



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

**Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, July 09, 2026 at 5:30 PM**

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Council Chambers at the Municipal Building, on Thursday, July 09, 2026 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Bird called the meeting to order at 5:35 p.m.

ROLL CALL

PRESENT

Commissioner Douglas McClure
Chair Erica Bird
Commissioner Steven McDaniel
Commissioner Jim Griffith
Commissioner Maria Kindel

ABSENT

Commissioner Cameron Brewer
Commissioner Liz McKown
Secretary Kevan Parker
Vice Chair Michael Jablonski

STAFF PRESENT

Lora Hoggatt, Planning Services Manager
Logan Gray, Planner II
Kelly Abell, Planner I
Bailey LaChance, Admin Tech IV
Brandon Brooks, Capital Projects Engineer
Beth Muckala, Assistant City Attorney
David Riesland, Transportation Engineer
Maria Nairn, Communications & Engagement Coordinator

GUESTS PRESENT

Armando Rosell, 101 N Robinson Ave, STE 200, OKC, OK
A.C. Raines, 3320 Heather Glen Terr, Norman, OK
Steven Howard, 933 Heather Glen Terr, Norman, OK
Tim Trotter, 925 Heather Glen Terr, Norman, OK
Terry & Susan Hathorn, 3324 Heather Glen Terr, Norman, OK
Austin Jackson, 4701 N Porter, Norman, OK
Ellen Feaver, 905 Heather Glen Terr, Norman, OK
Eugene Kullmann & Linda Paulsen, 936 Heather Glen Dr, Norman, OK

Jim Jenkins, 3328 Heather Glen Dr, Norman, OK
John Proctor, 1505 Shadybrook Dr, Norman, OK
Shanon King, 314 E Hayes St, Norman, OK
Julie Reyes, 928 Heather Glen Dr, Norman, OK
Maurine Garton, 937 Heather Glen Dr, Norman, OK
Kirk Garton, 3301 Pinehurst Dr, Norman, OK
Judy Reynolds, 3332 Heather Glen Dr, Norman, OK
Patricia Whaley, 904 Heather Glen Dr, Norman, OK
Paula Wolf, 2821 Weymouth Way, Norman, OK
Shannan Hinckley, 3201 Deskin Dr, Norman, OK
Rick & Donita Garner, 933 Heather Glen Dr, Norman, OK
Jonathan Kindel, 1600 112th Ave NE, Norman, OK
Gary & Kathy Blakley, 3301 Heather Glen Terr, Norman, OK
Richard Squirrel, 921 Heather Glen Terr, Norman, OK

CONSENT ITEMS

This section is placed on the agenda so that the Planning Commission, by unanimous consent, may designate those items that they wish to approve by one motion. Any of these items may be removed from the Consent Docket and be heard in its regular order.

Minutes

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

PLANNING COMMISSION MEETING MINUTES OF JUNE 11, 2026.

Certificates of Survey

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY NO. COS-2627-1 FOR NUGENT ESTATES.

Motion to approve made by Commissioner Kindel, **Seconded** by Commissioner Griffith.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel

The motion was approved.

NON-CONSENT ITEMS

Arce

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-44: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY,

OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE A-2, RURAL AGRICULTURAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3766 E. ROBINSON ST.; WARD 5) *(This item was postponed from the June 11, 2026, Planning Commission meeting.)*

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report**
- 2. Supplemental AIM Documents**
- 3. Location Map**

Staff Presentation

Lora Hoggatt, Planning Services Manager, presented the staff report for the Arce project.

Applicant Presentation

Geoffrey Arce, the applicant, presented the Arce project.

Commissioner Bird clarified the reason for postponement last month was for the Commission to understand the benefits of the applicant wanting to switch back to A-2. She asked Mr. Arce if the main reason for his switch was so he was no longer locked into a site plan like he was with the previous zoning of a PUD. Mr. Arce explained the PUD was originally pursued because he understood it was required to obtain a distribution contract and dealer licenses for his business. He stated he would like the PUD to be revoked so the property could either be used for a shop by someone else or sold. He also expressed his belief the PUD has reduced the property's value compared to its previous A-2 zoning.

Commissioner Bird restated the request for clarification, noting Mr. Arce no longer needed the previously approved site plan and was seeking to remove the PUD because it was no longer necessary and could increase the property's value.

