

MINUTES

BIXBY PLANNING COMMISSION

CITY HALL, COUNCIL CHAMBERS ~ 116 WEST NEEDLES, BIXBY, OKLAHOMA

MONDAY, APRIL 17, 2017 ~ 6:00 PM

CALL TO ORDER 6:02 by Chairman, Lance Whisman

ROLL CALL- Jason Mohler

Josh Nave was newly appointed but not sworn in therefore his vote will not be counted.

Planning Commission Members	HERE	ABSENT
Tom Holland	H	
Jerod Hicks	H	
Joshua Nave	H	
Steve Sutton (VICE CHAIR)	H	
Lance Whisman (CHAIR)	H	

CONSENT AGENDA

(LANCE WHISMAN) Reading of the Consent Agenda Items

1. Approval of Minutes: Planning Commission Meeting ~ March 20, 2017

PULLED BY CHAIRMAN, MINUTES WERE NOT READY.

2. **LOT SPLIT BXLS-17.05 BLAND:** Applicant, Dave Sanders of Sanders Engineering, Inc.

Approval of a Lot-Split for the Bland Property, Single-family use, 83.73 acres (Parent Tract), 16.18 acres (New Tract) 64.55 acres (Remaining Tract), property located north of 161st Street and west of Harvard Avenue in the City of Bixby, OK

REQUEST: Lot-Split approval request for 16.18 Acres

LOCATION: South of 151st and west of Harvard

STR: Section 20, T17N, R13E

LOT SIZE: (2) Two Lots
(Tract 1) 16.18 Acres
(Tract 2) 64.55 Acres

ZONING: AG (Agriculture)

EXISTING USE: Vacant

PROPOSED USE: Tract 1-Single Family residential
Tract 2-Agriculture

PUBLIC INPUT: None, not advertised

BACKGROUND INFORMATION:

The applicant requests to lot split the parent tract for the purpose of a Single-family rural residential lot. The mortgage company is requiring the Lot Split; they plan to have one house on rural water with a septic system. This item was presented at the April 5, 2017 Technical Advisory Committee (TAC) Meeting for approval.

COMPREHENSIVE PLAN:

Land Use Intensities: Low, Development Sensitive
Land Use: Vacant, Agriculture, Rural Residences, and Open Land
Urban Design Elements: Adjacent to a corridor

ATTACHMENTS:

1. Case Map
2. Lot Split Exhibit

Staff believes the proposed Lot Split request meets the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff and the Technical Advisory Committee recommend Approval of **BXLS-17.05** with the following conditions:

1. BRING WARRANTY DEED TO OFFICE OF CITY PLANNER TO BE STAMPED AFTER APPROVAL OF PLANNING COMMISSION AND BEFORE FILING AT TULSA COUNTY.
 2. PROVIDE COPY OF FILED DOCUMENT TO OFFICE OF CITY PLANNER
3. **LOT SPLIT BXLS-17.06 BALDWIN:** Applicant, Gary & Brett Baldwin
Approval of a Lot-Split for Lots Three (3) & Four (4), Block 26 Midland Addition, Office use, property located at 8 West Dawes Avenue in the City of Bixby, OK
- REQUEST:** Lot-Split approval
LOCATION: South of 151st and east of Memorial (8 West Dawes)
STR: Section 24, T17N, R13E
LOT SIZE: (2) Two Lots **(Original Tract) Lots 3 & 4 of Block 26 Midland Addition**
ZONING: CH (Commercial Heavy)
(Garage Tract) Use Unit 11
(Remaining Tract) Use Unit 13 and 14 preferred by owner
Allowed by right in CH: 1, 4, 5, 8, 10-15, 17-19, 22, 23
EXISTING USE: Vacant, potential retail space
PROPOSED USE: (Garage Tract) Recording Studio
(Remaining Tract) Retail

PUBLIC INPUT: None, not advertised

BACKGROUND INFORMATION:

The applicant requests to lot split the existing garage structure from the primary building located at 8 West Dawes in downtown Bixby. The owners plan to open a personal recording studio and use the remaining space as retail. If approved they will request separate mailing addresses for utilities and financing.

This item was presented at the April 5, 2017 Technical Advisory Committee (TAC) Meeting for approval.

