

MINUTES
JENKS PLANNING COMMISSION
6:00 P.M. THURSDAY, DECEMBER 19, 2024
JENKS CITY HALL, 211 NORTH ELM STREET

The Jenks Planning Commission was called to order at 6:03 p.m. on December 19, 2024, by Chair Scott West. A roll call vote of members was taken as follows:

Present

Gina Wilson
Amy Bors
Craig Bowman
Rob Sellers
Greg Nixon
Ray Stephens
Chair Scott West

Absent

Business

Official action can only be taken on items which appear on the agenda. The Planning Commission may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item (except for Item 1).

1. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Commission to be routine and will be enacted by one motion. Any Commissioner may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)
 - A. Approve minutes of the meeting held on December 05, 2024
 - B. Approve JZ 25 PUD 116.mi3: a request for a Minor Amendment to PUD 116 to adjust the garage build line on Lot 14 Block 2 by 1 foot. General Location: 2035 E 129th Pl
 - C. Approve Plat 24-06: Request for Final Plat for Raw Development. General Location: South of Creek Turnpike, west of Arkansas River
 - D. Approve JZ 24 PUD 116.mi4 - A Minor Amendment to PUD 116 to allow homes under 1800 square feet for specific lots: Lots 1, 5, 6 of Block 1; Lot 20 of Block 2; Lots 1, 9, 10 of Block 4; Lots 2, 3, 4 of Block 5; Lot 4 of Block 7 of Frazier Meadows. ****[This item was added as an addendum after the Planning Commission Agenda was originally published on 2024.12.17. The updated Agenda was published on 2024.12.18]****

Scott West asked to pull Item 1.D. Gina Wilson made a motion to approve Item 1.A-C. Ray Stephens seconded the motion. A roll call vote of members was taken as follows:

YEA: Wilson, Bors, Bowman, Sellers, Nixon, Stephens, West

NAY: None

Motion carried.

2. Consideration and appropriate action relating to items removed from the Consent Agenda
Planning Director Marcaé Hilton introduced¹ Item 1.D and answered questions. Rob Sellers made a motion to approve Item 1.D. Ray Stephens seconded the motion. A roll call vote of members was taken as follows:

YEA: Wilson, Bors, Bowman, Sellers, Nixon, Stephens, West
NAY: None

Motion carried.

3. JZ 24 SUP 123: Request for a Specific Use Permit to allow for an event venue in Downtown Core Zoning. General Location: 110 E Main St

Planning Director Marcaé Hilton introduced Item 3 and answered questions. Angie McFadden (908 E 1st St) addressed the Commission about the application², along with Brandi Wheeler. Craig Bowman made a motion to approve Item 3. Ray Stephens seconded the motion. A roll call vote of members was taken as follows:

YEA: Bowman, Stephens
NAY: Wilson, Bors, Sellers, Nixon, West

Motion failed.

Rob Sellers made a motion to continue the item to the January 09, 2025, meeting to allow for the applicant to provide more information. Amy Bors seconded the motion. A roll call vote of members was taken as follows:

YEA: Wilson, Bors, Sellers, Stephens
NAY: Bowman, Nixon, West

Motion carried; Item 3 continued to the January 09, 2025 meeting.

4. JZ 24 PUD 151: Request for a Planned Unit Development Overlay and a Zone Change from AG (Agriculture) to RS-2 (Residential Single Family). General Location: west of Kimberly Clark Pl & south of 131st St

Planning Director Marcaé Hilton introduced Item 4 and answered questions. Megan Pasco (Tanner Consulting) and Levi Green (289 Forestview Dr, Claremore) addressed the Commission and answered questions about the application. The following citizens gave comments on the application:

- Elizabeth Wilson – 2103 E 132nd

¹ Letter given to Commissioners is attached to the minutes as “Attachment A”

² Applicant provided the Commissioners with a folder. The contents of the folder are attached to the minutes as “Attachment B”

- Carlie Head – 2029 E 134th St³
- Charlie Hogue – 2014 E 133rd St
- David Eslinger – 13678 S 24th St
- Charlotte Montgomery – 10612 S Fir
- Robin Rosencutter – 16421 S Troost Ave
- Bob Morris – 12917 S 27th St

Megan Pasco and Levi Green addressed the Commission again to answer questions. Amy Bors made a motion to approve Item 4 with the conditions that 100% masonry be added and changing the long, straight roads to calm traffic even if relief would from the nodes and links requirement would be needed. Criag Bowman seconded the motion. A roll call vote of members was taken as follows:

YEA: Wilson, Bors, Bowman, Sellers, Nixon, Stephens, West

NAY: None

Motion carried.

