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**EDMOND PLANNING COMMISSION MEETING**

**Tuesday, October 21, 2008**

**5:30 P.M.**

The Edmond Planning Commission Meeting was called to order by Chairperson Suzy Thrash at 5:30 p.m., Tuesday, September 8, 2008, in the City Council Chambers at 20 South Littler. Other members present were Bill Moyer, Leroy Cartwright, Barry K. Moore and Ingrid Young. Present for the City were Robert L. Schiermeyer, City Planner; Kristi McCone, City Planner; Steve Manek, City Engineer; and Steve Murdock, City Attorney. The first item on the agenda was the approval of the October 7, 2008, Planning Commission minutes.

Motion by Cartwright, seconded by Moyer, to approve the minutes as written. **Motion carried** by a vote of 4-1 as follows:

AYES: Members: Cartwright, Moyer, Young and Chairperson Thrash  
NAYS/Abstention: Moore

The next item on the agenda was **Case #ES080004 Public Hearing and Consideration of request to close approximately 591 feet of the east side of Kickingbird Road, extending east from Bryant, west of the Huntwick II Addition. (BVP Arbor Place, L.L.C.)**

Motion by Moyer, seconded by Moore, to continue this request until December 2, 2008. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Moyer, Moore, Young, Cartwright and Chairperson Thrash  
NAYS: None

The next item on the agenda was **Case #PR080033 Public Hearing and Consideration of Preliminary Plat of the Arbor Place Addition, located on the south side of Kickingbird Road, approximately one half mile east of Bryant Avenue. (BVP Arbor Place, L.L.C)**

Motion by Young, seconded by Cartwright, to continue this request until December 2, 2008. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Young, Cartwright, Moore, Moyer and Chairperson Thrash  
NAYS: None

The next item on the agenda was **Case #ES080005 Public Hearing and Consideration of closing a 30 foot wide road easement on the south side of Covell Road on the east side of the Creekview Addition adjacent to Lot 25. (John and Shannon Meritt)**

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Based on the information at the preparation of the agenda, the staff recommends denial of this request. Some of the easement may be able to be closed but that cannot be determined with the materials submitted. An engineer for the owner was going to prepare an exhibit illustrating how some of the easement could be closed allowing for the necessary utilities, roadway(public or private), and berms or other commitments that have been made with the improvement of the Monarch Addition to the south.

No work order has been issued for a water line to be placed in this easement. The applicant indicates there is 45 foot east of the 30 foot easement for all the access and or utilities needed for the Monarch Addition. The Engineering Department has reviewed this request and indicates that some of the 30 foot may be needed for a proper access to the east side of the Monarch Addition. Berms were discussed in the 45 feet at the final discussion of the City Council meeting. Until there is a design of the road to Covell considering the utilities and any other improvements that are needed or have been discussed, there is not enough information to recommend approval of this request.

Attorney Todd McKinnis is representing John C. and Shannon L. Meritt in requesting that the east 30 feet of Lot 25, Creekview Addition be closed. The Creekview Addition was approved by the Oklahoma County Commissioners on October 30, 1969. The Plat identified a road easement on the east side of Lot 25, at the far east end of the addition and a 60 foot road easement between Lots 13 and 14, generally in the center of the development. The plat was a relatively narrow parcel of land, 363 foot of width along half a mile of frontage of Covell Road. The plat was recorded in Book 42, Page 11 in November of 1969.

The minutes of the Monarch Addition are attached and it is extremely important that a second access be provided to the eastern side of the Monarch Subdivision for minimum public safety purposes. The minutes reflect the clear policy of the City Council on this matter. The streets in the Monarch Addition are private and planned to be gated. If there is space available to install access to the Monarch Addition east of Lot 25, Creekview, not including the 30 foot road easement and to allow for the utilities which will most likely include water and electricity to be constructed east of Lot 25, it may be possible to close the entire easement. Road easements are commonly used as utility easements so it may be necessary to retain some of the 30 foot easement for water lines and or electric lines even if Mr. Meritt's driveway is on a portion of the easement.

Brandon Baker represented the applicant. Mr., Baker indicated he had talked with the City Engineer about how much easement would be needed to add to the parcel of land east of Mr. Meritt's property and the understanding was 5 feet. Mr. Baker amended his application, requesting the 30 feet be changed to 25 feet.