CH Code Requirements: Bixby Zoning **11-7D-4: BULK AND AREA REQUIREMENTS:** 

- Frontage (minimum feet)*:

- Arterial 100
- Not an arterial 50
- Floor area ratio (maximum) 0.75

*Setback from centerline of abutting street (minimum feet): Measured from centerline of abutting street; add to the distance designated in the column to the right 1/2 of the right of way width designated on the major street plan, or 25 feet if the street is not designated on the major street plan:

- Arterial 50
- Not an arterial 25
- Setback from abutting R district:
 - Boundary lines (minimum feet) 10*
 - Building height (maximum feet) 5 stories or 70 feet
- Parking: 1 per 150 square feet of floor area

COMPREHENSIVE PLAN:

Land Use Intensities: Low, Development Sensitive

Land Use: Commercial Area

Urban Design Elements: Collector Street, near planed trail, near Fire Station, Near Community Park, Special District 1

ATTACHMENTS:

Case Map

Lot Split Exhibit

Staff believes the proposed Lot Split request meets the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff and the Technical Advisory Committee recommend Approval of **BXLS-17.06** with the following conditions:

BRING WARRANTY DEED TO OFFICE OF CITY PLANNER TO BE STAMPED AFTER APPROVAL OF PLANNING COMMISSION AND BEFORE FILING AT TULSA COUNTY.

Provide copy of filed document to office of city planner

4. **LOT SPLIT BXLS-17.04 & BXLC-17.02 K&G:** Applicant, Chris Cloyde of Crafton Tull

Approval of a Lot-Split and approval of a Lot-Combination for the Kum & Go Store #835 part of the *Kum & Go 835 Addition* Plat No. 6709, for retail use, property located at 13124 S. Memorial in the City of Bixby, OK

REQUEST: Lot-Split and Lot-Combination approval

LOCATION: South of 131st and west of Memorial

STR: Section 11, T17N, R13E

LOT SIZE: (Original Tract) Lot (1) One, Block (1) One, KUM & GO 835 ADDITION

(First Tract) south west flag of Original Tract

(Second Tract) Unplatted Lot Parcel No. 97311731115460

ZONING: CG (Commercial General)

EXISTING USE: Convenience store is under construction

PROPOSED USE: (Original Tract) Convenience Store

(Second Tract) Retail Shopping

PUBLIC INPUT: None, not advertised

BACKGROUND INFORMATION:

The applicant requests to lot split the parent tract for the purpose of combining the flag portion to the Second Tract. This item was NOT presented at the April 5, 2017, Technical Advisory Committee (TAC) Meeting for approval; however, TAC did receive a digital copy for review and comment.

COMPREHENSIVE PLAN:

Land Use Intensities: Medium, Low, and Development Sensitive

Land Use: Commercial, Residential

Urban Design Elements: Primary Arterial

ATTACHMENTS:

Case Map

Lot Split Exhibit

Staff believes the proposed Lot Split request meets the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff recommends Approval of **BXLS-17.04** with the following conditions:

BRING WARRANTY DEED TO OFFICE OF CITY PLANNER TO BE STAMPED AFTER APPROVAL OF PLANNING COMMISSION AND BEFORE FILING AT TULSA COUNTY.

Provide copy of filed document to office of city planner

ITEMS 1-4 OF CONSENT AGENDA MOTION: Steve Sutton		SECOND: Tom Holland
MOTION/NOTES: no comments		
Motion passed 4-0-0		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	N

PUBLIC HEARINGS

5. **(Presented by Steve Sutton) PUD BXPUD-17.05 ANDRE:** Applicant, Deborah Stowers & Sal Titone of HRAOK

Discussion and recommendation of approval of a PUD for the Andre Family, 7.71 Acres to be divided into Four (4) Lots in Section 15, T17N, R13E, the property is located south of 141st Street and West of Sheridan in the City of Bixby, OK

Is the applicant present?

