

**SALLISAW PLANNING COMMISSION
REGULAR MEETING**

February 4, 2025

5:30 P.M.

**Council Chambers
113 North Elm St
Sallisaw, Oklahoma**

A G E N D A

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Discussion and possible action on minutes of regular meeting of January 7, 2025.**
- 4. Discuss, consider and take possible action on Case No. PC2024-013; rezoning request from Residence District (R-2) to Office District (C-1) by Brandi Phillips.**
- 5. Discussion on creation of rules for Planning Commission Board**
- 6. Adjourn**

Posted: JANUARY 29, 2025

Time: 1:15 PM

Lisa Gabbert

MINUTES

SALLISAW PLANNING COMMISSION

REGULAR MEETING

JANUARY 7, 2025

The Sallisaw Planning Commission met in a regular meeting on January 7, 2025, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; by posting at city hall on January 2, 2025 at 4:15 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Tim Brown	Chairman
	Scott Looper	Vice Chairman
	Crystal Sides	Secretary
	Matt Duke	Member
	Brady Bauer	Member
	Reece Bush	Member
	Beko Rivera	Member
Members absent:	None	
Staff present:	Keith Miller	Building Development Director
	Chris Carter	Senior Code Inspector
	Lisa Gabbert	Recording Secretary
	Christian Sizemore	Network Manager
	Lewis Brown	Sr Animal Welfare Officer
Others present:	Brad Hamilton-Ward 4 Commissioner	
	Austin Carrigan	
	Dusty Riggs	
	Kelly Osburn	
	Greg Ruark	
	And others present	

Meeting called to order

Meeting was called to order at 5:32 p.m.

Declaration of a quorum

A quorum was declared.

Discussion and possible action; Minutes of regular meeting of November 5, 2024

Motion was made by Looper, seconded by Bush to accept the November 5, 2024 minutes as presented.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Duke aye, Bush aye. Motion carried 6-0.

Discuss, consider and take possible action on Case No. PC 2024-008; rezoning request from One-Family Residence District (R-1) to Multi-Family Residence District (R-3) by Brian Sinyard, Big Sky Investments.

Motion was made by Duke, seconded by Bush to strike the item from the agenda.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Duke aye, Bush aye. Motion carried 6-0.

Discuss, consider and take possible action on Case No. PC2024-009; Replat presentation of Riggs Duplex Addition by Stirrup Creek Properties, LLC

Motion made by Bauer, seconded by Bush to accept the replat of Riggs Duplex Addition by Stirrup Creek Properties, LLC

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Duke aye, Bush aye. Motion carried 6-0.

Discuss, consider and take possible action on Case No. PC2024-010; Replat presentation of Fairview Addition by 55 Properties, LLC

Motion made by Bush, seconded by Bauer to accept the replat of Fairview Addition by 55 Properties, LLC.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Duke aye, Bush aye. Motion carried 6-0.

Discuss, consider and take possible action on Case No. PC 2024-011; rezoning request from Residence District (R-2) to Medium Density Residential District (RT-1) by 55 Properties, LLC.

Building development staff explained to the board there was a typo, and the intended rezone was not to be Medium Density Residential District (RT-1) but instead High Density Residential Housing District (RT-2).

Motion made by Bush, seconded by Looper to accept the rezoning of Fairview Addition from Residence District (R-2) to High Density Residential Housing District (RT-2) by 55 Properties, LLC and recommended issuing a statement of finding to those who were originally issued a notice of hearing of the original rezoning district.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Duke aye, Bush aye. Motion carried 6-0.

Discuss, consider and take possible action on Case No. PC 2024-012; rezoning request from

One-Family Residence District (R-1) to Multi-Family Residence District (R-3) by Brian Sinyard, Big Sky Investments.

Motion was made by Bush, seconded by Bauer to deny the rezoning request from Big Sky Properties, LLC from One-Family Residence District (R-1) to Multi Family Residence District (R-3).

Vote: Brown aye, Looper abstain, Sides abstain, Bauer aye, Duke aye, Bush aye, Rivera aye.
Motion carried 5-2.

