

**SALLISAW PLANNING COMMISSION  
REGULAR MEETING**

**October 7, 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 regular minutes of September 2, 2025**
- 4. Consider approval of the 2026 Meeting Dates**
- 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. PC2025-007; preliminary plat presentation of Spencer Addition by Colton and MacKenzie Spencer**
- 8. Discuss and take possible action on Case No. PC2025-008; rezoning request from Agriculture to One-Family Residence District (R-1) by Colton and MacKenzie Spencer**
- 9. Discuss and take possible action on Case No. PC2025-009; preliminary plat presentation of June Addition by Richard Looper Construction, LLC**
- 10. Discuss and take possible action on Case No. PC2025-010; rezoning request from Agricultural District (A-1) to One-Family Residence District (R-1) by**

**Richard Looper Construction, LLC**

**11. Discuss and take possible action concerning Gravel Road Standards.**

**12. Adjourn**

**Posted: OCTOBER 3, 2025**

**Time: 4:00 PM**

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**Lisa Gabbert**

**MINUTES**

**SALLISAW PLANNING COMMISSION**

**REGULAR MEETING**

**SEPTEMBER 2, 2025**

The Sallisaw Planning Commission met in a regular meeting on September 2, 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 29, 2025 at 10:30 am; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Scott Looper Matt Duke Brady Bauer Reece Bush Beko Rivera	Vice Chairman Member Member Member Member
Members absent:	Tim Brown Crystal Sides	Chairman Secretary
Staff present:	Keith Miller Chris Carter Lisa Gabbert Ben Spyres Brian Heverly	Building Development Director Senior Code Inspector Recording Secretary Comouter Technician City Manager
Others present:	Tim Foote Austin Carrigan Joe Ginhardt Kelly Osburn and others present	

**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 August 5, 2025.**

Motion made by Bauer, seconded by Bush, to accept the minutes from the regular meeting of August 5, 2025, as presented.

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

**Consider approval of the minutes of the special meeting of August 18, 2025.**

Motion made by Bush, seconded by Bauer to accept the minutes from the special meeting of August 18, 2025, as presented.

Vote: Looper aye, Bauer aye, Duke 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.**

Carrigan said the parking for the residents could be moved to the front or back of the homes, whichever the board needed it to be. Carter told the board the plat was sent back to the planning commission by city council because of alleyway issues, and went on to say there was an ordinance about on-street parking that would be coming up later in the meeting that could address issues about parking. Joe Ginhardt, area resident, addressed the board and said the area would be too populated with the number of homes that would be going in. Bush and Bauer questioned the residents' parking and how it would affect the drainage. Miller said an engineer was brought to the area who is working on a standard for these types of issues.

Motion made by Bauer, seconded by Bush to table the replat of Fairview Addition by 55 Properties, LLC to the next meeting with expectation of information from the engineer about possibly creating an issue by doubling the density in residential areas.

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

**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 table the rezoning request of Fairview Addition by 55 Properties, LLC due to replat request tabled.

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

**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.**

Motion made by Bauer, seconded by Bush to accept the rezoning request by Vincent and Betty Pierce.

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

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

Motion made by Bauer, seconded by Bush for approval of the plat Prairie Sky Phase II.  
Vote: Looper aye, Bauer aye, Duke aye, Bush aye. Motion carried 4-0.

**Discuss and possible action on On-Street Parking Restrictions Ordinance.**

Motion made by Bauer, seconded by Duke to approve the On-Street Parking Restrictions Ordinance.  
Vote: Looper aye, Bauer aye, Duke aye, Bush aye. Motion carried 4-0.

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

Motion was made by Bauer, seconded by Duke to accept the Agricultural District (A-1) zoning ordinance with the exception of having hatcheries in the excluded section.  
Vote: Looper aye, Bauer aye, Duke aye, Bush aye, Rivera aye. Motion carried 5-0.

**Discuss and possible action concerning Gravel Road Standards.**

Motion was made by Bauer, seconded by Rivera to table the Gravel Road Standards due to the preliminary standards not being ready to be presented.  
Vote: Looper aye, Bauer aye, Duke aye, Bush aye, Rivera aye. Motion carried 5-0.

