

# OWASSO PLANNING COMMISSION

## MINUTES OF REGULAR MEETING MONDAY, MARCH 13, 2023

The Owasso Planning Commission met in regular session on Monday, March 13, 2023, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 12:00 am on Wednesday, March 8, 2023.

1. **Call to Order** – Tim Miller called the meeting to order at 6:00 p.m.
2. **Flag Salute** – Tim Miller led the flag salute.
3. **Roll Call** – A quorum was declared present.

**PRESENT:**

Chair - Tim Miller  
Vice Chair - Dr. Paul Loving  
Commissioner - David Vines

**ABSENT:**

Commissioner - Dr. Chad Balthrop  
Commissioner - David Smith

**STAFF:**

Alexa Beemer, Planning Manager  
Wendy Kramer, City Planner  
Cyndi Townsend, Recording Secretary  
Julie Lombardi, City Attorney  
Jake Ketner, City Engineer

4. **Presentation of the Character Trait of Enthusiasm**

Alexa presented the character trait for the month of March.

5. **Consideration and appropriate action relating to the minutes of the February 13, 2023, Regular Meeting**

Dr. Loving moved, seconded by Mr. Miller to approve the Minutes, as presented.

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

6. **Consideration and appropriate action relating to a planned unit development (OPUD 23-02) and rezoning (OZ 23-02) request for The Reserves at Owasso; to add Office (O) and additional Commercial Shopping (CS) zoning to the current Commercial Shopping (CS) and Residential Multi-Family (RM) zoning, with an OPUD overlay. The property is approximately 50.53 acres +/-, located on the northwest corner of the intersection at North 145<sup>th</sup> East Avenue and East 106<sup>th</sup> Street North**

Alexa Beemer presented the item, recommending approval. There were no comments from the audience. After discussion, Mr. Vines moved, seconded by Dr. Loving to recommend approval of the planned unit development and rezoning to the City Council, as recommended, subject to the following Technical Advisory Committee (TAC) comments:

- Add OPUD 23-02 to the title page
- Change all references of N. 140<sup>th</sup> E. Ave. to N. 137<sup>th</sup> E. Ave.
- Page 4, Section III – permitted uses, add "by right" after "Automotive Repair and Maintenance uses are also allowed"
- Page 4, Section III – freestanding signage – only allowed one sign on development A; can be either on E. 106<sup>th</sup> St. N. or N. 137<sup>th</sup> E. Ave, but not on both
- Page 5, Section IV – maximum height without a Specific Use Permit (SUP) is 36'; anything over will need an SUP; height will be capped at 70'
- Page 5, Section IV – building signage – state that all signs will follow Owasso Zoning/Sign Code Chapter(Ch.)10 and Chapter(Ch.)18 signage requirements; delete everything after first sentence
- Page 8, Section VII - minimum lot frontage – clarify width of the stub roads
- Page 8, Section VII - freestanding signage – no pole signs allowed for RM section; limited to monument sign 8' tall; need to change to RM zoning district, not CS zoning
- All Signage – a Unified Sign Plan is required for any additional/larger signs desired outside Owasso Zoning/Sign Code Ch. 10 and Ch. 18 signage requirements
- Page 10, Section VII – add language that all screening must adhere to Ch. 19 of Owasso Zoning Code; this includes a 6' fence along the exterior of Dev. Area E
- Page 10, Section VIII – minimum lot frontage – clarify the location of the lot frontage (if frontage is off N. 145<sup>th</sup> E. Ave., clarify whether or not the frontage will serve as an access point to Dev. Area F.)
- Page 10, Section VIII – freestanding sign – reference Ch. 10 and Ch. 18 of Owasso Zoning Code

- Page 10, Section VII – add language that all screening must adhere to Ch. 19 of Owasso Zoning Code; this includes a 6' fence along the exterior of Dev. Area E
- Page 12, Section X – landscaping/maintenance of common areas – add language to clarify who is responsible for the upkeep of all common areas
- Page 12, Section XIII – sign standards - add Ch. 18 of Owasso Zoning Code
- Page 12, Section XIV – site plan review – remove XIV; site plan is a separate review and is required after final plat approval
- At platting, right of way (ROW) is required to be dedicated; add language to the Planned Unit Development (PUD) document stating such
- Page 2 - access points – add language that all access points will be approved at platting. Add that Development A is allowed one access point on 137<sup>th</sup>; other development areas along 106<sup>th</sup> can have four accesses to share between all development areas. Separate from Dev. A, remaining development areas can share two accesses on 137<sup>th</sup> and two on 145<sup>th</sup>. All access points will have to conform to Owasso Zoning Code and Engineering Criteria. Shared accesses are highly encouraged
- At preliminary plat stage, an Oil and Gas letter will be required from the Oklahoma Corporation Commission (OCC)
- Add language that if Dev F is platted on its own, a retail or office component will be required within Dev. F if the use is warehousing/ministorage
- Add language that ministorage is being allowed within the US-169 Overlay, only because it is functioning as a secondary use within Dev. Area F
- Provide a conceptual landscape plan
- Page 12, Section XV - add language for required amenities; and show approximate location on Exhibit A and reference section 9.1 of the Owasso Zoning Code
- Page 12, Section XV – add "and after site plan approval" to the final statement
- If multi-family is gated, add reference to Ch. 21 of the Owasso Zoning Code
- Sections III, IV, V, VI, VII, VIII – add note that all set-backs along streets are allowed to be 10' if parking is located in rear of building; if not, setbacks along streets will conform to applicable Owasso Zoning Code sections
- Sections III, IV, V, VI, VII, VIII – add "and per Ch. 10 of the Owasso Zoning Code" where "as permitted within the CS zoning code" is referenced

