

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**AUGUST 9, 2012**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 9<sup>th</sup> day of August 2012. Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <http://www.normanok.gov/content/boards-commissions> at least twenty-four hours prior to the beginning of the meeting.

Chairman Andy Sherrer called the meeting to order at 6:30 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

MEMBERS PRESENT

Dave Boeck  
Jim Gasaway  
Diana Hartley  
Curtis McCarty  
Roberta Pailles  
Chris Lewis  
Andy Sherrer

MEMBERS ABSENT

Cindy Gordon  
Tom Knotts

A quorum was present.

STAFF MEMBERS PRESENT

Susan Connors, Director, Planning &  
Community Development  
Jane Hudson, Principal Planner  
Ken Danner, Subdivision Development  
Manager  
Roné Tromble, Recording Secretary  
Leah Messner, Asst. City Attorney  
Larry Knapp, GIS Analyst  
Terry Floyd, Development Coordinator

\* \* \*

Item No. 2, being:

**CONSENT DOCKET**

Chairman Sherrer announced that the Consent Docket is designed to allow the Planning Commission to approve a number of items by one motion and vote. The Consent Docket consisted of the following items:

Item No. 3, being:

**APPROVAL OF THE JULY 12, 2012 REGULAR SESSION MINUTES**

Item No. 4, being:

**FP-1213-5 – CONSIDERATION OF A FINAL PLAT SUBMITTED BY L&S DEVELOPMENT II, L.L.C. (SMC CONSULTING ENGINEERS, P.C.) FOR GLENRIDGE ADDITION, A PLANNED UNIT DEVELOPMENT, FOR PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF INDIAN HILLS ROAD AND 1,318 FEET EAST OF 48<sup>TH</sup> AVENUE N.W.**

Item No. 5, being:

**FP-1213-6 – CONSIDERATION OF A FINAL PLAT SUBMITTED BY LOHMAN INVESTMENTS, L.L.C. (POLLARD & WHITED SURVEYING, INC.) FOR COTTONWOOD CREEK ADDITION, FOR PROPERTY LOCATED ON THE EAST SIDE OF 24<sup>TH</sup> AVENUE N.W. APPROXIMATELY ¼ MILE SOUTH OF INDIAN HILLS ROAD.**

Item No. 6, being:

**PP-1213-2 – CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY HARVEST CHURCH (CARDINAL ENGINEERING, INC.) FOR HARVEST CHURCH ADDITION, FOR PROPERTY GENERALLY LOCATED ON THE WEST SIDE OF 36<sup>TH</sup> AVENUE N.W. APPROXIMATELY 1,600 FEET NORTH OF THE INTERSECTION WITH WEST INDIAN HILLS ROAD.**

\*

Chairman Sherrer asked if any member of the Commission wished to remove any item from the Consent Docket. There being none, he asked whether any member of the audience wished to remove any item. There being none, he asked for discussion by the Commission.

*Chris Lewis moved to place approval of Item Nos. 3 through 6 on the Consent Docket and approve by one unanimous vote. Dave Boeck seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Dave Boeck, Jim Gasaway, Diana Hartley, Curtis McCarty, Roberta Pailes, Chris Lewis, Andy Sherrer
NAYES	None
ABSENT	Cindy Gordon, Tom Knotts

Ms. Tromble announced that the motion, to place approval of Item Nos. 3 through 6 on the Consent Docket and approve by one unanimous vote, passed by a vote of 7-0.

\* \* \*

Item No. 3, being:

**APPROVAL OF THE JULY 12, 2012 REGULAR SESSION MINUTES**

This item was approved as submitted on the Consent Docket by a vote of 7-0.

\* \* \*

Item No. 4, being:

**FP-1213-5 – CONSIDERATION OF A FINAL PLAT SUBMITTED BY L&S DEVELOPMENT II, L.L.C. (SMC CONSULTING ENGINEERS, P.C.) FOR GLENRIDGE ADDITION, A PLANNED UNIT DEVELOPMENT, FOR PROPERTY GENERALLY LOCATED ON THE SOUTH SIDE OF INDIAN HILLS ROAD AND 1,318 FEET EAST OF 48<sup>TH</sup> AVENUE N.W.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Final Plat
3. Staff Report
4. Deferral Memo
5. Preliminary Plat

The Final Plat for GLENRIDGE ADDITION, A Planned Unit Development was approved on the Consent Docket by a vote of 7-0, with deferral of street and sidewalk improvements.