**Adjourn**

Motion was made by Bush, seconded by Bauer to adjourn the meeting.  
Vote: Looper aye, Bauer aye, Duke aye, Bush aye, Rivera aye. Motion carried 5-0.  
Meeting adjourned at 6:43 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Tim Brown, Chairman**

**ATTEST:**

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**Crystal Sides, Secretary**

**2026**

**SALLISAW PLANNING COMMISSION  
MEETING DATES**

**First Tuesday of the month at 5:30 p.m.**

**TUESDAY, JANUARY 6, 2026**

**TUESDAY, FEBRUARY 3, 2026**

**TUESDAY, MARCH 3, 2026**

**TUESDAY, APRIL 7, 2026**

**TUESDAY, MAY 5, 2026**

**TUESDAY, JUNE 2, 2026**

**TUESDAY, JULY 7, 2026**

**TUESDAY, AUGUST 4, 2026**

**TUESDAY, SEPTEMBER 1, 2026**

**TUESDAY, OCTOBER 6, 2026**

**TUESDAY, NOVEMBER 3, 2026**

**TUESDAY, DECEMBER 1, 2026**

**AGENDA ITEM COMMENTARY**

**Meeting Date:** October 7, 2025  
**Board:** Sallisaw Planning Commission  
**Subject:** Case No. PC2025-002; Replat presentation of Fairview Addition.

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**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
3. Withdrawal Letter\_Redacted

**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. **Austin, agent for 55 Properties, LLC is now asking for a withdrawal of the replat.**

**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

Mulden OK 74948

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

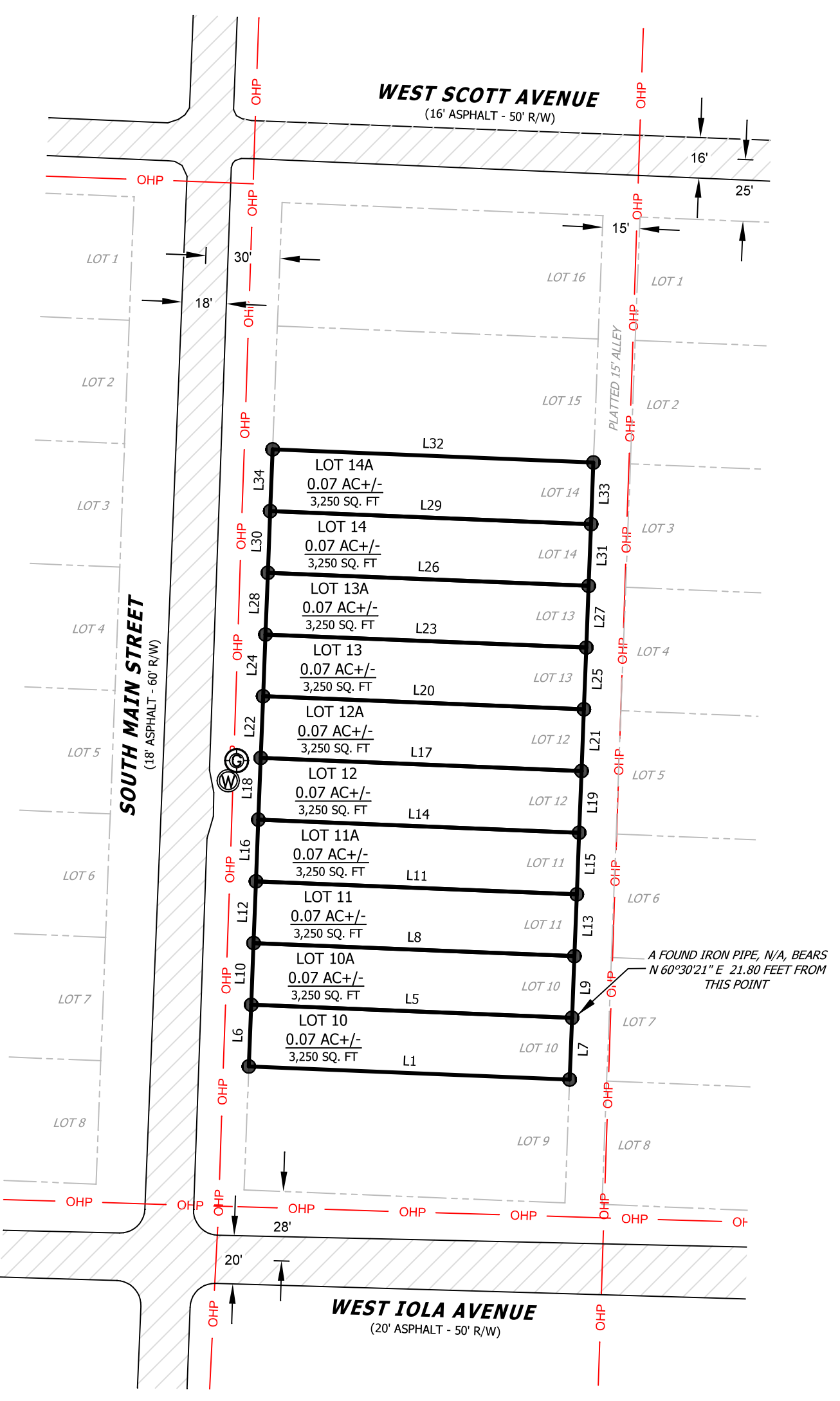
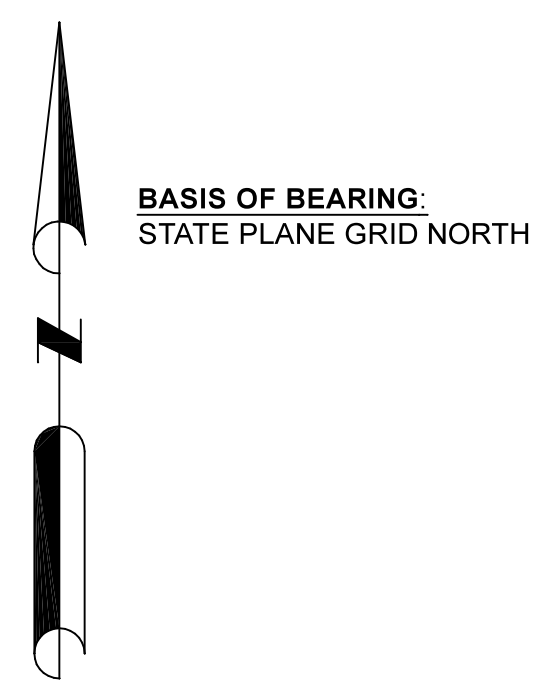
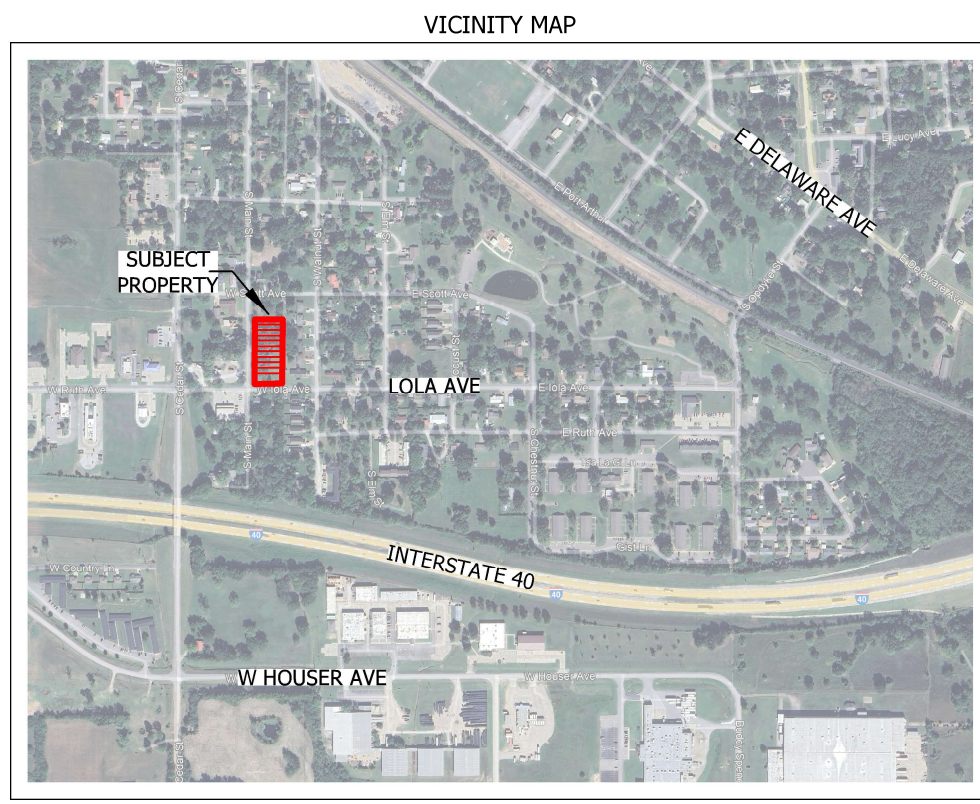
Present Zoning \_\_\_\_\_