5. Updates to Chapter 16 Article 3 Section 1 of the Jenks Zoning Code (Unified Development Ordinance) amending the Bulk and Dimensional Standards for new developments, increasing the minimum lot requirements for certain residential zonings.

Planning Director Marcaé Hilton introduced Item 5 and answered questions. *Greg Nixon left at 8:00 p.m. and returned at 8:01 p.m. Chair Scott West left at 8:00 p.m. and returned at 8:03 p.m.* The following citizens spoke on this item:

- Charlotte Montgomery – 10612 S Fir
- Justin Little – 10531 S Koa

Rob Sellers made a motion to approve Item 5. Ray Stephens seconded the motion. A roll call vote of members was taken as follows:

YEA: Wilson, Bors, Bowman, Sellers, Nixon, Stephens, West

NAY: Stephens

Motion carried.

Other Business

1. Planning Update – Marcaé Hilton gave an update.

Adjournment. The Jenks Planning Commission adjourned at 8:22 p.m.

³ Carlie Head provided a letter to the Commissioners. The letter is attached to the end of the minutes as “Attachment C”

To Chair Dr. Scott West and Planning Commission

Case No. JZ 24-PUD 116 MI4 Frazier Meadows (1) | Public Comments

Request Minor Amendment No. 4 to provide relief for homes built under 1,800 sq ft

Frazier Meadows History

Preparer | Marcaé Hilton

ADDRESS	LOT	BLOCK	SUBDIVISION	SQ. FT.
2070 E 130th Street	10	4	Frazier Meadows	1645
2054 E 129th Street	20	2	Frazier Meadows	1645
2034 E 130th Street	1	4	Frazier Meadows	1729
2066 E 130th Street	9	4	Frazier Meadows	1729
13014 S 20th Place	1	1	Frazier Meadows	1729
12914 S 21st Place	3	5	Frazier Meadows I	1734
12918 S 21st Place	2	5	Frazier Meadows I	1750
12879 S 21st Place	4	7	Frazier Meadows	1750
12910 S 21st Place	4	5	Frazier Meadows	1771
12934 S 20th Place	6	1	Frazier Meadows	1741
12938 S 20th Place	5	1	Frazier Meadows	1751

Figure 1: FRAZIER MEADOWS BUILDING PERMIT DATA BASED ON SQUARE FOOTAGE

Public Comment and Staff Response

- How we have gotten to the point where the builder was able to complete construction of multiple homes that did not meet the PUD standards without prior consent/relief from the council?
 - Multiple builders
 - 1800 PUD |
 - 1600 plat
 - 200 Difference of a parking stall
 - 1645 | 155 sq ft difference
 - 1729 | 71 sq ft difference
 - 1734 | 66 sq ft difference
 - 1741 | 59 sq ft difference
 - 1750 | 50 sq ft difference
 - 1751 | 49 sq ft difference
 - 1771 | 29 sq ft difference
- What is going to stop them from building phase 2,3, and 4 not up to the standard of the PUD that was approved on Tuesday night?
 - All Developments:

