

Bixby Technical Advisory Committee Meeting Agenda



Bixby Municipal Building
Conference Room
113 W Dawes Avenue, Bixby, Oklahoma



Wednesday, May 7, 2025 | 10:00 A.M.

Technical Advisory Committee Members

David Segala - A.E.P.-P.S.O.
Jody Chester - A.E.P.-P.S.O.
Aaron Smith - A.E.P.-P.S.O.
Brett Ashlock - A.T.&T.
Kevin Bender - A.T.&T.
Kevin Wingard - SDT
Richard Gann - B.T.C. Broadband
Tony Gonzalez - B.T.C. Broadband
Susan Bevard - B.T.C. Broadband
Chad Jones - B.T.C. Broadband
Scott Lowry - B.T.C. Broadband
Woody Lowry - B.T.C. Broadband
Rob Miller - Bixby Public Schools
Lydia Wilson - Bixby Public Schools
Bea Aamodt - Bixby Public Works Director
Jim Harges, Construction Manager
Joey Wiedel - Interim City Manager
Gwen Plante - Project Manager
Heath Wright - Bixby Utilities & Water
Joe Sherrell - Bixby Fire Chief
Nicholas Flanary - Bixby Fire Marshal
Ryan King - Assistant Fire Marshal
Gladys Gill - City Planner I
Justin Rich - Cox
Loyda Mercado - Cox
Kadi Calfy - Cox

Matt Foreman - Cox
Christopher Long - Cox R.O.W. Agent
Marty Lademan - Creek County R.W.D. #2
Cynthia Hubbell - Creek County R.W.D. #2
Katherine Russell - East Central Electric
Ron Wolfe - East Central Electric (E.C.E.)
Caleb Brennecke - East Central Electric
Michael Beardsley - East Central Electric
Jeremy Hendrickson - ecoLINK
Rick McElhannon - ecoLINK
Steve Whitehouse - O.G. & E.
Dewayne Perry - O.G. & E.
Keith Melson - O.G. & E.
Quan Tran - O.G. & E.
Brandon Rainbolt - O.N.G.
Chandler Eidson - O.N.G.
Patrick Stone - O.N.G.
Bryant Cox - O.N.G.
Kris Mendoza - O.N.G.
Jeff Briggs - O.N.G.
Kym Cude - O.N.G.
Shannon Clemente - O.N.G.
Chance Marshall - O.N.G.
Chris Stobaugh - U.S.P.S. Bixby
Aaron Grodi - Windstream
Joel Ostrenga - Windstream

Call to Order

Introductions

Approval of Minutes

1. Review and approve minutes for the TAC meeting dated April 2nd, 2025.

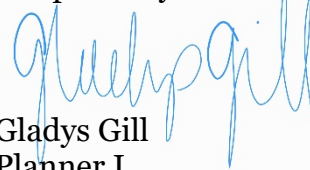
Project Discussions

1. Easement Closure for 7225 E 112th Pl S, Bixby, Oklahoma; Lot 26, Block 1 of Woodcreek.

Adjournment

This Notice and Agenda were posted on the bulletin board on or before 10:00 a.m., May 6, 2025, at the Bixby Municipal Building located at 111 N Cabaniss Ave, Bixby, Oklahoma.

Respectfully submitted,



Gladys Gill
Planner I

Persons who require a special accommodation to participate in this meeting should contact Shannon Duran, City Clerk, 111 North Cabaniss Ave Bixby, Oklahoma, 918-366-4430, or email SDuran@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunications Device for the Deaf (T.D.D.) may contact Oklahoma Relay at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Bixby Technical Advisory Committee Meeting Minutes

Conference Room

Municipal Building, 111 N Cabaniss Ave, Bixby, Oklahoma

Wednesday, April 2, 2025 | 10:00 A.M.

