

**SALLISAW PLANNING COMMISSION
REGULAR MEETING**

September 2, 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. Consider approval of the minutes of the regular meeting of August 5, 2025.**
- 4. Consider approval of the minutes of the special meeting of August 18, 2025.**
- 5. Discuss and take possible action on Case No. PC2025-002; Replat presentation of Fairview Addition by 55 Properties, LLC.**
- 6. Discuss and take possible action on Case No. PC2025-003; rezoning request from Residence District (R-2) to High Density Residential Housing District (RT-2) by 55 Properties, LLC.**
- 7. Discuss and take possible action on Case No. PC2025-005; rezoning request from Neighborhood Shopping District (C-2) to Residence District (R-2) by Vincent and Betty Pierce.**
- 8. Discuss and take possible action on Case No. PC2025-006; preliminary plat presentation of Prairie Sky Phase II by Sallisaw Apartment Partners, LLC.**
- 9. Discuss and possible action on On-Street Parking Restrictions Ordinance.**
- 10. Discuss and possible action on poultry facilities in Agricultural District (A-1) zoning ordinance.**

11. Discuss and possible action concerning Gravel Road Standards.

12. Adjourn

Posted: AUGUST 29, 2025

Time: 10:30 AM

Lisa Gabbert

MINUTES

SALLISAW PLANNING COMMISSION

REGULAR MEETING

AUGUST 5, 2025

The Sallisaw Planning Commission met in a regular meeting on August 5, 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 July 31, 2025 at 3:30 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present: Scott Looper Vice Chairman
Crystal Sides Secretary
Brady Bauer Member
Reece Bush Member

Members absent: Tim Brown Chairman
Matt Duke Member
Beko Rivera Member

Staff present: Keith Miller Building Development Director
Chris Carter Senior Code Inspector
Lisa Gabbert Recording Secretary
Brian City Manager
Heverly

Others present: Julian Mendiola
Austin Carrigan
Joe Gindhart
and others

Meeting called to order

Meeting was called to order at 5:30 p.m.

Declaration of a quorum

A quorum was declared.

Consider approval of the minutes of the regular meeting of July 1, 2025.

Motion made by Bush, seconded by Bauer to accept the minutes from the regular meeting of July 1, 2025, as presented.

Vote: Looper aye, Sides aye, Bauer aye, Bush aye. Motion carried 4-0.

Discuss and take possible action on Specific Use Ordinance

Motion made by Bauer, seconded by Bush, to approve the Specific Use Ordinance.

Vote: Looper aye, Sides aye, Bauer aye, Bush aye. Motion carried 4-0.

Discuss and take possible action on Case No. PC2025-002; Replat presentation of Fairview Addition by 55 Properties, LLC

Residents of the area presented concerns about not enough room for families and parking, too many units in the space and too many people in the units. Carrigan assured the residents they do not intend to rent the two-bedroom, one-bath units out to larger families.

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

Vote: Looper aye, Sides abstain, Bauer aye, Bush aye. Motion carried 3-0.

Discuss and take possible action on Case No. PC2025-003; rezoning request from Residence District (R-2) to High Density Residential Housing District (RT-2) by 55 Properties, LLC.

Motion made by Bush, seconded by Bauer to accept the rezoning request on PC 2025-003 from Residence District (R-2) to High Density Residential Housing District (RT-2) by 55 Properties, LLC, with stipulation that the parking stays in the back of the homes as presented by Carrigan at the meeting, and the alleyway behind the homes to be a one way street from Iola to Scott for the parking.

Vote: Looper aye, Sides abstain, Bauer aye, Bush aye. Motion carried 3-0.

Notification of Special Meeting on August 18, 2025

Community Development staff and City Manager Heverly let the board know there would be a special meeting on the 18th at 6:30 p.m. for their input on the City Comprehensive Master Plan.

Adjourn

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

Vote: Looper aye, Sides aye, Bauer aye, Bush aye. Motion carried 4-0.

Meeting adjourned at 6:15 p.m.

Approved this _____ day of _____, _____.

Tim Brown, Chairman

ATTEST:

Crystal Sides, Secretary

MINUTES

SALLISAW PLANNING COMMISSION

SPECIAL MEETING

AUGUST 18, 2025

The Sallisaw Planning Commission met in a special meeting on August 18, 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 August 13, 2025, at 8:40 am; 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
	Lisa Gabbert	Recording Secretary
	Kim Jamison	City Clerk
	Brian Heverly	City Manager
	George Bormann	Economic Development Director
	Christian Sizemore	IT Manager
Others present:	Ernie Martens	
	Poncho Mendiola	
	Kenny Moody	
	Brad Hamilton	
	Jordan Pace	
	Shelby Ferguson	
	Lauren Hildreath	

Meeting called to order

Meeting was called to order at 6:30 p.m.

Declaration of a quorum

A quorum was declared.

Presentation and Discussion with Olsson Representative Regarding the City's Comprehensive Master Plan (CMP) Specifically Conduct of Visionary Session

Discussion was had by Olsson with the Planning Commission and City Council Boards, concerning the City's Comprehensive Master Plan. Olsson informed the board the plan would be reflective of Sallisaw and specifically tailored to the community, and that there would be miscellaneous types of events and surveys for feedback from the community to be collected for completion of the Plan. Olsson then proceeded to have the Planning Commission and Board of City Commissioners give their input on what they would like to see in the future for Sallisaw.

Adjourn

Motion made by Bauer, seconded by Looper 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 8:32 pm.

Approved this _____ day of _____, _____.

Tim Brown, Chairman

ATTEST:

Crystal Sides, Secretary

AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject: Case No. PC2025-002; Replat presentation of Fairview Addition.

ITEM TITLE: Discuss and take possible action on Case No. PC2025-002; Replat presentation of Fairview Addition by 55 Properties, LLC.

INITIATOR: Austin Carrigan, agent for 55 Properties, LLC

STAFF INFORMATION SOURCE: Community Development Staff

BACKGROUND: Austing Carrigan, agent for 55 Properties, LLC is presenting a replat for Lots 10 thru 14 Block 6 of Fairview Addition from Residence District (R-2) to High Density Residential Housing (RT-2). Property is located at 906 S. Main.

