

OWASSO PLANNING COMMISSION

MINUTES OF REGULAR MEETING MONDAY, August 7, 2023

The Owasso Planning Commission met in regular session on Monday, August 7, 2023, in the Council Chambers at Old Central, 109 North Birch Street, 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 5:00 pm on Wednesday, August 2, 2023.

1. **Call to Order** – Tim Miller called the meeting to order at 6:00 pm.

2. **Flag Salute**

3. **Roll Call** – A quorum was declared present.

PRESENT:	ABSENT:	STAFF:
Tim Miller - Chair	Dr. Chad Balthrop - Vice Chair	Brian Dempster, Community Development Director
David Smith		Alexa Beemer, Planning Manager
Brian Cook		Wendy Kramer, City Planner
David Vines		Cyndi Townsend, Recording Secretary
		Julie Lombardi, City Attorney

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

Wendy Kramer presented the character trait for the month of August.

5. **Consideration and appropriate action relating to the minutes of the July 10, 2023, Regular Meeting**

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

YEA: Cook, Miller, Smith, Vines

NAY: None

Motion carried: 4-0

6. **Consideration and appropriate action relating to the rezoning (OZ 23-04) of approximately 0.20 acres +/- located at 1012 North Ash Street from Residential Single Family (RS-3) to Office (O)**

Wendy Kramer presented the item, recommending approval. There were no comments from the audience. Mr. Miller moved, seconded by Mr. Cook to recommend approval of rezoning to the City Council, as recommended.

YEA: Miller, Vines, Cook, Smith

NAY: None

Motion carried: 4-0

7. **Consideration and appropriate action relating to the rezoning (OZ 23-05) of approximately 0.64 acres +/- located at 201 North Birch Street, in the Downtown Overlay District, from Residential Single Family (RS-3) to Downtown Mixed (DM)**

Alexa Beemer presented the item, recommending approval. There were no comments from the audience. Mr. Vines moved, seconded by Mr. Smith to recommend approval of rezoning to the City Council, as recommended.

YEA: Miller, Vines, Cook, Smith

NAY: None

Motion carried: 4-0

8. **Consideration and appropriate action relating to a planned unit development (OPUD 23-04) request for German Corner PUD approximately 12.9 acres +/- zoned Commercial Shopping (CS), and is located near the southwestern corner of the intersection of East 116th Street North and North Garnett Road**

Alexa Beemer presented the item, recommending approval. There were no comments from the audience. After discussion, Mr. Miller moved, seconded by Mr. Cook to recommend approval, subject to the following Technical Advisory Committee comments:

- On all maps and within the Planned Unit Development (PUD) document, ensure that only the PUD legal boundary is reflected/described, not the overall development boundary
 - ❖ Some maps and language still include lot 1, block 1 - which is not included in the overall legal description for this PUD - revise all relevant exhibits & references in the PUD document

- Exhibit D - move dumpsters so they are not abutting any residential property - add language to the PUD document stating that no dumpster enclosures will be adjacent to residential uses
- Exhibit D - add dimensions of all required buffer yards/setbacks from all property lines
- Exhibit D - make the overall boundary line much bolder, so it's clear lot 1, block 1 is not included in this PUD
- Remove any mention of the US-169 Overlay District from the PUD document; this property is not within the overlay
- Page 1 - change "INCOG Major Street & Highway Plan" to "Owasso Transportation Master Plan"
- Exhibit D - put a white box behind the legend so it stands out more
- Exhibit D - add callouts showing required screening fences
- Add language to PUD document that an 8ft metal post screening fence will be required along the entire southern property boundary
- Page 1 - revise the entire paragraph concerning Dev. Area A – it appears it needs to be updated to reflect the fact that the existing commercial is excluded from the overall PUD boundary
- Page 1 - add language describing Dev. Area D
- Page 1 - change last sentence to read "shall comply with all applicable City of Owasso codes and regulations"
- Page 2, Dev. Area A - remove "including uses requiring an SUP..."
- Page 2, Dev. Area A - remove "and the US-169 Overlay"
- Page 2, Dev. Area B - remove "including uses requiring an SUP..."
- Page 2, Dev. Area B - remove "and the US-169 Overlay"
- Page 2, Dev. Area B - remove mention of IL zoning uses by-right; discuss intended uses for this Area with staff and enumerate said specific IL uses in the PUD document, specifically
- Page 2, Dev. Area B, Parking - change requirement to 1 per 500 square feet
- Page 3, Dev. Area C - remove mention of CS zoning; only uses allowed in O by-right will be allowed here, adjacent to the residential
- Page 3, Dev. Area C - remove "including uses requiring an SUP..."
- Page 3, Dev. Area C - remove "and the US-169 Overlay"
- Page 3, Dev. Area C, Parking- change requirement to 1 per 300 square feet
- Page 3, Dev. Area D - remove "including uses requiring an SUP..."
- Page 3, Dev. Area D - remove "and the US-169 Overlay"
- Page 4, Access & Circulation - note that all entrances along 116th St. N. & N. Garnett Rd. must adhere to the approved roadway plans, as provided by Public Works
- Page 4, Access & Circulation - revise second paragraph to read "sidewalks will be required along adjacent public streets, to be installed by either the developer or the City of Owasso, as a part of the adjacent roadway projects"
- Page 4, Access & Circulation - add "and Owasso Engineering Design Criteria" to the end of the first sentence
- Page 4, Access & Circulation - change "Approved by City Engineer" to "constructed in compliance with the Owasso Engineering Design Criteria" to the end of the first sentence
- Page 4, Access & Circulation - revise last sentence of paragraph to state that all parking can also be shared with the existing parking lot on Lot 1, Block 1 - outside of the PUD boundary
- Page 4 - add language regarding screening and landscaping meeting Ch. 19 of the Owasso Zoning Code
- Page 4 - add language regarding signage meeting the Ch. 18 of the Owasso Zoning Code
- Page 4, Drainage & Utilities - add language regarding the maintenance of the shared detention pond
- Page 4, Drainage & Utilities - remove second and third paragraphs and replace with "Water and sewer connections are available on the property and can be tied onto, subject to approval by the Public Works Department. All existing utilities must be field verified."
- Page 4, Arch. Requirements - revise sentence to read that all buildings within the PUD boundary will meet the requirements outlined in Ch. 11 of the Owasso Zoning Code; note, buildings in Development Area B are allowed to be treated as industrial uses for these requirements