Adjourn

Motion made by Bush, seconded by Rivera to adjourn the meeting.

Vote: Brown aye, Looper aye, Sides aye, Bauer aye, Duke aye, Bush aye, Rivera aye. Motion carried 7-0.

Meeting was adjourned at 6:33 p.m.

Approved this _____ day of _____, _____.

Tim Brown, Chairman

ATTEST:

Crystal Sides, Secretary

AGENDA ITEM COMMENTARY

Meeting Date: February 4, 2025
Board: Sallisaw Planning Commission
Subject:

ITEM TITLE: Discuss, consider and take possible action on Case No. PC2024-013; rezoning request from Residence District (R-2) to Office District (C-1) by Brandi Phillips.

INITIATOR: Brandi Phillips

STAFF INFORMATION SOURCE: Building Development Staff

BACKGROUND: Brandi Phillips is requesting a property rezoning from Residence District (R-2) to Office District (C-1). The intent is to have a professional office. The property is located at 203 S. Locust.

EXHIBITS:

1. PC 2024-013 Notification of Meeting
2. PC 2024-013 Notice of Hearing
3. PC2024-013 Publication Map

KEY ISSUES: None.

FUNDING SOURCE: N/A

RECOMMENDATION: Approval

115 East Choctaw
PO Box 525
Sallisaw, OK 74955



Building Development
Phone: (918) 775-6241
Fax: (918) 775-9550
www.sallisawok.org

January 15, 2025

RE: Notice of Public Hearing – Rezoning Request

To Whom It May Concern:

In accordance with the City of Sallisaw Ordinance Sec. 102-105 and Oklahoma Municipal Code Sec. 43-106, this letter is to inform you that a rezoning request has been filed with the Sallisaw Planning Commission. A public hearing will be heard on said application as follows:

Date of Hearing: **Tuesday, February 4, 2025**

Time: **5:30 p.m.**

Place: **Council Chambers, 113 N. Elm; Sallisaw**

You are invited to attend the meeting, if you wish to do so. Additional information attached.

Respectfully,

Keith Miller, CFM, Director
Building Development

NOTICE OF PUBLIC HEARING
ON APPLICATION FOR REZONING

Notice is hereby given that the undersigned, as owner(s) or agent for the owner(s) of the following described property in the Sallisaw City Limits, Sequoyah County, **Oklahoma, to wit:**

Lot 3 In Block 50 in the Original Town of Sallisaw, Sequoyah County, Oklahoma

has filed with the Sallisaw Planning Commission a written application # **PC 2024-013** pursuant to the Zoning Ordinance as adopted by the City of Sallisaw, Oklahoma, to **rezone from Residence District (R-2) to Office District (C-1)**.