EXHIBITS: 1. PC2025-002 App
2. PC2025-002 25-160 55 PROPERTIES SURVEY

KEY ISSUES: Plat was sent back to the Planning Commission by the Board of City Commissioners for further discussion and review due to concerns about the width of the alleyway and addressing the parking issues in the back.

FUNDING SOURCE:

RECOMMENDATION:

CASE # _____

PLANNING COMMISSION

APPLICATION FOR PLAT APPROVAL

Application is hereby made to the Planning Commission of a recommendation to the City Council for rezoning of the following described property to a district

Iola & Main / 906 S main
General Location _____

(Street Address, Legal Description and Acreage: Attach additional sheets if necessary)

Present Use of Property R-2

Proposed Use of Property RT-2

Record Owner of Property SS properties

If Applicant is other than owner, indicate interest: purchaser, lessee,

agent for, _____ other _____

Are there any Private or Deed Restrictions controlling the use of this property? no

I do hereby certify that the information herein submitted is complete, true and accurate.

Signed [Signature]

Address 475741 E 1053 RD.

Phone 918-774-2020

Muldrow OK 74948

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application Received by: _____ Date: _____

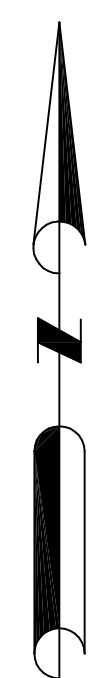
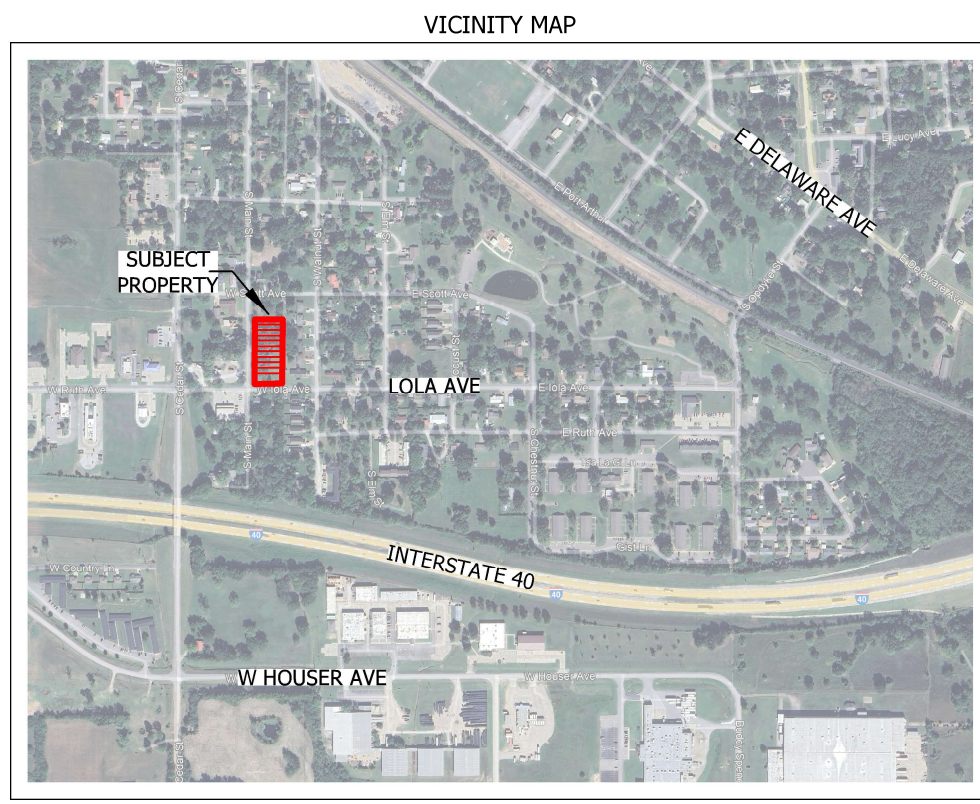
Present Zoning _____

