

OWASSO PLANNING COMMISSION

MINUTES OF REGULAR MEETING

MONDAY, MAY 8, 2023

The Owasso Planning Commission met in regular session on Monday, May 8, 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 am on Thursday, May 4, 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. Chad Balthrop - Vice Chair		Alexa Beemer, Planning Manager
David Smith		Wendy Kramer, City Planner
Brian Cook		Cyndi Townsend, Recording Secretary
David Vines		Julie Lombardi, City Attorney

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

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

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

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

YEA: Balthrop, Cook, Miller, Smith, Vines

NAY: None

Motion carried: 5-0

6. **Consideration and appropriate action relating to a preliminary plat and final plat request for Garnett Business Plaza, approximately 1.185 acres +/-, located north of the northwest corner of East 103rd Street North and North Garnett Road, zoned Commercial General (CG), under planned unit developments (OPUD 06-04 and OPUD 01-02)**

Wendy Kramer presented the item, recommending approval of the preliminary plat and the final plat. There were no comments from the audience. After discussion, Mr. Miller moved, seconded by Mr. Vines to recommend approval of the preliminary plat, subject to the following Technical Advisory Committee comments:

- Provide conduit to Right-of-Way, so AT&T can provide service
- Show drainage easement discussed with staff during meeting on April 13, 2023
- Add language to Deed of Dedication (DoD) page referencing the property owner's association and their maintenance responsibilities
- Clarify who will maintain the storm water infrastructure on the DoD
- Add "Zoned CG" to the title block on the final plat
- Provide staff with conceptual utility plan
- Denote all perimeter utility easements on the plat face and coordinate with staff on sizing-minimum 17.5'
- Add document numbers for all offsite easements
- Add OPUD 06-04 to zoning callouts on adjacent property
- Show and denote the document number for the Mutual Access Easement to the south of the property, where you will be deriving access
- Denote "Reserve area A – Preliminary Plat Bailey Commercial" just north of the subject property, offsite

YEA: Balthrop, Cook, Miller, Smith, Vines

NAY: None

Motion carried: 5-0

Mr. Miller moved, seconded by Dr. Balthrop to recommend approval of the final plat to the City Council.

YEA: Vines, Balthrop, Smith, Miller, Cook

NAY: None

Motion carried: 5-0

7. Presentation and discussion of the Foundations of Municipal Planning

Brian Dempster, Alexa Beemer, and Wendy Kramer presented the item and discussion was held.

8. Community Development Report

Brian Dempster reported on the following:

- Monthly Building Report and Permit Activity for April 2023

9. Report from Planning Commissioners Mr. Miller welcomed Brian Cook to the Planning Commission.

10. New Business – None

11. Adjournment – Mr. Miller moved, seconded by Dr. Balthrop to adjourn the meeting.

YEA: Smith, Cook, Vines, Balthrop, Miller

NAY: None

Motion carried: 5-0 and the meeting adjourned at 6:36 p.m.



Cyndi Townsend, Recording Secretary