Commissioner Bird requested input from legal staff for any additional context regarding the application. Beth Muckala, Assistant City Attorney, explained the property's unique history, having been platted as a five-acre A-2 tract under previous regulations, required a different approach. She stated while the applicant had requested a revocation of the PUD, however, the process outlined in the Zoning Ordinance for revocation does not match the revocation as the applicant had requested. There is also not a process specific to repealing a zoning ordinance either. As a result, the request was processed as a rezoning. She further explained that staff recommended implementing the rezoning by repealing the 2021 PUD ordinance and reinstating the property's previous A-2 zoning designation, which would return the property to its pre-PUD status and avoid creating a new nonconformity.

Commissioner Bird asked whether the motion would need to include specific language to address the recommended repeal and reinstatement. Ms. Muckala confirmed the updated Staff Report provided the necessary direction and advised the motion should

recommend approval through repeal of the PUD ordinance and reinstatement of the previous A-2 zoning designation.

Commissioner Griffith asked how the proposed rezoning would best serve the property owner and what action the Commission could take to help move the request forward. Ms. Muckala explained the request to return the property from PUD to A-2 was made by the property owner and, if approved, the property would be regulated under the A-2 zoning district like any other similarly zoned property. She noted the existing PUD has several unresolved issues that would remain if it stayed in place. She also clarified the commercial business previously allowed under the PUD would no longer be permitted under A-2 zoning and stated the property owner understood that consequence.

Public Comments

Trey Kirby, Ward 5 (Comment)

Paula Wolf, 2821 Weymouth Way, Norman, OK (Support)

Greg Arce (Support)

Commission Discussion

Commissioner Kindel clarified the PUD had been approved and emphasized the issues experienced by the applicant were related to permitting and deviations from the approved site plan, rather than the PUD approval itself. She explained a PUD establishes a binding site plan and desired changes require additional approval. She acknowledged Mr. Arce's investment in the property and asked whether he wished to proceed with the requested return to A-2 zoning or instead pursue a revised PUD with a new site plan that reflected the intended development. Mr. Arce stated he believed the original building permit should have been approved and the permitting process had prevented the business from moving forward over the past five years. He explained he had previously pursued an amended site plan within the allowable development period but encountered engineering-related issues, particularly regarding driveway design. He stated an engineer later concluded the revised driveway configuration was safer and the information had been submitted to the City, but he did not receive a response. Mr. Arce expressed frustration with the process and maintained efforts to amend the site plan were unsuccessful.

Commissioner Kindel asked whether the applicant proceeded with development in accordance with the approved site plan after the request to modify the driveway configuration was denied. Mr. Arce stated constructing the center driveway shown on the approved site plan would create a safety hazard and would not meet the City's sight-distance requirements. He referenced concerns previously raised by a neighboring property owner regarding visibility and traffic safety and stated a sight-distance study and supporting photographs had been provided. He maintained proceeding with the driveway as shown on the approved site plan would be unsafe.

Commissioner Kindel asked Mr. Arce to clarify which improvements shown on the approved site plan had been constructed. He explained the existing buildings were already on the property prior to the PUD approval, the existing residence had been

remodeled rather than replaced with a new dwelling, and the rear parking area remained a gravel lot.

Commissioner Kindel asked the Mr. Arce to clarify whether he wished to proceed with the requested repeal of the PUD and reinstatement of A-2 zoning or postpone the application to submit a revised site plan. Mr. Arce responded, after five years of pursuing the project, he no longer wished to continue with the business at that location and requested the PUD be repealed and the property's previous A-2 zoning be reinstated.

Commissioner Bird summarized the history of the property based on the application materials and available records, outlining the property's development since its purchase in 2017, including the addition of a second driveway, construction of a berm, approval of the PUD and site plan in 2021, and the applicant's later request to amend the PUD in 2024. She noted the amendment was considered by the Planning Commission but was not ultimately approved by the City Council and asked the applicant to explain what changes had been proposed between the Planning Commission and City Council review. Mr. Arce explained the proposed amendments to the PUD were limited to the addition of a new shop building and revisions to the driveway configuration, noting multiple site plan variations had been submitted in an effort to address access concerns. He stated relocating the driveway was intended to improve vehicle turnaround for customers with trailers and explained a preexisting berm limited feasible driveway design options.