Fee Receipt: _____ Requested: _____

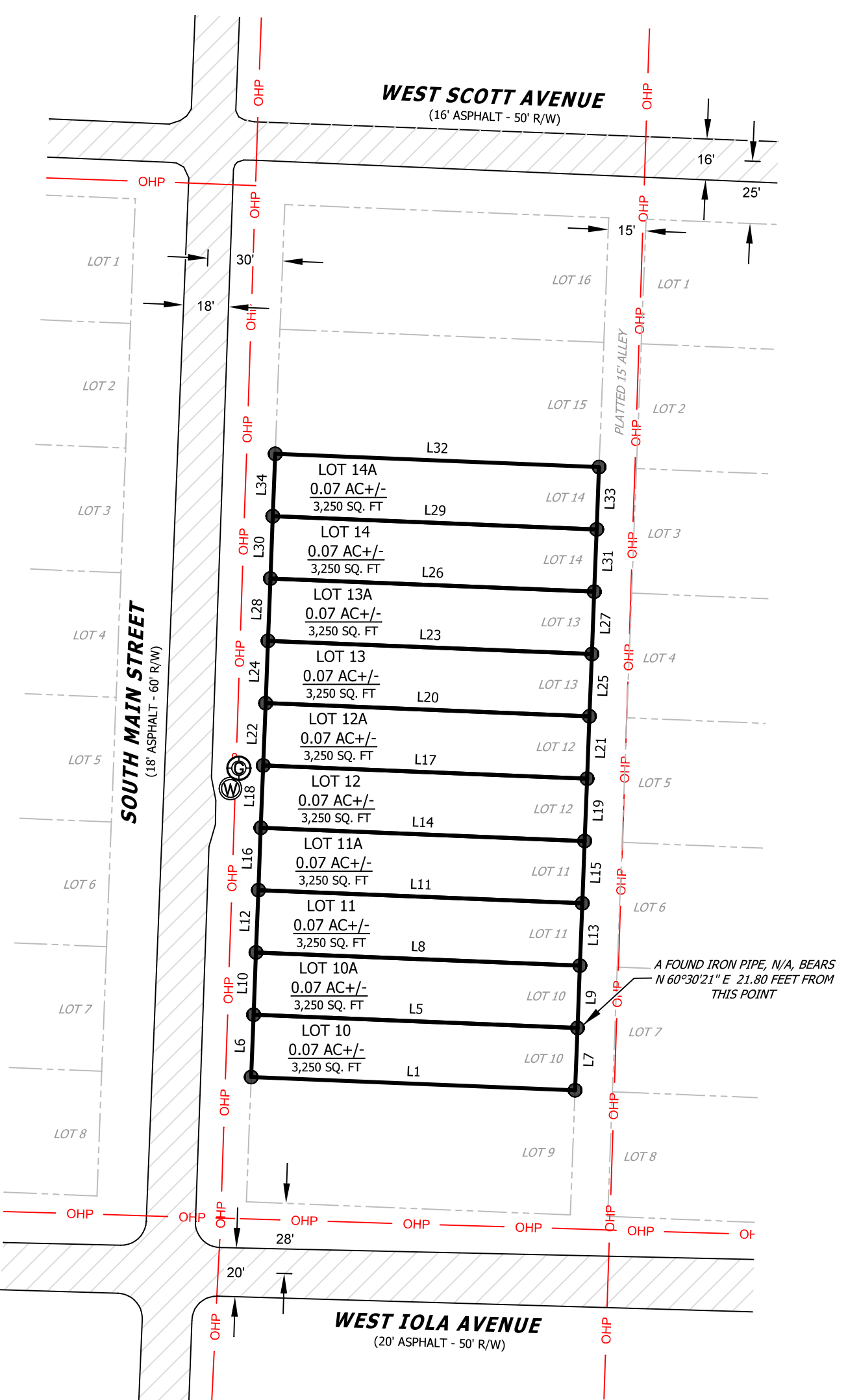
PC Action: _____ Date: _____

City Action: _____ Date: _____

Ordinance No.: _____



BASIS OF BEARING:
STATE PLANE GRID NORTH



APPROVAL OF PLAT

The Board of Commissioners of the City of Sallisaw, Oklahoma hereby approve this plat of "Fairview Addition, Lots 10, 10A, 11, 11A, 12, 12A, 13, 13A, 14, & 14A, BLOCK 6", an addition to the City of Sallisaw, Oklahoma, and accept the easements shown therein.

Dated this ____ day of _____, 2025.

CITY OF SALLISAW, OKLAHOMA

MAYOR _____

ATTEST: _____

CITY CLERK _____

The Planning Commission of the City of Sallisaw, Oklahoma recommends approval of plat "Fairview Addition, Lots 10, 10A, 11, 11A, 12, 12A, 13, 13A, 14, & 14A, BLOCK 6", an addition to the City of Sallisaw, Oklahoma and the easements as shown therein.

Dated this ____ day of _____, 2025

CHAIRMAN _____

SECRETARY _____

TREASURER'S CERTIFICATE

I, _____ as Treasurer of Sequoyah County, Oklahoma, do hereby certify that all taxes on the property hereon platted and described have been paid or cash bond placed to secure the same.

Dated the ____ day of _____, 2025.

COUNTY TREASURER _____

BASIS OF SURVEY: THIS IS A PARTIAL SURVEY OF THAT PROPERTY DESCRIBED IN DEED BOOK 1695, PAGE 796, OF THE SEQUOYAH COUNTY RECORDS. SEE ALSO A PRIOR PLAT OF FAIRVIEW ADDITION NO. 2 TO THE CITY OF SALLISAW.

FLOOD STATEMENT: THE DESCRIBED PROPERTY LIES IN FLOOD ZONE "X" OF THE FIRM MAP #40135C0408F, EFFECTIVE ON 09-29-2010, AS PER FEMA.

TITLE RESEARCH NOTE: IN ADDITION TO THE INITIAL DOCUMENTS RECEIVED BY THE CLIENT, OR THEIR REPRESENTATIVE, ONLY LIMITED DEED RESEARCH WAS PERFORMED BY THIS COMPANY DURING THIS SURVEY. THEREFORE, PLEASE HAVE A REPUTABLE TITLE COMPANY CONFIRM THE SURVEYED PROPERTY AND THE ACREAGE SHOWN.

EASEMENTS: EASEMENTS OR RIGHTS OF WAY COULD EXIST THAT AFFECT THE INTENDED USE OF THIS PROPERTY. TO PROTECT YOUR INTEREST, YOU CAN CALL OKLAHOMA ONE CALL TO HAVE ALL UTILITIES MARKED ON THE GROUND. YOU CAN CONSULT THE TITLE COMPANY FOR ANY EASEMENTS OF RECORD, OR YOU CAN UPGRADE THIS SURVEY TO AN A.L.T.A., LAND TITLE SURVEY. THIS ALLOWS US TO COORDINATE WITH THE TITLE COMPANY AND OKLAHOMA ONE CALL, AND THEN SUBSEQUENTLY PLOT ANY RELEVANT EASEMENTS ON THE SURVEY PLAT FOR YOUR REVIEW.

LINE	BEARING	DISTANCE
L1	S 87°40'02" E	130.00'
L5	N 87°40'02" W	130.00'
L6	S 02°12'22" W	25.00'
L7	N 02°12'22" E	25.00'
L8	S 87°40'02" E	130.00'
L9	S 02°12'22" W	25.00'
L10	N 02°12'22" E	25.00'
L11	N 87°40'02" W	130.00'
L12	S 02°12'22" W	25.00'
L13	N 02°12'22" E	25.00'
L14	S 87°40'02" E	130.00'
L15	S 02°12'22" W	25.00'
L16	N 02°12'22" E	25.00'
L17	N 87°40'02" W	130.00'
L18	S 02°12'22" W	25.00'
L19	N 02°12'22" E	25.00'
L20	S 87°40'02" E	130.00'
L21	S 02°12'22" W	25.00'
L22	N 02°12'22" E	25.00'
L23	N 87°40'02" W	130.00'
L24	S 02°12'22" W	25.00'
L25	N 02°12'22" E	25.00'
L26	S 87°40'02" E	130.00'
L27	S 02°12'22" W	25.00'
L28	N 02°12'22" E	25.00'
L29	N 87°40'02" W	130.00'
L30	S 02°12'22" W	25.00'
L31	N 02°12'22" E	25.00'
L32	S 87°40'02" E	130.00'
L33	S 02°12'22" W	25.00'
L34	N 02°12'22" E	25.00'

