

AGENDA
SAND SPRINGS PLANNING COMMISSION
Regular Meeting
Monday, November 21, 2016
4:00 p.m.

Sand Springs Municipal Building, 100 E. Broadway
City Council Chambers, Room 203

1. Call to Order
2. Roll Call
3. Consider Approval of Minutes of October 17, 2016
4. Zoning Code Amendment

Commission will discuss and consider recommendation to City Council proposed amendments and updates to the Sand Springs Zoning Code at Chapters 3, 5, 6, 7, 9 and 13 regarding definitions, accessory structures, and building architecture design standards for principal uses and use conditions.

5. Director's Report
6. Adjournment

This agenda was posted at 2:40 a.m. (p.m.) on Nov 16, 2016, on the Sand Springs website www.sand Springsok.org, and the digital display board in the lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma, by Cynthia Webster
Cynthia Webster

PLANNING COMMISSION

Regular Meeting Minutes

Monday, October 17, 2016

4:00 p.m.

Sand Springs Municipal Building, 100 E. Broadway

City Council Chambers, Room 203

MEMBERS PRESENT: Paul Shindel, Chairman 2-1
Harold Neal, Vice-Chairman 3-0
Jason Mikles, Secretary 3-0
Joe Shelton 2-1
Tom Askew 2-1
Patty Dixon 3-0
Keri Fothergill 2-0

MEMBERS ABSENT: None

STAFF PRESENT: Elizabeth Gray, City Manager
Mike Carter, Police Chief
Mike Wood, Fire Chief
Brad Bates, City Planner
Cynthia Webster, Recording Secretary

The Sand Springs Planning Commission met in regular session on Monday, October 17, 2016 in the Sand Springs Municipal Building, Room 203, pursuant to the agenda filed with the City Clerk's office; posted on the digital display board located in the first floor lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma, and posted on the City of Sand Springs website at www.sandspringsok.org at 3:00 p.m., October 13, 2016 by Cynthia Webster.

1. Call to Order

Chairman Shindel called the meeting to order at the noted time of 4:01 p.m.

2. Roll Call

Chairman Shindel called for an individual roll call with members replying in the following manner: Ms. Dixon, here; Mr. Mikles, here; Mr. Shelton, here; Mr. Shindel, here; Mr. Neal, here; Mr. Askew, here; Ms. Fothergill, here.

3. Minutes of September 19, 2016

Commissioners considered approval of the minutes from the September 19, 2016 meeting. Mr. Neal made a motion that the minutes of September 19, 2016 be approved as presented. Mr. Askew seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

4. SSLC-636

City Planner Brad Bates presented the staff report. The applicant, Concept Builders, is proposing to combine Lots 5 and 6, Block 1, Shadow Creek Estates. A similar lot combination was heard by the Planning Commission for lots adjacent to this property. This area has some topography issues and the lot combination would present a much more buildable lot. Public Works has reviewed and has no concerns.

Mr. Askew made a motion to approve SSLC-636, as presented. Mr. Mikles seconded the motion.

With no further discussion, Chairman Shindel called for a voice vote recorded as follows: all ayes, no nays. The motion carried.

5. Final Plat – Stone Villa Second

City Planner Bates presented the staff report. He noted that the development is actually 19.82 acres as opposed to the 19.67 acres indicated on the Agenda. This development was originally platted around 2005-2006 but due to market conditions; the property has remained unutilized since that time. The property has been reacquired and rezoned. A TAC (Technical Advisory Committee) meeting was held on October 6, 2016 and the utility providers noted any changes that would need to be made which differed from the TAC meeting held back in 2005. Release letters from the utility providers will be required before this item moves to City Council.

Discussion was held regarding the detention facility and the ownership and use by the HOA's of both Stone Villa and Stone Villa Second.

