

**UNOFFICIAL MINUTES UNTIL APPROVED**

**MINUTES  
ARCHITECTURAL COMMITTEE  
6:00 PM  
116 WEST NEEDLES  
BIXBY, OKLAHOMA  
Monday  
December 17, 2007**

**STAFF PRESENT:**

Erik Enyart, AICP, City Planner  
Deborah Forbes, Asst. City Planner

**ATTENDING:**

See attached Sign-in Sheet

*CALL TO ORDER:*

- 1) Call to Order

Meeting called to order by Chair Jim Powell at 6:25 PM.

*ROLL CALL:*

Members Present: Jim Powell, Richard Altmann, and Tim Remy  
Members Absent: David Skaggs, Beverly Savage

- 2) Consent Agenda

*CONSENT AGENDA:*

- a. Approval of Minutes for November 19, 2007

Chair Jim Powell asked to entertain a Motion. Richard Altmann made a MOTION to APPROVE the Minutes of the November 19, 2007 regular meeting as provided by Staff. Tim Remy SECONDED the Motion. Roll was called:

ROLL CALL:

AYE:	Powell, Altmann, & Remy
NAY:	None.
ABSTAIN:	None.
MOTION CARRIED:	3:0:0

- b. Case # 07-10-11 Discussion and possible action to approve a wall sign for The Eye Center South Tulsa at 12345 S. Memorial Dr. in Lot 1, Block 1, *The Boardwalk on Memorial*.
- c. Case # 07-10-13 Discussion and possible action to approve a wall sign on an approved building-attached-archway for The Eye Center South Tulsa at 12345 S. Memorial Dr. in Lot 1, Block 1, *The Boardwalk on Memorial*.

Chair Jim Powell introduced items b and c on the agenda and called on Erik Enyart for the staff report and recommendation. Mr. Enyart summarized the staff report covering both cases as follows:

APPLICANT/BUSINESS: The Eye Center South Tulsa  
LOCATION: – 12345 S. Memorial Dr.  
– Lot 1, Block, The Boardwalk on Memorial  
ZONING: CS and PUD # 29A  
DEVELOPMENT Approval of two (2) wall signs  
TYPE:

ANALYSIS:

AC-07-10-11 Analysis: This request proposes a wall sign to be attached to the east side of the main building, where the entrance to the office will be. According to the property owner Bill Wilson by telephone call on October 10, 2007, the building wall on this east side entrance is 40'. At this width, it will conform to the 3 square feet per each foot of building wall width maximum display surface area standard per Zoning Code Section 11-9-21.D.3, the 2 square feet per each foot of building wall width maximum display surface area standard as per PUD 29A and the PUD Restrictive Covenants of The Boardwalk on Memorial, as well as other Zoning Code, PUD 29A, and plat Restrictive Covenants standards, with one exception:

The PUD 29A development standards and the PUD Restrictive Covenants of The Boardwalk on Memorial both restrict all wall signs on south and east facing walls. Staff recommends this item be Tabled pending resolution of the Zoning issues by PUD Minor Amendment or otherwise. See email to owner Bill Wilson on this date, attached to this report.

AC-07-10-13 Analysis: This request proposes a sign to be attached to an archway over an internal access drive, as approved for construction on August 20, 2007 per AC-07-08-01. The approved archway was approved with the understanding that it would contain future signage.

The archway is understood to be a northern extension of the main building, which Staff would interpret to be an extension of the building wall, thus qualifying this as a "wall sign."

The approved archway is 30' in width. The display surface area proposed is 84.4 square feet (4' 7.5" X 18.25'). As a wall sign, it would conform to the Zoning Code maximum display surface area at 3 square feet per each foot of building wall width (90 square feet), but would not conform to the 2 square feet per each foot of building wall width maximum display surface area standard as per PUD 29A and the PUD Restrictive Covenants of The Boardwalk on Memorial (60 square feet). Staff recommends this item be Tabled pending resolution of the Zoning issues by PUD Minor Amendment or otherwise.

NEW INFORMATION AS OF DECEMBER 12, 2007:

The Planning Commission, on November 19, 2007, approved PUD 29A Minor Amendment # 1 which (1) Removed restrictions from east-facing signs and (2) Increased maximum display surface area for wall signs from 2 square feet per lineal foot of building wall to 3 square feet per lineal foot of building wall as permitted by the Zoning Code, subject to the following Conditions of Approval:

1. There shall be no lighting on east-facing signage, and
2. The 3 square foot per lineal foot of building wall maximum display surface area standard shall apply only to the archway to be used to direct clientele to the tenant space in the east end of the building.
3. An amended plat shall not be required, recognizing the relatively limited scope of changes to be approved by this Minor Amendment.

Therefore, both wall signs fully conform to the Zoning Code and PUD 29A. As authorized by Ordinance 893, Staff approved the newly conforming sign permits and requests ratification of the approval.

The Committee members indicated no objection to the cases.

Chair Jim Powell asked to entertain a Motion. Tim Remy made a MOTION to APPROVE Case # 07-10-11 & Case # 07-10-13. Richard Altmann SECONDED the Motion. Roll was called:

ROLL CALL:

AYE: Powell, Altmann, & Remy  
NAY: None.  
ABSTAIN: None.  
MOTION CARRIED: 3:0:0

- 3) Case # 07-12-01 Discussion and possible action to approve a Detailed Site Plan and building plans for a new Downtown Bixby Church of Christ at the 15900-block of S. Memorial Dr.

Chair Jim Powell introduced the item and called on Erik Enyart for the staff report and recommendation. Mr. Enyart summarized the staff report as follows:

APPLICANT/BUSINESS: *Downtown Bixby Church of Christ*

LOCATION: – 15802 S. Memorial Dr.  
– Southwest corner of the intersection of Bixby Creek and S. Memorial Dr.

