

**MINUTES
ORDINANCE AND INSURANCE COMMITTEE
SPECIAL MEETING
THURSDAY, MARCH 10TH, 2022
5:30 P.M.**

THE ORDINANCE AND INSURANCE COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

COMMITTEE MEMBERS: CHOYA SHROPSHIRE, DENNIS NANCE, JIMMY TRAMEL, STEVE SMITH (ALTERNATE)

1. CALL MEETING TO ORDER.

The meeting was called to order by Choya Shropshire at 5:30 p.m. Committee members present: Choya Shropshire and Dennis Nance. Members absent: Jimmy Tramel.

Others present: Mayor Larry Lees, Kim Ritchie, Buddy Glenn, Kenny Young, Jimmy Tramel (as a citizen) and Kemmie Shropshire.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF JUNE 3RD, 2021 SPECIAL MEETING.

Motion was made by Shropshire, second by Nance to approve minutes of June 3rd, 2021 Special Meeting. Voting yes: Shropshire and Nance. Voting no: none.

3. DISCUSS, POSSIBLY RECOMMEND CITY ATTORNEY TO DRAFT AN ORDINANCE OUTLINING SNOW REMOVAL PROCEDURES.

Motion was made by Shropshire, second by Nance to recommend City Attorney to draft an ordinance outlining snow removal procedures.

Glenn explained the need for this ordinance. After much discussion, it was agreed that this ordinance will be to prohibit snow being piled on city roadways and sidewalks. Voting yes: Nance and Shropshire. Voting no: none.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN ORDINANCE LIMITING USAGE AND PARKING OF COMMERCIAL VEHICLES, RECREATIONAL VEHICLES, TRAILERS AND MOBILE HOMES WITHIN THE CITY LIMITS OF PRYOR CREEK.

Motion was made by Shropshire, second by Nance to recommend Council action regarding an ordinance limiting usage and parking of commercial vehicles, recreational vehicles, trailers and mobile homes within the city limits of Pryor Creek.

Mr. Ritchie handed out a draft to the committee to show the changes he has made since they last addressed this ordinance. Voting yes: Shropshire and Nance. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ADOPTING INTO THE UNIFIED DEVELOPMENT ORDINANCE, ORDINANCE #2018-13, AMENDING TITLE 10, CHAPTER 1, SECTION 1 AMENDING SECTION 10-1-1 OF THE CITY CODE OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, REGARDING CREATION; COMPOSITION OF THE CITY'S PLANNING COMMISSION PROVIDING FOR THE NUMBER OF MEMBERS TO SERVE, COMPENSATION OF MEMBERS, MANNER OF APPOINTMENT OF MEMBERS, TERMS OF MEMBERS, AND EX OFFICIO MEMBERSHIP OF THE CITY'S BUILDING OFFICIAL OF THE PLANNING COMMISSION, AND PROVIDING FOR REPEALER AND SEVERABILITY. THIS ACTION UPDATES THE UDO TO REFLECT THE ACTUAL WORDING OF THE ORDINANCE.

Motion was made by Shropshire, second by Nance to recommend Council action regarding adopting into the Unified Development Ordinance, Ordinance #2018-13, amending Title 10, Chapter 1, Section 1 Amending Section 10-1-1 of the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding creation; composition of the city's Planning Commission providing for the

number of members to serve, compensation of members, manner of appointment of members, terms of members, and ex officio membership of the city's building official of the Planning Commission, and providing for repealer and severability. This action updates the UDO to reflect the actual wording of the ordinance.

Mr. Ritchie was made aware of the verbiage that had been omitted in the UDO. He stated he would draft an ordinance to amend the verbiage of the UDO. Voting yes: Nance and Shropshire. Voting no: none.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ADOPTING INTO THE UNIFIED DEVELOPMENT ORDINANCE, ORDINANCE #2018-14, AMENDING TITLE 10, CHAPTER 2, SECTION 1 AMENDING SECTION 10-2-1 OF THE CITY CODE OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, REGARDING CREATION; COMPOSITION OF THE CITY'S BOARD OF ADJUSTMENT PROVIDING FOR THE NUMBER OF MEMBERS TO SERVE, MANNER OF APPOINTMENT OF MEMBERS, TERMS OF MEMBERS, AND EX OFFICIO MEMBERSHIP OF THE CITY'S BUILDING OFFICIAL, AND PROVIDING FOR REPEALER AND SEVERABILITY. THIS ACTION UPDATES THE UDO TO REFLECT THE ACTUAL WORDING OF THE ORDINANCE.