- i. Staff no longer puts the PUD language in the Deed of Dedication of the Plat.
 - ii. It is filed as an addendum to the plat by separate instrument.
3. Are you all planning on sitting down with Charlie and Schuber to let them know that this can't happen again?
 - a. Both parties have known for several weeks that the City of Jenks opened an investigation and will not be accepting any building permits for less than 1800 sq ft.
4. What is going to be done to ensure that this does not happen again?
 - a. Better communication at COJ.
 - b. Better education of processes.
 - c. Removal of PUD language within plats.
5. If it does happen again, what are the consequences going to be?
 - a. Staff only has the tools within the UDO, Residential Building Code, Fire Code and engineering.
 - b. There are several tools, but each case would be handled individually.
6. Are we just ok with builders not adhering to the standards that the city has set?
 - a. It is the goal of our City staff to enforce the standards adopted by ordinance and to refer to the documents which have been approved by resolution.
7. I simply want things to be done with integrity and transparency.
 - a. The Minor Amendment process was considered by development staff to be the most just method of moving forward with clearing the title for the homeowners/neighbors of Frazier Meadows. These community members have unknowingly been allowed to move forward with house plans that did not meet the minimum standards within the PUD.
 - b. Timing: This was a last-minute decision made by the Development Staff to remedy an issue before the end of the year.
8. We were unaware of this, and this was not discussed at the planning commission meeting. This feels like it was intentionally hidden from the public as there would be obvious pushback.
 - a. This agenda item is specifically to provide a remedy for homeowners who are not aware of a potential title issue with their home.
9. There are 11 lots seeking relief allowing them to be built under the 1800 sq ft minimum in place.
 - a. Two building permits were under review while the investigation was pending and before a decision was made by staff for a solution.
10. 11 out of 101 lots seeking relief is not a minor amendment, that is 10 percent of the homes in Frazier Meadows.
 - a. This is not about relief or forgiveness for the builder or developer.
 - b. This is about 11 homeowners/neighbors who will need relief in the future.
11. They are never forthcoming and are constantly attempting to slide amendments under the table unbeknownst to the residents.
 - a. Frazier Meadows II plat has not been filed
 - b. Staff is talking to the developer about the development standards.
 - c. At this time no amendment application has been made.
 - d. Staff does expect the developer to seek an amendment to allow for less than 1,800 sq ft.

- i. This will be a major amendment.
 - 1. There will be a sign posted at the entrance of the Subdivision.
 - 2. Everyone within 300 feet will receive a notice.
 - 3. A public hearing will be held at the Planning Commission hearing.
- 12. How will they be held accountable for the blatant disregard to the current PUD?
 - a. No other building permits for Frazier Meadows will be issued with less than 1800 sq ft of living space.
- 13. I am appalled that this is allowed to take place.
 - a. This was not allowed it was missed; this is just as exasperating for staff.
- 14. I'm also curious if Mayor Box and the council are aware that this is how business is being conducted?
 - a. City Council and Planning Commission receive updates on planning matters and were given the memo outlining the square footage issue at Frazier Meadows 1.
- 15. I am formally requesting that this item be pulled from the consent agenda and opened up to the public for comment.
 - a. Items on consent may be pulled and discussed by staff or the presiding board/council in this case the Planning Commission. But cannot be opened to the public.
- 16. Why was the public or the residents of our neighborhood not notified?
 - a. Minor Amendments are not noticed to the public.
- 17. Prime example of the concerns we had on the moving forward of Frazier meadows 3&4.
 - a. Thank you for your concerns, staff, council and the developer are aware of the concerns.
 - b. The inspections department will keenly aware as these Frazier developments move forward.
 - c. They will have correct documents to use for building permit approvals.

Livability Space is defined as the heated/cooled space that can be occupied and used for living purposes. Generally, this would include any living areas such as bedrooms, living rooms, kitchens, and bathrooms as well as common areas like hallways, entries, and closets that are used as part of everyday living.

Comments | In order to clear the title for the 11 (eleven) homes that did not meet the 1,800 sq ft minimum requirement. Staff recommends a minor amendment, as determined by the UDO standards below, to PUD 116 specific to the lots identified in the plat exhibit.

(J) Amendments to Approved Planned Unit Development.

(1) Determination of Level of Change. Upon receiving a Planned Development Amendment application, the City Planner shall determine whether the amendment is a major amendment, or a minor amendment based on the criteria detailed in section 16-9-8(J)(2) and section 16-9-8(J)(3) below.

(2) Major Amendment. A major amendment is any proposed change to an approved major or minor planned development that results in one or more of the following changes:

- (a) Increase density,*
- (b) Increase the height of buildings,*
- (c) Reduce open space by more than five percent,*
- (d) Modify the proportion of housing types,*
- (e) Change parking areas in a manner that is inconsistent with this UDO,*

Date 12/19/2024

- (f) Increase the approved gross floor area by more than 500 square feet,*
- (g) Alter alignment of roads, utilities, or drainage, or*
- (h) Result in any other change inconsistent with any standard or condition imposed by the City Council in approving the Planned Unit Development and/or the approved site plan, as determined by the City Planner.*

(3) Minor Amendment. A minor amendment is any proposed change to an approved Planned Unit Development that is consistent with the standards and conditions upon which the Planned Unit Development was approved, which does not alter the concept or intent of the Planned Unit Development and is not considered a major amendment as detailed in section 16-9-8(J)(2).