Commissioner Bird requested clarification regarding the five-percent administrative amendment allowance for PUD site plans. Ms. Muckala explained the provision applies to increases in the floor area of structures shown on an approved site plan rather than changes to the overall land area. Commissioner Bird also discussed permitting issues and site plan deviations occurring after Planning Commission approval are outside the Commission's authority. Ms. Muckala and Ms. Hoggatt confirmed, if the current request to repeal the PUD and reinstate A-2 zoning were approved, the applicant could submit a new PUD application in the future if Mr. Arce wished to pursue different development plans.

Commissioner Bird asked whether the storage of boat trailers or other vehicles was affected by the proposed zoning change. Ms. Muckala explained, because the property would no longer be governed by a PUD site plan if the request were approved, personal boat storage would be permitted under A-2 zoning. Ms. Hoggatt clarified inoperable vehicles may not be parked on grass or an unimproved surface. Ms. Muckala further clarified floodplain regulations would continue to apply regardless of the zoning designation, and those requirements were separate from the rezoning request before the Commission.

Commissioner McClure expressed support for the work of City staff and stated, based on their experience, they did not believe there was a coordinated effort to prevent the applicant's project from moving forward. He acknowledged the applicant's investment in the property and support for the proposed business but expressed concern with suggestions that the development review process involved a conspiracy or intentional obstruction.

Motion to approve by accomplishing the repeal of O-2122-10 and reinstating the property's previous A-2 zoning made by Commissioner McDaniel, **Seconded** by Commissioner Kindel.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel.

The motion was approved.

1 VAN BUREN

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-54: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR MINI-WAREHOUSE IN THE C-2, GENERAL COMMERCIAL DISTRICT, FOR THE TRACT OF LAND BEING A PART OF GOVERNMENT LOT 8 IN SECTION TWO (2), TOWNSHIP EIGHT (8) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1 VAN BUREN STREET; WARD 2)

ITEMS SUBMITTED FOR THE RECORD

1. **Staff Report**
 2. **Supplemental AIM Documents**
 3. **Location Map**
 4. **Site Plan**
 5. **Pre-Development Summary**
5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2627-1: A PRELIMINARY PLAT FOR VAN BUREN SELF STORAGE.

ITEMS SUBMITTED FOR THE RECORD

1. **Staff Report**
2. **Location Map**
3. **Preliminary Plat**
4. **Site Plan**
5. **Traffic Report**
6. **Transportation Impact Review**
7. **Pre-Development Summary**

Staff Presentation

Logan Gray, Planner II, presented the staff report for the Van Buren project.

Applicant Presentation

Braden McDonald, representative of the applicant, presented the Van Buren project.

Commissioner Griffith asked about the estimated construction cost per square foot for the proposed development. Mr. McDonald responded they did not have that information available but could provide it at a later time.

Commissioner Griffith asked how much storage units would be and how rental rates for the storage units would be determined. Mr. McDonald explained pricing would be based on market rates for comparable facilities, with climate-controlled units priced slightly higher than traditional drive-up storage. He added rental costs would vary by unit size, with larger units generally having a lower cost per square foot.

Public Comments

There were no public comments.

Commission Discussion

There was no further Commission discussion.

Motion to approve made by Commissioner Griffith, **Seconded** by Commissioner Kindel.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel

The motion was approved.

DESKIN DRIVE

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-64: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE NORTHRIDGE INDUSTRIAL PARK SECTION 7 LOT 8A AKA LOTS 8 AND 9 BLK 2, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3201 DESKIN DRIVE; WARD 8)

ITEMS SUBMITTED FOR THE RECORD

1. **Staff Report**
2. **Supplemental AIM Documents**
3. **Location Map**
4. **Narrative**
5. **Site Development Plan**

Staff Presentation

Logan Gray, Planner II, presented the staff report for the Deskin Drive project.

Applicant Presentation

Shannan Hinckley, the applicant, presented the Deskin Drive project.

Commissioner Griffith asked about Ms. Hinckley's experience managing event venues. Ms. Hinckley described previous management roles at multiple event venues in Norman and Oklahoma City and explained she also operates an event services company providing vendors such as DJs, catering, bartending, and photo booths. She noted much of this work involved helping venues recover from the economic impacts of the COVID-19 pandemic.

Commissioner Griffith asked about the size of the proposed building. John Proctor, owner of the building, stated the building is approximately 5,000 square feet, including about 1,500 square feet of office and meeting space and approximately 3,500 square feet of open event space. He explained the existing building had been on the property for several years and the need for the current application arose after realizing the existing zoning did not permit intended use.

Commissioner Kindel asked whether any changes were proposed to the existing building. Ms. Hinckley confirmed no modifications to the building were planned.