\* \* \*

Item No. 5, being:

**FP-1213-6 – CONSIDERATION OF A FINAL PLAT SUBMITTED BY LOHMAN INVESTMENTS, L.L.C. (POLLARD & WHITED SURVEYING, INC.) FOR COTTONWOOD CREEK ADDITION, FOR PROPERTY LOCATED ON THE EAST SIDE OF 24<sup>TH</sup> AVENUE N.W. APPROXIMATELY 1/4 MILE SOUTH OF INDIAN HILLS ROAD.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Final Plat
3. Staff Report
4. Preliminary Plat

The Final Plat for COTTONWOOD CREEK ADDITION was approved on the Consent Docket by a vote of 7-0.

\* \* \*

Item No. 6, being:

**PP-1213-2 – CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY HARVEST CHURCH (CARDINAL ENGINEERING, INC.) FOR HARVEST CHURCH ADDITION, FOR PROPERTY GENERALLY LOCATED ON THE WEST SIDE OF 36<sup>TH</sup> AVENUE N.W. APPROXIMATELY 1,600 FEET NORTH OF THE INTERSECTION WITH WEST INDIAN HILLS ROAD.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Site Plan

The Preliminary Plat for HARVEST CHURCH ADDITION was approved on the Consent Docket by a vote of 7-0.

\* \* \*

Item No. 7, being:

**CONSIDERATION OF A REQUEST SUBMITTED BY MARK RISSER/B<sup>3</sup> DEVELOPMENT GROUP**

**7A. RESOLUTION NO. R-1112-129 – MARK RISSER/B<sup>3</sup> DEVELOPMENT GROUP REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN (LUP-1112-6) FROM HIGH DENSITY RESIDENTIAL DESIGNATION AND OFFICE DESIGNATION TO COMMERCIAL DESIGNATION FOR PROPERTY LOCATED AT 612 AND 710 ASP AVENUE AND 421-427 BUCHANAN AVENUE.**

**7B. ORDINANCE NO. O-1112-38 – MARK RISSER/B<sup>3</sup> DEVELOPMENT GROUP REQUEST REZONING FROM C-1, LOCAL COMMERCIAL DISTRICT, CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND R-3, MULTI-FAMILY DWELLING DISTRICT, TO C-3, INTENSIVE COMMERCIAL DISTRICT WITH SPECIAL USE FOR A MIXED BUILDING, FOR PROPERTY LOCATED AT 612 AND 710 ASP AVENUE AND 421-427 BUCHANAN AVENUE.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Memo requesting Postponement

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

*Chris Lewis moved to postpone Resolution No. R-1112-129 and Ordinance No. O-1112-38 for one month. Diana Hartley seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Dave Boeck, Jim Gasaway, Diana Hartley, Curtis McCarty, Roberta Pailes, Chris Lewis, Andy Sherrer
NAYES	None
ABSENT	Cindy Gordon, Tom Knotts

Ms. Tromble announced that the motion to postpone Resolution No. R-1112-129 and Ordinance No. O-1112-38 for one month passed by a vote of 7-0.

\* \* \*

Item No. 8, being:

**CONSIDERATION OF A REQUEST SUBMITTED BY CENTER FOR CHILDREN AND FAMILIES, INC. (CCFI)**

**8A. RESOLUTION NO. R-1213-25 – CENTER FOR CHILDREN AND FAMILIES, INC. (CCFI) REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN (LUP-1213-2) FROM LOW DENSITY RESIDENTIAL DESIGNATION TO INSTITUTIONAL DESIGNATION FOR PROPERTY GENERALLY LOCATED AT 701 AND 703 E. EUFAULA STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. 2025 Map
2. Staff Report

