

**Minutes of the Regular Session
Medicine Park Board of Trustees
Monday, April 13, 2021**

After being posted in accordance with the *Open Meetings Act of Oklahoma*, the Regular Session of the **Planning and Preservations Commission** was called to order at 6:00 p.m. by Lance Boothe.

Members Present: Brandon New, Lance Booth, Travis Craig, Gene Mashburn
Members Absent: Barbara Boguski
Ex Officio: Jennifer Ellis, Mayor; Sharla Hildner, Town Clerk
Attorney: Absent

1. **Citizen Comments** - Travis Craig – All; Richard Hendricx – Item #8b; Preston Pumphrey – All; Keith Seiss – Item #1; Noel Alsbrook – All; Julie Alsbrook – All. Keith Seiss asked the Commissioners for information about a property he is considering purchasing.
2. **Discuss and Take Action on Minutes from the March 9, 2021 Regular Session.**
Motion by Mashburn to accept Minutes from the March 9, 2021 Regular Session. Second by Boothe.
New–Yes Boothe–Yes Boguski–Absent Craig–Yes Mashburn–Yes **Motion Carried.**
3. **Review and Take Action to Approve Financials Reports.**
No discussion. Motion by Craig to approve Financial Reports. Second by New.
New–Yes Boothe–Yes Boguski–Absent Craig–Yes Mashburn–Yes **Motion Carried.**
4. **Discuss and Take Action on Project List Fiscal Year 2020-2021.**
Mayor Ellis reported the Gondola Dam Project is near completion and is volunteering to remain lead on the project along with Commissioner New. Motion made by New to retain soon-to-be former Mayor Ellis as lead on the Gondola Dam Project and to forward recommendation to the Board of Trustees (BOT) for approval. Second by Boothe.
New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**

Mr. Mashburn provided update on the reflective address signs installed in front of homes. He is cautious about placing a sign if the address does not align with the Public Works Office information, the maps at Town Hall and the County Assessors site.

No Action.
5. **Review Building Permit Tracking Form; take any necessary action.**
 - a. **211 Big Rock Driveway, T&G Construction, Initial Inspection.** Motion by Mashburn to approve. Second by Craig.
New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
 - b. **507 Big Rock, Mike Hibbetts Construction/Stedham Inspector, Framing Inspection.** Motion by Mashburn. Second by Craig.
New – Recused Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
 - c. **906 New Hope, JLR Homes, Framing Inspection.** Motion by Craig to approve. Second by Mashburn.
New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**

6. **216 and 218 East Lake Drive/InnHabit/Hearbeat Properties, Noel and Julie Alsbrook, requesting extension due to expire May 2021.**
 Noel and Julie Alsbrook provided details of development of the InnHabit project. Much discussion about the initial approval of original permit. Motion by Boothe to approve a 6-month extension. Second by Craig.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
7. **Discuss and Take Action on Building/Remodel Permit(s):**
- a. **144 Granite Ridge Drive, Dr. Emilie T. Stahler/Mike Hibbits/Carport.** Motion by Craig to approve. Second by Boothe.
 New – Recused Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
- b. **218 Merry Circle, Kenneth Brown/DB Investments Partners LLC, Construction/ New Build /Utility Extension.** Motion by Craig to table item and Town Clerk to contact applicant to invite to attend next Regular Session. Second by Boothe.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
8. **Discuss and Take Action on Business Permit Application(s):**
- a. **122 Forest Avenue, Nessies Nest, Genevieve Ratliff.** Motion by Craig to approve. Second by Boothe.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
- b. **172 East Lake Drive, Richard Hendrickx, Lease Agreement w/ Charles Callich – Retail.**
 Motion by Craig to approve. Second by New.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
- c. **405 Big Rock Road (mailing address), Med Prk LLC, Matt Latham (see short term rentals).**
 Craig noted the mailing address on the application is 3174 NW 21st Street, OKC. Motion by New to approve. Second by Craig.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
- d. **602 Big Rock/The Chapel on Big Rock, Discovery Outpost Performing Art Incorporated. Business permit for events, meetings, services.** Boothe noted Big Rock covenant board approved this request. Motion by Boothe to approve. Second by New.
 New – Yes Boothe – Yes Boguski – Absent 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):**
- a. **105 Big Rock Road, Med Prk LLC.** Craig noted the correct address is 105 Forest Avenue. Motion by New to approve. Second by Craig.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
- b. **109 Big Rock Road, Med Prk LLC.** Craig noted the correct address is 109 Forest Avenue. Motion by New to approve. Second by Craig.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
- c. **122 Forest Avenue, Nessies Nest, Genevieve Ratliff.** Motion by Craig to approve. Second by New.
 New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**

