

PLANNING COMMISSION MEETING AGENDA

JUNE 4, 2024



723 S. Lewis Street, Room 1122 B

Stillwater, OK 74074

5:30 PM

Chair Jana Phillips, Vice-Chair Mark Prather, Commissioner Mike Shanahan, Commissioner Riley Williams, and Commissioner Andrew Van Leuven.

NOTE: Members of the Planning Commission and City Staff will gather prior to the regular meeting in Room 1121 beginning at 5:00 PM. No Planning Commission business will be discussed or otherwise acted upon at this time. This is not a closed session, and members of the public and press are welcome to attend.

1. Call Meeting to Order

2. General Orders

The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the board/committee/commission.

- a. S. C. L. Trust, **SUB22-08 (Preliminary Plat)**, consideration, Jacquelyn Porter
discussion and possible approval or denial to extend the
expiration date of a preliminary plat for property known as Quail
Meadows located at 1413 E. Lakeview Road by 24 months, to
comply with Chapter 23, Section 23-63.g.1.

3. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

- a. Next regular meeting is Tuesday, June 25th, 2024.

4. Adjourn

On _____ at _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The Planning Commission may take action, including a vote or series of votes on all items listed on the agenda, unless the item specifically indicates that no action will be taken. The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Community Development Desk at least 48 hours prior to the meeting by calling 405.742.8220.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.

- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the Office of Community Development.

Date of Meeting: June 4, 2024

Subject: Preliminary Plat: Quail Meadows

Purpose of Report: The applicant requests review and approval of a 24-month extension of the preliminary plat located along North Grandview Street between East Lakeview Road and East Krayler Avenue.

Previous Meeting: June 14, 2022 Planning Commission (Report is hereto attached)

Background:

Quail Meadows Preliminary Plat proposes creating 48 residential lots and 1 outlot, which the Planning Commission approved on June 14, 2022. Section 23-63.g.1 states that if a final plat approval for any portion is not filed within two years of the date of the approved preliminary plat, it shall be considered disapproved unless the Planning Commission agrees to an extension of time prior to the expiration date.

Bancroft Design has formally requested a 24-month extension to the Preliminary Plat approval for Quail Meadows on behalf of S.C.L. Trust, Seventh Chapter Land Trust. The following is the expected timeframe for the final plat provided by Bancroft Design:

- Offsite Sanitary Sewer Route Determination: August 1
- Improvement Plans for 1st Final Plat submittal (Single Family/Duplex Lots): October 1
- Above Improvement Plans Approved by City: December 1
- Improvement Plans Approved by ODEQ: January 1, 2025
- Construction of Improvements: May 1, 2025
- City Acceptance of Improvement Plans: July 1, 2025
- Final Plat Approved by City Council: August 1, 2025

Application Processing Information:

Owner – S.C.L. Trust
Applicant – Robert Pierce
Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – May 29, 2024
Planning Commission – June 4, 2024

Project/Site Design Data/Details:

Zoning –RSS Small Lot Single-Family, Sec. 23-137 with a PUD ORD. No. 3067
Existing Use –Undeveloped
Proposed Use – Single-Family & Multi-Family Residential; 48 residential lots and 1 outlots
Lot – 21.91 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has street connectivity to Grandview Street to the west, and Krayler Avenue to the south
- Transit Facilities/Bike Lanes or Trails/Sidewalks: No transit service is available in the vicinity.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.

Applicable City Plans/Policies:

The C³ Plan: High Density Residential (Page 10-8) is indicated on the Future Land Use Plan.

Findings:

1. The request for extension to the approved preliminary plat prior to the expiration date to the Planning Commission is set forth by Section 23-63.g.1.
2. The preliminary plat expiration date is June 14, 2024.
3. The C3 Plan recommends high density residential uses at this location.

Alternatives:

1. Accept findings and approve the proposed extension of the approved preliminary plat as presented.
2. Approve the proposed extension of the approved preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed extension of the approved preliminary plat as presented.

