

PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 11, 2016
3:00 PM

The Planning and Zoning Commission met in regular session on Tuesday, October 11, 2016 at 3:00 PM with Chairman Dave Claggett presiding. Members present were Josh McElhane, Judith Read and Ben Hampton. Member Steve Ward was absent. Also present was Assistant City Manager, Debbie Bottoroff and City Clerk, Bonnie Buzzard. Code Enforcement/Building Inspector, Calvin Igney was absent.

McElhane made the motion to approve the minutes of the previous meeting. Seconded by Read. AYE: McElhane, Read, Hampton and Claggett. NAY: None. Motion carried.

Claggett opened the floor for discussion with respect to a Plat Application submitted by Andy Stewart aka Shoreline, LLC to plat Patricia Island Estates Phase VI-A City of Grove, Delaware County, State of Oklahoma. Bottoroff suggested that the following changes be made to the application and site map prior to consideration before the Board:

1. On the Plat Application - Line item #2 - Existing Zoning should read LFR not R-1.
2. Under the Utility Statement - name change from "Bill" to William Keefer, as General Manager, vs. City Manager.
3. Statement line be added for the approval signature of the Planning and Zoning Board - Chairman Dave Claggett.
4. The plat should identify utility easement for water, sewer and natural gas, and
5. The plat should identify the required set-backs.

Engineer, Tim McCrary and Property Owner, Andy Stewart was present to entertain any questions, comments and concerns from the Board. Hampton made the motion to approve the Plat Application as presented to include the identified suggested changes upon recommendation to the Mayor and City Council. Seconded by McElhane. AYE: McElhane, Read, Hampton and Claggett. NAY: None. Motion carried.

STAFF REPORT:

Bottoroff reported that the Board has two members whose term(s) will be expiring at the end of October. The Staff has advertised for those positions, and will be accepting applications until October 21, 2016. The applications will be placed on the City Council agenda for the November 1st meeting for appointment.

Bottoroff also mentioned that the Staff has advertised for vacancies to the Zoning Board of Adjustment.

Bottoroff mentioned that she has added the monthly Building Permit report in the packet for the Board awareness.

TRUSTEES REPORT:

Read announced that she will be putting her Letter of Application back in for re-appointment.

At 3:19 PM McElhane made the motion to adjourn. Seconded by Read. AYE: McElhane, Read, Hampton and Claggett. NAY: None. Motion carried.