Fee Receipt: \_\_\_\_\_ Requested: \_\_\_\_\_

PC Action: \_\_\_\_\_ Date: \_\_\_\_\_

City Action: \_\_\_\_\_ Date: \_\_\_\_\_

Ordinance No.: \_\_\_\_\_



**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

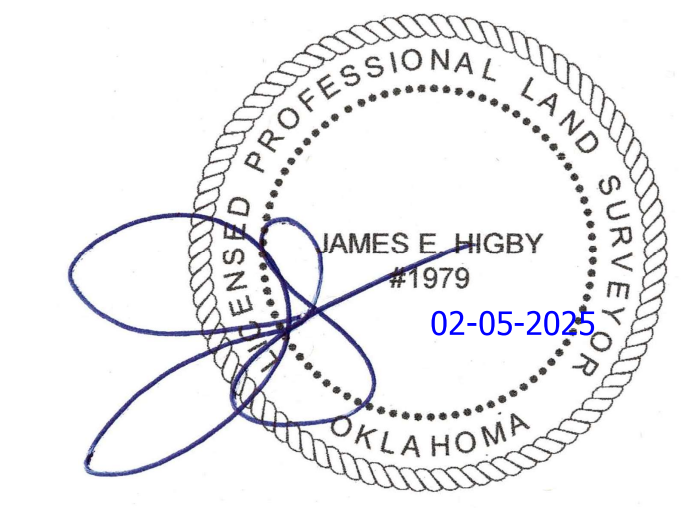
An addition to the City of Sallisaw, being a part of the SW¼ SW¼ of Section 05, Township 11 North, Range 24 East, in Sequoyah County, Oklahoma.