Motion by Moore, seconded by Moyer, to approve this request amended to closing the west 25 feet of Lot 25. **Motion carried** by a vote of 5-0 as follows:

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AYES: Members: Moore, Moyer, Young, Cartwright and Chairperson Thrash

NAYS: None

The next item on the agenda **was Consideration of request for Deed Certification for two, two acre plus tracts of land, east of Leesa Lane, south of 33<sup>rd</sup> Street. (Linda Massey)**

Johnnie and Linda Massey were recently approved for rezoning on the subject property to the "L-2" Lake Residential District. Now the Massey's would like to divide their 5 acres into 2 parcels, one containing 2.985 and one containing 2.08 acres. Both of these lots exceed the 90,000 square feet lot size required for "L-2". The Massey's also own the adjoining land to the south and have been approved for a similar division on that parcel. One tract of land retains a 29 foot wide ownership on Leesa Lane, the other parcel contains 301 foot of frontage along Leesa Lane. One lot already contains an existing home. Each lot will be developed with a septic tank and water well and there are no floodplains crossing these properties. All the requirements for deed certification have been met. Staff recommends approval.

Motion by Cartwright, seconded by Moore, to approve this request. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Cartwright, Moore, Moyer, Young and Chairperson Thrash

NAYS: None

The next item on the agenda was **Case #SP080033 Public Hearing and Consideration of Site Plan Approval for a fire sprinkled Prime Bank building located south of Covell Road, 1/8 mile west of Kelly. (Turner and Company)**

Planning Department:

1. Existing zoning - "E-2" PUD
2. Setbacks - The setback from the property line on Covell is 72 feet (after the right of way has been granted), the setback to the east property line is 51 feet, the setback to the south property line is 60 feet not including the drive through lanes and the setback on the west is 30 feet to the driveway.
3. Height of buildings – 27 feet tall
4. Parking – The building 5, 854 square feet in terms of the surface dimensions, however, the bank does contain 11,000 square feet since it is a two story building. The parking for an 11,000 square foot building is 44 there are 32 parking spaces on the property.

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5. Lot size – 46, 230 square feet; the two story building is 11,000 square feet.
6. Lighting Plan – The lights proposed will be wall packs and lights fitting the design to be used in the Covell Village PUD no variance is requested of the pole height allowed of 24 feet.
7. Signage – The applicant is planning for one 6 foot tall, 42 square foot sign. Wall signs would meet the standard sign code other than directional; no signs will be located on the canopy. The applicant may request a review of the wall signs in the future to allow for a sign that matches the architectural style of the building.
8. General architectural appearance – The building exterior is two story and brick with a stone accent and base.
9. Sensitive borders – There is no sensitive border the land surrounding the property and it is zoned commercial. Walgreens is approximately 180 feet east and Lowe’s is southeast.
10. Mechanical equipment – Will be located on the roof which is flat. The design height of parapet wall will need to screen the mechanical equipment or there will have to be other materials used to screen mechanical equipment.
11. Fencing/screening – No fencing is proposed or required. The dumpster enclosure is located at the southwest corner of the property and will need to be in a brick enclosure with a sight proof gate as requested by the Edmond City Council.
12. Driveways- Are shared and comply with the driveway separation access management plan.
13. Title 21 water and sanitary sewer plans – Water and sewer are adjacent to the site and will be connected for service.
14. Street paving and access management – Access management Standards have been met with driveway separations.
15. Fire Prevention and Building Department – The two story 11, 000 square foot building is a fire sprinkled building.

Community Image:

16. Landscape Plan:

<p>Landscaping - <u>Lot area = 46,230 sf</u> 10% of lot = 4,623 sf</p>	<p><u>Landscape provided on plans submitted</u> 4, 623 sf landscaping/lawn area</p>
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Plant units required = 370 PU	377 plant units
Evergreen required = 148 PU	162 plant units
Requirements in front = over 50% is in the front yard	
14 foot landscaped area shown along the front of the property	

17. Refuse facilities – The dumpster enclosure is located at the southwest corner of the property and will need to be in a brick enclosure with a sight proof gate as requested by the Edmond City Council. The Prime Bank will install a brick enclosure. In the long run they are planning to re locate the dumpster enclosure to serve more than one business.

18. Electric – The owner is expecting to grant some additional utility easements to Edmond Electric but there are easements on the plat for this project.

Josh Moore, representing the applicant indicated that more parking will be added later between the bank and Walgreens and all of the parking will be shared as has happened with Coffee Creek and the Stonebridge project. He indicated that the dumpster location was not the best for the overall development of the property and even though the enclosure will be brick, there may be a new location in the future.

Motion by Cartwright, seconded by Young, to approve the request subject to a brick enclosure being constructed within one year so that the best location can be selected.

