

MINUTES

BIXBY PLANNING COMMISSION

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

TUESDAY, FEBRUARY 21, 2017 ~ 6:00 PM

CALL TO ORDER 6:04

ROLL CALL

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

CONSENT AGENDA

1. Approval of Minutes of the Planning Commission Meeting: December 19, 2016
2. **LOT SPLIT:** Applicant-Andy Fritz, Fritz Land Surveying, LLC on behalf of owner FOX-MART, LLC

BXLS-17.01 FOXMART

Approval of a Lot Split for an unplatted parcel in Section 25, T17, R13, 0.47 acres, the property is located north of 171st Street (East 171st Street South) and east of Memorial (South Memorial Drive) between the curve of Highway 64 and Memorial, in Bixby, Oklahoma

BACKGROUND INFORMATION:

The applicant requests the 1.63-acre tract be split into two parcels, both with CG (Commercial General) zoning. The owner plans to sell the south parcel to Blue Flame 47, staff believes they will use the building for offices and general assembly uses, both uses are allowed in CG (Use Unit 5, Use Unit 11). This item was presented at the February 1, 2017 Technical Advisory Committee (TAC) Meeting for approval.

COMPREHENSIVE PLAN:

Land Use Intensities: Medium

Land Use: Commercial Area

Urban Design Elements: Corridor Arterial, Primary Arterial

ATTACHMENTS:

1. Case Map
2. Lot Split Exhibit

Persons who require a special accommodation to participate in this meeting should contact Development Services, 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430, or via Email: mhilton@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD 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.

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

STAFF RECOMMENDATION: Staff and the Technical Advisory Committee recommend Approval of **BXLS-17.01 FOXMART** with the following conditions:

1. WHEN OWNERSHIP CHANGES, THE NEW OWNER IS TO COMPLETE AND SUBMIT WITH PAYMENT A ZONING CLEARANCE PERMIT APPLICATION, TO BE REVIEWED PER ORDINANCE:

11-3-2: 11-3-2: ZONING CLEARANCE PERMIT:

- A. Required: It shall be unlawful for any person, firm or corporation to erect, move, add to or structurally alter any building or structure, or to use or change the use of any building or land, or to permit the aforementioned actions until a zoning clearance permit has been issued by the building inspector.
 - B. Application For Permit: Application for a zoning clearance permit shall be accompanied by a legal description of the lot and plans in duplicate, drawn to scale in black line or blueprint, showing the actual shape and dimension of the lot; the location and dimensions of all easements; the location, size and height of any existing buildings or structures to be erected or altered; the existing and intended use of such building or structure and portion of the lot; the number of dwellings and buildings it intends to accommodate, if any; and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this title.
 - C. Response To Application For Permit: After an application for a zoning clearance permit is filed in compliance with the provisions herein, the building inspector shall issue a zoning clearance permit, and copy of submitted plans, or shall notify the applicant, in writing, of his refusal to issue a permit setting forth the reasons therefor. (Ord. 272, 4-2-1974)
2. BRING WARRANTY DEED TO OFFICE OF CITY PLANNER TO BE STAMPED AFTER APPROVAL OF PLANNING COMMISSION AND BEFORE FILING AT TULSA COUNTY.
 3. PER TAC COMMENTS, INCLUDE A MUTUAL ACCESS AGREEMENT.

Persons who require a special accommodation to participate in this meeting should contact Development Services, 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430, or via Email: mhilton@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD 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.

4. OWNER SHOULD BE AWARE ODOT HAS PLANS TO MODIFY ACCESS TO HIGHWAY 64 IN THAT AREA. ODOT MAY IMPOSE ADDITIONAL REQUIREMENTS AT A FUTURE DATE REGARDING HWY 64.
5. FIRE MARSHAL: FOR PUBLIC SAFETY REASONS, UPON SUBMITTAL OF A BUILDING PERMIT, THE "MAE" WILL REQUIRE PAVING TO HANDLE AN IMPOSED LOAD OF 75,000 POUNDS
6. TAC COMMENTS
 - *Andy Fritz was present representing purchaser COMMENTS (not a complete list):*
 - Joey Wiedel: recommendation of Mutual Access Easement, confirm uses through the Zoning Clearance Application
 - Andy Fritz: uses mentioned by purchaser are offices/assembly
 - Marcae' Hilton: please resubmit drawing with MAE 10 days before Planning Commission
 - **THIS ITEM WILL BE ON TUESDAY, FEBRUARY 21, PLANNING COMMISSION MEETING AND WILL NOT GO TO CITY COUNCIL.**