PRELIMINARY

REPLAT OF LOTS 10 THRU 14, BLOCK 6

FAIRVIEW ADDITION

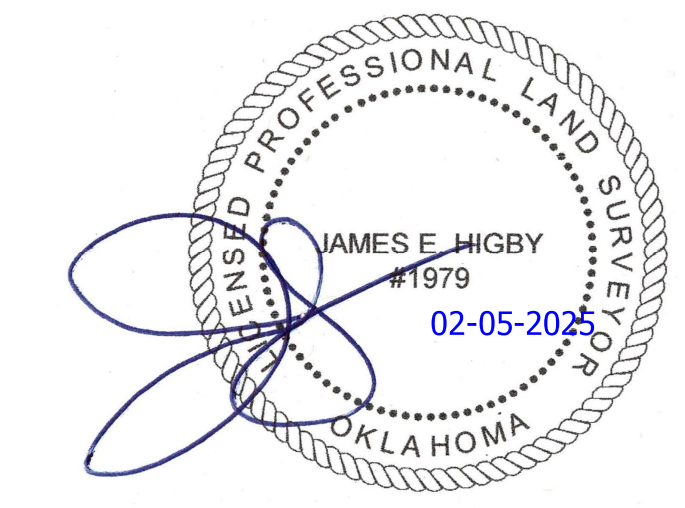
An addition to the City of Sallisaw, being a part of the SW¼ SW¼ of Section 05, Township 11 North, Range 24 East, in Sequoyah County, Oklahoma.

Date: 02-05-2025 Scale: 1"=50'

Owner/Developer: 55 Properties, LLC

CORNERSTONE SURVEYING
3501 S. GARY STREET
FORT SMITH, AR 72903

OFFICE: (479) 763-1414
www.cornerstone-surveying.com



DEED OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That I/We, _____ being the (sole owner/president/corporate CEO) of the fee simple and to the following described real estate in the County of Sequoyah, State of Oklahoma, to-wit:

Parent Tract Description: Lots 10 thru 14, Block 6, Fairview Addition to the City of Sallisaw, in Sequoyah County, Oklahoma, as shown on this survey plat (surveyed by Cornerstone Surveying, for 55 Properties, LLC, on 02-05-2025, job# 25-160), containing 0.70 acres more or less, subject to any easements or rights of way of record.

have caused the same to be surveyed, staked, and platted and have caused the same to be named and designated "Fairview Addition, Lots 10, 10A, 11, 11A, 12, 12A, 13, 13A, 14, & 14A, BLOCK 6", an addition to the City of Sallisaw, Oklahoma. I/We hereby dedicate to the City of Sallisaw, its successors and assigns, all easements and street as shown on this plat and do hereby guarantee clear title to all land that is dedicated for the purpose of providing an orderly development of the entire tract.

Owner _____

STATE OF OKLAHOMA
COUNTY OF SEQUOYAH

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of _____, 2025, personally appeared _____, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year first above written.

Notary _____

My Commission Expires: _____

SURVEYOR'S CERTIFICATE

I, James E. Higby, a competent surveyor and a Professional Surveyor under Registration No. 1979, do hereby certify that I have carefully and accurately surveyed and staked the property located on a part of Fairview Addition, as described on this plat and that iron pins have been placed at all property corners and that the described plat is a true representation of said survey.

Certificate of Authorization: #8140

Witness my hand this the 5th day of February, 2025.

James E. Higby, PS 1979



STATE OF OKLAHOMA
COUNTY OF SEQUOYAH

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of _____, 2025, personally appeared _____, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year first above written.

Notary _____

My Commission Expires: _____

LEGEND

○ FOUND IRON PIN	⊗ FOR. SERV. MONUMENT	--- SET BACK LINE	HVA/E HIGH VOLTAGE A/E
⊙ FOUND IRON PIPE	⊗ FND. ALUM. CAP OR MON.	POB POINT OF BEGINNING	R/W RIGHT OF WAY
△ FOUND IRON SPIKE	■ FENCE CORNER POST	--- FENCE LINE	-g- UNDERGROUND GAS LINE
□ FOUND SET STONE	● SET 1/2" REBAR	(xxx) RECORD DISTANCE	⊕ GAS METER
⊠ R/W MARKER	⊙ SET 2" CAP-1/2" REBAR	--- OVERHEAD POWER	U/P UNDERGROUND PHONE
▽ FOUND "T" POST	◆ SET R.R. SPIKE	⊕ WATER METER	UGE UNDERGROUND ELEC.
◇ FOUND R.R. SPIKE	⊙ COMPUTED POINT	WV WATER VALVE	-s-s- SANITARY SEWER
FH FIRE HYDRANT	U/E UTILITIES ESMT.	W WATER LINE	⊕ MANHOLE

AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject: Case No. PC2025-003; rezone request from Residence District (R-2) to High Density Residential Housing District (RT-2) by 55 Properties, LLC.

ITEM TITLE: Discuss and take possible action on Case No. PC2025-003; rezoning request from Residence District (R-2) to High Density Residential Housing District (RT-2) by 55 Properties, LLC.

INITIATOR: Austin Carrigan, agent for 55 Properties, LLC

STAFF INFORMATION SOURCE: Community Development Staff

BACKGROUND: Austin Carrigan, agent for 55 Properties, LLC is requesting a rezone of Lots 10 thru 14 Block 6 of Fairview Addition from Residence District (R-2) to High Density Residential Housing (RT-2). Property is located at 906 S. Main.

EXHIBITS:

1. PC2025-003 App
2. Notice of Hearing PC 2025-003
3. Publication Map 2

KEY ISSUES: Rezone was sent back to the Planning Commission by the Board of City Commissioners for further discussion and review due to concerns about the width of the alleyway and addressing the parking issues in the back.

