

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**NOVEMBER 12, 2020**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session via Video Conference and in the Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 12<sup>th</sup> day of November, 2020.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://www.normanok.gov/sites/default/files/documents> at least twenty-four hours prior to the beginning of the meeting.

Chair Lark Zink called the meeting to order at 6:31 p.m.

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Item No. 1, being:

**ROLL CALL**

MEMBERS PRESENT  
via Video Conference

Dave Boeck  
Erin Williford  
Erica Bird  
Mark Daniels  
Steven McDaniel  
Tom Knotts (arrived after Roll Call)  
Lark Zink

MEMBERS ABSENT

Sandy Bahan  
Nouman Jan

A quorum was present.

STAFF MEMBERS PRESENT  
(in person, unless otherwise noted)

Jane Hudson, Director, Planning &  
Community Development (video)  
Lora Hoggatt, Planning Services Manager  
Janay Greenlee, Planner II  
Roné Tromble, Recording Secretary  
Bryce Holland, Multimedia Specialist  
Beth Muckala, Asst. City Attorney (video)  
David Riesland, Traffic Engineer  
Ken Danner, Subdivision Development  
Manager

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**CONSENT DOCKET**

Item No. 2, being:

**TMP-158 -- APPROVAL OF THE OCTOBER 8, 2020 PLANNING COMMISSION REGULAR SESSION MINUTES**

Item No. 3, being:

**COS-2021-4 – CONSIDERATION OF A NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY DILLARD 1991 GST EXEMPTION TRUST (DODSON THOMPSON MANSFIELD, P.L.L.C.) FOR DILLARD ESTATES FOR APPROXIMATELY 79.9081 ACRES OF PROPERTY LOCATED AT THE NORTHEAST CORNER OF 72<sup>ND</sup> AVENUE N.W. AND WEST ROBINSON STREET.**

Item No. 4, being:

**PP-2021-3 – CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY DAVID AND KELLY HAMES (J.W. DANSBY, P.E.) FOR HAMES ADDITION FOR APPROXIMATELY 1.0902 ACRES OF PROPERTY LOCATED AT 910 AND 920 NORTH LAHOMA AVENUE.**

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

Chair Zink asked if any member of the Commission wished to remove any item from the Consent Docket. There being none, she asked if any member of the public wished to remove any item. There being none, she asked for a motion.

*Dave Boeck moved to approve the Consent Docket as presented. Steven McDaniel seconded the motion.*

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

YEAS	Dave Boeck, Erin Williford, Erica Bird, Mark Daniels, Steven McDaniel, Tom Knotts, Lark Zink
NAYES	None
MEMBERS ABSENT	Sandy Bahan, Nouman Jan

Ms. Tromble announced that the motion, to adopt the Consent Docket, passed by a vote of 7-0.

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Item No. 2, being:

**TMP-156 -- APPROVAL OF THE OCTOBER 8, 2020 PLANNING COMMISSION REGULAR SESSION MINUTES**

The minutes of the October 8, 2020 Planning Commission regular session were approved as presented on the Consent Docket by a vote of 7-0.

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Item No. 3, being:

**COS-2021-4 – CONSIDERATION OF A NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY DILLARD 1991 GST EXEMPTION TRUST (DODSON THOMPSON MANSFIELD, P.L.L.C.) FOR DILLARD ESTATES FOR APPROXIMATELY 79.9081 ACRES OF PROPERTY LOCATED AT THE NORTHEAST CORNER OF 72<sup>ND</sup> AVENUE N.W. AND WEST ROBINSON STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Postponement Memo

This item was postponed to the December 10, 2020 Planning Commission on the Consent Docket by a vote of 7-0.

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Item No. 4, being:

**PP-2021-3 – CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY DAVID AND KELLY HAMES (J.W. DANSBY, P.E.) FOR HAMES ADDITION FOR APPROXIMATELY 1.0902 ACRES OF PROPERTY LOCATED AT 910 AND 920 NORTH LAHOMA AVENUE.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Final Site Plan
5. Pre-Development Summary
6. Greenbelt Commission Comments

This item was recommended to City Council for approval on the Consent Docket by a vote of 7-0.