(4) Approval Processes. A major amendment to an approved Planned Unit Development shall follow the procedure set in section 16-9-8(E)(F), and (G). A minor amendment to an approved Planned Unit Development may be approved by the Planning Commission.

Recommendation | Staff recommends approval of the Minor Amendment request to allow for a minimum square footage of less than 1,800 sq. ft. on the lots identified as follows:

Block 1, Lot 1, 5, 6

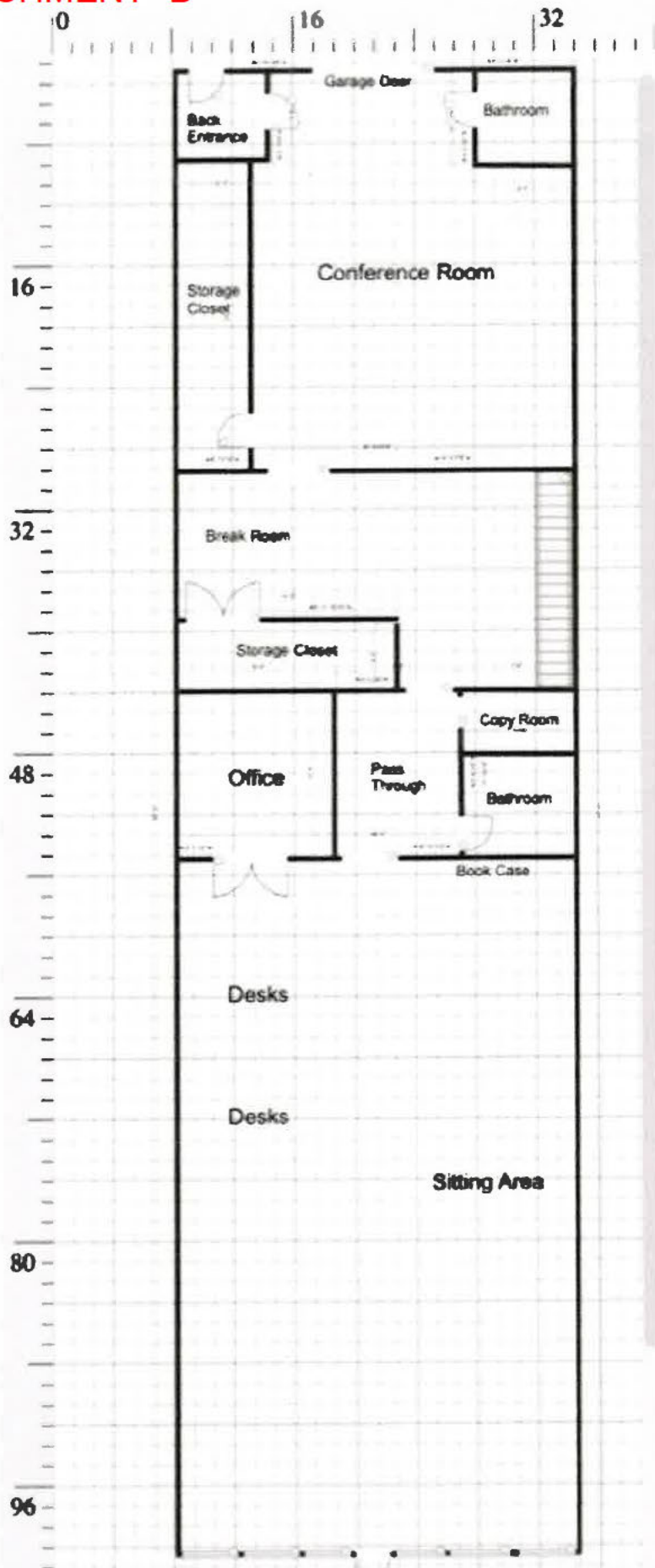
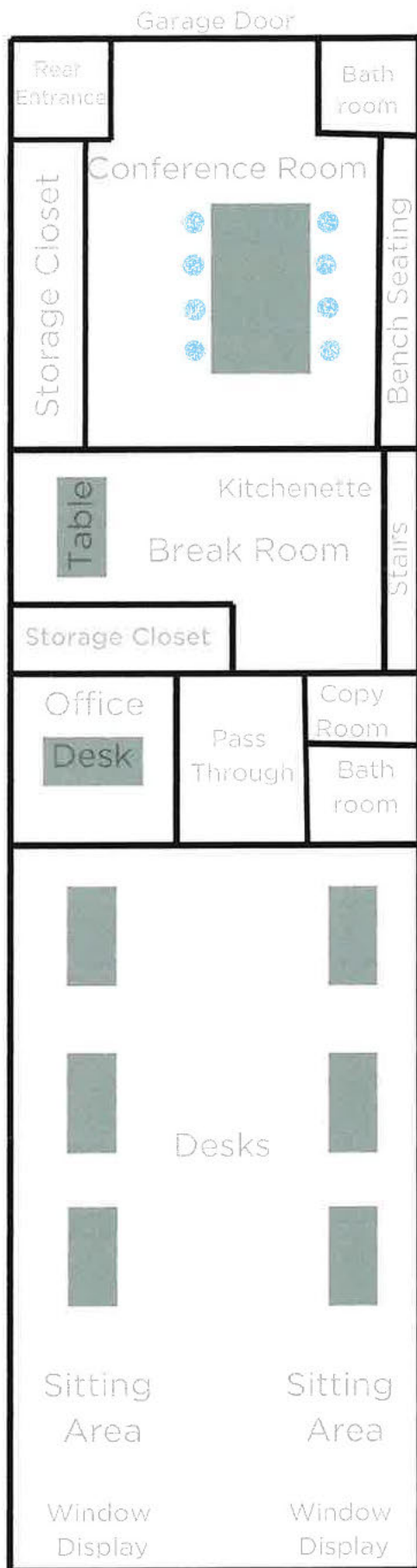
Block 2, Lot 20

