

**PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
TUESDAY, JULY 14, 2020  
3:00 P.M.  
MINUTES**

The Grove Planning and Zoning Commission met in regular session on Tuesday, July 14, 2020 at 3:00 PM with Chairman, Steve Ward presiding. Members presiding were Richard Cannon, Art Kopp and Peggy Steed. Member Raymond Jones was absent. Also present was Assistant City Manager, Debbie Bottoroff; Building Inspector, Calvin Igney and City Clerk, Bonnie Buzzard.

**PUBLIC HEARING:**

At 3:02 PM Cannon made the motion to open a Public Hearing to take public comments regarding an application submitted by The Allen Family Revocable Living Trust requesting a Special Use Permit (SUP) to allow the property owner to submit an application to use the property located at 1115 Lee Street, Grove, OK as a Vacation Rental Home (VRH). Seconded by Kopp. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried. Bottoroff reported that this application is the first step towards gaining approval to permit a Vacation Rental Home on property located within an R-1 Single Family Residential Zoned District. Property Owner Rebecca Allen addressed the Board to report that this is a split home that is set up for general vacation rentals, and that they propose to rent only to fishing tournament participants consisting of a maximum of 3 adults. Allen entertained questions, comments and concerns from the Board and Staff. The Board entertained only one other public comment from Roger Brower who was in favor of the application.

At 3:11 PM Kopp made the motion to close the Public Hearing. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

Ward opened the floor for discussion with respect to a proposed Resolution recommending the Mayor and Council approve the SUP as requested. Cannon made the motion to approve the Resolution granting the application submitted by The Allen Family Revocable Living Trust requesting a Special Use Permit (SUP) to allow the property owner to submit an application to use the property located at 1115 Lee Street. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

At 3:12 PM Cannon made the motion to open a Public Hearing to take public comments regarding an application submitted by the Gray Living Trust (Tommy and Janey Gray) to rezone the following described property from C-3 Highway and Recreational Commercial zoned district to R-1 Single Family Residential zoned district:

***LEGAL DESCRIPTION:** All that part of the W ½ of the SW ¼ of the NE ¼ and the E ½ of the SW ¼ of the NE ¼ and the W ½ of the SE ¼ of the NE ¼ lying South of the centerline of Elm Creek in Section 8, Township 24 North, Range 24 East of the Indian Base and Meridian, Delaware county, Oklahoma, being more particularly described as follows: Beginning at a found 5/8" iron pin at the SW corner of said W ½ SW ¼ NE ¼; thence N 02°00'30" W 883.85 feet along the West line of said W ½ SW ¼ NE ¼ to a point in the centerline of Elm Creek; thence Easterly along said centerline of Elm Creek to a point on the East line of aforesaid W ½ SE ¼ NE ¼; thence along said East line S 01°59'24" E 632.39 feet to a set 5/8" iron pin at the SE corner of said W ½ SE ¼ NE ¼; thence S 87°40'16" W 662.17 feet along the South line of said W ½ SE ¼ NE ¼ to a found iron pin capped #1493 at the SW corner of said W ½ SE ¼ NE ¼; thence S 87°46'35" W 1317.81 feet along the south lines of aforesaid E ½ SW ¼ NE ¼ and W ½ SW ¼ NE ¼ to the Point of Beginning, containing 23.09 acres, more or less. Subject to Sumac Road along the West line and any and all easements of record or of fact.*

Seconded by Kopp. Bottoroff reported that the Gray Living Trust has a pending sale of the subject property. The potential buyers desires to construct a single-family residential home on the property which is not a permitted use in a C-3 zoned district. Therefore Tom and Janey Gray are making application to re-zone a certain parcel of land to the plat. Property Owner, Tom Gray addressed the Board to report that this parcel in whole consist of 60 acres. However, they are just requesting to re-zone parcel #3 consisting of 25 acres located along the lower South side of Elm Creek. Gray noted that the remaining 35 acres will remain C-3 as currently zoned. Gray entertained questions, comments and concerns from the Board, and that the Board also heard comments from the following audience participants:

Steve Evinger – proposed buyer  
Realtor, Lana East – Dodd Company, and  
Doug Moore – IBTS

At 3:26 PM Cannon made the motion to close the Public Hearing. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

Ward opened the floor for discussion with respect to a proposed Resolution recommending the Mayor and Council approve the re-zoning request. Cannon made the motion to approve the Resolution granting the application to rezone the described property from C-3 Highway and Recreational Commercial zoned district to R-1 Single Family Residential zoned for the Gray Living Trust. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

At 3:26 PM Kopp made the motion to open a Public Hearing to take public comments regarding the vision, goals and objects as an element of the City of Grove Comprehensive Plan. Seconded by Cannon. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried. Bottoroff reported that the City Staff has been working with IBTS, a planning consultant for several months to create a Comprehensive Plan. The process is very in-depth and takes a minimum of 18 months to achieve the final plan. Doug Moore with IBTS (Institute for Building Technology & Safety) addressed the floor to report that IBTS vision is to help identify the building blocks and later framework to help guide the municipality growth and development. The visions will help direct concerted efforts involving both public and private partnerships to shape and mold the City of Grove as the community progresses into the future. Moore added that the visions represents and helps to describe the community's values, and ensuring character. Moore reported that the following values are what was important to the residents of Grove:

- Lake living lifestyle
- Fun
- Family
- Faith
- Patriotism
- Safety
- Cleanliness
- Environment
- Connectivity
- Sustainability
- Resiliency

Moore also detailed on the:

- Key Performance Areas
- Goals and Objectives for achieving the vision
- Land Use

- Community Character
- Livability
- Connectivity
- Conservation, and
- Vitality

Moore then outlined the following details that was previously presented to the Council in an earlier meeting by IBTS Representative, Laura Bergey:

- PHASE I – “Project Ignition” - complete
- PHASE II – “Vision Goals” - complete
- PHASE III – “Structure” - near completion
- PHASE IV – “Principles & Policies” – working phase should start around September & October
- PHASE V – “Action” – actual plan to start November or December

Moore introduced to the Board a contest that was utilized by of other communities’ comprehensive plan to solicit photographs from citizens that can be used in the plan documents. Moore then entertained questions, comment and concerns from the Board with no public comments heard.

At 4:03 PM Kopp made the motion to close the Public Hearing. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

Ward then opened the floor for discussion with respect to a proposed Resolution recommending the Mayor and Council approve the Vision, Goals and Objectives as an Element of the City of Grove Comprehensive Plan Update. Kopp made the motion to approve the Resolution as presented. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

Cannon made the motion to approve the minutes from the June 9, 2020 meeting. Seconded by Kopp. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.

**STAFF REPORT:**

Bottoroff reported that the Public Hearing(s) that were introduced today will be going before the City Council on Tuesday, July 21st for consideration.

Igney updated the Board on the following projects:

- new and ongoing residential permits – total 26
- new and ongoing commercial permitted projects – total 16
- demolition and code enforcement projects

At 4:15 PM Kopp made the motion to adjourn. Seconded by Steed. AYE: Cannon, Kopp, Steed and Ward. NAY: None. Motion carried.