Motion was made by Shropshire, second by Nance to recommend Council action regarding adopting into the Unified Development Ordinance, Ordinance #2018-14, amending Title 10, Chapter 2, Section 1 amending section 10-2-1 of the City Code of the City of Pryor Creek, Mayes County, State of Oklahoma, regarding creation; composition of the City's Board of Adjustment providing for the number of members to serve, manner of appointment of members, terms of members, and ex officio membership of the city's building official, and providing for repealer and severability. This action updates the UDO to reflect the actual wording of the ordinance. Mr. Ritchie will draft an ordinance to amend this UDO verbiage, as well. Voting yes: Shropshire and Nance. Voting no: none.

7. SCHEDULE NEXT MEETING.

The next meeting will be held on Monday, April 4th, 2022.

8. ADJOURN.

Meeting adjourned at 5:54. No motion was made.



ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

3812 N. Santa Fe, Suite 200
Oklahoma City, OK 73118
(405) 521-3484

COMPLIMENTARY BEVERAGE APPLICATION CHECKLIST

Before completing the application packet read the information below:

- The application will be reviewed and under investigation upon filing of application.
- The license fee is due upon filing the application. We accept cash, credit card, business check, money order, or cashier's check for walk-in customers. Mail-in customers can submit the license fee by money order, cashier's check, or business check only.
- File the completed application in person or by mail at the ABLE Commission, 3812 N. Santa Fe Avenue, Suite 200, Oklahoma City, OK 73118, Monday thru Friday 7:30 am to 4:30 pm.
- Contact the ABLE Commission office at (405) 521-3484 or visit our website at www.able.ok.gov for questions or general information.

A **complimentary beverage license** shall authorize the holder thereof: To provide, free of charge for on premises consumption only, no more than two alcoholic beverages containing spirits, **twelve (12) ounces of wine, or twenty-four (24) ounces of beer per day**, to a guest or client who is **twenty-one (21) years of age or older**. This license shall not be issued to a business which possesses any other form of license issued by the ABLE Commission, except for event-type licenses. Complimentary beverage licenses shall only be issued to a business located in a building or structure that has a permanent physical address.

This license shall only be issued to businesses which involve retail sales or provide services to its clients including, but not limited to, furniture stores, art studios, nail salons, hair salons, cigar stores, clothing stores, bridal shops or business support services. A chamber of commerce, main street, economic development authority, vocational trade school, higher education college or similar organization promoting economic development or an organization that is exempt from taxation pursuant to the provisions of subsection (c) of Section 501 of the United States Internal Revenue Code shall also qualify for a complimentary beverage license. A business whose patronage is primarily persons under the age of eighteen (18), is a restaurant or a business that provides adult entertainment shall not qualify for a license. Upon issuance of the license, the business shall purchase all of its alcoholic beverages from a brewer, winemaker, retail spirit, retail beer, or retail wine licensee and will become a licensed premise subject to inspection by any ABLE Commission agent or any other peace officer, pursuant to Section 5-115 of Title 37A of the Oklahoma Statutes. Employees who serve the alcoholic beverage shall be twenty-one (21) years of age or older and shall not be required to obtain an employee license.

A **complimentary beverage** license shall not be used in lieu of a mixed beverage, caterer, brew pub, brewer, public event, special event, beer and wine, or charitable event license. This license is an annual license and renewable on an annual basis.

A chamber of commerce, main street, economic development authority, vocational trade school, higher education college or similar organization promoting economic development shall be exempt from the permanent location requirement and permitted to utilize the license at other locations within the city in which they are located or on their campus for member recruitment, education and development of new business functions.

The holder of an Oklahoma winery or brewers license may serve free samples and offer for sale sealed product for off premises consumption at temporary tastings on the premises of a complimentary beverage licensee.



ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

3812 N. Santa Fe, Suite 200
Oklahoma City, OK 73118
(405) 521-3484

COMPLIMENTARY BEVERAGE LICENSE APPLICATION

Please complete the entire form. No licenses will be issued unless the ABLE Commission is able to verify the information provided. The ABLE Commission may request additional information not requested on this application.