Presentation by Applicant Deborah Stowers

PRESENTATION FROM MARCAE'

REQUEST: PUD approval for unplatted parcels

LOCATION: South of 141st Street and west of Sheridan

STR: Street Address: 5724 E 141ST Street
LOT SIZE: Section 15, T17N, R13E
 4 Lots Total: 7.71 Acres
 Tract 1: 2.44 Acres
 Tract 2: 1.90 Acres
 Tract 3: 1.90 Acres
 Tract 4: 1.47 Acres
ZONING: AG (Agriculture), Use Unit 6, Single-family dwelling
EXISTING USE: Lot 1-3 (Single-family residences)
 Lot 4 (Barn)
PROPOSED USE: 3 Single-family residences
PUBLIC INPUT: 2 neighbors have called for information, no concerns

BACKGROUND INFORMATION:

The applicant received lot split approval from the Bixby Planning Commission on March 20, 2017, pending the approval of this PUD. The property was split into four lots per the request of their lending institution for individual ownership. Currently, 4 (four) lots were created and do not meet the bulk and area requirements for AG zoning, therefore, a PUD was created to allow the AG zoning to continue to exist and to provide mutual access and utility easements if the property was ever sold to individual entities.

December 01, 2009 the Andre Family was granted a Board of Adjustment Variance over the entire 7.7 acres (1) a variance to be permitted to maintain three dwellings on a singular lot of record, and (2) a variance from certain bulk and area standards. At that time it was determined by staff and BOA the applicant met the hardship still meeting the 2.2 acre requirement.

The property is zoned AG, per Bixby Zoning **11-7B-4: BULK AND AREA REQUIREMENTS:** 

Bulk and Area Requirements:	CODE	PUD (not complete list)
Lot Width	200 feet	185 feet
Lot Area	2 acres	1.45 acres
Land area per dwelling units	2.2 acres	1.45 acres
Side Yard	0	0
Rear Yard	40 feet	40 feet
Maximum building height	45 feet	45 feet

11-7A-3: ACCESSORY USES:  No Accessory Uses are allowed on the property. A Home occupation will require a Special Exception approval from the Board of Adjustment.

This item was presented at the March 1, 2017 Technical Advisory Committee (TAC) Meeting for approval.

COMMENTS (not a complete list):

- Change Mutual Access Easement to include Utility Easement
- Identify Waterlines
- If barn operates as a business the owner must get a special exception from the Board of Adjustment
- Are the Lots on Septic? or DEQ? City Sewer?

- Confirm they are served by East Central
- How are they managing private water service lines?

This item was presented at the April 5, 2017 Technical Advisory Committee (TAC) Meeting for approval.

- Jason-Add Private Water line easement to Mutual Access Easement

COMPREHENSIVE PLAN:

Land Use Intensities: Low

Land Use: Vacant, Agricultural, Rural Residences and Open Land

Urban Design Elements: Secondary Arterial, Corridor

Public Facilities: Planned Community Trail

ATTACHMENTS:

1. Aerial Map
2. Case Map
3. Exhibits

Staff believes the proposed PUD request could meet the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff and the Technical Advisory Committee recommend Approval of **BXPUD-17.05** with the following conditions:

BRING WARRANTY DEEDS TO OFFICE OF CITY PLANNER TO BE STAMPED AFTER APPROVAL OF PLANNING COMMISSION AND FILING WITH TULSA COUNTY

APPLICANT CANNOT FILE THE WARRANTY DEED AT TULSA COUNTY UNLESS A PUD HAS BEEN APPROVED BY PLANNING COMMISSION AND CITY COUNCIL.

PROVIDE COPY OF FILED DOCUMENT TO OFFICE OF CITY PLANNER

CHANGE THE FOLLOWING LANGUAGE IN YOUR PUD (SEE MARK UP):

ADD PAGE NUMBERS TO THE PUD

II DEVELOPMENT STANDARDS

LOT AREA 1.45 AC

LAND AREA...1.45

(LANCE) ARE THERE ANY COMMENTS FROM PC? NO COMMENTS

DO WE HAVE A MOTION?

5. MOTION: Sutton		SECOND: Holland	
MOTION/NOTES:			
Motion approved: 4-0-0			
Planning Commission Members	YES	NO	
Tom Holland	Y		
Jerod Hicks	Y		
Joshua Nave	Y		
Steve Sutton (VICE CHAIR)	Y		
Lance Whisman (CHAIR)	Y		

6. **(Presented by Steve Sutton) FINAL PLAT HADLEE MANOR:** Applicant, Mark Capron of Sisemore Weisz & Associates
Discussion and recommendation of approval of a Final Plat for Hadlee Manor, One (1) Lot, One (1) Block, 10.915 acres in Section 26, T17N, R13E, property is located south of 161st Street and west of Memorial in the City of Bixby, OK

(Steve) IS THE APPLICANT PRESENT?