Block 4, lot 1, 9, 10

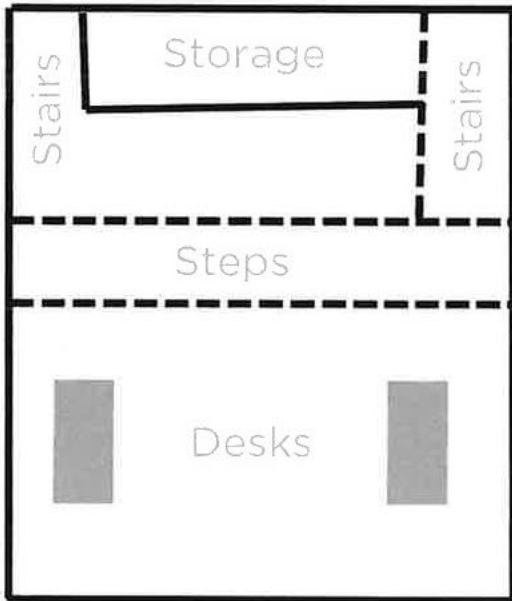
Block 5, Lot 2, 3, 4

Block 7, Lot 4

ATTACHMENT "B"



ATTACHMENT "B"





Angie McFadden [REDACTED]

Fwd: Approval of space use

Angie McFadden [REDACTED]

Thu, Dec 19, 2024 at 4:02 PM

To: Angie McFadden [REDACTED]

From: Lenny Lane <hello@lennylane.com>

Date: Thu, Dec 19, 2024 at 1:13 PM

Subject: Approval of space use

To: [REDACTED]

Lenny Lane is 100% in support of the remax building being used as an event space with a liquor license if that is what they are wanting to do in the building. Angie and Brandi are great business owners and we know they will bring someone great to Main Street.

Jen and Lauren

LENNY LANE

106 E. Main St. Jenks, OK 74037

instagram: @shoplennylane

WWW.LENNYLANE.COM

ATTACHMENT "B"



Angie McFadden [REDACTED]

110 E. Main St. - JZ 24 SUP 123

Greg Helms [REDACTED]

Wed, Dec 18, 2024 at 4:57 PM

To: "angiemcfadden@gmail.com" [REDACTED]

Ms. McFadden,

As we discussed on the telephone, if your Special Use Permit for an Assembly Use at 110 E. Main St. is approved, we will gladly assist you in preparing a *Life Safety Code* and *International Building Code* review for you, identifying any necessary modifications to the building's floor plan that might be required for the new Use.