Technical Advisory Committee Members

Members Present

Bea Aamodt, City of Bixby
Gwen Plante, City of Bixby
Heath Wright, City of Bixby
Madeline Luster, City of Bixby
Erik Dye, City of Bixby
Donna Crawford, City of Bixby Consultant
Richard Gann, BTC
Susan Bevard, BTC

Others Present

Andy Gray, Verrado
Lynn Mitchell, Back9
Bryan Herroy, Wallace Design Collective
Karl Fritschen, Wallace Design Collective

Call to Order

- Gladys Gill, City of Bixby, called the meeting to order at 10:05 A.M.

Introductions

- All members present proceeded to introduce themselves.

Approval of Minutes

1. **Consider and approve the minutes of the Technical Advisory Committee meeting dated March 5, 2025.**
- Gladys Gill requested a motion to approve the minutes from the Technical Advisory Committee meeting held on March 5, 2025. Richard Gann from BTC made the motion to approve the minutes, and Donna Crawford seconded it.

Aye: All

Nay: None

Motion Carried

Project Discussions

1. **Preliminary Plat BXPT-25.01 – Verrado located near 111th Street and Mingo Rd.**

Gladys Gill, representing the City of Bixby, introduced Item 1 and invited any utility representatives to provide comments for Wallace Design Collective. She noted that Engineering comments from Bea Aamodt, Public Works Director, had already been forwarded to Wallace Design for review. When asked if Public Works had any additional comments for the applicant, they confirmed that they did not.

Deed of Dedication and Restrictive Covenant

Mrs. Gill informed the group that Development Services had commented on the Deed of Dedication and Restrictive Covenant associated with the plat. She clarified that the City of Bixby will not assume responsibility for the construction or maintenance of the private street or Reserve A, nor for the drainage infrastructure within the private development.

Fire Marshal and Life Safety Requirements

The Fire Marshal discussed Knox Box installation and life safety concerns. He requested that the project comply with the International Fire Code, particularly due to issues related to a dead-end street and a proposed flower bed at the turnaround.

Sidewalk Requirements

Sidewalk installation along 111th Street was discussed. Staff indicated that sidewalks would be required; however, the applicant may request a waiver from the City Council. The applicant inquired about the possibility of providing escrow for the sidewalk improvements.

BTC Comments and Screening Discussion

BTC stated they had no formal comments for the applicant. However, Wallace Design inquired about screening requirements around the BTC building on 111th Street, prompting a discussion.

Addressing and Street Naming

Wallace Design requested clarification regarding addressing and street naming. City staff explained that the engineering group would assign lot addresses, while the Fire Marshal would review and approve street names.

Tree Planting in the Right-of-Way

Wallace asked whether tree planting requirements could be waived or if trees could be planted within the right-of-way. Staff advised that any such requests should be brought before the City Council to consider a waiver.

PFPI and Fee-in-Lieu Discussion

Staff and the applicant discussed Public Facilities and Infrastructure (PFPI) requirements and the option for a fee-in-lieu.

New Business

- No new business to discuss

Adjournment

The meeting was adjourned at 10:57 AM.



APPLICATION FOR CLOSINGS, VACATIONS OR ENCROACHMENTS

APPLICATION IS HEREBY MADE TO THE CITY OF BIXBY TO CONSIDER ONE OF THE FOLLOWING:

CHOOSE (1) CLOSURE: X ENCROACHMENT: _____ VACATION: _____

CHOOSE (1) EASEMENT: X RIGHT OF WAY: _____ PLAT: _____

Property Location: 7225 E. 112th place South, Bixby OK 74008

Legal Description: Woodcreek 26 1
Subdivision Lot Block

Parcel number: 58274-83-35-08810

Plat name* (if applicable): _____

*If unplatted: Attach legal description and electronic legal description in WORD format

Project Details (Include-purpose of project, why the request, new proposal, etc.):

Applicant (Name & Company): Amber Morris

Address: 7225 E. 112th Place South

City: Bixby State: OK Zip: 74008

Phone: 408-964-0792 Fax: _____

Email: Amber.m.morris@icloud.com

Property Owner(s) of Record: Amber Morris

Address: 7225 E. 112th place South

City: Bixby State: OK Zip: 74008

Phone: 408-964-0792 Fax: _____

Email: Amber.m.morris@icloud.com

SIGNATURE OF APPLICANT: Amber Morris DATE: 4/17/2025

(TYPE OR PRINT NAME OF APPLICANT SIGNING): _____

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER(S): _____ DATE: _____

(PRINT NAME OF OWNER(S)
SIGNING):