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

**Lisa Gabbert**

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**From:** Keith Miller  
**Sent:** Thursday, September 25, 2025 2:49 PM  
**To:** Austin Carrigan; Chris Carter  
**Cc:** Rod Wheeler; Lisa Gabbert  
**Subject:** Re: Withdrawal of Application – Rezoning and Replat of Main Street

Austin,

We will present this email to the Commission at the next meeting for formal withdrawal of the application.

Respectfully,

Keith Miller, CFM  
Community Development Director  
City of Sallisaw, OK

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**From:** Austin Carrigan [REDACTED]  
**Sent:** Thursday, September 25, 2025 2:18 PM  
**To:** Chris Carter <ccarter@sallisawok.org>; Keith Miller <kmiller@sallisawok.org>  
[REDACTED]  
**Subject:** Withdrawal of Application – Rezoning and Replat of Main Street

Chris,

We are writing to formally withdraw our application and request for the rezoning and replat of Main Street. At this time, we have decided not to move forward with the project as previously proposed. Please confirm that our application has been withdrawn from consideration. Thank you for your assistance throughout this process.

55 Properties  
Austin Carrigan  
1-918-774-2020

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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**



**Lisa Gabbert**

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**From:** Keith Miller  
**Sent:** Thursday, September 25, 2025 2:49 PM  
**To:** Austin Carrigan; Chris Carter  
**Cc:** Rod Wheeler; Lisa Gabbert  
**Subject:** Re: Withdrawal of Application – Rezoning and Replat of Main Street

Austin,

We will present this email to the Commission at the next meeting for formal withdrawal of the application.

Respectfully,

Keith Miller, CFM  
Community Development Director  
City of Sallisaw, OK

---

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**Sent:** Thursday, September 25, 2025 2:18 PM  
**To:** Chris Carter <ccarter@sallisawok.org>; Keith Miller <kmiller@sallisawok.org>  
[REDACTED]  
**Subject:** Withdrawal of Application – Rezoning and Replat of Main Street

Chris,  
We are writing to formally withdraw our application and request for the rezoning and replat of Main Street. At this time, we have decided not to move forward with the project as previously proposed. Please confirm that our application has been withdrawn from consideration.  
Thank you for your assistance throughout this process.  
55 Properties  
Austin Carrigan  
1-918-774-2020

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**AGENDA ITEM COMMENTARY**

**Meeting Date:** October 7, 2025  
**Board:** Sallisaw Planning Commission  
**Subject:** Case No. PC2025-007; Preliminary Plat Presentation of Spencer Addition

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**ITEM TITLE:** Discuss and take possible action on Case No. PC2025-007; preliminary plat presentation of Spencer Addition by Colton and MacKenzie Spencer

**INITIATOR:** Kelly Osburn, agent

**STAFF INFORMATION SOURCE:** Community Development Staff

**BACKGROUND:** Kelly Osburn, agent for Colton and MacKenzie Spencer, will present a preliminary plat of Spencer Addition. Property is located at the intersection of North Maple and Fawn Hollow.

**EXHIBITS:** 1. PC25-007 App  
2. PC2025-007 Plat

**KEY ISSUES:**

**FUNDING SOURCE:**

**RECOMMENDATION:**

PC 25-007

CASE # PJ 25-0003

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

Replat of Lot 15 less the East 50.35 feet - See B/C 1582 pg 607

General Location X North Maple  
(Street Address)

Present Use of Property Residential

Proposed Use of Property Residential

Record Owner of Property Colton & McKenzie Spencer

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, OK

Phone 918-774-4450

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application received by: [Signature] Date: 7-14-25 3:45 pm

Fee Receipt: 9.000005606 Present Zoning: \_\_\_\_\_

Application No.: \_\_\_\_\_ Requested: \_\_\_\_\_

PC Action: \_\_\_\_\_ Date: \_\_\_\_\_

City Action: \_\_\_\_\_ Date: \_\_\_\_\_

Ordinance No.: \_\_\_\_\_

DEED OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That We, Colton Spencer and MacKenzie Spencer, being the sole owners of the fee simple and to the following described real estate situated in the County of Sequoyah, State of Oklahoma, to-wit:

Lot 15 of Fawn Hollow Addition to the City of Sallisaw, Sequoyah County, Oklahoma, Less the East 58.35 feet thereof.