APPLICANT PRESENTATION, Mark Capron

PRESENTATION FROM STAFF

REQUEST: The applicant request to approval of the Final Plat and Site Plan for Hadlee Manor

EXISTING ZONING: RM-2 (Residential Multi-family District)

LOCATION: South of 161st Street and west of Memorial Drive

STR: Section 26, T17, R13E

LOT SIZE: One (1) Lot, One (1) Block for approximately 10.915 acres

EXISTING USE: AG (Agriculture)

PUBLIC INPUT: (0)

PROPOSED USE/DETAILS: The Bixby City Council granted the applicant approval on June 26, 2016 of the requested RM-2 (Residential Multi-family) zoning in conjunction with a Lot Split. The applicant is in the Platting Phase of development, the Preliminary Plat is approved by City Council on March 27, 2017.

The applicant, Gardner Capital will be building affordable Senior Housing with a Residential Multifamily Zoning (RM-2). The subject property consists of one Lot and one Block; the area to the south will continue to be used for agricultural purposes with potential for additional development. The majority of the west half of the parcel is within the 100-year floodplain and will be dedicated in the reserve.

TAC Comments (3.1.17): Greg Weisz and Mark Capron were present to answer questions as the applicant. This project encompasses Senior Living Apartments, 48 Units total.

- Water line to east & loop to property
- Public Sanitary Sewer
- West detention
- Connection should be considered and planned for future development to the south
- Joey Wiedel-6" Across HWY 4", 8" GPM? (different sizes could cause pressure issues)
 - Flow Data will be required
 - Refer to Table B, Flow and Type of Construction
 - Fire Flow?
 - 8" line running south?
 - Flows will be required on both systems/bridging both
 - Refer to Appendix B for additional information
 - Consider the Turn Radius
 - Get ODOT info, need also for waterline
- Jason Mohler, will need easement for waterline

- Relocate hydrant to 8"
- Jason will send waterline information
- Show Sanitary sewer layout
- Move dumpsters out of easement
- Tim-OG&E, Community Building needs easement
 - Far West Building may need easement
 - Extend West easement South
 - DETERMINE LOAD? Decides if primary or secondary
- Jim-BTC, they will need a service easement
 - # of Units per Building?
 - 48 Units Total
 - Joey Wiedel, 62,000 gross Square Feet
 - Flow Data? Sprinkled or not
- Marcae', comments by Friday

THIS ITEM WILL BE ON MONDAY, MARCH 20, PLANNING COMMISSION MEETING AND WILL GO TO CITY COUNCIL MONDAY, MARCH 27.

TAC Comments (4.5.17): Greg Weisz and Mark Capron were present to answer questions as the applicant. This project encompasses Senior Living Apartments, 48 Units total.

- Engineering coming soon
- Corrected OG&E, need transformer location
- Turn on traffic enforcement once renting starts
- Benham-doing ODOT work
 - Waterline bore
- Would new signage for traffic be an option
- Bring hydrology to Jared and Jason before completing
 - Set up new Meeting with Jared/Jason
- Joey Wiedel, Fire Marshal, Water line-Joey has not received any information on the analysis
 - Greg Weisz will send fire flow and ODEQ report

BACKGROUND INFORMATION:

SURROUNDING ZONING AND LAND USE:

North: AG-Agriculture, single family

South: AG-undeveloped agriculture parcel, far south RS-1, Single Family Residential

East: CG-Commercial General, RS-1, Single Family Residential

West: AG-undeveloped agriculture parcel

COMPREHENSIVE PLAN:

Land Use Intensities: Development Sensitive

Land Use: Commercial, Vacant, Agricultural, Rural Residences, and Open Land

Urban Design Elements: Special District

ATTACHMENTS:

1. Ariel Map
2. Plat Documents

Staff believes the proposed Preliminary Plat meets the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff and TAC recommend approval of the Preliminary Plat for Hadlee Manor with the conditions listed in the Plat Checklist.