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Item No. 5, being:

**O-2021-15 – HAYNES-ESTATES ENTERPRISES, L.L.C., RICHARD HAYNES, MANAGER, REQUESTS CLOSURE OF CERTAIN RIGHT-OF-WAY WITHIN BLOCK 1, REPLAT OF FUZZELL'S SECOND ADDITION (1230 WEST MAIN STREET).**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Letter Withdrawing Application
3. Planning Commission Minutes of October 8, 2020

**INFORMATION:** At the October 8, 2020 meeting, this item was postponed to this agenda. This item has subsequently been withdrawn by the applicant. No additional action is required.

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Item No. 6a, being:

**R-2021-58 – DENISE (FINCH) CLEAR, JEFFREY A. CLEAR, AND THE KAYE M LINZE REVOCABLE TRUST REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR APPROXIMATELY 0.22 ACRES OF PROPERTY GENERALLY LOCATED AT 319 AND 321 EAST DAWS STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

Item No. 6b, being:

**O-2021-19 – DENISE (FINCH) CLEAR, JEFFREY A. CLEAR, AND THE KAYE M LINZE REVOCABLE TRUST REQUEST REZONING FROM R-3, MULTI-FAMILY DWELLING DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR 0.28 ACRES OF PROPERTY GENERALLY LOCATED AT 319, 321, AND 323 EAST DAWS STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. SPUD Narrative
4. Preliminary Site Plan
5. Pre-Development Summary
6. Greenbelt Commission Comments

**PRESENTATION BY STAFF:**

1. Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Boeck – I just needed a little more clarification about that cul-de-sac and how that's all working into the improvements there on Porter. I also see a little two-lane road coming off of that. You showed the cul-de-sac, but then there's a little two-lane road coming from Don's Mobil Lock. Is that fire access, or is that truck access?  
Ms. Hoggatt – They're going to use this. It will kind of be parking for their vehicles and their vans. It's pretty much just access to their building.  
Mr. Boeck – So that's not public right-of-way; that is a private driveway?  
Ms. Hoggatt – Right.

**PRESENTATION BY THE APPLICANT:**

1. Gunner Joyce, Rieger Law Group, representing the applicant (video) – On the call with us we've got Sean Rieger, also Tony Bragg, the architect, and Mr. and Mrs. Clear are on the call as well to take any questions you might have for them. I'm going to share my screen real quick and give you a quick presentation.

Just like Lora said, here is the subject tract. It's three separate lots – 319 is this lot right here, the middle lot is 321, and the farthest east is 323 Daws Street. Again, here's a quick aerial picture. This is the existing Don's Mobil Lock Shop building. It's kind of one of the main reasons we're here tonight, is Don's Mobil Lock Shop is seeking a way to expand the building and then also find a site plan that's going to function well with the new improvements to the Porter and Acres intersection. Some of the legalities here – the existing 2025 Plan, just like we talked about earlier, shows the two western lots – 319 and 321 – as Low Density Residential. But, as you can see here, this dark red line that comes through is the Porter Corridor Zoning Overlay District boundary. You can see it both on the zoning map over here and the 2025 map. That's the commercial limit line, so really what's anticipated is everything to the west of that line becomes commercial uses, and so that's what we're requesting here is bring the 2025 into compliance with that plan, requesting Commercial for all three lots. And then the zoning we're requesting a SPUD for these three lots, but really it's commercial uses, and then just allowance for kind of some of the nuances that we'll talk about as we go through this.

Mr. Boeck – You said everything west of that line. You're meaning everything east of that line. Right?

Mr. Joyce – Absolutely. I apologize. Everything to the east. Right.

