

# OWASSO PLANNING COMMISSION

## MINUTES OF REGULAR MEETING MONDAY, JANUARY 9, 2023

The Owasso Planning Commission met in regular session on Monday, January 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 11:30 a.m. on Friday, January 6, 2023.

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

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

4. **Presentation of the Character Trait of Discipline**  
Alexa Beemer presented the character trait for the month of January.
5. **Consideration and appropriate action relating to the Minutes of the December 12, 2022, Regular Meeting**  
Dr. Loving moved, seconded by Dr. Balthrop to approve the Minutes, as presented.  
YEA: Vines, Balthrop, Miller, Loving, Smith  
NAY: None  
Motion carried: 5-0
6. **Consideration and appropriate action relating to rezoning application OZ 22-10 for the New Public Works Facility, approximately 63.667 acres +/-, located near the southeastern corner of East 116<sup>th</sup> Street North and North 97<sup>th</sup> East Avenue (Mingo Road)**  
Alexa Beemer presented the item, recommending approval. Mr. Miller moved, seconded by Dr. Balthrop to recommend approval of rezoning to the City Council, as recommended.  
YEA: Miller, Vines, Balthrop, Loving, Smith  
NAY: None  
Motion carried: 5-0
7. **Consideration and appropriate action relating to Specific Use Permit application SUP 22-03 for Take 5 Oil Change, approximately 0.8136 acres +/-, located near the southeastern corner of East 96<sup>th</sup> Street North and North 129<sup>th</sup> East Avenue**  
Alexa Beemer presented the item, recommending approval. Mr. Vines moved, seconded by Dr. Loving to recommend approval of the Specific Use Permit to City Council, subject to the following TAC comments:
  - File lot split deeds that will create the subject lot
  - Provide proposed planting schedule - follow Ch. 19 of the Owasso Zoning Code
  - Label setback and buffer distances between the building and property lines on site plan
  - Additional plantings needed along 129<sup>th</sup> to buffer against headlights - show on site plan
  - Additional plantings needed along eastern fenceline, adjacent to the single-family homes - show on site plan
  - Provide lighting plan – on site plan show locations and that all lighting will be full cut-off/shielded
  - Label adjacent zoning on site plan
  - Address detention area and make note on site plan
  - Show dimensions of the parcel on site plan
  - Show drive lane widths on site plan
  - East and south drives need to be in a Mutual Access Easement (MAE) - provide documentation to staff when filed
  - Show locations of proposed signage and note that signage is approved via a separate permit
  - All mechanical/HVAC equipment needs to be fully screened - show and note on site plan

- Coordinate with Fire on turning radii for all drive lanes
- Ensure dumpster enclosure is architecturally compatible with the main building's façade
- Show bike rack on site plan

YEA: Balthrop, Vines, Smith, Miller, Loving

NAY: None

Motion carried: 5-0

#### 8. Community Development Report

Brian Dempster reported on the following:

- Monthly Building Report and Permit Activity for December 2022
- Introduced new City Planner, Wendy Kramer
- Recognized Cyndi Townsend

#### 9. Report on items from the December 21, 2022, Technical Advisory Committee (TAC) Meeting

Brian Dempster reported on the following:

- Site Plan – Salad and Go, 11360 East 96<sup>th</sup> Street North
- Site Plan – The Learning Experience, 11637 North 129<sup>th</sup> East Avenue

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

#### 11. New Business – None

#### 12. Adjournment

Mr. Miller moved, seconded by Mr. Smith to adjourn the meeting at 6:15 p.m.

YEA: Vines, Balthrop, Miller, Loving, Smith

NAY: None

Motion carried: 5-0

  
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Cyndi Townsend, Recording Secretary