

**Minutes of the Regular Session  
Planning and Preservation Commission  
Thursday, November 2, 2023**

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

Members Present: Travis Craig, David McCoy, Brandon New

Members Absent: Josh Nordeen, Roger Holder

**1. CITIZEN'S COMMENTS.**

**2. CONSENT AGENDA.**

- a. Approve **minutes** for the September 7<sup>th</sup>, 2023, Regular Session.

Brandon was not at last month's meeting, so the quorum was not met to vote on the minutes.

**No Action**

**3. Discuss and take action for any item(s) removed from the Consent Agenda, if necessary.**

**4. Review Building Permit Tracking Form; take any necessary action. (Commission)**

**5. Discuss and take action on new Building/Remodel Permit(s): (Commission)**

- a) Residential Addition/ **154 Creek View Alley/** Rick Mealer, owner and contractor.

a. Motion by McCoy to approve based on owner Rick Mealer providing a survey. Second by Craig.  
New-Yes McCoy- Yes Nordeen-Absent Craig-Yes Holder-Absent **Motion Carried**

**6. Discuss, consider, and take possible action on the easement and property lines at 203 S Parkway.**

Motion by Craig to recommend to the Board of Adjustments. Second by New.

New-Yes McCoy- Yes Nordeen-Absent Craig-Yes Holder-Absent **Motion Carried**

**7. Discuss, consider, and take possible action on rock wall on Upper East Lake Dr.**

McCoy would like to put in a retaining wall. Jon Bazor will draw up a tiered wall and have engineer stamped plans.

Motion by New to table. Second by Craig.

New-Yes McCoy- Yes Nordeen-Absent Craig-Yes Holder-Absent **Motion Carried**

**8. Discuss, consider, and take possible action on driveway access at 98 Water St.**

Kyle Brierton has two lots at 98 Water St. and he needs access from East Lake Dr. McCoy and New looked at a map and they believe he has enough room on his property to put in a driveway.

**No Action**

**9. Discuss, consider, and take possible action on drafting an ordinance for driveways, residential and commercial.**

Rough draft reads: Commercial or residential projects approved by the town of Medicine Park are required to use concrete or asphalt driveways to approach the town right of ways.

Commercial or residential projects are required to supply adequate culverts or drainage in the town right of way, to only be approved by the town inspector and PWA.

Motion by New to send rough draft to our town attorney. Second by Craig.

New-Yes McCoy- Yes Nordeen-Absent Craig-Yes Holder-Absent

**Motion Carried**

10. **Discuss, consider, and take possible action on receiving estimates for drainage from 165 East Lake Dr. to 195 East Lake Dr.**

Motion by New to table. Second by Craig.

New-Yes McCoy-Yes Nordeen-Absent Craig-Yes Holder-Absent

**Motion Carried**

11. **Update on walking bridge.**

Bazor provided a rough sketch of the bridge for the board to look at. The McMahon Foundation donated \$75,000. The PPC board has earmarked \$20,000.

**No Action**

12. **Discuss, consider, and take possible action on approving the Planning and Preservation Commission 2024 Regular Meeting Dates.**

Motion by New to approve the PPC 2024 Regular Meeting Dates and change July's meeting date to July 11<sup>th</sup> at 5PM. Second by Craig.

New-Yes McCoy-Yes Nordeen-Absent Craig-Yes Holder-Absent

**Motion Carried**

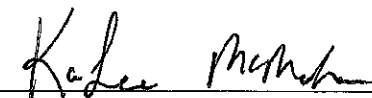
Board Comments

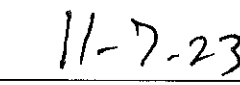
Recess or Adjourn: Motion by New to adjourn. Second by Craig.

New-Yes McCoy-Yes Nordeen- Absent Craig- Yes Holder-Absent

**MOTION CARRIED**

Meeting adjourned at 6:40 PM

  
Town Clerk

  
Date

Chairman

Date