FUNDING SOURCE:

RECOMMENDATION:

CASE # _____

PLANNING COMMISSION
REQUEST TO REZONE

Application is hereby made to the Planning Commission of a recommendation to the City Council for rezoning of the following described property to a District _____

General Location 906 S main /
(Street Address)

Present Use of Property R-2

Proposed Use of Property RT-2

Record Owner of Property SS pro

If Applicant is other than owner, indicate interest: purchaser, lessee,
 agent for, _____ other _____

Are there any Private or Deed Restrictions controlling the use of this property? _____

I do hereby certify that the information herein submitted is complete, true and accurate.

Signed [Signature]
Phone 918-774-2020

Address 475741 E 1053 Rd
muldow ok, 74948

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application Received by: _____ Date _____

Application No.: _____ Requested: _____

Fee Receipt: _____ P.C Recommendation: Approval ___ Denial ___

City Council: _____ Date: _____

Date: _____

Ordinance No.: _____

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:**

Lots 10, 10A, 11, 11A, 12, 12A, 13, 13A, 14, 14A, Block 6, Fairview Addition to the City of Sallisaw, in Sequoyah County, Oklahoma, as shown on this survey plat (surveyed by Cornerstone Surveying, for 55 Properties, LLC, on 02-05-2025, job# 25-160), containing 0.70 acres more or less, subject to any easements or rights of way of record.

has filed with the Sallisaw Planning Commission a written application # **PC 2025-003** pursuant to the Zoning Ordinance as adopted by the City of Sallisaw, Oklahoma, to **rezone from Residence District (R-2) to High Density Residential Housing District (RT-2)**.

The undersigned will present said application to the Sallisaw Planning Commission on **August 5, 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 **11th** day of **July 2025**.

By: **55 Properties, LLC**
Owner(s)

Or By: **Austin Carrigan**
Agent

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

Bill To:
55 Properties, LLC
Austin Carrigan
475741 E 1053 RD
Muldrow, OK 74948
918-774-2020

AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject: Rezone from Neighborhood Shopping District (C-2) to Residence District (R-2)

ITEM TITLE: Discuss and take possible action on Case No. PC2025-005; rezoning request from Neighborhood Shopping District (C-2) to Residence District (R-2) by Vincent and Betty Pierce.

INITIATOR: Vincent Pierce

STAFF INFORMATION SOURCE: Community Development Staff

BACKGROUND: Pierce is asking for a rezoning and would like the property to be a residence instead of having a commercial business on it. The property is located at 710 S. Wheeler Ave.

- EXHIBITS:**
1. PC2025-005 Notification of Meeting
 2. PC2025-005 Notice of Hearing
 3. PC2025-005 News paper map

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION:

115 East Choctaw
PO Box 525
Sallisaw, OK 74955



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

August 13, 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, September 2, 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,

A handwritten signature in black ink, appearing to read "Keith Miller", is written over a dotted line.

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 5 &; THAT PT OF LOT 1, DES AS BEG AT NW/C OF LOT 1, E.110', S.90', NWLY ALONG E. SIDE OF DELAWARE AVENUE TO POB ALL LOCATED IN BLOCK 48 ORIGINAL TOWN OF SALLISAW LESS PT OF LOTS 1 &; 5 BEG. AT SE/C OF LOT 1, N.16.6', N.53-19 W.171.5', THENCE ON A 22-40 CURVE TO THE RIGHT WITH A RADIUS OF 252.9' &; A CENTRAL ANGLE OF 49-20 TO A POINT ON WEST PROPERTY LINE OF LOT 5, 381.1', S.3-59 E. OF NW/C, S.03-59 E.61.9', S.53-19 E.264.3' TO POB

has filed with the Sallisaw Planning Commission a written application # **PC 2025-005** pursuant to the Zoning Ordinance as adopted by the City of Sallisaw, Oklahoma, to **rezone from Neighborhood Shopping District (C-2) to Residence District (R-2)**.

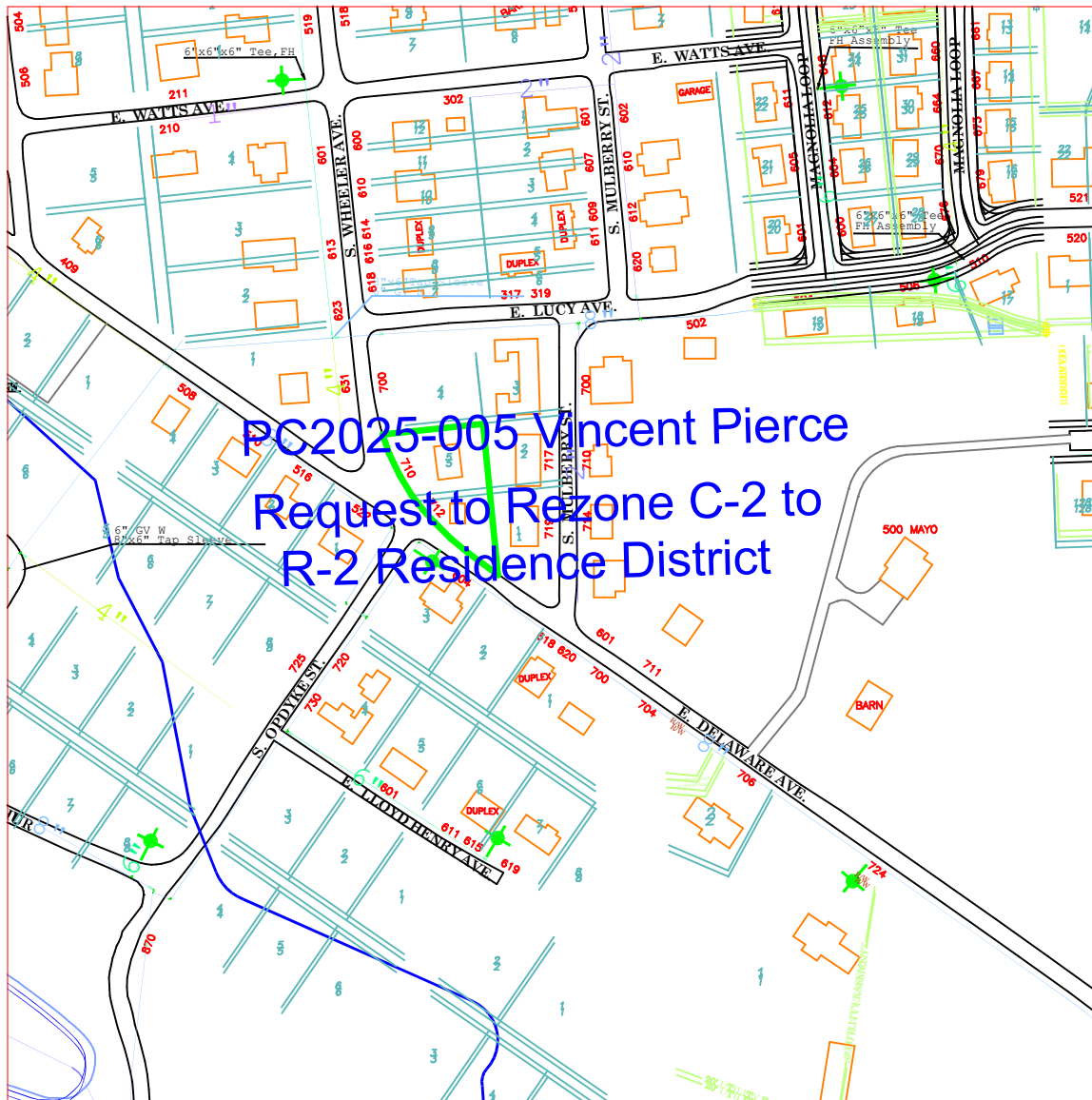
The undersigned will present said application to the Sallisaw Planning Commission on **September 2, 2025**, at **113 N. Elm, beginning at 5:30 pm**, at which time the Sallisaw Planning Commission will conduct a public hearing on said application. All interested persons are entitled to be heard and are invited to attend. Notice is published this 13th day of August, 2025.