- d. **405 East Lake Drive, Toscan's Cottage, BetterXperience.** The question of a local contact within the guidelines of the ordinance is still pending. Motion by Boothe to table item to next Regular Session. Second by Craig.
New – Yes Boothe – Yes Boguski – Absent Craig – Yes Mashburn – Yes **Motion Carried.**
10. **Discuss and Take Action on Fireworks Vendor License Application from King Fireworks, Inc. for sale between June 15 and July 5, 2021. Location between Dollar General and Burger King.**
Motion by Boothe to approve pending Fire Marshall inspection when vendor sets up on 15 June 2021. Second by New.
New–Yes Boothe–Yes Boguski–Absent Craig–Yes Mashburn–Yes **Motion Carried.**
11. **Discuss and Take Action on Water Well Permit Application from applicant Travis Craig, Contractor Yorks Drilling Water Well Services at 110 Timber Creek.**
Craig recused himself from discussion. Motion by Boothe to approve. Second by New.
New–Yes Boothe–Yes Boguski–Absent Craig–Recused Mashburn–Yes **Motion Carried.**
12. **Discuss and Take Action on draft updated Zone Map from Landmark Engineering.**
Hildner reported Lester Seger confirmed on 8 April 2021 the updated map should be available late next week.
No Action.
13. **Discuss and Take Action on draft Ordinance, Article VI, “Commercial Development” to Chapter 48, “Zoning, Planning and Development” per recommendation of Board of Trustees.**
Boothe reported the BOT sent this back to PPC asking to conduct an open forum workshop with commercial builders and like communities to learn from practices and actions suggested from their input and consider revising initial draft. Motion by Boothe to schedule a workshop in the next two weeks and take recommendations back to BOT. Second by New.
New–Yes Boothe–Yes Boguski–Absent Craig–Yes Mashburn–Yes **Motion Carried.**
14. **Update on possible Code Enforcement Officer; take any necessary action.**
Hildner reported the new Public Works Authority Supervisor, Steven Adams, is interested in the position. Boothe asked for a copy of Adam’s resume be sent to the Commissioners for review. Motion by Boothe to table item for the next Regular Session for consideration. Second by Mashburn.
New–Yes Boothe–Yes Boguski–Absent Craig–Yes Mashburn–Yes **Motion Carried.**
15. **Update on retaining wall at East Lake/Upper East Lake; take any necessary action.**
New reported leaving a message with Paul Brune of Brune Engineering to look at the retaining wall. New conveyed the difficulty of getting engineers to respond to the request for service. Ellis stated the project does not meet the threshold of competitive bidding. Motion by Booth to have a plan of action with estimates by next Regular Session. Second by Craig.
New–Yes Boothe–Yes Boguski–Absent Craig–Yes Mashburn–Yes **Motion Carried.**
16. **Update on a new commissioner to replace B. Boguski, whose term expires April 2021.**
Ellis reported she is recommending Roger Holder to the Board of Trustees to fill the open Commissioners seat in their upcoming Special Session.
No Action.

Board Comments - Boothe asked the Commissioners for the next Regular Session to be considering a nominee for Chairperson. Mashburn expressed he would prefer not to be nominated.


Attorney - None.

Recess or Adjourn:

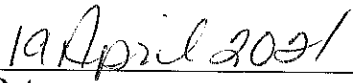
Motion by New to adjourn. Second by Craig.

New – Yes Boothe – Yes Boguski – Absent Craig – Absent Mashburn – Yes **Motion Carried.**

Meeting adjourned at 7:08 p.m.



Town Clerk



Date

Chairperson

Date