APPLICATION FOR CLOSINGS, VACATIONS AND/OR ENCROACHMENTS



UTILITY COMPANY REVIEW FOR:

CHOOSE (1) CLOSURE: X DEDICATION: _____ VACATION: _____
CHOOSE (1) EASEMENT: X RIGHT OF WAY: _____ PLAT: _____

Applicant (Name & Company): Amber Morris
Phone: 408-964-0792 Email: Amber.m.morris@icloud.com
Property Location: 7225 E. 112th Place South Bixby, OK 74008
Legal Description: Woodcreek 26 1
Parcel number: 58274-83-35-08810
Plat name* (if applicable): _____

*If unplatted: Attach legal description and electronic legal description in WORD format

AEP/PSO: **Nathan Schultz** Signature: _____
Phone: _____ Comments: _____
Email: nsschultz@aep.com

Windstream: **Bruce Sims** Signature: _____
Phone: 501.679.6225 Comments: _____
Email: Bruce.Sims@windstream.com

ONG: **Chandler Eidson** Signature: _____
Phone: 918.831.8221 Comments: _____
Email: Chandler.Eidson@onegas.com

OG&E: **Ben Loftis** Signature: _____
Phone: _____ Comments: _____
Email: loftisb@oge.com

BTC: **Richard Gann** Signature: _____
Phone: 918.366.0253 Comments: _____
Email: rgann@mybtc.com

COX CABLE: **Land Use Team** Signature: _____
Phone: 833.850.0590 Comments: _____
Email: TULROW@cox.com

City of BX

Bea Aamodt

Phone: 918.366.0404

Email: baamodt@bixbyok.gov

Signature: _____

Comments: _____

GUIDELINES FOR SUBMITTAL OF APPLICATION FOR: ENCROACHMENT(S); CLOSING/VACATING AN EASEMENT(S), RIGHT-OF-WAY(S); VACATION OF PLAT

Confirm the following was submitted with application, incomplete applications will not be processed:

- ✓ Parcel number (required-obtain from County Tax Bill)
- ✓ Detailed description of reason for request (PDF or hard copy and word doc./email)
- ✓ Original Legal documents signed and executed by all relevant parties (templates available upon request)
 - All documents with legal descriptions must have stamp and *original signatures* of licensed Land Surveyor
 - All signatures, seals, and stamps must not encroach into the 1 (one) inch margins on documents
- ✓ Survey depicting the entire property
 - Survey of entire easement, encroachment or right-of-way
 - Survey of portion to be closed and/or vacated or encroached
- ✓ Location Map
- ✓ Legal description AND address of the subject property
- ✓ Legal description of entire easement, encroachment and/or public right-of-way
- ✓ Legal description of the portion of the easement, encroachment and/or right-of-way requested to be closed and /or vacated, or encroached
 - Legal descriptions must be submitted (email) in WORD format
 - Email PDF's AND required word doc as requested per application (JDowd@BixbyOK.gov)

