

**PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, APRIL 9, 2019
3:00 PM
MINUTES**

The Planning and Zoning Commission met in regular session on Tuesday, April 9, 2019 at 3:00 PM with Chairman, Steve Ward presiding. Members present were Art Kopp, Raymond Jones and Peggy Keifer-Steed. Member Richard Cannon was absent. Also present was Assistant City Manager, Debbie Bottoroff; Code Enforcement / Building Inspector, Calvin Igney and City Clerk, Bonnie Buzzard.

PUBLIC HEARING:

Ward announced that in regards to a Public Hearing to take public comments to an application submitted by Howard and Linda McDonald requesting a Special Use permit to allow the property owner to submit an application to use the property located at 1512 Wyant Road – Grove, OK as a Vacation Rental Home (VRH), the property owner has withdrew his application at this time. Therefore, no discussion will be heard and no action will be taken on this item. Bottoroff announced that should the applicant request to place this back on the agenda, all of property owners within the boundary district will be notified.

Kopp made the motion to approve the minutes from the March 12, 2019 regular meeting. Seconded by Jones. AYE: Kopp, Jones, Steed and Ward. NAY: None. Motion carried.

Ward opened the floor for discussion with respect to a site plan submitted by Arvest Bank to locate an Automated Teller Machine (ATM) and make associated improvements to the property legally described:

Tract F of Carter's Cabin Sites, according to the official plat thereof, on file in the office the County Clerk, Delaware County, Oklahoma, a subdivision located in the NE/4 of the NE/4 of the SW/4 of Section 26, Township 25 North, Range 23 East AKA the vacant lot in the 8000 block of US Highway 59 North across the highway from Redbird Indian Smoke Shop which is located at 1526 N 80th Street, Grove, OK.

Bottoroff reported that Arvest Bank has a sale and purchase agreement with Dave & Beverly Helms to purchase said property. The sale and purchase of the property is contingent upon Arvest Bank's due diligent research. Jones made the motion to approve the site plan application as submitted by Arvest Bank, contingent upon the real estate transaction being completed, and Arvest Bank being the legal property owner. Seconded by Steed. AYE: Kopp, Jones, Steed and Ward. NAY: None. Motion carried.

STAFF REPORT:

Bottoroff announced that the City Council approved a Resolution at their last regular meeting adopting a Code of Ethics, Code of Conduct and Conflict of Interest Policy for elected and appointed officials. Bottoroff added that since the P&Z Board is appointed by the Council each individual trustees will need to sign an acknowledgement of receipt.

Igney updated the Board on the following projects:

- New commercial and residential permits
- Remodel permits
 - Harbor Loop
 - Mickey Mantle Estates
- Permits for dilapidated structures
- New proposed owners to the Ballerina Pier 3 mobile home park.

At 3:15 PM Kopp made the motion to adjourn. Seconded by Jones. AYE: Kopp, Jones, Steed and Ward.
NAY: None. Motion carried.