Mr. Shelton made a motion to recommend to City Council the approval of the final plat of Stone Villa Second. Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

6. Public Safety Facility Site Selection

City Planner Bates presented the staff report. City Council has recently approved contract negotiations with OmniTrax to acquire a 10 acre parcel for a public safety facility. The facility was approved by an extension of the 2025 Vision Sales Tax. A site was previously selected and underwent the SUP process but Police and Fire Administration had stressed that other areas would be considered if they became

available. This piece of industrial property has become available and the City believes the Public Safety Facility would be a good use for a portion of that property. The design is conceptual only at this time.

Barbara Shockley, 202 Broad Street, asked about the facility design and plans for the property. Police Chief Mike Carter provided a power point, which had previously been shown to City Council, which explained the structure of OmniTrax and their business model.

Chief Carter also briefly touched on the proposed widening project of Morrow Road and the ODOT project to widen Highway 97 from 2nd St. to the river bridge.

Barbara Shockley spoke again and said she was concerned with the traffic and the flooding problems that exist now. Chief Carter explained that flood mitigation would be addressed in the design phase. The goal will be to eliminate the flooding problem that currently exists.

Gary Grigsby, 312 Broad Street, stated he is the pastor of Freedom Ministries and is also concerned with the flooding problems.

OmniTrax representative James Tilton was present and he stated that are very diligently addressing flooding concerns. The design has not been finalized as to whether one large detention area or several smaller detention areas are needed but the flooding issues should be alleviated.

James Rankin, 111 E. Broadway, stated he was also concerned with flooding issues and believes those questions have been answered. He asked if the intersection of Broad and Morrow will retain the stop sign. Chief Carter said he doesn't think the traffic count will justify a signal light so it will probably remain as is with the stop sign.

Ms. Fothergill made a motion to approve the location of the site for the proposed public safety facility. Mr. Shelton seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

7. **SUP-31**

City Planner Bates presented the staff report. The City of Sand Springs has requested a Specific Use Permit to allow a jail facility as part of the proposed Public Safety Complex. The jail facility will be no different than what is presently operating today. The City currently holds detainees for up to ten days. The City jail is not a long-term holding facility. The SUP process requires that a public hearing be held, Findings of Fact and Conclusions of Law be completed and a recommendation forwarded to City Council.

Chairman Shindel opened the public hearing at 5:04 p.m., and asked for speakers to address anything that had not already been addressed. There were no speakers and the public hearing was closed at 5:05 p.m. Chairman Shindel stated the Commission would now proceed to the Findings of Fact and Conclusions of Law.

Chairman Shindel made a motion that the proposed use will have a minimal effect on the adjacent property. Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

Chairman Shindel made a motion that the proposed use will not adversely affect the community welfare. Mr. Shelton seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

Chairman Shindel made a motion that the proposed use will not have an adverse affect on public facilities. Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

After discussion, Chairman Shindel made a motion that the following safeguards be met:

- (a) Require traffic study
- (b) Flood mediation
- (c) To exist as a municipal lock-up

Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

8. SSLC-637

City Planner Bates presented the staff report. The subject property is the location of Fire Station No. 2. The City owns two parcels and it has come to the attention of Fire Chief Wood that the properties have never been tied together.

Chairman Shindel asked if there was contemplation on the part of the City to remodel or expand that fire station. Fire Chief Wood stated they are currently in a study to decide whether to remodel or rehab the fire station and it would make sense to go ahead and tie the properties together in order to make full use of the property. The property adjacent to the fire station was purchased approximately three years ago and it was discovered recently that the properties had not yet been combined.

Ms. Dixon made a motion to approve SSLC-637, as presented. Mr. Neal seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

9. SSL-638

City Planner Bates presented the staff report. The subject property is 8.5 acres and a 2.5 acre tract is proposed to be split off in order to accommodate a potential buyer. The site is build-ready and all utilities are in place. It is anticipated that the closing on the property may occur within the next few weeks.

Mr. Neal made a motion to approve SSL-638, as presented. Mr. Mikles seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

10. Change of Access

City Planner Bates presented the staff report. When this property was originally platted, it was envisioned that this particular parcel would be a big-box retailer with limited access onto Main St. A prospective purchaser of the property has asked that those limits of no access be removed to allow two entries/exits onto Main Street. Public Works has reviewed and suggested that a proposed median, included with the Main Street widening project, be removed and replaced with a striped, center turn lane.