Fee: Per Manual of Fees

CITY STAFF TO COMPLETE THIS SECTION

REC'D BY: _____ FEE: _____ RECEIPT NO. : _____

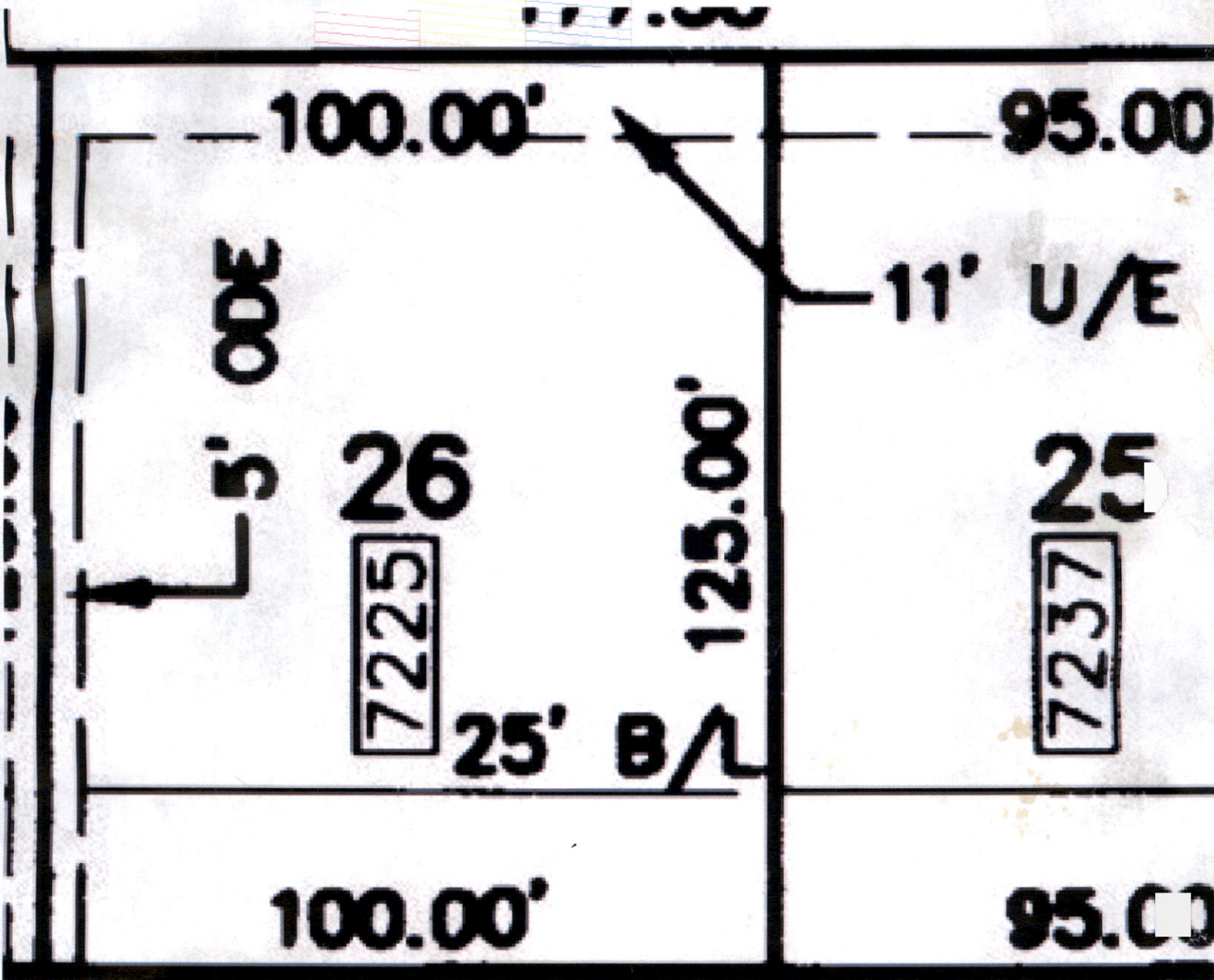
PROJECT NAME (IF APPLICABLE): _____

CITY COUNCIL DATE: PREVIEW ORDINANCE: _____ ORDINANCE: _____

Received Date

(Date Stamp Here)

