



STAFF REPORT
The City of Oklahoma City
Planning Commission
November 14, 2024

Item No. IV. 4.

(C-7698) Final Plat of Willow Trails Phase 1, being a part of the Southeast Quarter of Section 10, Township 11 North, Range 5 West of the Indian Meridian, located north of SW 29th Street and west of South Sara Road. Ward 3.

I. GENERAL INFORMATION

A. Contacts

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405-235-8075

B. Case History

This is a new application. The preliminary plat for Willow Trails (C-7667) was approved on August 8, 2024.

C. Reason for Request

The developer proposes a single-family residential development on this site.

D. Existing Conditions

1. Size of Site: 29.8062 acres

2. Zoning and Land Use

	Subject Site	North	East	South	West
Zoning	PUD-1976 (R-1) SPUD-1650 (C-1)	R-1	PUD-2005 (C-3)	PUD-1179 (R-1)	PUD-1185 (RA)
Land Use	Vacant	Residences, Turnpike	Vacant	Residences	Residences

II. SUMMARY OF APPLICATION

The developer is proposing 80 single-family residential lots, 27 duplex residential lots (54 units), 1 commercial lot, and 7 common areas on 50.42 acres, yielding a gross residential density of 4.60 dwelling units per acre. Public streets, water, and sewer improvements are proposed. The residential portion of the site is currently zoned PUD-1976 which allows for development under the R-1 Single-Family Residential district regulations. The PUD allows for minimum lot sizes of 4,000 square feet with 40-foot minimum lot widths for single-family lots. Two-family lots are required to be a minimum of 6,000 square feet in size. Lots in this plat range in size between 4,200 and 7,500 square feet. The PUD allows 10-foot front

building setbacks; however, garages are required to be set back 18-feet to allow for parking outside of the right-of-way. The commercial lot associated with this plat (Lot 1, Block 1) is zoned SPUD-1650, which allows for development under the C-1 Neighborhood Commercial district.

Access to this development will be taken from one connection with SW 29th Street. Street stubs are provided to the west for connection with future phases of the development. A temporary connection is being made from SW 25th Street to SW 29th Street. This connection will provide the required number of connections to an arterial street for a subdivision with 101 to 200 lots, as required by the Subdivision Regulations. This temporary street will be removed when a future phase is developed, providing a permanent secondary access point.

A note is required on the final plat indicating that the maintenance of common areas, islands, medians, and / or private drainage easements are the responsibility of the property owner's association. An additional note should indicate that sidewalks are required on each lot where they are adjacent to local streets and that those sidewalks are required to be installed with the building permit for each home.

III. REVIEW COMMENTS

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk indicates that the agency, department, and/or division responded with no adverse comments.

1) Outside Agencies

- 1. Oklahoma City-County Health Department**
- 2. Oklahoma City Urban Renewal Authority (OCURA)**
- 3. Oklahoma Gas and Electric (OGE)**
- 4. Oklahoma Water Resources Board (OWRB)**
- 5. Mustang School District**
- 6. Oklahoma Department of Transportation (ODOT)**

2) City Departments

- 1. Airports**
- 2. Central Oklahoma Transportation and Parking Authority (COTPA)**

3. Fire

Objection, a turnaround is needed at the north end of SE 25th Street. The development has too many lots on a single entrance. A secondary access point is needed.

4. Information Technology/Geographic Support

5. Parks and Recreation

6. Police

7. Public Works

a) Engineering

1) Streets

- a) All City streets and drives on City right-of-way serving this subdivision must be paved in accordance with City standards.
- b) The subject property is served by a public street.