Greg Helms





Angie McFadden [REDACTED]

Parking Inquiry

Josh McFarland [REDACTED]

Wed, Dec 18, 2024 at 4:33 PM

To: [REDACTED]

Hi Angie,

Good talking with you!

I wish you luck in your new venture. As per our discussion, anyone in the downtown district is free to utilize our parking lot after hours. Thanks for asking!

Best Regards,

Josh McFarland
[REDACTED]



The Wooden Toolbox

The Wooden Toolbox — Letter of Support for ReMax

To Whom It May Concern,

I am writing to confirm that our company fully supports the opening of ReMax, and warmly welcomes the opening of a new small business addition to our Jenks downtown district. We understand how important it is to support the growth of local businesses, and we strongly advocate for our city council members to grant the approval of this business to be able to open as soon as possible.

I want to assure you that we have taken all necessary measures and made arrangements to ensure this business thrives with the support of their neighboring businesses. As a company, we have reviewed the goals and ambitions of this new business and found them complete and ready to open. We believe granting approval to open this business would greatly benefit the city of Jenks as well as the citizens who reside within.

We are grateful for your attention to this matter and request your consideration and support in granting the approval for ReMax to open.

Thank You,

— Justin Wenzel

Owner, The Wooden Toolbox

P): +1 (918) 439-6615

E): thewoodentoolbox@gmail.com



The Wooden Toolbox
Furniture Co

The Wooden Toolbox — Furniture Co.

Letter of Support for ReMax

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We are grateful for your attention to this matter and request your consideration and support in granting the approval for ReMax to open.

Thank You,

— Bailey Wenzel

Owner, The Wooden Toolbox — Furniture Co

ATTACHMENT "B"

Motley in support of Remax

Motley Market is in full support of having the Remax space also function as an event center. Having an official event space on Main street would add variety, need, and very intentional foot traffic. An event space produces consistent traffic for downtown and provides more walkthrough traffic for all other downtown businesses. This is a win win for all involved and would be an amazing addition to our growing downtown.

To achieve results we've never seen, we must do things we have never done. This idea is progressive and positive and we as a downtown would be lucky to be apart of it.

Tatum Roberts
Motley Market

ATTACHMENT "C"

Carlie Head

Providence Hills Homeowners Association
2029 E 134th St S
Bixby, OK 74008 Jenks, OK
I reside within the city of Jenks
12-14-2024

Jenks City Planning Commission

City of Jenks
211 North Elm Street
Jenks, OK 74037

Dear Members of the Jenks City Planning Commission,

I am writing on behalf of the Providence Hills Homeowners Association to formally express our opposition to the proposed neighborhood development across the street from our community. While we recognize the importance of growth and development within Jenks, we believe that this and subsequent proposals and actions present several significant concerns that need to be addressed before moving forward.

1. **Infrastructure and Public Services:**

One of the most pressing concerns is the lack of sufficient city infrastructure to support this new development. Both the police and fire departments in Jenks are already understaffed and under-resourced. As current residents, we are concerned that the addition of a new neighborhood will exacerbate these challenges and compromise public safety. Our local emergency services are already stretched thin, and it is unrealistic to expect them to effectively serve the increased demand that this development would create.

2. **Overcrowding in Schools:**

Another significant concern is the impact this development will have on the already overcrowded local schools. As many of us know, Bixby and Jenks Public School systems are currently facing challenges with capacity. Adding more families to the area would only increase pressure on our education system, further stretching the resources available to our students. This is not a sustainable solution for the future growth of our community, and we urge the city to consider the strain this will place on our schools.

3. **Lack of Amenities and Compatibility with Surrounding Neighborhoods:**

Additionally, there are concerns regarding the proposed neighborhood's ability to meet the amenity standards that we expect in Jenks. We believe that any new development should complement the established character of our community and maintain a level of quality consistent with surrounding neighborhoods such as lots sizes, livable square footage, and at least two car garages. There are uncertainties regarding whether the

ATTACHMENT "C"

proposed development will include sufficient amenities i.e. a neighborhood clubhouse, pool, splash pad or playground. Those listed amenities are in alignment with Jenks' high standards. The lack of details in this regard has raised concerns among Providence Hills residents about the compatibility of this development with the existing community.

In light of these issues, the Providence Hills Board respectfully requests that the City Planning Commission reevaluate the proposed development and consider these concerns seriously. We believe that thoughtful, sustainable planning should prioritize the well-being of current residents and communities to ensure that our city's services, schools, and infrastructure are equipped to handle future growth.