- Exhibit A - "Tulsa County" is misspelled in the abbreviated legal descriptions - revise all
- Add language to PUD document that there will be shared access between all development areas and existing commercial on Lot 1, Block 1; mutual access easements between lots will be required to be filed to ensure this access, especially for the off-site access point in the northwestern corner of the property
- Add language to PUD document regarding the maintenance of parking lots and that said lots will need to be kept in good repair
- Add language to PUD document that bike racks will be required in Dev. Area A & D
- Note that any further subdivision of the property will require a re-plat
- Coordinate with Fire Marshal on requirements concerning hydrant separation and access around proposed buildings

YEA: Cook, Miller, Smith, Vines

NAY: None

Motion carried: 4-0

9. Consideration and appropriate action relating to a preliminary plat request for Presley Hollow II & III approximately 74.0 acres +/- zoned Residential Single Family (RS-3), under planned unit development OPUD 16-04, and is located east of the northeastern intersection of East 76th Street North and North 145th East Avenue

Alexa Beemer presented the item, recommending approval. There were no comments from the audience. After discussion, Mr. Miller moved, seconded by Mr. Cook to recommend approval, subject to the following Technical Advisory Committee comments:

- Add street name labels on the plat faces, as provided by staff
- Provide storm sewer plans to Public Works, so that proposed drainage easement locations/sizes can be verified
- Clarify which phase is which on each title block and location map
- On location map - correct call-outs of property north and northwest of subject property, as these areas are platted (currently shown unplatted)
- Every 5 lots must have a 15' wide utility easement between them, so utilities may access rear yards. The 15' may be split up across lot lines (i.e. one lot can have 10' u/e and the adjacent lot can have 5' u/e)
- On the plat faces, change sewer information within the "Contacts" box. No aerobic systems allowed in City Limits
- Provide landscaping detail for entrance, if applicable. If doing entrance landscaping/signage, consider placing it in a Reserve Area and/or adding language regarding entrance maintenance to the Deed of Dedication (DoD) pages
- Show the fence easements referenced in the DoD pages on the plat faces themselves. These easements will need to be within a Reserve Area
- Label all ROW dimensions on the plat faces, specifically what is being dedicated via this plat
- Add language to the DoD pages regarding detention for the subject property, both how it will be handled and who will maintain said facilities
- Traffic calming devices of some kind will be required on Streets A, M, and Q
- A crash gate or other equivalent device will be required at the end of Street C if it is not connecting into the adjacent County street. Add a note stating such to the plat face

YEA: Miller, Vines, Cook, Smith

NAY: None

Motion carried: 4-0

10. Community Development Report – Brian Dempster reported on the Monthly Building Report and Permit Activity for July 2023

11. Report on items from the July 19, 2023 Technical Advisory Committee (TAC) Meeting – Brian Dempster reported on a Site Plan for the Owasso Parks Building located near 10320 East 116th Street North

12. Report from Planning Commissioners – Mr. Miller reported the City Council meeting date chosen for the presentation of Dr. Loving's plaque is August 15, 2023.

13. New Business – None

14. Adjournment – Mr. Miller moved, seconded by Mr. Cook to adjourn the meeting.

YEA: Cook, Miller, Smith, Vines

NAY: None

Motion carried: 4-0 and the meeting adjourned at 6:20 pm.



Cyndi Townsend, Recording Secretary