**Motion carried** by a vote of 5-0 as follows:

AYES: Members: Cartwright, Young, Moore, Moyer and Chairperson Thrash

NAYS: None

The next item on the agenda was **Case #SP080031 Public Hearing and Consideration of Site Plan approval for Edmond Business Park for two fire sprinkled Office/Warehouse buildings on the west side of State Street, one eighth of a mile south of West Edmond Road. (Michael Gipson)**

Planning Department:

1. Existing zoning – “E-2” Open Display
2. Setbacks – 63 feet from property line in the front yard, 5 feet to the north and south side yards, the rear yard setback is 61 feet
3. Height of buildings – The building has two roof lines, a majority of the roof is a 12 and 1 pitch and the front elevation will create a façade with the tallest part being 26 feet.
4. Parking – 20 parking spaces. The use of the two buildings is office/warehouse. 22 parking spaces could be required without exceeding the standard.

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5. Lot size – 56, 250 square feet, 1.29 acres. Each building is 10,000 square feet, 100 feet by 100 feet a total of 20,000 square feet for the two buildings.

6. Lighting Plan – No light poles will be used, only wall pack lighting.

7. Signage – Each building will have a wall sign to the standard size, no larger than 160 square feet each and there may be one ground sign 6 foot tall 42 square feet.

8. General architectural appearance – The building exterior will be a combination of brick and EIFS. The Lamplighter mobile home park is located to the east, Kennedy Tire is located to the northeast with a combination of brick and metal, Locke Supply is located to the north consisting of tilt up concrete panels, and there are self storage units to the west consisting of metal and concrete panels.

9. Sensitive borders – This location is not in a sensitive border area.

10. Mechanical equipment – Will need to be located on the ground or within the building since they would be readily observable on the roof with the 12 and 1 pitch.

11. Fencing/screening – No fencing or screening is provided the dumpster locations at the back of the building will need to be within a brick enclosure and have a sight proof gate.

12. Driveways– One drive will be provided along State Street.

13. Title 21 water and sanitary sewer plans – City water and sewer are adjacent to this site and will be connected for service.

14. Street paving and access management – State Street has been improved to a Commercial Collector street and currently meets City Standard. Sidewalks are required to full City Standard.

15. Fire Prevention and Building Department – Both buildings will be fire sprinkled and will have to meet the full building code and fire code. It should be noted there is only a 5 foot setback on the north and south which will require fire treating or the sprinkler system will provide for compliance.

16. Landscape Plan:

Landscaping - Lot area = 56, 250sf  
 10% of lot = 5,633 sf  
 Plant units required = 450 PU  
 Evergreen required = 180 PU  
 Requirements in front = 2816 sf

Landscape provided on plans submitted  
 5,705 sf landscaping/lawn area  
 450 plant units  
 180 plant units  
 4,300 sf

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17. Refuse facilities – The only locations accessible would be in the back of the property or west side of the property.

18. Electric – The proposed transformers in the middle of the property at the west side of the parcel designed to serve both buildings.

Mr. Gipson indicated that he preferred not to fire sprinkle the building and thought he understood the Fire Marshall agreed to no fire sprinkle system. He understood that it was recommended that all buildings be fire sprinkled. He understood that if the building wasn't fire sprinkled there would be other requirements that would have to be met including fire rated doors, fire rating on the walls, and limitations on window openings and he agreed to that option for Fire Code compliance. Staff indicated they understood the building would be fire sprinkled but as long as there was no variance on the Fire Code, compliance can be reached using the construction materials.

Motion by Moyer, seconded by Young, to approve this request. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Moyer, Young, Moore, Cartwright and Chairperson Thrash  
NAYS: None

The next item on the agenda was **Case #SP080032 Public Hearing and Consideration of Site Plan approval for Beacon Self Storage commercial building located east of Kelly, one half mile south of West Edmond Road. (Cape Ann Holding, L.L.C and Beacon Self Storage, L.L.C.)**

Planning Department:

1. Existing zoning - "E-1" General Commercial
2. Setbacks – The access in front of the property is a common driveway, it is not a public street so the setback to 10 feet meets the City Code. The setback to the east is 20 feet, the setback to the west is 25 feet and the setback to the north is 25 feet.
3. Height of buildings – 25 feet
4. Parking – 8 parking spaces are provided
5. Lot size – 27, 800 sf  
Office: 600 sf  
Storage: 10,875 sf  
Total: 11,475 sf
6. Lighting Plan - There are no pole lights. The lighting will be wall pack lighting. The use involves an office and indoor/climate controlled self storage.