Woodcreek Lot 26 Block 1



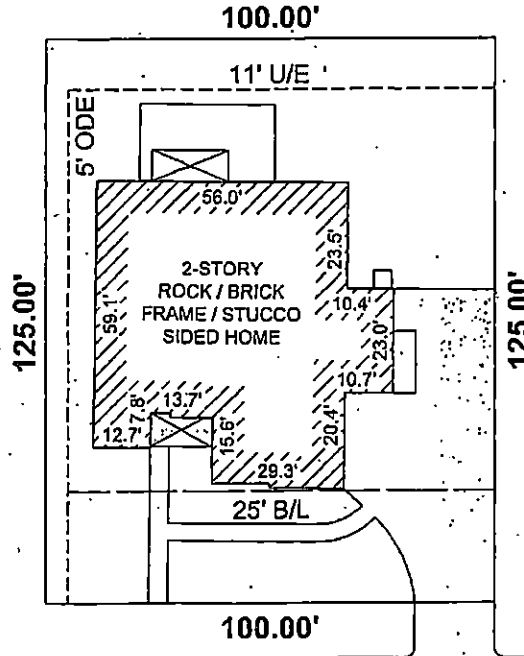
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112TH PL.

9

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**REGISTERED LAND SURVEYOR'S
MORTGAGE INSPECTION REPORT**



E. 112th Place South

SPECIAL EXCEPTIONS:

STATUTORY SECTION LINE ROAD EASEMENTS IN FAVOR OF STATE OF OKLAHOMA, WHERE APPLICABLE. DDES NOT AFFECT THE SUBJECT TRACT.

TERMS, CONDITIONS, PROVISIONS, COVENANTS, RESTRICTIONS, EASEMENTS AND BUILDING LINES AS SHOWN ON THE RECORDED PLAT AND AS CONTAINED IN DEED OF DEDICATION AND RESTRICTIVE COVENANTS OF WOODCREEK DATED MAY 9, 2005, FILED MAY 11, 2005, PLAT NO. 8072, RECORDS OF THE TULSA COUNTY CLERK. RATIFICATION OF PLAT OF WOODCREEK DATED JANUARY 3, 2006, FILED JANUARY 21, 2006, DOCUMENT NO. 200600328, RECORDS OF THE TULSA COUNTY CLERK. DECLARATION OF ASSOCIATION COVENANTS AND RESTRICTIONS BIXBY WOODCREEK HOMEOWNERS' ASSOCIATION, INC. DATED AUGUST 15, 2007, FILED OCTOBER 25, 2007, DOCUMENT NO. 2007120124, RECORDS OF THE TULSA COUNTY CLERK, BUT OMITTING ANY COVENANT OR RESTRICTION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN, AND WHICH DO NOT PROVIDE FOR FORFEITURE OR REVERSION OF TITLE. AFFECTS THE SUBJECT TRACT AS SHOWN.

TERMS, CONDITIONS, PROVISIONS, COVENANTS, RESTRICTIONS, EASEMENTS AND BUILDING LINES AS SHOWN ON THE RECORDED PLAT AND AS CONTAINED IN BUT OMITTING ANY COVENANT OR RESTRICTION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN, AND WHICH DO NOT PROVIDE FOR FORFEITURE OR REVERSION OF TITLE. AFFECTS THE WOODCREEK SUBDIVISION.

EASEMENT TO TULSA COUNTY, STATE OF OKLAHOMA, DATED OCTOBER 28, 1939, FILED OCTOBER 30, 1939, IN BOOK 1348 AT PAGE 378, RECORDS OF THE TULSA COUNTY CLERK. DOES NOT AFFECT THE SUBJECT TRACT.

REPORT OF COMMISSIONERS DATED JANUARY 5, 1939, FILED JANUARY 5, 1939, TULSA COUNTY DISTRICT COURT CASE NO. CJ-88-5334, RECORDS OF THE TULSA COUNTY COURT CLERK. DOCUMENT UNAVAILABLE, UNABLE TO DETERMINE.

ORDER VESTING TITLE STYLED "CITY OF TULSA, OKLAHOMA, A MUNICIPAL CORPORATION VS. JOHN A. COATES, ET AL.," TULSA COUNTY DISTRICT COURT CASE NO. CJ-88-5334, DATED OCTOBER 13, 1993, FILED OCTOBER 13, 1993 IN BOOK 5551 AT PAGE 2093, RECORDS OF THE TULSA COUNTY CLERK DOES NOT AFFECT THE SUBJECT TRACT.