By: **Vincent D. Pierce and Betty J. Pierce**
Owner(s)

Or By: _____
Agent

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

Bill To:
Vincent Pierce
22 E. Interstate Circle
Sallisaw, OK 74955
918-315-8653



AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject: Preliminary plat presentation of Prairie Sky Phase II by Sallisaw Apartment Partners, LLC

ITEM TITLE: Discuss and take possible action on Case No. PC2025-006; preliminary plat presentation of Prairie Sky Phase II by Sallisaw Apartment Partners, LLC.

INITIATOR: Kelly Osburn, agent for Sallisaw Apartment Partners, LLC

STAFF INFORMATION SOURCE: Community Development Staff

BACKGROUND: Kelly Osburn of Osburn Land Surveyors, agent for Sallisaw Apartment Partners, LLC, will present a preliminary plat of Prairie Sky Phase II for approval. The property is located approximately 3/10 mile west of Kerr Blvd. on the North side of Drake Road.

- EXHIBITS:**
1. PC25-006+PB25-003 App
 2. Phase 2 Prairie Sky Plat PDF
 3. Prairie Sky Phase 2 Utilities

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION:

PLANNING COMMISSION

REQUEST FOR PLAT APPROVAL

Application is hereby made to the Planning Commission for the consideration of a recommendation to the City Council for

Prairie Sky Phase II

General Location Dialle Road
(Street Address)

Present Use of Property Residential R1

Proposed Use of Property Same

Record Owner of Property Sallisaw Apartment Partners LLC.

If Applicant is other than owner, indicate interest: purchaser, lessee,

agent for, _____ Other _____

Are there any Private or Deed Restrictions controlling the use of this property? _____

I do hereby certify that the information herein submitted is complete true and accurate

Signed [Signature]

Address P.O. Box 1406 Sallisaw

Phone 918-774-4450

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application received by: KM

Date: 7-14-25 3:45pm

Fee Receipt: \$200

Present Zoning: R-1

Application No.: _____

Requested: —

PC Action: _____

Date: _____

City Action: _____

Date: _____

Ordinance No.: _____

DEED OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That we, Sallisaw Apartment Partners LLC, being the sole owner/s of the fee simple and to the following described real estate situated in the County of Sequoyah, State of Oklahoma, to-wit:

An 1.89 acre parcel of land, more or less, less public road right of way and being subject to any assessments of record, being situated in a part of Lot 4 of Section 7, Township 11 North, Range 24 East of the Indian Base and Meridian, Sequoyah County, Oklahoma. The described parcel being created by Kelly Osburn, Oklahoma P.L.L.S. #1828 on June 8, 2025. The basis of bearing for the described parcel is S89°43'50"W along the South line of the SW 1/4 of said Section 7 and is more particularly described as: Commencing at the SW corner of said Lot 4; thence along the South line thereof N89°43'50"E 824.00 feet to the point of beginning; N00°00'48"E 215.00 feet; thence S89°43'50"W 189.00 feet; thence N00°00'48"E 837.00 feet to the Point of Beginning; thence continuing N00°00'48"E 93.00 feet; thence N89°43'50"E 17.00 feet; thence N00°00'48"E 175.58 feet to the North line of said Lot 4; thence along said North line N89°40'40"E 329.40 feet; thence S00°00'48"W 175.85 feet; thence S89°43'50"W 36.39 feet; thence S00°00'48"W 93.00 feet; thence S89°43'50"W 310.00 feet to the point of beginning.

have caused the same to be surveyed, staked and plotted and have caused the same to be named and designated "PRAIRIE SKY PHASE TWO", an addition to the City of Sallisaw, Oklahoma. We hereby dedicate to the City of Sallisaw, its successors and assigns, all easements and streets as shown on this plat and do hereby guarantee clear title to all land that is dedicated for the purpose of providing an orderly development of the entire tract.

owner

STATE OF OKLAHOMA SS
COUNTY OF SEQUOYAH

Before me, the undersigned, a Notary Public in and for said County and State on this day of 2025, personally appeared to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he/she/they executed the same as he/hers/their free and voluntary act and deed for the uses and purposes therein set forth. Given under my hand and seal the day and year first above written.