Comments:

- This plat will not receive signatures from the City of Bixby and cannot be filed without approved engineering.
- Add Address to face of plat and complete corrections per Checklist.
- Add Case No. to Site Plan: BXSP-17.01 HADLEE
- Provide lighting plan, subject to public safety and staff approval

(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? NO COMMENTS

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

6. MOTION: Hicks	SECOND: Nave	
MOTION/NOTES: Discussion ensued regarding drainage, additional screening of the AC units along Memorial for improved aesthetics, questions were asked about the minimum height of the units, it was confirmed the AC units were to be located on the ground.		
Motion approved: 4-0-0 Motion to conditionally approve per staff recommendation including additional screening of AC units along Memorial screening shall be a minimum height of AC unit.		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

7. **(STEVE SUTTON) SITE PLAN BXSP-17.01 HADLEE MANOR:** Applicant, Mark Capron of Sisemore Weisz & Associates

Discussion and recommendation of approval of a Site Plan for Hadlee Manor, One (1) Lot, One (1) Block, 10.915 Acres in Section 26, T17N, R13E, property is located South of 161st Street and West of Memorial in the City of Bixby, OK

PRESENTATION FROM STAFF: See Item No. 6

(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? NO PUBLIC COMMENT

(LANCE) THE PUBLIC HEARING PORTION IS CLOSED.

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

7. MOTION: Sutton		SECOND: Hicks
MOTION/NOTES: this item was previously discussed in item 6.		
MOTION APPROVED 4-0-0		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

8. **(STEVE SUTTON) PRELIMINARY & FINAL PLAT ST JOHN:** Applicant, Mark Capron of Sisemore Weisz & Associates
Discussion and recommendation of approval of the Preliminary and Final Plat for St John of Bixby, 10.638 Acres with One (1) Lot and One (1) Block in Section 35, T18N, R13E the property is located North of 121st Street and West of Memorial in the City of Bixby, OK

PRESENTATION FROM STAFF:

REQUEST: The applicant request to approval of the Preliminary & Final Plat and Site Plan for St. John Primary Care Clinic and Urgent Care Clinic

EXISTING ZONING: CS, OL: PUD 51 (Commercial Shopping, Office Light)
LOCATION: North of 121ST Street and west of Memorial
STR: Section 35, T18N, R13E
LOT SIZE: One (1) Lot, One (1) Block for approximately 11.602 acres
EXISTING USE: Undeveloped
PUBLIC INPUT: Several neighboring citizens have called including the HOA president for Fox Hollow.

PROPOSED USE/DETAILS: The applicant for St. John has submitted a Preliminary Plat, Final Plat and Site Plan for review. It has been customary at the City of Bixby to move the Preliminary and Final Plat forward simultaneously when there is one lot and one block. Staff and TAC have reviewed the application and recommend approval with comments. The applicant has kept the OL buffer between the residents and the facility, the landscape layout has strategically provided tree screening when possible where patios abut the OL zoning.

TAC Comments (4.5.17): Greg Weisz and Mark Capron and Hollis Allen were present to answer questions as the applicant.

- 25,000 SQ FT 2 Story
- Urgent Care/Primary Care
- Multi-phased, 1st for a while
- No Main line extensions
- Screening lined up with trees/porches along residential development
- Who is in the easement?
- Consider granting separate easement for switchgear?
- No Service lines
- Keep Trees out of Box area
- Storm drain is under 121st, please confirm
- PSO overhead or bore? City previously stopped boring action
- Jason Mohler, City Engineer
 - 2 existing drives-show spacing of drives
 - Tulsa County Tom & Harry must approve curb cuts
 - Drainage fee in lieu/excess capacity
- Joey Wiedel, Fire Marshal
 - Waterline loop is a non-issue if sprinkling
 - What is the time line for permitting
 - What is the timeline on construction documents

- 2 hydrants at entrance
- PSO-Move to NE?
 - Jason, please provide photo metrics and building materials

BACKGROUND INFORMATION:

SURROUNDING ZONING AND LAND USE:

North: RS-3 (Single-family Residential) Fox Hollow

South: CG (Commercial General) Undeveloped Scenic Village Park: PUD 76

East: CS (Commercial Shopping) Owned by Bridge Church, pending application

West: RS-3 (Single-family Residential) Fox Hollow

COMPREHENSIVE PLAN:

Land Use Intensities: N/A

Land Use: N/A

Urban Design Elements: CORRIDOR, PRIMARY ARTERIAL, NEAR PLANNED REGIONAL TRAIL

ATTACHMENTS:

Ariel Map

Plat Documents

Site Plan Documents

Staff believes the proposed Preliminary and Final Plat as well as the Site Plan meet the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff and TAC recommend approval of the Preliminary/Final Plat and Site Plan for St. John with conditions.