Mr. Neal made a motion to recommend to City Council that the limits of no access along Main Street at Alexander Blvd., be removed. Mr. Askew seconded the motion.

With no further discussion, Chairman Shindel called for the vote recorded as follows: Ms. Dixon, aye; Mr. Mikles, aye; Mr. Shelton, aye; Mr. Shindel, aye; Mr. Neal, aye; Mr. Askew, aye; Ms. Fothergill, aye. The motion carried 7-0-0.

11. Director's Report

City Planner Bates advised that an ordinance is being considered addressing commercial office and industrial facades. The ordinance will come before the Planning Commission and City Council.

12. Adjournment

There being no other items, the meeting was adjourned at the noted time of 5:43 p.m.

Date of Approval

Jason Mikles, Secretary



CITY OF SAND SPRINGS

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STAFF REPORT

TO: Planning Commission Members

DATE: November 16th, 2015

CASE: Ord. 1293 - Ordinance amending chapter 3, 5, 6, 7, 9, and 13 of the zoning code of the city of sand springs, concerning definitions, accessory structures, building and architectural design standards for principal uses, and use conditions

LOCATION: Not Applicable

BACKGROUND AND HISTORY:

The City of Sand Springs zoning code currently does not have architectural design standards as it relates to office, commercial and industrial structures located within these various zoning districts. The proposed ordinance would put in place standards that would dictate that new construction would need to meet the minimum architectural standards of the zoning district as set forth by this ordinance. These standards are intended to create a level of predictability and expectation for the development of properties within the City Limits of Sand Springs. Today, a property could be developed in downtown or on a commercial/industrial/office property and be constructed of 100% metal materials as long as its complies with zoning regulations, building code, and other City requirements. This ordinance creates a minimal aesthetic requirement that promotes visually appealing buildings.

Additionally, this ordinance redefines the definition of Customary Residential Exterior Finishing Materials by adding that metal roofs can be allowed and adding the exclusion of metal materials as customary siding materials. Further, it puts into place the requirement that accessory building to be erected as an integral part of principal structure that a common wall therewith is required. There is also an addition of a requirement that accessory structures exceeding 200sf in size must constructed of customary residential exterior materials as defined by the zoning code. It also puts in place exclusion for AG (Agricultural) properties to have to comply with Use Unit 6 requirements for residences being built of customary residential exterior finishing materials if the lot complies with the Bulk an Area Requirements for Chapter 4.

The City of Sand Springs legislative committee heard and decided to move forward with the consideration of this ordinance at their meeting held on October 10th, 2016.

STAFF Recommendation:

Staff recommends **APPROVAL** of the Ordinance 1293 amending the City of Sand Springs Zoning Code.

ORDINANCE NO. 1293

AN ORDINANCE AMENDING CHAPTER 3, 5, 6, 7, 9, and 13 OF THE ZONING CODE OF THE CITY OF SAND SPRINGS, CONCERNING DEFINITIONS, ACCESSORY STRUCTURES, BUILDING AND ARCHITECTURAL DESIGN STANDARDS FOR PRINCIPAL USES, AND USE CONDITIONS, REPEALING ALL PRIOR CONFLICTING ORDINANCES, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Title 11 of Oklahoma Statutes provides for notice of public hearings before the Board of Adjustment and Planning Commissions.

WHEREAS, the Planning Commission has reviewed proposed changes to the zoning code dated _____, regarding Chapters 3, 5, 6, 7, 9, and 13 and has recommended approval;

WHEREAS, approval of these revisions to the zoning code is in the best interest of the residents of the City of Sand Springs.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA, THAT THE ZONING CODE OF THE CITY OF SAND SPRINGS IS HEREBY AMENDED AS FOLLOWS:

Section One: The Zoning Code is hereby amended, in Chapter 3, to provide as follows:

SECTION 3.01 Definitions

Customary Residential Exterior Finishing Materials: Roof and siding materials traditionally used to provide the finished exterior of single-family dwellings. Customary roofing materials include composition shingles, fiberglass shingles, wood shingles (shakes), wrinkled or flat aluminum, wrinkled or flat steel or any other type of combination of metals, and clay tile applied according to the manufacturer's specifications. Customary siding materials include aluminum lap or vinyl lap siding, cedar or other wood siding, masonry (stucco, brick, stone, block, tilt-up panel) and woodgrain weather resistant pressboard siding, and exclude wrinkled or flat aluminum, wrinkled or flat steel or any other type of combination of metals, whether coated or not.