AND

A tract of land beginning at the SW corner of the NW/4 SW/4; thence North 220 feet; thence East 150 feet; thence South 220 feet; thence West to the point of beginning in Section 29, Township 12 North, Range 24 East, Sequoyah County, Oklahoma.

have caused the same to be surveyed, staked and platted and have caused the same to be named and designated "Spencer Addition a Replat of part of Lot 15 of Fawn Hollow and The West 150 feet of the South 220 feet of the NW/4 SW/4 of Section 29, T12N, R24E", 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—Colton Spencer owner—MacKenzie Spencer

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 Colton Spencer and MacKenzie Spencer, to me known to be the identical persons 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)

SURVEYOR'S CERTIFICATE

I, Kelly Deburn, a competent surveyor and an Oklahoma Professional Land Surveyor under Registration No. 18235, do hereby certify that I have carefully and accurately surveyed and staked the property located in part of Lot 15 of Fawn Hollow and a part of the NW/4 SW/4 of Section 29, Township 12 North, Range 24 East as described on this plat and that monuments have been found or set near with cap #1628 have been placed at all property and lot corners and that the described plat is a true representation of said survey. The last allo visit was July 31, 2025. 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 Deburn, P.L.S.

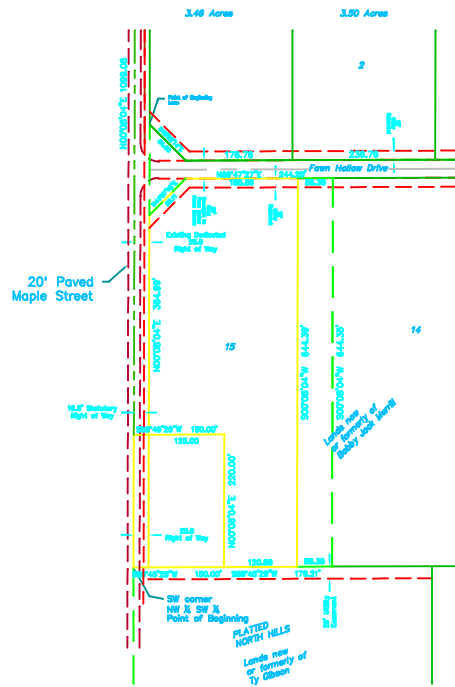
STATE OF OKLAHOMA SS COUNTY OF SEQUOYAH

Before me, the undersigned, a Notary Public in and for said County and State on this day of 2025, personally appeared Kelly Deburn, 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)



# SPENCER ADDITION

An addition to the City of Sallisaw, being a Replat of part Lot 15 of Fawn Hollow and a part of the NW/4 SW/4 of Section 29, Township 12 North, Range 24 East, Sequoyah County, Oklahoma

Date: 08-2025 Scale: 1"=100'

Owner/Developer: Colton Spencer and MacKenzie Spencer

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

APPROVAL OF PLAT

The Board of Commissioners of the City of Sallisaw, Oklahoma hereby approve this plat of "Spencer Addition a Replat of part of Lot 15 of Fawn Hollow and The West 150 feet of the South 220 feet of the NW/4 SW/4 of Section 29, T12N, R24E", an addition to the City of Sallisaw, Oklahoma, and accepts the easements shown therein.

Dated this day of 2025.

CITY OF SALLISAW

MAYOR ATTEST:

CITY CLERK (SEAL)

Approval by the City Planning Commission the day of 2025.

CHAIRMAN

SECRETARY

TREASURER'S CERTIFICATE

I, Angela Glat, 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

NOTES:

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

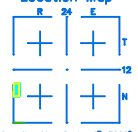
The Section line passing through this plat is subject to a 33.0' statutory right-of-way (16.5' on each side) as created by Volume 32, U.S. Statutes at Large, Page 722.

Block 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 arch length



Location Map



Location Map Scale: 1"=3000' Section 29 Sequoyah County, Okla.



**AGENDA ITEM COMMENTARY**

**Meeting Date:** October 7, 2025  
**Board:** Sallisaw Planning Commission  
**Subject:** Kelly Osburn of Osburn Land Surveyors, LLC, agent for Colton and MacKenzie Spencer, is requesting a rezoning from agriculture to one family residence district (R-1) of Lot 15 of Fawn Hollow and a tract of land adjoining Lot 15 located at the intersection of North Maple and Fawn Hollow.

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**ITEM TITLE:** Discuss and take possible action on Case No. PC2025-008; rezoning request from Agriculture to One-Family Residence District (R-1) by Colton and MacKenzie Spencer

**INITIATOR:** Kelly Osburn, agent

**STAFF INFORMATION SOURCE:** Community Development Staff

**BACKGROUND:**

- EXHIBITS:**
1. PC2025-008 Notification of Meeting
  2. PC2025-008 Notice of Hearing
  3. PC25-008 Map 6x6

**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](http://www.sallisawok.org)

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September 17, 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, October 7, 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 faint, larger version of the same signature.