Prepared by:

Diana Hood, Associate City Planner

Reviewed by:

Joshua Brown, Project Manager
Jeff Mathews, Community Development Director

Date of Preparation:

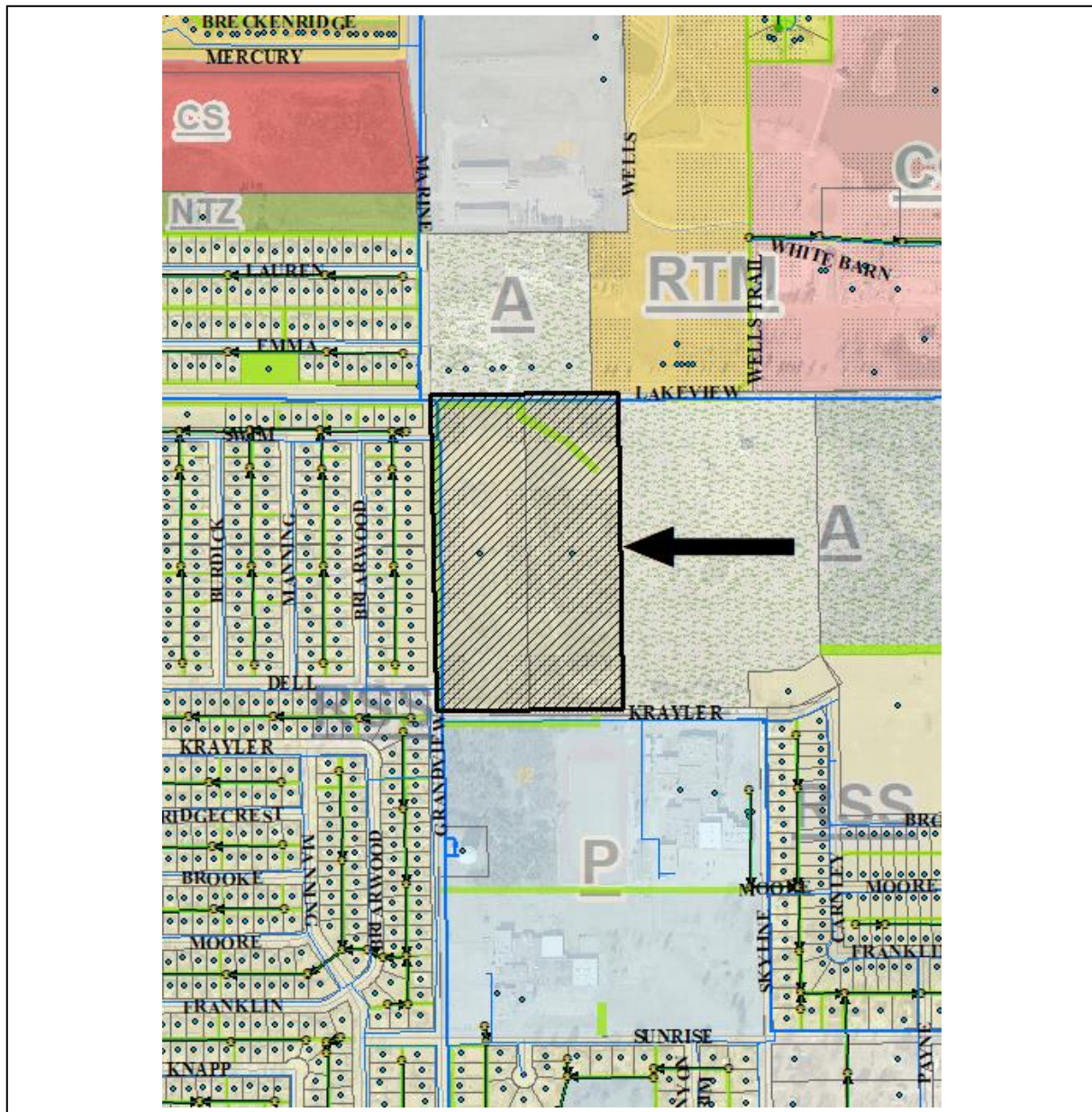
May 30, 2024

Attachments:

Area Map, Letter of Extension Request, Approved Preliminary Plat,
June 14, 2022 Planning Commission Report

Map Designation:

NE



The City of
Stillwater
 OKLAHOMA

Project Type: Preliminary Plat (SUB22-08) Quail Meadows
Request: To create 49 residential and lots and 1 outlot
Address: 1413 & 1599 E Lakeview Rd
Applicant: Robert Pierce c/o Keystone Engineering



May 29, 2024

RE: Quail Meadows Preliminary Plat

Ms. Porter,

We would like to request an extension of the approved Preliminary Plat for Quail Meadows. We have continued to work to obtain an easement for the off-site sanitary sewer extension needed for this development. There are currently two options, the first being the route shown on the approved preliminary plat. The second option, and the preferred route by city staff, is across the neighboring property to the east. That landowner is unwilling to grant an easement even though he appeared to be accommodating in the beginning. The second option is working its way through the court system. We are working with city staff to finalize a design for the first route and expect to have that completed by August 1st.

Please accept the following timeframe as an expected final plat completion.

- Offsite Sanitary Sewer Route Determined: August 1
- Improvement Plans for 1st Final Plat Submitted (Single Family/Duplex Lots): October 1
- Above Improvement Plans Approved by City: December 1
- Improvement Plans Approved by ODEQ: January 1, 2025
- Construction of Improvement Plans: May 1, 2025
- City Acceptance of Improvement Plans: July 1, 2025
- Final Plat Approved by City Council: August 1, 2025

We will continue to work with city staff to continue to move this project forward. Thank you for your consideration.