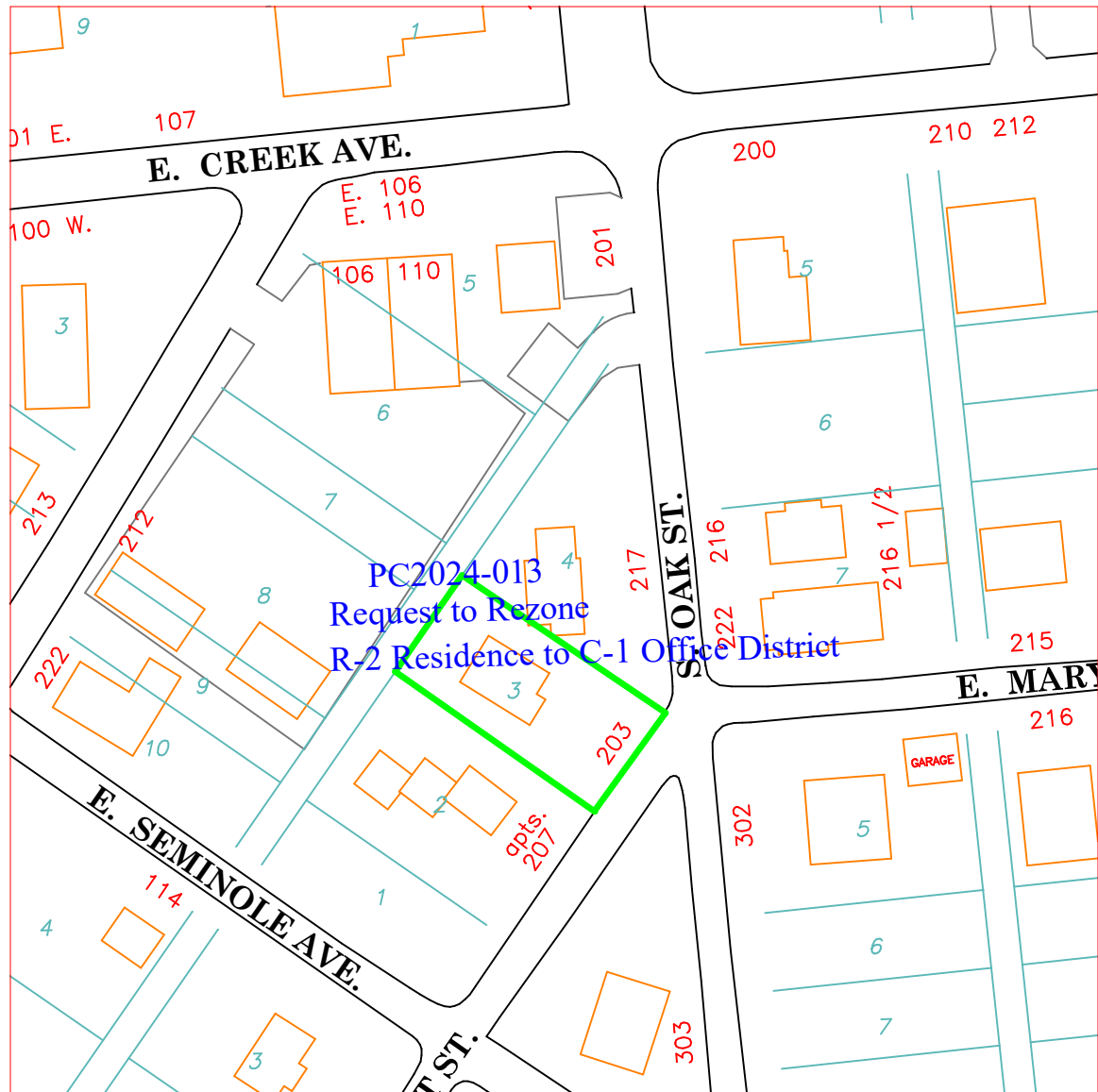
The undersigned will present said application to the Sallisaw Planning Commission on **February 4, 2025**, at **113 N. Elm, beginning at 5:30 pm**, at which time the Sallisaw Planning Commission will conduct a public hearing on said application. All interested persons are entitled to be heard and are invited to attend. Notice is published this 15th day of January, 2025.

By: **Brandi Phillips**
Owner(s)

Or By: _____
Agent

By: **Crystal Sides**
Secretary, Sallisaw Planning Commission

Bill To:
Brandi Phillips
458377 E 1090 Rd
Sallisaw, OK 74955
(918)315-1884



AGENDA ITEM COMMENTARY

Meeting Date: February 4, 2025
Board: Sallisaw Planning Commission
Subject: Discussion on rules of Planning Commission

ITEM TITLE: Discussion on creation of rules for Planning Commission Board

INITIATOR:

STAFF INFORMATION SOURCE: Building Development Staff

BACKGROUND: City ordinance says the planning commission should establish a set of rules.

EXHIBITS: 1. ARTICLE_II.___PLANNING_COMMISSION

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

ARTICLE II. PLANNING COMMISSION¹

Sec. 74-31. Created; membership.

There is hereby created a planning commission to be composed of seven members, with the mayor and city engineer as ex officio members. Members are nominated by the mayor and confirmed by the board of commissioners for three-year staggered terms. The members of the planning commission shall be appointed from residents of the city and an effort is to be made to secure the services of persons best qualified to plan for the future growth, development and planning for the city as a whole. The members of the planning commission shall serve without salary. In the event of a vacancy on the planning commission for any reason, a successor shall be appointed as provided in this section for the unexpired term only of such vacancy.