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 15 of Fawn Hollow Addition to the City of Sallisaw, Sequoyah County, Oklahoma, Less the East 58.35 feet thereof.

AND

A tract of land beginning at the SW corner of the NW/4 SW/4; thence North 220 feet; thence East 150 feet; thence South 220 feet; thence West to the point of beginning in Section 29, Township 12 North, Range 24 East, Sequoyah County, Oklahoma.

has filed with the Sallisaw Planning Commission a written application # **PC 2025-008** pursuant to the Zoning Ordinance as adopted by the City of Sallisaw, Oklahoma, to **rezone from Agricultural to One-Family Residence District (R-1)**.

The undersigned will present said application to the Sallisaw Planning Commission on **October 7, 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 17th day of September 2025.

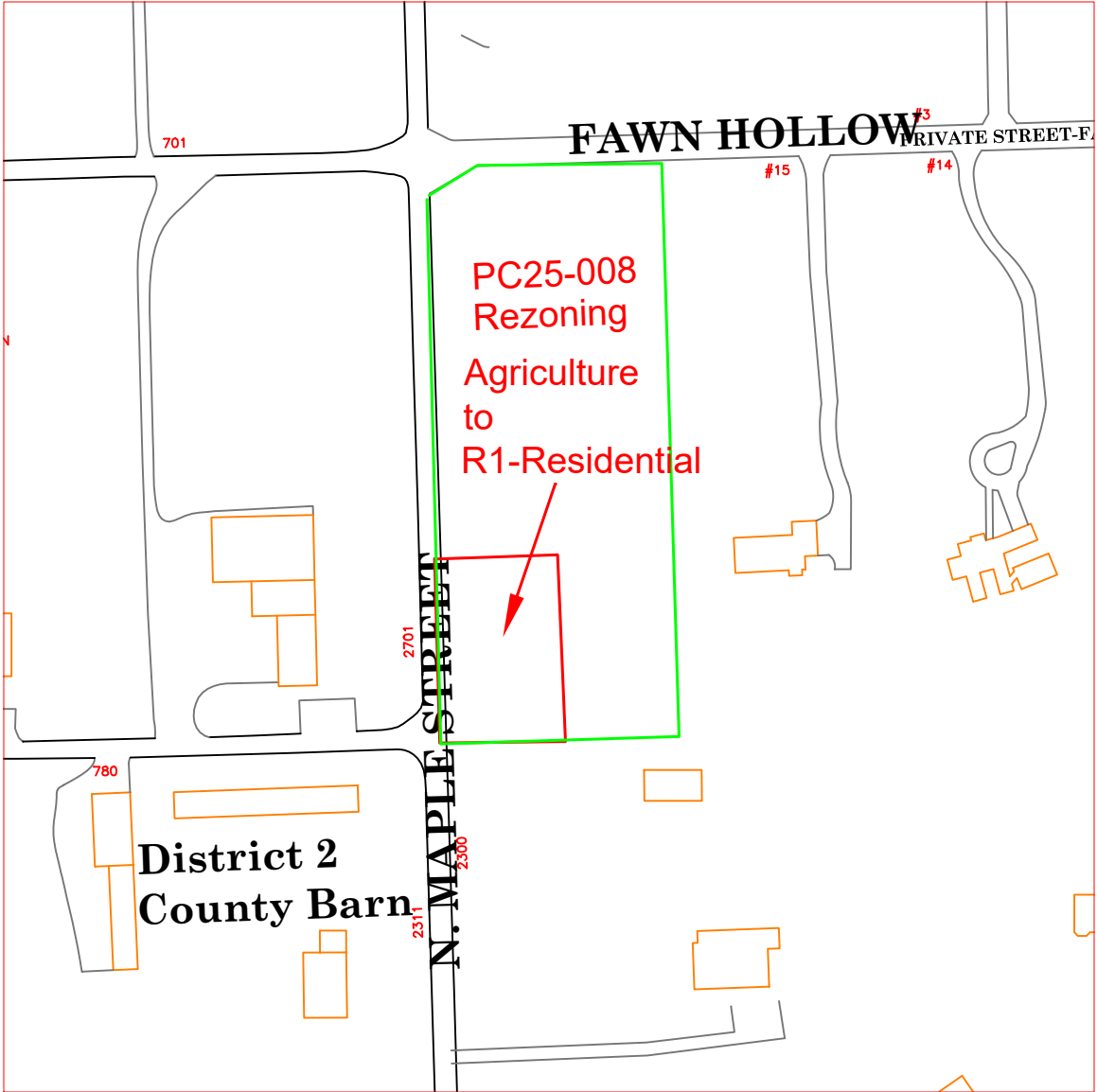
By: **Colton and McKenzie Spencer**  
Owner(s)