2) Storm Sewer

- a) The Public Works Drainage Division staff has reviewed the subject application. All development, new construction, and / or substantial improvements planned within the proposed area shall be subject to chapter 16 of the Oklahoma City Municipal Code.
- b) Storm sewers in accordance with the City's Drainage Ordinance will be required. Development abutting section line roads with drainage flows that exceed the capacity of OKC standard ditch detail (D-100) will necessitate the installation of enclosed storm sewer and/or concrete channel. The improvements shall be placed to provide a minimum of 35 feet clearance distance from the centerline of the section. Concrete channels must be entirely outside public right-of-way. Sidewalks shall be constructed in compliance with the Oklahoma City Ordinance and meet all applicable ADA regulations.
- c) A flood/drainage study will be required to establish finished floor elevations, common lot areas or private drainage easements. The study must be reviewed and approved by the Public Works Department.

- d) Flood study will be required to show that there is no rise in the 100-year rainfall runoff established by the Federal Emergency Management Agency (FEMA) and the City of Oklahoma City, compared pre-& post-development.
- e) The subject property is situated within a FEMA Flood Plain. Therefore, the establishment of minimum finish-floor elevation for each lot within the floodplain will be required. Based on the 100-year water surface elevation (established from the City of Oklahoma City urbanized study or FEMA Study, whichever is more restrictive or imposes higher standards) + 1-foot. The Public Works Department's Engineering staff shall approve these elevations prior to the filing of the final plat.
- f) A floodplain activity permit must be submitted with plans for any work contemplated within FEMA floodplain.
- g) A Corps of Engineers 404 permit must be submitted for any work permitted in the Waters of the United States.
- h) Plans for drainage improvements within the private drainage reserves and/or common areas must be submitted for review, and payment of inspection fees shall be made prior to construction. Building permits will not be issued until construction is complete. If a subdivision abuts a stream, the private drainage easements and/or common areas along the stream shall extend to the flow line of the stream at a minimum.
- i) Place the following note on the plat and construction plans: Maintenance of the common areas and/or private drainage easements shall be the responsibility of the property owner's association. No structures, storage of material, grading, fill, or other obstructions, including fences, either temporary or permanent, shall be placed within the drainage-related common areas and/or drainage easements shown.
- j) Construction within the limits of this plat will require an erosion control plan in accordance with EPA Storm Water Discharge permitting: CFR Vol. 57, No. 175, September 9, 1992. A copy of the EPA Notice of Intent (NOI) will be required prior to the issuance of work orders or permits for construction activities disturbing an area of ½ acre or greater.
- k) Drainage easements shall be clearly denoted as public or private in owner's dedication, on the plat, and / or in the plat notes.

- l) Sidewalks shall be installed for all new construction and / or at the time of conversion of a residential use to a more intense use on all lots having frontage on public streets classified as a major or minor arterial.
- m) All private roads / streets will have private storm sewer systems.
- n) Add Note 3 on Page 2 of 2:

A sidewalk is required on each lot where it abuts a local and/or collector street. The sidewalk is required at the Building Permit Stage and must be installed prior to the issuance of a Certificate of Occupancy from the City of Oklahoma City for the applicable lot.

- o) Engineers / Developers will be contacting PW for a detention determination before they submit their Final Plat and Plans.
- p) Detention Determination
 - A detention requirement determination will not be issued at the Preliminary Plat stage unless the development is located within the current “detention required area”.
 - Prior to the preparation of a Final Plat and Construction Plans, the Engineer or Developer may contact the Public Works Engineering Department and receive a Detention Determination for that individual Final Plat
 - This Detention Determination will be specific to the single Final Plat under consideration.
 - The Detention Determination will be valid for a period of six (6) months.
 - If the Final Plat and Construction Plans have not been submitted, reviewed, and approved by the Public Works Engineering Department within that 6-month time frame, the Detention Determination will be void and a new Detention Determination must be requested.
 - If construction has not started on the development within six (6) months of the approval of the construction plans, the Detention Determination will be void and a new Detention Determination must be requested.

- For new commercial developments that do not require hearings before the PC or CC, the Engineer or Developer may contact the Public Works Engineering Department and receive a Detention Determination for that commercial development.