Mr. Joyce – Here is just a quick picture of the intersection plans. So currently, today, access to Don's is both off of Daws Street in the back and there's parking in the Acres right-of-way. You can kind of see some of these right here. These parking spaces existing today are in the Acres right-of-way. The front door is off of Daws Street, and there's some parking spaces that come in right here on Daws. Because of the overall changes to the site, the proposal here is to have main access off of Acres – a new driveway that's going to be constructed by the City as part of the improvement projects, and then to push traffic out of the parking lot back onto the new cul-de-sac. Real quick, I think Tony might be able to give more guidance on this, but it's my understanding this two-lane road – this little access cutoff – it's technically City right-of-way – it's City property, because this is the property line that's owned by the applicants here. It very likely may be used by Don's Lock Shop because it goes right to the site, but this is off of their property and it is City property. As you can see here, to take you through the request, this is the proposed addition to the existing Don's Lock Shop building. In order to make up for some of the parking that is currently in the right-of-way that's going to go away; they're going to propose a new off-street parking lot to function and to supply parking for the site, and then the farthest west lot is going to remain residential for right now. It's in the SPUD that it can be redeveloped into commercial uses as contemplated by the Porter Corridor Zoning Overlay District. But when that redevelopment takes place, the two main buffer requirements of the Porter Corridor Overlay District – a masonry wall and a landscape buffer – will come into place. The applicants, at the time when this residence is either removed or transferred into a commercial use, the buffer requirements will take place. Currently, as soon as the parking lot is put in, the plan is to put in a 6' stockade wood fence, because the feel right here is still going to be residential, with two residential houses next to each other. But when that becomes commercial, as contemplated by the overlay district, they'll put in that masonry wall in compliance with the overlay.

Here's a quick summary, just to break it down even further. The reason for this request, kind of the catalyst, is that Acres and Porter overall project, how it changes access and parking on the site, but also it's to accomplish a new site plan that shows allowance for the expansion of Daws which, just to inform you all if you're not already aware – Don's Mobil Lock Shop is a family-owned Norman business. It's been operating since 1972, so coming up on 50 years in Norman. New parking lot here, like we talked about, to serve Don's and also the commercial uses on the site. The SPUD will allow for commercial uses throughout the property. Another reason for the SPUD here, instead of just a straight commercial – is the ability to retain residential, because currently they rent that out – there's a tenant in place right now. The plan is to keep that residential, but in the future allowance for commercial. That is really compliant with the intent of the Porter Corridor Zoning Overlay District. Here's just some quick quotes from the staff report on this. This is the overlay district – comes straight out of the Zoning Ordinance. As you can see here, I put a star on the three lots here. It's right in the heart of it – right in the middle. This line is the commercial boundary, so east of the line here is planned to be commercial uses; west is to protect the residential character of these neighborhoods. As you can see, staff agrees with this request that it meets the intent, that the overlay district encourages this type of development. This is an infill project. Future growth of the existing business. Because of the overlay district and the surrounding uses, there's not any adverse land use effects anticipated here. Then, finally, as you can see, the development of each of these three lots is already allowed as commercial uses pursuant to that overlay district. That is the plan in a nutshell. I'll stop sharing screen and turn it back over for questions.

2. Mr. Daniels – In the SPUD narrative it talks about that existing residence to remain, but it appears to say you could build a new residence there, also, under this narrative. Is that okay



with everybody else? Could it be a 3-story townhome, apartment for students? That's just a question.

Mr. Joyce – Happy to address that. First off, height is restricted to two stories on these two lots, and then this one is already zoned C-2 commercial; there is no maximum height for C-2, so we've retained that ability to go no maximum height for this lot. These two maximum structure of 2-story. But also we did put in some language about being able to improve or repair that residential structure, but I don't think there's anything in here that would allow a complete renovation for like an apartment or anything other than a single-family residential use.

Mr. Daniels – Where I'm reading, it says a new residential structure of a similar footprint. So that just had me concerned.

Mr. Joyce – Real quick, just to give you a little more assurance – the Exhibit B to that SPUD has the allowable uses for the site, and it states in there that the allowable use is a single-family residential home that could be remodeled, renovated, or repaired.

Mr. Daniels – Okay. That's fine then.

Mr. Rieger – One other thing, let me add in, Commissioner. It says similar footprint. You also have to anticipate sometimes if a tornado or fire wipes it out and insurance proceeds are having you rebuild the structure, that would be contemplated in that kind of a situation.

Mr. Daniels – As long as it's single-family, I'm fine with it.

