



**STAFF REPORT**  
**The City of Oklahoma City**  
**Planning Commission**  
**July 27, 2023**

**Item No. IV. 11.**

**(C-7569) Final Plat of NW 2<sup>nd</sup> Tiny Homes, being a part of the Southeast Quarter of Section 32, Township 12 North, Range 3 West of the Indian Meridian, located west of North Western Avenue and north of West Main Street. Ward 6.**

**I. GENERAL INFORMATION**

**A. Contacts**

Kaitlyn A. Turner; Williams, Box, Forshee, & Bullard, P.C. 405-232-0080  
[ktturner@wbfblaw.com](mailto:ktturner@wbfblaw.com)

Denver Winchester, Blew & Associates, P.A. 479-443-4506

**B. Case History**

This application was continued at the July 13, 2023, Planning Commission meeting. The preliminary plat for NW 2<sup>nd</sup> Tiny Homes (C-7568) was approved on July 13, 2023.

**C. Reason for Request**

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

**D. Existing Conditions**

**1. Size of Site:** 0.80 acres

**2. Zoning and Land Use**

	<b>Subject Site</b>	<b>North</b>	<b>East</b>	<b>South</b>	<b>West</b>
<b>Zoning</b>	SPUD-1167 (R-4)	R-3	R-3, I-2	R-3	R-3, I-2
<b>Land Use</b>	Vacant	Residences	Residence, Vacant, Industrial	Residences	Outdoor Storage

**II. SUMMARY OF APPLICATION**

The developer is proposing 16 single-family residential lots and 3 common areas on this 0.80-acre site, yielding a gross residential density of 20 dwelling units per acre. Public streets are existing to the site. Public and private water and sewer improvements are proposed. The site is currently zoned SPUD-1167, which allows for development under the R-4 General Residential District. Single-Family Residential is one of the uses permitted with no minimum lot size, a maximum building size of 1,000 square feet, and interior setbacks as

required by the Oklahoma City Building Code. Lots in this plat are approximately 1,900 to 2,000 square feet in size.

Access to this development will be taken from NW 2<sup>nd</sup> Street. SPUD-1167 indicates that no direct vehicular access is required onto the property. There are 4-foot-wide pedestrian access easements / sidewalks extending from NW 2<sup>nd</sup> Street and across the lots from east to west, allowing access to each lot. The areas between the setback lines and the lot lines are also shown as private utility and fire access easements. Parking is proposed to be on-street parking along NW 2<sup>nd</sup> Street. This parking will need to be approved by the Oklahoma City Traffic commission.

A note on the plat indicates that maintenance of common areas, islands, medians, and / or private drainage easements are the responsibility of the property owner's association.

Sidewalks are existing on the north and south sides of NW 2<sup>nd</sup> Street. Should these sidewalks be damaged or removed during development / construction, the developer will be required to repair or reinstall the sidewalks as needed – per SPUD-1167.

### **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. Oklahoma City School District**
- 6. Oklahoma Department of Transportation (ODOT)**

#### **2) City Departments**

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

No objection provided pedestrian access is maintained for firefighting.

**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) 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.

- e) 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.
- f) 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.
- g) Drainage easements shall be clearly denoted as public or private in owner's dedication, on the plat, and / or in the plat notes.
- h) 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.
- i) All private roads / streets will have private storm sewer systems.
- j) Revise Owner's Certificate & Dedication – There are no street or drainage easements shown on the plat. Revise the statement dedicating the streets and easements to the public.
- k) Add Note 4:  

“Maintenance of the common areas, private drainage easements, and islands/medians shall be the responsibility of the Property Owner or Property Owners Association. No structures, storage of material, grading, fill, or other obstructions, including fences, either temporary or permanent, that may cause a blockage of flow or an adverse effect on the functioning of the storm water facility, shall be placed within the common areas intended for the use of conveyance of storm water, and/or drainage easements shown. Certain amenities such as, but not limited to, walks, benches, piers, and docks, shall be permitted if installed in a manner to meet the requirements specified above.”
- l) Engineers / Developers will be contacting PW for a detention determination before they submit their Final Plat and Plans.