Rural Water District No. 3:

- This item is in Washington Co RWD#3 service area
- When water service is requested, all requirements of the District must be met

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

**7. Consideration and appropriate action relating to a planned unit development (OPUD 23-03) request for The Vintage at Redbud. The property is approximately 0.481 acres +/-, zoned Residential Multi-Family (RM), within the Downtown Overlay District, and located near 206 West 2<sup>nd</sup> Street North**

Wendy Kramer presented the item, recommending approval. One citizen addressed the Commission. After discussion, Mr. Vines moved to amend the parking requirements in OPUD 23-03 to one (1.0) parking spaces required per unit, in addition to required street parking, seconded by Dr. Loving.

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

Mr. Vines moved, seconded by Dr. Loving to recommend approval of the planned unit development, as amended to the City Council, subject to the following TAC comments:

- Change every reference of name "Greenlees Addition" to "The Vintage at Redbud"
- Add OPUD 23-03 to the title page
- Page 4, Screening & Buffering – remove "and" in the first sentence
- Page 4, Screening & Buffering – privacy fence will be required adjacent to all single-family uses
- Page 4 – delete reference to "two required parking spaces" (no minimum in downtown district)
- Page 9 – add reference to Ch. 10 of Owasso Zoning Code when listing landscaping requirements
- Page 10, Platting Requirements – in the first sentence, change "units" to "until"
- Page 10, Platting Requirements – add language to this section that property is already platted, but will need to be re-platted
- Page 10, Signage – add language that any signage must be backlit or have lights pointing directly at the sign - no video signage allowed

- Page 10, Signage – add language that all signage must be set in a landscaped base
- Page 16, Appendix E – fix spelling of Owasso in third portion of the legal description
- Page 16, Appendix E – change to Original Town
- Renumber all pages in numerical sequence
- Appendix A & B – remove callout to the south that implies the church owns the adjacent alley
- Appendix D – label adjacent zoning

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

**8. Consideration and appropriate action relating to a lot split (OLS 23-01) request for Smith Farm Village/Owasso Retail Lot 3; proposing to split a 1.49 acre +/- parent tract, into two (2) lots. The property is located at 9581 North Garnett Road, zoned Commercial Shopping (CS), with an OPUD 21-02 overlay, and within the US-169 Overlay District**

Wendy Kramer presented the item, recommending approval. There were no comments from the audience. After discussion, Dr. Loving moved, seconded by Mr. Miller to approve the lot split, subject to the following TAC comment:

- Lot Split Exhibit – reference minor amendment to OPUD 21-02 on this exhibit

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

**9. Consideration and appropriate action relating to a preliminary and final plat request for Villas at Stonebridge II. The property is approximately 4.98 acres +/-, located at 13116 East 76<sup>th</sup> Street North, and zoned Residential Multi-Family (RM), with an OPUD 22-02 overlay**

Alexa Beemer presented the item, recommending approval. There were no comments from the audience. After discussion, Mr. Vines moved, seconded by Dr. Loving to approve the preliminary plat.

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

Mr. Vines moved, seconded by Dr. Loving to recommend approval of the final plat to the City Council, as recommended, subject to the following TAC comments:

- Add "zoned RM" under OPUD 22-02 in title block
- Change address listed on Lot 1, Block 1 (on plat face) to reflect new address: 13116 E. 76<sup>th</sup> St. N.
- Add language to the Deeds and Dedication (DoD) page dedicating the overland drainage easement as a public easement; also, add language regarding the long-term maintenance of the drainage easement
- Show the document number/plat number associated with all offsite easements that are adjacent to the perimeter utility easements shown on the plat face
- In the DoD, change any reference from "Washington County RWD#3" to "Rogers County Rural Water District #3"
- Change call-outs for all perimeter easements to "utility easements" on plat face

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0

**10. Community Development Report**

Alexa Beemer reported on the following:

- Monthly Building Report and Permit Activity for February 2023

**11. Report on items from the February 15, 2023, Technical Advisory Committee (TAC) Meeting**

Alexa Beemer reported on the following:

- Site Plan – Villas at Stonebridge II located at 13116 East 76<sup>th</sup> Street North
- Site Plan – The Villas at Cypress Crossing located at 10015 North Owasso Expressway
- Site Plan – Smith Farm Village/Owasso Retail Lot 3 located at 9581 North Garnett Road
- Site Plan – Reunion at Owasso III located at 12003 East 98<sup>th</sup> Street North

**12. Report from Planning Commissioners** – Dr. Loving will be moving on to City Council in May 2023. Discussion was held regarding Dr. Loving's replacement on Capital Improvements Committee and the Planning Commission's Vice Chair position.

**13. New Business** – None

**14. Adjournment** – Mr. Miller moved, seconded by Dr. Loving to adjourn the meeting.

YEA: Loving, Miller, Vines

NAY: None

Motion carried: 3-0 and the meeting adjourned at 6:36 p.m.

A handwritten signature in blue ink, reading "Cyndi Townsend", is written over a horizontal line.

Cyndi Townsend, Recording Secretary