Or By: **Osburn Land Surveyors, LLC**  
Agent

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

**Bill To:**

**Osburn Land Surveyors, LLC**  
**PO Box 1406**  
**Sallisaw, OK 74955**



**AGENDA ITEM COMMENTARY**

**Meeting Date:** October 7, 2025  
**Board:** Sallisaw Planning Commission  
**Subject:** Case No. PC2025-009; Preliminary Plat Presentation of June Addition

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**ITEM TITLE:** Discuss and take possible action on Case No. PC2025-009; preliminary plat presentation of June Addition by Richard Looper Construction, LLC

**INITIATOR:** Kelly Osburn, agent

**STAFF INFORMATION SOURCE:** Community Development Staff

**BACKGROUND:** Kelly Osburn, agent for Rich Looper Construction, LLC will present a preliminary plat of June Addition. Property is located at 801 W. Arabian on the West side.

**EXHIBITS:** 1. PC2025-009 App  
2. 250826 June Addition PDF

**KEY ISSUES:**

**FUNDING SOURCE:**

**RECOMMENDATION:**

CASE # \_\_\_\_\_

PLANNING COMMISSION

REQUEST FOR PRELIMINARY PLAT APPROVAL

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

June Addition  
General Location 801 W. Arabian (West side of Prop)  
(Street Address)

Present Use of Property Ag

Proposed Use of Property Residential

Record Owner of Property Richard Loper

If Applicant is other than owner, indicate interest:  purchaser,  lessee,  
 agent for, Osburn Land Surveyors  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 3615 W. Cherokee  
Phone 918-775-9322 Sallisaw Ok, 74955

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Present Zoning \_\_\_\_\_

Application No.: \_\_\_\_\_ Requested: \_\_\_\_\_

Fee Receipt: \_\_\_\_\_ P.C. Action \_\_\_\_\_

City Action: \_\_\_\_\_ Date: \_\_\_\_\_

Ordinance No.: \_\_\_\_\_



**AGENDA ITEM COMMENTARY**

**Meeting Date:** October 7, 2025  
**Board:** Sallisaw Planning Commission  
**Subject:** Case No. PC2025-010; Rezone request from Agricultural District (A-1) to One-Family Residence District (R-1) by Richard Looper Construction, LLC

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**ITEM TITLE:** Discuss and take possible action on Case No. PC2025-010; rezoning request from Agricultural District (A-1) to One-Family Residence District (R-1) by Richard Looper Construction, LLC

**INITIATOR:** Kelly Osburn, agent

**STAFF INFORMATION SOURCE:** Community Development Staff

**BACKGROUND:** Kelly Osburn, agent for Richard Looper Construction, LLC, is requesting a rezone of June Addition from Agricultural District (A-1) to One-Family Residence District (R-1). Property is located on the West side of 801 W. Arabian.

- EXHIBITS:**
1. PC2025-010 Notification of Meeting
  2. PC2025-010 Notice of Hearing
  3. PC2025-010 Publication 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

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September 17, 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, October 7, 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 faint, larger version of the same signature.

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:**

A 5.00-acre parcel of land, more or less, less public road right of ways and being subject to any easements of record, being situated in a part of the SE/4 NW/4 SE/4 of Section 30, Township 12 North, Range 24 East of the Indian Base and Meridian Sequoyah County, Oklahoma. The described parcel being created by Kelly Osburn, Oklahoma PLS #1628 on July 18, 2025. The basis of bearing for the described parcel is S00°08'06"W along the East line of the SE/4 and is more particularly described as:

Beginning at the SW Corner of said SE/4 NW/4 SE/4, said point being 1984.43 feet S89°53'24"W of the SE corner of the NE/4 SE/4; thence along the West line of the SE/4 NW/4 SE/4 N00°02'48"E 661.04 feet to an existing #4 rebar marking the NW Corner of said SE/4 NW/4 SE/4; thence along the North line thereof N89°55'57"E 377.72 feet to a set magnail w/shiner; thence S04°06'24"W 259.13 feet to a fence angle corner post; thence along and beyond said fence S00°02'21"W 78.77 feet to a set #3 rebar w/cap; thence N89°25'37"W 20.54 feet to an existing fence corner post; thence along said fence S28°02'32"W 76.47 feet to a fence angle corner post; thence along and beyond said fence S08°16'59"W 259.15 feet to a set magnail w/shiner on the South line of said SE/4 NW/4 SE/4; thence along said South line S89°53'24"W 265.82 feet to the point of beginning.

has filed with the Sallisaw Planning Commission a written application # **PC 2025-0010** pursuant to the Zoning Ordinance as adopted by the City of Sallisaw, Oklahoma, to **rezone from Agricultural District (A-1) to One-Family Residence District (R-1)**.