ZONING: CS & AG

DEVELOPMENT Approval of Detailed Site Plan and building plans pursuant to Zoning

TYPE: Code Sections 11-7G-4 and 11-7G-6

ANALYSIS:

Bulk and Area Zoning Standards. *Based on the submitted architect's plans and renderings, it appears that the church building would conform to the applicable bulk and area standards of the CS district. The maximum structure height would be about just over 30' and all minimum setbacks would be exceeded.*

Parking Standards. *The entire church building would be 23,766 total square feet. The church sanctuary area, at 4,963 square feet, would require 125 parking spaces, so the 132 total (seven [7] of which are handicapped-accessible) parking spaces meets the minimum standard.*

Internal Access and Circulation. *The church would access Memorial Drive via two (2) entrances, one (1) at the northeast corner and one (1) at the southeast corner of the property. These access points are subject to ODOT driveway permit / curb cut approval. The accesses drives at the entrances and throughout are proposed to be 24' in width. However, the Fire Marshal has required during building permit review that they be increased to 26' in width for adequate fire apparatus access and compliance with codes.*

Landscaping Standards. *The proposed landscape plan does not comply with the following Sections of the Zoning Code and shall be amended to conform to the Code, or the Applicant must request by letter a Landscape Plan Alternative Compliance plan for Planning Commission approval as provided in Zoning Code Section 11-12-4.D:*

- 1. Section 11-12-3.B.2: Parking spaces in several areas exceed the maximum 75' separation from a landscaped area which must contain trees. To satisfy standards, Staff would suggest tree plantings within the landscaped/sodded areas immediately outside the building, additional tree planters within the front parking lot, and tree plantings around the rear parking lot.*
- 2. Section 11-12-3.C.1.a: Tree requirements at one (1) tree per 1,000 square feet of street yard standard not met. Staff estimates the street yard is approximately (50' setback X frontage estimated at 330') 16,500 square feet, which requires 17 trees. Only four (4) are proposed within the street yard. Staff notes that the tree standards of Section 11-12-3.C.5 are in addition to the otherwise required tree requirements, not in lieu thereof.*
- 3. Section 11-12-3.C.3: One (1) tree per 10 parking spaces standard not met.*

Exterior Materials and Colors. *The exterior will be 'Light Stone' (beige) metal siding with 'Fluropon' panels on the forward-projecting entrance to the building. The roof will be 'Boysenberry' (burgundy) painted metal.*

Staff Recommendation. *Staff recommends Approval subject to the following corrections, modifications, and conditions of approval:*

- 1. Per the Fire Marshal, the Detailed Site Plan as proposed does not match the site plan submitted with the building plans approved by the Fire Marshal and other city staff. The*

*Fire Marshal has identified significant departures between the two plans, including the locations of islands in the parking areas, and the location of the parking lot in the rear of the building. The Detailed Site Plan shall be approved only to the extent it matches the plans as approved by the Fire Marshal and the Building Inspector, and otherwise is approved as modified to the extent necessary to match said approved plans and as modified to include additional planting islands as necessary to comply with landscaping requirements.*

2. *Subject to the expansion of the drives from 24' to 26' in width as required by the Fire Marshal. Per the City Engineer, the same clearances between the paving and utility lines, as shown on the civil engineering plans, shall be maintained.*
3. *Subject to compliance with all Fire Marshal and City Engineer recommendations and requirements.*
4. *Subject to the revision and resubmission of a Detailed Landscape Plan complying with the Zoning Code provisions for landscaping for City Planner approval as per Zoning Code Section 11-12-4.C.*
5. *A revised Site Plan incorporating all corrections shall be submitted for Fire Marshal approval and for placement in the permanent file.*

Mr. Enyart noted that he had provided 11" X 17" copies of the revised Site Plan and the revised Landscape Plan prior to the meeting. Mr. Enyart stated that all of the recommended corrections have been made, and recommended Approval subject to:

2. ~~Subject to the expansion of the drives from 24' to 26' in width as required by the Fire Marshal.~~ Per the City Engineer, the same clearances between the paving and utility lines, as shown on the civil engineering plans, shall be maintained [upon expansion of the drives from 24' to 26' in width].

Chair Jim Powell asked to entertain a Motion. Richard Altmann made a MOTION to APPROVE Case # 07-12-01 subject to the amended staff recommendation. Jim Powell SECONDED the Motion. Roll was called:

ROLL CALL:

AYE:	Powell, Altmann, & Remy
NAY:	None.
ABSTAIN:	None.
MOTION CARRIED:	3:0:0

*OLD BUSINESS:*

Richard Altmann asked if there was any feed back on the City Ordinances Code Enforcement Officer.

Erik Enyart stated that, at the last City Council meeting, a council member had placed an item on the agenda for discussion of the possibility of a code enforcement officer, but that matter was still up in the air.

*NEW BUSINESS:*

The Committee asked Tim Remy about the progress of development in *Regal Plaza*. Mr. Remy stated that the retail shops are about 72% completely leased, and the Convention Center should be

ready to open in September or October of 2008, he was working on getting a retail clothing store selling men's and women's clothing to locate in *Regal Plaza*.

There being no further business, Chair Jim Powell asked to entertain a Motion to Adjourn. Richard Altmann made a MOTION to ADJOURN. Tim Remy SECONDED the Motion. Roll was called:

ROLL CALL:

AYE:	Powell, Altmann, & Remy
NAY:	None.
ABSTAIN:	None.
MOTION CARRIED:	3:0:0

Meeting adjourned at 6:34 PM.

APPROVED BY:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Planner/Recording Secretary