** Motion by Boothe to approve. Second by Mashburn.  
New-Recuse Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**

7. **Discuss and Take Action on Business/Contractor Permit Application(s):** **No Action.**
8. **Discuss and Take Action on Short Term Rental License(s) Application/Short Term Rental Unit Occupancy Affidavit(s):** **No Action.**
9. **Discuss and Take Action on quote from Designs of Dallas for address markers for residential homes in Medicine Park, make recommendation to Board of Trustees.** Much discussion. Mashburn stated he could get the plates with reflective stickers for about \$7.00. C. Boothe, Fire Marshall stated there would be a better use of taxpayer money. Fire Department has GPS to find the homes. C. Cox, MPPD Officer does feel there should be markings on the home. Motion by Boothe to recommend to the BOT for signs made available to the public for a cost. PPC will pay for those residents that show a financial need. Second by Boguski.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
10. **Discuss and Take Action from Fire Marshal, Christine Boothe on fire code requirements, inspections, and documents for residential and commercial building/remodel.** Christine Boothe stated that she will only address Commercial building for the following: New construction, businesses that need an ABLE(Alcohol permitting) Certificate, extensive remodel, change of classification and annual inspections and will address the fire codes only. Plan review will consist of fire exits, fire extinguishers, emergency exits and possible hydrostatic pressure tests for use with fire sprinklers/suppression systems. She indicated she needs to do the inspections along with the commercial inspector, the town needs a fee schedule, citations for noncompliance and she would like a stipend for the time, money and effort she has put in to this. Boguski was unaware fees would be charged. Motion by Boothe to recommend to the BOT in October to consider fire inspection fees and citations for noncompliance. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
11. **Update on alternative electric solutions for the Town of Medicine Park; take any necessary action.** **No Action.**
12. **Discuss and Take Action on Yard of the Month.** **No Action.**

**BOARD COMMENTS-** New reported he has contacted approximately ten code enforcement officers. Only heard back from one and he said no. He will continue to contact. Mashburn reported he and BOT member Cofer are looking at tying the electrical into the MPEDA property for the lighting on the steps of West Lake. Boothe reported that he has not gotten with Higley on the fees will need that on the agenda next month. Boothe also does not feel the need for an officer at the meetings. Boguski stated she will re-evaluate month to month and when she feels confident that the peace can be kept, she will have them stop attending.

Motion by Boothe to adjourn. Second by Mashburn.

New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes

**Motion Carried.**

Meeting adjourned at 7:45 p.m.



Town Clerk

9/14/2020  
Date