

**Minutes of the Regular Session  
Planning and Preservation Commission  
November 10, 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 asked those that signed up for citizen comments stay on agenda for the meeting. Please address your comments to the Commissioners. Step up to the blue X and limit the time to two minutes.

1. **Citizen Comments**-See list.
2. **Discuss and Take Action on Minutes of the October 13, 2020 Regular Session.** Item was discussed after #16.
3. **Review and Approve Financial Reports.** Motion by Boothe to approve. Second by Mashburn.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
4. **Discuss and Take Action on Project List Fiscal Year 2020-2021.** Clinic-Boguski reported the clinic has started and subcontractors are all approved by Board of Trustees. Retaining Wall- Craig reported there would be additional information in the next few weeks. Alternative Electric-Boguski reported she and Boothe have had conversations. A list of steps will be created to be able to move forward. Lighting on Steps of West Lake and Walking Bridge- Boguski reported Mashburn is working on an alternative plan. **No Action.**
5. **Review Building Permit Tracking Form; take any necessary action.**
  - **Chad's El Sabore Restaurant Final Inspection**-Motion by New to approve. Second by Craig.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **131 Forest Ave Dodson/Cool-Co Inc, Mechanical Affidavit**-Town Clerk noted the address should read 135 Forest Ave. Motion by Mashburn to approve. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **Hibbetts/Byrd, 507 Big Rock Road, Initial Inspection**-Motion by Mashburn to approve. Second by Craig.  
New-Recuse Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **Hibbetts/Ross, 6 Big Rock Pointe, Final Inspection.** Motion by Mashburn to approve subject to inspector re-inspecting to verify corrections were made. Second by Craig.  
New-Recuse Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
6. **Discuss and Take Action on Building/Remodel Permit(s):**
  - **JLR/ Jarrad Rivers, 906 NW New Hope, New Residential Build**-Motion by Boguski to approve. Second by Mashburn.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **Hilliary/Vernon Williams, Apache Gate Rd and Hwy 49, New Commercial Building.** Boguski reported the commercial inspector has approved the issuance of the permit. Fire Marshal Boothe has looked at the plans. Motion by Boothe to approve. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
7. **Consider request from Heartbeat/Inn-Habit Dwellings for an additional commercial building extension for 216-218 East Lake Dr; take any necessary action.** Much discussion. N. Alsbrook stated weather and COVID has caused delays. New inquired as to how much longer it would take to complete. Alsbrook noted they would like to be open in March. Motion by New to approve an additional extension of 6 months. Second by Craig.  
New-Yes Boothe-No Boguski-Yes Craig-Yes Mashburn-No **Motion Carried.**

8. **Discuss and Take Action on Business/Contractor Permit Application(s):**
- **Wichita Mod Lodge/Marilyn Artus, Overnight Rental-425 East Lake Drive. Business Permit-Motion** by Boothe to approve. Second by Craig.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **Annie's Buffalo Cottage/Randy/Ronda Lewis, Overnight Rental-251 East Lake Drive. Business Permit.** Motion by Mashburn to approve. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
9. **Discuss and Take Action on Short Term Rental License(s) Application/Short Term Rental Unit Occupancy Affidavit(s):**
- **Wichita Mod Lodge/Marilyn Artus, Overnight Rental-425 East Lake Drive-Motion** by Craig to approve contingent on owner changing the recall address to Medicine Park, since she will be living in the structure for a period of time. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
  - **Annie's Buffalo Cottage/Randy/Ronda Lewis, Overnight Rental-251 East Lake Drive. Motion** by Boguski to approve. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
10. **Discuss and Take Action on a draft ordinance repealing and replacing Section 48-29, "Newly Annexed Territory", Division 1, "Generally", Chapter 48, "Zoning, Planning and Development"; recommend to the Board of Trustees.** Boguski asked if the Commissioners had looked over the draft and the current ordinance. All indicated they had. Boguski reported during the recodification of the ordinances, the title of the section was incorrect. Motion by Mashburn to recommend to Board of Trustees for approval. Second by Boguski.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
11. **Discuss and Take Action on Scope of Work for Christie Bearden for Code Enforcement Officer; possible recommendation to Board of Trustees.** New reported that he, Boguski and Sellens met with Bearden. The Scope of Work shows that Bearden recommends at least four Saturdays at four hours each, to begin with, then go to two Saturdays at four hours each day. The pay would be \$25.00 per hour. Bearden introduced herself, and stated she works for another city as Code Enforcement. Her background since 2008 is law enforcement. Motion by Boguski to recommend to Board of Trustees to hire and approve the Scope of Work for Christie Bearden as Code Enforcement Officer, working sixteen hours to begin with, at a cost of \$25.00 per hour and to work with the Town Clerk. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
12. **Discuss and Take Action on address markers for residents of Medicine Park.** Mashburn reported that per the ordinances provided, we are required to have an address for each of the homes. The addresses will be the E-911 addresses assigned by the County. The fire department and the police department have reported the issues with finding homes. The cost estimated would be \$8.32 per each one. Motion by Boguski to approve using PPC funds and authorize up to \$3500.00 and recommend to the Board of Trustees to approve, with the Fire Department to install. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
13. **Discuss and Take Action on Fire Inspection Fees.** Boguski reported that Christine Boothe could not attend. The discussion she had with Boothe was to charge \$30.00 for each commercial inspection for the fire portion and the Fire Marshal would be paid \$20.00 of the \$30.00. The Town would retain \$10.00. Boguski stated the commercial builder will be given the total number of inspections before the permit is issued and will be paid prior to the permit issuance. Just as the commercial inspector, if the builder calls for the inspections and they are not actually ready, they will be charged for the additional inspection. She will provide a rate sheet for each build. Motion by Boguski to approve the fee of \$30.00 for the fire inspection fee, with \$20.00 to be paid to the Fire Marshal and \$10.00 to be retained by Town and recommend to the Board of Trustees. Second by New.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**
14. **Update on retaining wall at East Lake/Upper East Lake; take any necessary action.** Craig reported he spoke with Biggs Concrete for a quote. **No Action.**

15. **Discuss and Take Action on yearly Town Clean-up.** Town Clerk reported there is an agenda item on Board of Trustees for a date for Fall Clean-up. **No Action.**

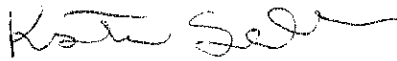
16. **Discuss and Take Action on Yard of the Month.** Boguski reported she does not have the information. **No Action.**

2. **Discuss and Take Action on Minutes of the October 13, 2020 Regular Session.** Motion by Boothe to approve. Second by Craig.  
New-Abstain Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Abstain **Motion Carried.**

**Board Comments-**Boguski reported she will meet with the fire marshal as the fire marshal prioritizes what she feels are the needs for the Town, such as possible yearly restaurant inspections. Boguski will bring to the Commission as those recommendations occur.

Motion by Boguski to adjourn. Second by Boothe.  
New-Yes Boothe-Yes Boguski-Yes Craig-Yes Mashburn-Yes **Motion Carried.**

**Meeting adjourned at 7:43 p.m.**



Town Clerk

11/12/2020  
Date