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7. Signage – A ground sign is already in place along Kelly.
  8. General architectural appearance – The building will be constructed of metal panels that are textured, the materials are similar to the existing self storage facility. The roof is a 12-1 pitch for the majority of the building; there is a front office area with a 12-3 pitch which also is taller than the majority of the building.
  9. Sensitive borders – The land to the north is zoned “C-3” High Density Multi Family and developed as the Rosewood Manor Apartment project, the land to the northeast is developed as the Terrace Addition Single Family. Trees along the north are to be retained. The dumpster enclosure is located on the south side of the driveway.
  10. Mechanical equipment – With the 12-2 pitch, mechanical equipment will be readily observable if located on the roof, so it will have to be located on the ground.
  11. Fencing/screening – Sight proof fence will be provided on the north if required since the existing fence is another owner.
  12. Driveways- No new driveways are being connected to a public street.
  13. Title 21 water and sanitary sewer plans – City water and sewer are adjacent to the site and will be connected for service.
  14. Street paving and access management – There is no change to the existing access management or street paving improvements.
  15. Fire Prevention and Building Department – The building will not have a fire sprinkler system, it is evidently not required to based on the Fire Code.
  16. Landscape Plan:

Landscaping - <u>Lot area = 27,800 sf</u>	<u>Landscape provided on plans submitted</u>
10% of lot = 2,780 sf	3,915 sf landscaping/lawn area
Plant units required = 222 PU	308 plant units
Evergreen required = 89 PU	162 plant units
Requirements in front =111 PU	212 plant units
  17. Refuse facilities - The dumpster enclosure is located on the south side of the driveway.
  18. Electric - Is adjacent to the property and will be connected for service.
- David Williams, representing the applicant requested approval. He indicated the trees on the north would be retained and this is preferred over a sight proof fence.



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Motion by Moore, seconded by Cartwright, to approve this request. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Moore, Cartwright, Moyer, Young and Chairperson Thrash  
NAYS: None

The next item on the agenda was **Case #PR080046 Consideration of Final Plat of The Orchard at Turtle Creek I, located south of Fifteenth Street, approximately one quarter of a mile east of Bryant. (IBC Bank and BLD Incorporated)**

The Final Plat for The Orchard at Turtle Creek I has not been filed of record at the Oklahoma County Courthouse. The original plat was submitted by Rodney Babb and the IBC Bank has been constructed on the property. The subdivision improvements were accepted on January 14, 2008. The City Council approved the plat on February 27, 2006. The bank and their attorneys have been reviewing the plat during this time after January 14 when the plat was accepted and ready for recording. The main reason a new fee is required for this approval is that a new vote is requested from the City Council.

Motion by Cartwright, seconded by Young, to approve this request. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Cartwright, Young, Moore, Moyer and Chairperson Thrash  
NAYS: None

The next item on the agenda was **Case #PR040044 Consideration of Extension of the Final Plats for Hundred Oaks Section I and Hundred Oaks Section II located on the east side of Kelly, south of Fifteenth Street. (Dale Jackson)**

Mark Farris, representing Dale Jackson is requesting that Hundred Oaks Section I Addition originally approved in 2006 be extended. No work order has been issued for this commercial plat located south of the Signal Ridge Addition, north of the Enterprise Business Park. Mr. Jackson did provide the right of way for the Fretz extension, south of 15<sup>th</sup> Street. Mr. Jackson has actually broken the plat into two phases for ease of construction. More recently in August 2007, the Hundred Oaks Section II Addition was approved as a part of the original Hundred Oaks Section I. While that plat has not expired, Mr. Farris' suggestion to Dale Jackson is that both be extended on the same timeline rather than request an extension for one plat and have to come back in 2009 and request an extension of Hundred Oaks Section II Phase. The land is zoned "F-1" Light Industrial and is surrounded by high intensity commercial or industrial zoning. If Mr. Jackson needs additional time to facilitate work on this development, the staff recommends approval of the extensions.

Mark Farris, represented the applicant requesting a two year continuance.

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Motion by Moyer, seconded by Young, to approve this request. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Moyer, Young, Moore, Cartwright and Chairperson Thrash

NAYS: None

There was no New Business.

Motion by Moore, seconded by Moyer, to adjourn. **Motion carried** by a vote of 5-0 as follows:

AYES: Members: Moore, Moyer, Young, Cartwright and Chairperson Thrash

NAYS: None

Meeting adjourned at 6:20 p.m.

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Suzy Thrash, Chairperson  
Edmond Planning Commission

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Robert Schiermeyer, Secretary  
Edmond Planning Commission