Providence Hills community looks forward to working together to find a reasonable solution that balances growth in Jenks and something that also aligns with the existing communities.

Thank you for your time and attention to this important matter.

Sincerely,

Carlie Head
President, Providence Hills Homeowners Association

ATTACHMENT "C"

Good evening,

Thank you for allowing me to speak on behalf of the Providence Hills community regarding the proposed development Kimberly Estates. My name is Carlie Head and I am here to share our community's concerns regarding the proposed neighborhood development across the street from us. We want to start by expressing our appreciation for the effort put into this plan and the inclusion of much-needed amenities such as a multi use courts and a splash pad. These are valuable additions that we are excited to see benefit future residents.

To begin, let me emphasize that we understand and appreciate the importance of growth and development in our city. Jenks is a wonderful place to live, and it's no surprise that more families want to call it home. We are particularly glad to hear that this new development plans to include amenities that are much needed things to build a sense of community.

However, while we appreciate these amenities, we have a significant concern about their proposed location. As outlined in the current plan, all amenities are to be situated in the northeast corner of the property. While this may seem convenient from a design perspective, it raises several safety concerns for the potential residents that may try to access Providence Hills and their amenities because of proximal distance to Providence Hills pool and playground.

Safety should be a top priority in any community design. Concentrating all amenities in a single corner of the property creates unnecessary risks and undermines the accessibility these amenities are meant to provide. Instead, we urge a reconsideration of the layout to ensure that amenities are more evenly distributed throughout the property or positioned in a way that minimizes the need for unsafe crossings.

We understand that developing a balanced and functional plan is a complex task, but we believe there are viable alternatives that can address this issue while still maintaining the integrity of the project. Ideally, it would be, relocating some amenities to other areas of the property would provide a more equitable and safer design for all residents.

Harvard is a busy street, and concentrating all the amenities in one area not only creates a logistical imbalance for street congestion in Kimberly Estates but it also poses a safety risk, particularly for residents that will try to access . We foresee potential dangers for pedestrians trying to navigate this crossing, and we strongly believe that safety must be a top priority in this development.

To address this concern, we urge the consideration of alternative solutions. Ideally, amenities could be more evenly distributed across the property, reducing the need for residents to cross Harvard to get to amenities closer to them.

ATTACHMENT "C"

In addition to these safety concerns, I'd like to highlight several broader issues with the proposal:

Infrastructure and Public Services:

The city's police and fire departments are already understaffed and under-resourced, struggling to meet the current demands of our growing community. Adding a new neighborhood without first addressing these capacity challenges will only exacerbate the strain on emergency services, potentially compromising public safety for both current and future residents. It is crucial that public services are adequately expanded and resourced before this development moves forward.

Overcrowding in Schools:

Local school systems in Jenks and Bixby are already facing significant challenges with overcrowding. The introduction of another development will place additional pressure on these schools, further stretching resources and negatively affecting the quality of education for all students. It is essential to address school capacity proactively to ensure the sustainability of the educational system before approving further developments.

Compatibility with Surrounding Neighborhoods:

Providence Hills and similar neighborhoods in Jenks have set a high standard for quality and amenities. It is unclear whether the proposed development will align with these expectations, particularly regarding lot sizes, livable square footage, and amenities such as a clubhouse, pool, splash pad, or playgrounds. Any new development should reflect the character and quality of the surrounding communities to ensure consistency and preserve property values.

Livable Square Footage:

A critical aspect of compatibility is the livable square footage of the proposed homes. In neighborhoods like Providence Hills, homes are designed with ample space to accommodate families comfortably while maintaining property values. Smaller homes that do not meet these standards may feel out of place and could negatively affect the overall appeal and harmony of the area. We strongly urge that the new development include homes with sufficient livable square footage that meets or exceeds the expectations of the surrounding neighborhoods. Adequate space is not only vital for families but also for fostering a cohesive and compatible community.

In light of these concerns, we respectfully urge the City Planning Commission to reevaluate the current proposal. Specifically, we ask for a reconsideration of the amenity placement to avoid the safety risks posed by Harvard Avenue and for assurances that our city's infrastructure, public services, and schools can adequately support the proposed growth.

Thank you for your time and attention to this matter.