**AUDIENCE PARTICIPATION:**

None

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

*Dave Boeck moved to recommend adoption of Resolution No. R-2021-58 and Ordinance No. O-2021-19 to City Council. Erin Williford seconded the motion.*

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

YEAS	Dave Boeck, Erin Williford, Erica Bird, Mark Daniels, Steven McDaniel, Tom Knotts, Lark Zink
NAYES	None
MEMBERS ABSENT	Sandy Bahan, Nouman Jan

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2021-58 and Ordinance No. O-2021-19 to City Council, passed by a vote of 7-0.

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Item No. 7, being:

**O-2021-20 – DELTA ALPHA HOUSING CORPORATION REQUESTS SPECIAL USE FOR A FRATERNITY OR SORORITY HOUSE FOR APPROXIMATELY 2.36 ACRES OF PROPERTY CURRENTLY ZONED R-3, MULTI-FAMILY DWELLING DISTRICT, AND LOCATED AT 1320 COLLEGE AVENUE.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Project Description
4. Site Plan
5. Pre-Development Summary

**PRESENTATION BY STAFF:**

1. Janay Greenlee reviewed the staff report, a copy of which is filed with the minutes.

**PRESENTATION BY THE APPLICANT:**

1. Todd Crowl, the architect (video) – Also a proud alumni, graduated 1980, and it's been an honor for me to work on this project. I'm just going to give you a brief overview of what we're building. Max Morris is on with me; he's our civil engineer, so he can answer any technical civil-type questions. I thought I'd begin by just showing you our fraternity house. This is shortly after it was burned – they're still putting fire on it – a little drone footage to show. We had firewalls here and here, which actually worked and protected the residential part of the structure, but the front – the public part – was pretty much toast, as you can see. She already showed you the old site plan. I just put this on here to show that the parking and the building lays out very similar. We did have this strip of land that was unused before; we had a basketball court and sand volleyball, and we're going to be utilizing that space as well. A couple of burn photos.

This is an early image. The veneers have changed, but it gives you a good aerial view. This faces College. This is Chautauqua back here, and Delta Street. We had a courtyard before, so a lot of the membership wanted to retain a courtyard, and yet they wanted a two-story house. All the new fraternity houses that have been built have been three stories, and we didn't want to do another one-story structure, so we've gone up two stories, but we still have a courtyard with a covered walkway that kind of encloses it. A quick view of the front. Like I said, I'll show you some more recent images; this was our schematic design. This is from Chautauqua and Delta Street. This is inside the courtyard; going to have an artificial turf field. We're going to have a putting green as well. This is inside the fraternity house – our only interior view. This is a more up-to-date image – we went from natural stone to brick and cast stone. Some of the alumni wanted a more traditional look. The floorplan – the public functions are near the front door – the dining, commercial kitchen, study hall, mom's apartment. And we built some first floor residences encouraging upper classmen to stay in the house. What's evolved in fraternity is most members are one and done – they're there sophomore year and they move out junior year. So this is for upper classmen; we're trying to entice them to stay in the house. The second floor will be sophomore hall; it's primarily residences. We've got common bathrooms, a club area, and an outdoor balcony. A larger view. I'll be happy to talk more if anybody wants any particulars. The west wing, which is the senior wing. And then the second floor. So that's a brief overview of what we're building, and I'm available to answer any questions you might have.

**AUDIENCE PARTICIPATION:**

None

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

1. Mr. Boeck – I will say, being the father of a Delt who lived in the house before it burned, I'm glad to see you're finally getting a new house because the old house was embarrassing, compared to all of the new houses that have been built.

Mr. Crowl – Well, thanks, David. Maybe we can get a big contribution from you for this.

Mr. Boeck – We'll talk about that later.

*Dave Boeck moved to recommend adoption of Ordinance No. O-2021-20 to City Council. Steven McDaniel seconded the motion.*

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

YEAS	Dave Boeck, Erin Williford, Erica Bird, Mark Daniels, Steven McDaniel, Tom Knotts, Lark Zink
NAYES	None
MEMBERS ABSENT	Sandy Bahan, Nouman Jan

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2021-20 to City Council, passed by a vote of 7-0.