Comments (not complete list, see plat checklist):

- This plat will not receive signatures from the City of Bixby and cannot be filed without approved engineering.
- Add Address to face of plat and complete corrections per Checklist.
- Add Case No. to Site Plan: BXSP-17.02 St. John
- Provide lighting photo metric, subject to public safety and staff approval

(LANCE) IS THE APPLICANT PRESENT? APPLICANT PRESENTATION BY MARK CAPRON, HOLLIS ALLEN WAS ALSO AVAILABLE TO PRESENT

(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? PUBLIC COMMENT-SEE ATTACHED SIGN IN SHEETS (1 PERSON-IN FAVOR)

(LANCE) THE PUBLIC HEARING PORTION IS CLOSED.

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

8. MOTION: Sutton		SECOND: Holland
MOTION/NOTES: Jan Swafford & HOA had a conference call with Fox Hollow and there were no complaints		
MOTION PASSED: 4-0-0		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	

Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

9. **(STEVE SUTTON) SITE PLAN BXSP-17.02 ST JOHN PRIMARY CARE CLINIC AND URGENT CARE CLINIC:** Applicant, Mark Capron of Sisemore Weisz & Associates
Discussion and recommendation of approval of a Site Plan for ~~Hadlee Manor~~ St. John, One (1) Lot, One (1) Block, 10.638 Acres in Section 35, T18N, R13E the property is located: North of 121ST Street and West of Memorial in the City of Bixby, OK

PRESENTATION FROM STAFF: See Item No. 9

(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? NO PUBLIC COMMENT

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

9. MOTION: Sutton		SECOND: Nave
MOTION/NOTES:		
Motion Passed: 4-0-0		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

10. **(STEVE SUTTON) ROW CLOSURE QUAIL CREEK VILLAS of BIXBY:** Applicant, Erik Enyart of Tanner Consulting
Discussion and recommendation of approval of an application to rededicate the public streets of Quail Creek Villas to private streets and to add gates for PLAT No. 6698, Single-family, Section 02, T17N, R13E, the property is located ¼ mile west of Memorial and ¼ to ½ mile south of 121st Street in the City of Bixby, OK

PRESENTATION FROM STAFF

(LANCE) IS THE APPLICANT PRESENT? APPLICANT PRESENTATION BY RICKY JONES OF TANNER CONSULTING

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

10. MOTION: Holland		SECOND: Sutton
MOTION/NOTES: Motion to approve per staff recommendation		
Motion Passed 4-0-0		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

11. **(SUTTON) FINAL PLAT SEVEN LAKES VII:** Applicant, Erik Enyart of Tanner Consulting

Discussion and recommendation of approval of the Final Plat for Seven Lakes VII, 0.625 Acres, Two (2) Lots, One (1) Block in Section 02, T17N, R13E, the property is located: ½ mile south of 121st and east of Sheridan, in the City of Bixby, OK

PRESENTATION FROM STAFF

REQUEST: The applicant request the approval of the Final Plat for Seven Lakes VII

EXISTING ZONING: RS-4 Residential Single-Family District

LOCATION: Generally located east of and adjacent to Sheridan as part of the Seven Lakes subdivision

STR: Section 02, T17, R13E

LOT SIZE: Two (2) Lots, One (1) Block 0.625 Acres

EXISTING USE: Undeveloped

PUBLIC INPUT: (0)

PROPOSED USE/DETAILS:

The applicant seeks to add two lots to the Seven Lakes Subdivision and HOA. The City of Bixby received a letter of acceptance from the Home Owners Association on June 10, 2016, expressing acceptance with conditions. The plat consists of 2 lots on 0.625 acres. The property is currently zoned RS-4. The lots are adjacent to the lots within the *Final Plat of Seven Lakes I* which was approved by City Council 10/23/2006 (plat recorded 04/26/2007).

