

OWASSO PLANNING COMMISSION

MINUTES OF REGULAR MEETING MONDAY, OCTOBER 9, 2023

The Owasso Planning Commission met in regular session on Monday, October 9, 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 5:30 am on Wednesday, October 4, 2023.

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

PRESENT:	ABSENT:	STAFF:
Tim Miller - Chair	None	Brian Dempster, Community Development Director
Dr. Chad Balthrop - Vice Chair		Alexa Beemer, Planning Manager
David Smith		Cyndi Townsend, Recording Secretary
Brian Cook		Julie Lombardi, City Attorney
David Vines		

4. **Presentation of the Character Trait of Dependability**
Alexa Beemer presented the character trait for the month of October.
5. **Consideration and appropriate action relating to the minutes of the September 11, 2023, Regular Meeting**
Dr. Balthrop moved, seconded by Mr. Smith, to approve the minutes, as presented.
YEA: Vines, Balthrop, Cook, Smith, Miller
NAY: None
Motion carried: 5-0
6. **Consideration and appropriate action relating to a planned unit development (OPUD 23-06) and rezoning (OZ 23-07) request for The Palmer 4-Plex, a proposed multi-family residential development of approximately 2.50 acres +/-, located southwest of North 97th East Avenue and East 102nd Street North, from Agriculture (AG) to Residential Neighborhood Mixed (RNX) zoning, with a PUD overlay**
Alexa Beemer presented the item, recommending approval. There were no comments from the audience. Mr. Vines moved, seconded by Mr. Miller, to recommend approval to the City Council, subject to the following Technical Advisory Committee comments:
 - Add full name and address of property owner on the title page of PUD document
 - Page 1, Section I - add language that all access points will be adequately separated per Ch. 11 of the Owasso Zoning Code
 - Page 1, Section 1 - add language that base zoning of this property will be changed from AG to RNX
 - Page 1, Section II - legal description is not complete - include township/section/range/county
 - Page 1 - add language referencing the GrOwasso 2035 Land Use Master Plan designation for this property - call out for future residential uses
 - Page 2, Section IV - change reference of "parks" to "parking spaces"
 - Page 2, Section IV - list all amenities proposed in this development
 - Page 2, Section IV - max unit count should reflect the number of units proposed (12 DU, rather than 30 DU will be allowed here)
 - Page 2, Section IV - replace "Minimum Side Yard" requirement with a "Minimum setback from adjacent single-family uses" requirement - the setback will need to be a minimum of 20'
 - Page 3, Section VI - clarify and add language regarding what "LS" abbreviation means
 - Page 3, Section VI - Exhibit is misspelled
 - Page 3, Section V - Replace "Planning Commission" with "Planning Division"
 - Page 4 - add language regarding type/material and location of required screening fences - fencing is required along the north, south, and west property lines, and only need to be 6' tall
 - Page 4 - add language regarding proposed signage; staff will allow one (1) 8' tall monument sign with a landscaped base, but may not be digital in nature; all signage must comply with Ch. 18 of the Owasso Zoning Code

- Appendix A - add adjacent land uses to the conceptual site plan
- Appendix A - add callouts for required screening fences on the conceptual site plan
- Appendix A & J - remove unit numbers on these conceptual plans
- Appendix G & H - add zonings; maps are currently blank
- Provide conceptual elevations of proposed buildings
- Provide a soil map; may use the USGS website screenshots
- Full photometric showing lighting levels at all property lines and within the property will be required during the site plan review
- Full landscape plan will be required during the site plan review
- Addressing for each building and unit will be provided by City staff at the site plan review stage

YEA: Smith, Vines, Miller, Balthrop, Cook

NAY: None

Motion carried: 5-0

7. Consideration and appropriate action relating to a preliminary plat request for Owasso 7, approximately 2.31 acres +/-, located on the northeast corner of East 96th Street North and North Garnett Road, zoned Commercial General (CG), and is within the US-169 Overlay District

Alexa Beemer presented the item, recommending approval. There were no comments from the audience. After discussion, Mr. Vines proposed an amendment to the preliminary plat to show right-in, right-out only access onto East 96th Street North. Mr. Miller moved to approve the amendment, seconded by Dr. Balthrop.

YEA: Cook, Balthrop, Smith, Vines, Miller

NAY: None

Motion carried: 5-0

Mr. Miller moved, seconded by Mr. Smith, to recommend approval of the amended preliminary plat to the City Council, subject to the following Technical Advisory Committee comments:

- Provide to staff required Oil and Gas letter from the Oklahoma Corporation Commission (OCC)
- Add City name into title block on plat
- All limits of access must be separated by at least 150' - adjust all limits of access/limits of no access measurements to reflect that on the plat
- Show and label all adjacent driveway cuts, across North Garnett Road on the plat
- Add "dedicated by this plat" to both MAE callouts on the plat
- Show required drainage easement(s) on the plat face, noting how storm water will be conveyed to the existing regional detention pond infrastructure
- Deed of Dedication (DoD) - add language stating all lots will have unrestricted lot-to-lot access
- DoD - add language regarding how storm water will be handled for this development; reference the Garnett Regional Detention Facility drainage/detention plan in the DoD
- DoD - numbering for MAE section is out of sequence (goes from K. to 6.)
- DoD - add standard landscape language:
 - Following completion of planning, the property owner is responsible for long-term health and maintenance of all plant material on site. Dead or dying plant material shall be replaced
 - All trees must be planted at least five feet (5') away from all underground utilities
- DoD, Section I. G. - replace mentions of "City of Tulsa" and "TMAPC" with "City of Owasso" and "Owasso Planning Commission"
- This property has a storm water detention payback associated with it, assessed at the final plat stage at \$30,373 per acre
- Addressing for each building/lot will be provided by City staff at the site plan review stage

YEA: Vines, Balthrop, Miller, Cook, Smith,

NAY: None

Motion carried: 5-0

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

9. Report on items from the September 20, 2023 Technical Advisory Committee (TAC) Meeting – Brian Dempster reported on a Site Plan for APEX Title located at 507 East 19th Street North.

10. **Report from Planning Commissioners** – None

11. **New Business** – None

12. **Adjournment** – Mr. Miller moved, seconded by Mr. Smith, to adjourn the meeting.

YEA: Bathrop, Vines, Smith, Cook, Miller

NAY: None

Motion carried: 5-0 and the meeting adjourned at 6:18 p.m.



Cyndi Townsend, Recording Secretary