- b) Streets, Traffic and Drainage Maintenance
- c) Stormwater Quality Management
- d) Streets, Traffic and Drainage Maintenance
- e) Stormwater Quality Management
- f) Traffic Management *

8. Utilities

- 1) Sanitary Sewer Availability:
 - a) SD-2024-00065 has been submitted for review.
 - b) Plat may be revised after review and approval of utility plans.
- 2) Solid Waste Management

The City can provide residential service provided there is sufficient space for the truck to maneuver to service the addition.

- 3) Water Availability:
 - a) WA-2024-00059 has been submitted for review.
 - b) Plat may be revised after review and approval of utility plans.

9. Subdivision and Zoning

The design of this phase of the Willow Trails subdivision is in compliance with the access requirements of the Subdivision Regulations as they relate to developments with between 101 and 200 lots. The developer is providing one permanent access point and one temporary access connection with SW 29th Street. The temporary connection will provide additional access to the north end of the site and will be removed when a later phase is constructed, providing a second permanent access point. The design is also in conformance with the requirements of PUD-1976 and SPUD-1650.

During review and approval of the preliminary plat there was a requirement for at least 1.61 acres of open space with a minimum of 0.67 acres devoted to recreational improvements to satisfy the Subdivision Regulations. PUD-1976 indicates that 25% of the PUD shall be open space. The developer is providing approximately 13.37 acres of open space/common area in the overall development. This represents approximately 26.5% of the site area. This first phase of the development is providing approximately 10.8 acres of open space. A letter from the developer indicates that the common area may include pedestrian pathways, benches, landscaping and/or a gazebo. These amenities will be installed prior to the issuance of a certificate of occupancy.

Section 11250.1 of the Planning and Zoning Code states that all residential developments adjacent to arterial streets must provide a landscaped buffer along the arterial street. It further states that the landscape buffer must be located outside of any subdivision fence and must consist of any combination of trees, shrubs, groundcovers, earthen berms, and/or rock or stone accents, arranged in a manner to achieve visual continuity. A landscape plan is required with each final plat adjacent to an arterial street. The landscaping must be installed prior to the issuance of a certificate of occupancy for any residence within the applicable final plat.

As provided in Section 5.8.2 of the Subdivision Regulations and Section 12100.2.G of the Zoning Code, a sidewalk will be required along the section line road. The construction plans for the development must show the sidewalk along the arterial street and along the common areas. The developer will be responsible for construction of these sidewalks. According to Section 5.8.2.B.3(d) of the Subdivision Regulations, where arterial right-of-way is designated for programmed capital improvements, and for which the installation of sidewalks would be impractical, the developer may, with the approval of the City Engineer, pay a fee in lieu of sidewalk construction. Sidewalks are also required on each lot adjacent to a local or collector street. These sidewalks are required to be installed at the building permit stage.

Separate instruments will be required to be submitted with this final plat for proposed easements lying outside the boundaries of the plat. The instruments will be processed to City Council at the same time as the final plat and will be recorded by the City Clerk. The final plat will not be released until after the easements are recorded.

IV. STAFF RECOMMENDATION

Staff recommendations are advisory only and do not constitute Planning Commission decisions. Staff recommendations are based on a technical evaluation of information submitted at the time of review. Planning Commission decisions require a vote of five members to approve or deny an item. The Planning Commission may consider in its decision-making process any additional relevant information presented at the public hearing by the public, applicant, and/or City departments.

A. Approve the application subject to the following Technical Evaluations:

1. Approval of this plat is subject to City Council acceptance of the dedications and improvements or assurance for completion of the improvements.
2. Provide a temporary second access point as required, allowing additional access to the northern portion of the development. This may be removed when a permanent secondary access point is provided with a future phase.
3. Separate instruments will be required to be submitted with this final plat for proposed easements lying outside the boundaries of the plat. The instruments will be processed to City Council at the same time as the final plat and will be recorded by the City Clerk. The final plat will not be released until after the easements are recorded.

All Engineering Division and Water/Wastewater Utilities Division requirements must be met. Additional changes to the plat may be required during either Divisions review of construction plans and prior to City Council acceptance.

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