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Item No. 8, being:

**MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF**

1. Ms. Muckala – I wanted to give you an update. You all may be aware that the Open Meetings Act had to be amended in order to allow these public meetings to occur by Zoom under the Open Meetings Act. That was effective through November 15<sup>th</sup>. So this will be our last Zoom Planning Commission meeting. The Legislature would have to reconvene in order to extend that amendment and they won't do so, from what we hear, until February. So that means that the next two meetings will need to be in-person. Obviously, you all meet in Chambers so we're doing what we can to strategize that. The City Council is facing a similar situation. So you will be kept up-to-date on how that's going to go, but efforts are being made, obviously, to maybe limit the number of staff that has to be in the room. Maybe we can lower the number count that way, still doing staff presentations. Perhaps staff won't be sitting everyone up at the dais – that's still being evaluated. But there's only so much spreading out that can be done. So, as I said, you'll get information as we have it, but it will go back in-person because that amendment has expired.

Mr. Boeck – Let me ask you this. Has the City – you know the University went back at start of the fall and in the Architecture School there was a lot of care that was taken to put in hepa filter systems plus UVC lighting and the kind of things that is known to eliminate the virus. Has the City done anything with the City buildings to do the same thing?

Ms. Muckala – Not the two measures that you mentioned. I will check into both of those and see if there's been discussions. I'm not obviously privy to all of them. So I can check and get back to you on those. What we have done in a lot of places where we were able was put divider screens, however at the dais that's not very effective because literally all you have to do is lean back and you're out from under that. But in a majority of the buildings where there's been interaction between employees or employees and the public, that's been a pretty good measure so far. I'll check on other ideas as they come about, and those two in particular.

2. Mr. Boeck – I've got a couple quick comments. I wanted to ask the status of the visitability ordinance. I noticed the Council talked about it at their retreat, but I haven't heard when that's coming before Planning Commission and Council to become approved to become part of our City policies.

Ms. Hudson – Commissioner Boeck, tonight at Oversight the Council and staff looked at committees. It's my understanding that there's a discussion that unless it is time-sensitive for a project – and Beth, if you want to jump in here if I'm mis-stating any of this – that the committee meetings won't be meeting until we figure out what we're going to do as far as separation, Covid-related security measures for the staff and the community that wants to attend those meetings. So, at this point, I'm not sure when that will go before a committee. I'm waiting to see what goes before Council as far as how the committees are going to be set up. But, like I said, that meeting was just tonight at 4:00 and so I'm not sure what I can update further from that.

Ms. Muckala – I was only going to add that I think the last time we discussed this here the mention was made that we weren't certain what committee that had been assigned to. I'm not personally aware of that, but I wondered, Jane, if you had been informed of which committee that will be in when the committees are able to reconvene?

Ms. Hudson – I have not, at this point.

3. Mr. Boeck – Two meetings ago we approved a redevelopment at Tecumseh and 12<sup>th</sup>, and I met with the developers who are eager to develop accessible housing for senior couples or couples that have their parents living with them – accessory-type dwelling units. I had a discussion with Vernon McKown today, because what I've really been pushing for is for developers to build houses that are small – 1200, 1400, 1600 square foot starter homes – accessibly. I'm meeting with Vernon next week. He was real excited about trying to develop some demonstration homes in the next six months that would show that they could do

accessible housing as a standard practice as part of their developments. So I'm excited about that. I didn't even tell him about the visitability ordinance that includes some tax incentives, because I knew we hadn't gotten to it yet. I'm really excited.

Ms. Hudson – Did you hear Tuesday night that the three projects that are going forward for the affordable housing that Lisa Krieg is doing – did you hear that they incorporated – I have the list that's highlighted. I want to say there's eight items from the proposed visitability ordinance that they incorporated on those projects.

Mr. Boeck – I'm excited about that. That's cool.

Ms. Hudson – I want to say it's two on Stewart and one on Johnson, or I may have that flipped.

Mr. Boeck – I thought it was two on Johnson. But, either way, there's three. I'm glad to hear that. Thank you for telling me, Jane.

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Item No. 9, being:

**ADJOURNMENT**

There being no further comments from Commissioners or staff, and no further business, the meeting adjourned at 7:11 p.m.



Norman Planning Commission