

Minutes

THE TUTTLE PLANNING COMMISSION MEMBERS MET IN A PUBLIC MEETING ON **APRIL 3, 2023** AT 6:30 P.M. AT THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

MEMBERS PRESENT: BRAD TRAXLER, CHRIS STEHR, JUDY PRESTON AND RICHARD ROLISON

MEMBERS ABSENT: TYLER KINCANNON

STAFF PRESENT: DANA SCHOENING, BRYAN BALENSEIFEN, AARON SLATTERY AND WENDY MARBLE

OTHERS PRESENT: AARON MCLEROY, JOHN E. MULDOON, CHRISTOPHER ANDERSON, GRADY GRANDSTAFF AND OTHERS THAT DID NOT SIGN IN

CALL TO ORDER Rolison opened the meeting at 6:30 p.m.

ROLL CALL Marble called the roll and declared a quorum present

ORDER OF BUSINESS

1. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of minutes from March 6, 2023, meeting

Motion was made by Preston, seconded by Traxler to approve minutes from the March 6, 2023, meeting.

Motion carried as follows:

Aye: Traxler, Stehr, Preston and Rolison

Nay: None

2. PUBLIC HEARING, DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2023-04** rezoning from A-1 to R-1A located at 3316 Fryrear Dr

Balenseifen stated this is five acres that will be split into two 2 ½ acre parcels. He stated the rezoning is to change to residential. There are no structures on the property, and it cannot be agricultural zoning because it is less than 5 acres.

Chris Anderson of SMC Consulting said he agrees with the staff report.

Rolison opened the Public Hearing at 6:32 p.m.

John Muldoon of 2202 Atlas drive stated concerns about more than two structures and the utilities and septic. Balenseifen stated it is two parcels for a home on each and the septic and well will have to be approved by ODEQ.

Rolison closed the Public Hearing at 6:34 p.m.

Preston asked if this is a normal procedure. Rolison stated yes, applicant has to rezone to do a lot split.

Motion was made by Traxler, seconded by Preston to approve PC 2023-04 rezoning from A-1 to R-1A located at 3316 Fryrear Dr.

Motion carried as follows:

Aye: Traxler, Stehr, Preston and Rolison

Nay: None

3. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2023-05** for approval of Mason Addition Final Plat

Balenseifen presented this is the final plat with the lot split for the 5 acres with two buildable sites within the city code. Preston asked if the flood plain is reviewed and correct and Rolison stated if the engineer signed off it will be accepted as a buildable site. Balenseifen stated the floodplain language is on the plat.

Motion was made by Traxler, seconded by Stehr to approve PC 2023-05 of Mason Addition Final Plat located at 3316 Fryrear Dr.

Motion carried as follows:

Aye: Traxler, Stehr, Preston and Rolison

Nay: None

4. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2023-06** approval of Acceptance of Waterline Infrastructure for Hill's Whispering Trails III

Balenseifen stated this is outside the city limits on Rock Creek Road between Morgan Road and Sara Road. He stated all required testing documents and bonds are in place. Traxler asked if there are many of the additions with water outside the city limits and Slattery stated this may be the only one.

Motion was made by Stehr, seconded by Traxler to approve PC 2023-06 Acceptance of Waterline Infrastructure for Hill's Whispering Trails III

Motion carried as follows:

Aye: Traxler, Stehr, Preston and Rolison

Nay: None

5. DISCUSSION ONLY reviewing the current Specific Use Permit process

Schoening presented handouts with information for SUP that need to be updated. He stated it is difficult to make a recommendation for the Planning Commission and staff. He would like to work on staff review with staff presenting a more detailed report on the requirements to make sure use is compatible with where it will be located/proposed. He stated staff will layout the SUP criteria, look at the uses and determine if they fit the criteria for the SUP. He stated staff will need to provide any other information needed for this process. Schoening stated staff will address items with applicant prior to meeting. Rolison stated he likes the completed staff report to be brought for a decision and setting same standards for all applicants. Preston stated she did not know what questions she had the right to ask of the applicant. She stated this sounds better with the rules laid out. Schoening stated we can go over the table/chart at the next meeting.

No Action

6. DISCUSSION ONLY reviewing potential Planning Commission Bylaws

Schoening asked for the members thoughts about bylaws. Rolison suggested some communities that might be good to refer to what they have, such as Jenks, Sapulpa, Owasso, Broken Arrow and Glenpool. He stated the Planning Commission is a recommending body to the elected officials. McLeroy stated the mayor recommends who to appoint to boards the City Council. Schoening presented the bylaws should restate your authority and responsibility. No Action

7. DISCUSSION ONLY reviewing subdivision thoroughfare screening regulations

Schoening presented the city has received several inquiries about properties for development. We need to look at fencing off section line roads and collector streets such as the one that goes through Hollowbrook. He stated in the code it does not specify what product is allowed. The materials allowed need to be in the code. Rolison stated should require design standards for entrance signs. McLeroy suggested all fences have brick columns. Schoening stated section line and collector streets should be the developer's responsibility. McLeroy asked where the code should address C-900 water pipe. Slattery stated it needs to be somewhere in the code. Schoening stated he will review, update and bring this back at the next meeting. No Action

8. DISCUSSION ONLY reviewing subdivision section line improvement regulations

Schoening presented there needs to be more guidance for improvements and what is considered inadequate. McLeroy stated the word inadequate needs to be taken out of code. Schoening asked what we want for the improvement or the design. McLeroy stated we need to work on the language for the next meeting. Schoening presented examples from other communities. He stated he will send out refined language before the next meeting. No Action

ANNOUNCEMENT

1. Next meeting Monday, May 1, 2023, at 6:30 pm

NEW BUSINESS

ADJOURNMENT

Motion was made by Traxler, seconded by Preston to adjourn the meeting at 9:03 p.m.

Motion carried as follows:

Aye: Traxler, Stehr, Preston and Rolison

Nay: None

Attest:

City Clerk

Chairman