COMPLIMENTARY BEVERAGE LICENSE FEE

Complimentary Beverage License Fee \$100.00

1. Primary Business at this Location <input type="checkbox"/> Nail Salon <input type="checkbox"/> Barber Shop <input type="checkbox"/> Bridal Shop <input type="checkbox"/> Furniture Store <input type="checkbox"/> Clothing Stores <input type="checkbox"/> Cigar Stores <input type="checkbox"/> Trade School/Higher Education) <input type="checkbox"/> Other _____			
2. Name of Business			
3. Location Address			
City	County	State	Zip
4. Mailing Address			
City	County	State	Zip
5. Business Phone Number	6. Alternate Phone Number	7. E-mail Address	

OWNER INFORMATION

8. Type of Owner <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Tribe <input type="checkbox"/> Tribal Corporation/Entity <input type="checkbox"/> Other _____	
9a. Name of Individual/Sole Proprietor (If owned by an Individual)	9b. Social Security Number
10a. Name of Business Entity (if Partnership, Corp., LLC or Tribe)	10b. Federal Employer Identification #

OWNER ACKNOWLEDGEMENT

I, _____, being duly sworn upon oath deposes and says: That he/she is the applicant who makes the above and foregoing application, that he/she has read and signed the same; knows the contents thereof and that all statements therein contained are true. Applicant(s) certifies that the statements and representations made herein are true and correct and consents that if any statements and representations herein are found to be false or omitted, that the Director may refuse to issue said license or may cause such license to be revoked forthwith at any time.

Signature of Applicant & Date

7-1-13: COMPLETE STREETS:

A. Complete Streets Commitments:

1. Complete Streets Serving All Users: The city of Pryor Creek expresses its commitment to creating and maintaining complete streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including, but not limited to, pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, emergency vehicles, seniors, children, youth, and families.

2. Complete Streets Infrastructure: The city of Pryor Creek recognizes the importance of complete streets infrastructure and modifications that enable safe, convenient, and comfortable travel for all categories of users, including, but not limited to, sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, pedestrian islands, pedestrian signals, signs, street furniture, bicycle racks, public transit stops, traffic signals, and other features assisting the safe travel for all users, such as traffic circles, raised medians, dedicated transit lanes, and transit bump outs.

3. Context Sensitivity: In planning and implementing street projects, the city of Pryor Creek shall maintain sensitivity to local conditions in residential, commercial, and rural districts and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place continues.

B. Safe Travel Requirements:

1. Complete Streets Routinely Addressed By Relevant Departments: The street department, maintenance department, and planning and development department of the city of Pryor Creek shall work toward making complete streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and Pryor municipal utility board to maximize opportunities for complete streets, connectivity, and cooperation.

2. Complete Streets Required:

a. All Projects And Phases: Complete streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any new construction, reconstruction, retrofit, maintenance operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users **or project** may be excluded if an exemption is approved via the process set forth in **subsection B3 paragraph 3** of this section.

b. Community Development Department Consultation: Transportation projects shall be reviewed by the community development department early in the planning and design stage prior to seeking funding or commencing environmental review, to provide an opportunity to allow comments and recommendations regarding complete streets features to be incorporated into the project.

c. Complete Streets In Routine Work And Projects: The street department, parks department, and Pryor municipal utility board shall improve complete streets and street functionality for all categories of users as part of routine work or projects involving pavement

resurfacing, restriping, accessing or relocating utilities, signalization operations, or maintenance of landscaping or other features, unless an exemption is approved via the process set forth in subsection B3 of this section.

d. Plan Consultation And Consistency: Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, comprehensive and other relevant plans, except as approved via the process set forth in subsection B3-paragraph 3 of this section.

