

Minutes

THE TUTTLE PLANNING COMMISSION MEMBERS MET IN A PUBLIC MEETING ON **OCTOBER 2, 2023** AT 6:30 P.M. AT THE TUTTLE CITY HALL LOCATED AT 221 W. MAIN STREET.

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

MEMBERS ABSENT: NONE

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

OTHERS PRESENT: JASON SPENCER 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 September 5, 2023, meeting

Motion was made by Kincannon, seconded by Traxler to approve minutes from the September 5, 2023, meeting.

Motion carried as follows:

Aye: Kincannon, Traxler, Stehr, Preston and Rolison

Nay: None

2. DISCUSSION, CONSIDERATION and POSSIBLE ACTION, including, but not limited to, Approval, Denial, Amendment, Revision or Conditional Approval, in Whole or in Part of **PC 2023-29** request of Tommy Koeltzow for a lot split in the 100 Block of N Richland Rd

Balenseifen stated the applicant is not available. He stated this is three seven-act parcels that front Richland Road and the city acquired the easement.

Motion was made by Traxler, seconded by Kincannon to approve PC 2023-29 request of Tommy Koeltzow for a lot split in the 100 Block of N Richland Rd. Motion carried as follows:

Aye: Kincannon, 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 2023-27** request of Shadow Valley Development for approval of Hollow Brook Phase III Final Plat and Acceptance of Infrastructure (tabled 09/05/2023)

Balenseifen presented as listed in the memo from Cowan Group, fencing is needed, a playground site plan, and the offsite easement will need to be in place. He stated we are working with the developer on the list of items to complete. Schoening stated let Fairbairn go over this and staff recommends approval. Fairbairn presented he received the sewer drafts, roadways are good, water & sewer have been tested, lift station tested, as built drawings received, drainage and retention sodded, broken sidewalk panel to be replaced, gravel to be removed from sidewalk near Cystal Ln, light poles ongoing, cedar fence to be installed prior to construction, a plan for playground and access gate

installed. Schoening asked Balenseifen to speak about the sidewalk connection. Balenseifen stated there are areas that need additional sidewalk to connect the phases. Preston asked why there is a curb at Crystal Ln. Fairbairn stated the intent is now for it not to be a permanent road. He stated it is a gravel road for emergency access and there are other access points that will be available. Preston asked where is the playground and Balenseifen stated it will be near the roundabout, on 1-acre with some off street parking spaces.

Jason Spencer from Crafton Tull stated we are working on playground and lighting plans. Traxler asked at what point will the covenants be addressed. He stated trees are dead and need to be replaced. Hagen stated he will have the HOA send letters to residents. McDowell stated Hoa issues are usually complaint based, but we will address this.

Motion was made by Rolison, seconded by Traxler to approve PC 2023-27 request of Shadow Valley Development for approval of Hollow Brook Phase III Final Plat and Acceptance of Infrastructure.

Motion carried as follows:

Aye: Kincannon, Traxler, Stehr, Preston and Rolison

Nay: None

ANNOUNCEMENT

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

NEW BUSINESS

ADJOURNMENT

Motion was made Kincannon, and seconded by Rolison to adjourn the meeting at 6:45 p.m.

Motion carried as follows:

Aye: Kincannon, Traxler, Stehr, Preston and Rolison

Nay: None

Attest:

City Clerk

Chairman