**8B. ORDINANCE NO. O-1213-5 – CENTER FOR CHILDREN AND FAMILIES, INC. (CCFI) REQUESTS REZONING FROM R-2, TWO-FAMILY DWELLING DISTRICT WITH SPECIAL USE FOR A CHURCH, TO O-1, OFFICE-INSTITUTIONAL DISTRICT WITH SPECIAL USE FOR A CHILD CARE CENTER, FOR PROPERTY GENERALLY LOCATED ON THE NORTH SIDE OF EUFAULA STREET FROM STEWART AVENUE TO THE FIRST LOT EAST OF CARTER AVENUE AND ON THE SOUTHEAST CORNER OF STEWART AVENUE AND EUFAULA STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Letter from Immanuel Baptist Church
4. Pre-Development Summary
5. CCFI Information Sheet
6. Greenbelt Commission Comments
7. Greenbelt Enhancement Statement

**PRESENTATION BY STAFF:**

1. Ms. Hudson – The first application is for a Land Use and Transportation Plan change from Low-Density Residential to Institutional designation. This only includes two lots. The other area is already designated as Institutional. Staff does support this request and feels that this is a minor change to the existing area. The next application is for the rezoning from R-2 with Special Use for a Church to Office Institutional. That includes the entire hatched area on the location map. There is a parking area to the east, residential to the south, and a park to the west. Staff also recommends approval of this request. The applicant's representative is here to answer questions and make a presentation.

**PRESENTATION BY THE APPLICANT:**

1. Sean Rieger, representing the applicant – It is my great honor tonight to stand before you in the representation of CCFI, one of Norman's most laudable and premier non-profit organizations. They have been here for over 40 years. They do incredible work for our community and this is an exciting moment for them to move on to a new facility that they're poised to take over and move to. They do need a zoning change to do that. I want to highlight a couple points, and then I want Ms. Fitzgerald to come up and talk to you very briefly about CCFI. First, I do want to note, as Ms. Hudson said, the 2025 Plan change is really only very minor. It is already Institutional for all of this site except for a small corner of it. That is really a very minor change. The second thing I want to note is, if you looked at 2025, you can see part of it almost shows that there is open space shown into the site. I wanted to show you for sure that the floodplain does not encroach into this site. You see the blue floodplain right there; this is straight off the City's GIS map. I just want there to be no confusion here; we're not asking you to rezone any property that's in the floodplain. Our property is entirely outside of that floodplain. The site is already developed. There really are no significant changes planned for this site. They do plan on completely remodeling the interior, and they may level a building or two and basically rebuild it in the same footprint if those buildings are not able to be reused – if it's more cost efficient to level and rebuild on the same footprint, they will do that. One of these buildings over

here they may level and increase some open space for playground. But those plans will further develop as their fund-raising goes forward, so it would be a little bit premature for me to lay that down in stone for you tonight. Not that it is particularly relevant for a zoning item, but that is the proposed remodeling of the interior -- a very nice plan that will accommodate them for a long time and really give them a space to help our community in great detail. This is a very non-controversial item. Staff highly supports it and notes that it's a minor change. They actually cite that the traffic impact will be lesser than it is now. Pre-Development went very well and I don't think we have anybody protesting tonight. With that being said, if you will indulge me, Mr. Chairman, I would like to have Ms. Katie Fitzgerald come up and tell you about CCFI's great work.