3. Leadership Approval For Exemptions: Specific infrastructure for a given category of users or project may be excluded where all of the following conditions are met:

a. Supporting data and documentation are assembled indicating one of the following bases for the exemption:

- (1) Use by a specific category of users is prohibited by law; or
- (2) The project is a maintenance activity that does not involve resurfacing, restriping or reconfiguring the street. Examples of exempt projects include patching, sidewalk repair or cleaning; or
- (3) The project is limited by available publicly owned right of way; or
- (4) The project is located on state or federal right of way, the city has made an effort to obtain permission, and the agency with control of the right of way has indicated they will not grant permission; or
- (5) The cost for specific infrastructure would be excessively disproportionate to the need and probable future use over the long term (costs in excess of 20 percent of project total may be regarded as evidence that cost is excessively disproportionate, as set forth by the United States department of transportation in its policy statement on accommodating bicycle and pedestrian travel); or
- (6) There is an absence not only of current need, but also of future need (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 10 to 20 years); or
- (7) Significant adverse impacts outweigh the positive effects of the infrastructure; and

b. The proposed exemption, as well as the supporting data and documentation, shall be made publicly available prior to approval by the city council; and

c. The planning and zoning commission shall review the proposed exemption, as well as the supporting data and documentation, during the planning and design phase of the project and make a recommendation to the city council on whether or not the exemption is appropriate, the city council shall make the final decision whether the exemption will be approved after hearing the recommendation of the planning and zoning commission.

4. Street Network And Connectivity: As feasible, the city of Pryor Creek shall incorporate complete streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries for existing and anticipated development.

5. Deficiency: Deficiency projects are those required to correct inadequate service and bring system capacity to adopted levels of service standards. Deficiency expenditures shall enhance the capacity, safety and efficiency of all modes of travel within the roadway network. New roads and improvements to existing roadway facilities shall include improvements for all transportation and mobility modes, including motor vehicles, transit operations, pedestrians and bicyclists. Deficiency projects shall improve connections between the various transportation and mobility modes and complete missing links within the arterial roadway network. Deficiency projects shall follow complete streets policies as prescribed in subsections C and D of this section. Deficiency projects shall also include the continued development of intelligent transportation system (ITS) management tools, managed lanes (using existing lanes for different travel directions depending on demand and time of day), queue jump lanes (providing transit priority) and other traffic management strategies that increase the efficiency of existing and newly constructed roadways for all transportation and mobility modes.

C. Policies, Plans, And Studies:

1. Revising Policies And Plans: The street department and community development department are hereby directed to assess additional steps and potential obstacles to implementing complete streets in the city of Pryor Creek and to recommend proposed revisions to all appropriate ordinances, zoning and land use development codes, policies, procedures, regulations, guidelines, programs, templates, and design manuals, in order to integrate, accommodate, and balance the needs of all users in all projects.

2. Studies: All initial planning and design studies, health impact assessments, environmental reviews, and other reviews for projects requiring funding or approval by the city of Pryor Creek shall:

- a. Evaluate the effect of the proposed project on safe, comfortable, and convenient travel by all categories of users, and
- b. Identify measures to mitigate any adverse impacts on such travel that are detected.

D. Performance Standards, Evaluation, And Reporting: The following steps shall be taken to support implementation of complete streets goals:

1. Performance Standards: The community development department, with the assistance of the street department, shall put into place performance standards with measurable outcomes to assess safety, comfort, actual use, and functionality, particularly with regard to the development of a bicycle and pedestrian network, for each category of users.

2. Evaluation: The community development department shall perform evaluations of how well the streets and transportation network of Pryor Creek are serving each category of users by collecting baseline data over the next four (4) years and collecting follow up data on a two (2) year basis, including data that:

- a. Tracks performance standards, including new miles of bicycle lanes, sidewalks, and street trees or plantings, number of new curb ramps, improved crossings, and signage;
- b. Measure latent demand and existing levels of service for different modes of transport and categories of users, including public transportation ridership;
- c. Tracks collision statistics by neighborhood and mode of transportation, and bicycle and pedestrian injuries and fatalities;

d. Assess the safety, functionality, and actual use of the neighborhoods and areas within the corporate limits of Pryor Creek by each category of users;

e. Assess the number of bicycle, pedestrian and transit users and how this changes over time as more infrastructure is developed.

3. Reporting: The director of the community development department and the street department shall provide an annual report to the city council summarizing how well the city of Pryor Creek is implementing complete streets, with the report including: the performance standards and goals from subsection D1 of this section; the evaluations from subsection D2 of this section, with an assessment of the evaluation data; and a list and map of street projects undertaken in the past year, with a brief summary of the complete streets infrastructure used in those projects and, if applicable, the basis for excluding complete streets infrastructure from any projects.