The undersigned will present said application to the Sallisaw Planning Commission on **October 7, 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 17th day of September 2025.

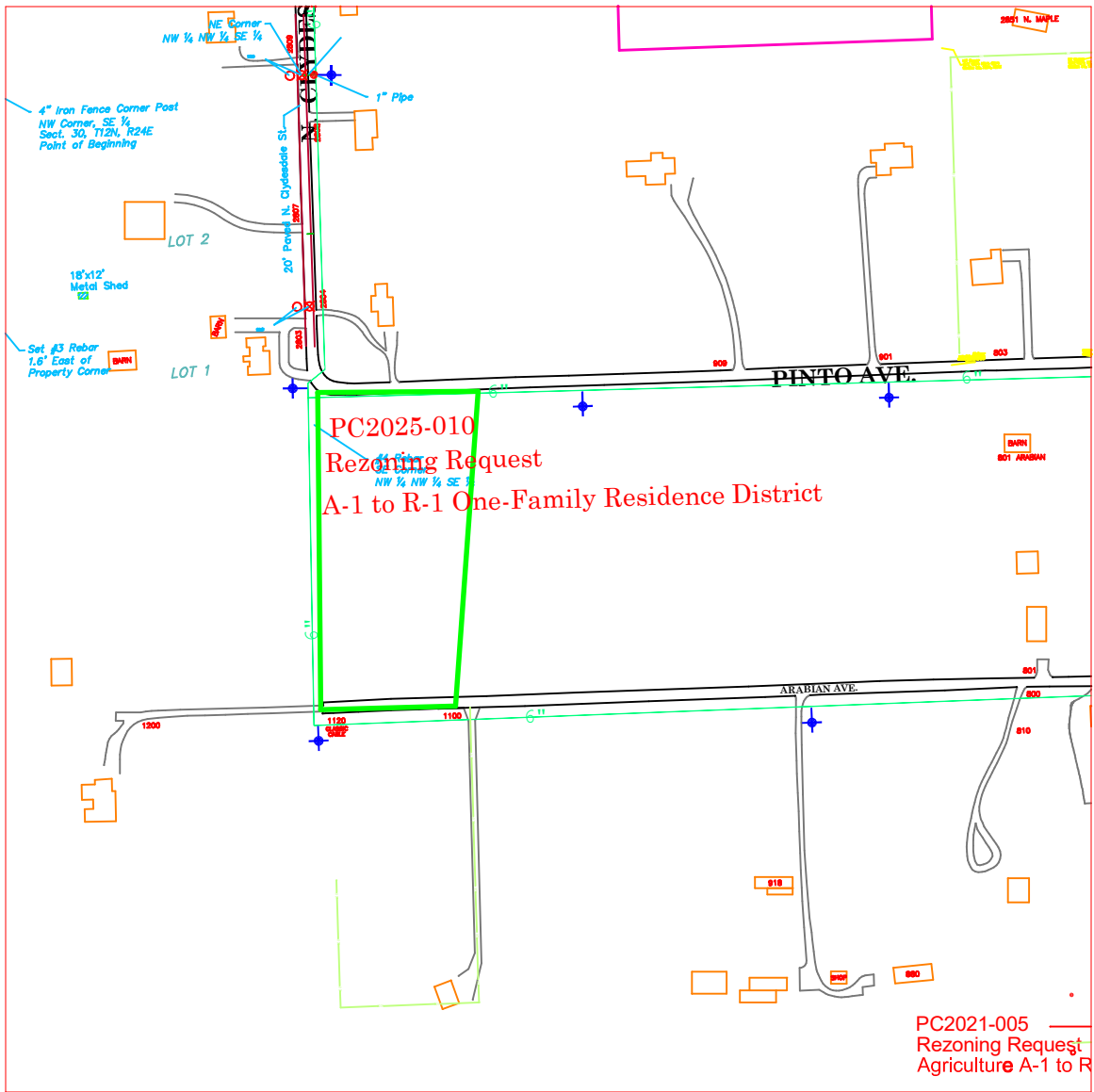
By: **Richard Looper Construction, LLC**  
Owner(s)

Or By: **Osburn Land Surveyors, LLC**  
Agent

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

**Bill To:**

**Osburn Land Surveyors, LLC**  
**PO Box 1406**  
**Sallisaw, OK 74955**



**AGENDA ITEM COMMENTARY**

**Meeting Date:** October 7, 2025  
**Board:** Sallisaw Planning Commission  
**Subject:**

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

**INITIATOR:**

**STAFF INFORMATION SOURCE:**

**BACKGROUND:**

**EXHIBITS:**

**KEY ISSUES:**

**FUNDING SOURCE:**

**RECOMMENDATION:** No action, table to next meeting.