EASEMENT AGREEMENT TO CITY OF BIXBY DATED MAY 9, 2001, FILED MAY 24, 2001, IN BOOK 6529 AT PAGE 2409, RECORDS OF THE TULSA COUNTY CLERK. DOES NOT AFFECT THE SUBJECT TRACT.

LEGAL DESCRIPTION:

LOT TWENTY-SIX (26), BLOCK ONE (1), WOODCREEK, A SUBDIVISION IN THE CITY OF BIXBY, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.


PHYSICAL ADDRESS: 7225 E. 112TH PLACE SOUTH, BIXBY, OK 74008

SURVEYOR'S STATEMENT:

I, ALBERT JONES III, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA HEREBY STATE THAT IN MY PROFESSIONAL OPINION THE ABOVE INSPECTION PLAT SHOWS THE DWELLING AS LOCATED ON THE PREMISES DESCRIBED, THAT IT IS ENTIRELY WITHIN THE DESCRIBED TRACT BOUNDARIES, AND THERE ARE NO ENCROACHMENTS THEREON BY VISIBLE PERMANENT IMPROVEMENTS, EXCEPT AS INDICATED; THAT THE ABOVE INSPECTION PLAT SHOWS ALL RECORDED PLAT EASEMENTS AND OTHER SUCH EASEMENTS WHICH HAVE BEEN DISCLOSED BY A CURRENT TITLE OPINION OR BY COMMITMENT FOR TITLE INSURANCE AND COPIES THEREOF PROVIDED TO ME; THAT THIS INSPECTION PLAT WAS PREPARED FOR IDENTIFICATION PURPOSES ONLY FOR THE MORTGAGE AND IS NOT A LAND OR BOUNDARY LINE SURVEY; THAT NO PROPERTY CORNERS WERE SET, AND IS NOT TO BE USED OR RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING OR OTHER IMPROVEMENTS; THAT UNDERGROUND OR ABOVE GROUND UTILITIES WERE NOT FIELD LOCATED AND THEREFORE ARE NOT SHOWN ON THIS INSPECTION PLAT UNLESS SPECIFICALLY REQUESTED BY THE CLIENT; THAT THIS INSPECTION PLAT IS PREPARED SOLELY FOR THE CLIENT LISTED HEREON AS OF THIS DATE AND MAY NOT BE USED FOR ANY SUBSEQUENT LOAN CLOSING, REFINANCE, OR OTHER TRANSACTION; AND THAT NO RESPONSIBILITY OR LIABILITY IS ASSUMED HEREIN OR HEREBY TO THE PRESENT OR FUTURE OWNER OR OCCUPANT.

FEMA # 40143C0089L (UNSHADED X)
FILE # 304481
BUYER: ANBER M. MORRIS
SELLER: DAVID & REBECCA FUTTO
CLIENT: OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY / TULSA ABSTRACT & TITLE CO. / SPIRITBANK

ATLAS LAND OFFICE, LLC
202 SOUTH MAIN, WAGONER, OK 74467
WWW.ATLASLANDOFFICE.COM
INFO@ATLASLANDOFFICE.COM
CA#6752 EXP. 6-30-2016
PHONE: (918) 485-9987

BY: 
ALBERT JONES III
PROFESSIONAL LAND SURVEYOR
OKLAHOMA NO. 1580



6-2-15

APPLICATION FOR CLOSING EASEMENT

Jeff and Amber Morris

7225 E. 112th Pl. S.

Bixby Ok, 74008

Reason for Request:

The reason for this request is to close a portion of the north easement in order to construct a pool. The current north easement is 11' and we are requesting to reduce the easement to 5'.

Legal Description of Easement:

11' North side utility easement

Legal Description of the Portion of the Easement requested to be closed:

Closing the south 6' of the rear north 11' utility easement on Woodcreek lot 26 block 1. Closing the North 11' utility easement, less and except the north 5'.

Project Info

Project Name: Amber Morris

Client Name: Amber Morris

Address: 7225 East 112th Place South

City: Tulsa

State/Province: OK

Designer Name: Nelson Orr