Notary
My Commission Expires

(SEAL)

SURVEYOR'S CERTIFICATE

I, Kelly Osburn, a competent surveyor and an Oklahoma Professional Land Surveyor under Registration No. 1828, do hereby certify that I have carefully and accurately surveyed and staked the property located in part of Lot 4 of Section 7, Township 11 North, Range 24 East as described on this plat and that monuments have been found or set near with cap #1828 have been placed at all property and lot corners and that the described plot is a true representation of said survey. The last site visit was December 2024. This survey meets the requirements of Oklahoma Minimum Standards.

Certificate of Authorization: #5391; Expires 6-30-2025.

Witness my hand this the day of 2025.

Kelly Osburn, P.L.L.S.

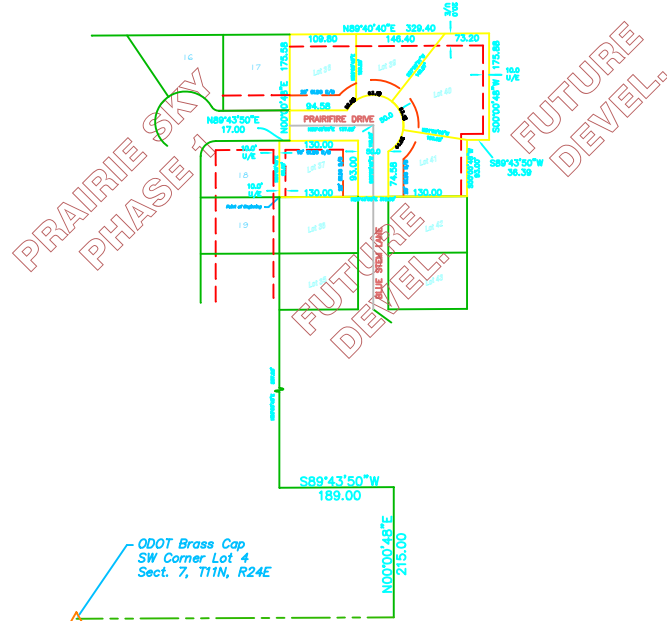
STATE OF OKLAHOMA SS
COUNTY OF SEQUOYAH

Before me, the undersigned, a Notary Public in and for said County and State on this day of 2025, personally appeared Kelly Osburn, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year first above written.

Notary
My Commission Expires

(SEAL)



Preliminary
Prairie Sky Phase Two

An addition to the City of Sallisaw, being a part of Lot 4 of Section 7, Township 11 North, Range 24 East, Sequoyah County, Oklahoma.

Date: 06-2025 Scale: 1"=100'

Owner/Developer: Sallisaw Apartment Partners LLC

Osburn Land Surveyors, LLC.
3615 West Cherokee P.O. Box 1406
Sallisaw, OK 74955
Office - (918) 775-9322

APPROVAL OF PLAT

The Board of Commissioners of the City of Sallisaw, Oklahoma hereby approve this plat of "Prairie Sky Phase Two", an addition to the City of Sallisaw, Oklahoma, and accepts the assessments shown therein.

Dated this day of 2025.

CITY OF SALLISAW

MAYOR

ATTTEST:

CITY CLERK

(SEAL)

Approval by the City Planning Commission the day of 2025.

CHAIRMAN

SECRETARY

TREASURER'S CERTIFICATE

I, Angela Glet, as Treasurer of Sequoyah County, Oklahoma, do hereby certify that all taxes on the property herein plotted and described have been paid or cash bond placed to secure the same.

Dated the day of 2025.

COUNTY TREASURER

NOTES:

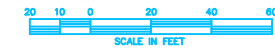
Easements affecting this property which may exist prior to the filing of this plat have not been shown.

The Section line passing through this plat is subject to a 330' statutory right-of-way (R.O.W.) on each side as created by Volume 32, U.S. Statutes at Large, Page 722.

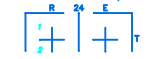
Basis of Bearing is N 89°43'50"E along the South line of the SW/4 of Sect. 7 T11N R24E

All Lot measurements are to Lot Corners.

All Lot measurements on Curves are arc length



Location Map



Location Map Scale: 1"=3000'
Section 7
Sequoyah County, Okla.



AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject: On-Street Parking Restrictions Ordinance

ITEM TITLE: Discuss and possible action on On-Street Parking Restrictions Ordinance.

INITIATOR: Community Development Staff

STAFF INFORMATION SOURCE: Community Development Staff

BACKGROUND: The ordinance will be presented to establish regulations for safe navigation of roadways for emergency vehicles along with on-street parking standards.

EXHIBITS: 1. Road width and Parking

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION:

Municipal Ordinance No. [XXXX]

Title: On-Street Parking Restrictions

Purpose: To ensure that emergency vehicles can safely and efficiently navigate all streets within the municipality, this ordinance establishes regulations for on-street parking based on road width.

Section 1: Definitions

- **Emergency Vehicle:** Any vehicle designated for emergency response, including but not limited to fire trucks, ambulances, and police vehicles.
- **Road Width:** The total width of the road surface, measured from curb to curb.
- **Parking Lane:** The portion of the road designated for vehicle parking.

Section 2: Parking Restrictions

- On-street parking shall be permitted only on roads where the remaining width, after accounting for parked vehicles, allows for the safe passage of emergency vehicles.
- Roads with a total width of 20 feet or less shall be designated as no-parking zones.
- Roads with a total width between 21 and 30 feet shall allow parking on one side only, as designated by appropriate signage.
- Roads with a total width greater than 31 feet shall allow parking on both sides, provided that a minimum clear width of 12 feet is maintained for emergency vehicle passage.

Section 3: Signage and Enforcement

- The municipality shall install appropriate signage to indicate parking restrictions on affected roads.
- Violations of this ordinance shall be subject to fines and penalties as established by the municipality's traffic regulations.
- The municipality's law enforcement and parking enforcement officers shall be responsible for enforcing this ordinance.

Section 4: Exceptions

- Temporary parking permits may be issued for special events, construction, or other circumstances as deemed appropriate by the municipality.

- Emergency vehicles and other authorized vehicles are exempt from the parking restrictions established by this ordinance.

Section 5: Effective Date

- This ordinance shall take effect on [Date], following its adoption and publication as required by law.

AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject: Poultry facilities in Agricultural District (A-1) zoning.

ITEM TITLE: Discuss and possible action on poultry facilities in Agricultural District (A-1) zoning ordinance.

INITIATOR: Community Development Staff

STAFF INFORMATION SOURCE: Community Development Staff

BACKGROUND: The ordinance addresses poultry facilities in the Agricultural District zoning (A-1) to prevent industrial-scale uses in surrounding rural residential areas.

EXHIBITS: 1. Chicken house section

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION:

Sec. 102-223.X — Poultry Facilities; permitted and prohibited uses in A-1.

(a) Purpose. The purpose of this section is to preserve the small-scale agricultural character of the A-1 Agricultural District within the city limits while protecting public health and safety and preventing industrial-scale animal feeding and processing uses that are incompatible with surrounding rural-residential patterns.

(b) Applicability. This section applies to all land zoned A-1 within the corporate limits of the City of Sallisaw and does not apply to any Industrially zoned areas or change any Residential zoning restrictions.

(c) Incorporation of state definitions. Terms used in this section shall have the meanings assigned by Oklahoma law, as amended, including but not limited to:

1. **“Poultry Feeding Operation (PFO)”** as defined in the Oklahoma Registered Poultry Feeding Operations Act (Title 2 O.S. §10-9.1 et seq.), Confines poultry ≥45 days/year, vegetation not sustained; requires registration & NMP; >1,000 birds usually.
2. **“Concentrated Animal Feeding Operation (CAFO)”** for poultry, as defined by Oklahoma Administrative Code and applicable federal Clean Water Act rules adopted by the State of Oklahoma. [Very large/high-risk PFO; ≥125,000 broilers or ≥82,000 layers; stricter waste/water permits (OAC 35:17)]
3. **“Custom-exempt poultry processing plant”** as referenced in state meat and poultry inspection laws adopting 9 C.F.R. §381.10 exemptions. [≤20,000 birds/year slaughtered on-farm; exempt from USDA continuous inspection; must meet OK licensing]
4. **“Poultry house / house.”** For purposes of interpreting permitted small-scale facilities, “poultry house” means any building used to house poultry (OAC 35:15-19-1).
5. **“Hatchery.”** Any building, structure, or place in which poultry eggs are incubated, hatched, or chicks are held or sold. (OAC 35:15-19-2)

(d) Permitted uses (by right) related to poultry in A-1.

The following are permitted, subject to all other applicable codes (setbacks, sanitation, nuisance) and any permits required by Chapter 10 (Animals) and Chapter 102:

1. **Chicken coops and personal-use poultry facilities** used to keep fowl for household consumption or hobby purposes, consistent with Chapter 10 (Animals) and any city limits on species, numbers, setbacks, and sanitation.

2. **Hatcheries** (buildings where poultry eggs are incubated, hatched, or chicks are held or sold), provided the facility complies with all applicable state licensing and inspection requirements and city development standards.
3. **Ancillary structures** customarily incidental to the above (runs, small brood houses, storage sheds), provided they remain subordinate in size and function to the principal agricultural use and do not constitute a prohibited use under subsection (e).

(e) Prohibited uses in A-1.

The following uses are prohibited in the A-1 Agricultural District within city limits:

1. **Poultry Feeding Operations (PFOs)** requiring registration with the Oklahoma Department of Agriculture, Food & Forestry. [Confines poultry \geq 45 days/year, vegetation not sustained; requires registration & NMP; >1,000 birds usually. (2 O.S. §10-9.1)]
2. **Concentrated Animal Feeding Operations (CAFOs) for poultry**, whether large, medium, or designated.
3. **Custom-exempt poultry processing plants** (on-farm or off-farm slaughter/processing facilities operating under the federal custom exemption).
4. Any poultry facility or aggregation of facilities that, by capacity, confinement duration, or waste handling, would meet or exceed the thresholds for a PFO or CAFO under state law.

(f) Development and operational standards for permitted poultry facilities.

All chicken coops, hatcheries, and ancillary structures must comply with the following standards:

1. Setbacks.
 - Minimum 25 feet from any side or rear property line.
 - Minimum 50 feet from any dwelling on an adjacent lot.
 - No structure permitted in the front yard setback.
2. Size and height.
 - Maximum coop size: 200 square feet floor area.
 - Maximum height: 10 feet.

- Hatcheries may exceed this limit only if they comply with all building and fire codes.
3. Sanitation and waste management.
- Manure and litter shall be removed or composted regularly to prevent odor, flies, and runoff.
 - Storage of manure must be in covered containers or bins.
 - No disposal of poultry waste in storm drains or natural drainageways.
4. Nuisance controls.
- Facilities shall be maintained to prevent noxious odors, excessive noise, unsanitary conditions, or attraction of vermin.
 - Continuous noise from poultry or equipment that interferes with neighboring residential use is prohibited.
5. Enclosure requirements.
- Poultry shall be kept in a secure coop and/or fenced run.
 - Birds shall not be allowed to roam at large.
6. Lighting and ventilation.
- Any artificial lighting shall be shielded to prevent spillover onto neighboring property.
 - Adequate ventilation must be provided for animal health and odor control.

(f) Nonconformities.

Any poultry use lawfully established in A-1 prior to the effective date of this section that becomes nonconforming may continue as a legal nonconforming use subject to Article VII (Nonconformities). Expansion, intensification, or change to another prohibited use is not allowed.

(g) Enforcement.

Zoning clearance is required per Sec. 102-5 for new or expanded facilities. Violations of this section are subject to the enforcement provisions of Chapter 102 and Chapter 10 (Animals), including abatement of nuisances.

(h) Relationship to state law.

This section is adopted as a **land-use regulation for public health and safety** and shall be

construed consistently with Title 2 O.S. §2-2-4c. Nothing herein authorizes the city to regulate livestock care and handling beyond what is permitted by state law.

AGENDA ITEM COMMENTARY

Meeting Date: September 2, 2025
Board: Sallisaw Planning Commission
Subject:

ITEM TITLE: Discuss and possible action concerning Gravel Road Standards.

INITIATOR:

STAFF INFORMATION SOURCE:

BACKGROUND:

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION: