

Posted at City Hall, 17 Hospital Drive, Eufaula, OK 74432 March 10, 2021 5:00 PM

CITY OF EUFAULA, OK

Community Center
First & High Street
Eufaula, OK 74432



AGENDA
Monday
March 15, 2021
5:30 p.m.

Planning and Zoning Commission

The City of Eufaula encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CRF/36).

Council Rules of Decorum limit citizen comments on agenda items, non-agenda items, and public hearings to five (5) minutes. Any person desiring to address the Council during such period is required to sign in with the City Clerk, provide their name, address and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered and the speaker is allowed to speak only one time. If written materials are to be submitted ten (10) copies should be made available, and may not be returned. Under Oklahoma Law, the Council Members are prohibited from discussing or taking any action on items not on today's agenda.

The complete packet of information for the agenda items is available online at
CityofEufaulaOK.com

Planning and Zoning Commission

Chairman Sam Sylvester
Vice Chairman Brandon Linstead
Secretary Gordon Pennington
Member James Hickman
Member Pam Rossi

AGENDA
Planning and Zoning Commission
March 15, 2021
5:30 p.m.

Notice: Planning and Notice Commission will hold a public hearing on these items and upon which action is taken will be forwarded to the City Council with a recommendation. It should be recognized that the Planning Commission is a recommendatory body and the City Council may, or may not, concur with the Planning Commission's recommendation. Therefore, it is important to note that all items forwarded by the Planning Commission will be introduced and heard at a subsequent City Council meeting.

1. Call to Order Chairman Sam Sylvester
2. Roll Call /Attendance Administrative Assistant Julie Archer
3. Approval of Minutes.
 - A. Special Planning and Zoning Commission meeting January 25, 2021.
4. Review and consider for approval the proposed zoning ordinance regarding the use and storage of camping and travel trailers.
 - A. Conduct public hearing.
 - B. Take action.
5. Review and consider for approval the proposed ordinance regarding the use of metal roofing material in residential districts.
 - A. Conduct public hearing.
 - B. Take action.
6. Discuss and take any necessary action on the development of a comprehensive plan including future zoning map.
7. Adjournment.

AGENDA
Board of Adjustment
March 15, 2021
5:30 p.m.

The regularly scheduled Board of Adjustments meeting has been canceled.

Posted at City Hall, 17 Hospital Drive, Eufaula, OK 74432 January 20, 2021 5:00 PM

CITY OF EUFAULA, OK

Community Center
First & High Street
Eufaula, OK 74432



AGENDA
Monday
January 25, 2021
5:30 p.m.

Planning and Zoning Commission

The City of Eufaula encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CRF/36).

Council Rules of Decorum limit citizen comments on agenda items, non-agenda items, and public hearings to five (5) minutes. Any person desiring to address the Council during such period is required to sign in with the City Clerk, provide their name, address and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered and the speaker is allowed to speak only one time. If written materials are to be submitted ten (10) copies should be made available, and may not be returned. Under Oklahoma Law, the Council Members are prohibited from discussing or taking any action on items not on today's agenda.

The complete packet of information for the agenda items is available online at
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Planning and Zoning Commission

Chairman Sam Sylvester
Vice Chairman Brandon Linstead
Secretary Gordon Pennington
Member James Hickman
Member Pam Rossi

MINUTES
Planning and Zoning Commission
January 25, 2021
5:30 p.m.

Notice: Planning and Notice Commission will hold a public hearing on these items and upon which action is taken will be forwarded to the City Council with a recommendation. It should be recognized that the Planning Commission is a recommendatory body and the City Council may, or may not, concur with the Planning Commission's recommendation. Therefore, it is important to note that all items forwarded by the Planning Commission will be introduced and heard at a subsequent City Council meeting.

1. Call to Order - 5:30pm Chairman Sam Sylvester
2. Roll Call /Attendance Administrative Assistant Julie Archer

Members Present: Sylvester, Pennington, Hickman, Rossi. Absent: Linstead
3. Approval of Minutes.
 - A. Special Planning and Zoning Commission meeting November 30, 2020.

Motion to approve minutes by Pennington, 2nd by Hickman. Roll Call Vote: Yes- Sylvester, Pennington, Hickman, Rossi.
4. Discuss and consider for approval a zoning map amendment application for a change in zoning from R-1 Residential to RM-1 Residential Multi-Family for the following location. Legal Description: Lot 1-6 BLK 35 OT-Eufaula (RV Park) 625/74. Commonly known as 305 JC Watts Jr. Ave.
 - A. Conduct public hearing.
 - B. Take action.

Discussion. Motion to approve Hickman, 2nd by Rossi. Roll Call Vote: Yes- Sylvester, Pennington, Hickman, Rossi.
5. Review and discuss the current zoning ordinance regarding the use and storage of

camping and travel trailers.

- A. Conduct public hearing.
- B. Take action.

Discussion. Motion to amend ordinance and bring back at next meeting for approval by Hickman, 2nd by Rossi. Roll Call Vote: Yes- Sylvester, Pennington, Hickman, Rossi.

6. Discuss and take any necessary action on the development of a comprehensive plan including future zoning map.

Discussion. Motion to recommend that City Council provide a plan including budgetary funds for comprehensive plan by Hickman, 2nd by Pennington. Roll Call Vote: Yes- Sylvester, Pennington, Hickman, Rossi.

7. Adjournment.

Motion to adjourn by Pennington, 2nd by Rossi. Roll Call Vote: Yes- Sylvester, Pennington, Hickman, Rossi.

AGENDA
Board of Adjustment
January 25, 2021
5:30 p.m.

The regularly scheduled Board of Adjustments has been canceled.



Planning and Zoning Commission Agenda Item No. 4

Meeting Date: March 15, 2021

Agenda Item Memo

Item Title: Review and consider for approval the proposed zoning ordinance regarding the use and storage of camping and travel trailers.

Initiator: Planning and Zoning Commission.

Staff Information Source: Jacob Foos, City Manager.

Background: At the January 25, 2021 Planning & Zoning Commission meeting it was agreed that there should be certain changes to the current city ordinance regarding the parking of trailers.

The complete zoning code was revised and adopted on March 2, 2020 and at that time read:

“2. Not more than one camping or travel trailer or hauling trailer per family living on the premises shall be permitted and the trailer shall not exceed twenty-four (24) feet in length or eight (8) feet in width; and further provided that the trailer shall not be parked or stored for more than one week unless it is located behind the front yard building line. A camping or travel trailer shall not be occupied either temporarily or permanently while it is parked or stored in any area within the incorporated limits except in a mobile home park authorized under the ordinances of the City; and”

This particular topic was then revisited throughout 2020 with resident input, which led to an amendment to the code to the following language on October 5, 2020:

“B. Not more than two (2) camping or travel trailer(s) or hauling trailer(s) per family living on the premises shall be permitted and the trailer shall not exceed twenty-four (24) feet in length or eight (8) feet in width. A camping or travel trailer shall not be occupied either temporarily or permanently while it is parked or stored in any area within the incorporated limits except in a mobile home park authorized under the ordinances of the City; and”

Five days after that ordinance change, a resident began communicating with City staff and attending meetings to encourage a more lenient ordinance. After subsequent meetings of the Planning and Zoning Commission, the following language is now proposed for consideration:

“B. Not more than two (2) camping or travel trailer(s) or hauling trailer(s) per residence shall be permitted. All of the trailer(s) must be parked on a surface pursuant to section 12-256.3 of this code. All of the trailer(s) must be entirely in the back yard and/or side yard without extending beyond the front yard building setback line, unless the trailer(s) is

less than twenty-four (24) feet in total length and nine (9) feet in total width. A camping or travel trailer shall not be occupied either temporarily or permanently while it is parked or stored in any area within the incorporated limits except in a mobile home park authorized under the ordinances of the City; and”

The ordinance language as proposed should provide the greatest amount of flexibility compared to the prior two versions. The proposed ordinance has two modifications from the discussion at the January 25, 2021 Planning and Zoning Commission meeting:

1. Reference to section 12-256.3. That portion of the code already provides guidelines for the parking surface. By referencing it here, it shows the reader where to access additional information that is relevant to the matter. For reference, that section reads:

“256.3 Use of Yards

(a) No inoperative motor vehicles shall be parked or stored within the front or exterior side yard in an R district. No vehicle and/or recreational vehicles including RV’s, Boats, boat trailers, and other recreational trailers shall be parked except on a hard surface area constructed of an all-weather material. Gravel may be used in R Districts for recreational vehicles. The gravel parking space must be maintained in good condition and remain dust-free in compliance with 256.3(b).

(b) When an existing home (as of the date of adoption of this ordinance) has no garage or a one-car garage, one gravel parking space may be located on the property in accordance with 256.3(a). Access to such designated parking space shall be by way of the property's paved driveway. The gravel parking space must be maintained in good condition and remain dust-free as determined by the City code enforcement officer or the property owner shall return such area to a landscaped area/grass, or an all-weather hard surface. Designed parking spaces will be subject to the following conditions:

(1) Permit must be applied for and approved before the work is done.

(2) The majority of the front yard must be landscaped/grass.

(3) Gravel parking space must be installed in a way to prevent gravel run off to the street e.g. border space with large rocks, bricks, etc.”

2. Provides an exception to where the trailer(s) could be parked in the front of the house, so long as they meet the other restrictions, and so long as the trailer(s) is not more than 24 feet long and 9 feet wide. (No side restrictions apply to side or back yard parking.)

The need for this allowance was apparent driving around the community. In a quick drive through on March 11, 2021 approximately 30 trailers were parked in the front yard sections. Not all will be allowed based on the size restriction, but the majority would be able to continue as normal.

Attachment: Proposed Eufaula City Ordinance.

Recommendation: Approval of the item.

ORDINANCE #21-04-01

AN ORDINANCE RELATING TO PART 12 – PLANNING, ZONING AND DEVELOPMENT, CHAPTER 2 – GENERAL PROVISIONS, OF THE CODE OF ORDINANCES OF THE CITY OF EUFAULA, OKLAHOMA; AMENDING SECTION 12-296(B) RELATING TO PARKING; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EUFAULA, OKLAHOMA:

That City Code Part 12, Chapter 2, Section 12-296(B) currently reads as:

“B. Not more than two (2) camping or travel trailer(s) or hauling trailer(s) per family living on the premises shall be permitted and the trailer shall not exceed twenty-four (24) feet in length or eight (8) feet in width. A camping or travel trailer shall not be occupied either temporarily or permanently while it is parked or stored in any area within the incorporated limits except in a mobile home park authorized under the ordinances of the City; and”

It is hereby amended to read as:

“B. Not more than two (2) camping or travel trailer(s) or hauling trailer(s) per residence shall be permitted. All of the trailer(s) must be parked on a surface pursuant to section 12-256.3 of this code. All of the trailer(s) must be entirely in the back yard and/or side yard without extending beyond the front yard building setback line, unless the trailer(s) is less than twenty-four (24) feet in total length. A camping or travel trailer shall not be occupied either temporarily or permanently while it is parked or stored in any area within the incorporated limits except in a mobile home park authorized under the ordinances of the City; and”

SEVERABILITY CLAUSE:

If any provision of this ordinance or the application thereof, to any person or circumstance, is held invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are severable.

WHEREAS, that it being necessary for the preservation of public health, public safety, and general welfare, an EMERGENCY is hereby declared to exist, and said ordinance shall be in full

force and effect from and after its passage by the Eufaula City Council, Eufaula, Oklahoma.
Adopted this 5th day of April, 2021.

James Duty
Mayor

(SEAL)

ATTEST:

Valarie Cox
City Clerk



Planning and Zoning Commission Agenda Item No. 5

Meeting Date: March 15, 2021

Agenda Item Memo

Item Title: Review and consider for approval the proposed ordinance regarding the use of metal roofing material in residential districts.

Initiator: Mayor James Duty.

Staff Information Source: Jacob Foos, City Manager

Background: The definition of “Customary Exterior Finishing Materials” currently reads:

“Customary Exterior Finishing Materials: Roof and siding materials traditionally used to provide the finished exterior of single-family dwellings. Customary residential roofing materials include composition shingles, fiberglass shingles, wood shingles (shakes), and clay tile applied according to the manufacturer’s specification. Customary commercial roofing materials for Commercial or Office zoned properties includes Built-Up Roofing (BUR), modified bitumen roofing, thermoset (EPDM) roof membrane, thermoplastic (PVC and TOP) roof membrane, tar, foam, and asphalt, but in this code specifically excludes any form of metal roofing material. Customary siding materials include aluminum lap or vinyl lap siding, cedar or other wood siding, masonry (stucco, brick, stone, block, tilt-up-up panel) and woodgrain weather resistant pressboard siding.”

The intent of the definition was to allow metal roofing material in residential but to exclude it in commercial. However, the language used is confusing. To clarify the intent, the proposed change is to add “metal roofing” to the list of allowed materials under the residential section.

To amend the zoning code, it is required that the Planning and Zoning Commission review the matter at least once with a public hearing to allow public input on the change. The final change is then presented to the City Council as a written ordinance for consideration.

Attachment: Proposed Eufaula City Ordinance.

ORDINANCE #21-04-02

AN ORDINANCE RELATING TO PART 12 – PLANNING, ZONING AND DEVELOPMENT, CHAPTER 24 – DEFINITIONS, OF THE CODE OF ORDINANCES OF THE CITY OF EUFAULA, OKLAHOMA; AMENDING A PORTION OF SECTION 12-400 RELATING TO CUSTOMARY EXTERIOR FINISHING MATERIALS; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EUFAULA, OKLAHOMA:

That City Code Part 12, Chapter 24, Section 12-400, Definition of “Customer Exterior Finishing Materials” currently reads as:

“Customary Exterior Finishing Materials: Roof and siding materials traditionally used to provide the finished exterior of single-family dwellings. Customary residential roofing materials include composition shingles, fiberglass shingles, wood shingles (shakes), and clay tile applied according to the manufacturer's specification. Customary commercial roofing materials for Commercial or Office zoned properties includes Built-Up Roofing (BUR), modified bitumen roofing, thermoset (EPDM) roof membrane, thermoplastic (PVC and TOP) roof membrane, tar, foam, and asphalt, but in this code specifically excludes any form of metal roofing material. Customary siding materials include aluminum lap or vinyl lap siding, cedar or other wood siding, masonry (stucco, brick, stone, block, tilt-up-up panel) and woodgrain weather resistant pressboard siding.”

It is hereby amended to read as:

“Customary Exterior Finishing Materials:

A. Residential: Roof and siding materials traditionally used to provide the finished exterior of single-family dwellings. Customary residential roofing materials include composition shingles, fiberglass shingles, metal, wood shingles (shakes), and clay tile, applied according to the manufacturer's specification.

B. Commercial: Customary commercial roofing materials for Commercial or Office zoned properties includes Built-Up Roofing (BUR), modified bitumen roofing, thermoset (EPDM) roof membrane, thermoplastic (PVC and TOP) roof membrane, tar, foam, metal and asphalt, applied according to the manufacturer's specification. Customary siding materials include aluminum lap or vinyl lap siding, cedar or other wood siding, masonry (stucco, brick, stone, block, tilt-up-up panel) and woodgrain weather resistant pressboard siding.”

SEVERABILITY CLAUSE:

If any provision of this ordinance or the application thereof, to any person or circumstance, is held invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are severable.

WHEREAS, that it being necessary for the preservation of public health, public safety, and general welfare, an EMERGENCY is hereby declared to exist, and said ordinance shall be in full force and effect from and after its passage by the Eufaula City Council, Eufaula, Oklahoma. Adopted this 5th day of April, 2021.

James Duty
Mayor

(SEAL)

ATTEST:

Valarie Cox
City Clerk



Planning and Zoning Commission Agenda Item No. 6

Meeting Date: March 15, 2021

Agenda Item Memo

Item Title: Discuss and take any necessary action on the development of a comprehensive plan including a future zoning map.

Initiator: Staff.

Staff Information Source: Julie Archer, Administrative Assistant.

Background: This will allow the Planning and Zoning Commission the opportunity to establish the long-term comprehensive plan for Eufaula.

Attachment: None