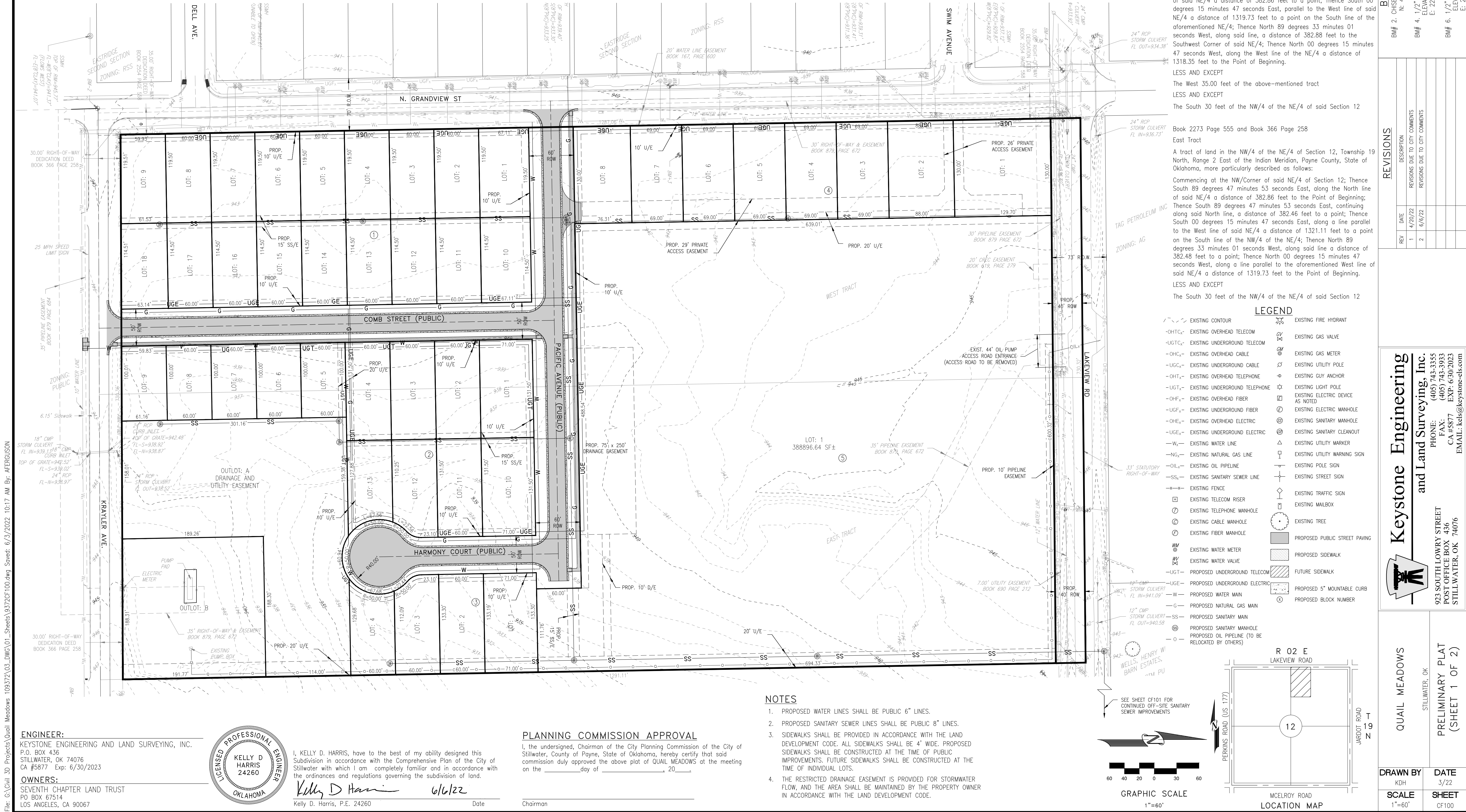
Respectfully Submitted,

A handwritten signature in blue ink that reads 'Kelly D Harris'.

Kelly D Harris, P.E.
President

QUAIL MEADOWS PRELIMINARY PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF
SECTION 12, TOWNSHIP 19 NORTH, RANGE 2 EAST, PAYNE COUNTY, OKLAHOMA



LEGAL DESCRIPTION

Book 2254 Page 853, Book 2554 Page 558, Book 366 Page 258
West Tract

A tract of land in the NW/4 of the NE/4 of Section 12, Township 19 North, Range 2 East of the Indian Meridian, Payne County, Oklahoma, more particularly described as follows:

Beginning at the NW/Corner of Said NE/4 of Section 12; Thence South 89 degrees 47 minutes 53 seconds East, along the North line of said NE/4 a distance of 382.86 feet to a point; Thence South 00 degrees 15 minutes 47 seconds East, parallel to the West line of said NE/4 a distance of 1319.73 feet to a point on the South line of the aforementioned NE/4; Thence North 89 degrees 33 minutes 01 seconds West, along said line, a distance of 382.88 feet to the Southwest Corner of said NE/4; Thence North 00 degrees 15 minutes 47 seconds West, along the West line of the NE/4 a distance of 1318.35 feet to the Point of Beginning.

LESS AND EXCEPT

The West 35.00 feet of the above-mentioned tract

LESS AND EXCEPT

The South 30 feet of the NW/4 of the NE/4 of said Section 12

Book 2273 Page 555 and Book 366 Page 258

East Tract

A tract of land in the NW/4 of the NE/4 of Section 12, Township 19 North, Range 2 East of the Indian Meridian, Payne County, State of Oklahoma, more particularly described as follows:

Commencing at the NW/Corner of said NE/4 of Section 12; Thence South 89 degrees 47 minutes 53 seconds East, along the North line of said NE/4 a distance of 382.86 feet to the Point of Beginning; Thence South 89 degrees 47 minutes 53 seconds East, continuing along said North line, a distance of 382.46 feet to a point; Thence South 00 degrees 15 minutes 47 seconds East, along a line parallel to the West line of said NE/4 a distance of 1321.11 feet to a point on the South line of the NW/4 of the NE/4; Thence North 89 degrees 33 minutes 01 seconds West, along said line a distance of 382.48 feet to a point; Thence North 00 degrees 15 minutes 47 seconds West, along a line parallel to the aforementioned West line of said NE/4 a distance of 1319.73 feet to the Point of Beginning.

LESS AND EXCEPT

The South 30 feet of the NW/4 of the NE/4 of said Section 12

LEGEND

EXISTING CONTOUR	EXISTING FIRE HYDRANT
-OHTC- EXISTING OVERHEAD TELECOM	EXISTING GAS VALVE
-UGTC- EXISTING UNDERGROUND TELECOM	EXISTING GAS METER
-OHC- EXISTING OVERHEAD CABLE	EXISTING UTILITY POLE
-UGC- EXISTING UNDERGROUND CABLE	EXISTING GUY ANCHOR
-OHT- EXISTING OVERHEAD TELEPHONE	EXISTING LIGHT POLE
-UGT- EXISTING UNDERGROUND TELEPHONE	EXISTING ELECTRIC DEVICE AS NOTED
-OHF- EXISTING OVERHEAD FIBER	EXISTING ELECTRIC MANHOLE
-UGF- EXISTING UNDERGROUND FIBER	EXISTING SANITARY MANHOLE
-OHE- EXISTING OVERHEAD ELECTRIC	EXISTING SANITARY CLEANOUT
-UGE- EXISTING UNDERGROUND ELECTRIC	EXISTING UTILITY MARKER
-W- EXISTING WATER LINE	EXISTING UTILITY WARNING SIGN
-NG- EXISTING NATURAL GAS LINE	EXISTING POLE SIGN
-OIL- EXISTING OIL PIPELINE	EXISTING STREET SIGN
-SS- EXISTING SANITARY SEWER LINE	EXISTING TRAFFIC SIGN
EXISTING FENCE	EXISTING MAILBOX
EXISTING TELECOM RISER	EXISTING TREE
EXISTING TELEPHONE MANHOLE	PROPOSED PUBLIC STREET PAVING
EXISTING CABLE MANHOLE	PROPOSED SIDEWALK
EXISTING FIBER MANHOLE	FUTURE SIDEWALK
EXISTING WATER METER	PROPOSED 5" MOUNTABLE CURB
EXISTING WATER VALVE	PROPOSED BLOCK NUMBER
-UGT- PROPOSED UNDERGROUND TELECOM	
-UGE- PROPOSED UNDERGROUND ELECTRIC	
-W- PROPOSED WATER MAIN	
-NG- PROPOSED NATURAL GAS MAIN	
-SS- PROPOSED SANITARY MAIN	
-S- PROPOSED SANITARY MANHOLE	
-O- PROPOSED OIL PIPELINE (TO BE RELOCATED BY OTHERS)	

NOTES

1. PROPOSED WATER LINES SHALL BE PUBLIC 6" LINES.
2. PROPOSED SANITARY SEWER LINES SHALL BE PUBLIC 8" LINES.
3. SIDEWALKS SHALL BE PROVIDED IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE. ALL SIDEWALKS SHALL BE 4' WIDE. PROPOSED SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF PUBLIC IMPROVEMENTS. FUTURE SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF INDIVIDUAL LOTS.
4. THE RESTRICTED DRAINAGE EASEMENT IS PROVIDED FOR STORMWATER FLOW, AND THE AREA SHALL BE MAINTAINED BY THE PROPERTY OWNER IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE.

PLANNING COMMISSION APPROVAL

I, the undersigned, Chairman of the City Planning Commission of the City of Stillwater, County of Payne, State of Oklahoma, hereby certify that said commission duly approved the above plat of QUAIL MEADOWS at the meeting on the _____ day of _____, 20____.

I, KELLY D. HARRIS, have to the best of my ability designed this Subdivision in accordance with the Comprehensive Plan of the City of Stillwater with which I am completely familiar and in accordance with the ordinances and regulations governing the subdivision of land.

Kelly D. Harris 6/6/22
Kelly D. Harris, P.E. 24260 Date
Chairman

ENGINEER:
KEYSTONE ENGINEERING AND LAND SURVEYING, INC.
P.O. BOX 436
STILLWATER, OK 74076
CA #5877 Exp: 6/30/2023

OWNERS:
SEVENTH CHAPTER LAND TRUST
PO BOX 67514
LOS ANGELES, CA 90067



Keystone Engineering and Land Surveying, Inc.
PHONE: (405) 743-3355
FAX: (405) 743-3933
CA #5877 EXP: 6/30/2023
EMAIL: kels@keystone-dls.com
923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076

QUAIL MEADOWS

STILLWATER, OK

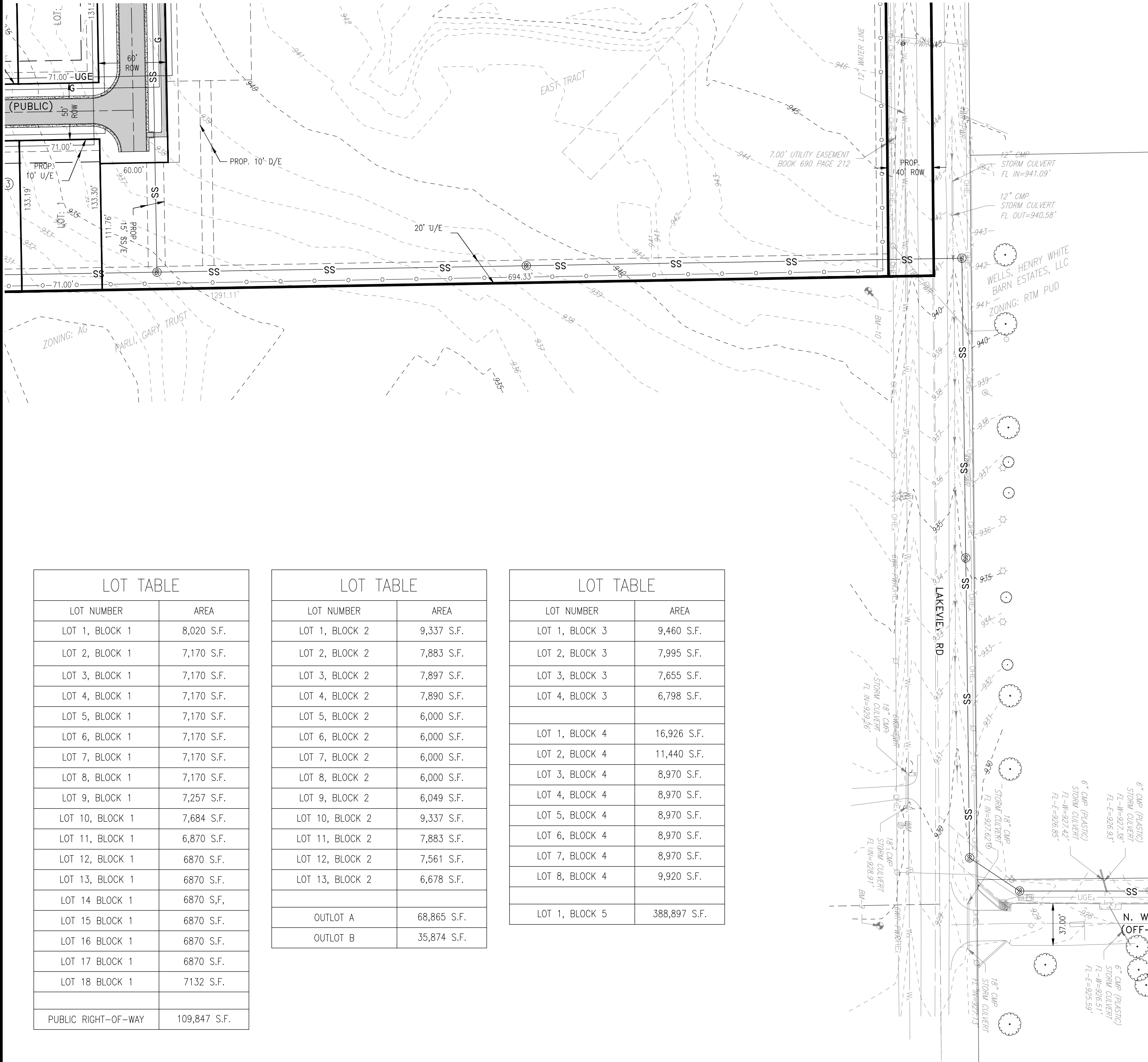
PRELIMINARY PLAT
(SHEET 1 OF 2)

DRAWN BY: KDH DATE: 3/22
SCALE: 1"=60' SHEET: CF100

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QUAIL MEADOWS
PRELIMINARY PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF
SECTION 12, TOWNSHIP 19 NORTH, RANGE 2 EAST, PAYNE COUNTY, OKLAHOMA



LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 1	8,020 S.F.
LOT 2, BLOCK 1	7,170 S.F.
LOT 3, BLOCK 1	7,170 S.F.
LOT 4, BLOCK 1	7,170 S.F.
LOT 5, BLOCK 1	7,170 S.F.
LOT 6, BLOCK 1	7,170 S.F.
LOT 7, BLOCK 1	7,170 S.F.
LOT 8, BLOCK 1	7,170 S.F.
LOT 9, BLOCK 1	7,257 S.F.
LOT 10, BLOCK 1	7,684 S.F.
LOT 11, BLOCK 1	6,870 S.F.
LOT 12, BLOCK 1	6870 S.F.
LOT 13, BLOCK 1	6870 S.F.
LOT 14 BLOCK 1	6870 S.F.
LOT 15 BLOCK 1	6870 S.F.
LOT 16 BLOCK 1	6870 S.F.
LOT 17 BLOCK 1	6870 S.F.
LOT 18 BLOCK 1	7132 S.F.
PUBLIC RIGHT-OF-WAY	109,847 S.F.

LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 2	9,337 S.F.
LOT 2, BLOCK 2	7,883 S.F.
LOT 3, BLOCK 2	7,897 S.F.
LOT 4, BLOCK 2	7,890 S.F.
LOT 5, BLOCK 2	6,000 S.F.
LOT 6, BLOCK 2	6,000 S.F.
LOT 7, BLOCK 2	6,000 S.F.
LOT 8, BLOCK 2	6,000 S.F.
LOT 9, BLOCK 2	6,049 S.F.
LOT 10, BLOCK 2	9,337 S.F.
LOT 11, BLOCK 2	7,883 S.F.
LOT 12, BLOCK 2	7,561 S.F.
LOT 13, BLOCK 2	6,678 S.F.
OUTLOT A	68,865 S.F.
OUTLOT B	35,874 S.F.

LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 3	9,460 S.F.
LOT 2, BLOCK 3	7,995 S.F.
LOT 3, BLOCK 3	7,655 S.F.
LOT 4, BLOCK 3	6,798 S.F.
LOT 1, BLOCK 4	16,926 S.F.
LOT 2, BLOCK 4	11,440 S.F.
LOT 3, BLOCK 4	8,970 S.F.
LOT 4, BLOCK 4	8,970 S.F.
LOT 5, BLOCK 4	8,970 S.F.
LOT 6, BLOCK 4	8,970 S.F.
LOT 7, BLOCK 4	8,970 S.F.
LOT 8, BLOCK 4	9,920 S.F.
LOT 1, BLOCK 5	388,897 S.F.

