

# PLANNING COMMISSION

## Regular Meeting Minutes

Monday, May 13, 2019

4:00 p.m.

Sand Springs Municipal Building, 100 E. Broadway  
City Council Chambers, Room 203

**MEMBERS PRESENT:** Paul Shindel, Chairman 9-1  
Harold Neal, Vice-Chairman 8-2  
Joe Shelton 9-1  
Patty Dixon 9-1  
Tom Askew 8-2  
Keri Fothergill 7-3

**MEMBERS ABSENT:** Jason Mikles, Secretary 5-5

**STAFF PRESENT:** Elizabeth Gray, City Manager  
Brad Bates, City Planner/Asst. Director-Community Dev.  
Grant Gerondale, Director-Community Development  
Cynthia Webster, Recording Secretary

The Sand Springs Planning Commission met in a regular session on Monday, May 13, 2019 in the Sand Springs Municipal Building, Room 203, pursuant to the agenda filed with the City Clerk's office, posted on the display board located in the first floor lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma, and posted on the City of Sand Springs website at [www.sandspringsok.org](http://www.sandspringsok.org) at 4:15 p.m., May 8, 2019 by Cynthia Webster.

### 1. Call to Order

Chairman Shindel called the meeting to order at the noted time of 4:00 p.m.

### 2. Roll Call

Chairman Shindel called for an individual roll call with members replying in the following manner: Ms. Dixon, here; Mr. Mikles, no response; Mr. Shelton, here; Mr. Shindel, here; Mr. Neal, here; Mr. Askew, here; Ms. Fothergill, here.

Mr. Mikles was noted as absent.

### 3. Minutes of April 8, 2019

Commissioners considered approval of the minutes from the April 8, 2019 meeting.

Ms. Dixon made a motion that the minutes of April 8, 2019 be approved as presented. Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms.

Fothergill, aye. The motion carried 6-0-0.

**4. Close Easement and Access ROW**

City Planner Brad Bates presented the staff report. The applicant is proposing to close a 20' wide x 163.06' long Easement and Access ROW located along Lots 10 and 11, Block 1, Oakbridge Addition. The property is commonly known as 714 E. Old North Rd., in Section 01, Township 19 North, Range 11 East.

The Easement and Access ROW was platted as part of Oakbridge Addition so that both lots would have access to Old North Road. The Planning Commission approved a lot combination at the April 8<sup>th</sup> meeting so the Easement and Access ROW is no longer needed. All utility companies and the Public Works Department were contacted and no objections were made.

Mr. Neal made a motion to recommend approval to City Council the closing of the Easement and Access ROW. Mr. Shelton seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 6-0-0.

**5. Annexation**

City Planner Bates presented the staff report. The City and a private property owner petitioned for annexation into city limits. The City property is the site of the Northwoods Water Tower and the private property owner owns Lot 13, Block 1, Country Club Acres Third subdivision. Additionally, the City would like to annex a 1' strip along the Highway 97 ROW from the existing corporate limits to the subject site in Osage County. City services, excluding sewer service, will be provided.

Mr. Shelton made a motion to recommend approval to City Council the annexation request. Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 6-0-0.

**6. Stone Villa Second Phase I**

City Planner Bates presented the staff report. The developer of this project is bringing back the Final Plat for a second review as the development will now been done in phases. Public Works has reviewed the final plat and offered comments which will be completed prior to execution of the final plat.

Ms. Dixon made a motion to recommend approval to City Council the final Plat of Stone

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Villa Second Phase I subject to the outlined conditions being completed prior to execution.  
Mr. Shelton seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 6-0-0.

**7. SUP-48**

City Planner Bates presented the staff report. The Planning Commission is being asked to set the notification requirements for SUP-48, a specific use permit to allow a medical marijuana growing facility and a medical marijuana processing facility at 1200 E. Charles Page Blvd., the site of the former K-Mart store. The Planning Commission discussed the typical notification requirements. Mr. Askew made a motion to approve the staff recommendation of:

- 1) Sign notification for a SUP application posted 2 weeks prior to the hearing date.
- 2) Mail notification of the public hearing sent to property owners within a 300 ft. radius mailed at least 20 days prior to the Planning Commission public hearing; and
- 3) Published legal notice for a SUP application completed 2 weeks prior to the hearing date.

Ms. Dixon seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 6-0-0.


**8. Director's Report**

City Planner Bates reminded Commissioners that the City Hall remodeling project will probably begin in late summer and the meeting location will be changed to the Case Community Center.

**9. Adjournment**

There being no other items, the meeting was adjourned at the noted time of 4:19 p.m.

6-10-19  
Date of Approval

  
~~Jason Mikles, Secretary~~  
Paul Shindel, Chairman