m) 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) An existing 12-inch wastewater main(s) is located adjacent to the subject site(s).
- b) Line capacity is not a guarantee and must be checked by the Engineer of Record and reviewed by the City.
- c) The developer will be required to extend the City wastewater collection system to and across each lot or site within the subdivision in accordance with the City Standard Specifications and Private Development Design Manual.
- d) Minimum ten (10) foot horizontal separation required for water mains and five (5) foot for other crossings. Minimum two (2) foot vertical separation required for all crossings. All wastewater mains must have a minimum cover of four (4) feet and depth no greater than eighteen (18) feet. Developer is responsible for remediating any failure to maintain the minimum four (4) feet of cover.
- e) Wastewater main(s) must be centrally located in a twenty (20) foot wide easement or larger if necessary. No trees, signs, dumpster, fence and/or structures shall be permitted over any proposed or existing utility main. An approved revocable permit must be obtained to have any private improvement located within any utility easement and/or right-of-way.
- f) All existing unused private wastewater service connections must be abandoned and capped at the main in accordance with City Standard Specifications and Private Development Design Manual.

2) Solid Waste Management

The City can provide residential service provided there is sufficient space for the truck to maneuver to service the addition. Carts must be placed on NW 2<sup>nd</sup> or on Douglas.

3) Water Availability:

- a) Existing 24-inch and 6-inch water main(s) are located adjacent to the subject site(s).
- b) Minimum ten (10) foot horizontal separation required for wastewater mains and five (5) foot for other mains. Minimum two-foot vertical separation

required for all crossings. All water mains must have a minimum cover of five (5) feet along section line roads and four (4) feet elsewhere.

- c) Proposed and/or existing water mains must be located centrally within a twenty (20) foot wide or larger utility easement or right-of-way. No trees, signs, dumpsters, fenced and/or structures shall be permitted over any proposed or existing utility mains. An approved revocable permit must be obtained to have any private improvement located within any utility easement and/or right-of-way.
- d) Dead-end water mains must be avoided when possible. All existing unnecessary water services must be abandoned at the water main(s) in accordance with the City Standard Specifications.
- e) In accordance with ODEQ regulations, the City provides water at a minimum pressure of 25 psi. The owner is responsible for designing and construction of all fixtures to provide adequate domestic and fire protection under minimum pressure conditions. The owner will be responsible for any failure of domestic and fire protection systems which require water pressure in excess of 25 psi. the developer is responsible for installing pressure reducers if necessary for protection of developer's service lines, plumbing, and fixtures.
- f) All domestic and fire suppression services must have separate water service connections. Fire hydrants maximum spacing is 500 feet and must be located within 10-feet of a hard surface (i.e., sidewalk, street, and/or paving).
- g) All existing and proposed meters must meet current Meter Specifications and standard details and be located in the right-of-way or utility easement within grassy areas outside of sidewalks, driveways, streets and/or paving.
- h) Supply capacity for development is not guaranteed and will be reviewed at the time of review of construction documents.

## **9. Subdivision and Zoning**

The design of this final plat conforms with the Subdivision Regulations as they relate to the access requirements for subdivisions with 30 lots or fewer (provided the variance to Section 5.2.1 was granted with the preliminary plat, C-7568). The design of the development also conforms with the requirements of SPUD-1167 and the preliminary plat, C-7568.

SPUD-1167 requires that 20% common open space be maintained through this development. The plat proposes approximately .086 acres (3,744 square feet) of common area with this development. These are the common area lots located along

the street frontage. This represents approximately 11% of the overall area. The developer has indicated that the space between individual units will also be part of the open space / common area. These areas will need to remain open and accessible for all residents. Based on the areas included (common areas and space between units) – the development satisfies the open space / common area requirements of SPUD-1167.

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.

The following changes have been made since the first submittal of the final plat (considered on July 13, 2023):

- Pedestrian access easements (4-feet in width) have been added, providing access to each lot from NW 2<sup>nd</sup> Street. These areas are to remain open and accessible for all residents.
- A note has been added indicating that 20% of the site will be common space, including the common areas shown and the area between individual units.
- The private utility easements (the areas between the building setbacks and the property lines) have been modified to be called Private Utility and Fire Access Easements (P/U/F/E). The common areas should also be labelled as P/F/U/Es.
- Fire hydrant locations are shown on the plat for reference.

#### **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. Common areas need to be included in the fire access easements.
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

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*All Engineering Division and Water/Wastewater Utilities Division, Fire Departments, and Subdivision and Zoning requirements must be met. Additional changes to the plat may be required during each Divisions review of construction plans and prior to City Council acceptance.*

**jm**