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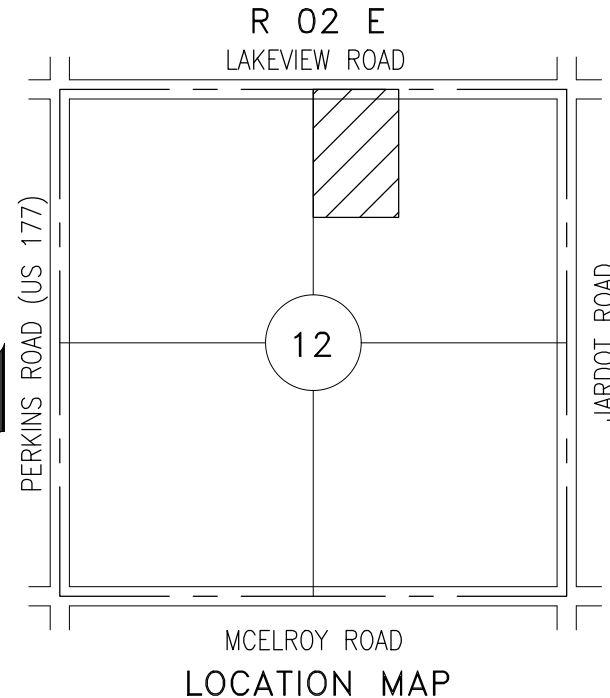
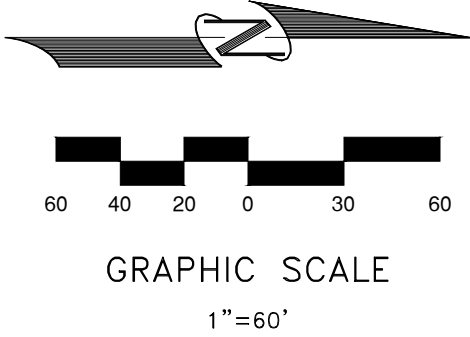
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CA #5877 EXP: 6/30/2023
EMAIL: kels@keystone-dls.com

QUAIL MEADOWS

STILLWATER, OK

PRELIMINARY PLAT
(SHEET 2 OF 2)

DRAWN BY
KDH

DATE
3/22

SCALE
1"=60'

SHEET
CF101

	REPORT TO: STILLWATER PLANNING COMMISSION No. SUB22-08	
	ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT - STILLWATER, OKLAHOMA	

Date of Meeting: May 17, 2022

Subject: Preliminary Plat: Quail Meadows

Purpose of Report: The applicant requests review and approval of a preliminary plat located on the northeast corner of Grandview Street and E. Lakeview Road.

Background: Located on the east side of Stillwater, the property is currently zoned RSS Small Lot Single-Family Residential with a PUD. The PUD was approved in April 2009 and allows for mixed use residential structures within the single family zoning. This would allow multi-family structures such as apartments and duplexes to be placed in the same development as single-family residences. The applicant is proposing a preliminary plat that creates 48 residential lots and 1 outlot on the site.

Application Processing Information:

Owner – S.C.L. Trust

Applicant – Robert Pierce

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – March 11, 2022

Planning Commission – May 17, 2022

Project/Site Design Data/Details:

Zoning –RSS Small Lot Single-Family, Sec. 23-137 with a PUD ORD. No. 3067

Existing Use –Undeveloped

Proposed Use – Single-Family & Multi-Family Residential

Lot – 21.91 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has street connectivity to Grandview Street to the west, and Krayler Avenue to the south.
- Transit Facilities/Bike Lanes: No transit service is available in the vicinity.
- Trails/Sidewalks: Sidewalks shall be provided according to city code.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.

Applicable City Plans/Policies:

The C³ Plan: High Density Residential (Page 10-8). High Density Residential contains the multi-family uses with gross densities between twelve and one hundred fifty dwelling units per acre. The High Density Residential land use may act as a transition between Low Density Residential

and Commercial and Industrial areas. Convenience and neighborhood scale commercial may be located in this area.

Discussion: The proposed plat will allow for 49 total lots 40 being single-family residences on the south half of the lot, 8 being multi-family duplexes along the western border going north, and 1 large lot left open for future development on the north half of the development along Lakeview Road. The applicant is proposing new public streets within the development two of which will have access to Grandview Street to the west and Krayler Avenue to the south.

There was a preliminary plat approved at this site in 2001 which was allowed to expire, then again in 2004 which was again allowed to expire. In 2009 the PUD was approved with a site plan very similar to this preliminary plat being presented now.

Findings:

1. The proposed preliminary plat meets the subdivision, zoning, and PUD requirements.
2. Subdivisions over 30 lots are required by code to provide two points of access to the development.
3. The C3 Plan recommends high density residential uses at this location.

Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Prepared by:	Josh Brown, Project Manager
Reviewed by:	Jeff Mathews, Community Development Director Brady Moore, Chief Innovation Officer
Date of Preparation:	May 12, 2022
Attachments:	Area Map, Preliminary Plat
Map Designation:	NE