Section Two: The Zoning Code is hereby amended, in Chapter 5, to provide as follows:

SECTION 5.03.B.1

- a. An accessory building erected as an integral part of the principal building shall be made structurally a part thereof, shall have a common wall therewith, and shall comply with the requirements applicable to the principal building.

g. Accessory structures exceeding 200 square feet in size must be constructed using Customary Residential Exterior Finishing Materials as herein defined in Section 3.01 Definitions.

Section Three: The Zoning Code is hereby amended, in Chapter 6, to provide as follows:

SECTION 6.02

A. BUILDING ARCHITECTURE DESIGN STANDARDS

The provisions of this subsection shall apply to all new development of nonresidential structures.

1. Front Façade: The front facade of any office building may only contain a maximum area of ten percent (10% metal) metal.
2. Sides: For office buildings the sides of the building shall contain at least 50% (1/2) brick, glass, rock, wood or material other than metal. In computing the 50% area for each wall, the portion of the wall containing windows, window frames, door and signs shall not be considered a non-metal material
3. Rear: The rear façade of an office building may be one-hundred percent (100%) metal. However, if said side faces a residential use (future or current), then the building shall contain at least 50% (1/2) brick, glass, rock, wood or material other than metal.

Section Four: The Zoning Code is hereby amended, in Chapter 7, to provide as follows:

SECTION 7.02

A. BUILDING ARCHITECTURE DESIGN STANDARDS

The provisions of this subsection shall apply to all new development of nonresidential structures.

1. Front Façade: The front facade of any commercial building may only contain a maximum area of ten percent (10% metal) metal.
2. Sides: For commercial buildings the sides of the building shall contain at least 50% (1/2) brick, glass, rock, wood or material other than metal. In computing the 50% area for each wall, the portion of the wall containing windows, window frames, door and signs shall not be considered a non-metal material
3. Rear: The rear façade of a commercial building may be one-hundred percent (100%) metal. However, if said side faces a residential use (future or current), then

the building shall contain at least 50% (1/2) brick, glass, rock, wood or material other than metal.

Section Five: The Zoning Code is hereby amended, in Chapter 9, to provide as follows:

SECTION 9.02

A. BUILDING ARCHITECTURE DESIGN STANDARDS

The provisions of this subsection shall apply to all new development of nonresidential structures.

1. Front Façade: For industrial buildings, metal may comprise 33% (1/3) of the front façade.
2. Sides: For industrial buildings, metal may comprise 75% (3/4) of the side façade, unless said side faces a public or private street or residential use (future or current), then only 33% (1/3) may be metal.
3. Rear: For industrial buildings, metal may comprise 100% of the rear façade, unless said side faces a public or private street or residential use (future or current), then only 33% (1/3) may be metal

Section Five: The Zoning Code is hereby amended, in Chapter 13, to provide as follows:

SECTION 13.06.C.2

2. Utilize customary residential exterior finishing materials as defined herein; unless located in AG district meeting the minimum Bulk Area Requirements of Chapter 4.

Section Six: All ordinances in conflict with this ordinance are hereby repealed.

Section Seven: This ordinance shall become effective within the time limits set by state law upon publication.

PASSED AND APPROVED at a regular meeting of the City Council of Sand Springs, Oklahoma, held the ____ day of _____, 2016.

CITY OF SAND SPRINGS, OKLAHOMA

Mike Burdge, Mayor

ATTEST:

Janice Almy, City Clerk

APPROVED AS TO FORM:

David L. Weatherford, City Attorney