

City Council Work Session Meeting Minutes

Dawes Conference Room
113 W. Dawes Ave., Bixby, OK 74008
July 8, 2024 at 5:00 PM

The agenda for the regularly scheduled meeting of the City Council Work Session of the city of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on July 5, 2024, on or before 5:00 p.m.

Call to Order

Vice Mayor Founds called the Bixby Public Works Authority Meeting to order at 5:01 pm.

Roll Call

Shannon Duran, City Clerk, called the roll, and the following were present:

Members Present

Mayor Guthrie (Not Present)
Vice Mayor Founds
Councilor Girard (Not Present)
Councilor Hirshey
Councilor Schultz

Staff Present

Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
Joey Wiedel, Development Services Director
Joe Sherrell, Deputy Chief
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Agenda

- 1) Presentation of comprehensive plan and zoning ordinance language.

Vice Mayor Founds said Item 1 Agenda is up for discussion and consideration.

Item presented by Joey Wiedel

Others who spoke: City Manager Jared Cottle, Madeline Luster, Grants Administrator

Madeline Luster distributed a "Comprehensive Plan Amendment Outreach" handout to the council for their review (A copy is attached to these minutes for reference). Joey Wiedel provided an overview of the current Comprehensive Plan and zoning ordinance language, highlighting the necessity for updates due to discrepancies between the two. The purpose of the meeting is to initiate discussions with the Council for clarification on how to proceed with the Comprehensive Plan and Zoning processes. Joey advised that the staff has engaged in outreach to other

municipalities to gather information and compare practices concerning their comprehensive plans.

Joey Wiedel and Jared Cottle subsequently presented a summary and background, emphasizing the need to clarify how the council wants to move forward with the Comprehensive Plans.

The staff advises the council that there is a significant disparity between the existing zoning and Comprehensive Plan language, originally established in the 1970s and later amended in 2014 and 2018. Previously, zoning in agricultural (AG) areas defaulted to RS-3. However, changes in state legislation complicated this approach, necessitating adjustments to accommodate smaller lot developments and other contemporary requirements. Past state legislation also prohibited communities from strictly enforcing development standards through zoning classifications, prompting local code modifications (e.g., introducing RS2.5 as an intermediary between RS3 and lower-density classifications). These changes have inadvertently created conflicts with the Comprehensive Plan's overarching vision and definitions.

Jared Cottle and Joey Wiedel highlight the current procedural challenge posed by the zoning code's alignment with the Comprehensive Plan, based on the language in the existing code. Currently, the code does not specify whether Comprehensive Plans should be considered by Council two at a time or twice a year. Further discussions were held to determine if the code should be amended to adjust the frequency, ensuring it adequately addresses development and community needs.

Staff emphasized to the council the critical importance of achieving procedural clarity and alignment between updates to the Comprehensive Plan and revisions to the zoning code. This alignment is essential to maintain coherence and promote sustainable development practices within the city. Joey Wiedel raised concerns about the potential challenges of managing multiple development proposals effectively if the Comprehensive Plan and zoning requirements are not properly aligned.

Additionally, staff advised the council on the significance of clarity and alignment among updates to the Comprehensive Plan, revisions to the zoning code, and the maintenance of updated maps with INCOG (Indian Nations Council of Governments). This alignment is necessary to ensure consistency and to support sustainable development practices throughout the city.

Staff is seeking guidance from the council as to the timing for presenting Comprehensive Plans for review and feedback, and the frequency of updates to the Comprehensive Plan. Joey advises that these decisions would impact zoning decisions and development standards, aligning these updates with the city's growth and development goals. Staff also asks for the council to clarify their approach to handling major amendments to the Comprehensive Plan, which is crucial for guiding developers. The council has affirmed their readiness to consider Comprehensive Plan amendments as needed, ensuring developers can effectively present their cases.

There is consensus that the Comprehensive Plan should be updated every 3 to 5 years to ensure it accurately reflects current community needs and development trends. Additionally, further discussions were held as to if an annual internal review should be conducted to address any emerging issues or changes.

Councilor Founds emphasizes the importance of transparency and fairness throughout the process, ensuring developers who invest substantial resources in their projects receive due consideration and are heard by the council.

Further discussions were held as to the necessity for improved communication between the Planning Commission and the City Council regarding the scheduling and management of Comprehensive Plan amendments. It was acknowledged that clearer guidelines would streamline the process and help prevent misunderstandings. This focus on enhancing communication and establishing transparent procedures aims to facilitate smoother collaboration and decision-making between stakeholders involved in city planning and development initiatives.