CONSENT (1-2) MOTION: Tom Holland		SECOND: Jerod Hicks
MOTION/NOTES:		
Comments were make per Fire Marshal and Parking Requirements		
Planning Commission Members	YES	No
Tom Holland	Y	
Jerod Hicks	Y	
Steve Sutton (VICE CHAIR)	Y	N
Lance Whisman (CHAIR)	Y	

3.0.0 Consent Agenda Approved

PUBLIC HEARINGS

3. **PUD AMENDMENT REQUEST:** Applicant, Tom Sherrill owner of South Park Self Storage, LLC

BXPUD-17.01 (PUD86A) SOUTH PARK SELF STORAGE

Public hearing and recommendation on the approval of a PUD Amendment request, *BXPUD-17.01 (PUD 86A), SOUTH PARK SELF STORAGE located within PUD 86, 0.06 Acres*; the PUD request proposes to change Development Area 2 from office use to allow additional climate controlled mini-storage (Use Unit 16), located in part of Section 25, T18N, R13E; the property is located north of 111th (East 111th Street South) and east of Memorial (South Memorial Drive), in Bixby, Oklahoma

3.MOTION: Tom Holland	SECOND: Jerod Hicks
-----------------------	---------------------

Persons who require a special accommodation to participate in this meeting should contact Development Services, 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430, or via Email: mhilton@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD 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.

MOTION/NOTES:		
Tom Holland had questions regarding the date of the original PUD, the proposed use of the entire building, 2014 Mini Storage amended, 2017 added climate controlled storage.		
Jared Hicks Vacancy in strip vs. Mini Storage, sprinkler system approved by Fire Marshal		
Planning Commission Members	YES	No
Tom Holland	Y	
Jerod Hicks	Y	
Steve Sutton (VICE CHAIR)	Y	N
Lance Whisman (CHAIR)	Y	

3.0.0 Motion was approved

4. **PUD AMENDMENT REQUEST:** Applicant, Ricky Jones of Tanner Consulting on behalf of owner 121st & Memorial, LLC

BXPUD-17.02 (PUD 76A #3) SCENIC VILLAGE PARK

Public hearing and recommendation on the approval of a PUD Amendment request, BXPUD-17.02 (PUD 76A #3), QUAIL CREEK OF BIXBY located within PUD 76, 40.68 Acres; the PUD request proposes to reduce side-yard setbacks abutting streets from 20 feet to 10 feet within the subject property (Development Areas C & D) and to increase front-yard setbacks to 25' to correspond with the recorded plat, located in part of Section 2, T17N, R13E; the property is located south of 121st (East 121st Street South) and west of Memorial (South Memorial Drive), in Bixby, Oklahoma

PROPOSED USE/DETAILS: The applicant requests a recommendation of approval of Planned Unit Development (BXPUD-17.02 Scenic Village) also known as PUD 76 Major Amendment #3. The proposal is to reduce the side-yard setback abutting streets from 20 feet to 10 feet within the subject property and to increase the front-yard setback to 25 feet to correspond with the recorded plat.

Quail Creek of Bixby is part of PUD 76, Scenic Village Park, and includes all of development area C & D. The original Plat No. 6613 was 40.680 acres, since the filing of the Plat the developer has abrogated roughly half (½) an acre (Lot 40, Reserve Area A). The Reserve Area and Lot 40 will be platted as part of the Cottages at Quail Creek. BXPUD-16.03 The Cottages at Quail Creek was recommended for approval by the Planning Commission at the regularly scheduled meeting of August 15, 2016 and approved by City Council on September 12, 2016.

TAC Comments: (not a complete list):

Marcae' Hilton: Condense Crosswalk to 8.5 x 11, include drawing showing PUD boundaries

THIS ITEM WILL BE ON TUESDAY, FEBRUARY 21, PLANNING COMMISSION MEETING AND IF APPROVED WILL GO TO CITY COUNCIL ON FEBRUARY 27, 2017

DEVELOPMENT AREA C & D

PERMITTED USES:

Persons who require a special accommodation to participate in this meeting should contact Development Services, 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430, or via Email: mhilton@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD 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.