TAC Comments (April 5, 2017):

- These two lots will be part of Seven Lakes HOA
- PSO add transformer at Lot 2 on west side
- Jason-sanitary sewer connects to Addison Creek

SURROUNDING ZONING AND LAND USE:

North: RS-4 (Residential Single-Family); Seven Lakes I, II, III, IV, V, VI

South: AG (Agricultural); RS-4 (Residential Single-Family) Addison Creek

West: (Across Sheridan) RS-3 (Residential Single-Family) and PUD 812; large undeveloped Agricultural Tracts

East: Seven Lakes I, RS-4 (Residential Single-Family)

COMPREHENSIVE PLAN:

Land Use Intensities: Low

Land Use: Commercial, Vacant, Agricultural, Rural Residences, and Open Land

Urban Design Elements: Arterial, Bixby Fence Line

ATTACHMENTS:

Ariel Map

Plat Documents

HOA letter

Staff believes the proposed Final Plat could meet the requirements of the Zoning Regulations and Land Use objectives.

STAFF RECOMMENDATION: Staff and TAC recommend approval of the Final Plat for Seven Lakes VII subject to the resolution of comments from staff.

IF APPROVED AND PENDING CORRECTIONS, THIS ITEM WILL GO TO CITY COUNCIL MONDAY, APRIL 24, 2017

1. Approval is subject to compliance with any outstanding or new Fire Marshal and/or City Engineer recommendations and requirements.
2. Before the City Council Final Plat hearing: Please provide release letters from all utility companies serving the subdivision as per Subdivision Regulations Section 12-2-6.B.
3. Please confirm the City of Bixby has the current HOA information including a copy of the Secretary of State Incorporation documents for placement in the permanent file and for notification to the Bixby Neighborhood Coordinator, along with the names and contact information of the current HOA Officers.

(LANCE) IS THE APPLICANT PRESENT? APPLICANT PRESENTATION BY RICKY JONES OF TANNER CONSULTING

(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? 1 PERSON SIGNED UP TO SPEAK (SEE ATTACHED SHEET)

(LANCE) THE PUBLIC HEARING PORTION IS CLOSED.

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

11. MOTION: Hicks		SECOND: Sutton
MOTION/NOTES: Conversation ensued: Tom Holland asked about the legitimacy of RS-4, approved per staff recommendation with the condition: confirm the building standards match the building standards of Seven Lakes (STAFF DID CONFIRM THE COVENANTS ARE EQUAL TO OR MORE STRINGENT THAN SEVEN LAKES COVENANTS)		
MOTION PASSED: 4-0-0		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

12. **(SUTTON) FINAL PLAT ADDISON CREEK:** Applicant, Erik Enyart of Tanner Consulting

Discussion and recommendation of approval of the Final Plat of Addison Creek, 29.138 Acres, 61 Lots, Five (5) Blocks, Four (4) Reserves, Single Family Residential, Section 02, T17N, R13E, the property is located: 12800 Block of Sheridan Road, adjacent to and south of Seven Lakes I in the City of Bixby, OK

PRESENTATION FROM STAFF

REQUEST: The applicant request the approval of the Final Plat Approval for Addison Creek

EXISTING ZONING: RS-4 Residential Single-Family District

LOCATION: 12500-block of S. Sheridan Road

STR: Section 02, Township17N, Range13E

LOT INFO: 61 Lots

5 Blocks

4 Reserve

SIZE OF TRACT: 29.138 acres, gross subdivision area

EXISTING USE: Undeveloped

PUBLIC INPUT: no known input to date (4.13.17)

PROPOSED USE/DETAILS:

The Final Plat for Addison consists of 61 lots on 29.138 acres. The property is currently zoned RS-4, per BZ-309 which was sent to City Council as a second reading for approval amending Ordinance No. 272 and was filed in Tulsa County as Ordinance No. 901 on March 3, 2005.