The Council expressed willingness to review Comprehensive Plans and emphasized the importance of developers having their projects well-prepared before presenting them to the Council. This ensures that Comprehensive Plan amendments, plat approvals, PUD's, and zoning changes are handled in a logical sequence. Further discussions on this matter are scheduled to take place during the Council retreat.

Additionally, the Council has inquired about the status of the Matrix update. Joey has informed them that the Matrix update will be presented during the same council retreat.

2) Adjournment



City Clerk



Mayor

Comprehensive Plan Amendment Outreach

Current Policy

According to our Comprehensive Plan:

- Major amendments may only be considered by the City Council on a quarterly basis as designated by the Council. Amendments must be submitted prior to the designated Council hearing, and must receive an affirmative two-thirds majority vote of the City Council for approval.
- Minor amendments can be heard and considered by the City Council at any time, and must receive an affirmative simple majority vote of City Council for approval.

Major Amendments. A change is considered to be a Major Amendment if they meet one of the following criteria:

- A change in the Future Land Use Map consisting of 100 acres or more or any request for Industrial or Residential Manufactured Home Park;
- A change in the Future Land Use Map from a residential category to a nonresidential category, except to the Mixed Use category which may be considered a minor amendment;
- A change in the Future Land Use Map from one residential category to another that jumps two density ranges (Example: Low-Density Residential to Medium-High Density Residential).
- Text changes that are in conflict with, or significantly alter the goals and policies of the Plan.

Minor Amendments. Any change to the Future Transportation Network Map, any change to Mixed Use category or any change that does not meet one of the criteria listed above for a Major Amendment. Also, any change to the Implementation Chapter of this Comprehensive Plan is considered a Minor Amendment, and may be considered by the City Council throughout the calendar year according to the regularly-scheduled review and hearing process.

11-5-2: - POLICY ON ZONING MAP AMENDMENTS:

It is the policy of the city that in the consideration of proposed amendments to this title that amendments will be adopted to recognize changes in the comprehensive plan, to correct error or to recognize changed and changing conditions in a particular area or in the jurisdictional area generally.

Zoning map amendments (rezonings) shall not conflict with the comprehensive plan land use map; any rezoning applications which would be contrary to the comprehensive plan land use map must be processed along with a request to amend the land use map and a PUD in order to be accepted and considered. Comprehensive plan land use map amendments shall be limited to two (2) per year, unless otherwise granted prior approval by the city council.

Within areas designated "corridor" and "commercial area" or "vacant, agricultural, rural residences, and open land" on the comprehensive plan land use map, it is city policy to require that a planned unit development (PUD) application be processed along with any application for rezoning to commercial, provided, however, that the city council may waive this requirement upon finding of sufficient good cause.

(Ord. 272, 4-2-1974; amd. Ord. 2031, 12-21-2009; Ord. 2137, 7-14-2014)

Outreach to Surrounding Cities

City	Amendment Frequency	Flexibility of Hearing Timeline
Claremore	Every 3-5 years	Very little flexibility

Additional Notes

- Usually amend their Zoning Code – such as their Future Land Map
 - Future Land Map is reviewed once per year and more of an internal review
 - If major issues arise, they would create a working group of relevant stakeholders

City	Amendment Frequency	Flexibility of Hearing Timeline
Edmond	Any Planning Commission/ City Council meeting	Very high flexibility (although that is set to change to less flexible)

Additional Notes

- Comprehensive Plan amendments must be heard by both Planning Commission and Council
- Treats comprehensive plan amendments like rezoning
- Developers can apply for any type of rezone
 - However, they are creating a new code where they will not be able to apply for uses that are not allowed in certain parts of the city

City	Amendment Frequency	Flexibility of Hearing Timeline
Glenpool	Any Planning Commission/ City Council meeting	Very little flexibility

Additional Notes:

- Amendments can be heard at any Planning Commission/ Council Meeting
- Use the noticing process to extend that period of time by receiving approval from both groups

City	Amendment Frequency	Flexibility of Hearing Timeline
Norman	Any City Council Meeting	High flexibility

Additional Notes:

- Do not have major/minor amendments, just amendments
- Currently they are hearing many Land Use Plan Amendments
 - However they are creating a new plan in hopes they will have less amendment requests
- Has an applicant cutoff date:
 - The first business day of each month (Ex: July 1st is the deadline for August 8th planning commission meeting, then go to first and second reading on Sept. 10 and 24th)

- “Fast-track” applications
 - If a project was postponed for some reason applicants can request to be “fast tracked”, which means (using the example above) the first reading would be at the end of August instead of September – essentially moving the internal agenda up