(Code 1994, § 12-101)

State law reference(s)—Planning commission authorized, 11 O.S. § 45-101; planning commission membership, 11 O.S. §§ 45-101, 45-102.

Sec. 74-32. Chair; secretary.

Immediately after the appointment and qualification of the members of the planning commission, the commission shall meet and elect one of their number as chair and one of their number as secretary. Such officers when so elected shall serve in their respective capacity until the next following July 1, at which time a chair and secretary shall be elected for a term of one year, or until their successors are elected and qualified.

(Code 1994, § 12-102)

Sec. 74-33. Rules and regulations.

The planning commission shall prescribe rules and regulations governing and controlling the transaction of business before it, and shall determine a date each month for regular meetings. Special meetings may be called at any time by the chair of the planning commission.

(Code 1994, § 12-103)

Sec. 74-34. Duties and powers.

The duties and powers of the planning commission shall be as follows:

- (1) To investigate and recommend to the board of commissioners suitable zoning ordinances for the city;

¹Charter reference(s)—Planning commission, art. VIII, § 2.

Cross reference(s)—Planning commission action for final plat, § 82-72.

State law reference(s)—Municipal planning commissions, 11 O.S. § 45-101 et seq.

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- (2) To investigate and make recommendations concerning the physical development, growth, improvement, convenience and beautification of the city;
 - (3) To investigate all matters relating to the location and development of parks, recreation places, streets, public grounds, location and design of public buildings and public structures, and to make report of their findings on any proposed or contemplated project relative to any of the these matters to the board of commissioners of the city;
 - (4) Upon the enactment of zoning ordinances by the city, to conduct any hearings necessary to determine injustices, variation, waiver, or modification of such zoning ordinances with reference to any particular property or properties;
 - (5) To conduct hearings and make recommendations to the board of commissioners of the city concerning waiver of any of the ordinances of the city applying to the use to which private property in the city may be put, and the area, height, and use of buildings on properties in the city; and
 - (6) To investigate and recommend to the city actions upon all proposed annexations to the city.

All findings and recommendations of the planning commission affecting private property shall be submitted in writing to the board of commissioners of the city for their examination, approval or rejection.

(Code 1994, § 12-104)

State law reference(s)—Powers and duties of planning commission, 11 O.S. § 45-103 et seq.

Sec. 74-35. Procedure.

All projects or matters that fall within the purview of the duties of the planning commission, as specified in this article, that may come before the board of commissioners shall be referred to the planning commission for investigation and report. The planning commission shall report on any matter or subject referred to it within a period of 60 days. A failure to report within 60 days shall be considered a refusal to approve the proposed plan or project, and the board of commissioners may thereupon act upon such proposal, plan or project as though such matter had not been referred to the planning commission.

(Code 1994, § 12-105)

Sec. 74-36. Plats and subdivisions.

No platting of unplatted property in the city and no platting of any existing subdivisions in the city shall be permitted until such plat or subdivision shall be presented to the planning commission. Upon such proposed plat or subdivision being presented to the planning commission, it shall conduct hearings and after the hearings make its findings and recommendations to the board of commissioners of the city concerning the adoption, modification or rejection of the platting, replatting or subdivision. Notice of all hearings shall be given as required by state law. All costs of publication and other expenses necessarily incurred in connection with such hearings shall be at the expense of the applicants for the approval.

(Code 1994, § 12-106)

State law reference(s)—Plat approval, 11 O.S. § 45-104 et seq.

Sec. 74-37. Expenditures.

The planning commission shall as required make application to the board of commissioners for the funds that may be necessary for such planning commission to expend in order to carry out its duties as specified in this

article. Commencing with the next fiscal year following the enactment of the ordinance from which this article is derived, the planning commission shall make application to the board of commissioners for an appropriation to be set up for its use in carrying out its duties, and the city may include such appropriation in its budget.

(Code 1994, § 12-107)

State law reference(s)—Planning commission expenses, 11 O.S. § 45-103.