The Technical Advisory Committee (TAC) heard this item on Wednesday, April 6, 2016, Wednesday, May 4, 2016 and again April 5, 2017. See TAC new comments below:

- PSO-will electric be in front lots?
 - PSO may change layout if front lots hold utilities,
 - ELECTRICAL LAYOUT
 - Send light layout to Andy at the City
 - Intersection & every 300'
 - Erik to send auto cad to PSO
 - Fiber to home subdivision
- Consultant to provide fence information for discussion

Most request from the utility companies, staff and from the Fire Marshal have been addressed. Staff requests all outstanding comments be resolved before submittal of the Final Plat to City Council for approval.

SURROUNDING ZONING AND LAND USE:

North: RS-4 (Residential Single-Family); Seven Lakes I, II, III, IV, V, VI, VII (to be approved)

South: AG (Agricultural); large Agricultural Tracts

West: (Across Sheridan) RS-3 (Residential Single-Family) and PUD 812; AG (Agricultural); large undeveloped Agricultural Tracts

East: AG (Agricultural); Fry Creek, Fry Ditch No. 1, 100 Year Floodplain, undeveloped Agricultural Tracts

COMPREHENSIVE PLAN:

Land Use Intensities: Low

Land Use: Commercial, Vacant, Agricultural, Rural Residences, and Open Land

Urban Design Elements: Arterial, Bixby Fence Line

Based on the information presented Staff believes the Final Plat for Addison Creek meets the requirements of the Zoning Regulations and Bixby Land Use.

EXHIBITS: Final Plat for Addison Creek
Aerial Map of Addison Creek

STAFF RECOMMENDATIONS:

Staff recommends approval of the Final Plat for Addison Creek subject to the resolution of comments from staff and TAC.

(LANCE) IS THE APPLICANT PRESENT? RICKY JONES OF TANNER CONSULTING MADE THE APPLICANT PRESENTATION

(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? 2 People signed up to speak (see attached request to speak).

(LANCE) ARE THERE ANY COMMENTS FROM PC? DO WE HAVE A MOTION?

12. MOTION: Sutton	SECOND: Hicks	
MOTION/NOTES: conversation ensued, Mr. Adams asked for clarification on the following items: look at tree requirement, ask Jason to confirm drainage ditch depth, question regarding retaining wall maintenance, location of fence and reserve areas		
MOTION PASSED: 4-0-0 with conditions: staff is to confirm if it was agreed the developer would add additional trees, Jason would confirm depth of drainage ditch, questions regarding retaining wall maintenance		
Planning Commission Members	YES	NO
Tom Holland	Y	
Jerod Hicks	Y	
Joshua Nave	Y	
Steve Sutton (VICE CHAIR)	Y	
Lance Whisman (CHAIR)	Y	

Meeting was recessed 7:25 PM

Meeting reconvened at 7:30 PM

OTHER BUSINESS

13. (STEVE SUTTON) ZONING LANGUAGE CHANGES:

Discussion and review of zoning ordinance language changes

PRESENTATION FROM STAFF

REQUEST: The City Manager and Council has asked the Planning Commission and City Staff to clear up some zoning processes and create a new zoning classification (Mixed Use)

ATTACHMENTS:

1. Planning Commission/City Council Action
2. Draft Mixed Use Language

STAFF RECOMMENDATION: Staff asks the Planning Commission to review the documents provided and submit feedback in writing to the office of the City Planner by Friday, April 21, 2017. The City Planner will provide the final documents to City council for review and acceptance at a future date.

1. Memo on relationship between Planning Commission and City Council
2. Mixed Use would be used for Downtown Development along 151st Street helped move this language change forward.

(LANCE) ARE THERE ANY COMMENTS FROM PC?

Discussion ensued

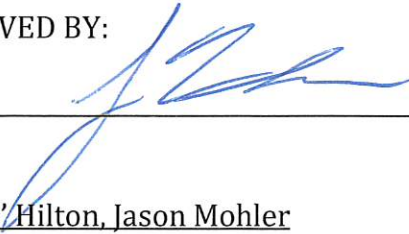
(LANCE) IS ANYONE HERE TO SPEAK ON THIS ITEM? 3 People signed up to speak see attached request to speak.

MOTION/NOTES: No Action was required

ADJOURNMENT 8:05 PM

APPROVED BY:

Chair


Marcae' Hilton, Jason Mohler
City Planner/Recording Secretary

Date

11-29-17