

OWASSO PLANNING COMMISSION

MINUTES OF REGULAR MEETING MONDAY, JUNE 12, 2023

The Owasso Planning Commission met in regular session on Monday, June 12, 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, June 8, 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
		Daniel Dearing, City Engineer

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

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

5. **Consideration and appropriate action relating to the minutes of the May 8, 2023, Regular Meeting**

Mr. Vines moved, seconded by Dr. Balthrop 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 proposing a mixed-use development, located at the northwestern corner of the intersection of East 106th Street North and North 145th East Avenue, and is approximately 51.66 acres +/- . The subject property is zoned Residential Multifamily (RM), Commercial Shopping (CS), and Office (O) under Owasso Planned Unit Development OPUD 23-02**

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

- Remove aerial image from the plat face
- Add "Zoned CS, O, and RM under OPUD 23-02" to the title block
- Label the width of the Right-of-Way (ROW) to be dedicated per this plat, from the centerline, along East 106th Street North and North 145th East Avenue - City requires at least 60' width
- The ROW pieces to be dedicated by this plat currently are not included in the boundaries of the plat; adjust the boundaries to reflect these pieces of ROW to be dedicated
- Show adjacent property owners' names, zoning designations, and lot lines on the plat face
- Consider placing the two main entrances in individual Reserve Areas - clarify who will maintain these entrances/drives in the Deed of Dedication (DoD) page - a property owner's association, or the owner of Lot 12, Block 2
- Remove callout on the lot to the east of the property that says "not a part", and replace with property owners' name
- Label width of easements on eastern and northern property boundaries - If these easements have been dedicated by separate instrument(s), label document number
- Make the boundary lines of the plat a darker, thicker black; adjacent property lines can be denoted with a lighter gray
- Show specific limits of access for entire plat; note PUD limits the number of access points on each street frontage
- Clarify all overlapping labels on the plat face – hard to discern between utility easements and topographic lines

- Add "and in accordance with Owasso Zoning Code" to the second note regarding landscaping on plat face
- Add language to the DoD page regarding the establishment of a Property Owner's Association
- Add language to the DoD page regarding the maintenance specifics of any shared facilities (detention pond, entrances, etc.)
- Clarify if reserve Area A will service the entire subdivision, or just Lot 12, Block 2 - adjust the DoD page accordingly
- Add language to the DoD saying all lots will have cross access between them
- Left justify all sections of the DoD page
- Add language to DoD referencing dedication of ROW
- Section 1 of DoD - fix formatting on section numbers
- Section 1. H – add language regarding Limits of Access on North 145th East Avenue
- Remove names from City signature block – just "Mayor" and "City Clerk" are required
- Sidewalks will be required along all frontages and will be required to be shown on all site/civil plans for each lot
- Label what the rectangle easement is in the northeastern corner

Washington County Rural Water District No. 3:

- This item is in Washington Co. RWD #3 service area
- 20 ft. utility easement at minimum along all streets and rights-of-way (additional easements may be needed based on design)
- We have had some communications with the engineer, but water has not been requested to date
- Waterline plans have not been submitted, reviewed, or approved to date
- How will entrances be addressed for each lot?
- We reserve comment until we have an opportunity to review and comment on waterline plans
- The DoD and the Restrictive Comments appear to be sufficient
- At such time as water service is requested, all requirements of the district must be met

YEA: Balthrop, Miller, Cook, Smith, Vines

NAY: None

Motion carried: 5-0

7. Consideration and appropriate action relating to a Preliminary Plat proposing a single-family residential subdivision, located south and west of the intersection of East 76th Street North and North 193rd East Avenue in the Stone Canyon Development, and is approximately 31.88 acres +/- . The subject property is zoned Residential (RS-20) under the Stone Canyon Planned Unit Development (PUD)

Alexa Beemer presented the item, recommending approval of the preliminary plat. There were no comments from the audience. Mr. Miller moved, seconded by Dr. Balthrop to approve the preliminary plat, subject to the following Technical Advisory Committee comments:

- Revise addressing with new addresses, as provided by City Staff
- Label adjacent zoning and property owners' names on the plat face
- Show street name(s) for adjacent subdivisions
- Add Limits of Access for the new North 190th East Avenue access point
- Need to erect barriers at the stub on the end of East 73rd Street North

YEA: Cook, Smith, Balthrop, Miller, Vines

NAY: None

Motion carried: 5-0

8. Community Development Report

Brian Dempster reported on the following:

- Updated the Commission on the planning team hosting the Tulsa Area Public Sector Planners Meeting Lunch & Learn at the Owasso Tulsa Tech Campus
- Monthly Building Report and Permit Activity for May 2023

9. Report from Planning Commissioners – Mr. Miller attended the Planners Meeting Lunch & Learn, and congratulated the planning team on a job well done.

10. New Business – None

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

YEA: Vines, Miller, Smith, Cook, Balthrop

NAY: None

Motion carried: 5-0 and the meeting adjourned at 6:12 p.m.

A handwritten signature in blue ink that reads "Cyndi Townsend". The signature is written in a cursive style and is positioned above a horizontal line.

Cyndi Townsend, Recording Secretary