C & D-Detached residential dwelling units including single-family, patio home, and customary accessory uses, including common area facilities such as clubhouse, swimming pool and recreational open space.

ZONING CG (Commercial General)

	Code for CG	PUD (Major Amendment #1)	AMEND #3 (BXPUD-17.02)
ACRES	NA	38.727 Gross	NA
MAXIMUM DU**	NA	170	NA
MAX BUILD HEIGHT	70 ft.	35 ft.	NA
MAX STORIES	5	2	NA
MIN LOT WIDTH	NA	65 ft.	NA
MIN SETBACKS			
FRONT/STREET ROW	50 ft.	20 ft.	25 ft.
REAR LOT LINE		20 ft.	20 ft.
SIDE YARD LOT LINE		5 ft.	5 ft.
SIDE YARD ABUTTING ST	NA	20	10 ft.*
BETWEEN DETACH DU**		10 ft.	10 ft.

*SIDE-ENTRY GARAGES SHALL BE SET BACK A MINIMUM OF 20' FROM ABUTTING STREET

**DWELLING UNITS

BACKGROUND INFORMATION:

SURROUNDING ZONING AND LAND USE:

North: Undeveloped portion of PUD 76: CG (Commercial General), (Across 121st St. S.) RS-3 (Residential Single-family) *Fox Hollow*, PUD 51: OL/CS; Fry Creek Ditch # 2; northwest AG (Agriculture) North Elementary and North 5th & 6th Grade Center school campuses

West: AG & RS-4; Fry Creek Ditch #2

South: AG (Agriculture) Fry Creek Ditch # 1, PUD 37: CS (Commercial Shopping)

East: RS-3 (Residential Single-family) *South Country Estates*

COMPREHENSIVE PLAN:

Land Use Intensities: None

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

Urban Design Elements: Corridor

Public Facilities: Planned Regional Trail

Staff believes the proposed PUD Amendment request meets the requirements of the Zoning Regulations and Land Use objectives per Ordinance 272, 4-2-1974: 11-7I-2:

Persons who require a special accommodation to participate in this meeting should contact Development Services, 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430, or via Email: mhilton@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD 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.

PURPOSES:

The purposes of the Planned Unit Development are to:

- A. Permit innovative land development while maintaining appropriate limitation on the character and intensity of use and assuring compatibility with adjoining and proximate properties;
- B. Permit flexibility within the development to best utilize the unique physical features of the particular site;
- C. Provide and preserve meaningful open space; and
- D. Achieve a continuity of function and design within the development.

STAFF RECOMMENDATION: Staff and TAC recommend Approval of PUD request *BXPUD-17.02 Scenic Village* with the following conditions (not a complete list):

All PUD changes shall be corrected before submittal to City Council

- 1. Correct language to identify similarities between the Plat and PUD
- 2. Add Amendment details as applicable in PUD text
 - a. Condense Crosswalk to 8.5 x 11
 - b. Include drawing showing PUD boundaries

4. MOTION: Jerod Hicks		SECOND: Tom Holland
MOTION/NOTES:		
Tom Holland confirmed the Lot Size will not change.		
Planning Commission Members	YES	No
Tom Holland	Y	
Jerod Hicks	Y	
Steve Sutton (VICE CHAIR)	Y	N
Lance Whisman (CHAIR)	Y	

3.0.0 Motion as Approved

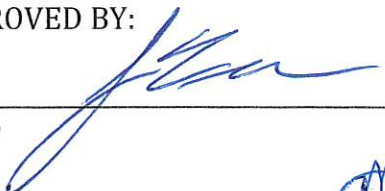
OTHER BUSINESS

ADJOURNMENT: 6:37

APPROVED BY:

Chair

Date



Marcae' Hilton, Jason Mohler
City Planner/Recording Secretary

**FINAL AS APPROVED BY PLANNING
COMMISSION MARCH 20, 2017**

Persons who require a special accommodation to participate in this meeting should contact Development Services, 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430, or via Email: mhilton@bixbyok.gov as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD 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.