2. Katie Fitzgerald, 1151 E. Main Street – The Center for Children and Families does three basic things. As Sean said, we've been around for 43 years. We provide therapeutic support to children who have been abused and neglected and their families, and we do that under our healing children rubric. We have had a 37% increase in the number of children we've been serving just in the last year, which is part of why we're looking to find new space. We're really trapped in our current space with three play-therapy rooms. If we had, as our renovation plan calls for, at least five play-therapy rooms plus some sensory integration capability, we quite literally could be expanding the number of children we serve in our community, where abuse and neglect confirmations have increased, without increasing our staff capacity. So we have the staff; we have the ability. We don't have the space. So that's our healing children work. The second body of work we do is what we call strengthening families, and we're doing a whole variety of services in that area, from divorce visitation arbitration services. We are in relationship with the court system here in Cleveland County and we provide divorce services for every couple who is going through divorce in our county and who has minor children in their family. Some of those services are very basic, and some really require a lot more intensive work with families in high conflict, so those are supervised visits, exchanges, classes, that sort of thing. We're working with parents and families who have experienced challenges in their parenting and parenting classes in this area of strengthening families. We do home visitation services throughout Cleveland County. So that wouldn't take place at the site, but we have our staff there, and we do over 800 home visits a year in the county with parents who have had newborns in our community. Another important area in strengthening families is our teen parenting services, so we're working with Moore Public Schools and Norman Public Schools in our teen parenting work. So those are some of the things we do to strengthen families. Most of the classes that we do on a weekly basis in our community take place in churches around the community and other facilities, because we don't have the space to offer those services in our facility. So we lease currently 9,000 square feet and we use, in any given week, up to 30,000 square feet total for our services. So we really have a need to try to integrate services into one facility for our families. And then the last thing we do is what we call our empower youth area, so we're working with over 550 children and youth in Norman – not Cleveland County, but specifically in Norman – children and youth and families in this neighborhood who come and participate in out of school time services weekly – Monday through Thursdays – on weekends, over the summer in a six-week intensive summer camp, and this plan and this facility – again, we do all those services in borrowed space. The Norman Public Schools are a fantastic partner, but because of all the demands on the schools for space, we're really relegated to a few hours of time. And, again, we've got the staff to work with children in our community from 3 in the afternoon to 8 if we had the space to do services. The Board of Directors has decided that it's the time in our organization and we believe we have the community support to make this transition and to make our services more available for families. I'll take any questions you have.

**AUDIENCE PARTICIPATION:**

There was no participation from the audience.

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

*Jim Gasaway moved to recommend approval of Resolution No. R-1213-25 and Ordinance No. O-1213-5 to the City Council. Curtis McCarty seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Dave Boeck, Jim Gasaway, Diana Hartley, Curtis McCarty, Roberta Pailes, Chris Lewis, Andy Sherrer
NAYES	None
ABSENT	Cindy Gordon, Tom Knotts

Ms. Tromble announced that the motion to recommend approval of Resolution No. R-1213-25 and Ordinance No. O-1213-5 to the City Council passed by a vote of 7-0.

\* \* \*

Item No. 9, being:

**ORDINANCE NO. O-1213-6 – AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 18 OF THE CODE OF THE CITY OF NORMAN TO ADD PROVISIONS TO ALLOW DIGITAL ON-PREMISE SIGNS IN SECTIONS 18-303, 18-402, 18-405, AND 18-412; AND PROVIDING FOR THE SEVERABILITY THEREOF.**

**ITEMS SUBMITTED FOR THE RECORD:**

- 1. Staff Memo requesting Postponement

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

*Chris Lewis moved to postpone Ordinance No. O-1213-6 for one month. Diana Hartley seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Dave Boeck, Jim Gasaway, Diana Hartley, Curtis McCarty, Roberta Pailes, Chris Lewis, Andy Sherrer
NAYES	None
ABSENT	Cindy Gordon, Tom Knotts

Ms. Tromble announced that the motion to postpone Ordinance No. O-1213-6 for one month passed by a vote of 7-0.

\* \* \*

Item No. 10, being:

**MISCELLANEOUS DISCUSSION**

1. Appointment to Policy Committee

Chairman Sherrer reported that Cindy Gordon has agreed to serve on the Policy Committee, and Diana Hartley will serve as the alternate. He thanked Roberta Pailes for serving on that committee in the past.

2. Mr. Boeck – I have been to all the meetings for the high density development educational process and I really applaud the City and the staff for the way they have run that and the way the information and the way that the dialogue has been allowed for. It's a great experience.

Chairman Sherrer noted that the next meeting in that series will be Monday, August 13. Ms. Connors indicated that the next meeting will be in a different location -- the Library at Norman High School, due to the high school registration process.

\* \* \*

Item No. 11, being:

**ADJOURNMENT**

There being no further comments from Commissioners or staff, and no further business, the meeting adjourned at 6:48 p.m.



Norman Planning Commission