Commissioner Kindel asked if the gravel parking lot would remain. Ms. Hinckley stated it would remain unchanged and noted the site had not experienced stormwater drainage issues, including during recent heavy rainfall.

Public Comments

There were no public comments.

Commission Discussion

There was no further Commission discussion.

Motion to approve made by Commissioner Kindel, **Seconded** by Commissioner McDaniel.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel.

The motion was approved.

SALVATION ARMY

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-75: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE HIGHLAND LOTS 5-13 BLK 4, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM R-3, MULTI-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (314 E HAYES STREET; WARD 4)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Supplemental AIM Documents
3. Location Map
4. Narrative
5. Protest Letter

Staff Presentation

Kelly Abell, Planner I, presented the staff report for the Salvation Army project.

Commissioner Bird asked whether staff was aware of future development plans for the property across the street that faces this tract. Ms. Abell stated she did not know at this time.

Applicant Presentation

Shanon King, representative of the applicant, presented the Salvation Army project.

Public Comments

There were no public comments.

Commission Discussion

Commissioner Bird noted the property is located within the Silk Stocking Neighborhood Plan area and the Porter Corridor Overlay District, emphasizing the overlay was established to limit the expansion of commercial uses into adjacent residential neighborhoods. She stated support for the application, citing The Salvation Army's history as a good neighborhood partner, while expressing future commercial encroachment beyond the overlay district should be avoided to preserve neighborhood compatibility.

Motion to approve made by Commissioner Griffith, **Seconded** by Commissioner Kindel.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel.

The motion was approved.

BOB MOORE FARMS NORTH

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-73: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE TRACT OF LAND BEING A TRACT OF LAND LYING IN THE SOUTHWEST QUARTER (SW/4)

OF SECTION THIRTY-FIVE (35), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST AND THE WEST HALF (W/2) OF SECTION TWO (2), TOWNSHIP EIGHT (8) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, AND A TRACT OF LAND LYING IN THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FIVE (35), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST AND THE NORTHWEST QUARTER (NW/4) OF SECTION TWO (2), TOWNSHIP EIGHT (8) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, AND A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWO (2), TOWNSHIP EIGHT (8) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, RM-6, MEDIUM DENSITY APARTMENT DISTRICT, AND A-1, GENERAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE A-2, RURAL AGRICULTURAL DISTRICT AND PROVIDING FOR THE SEVERABILITY THEREOF. (WEST OF I-35 AND SOUTH OF W LINDSEY ST AND 36TH AVE SW; WARD 3)

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report**
- 2. Supplemental AIM Documents**
- 3. Location Map**
- 4. Site Plan**

Staff Presentation

Logan Gray, Planner II, presented the staff report for the Bob Moore Farms North project.

Commissioner Bird asked about the proposed fence location and its proximity to the roadway. Lora Hoggatt, Planning Services Manager, explained the fence would be located outside of the public right-of-way and easement, noting the easement varies in width from approximately 115 to 130 feet. She added the applicant would rely on a survey to ensure the fence is constructed outside of the easement.

Applicant Presentation

Armando Rosell, representative of the applicant, presented the Bob Moore Farms North project.

Commissioner Griffith asked about the anticipated use of the property if it remained undeveloped. Mr. Rosell explained the land would be maintained as open space and livestock would be introduced to help control vegetation and reduce fire hazards. He stated the property owner had recently undertaken brush-hogging efforts in coordination with the Norman Fire Department and City staff and would continue maintaining the property through both grazing and mechanical vegetation management. He noted the requested A-2 zoning would permit livestock and barbed-wire fencing, which are not allowed under the current zoning designations.

Commissioner Bird asked what kind of livestock would be introduced to the land. Mr. Rosell stated cattle would initially be placed on the property for vegetation management, with the possibility of adjusting the type of livestock in the future if needed.

Public Comments

There were no public comments.

Commission Discussion

Commissioner Kindel expressed support for the application, stating the proposed use was a thoughtful approach to managing land within the floodplain and would provide a practical means of maintaining the property while remaining compatible with the surrounding area.

Motion to approve made by Commissioner Griffith, **Seconded** by Commissioner Kindel.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel.

The motion was approved.

Five-minute recess called at 7:19 p.m.

Meeting resumed at 7:25 p.m.

LINDMARK

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-74: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A TRACT OF LAND IN THE WEST HALF OF SECTION SEVEN (7), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA AND BEING A PORTION OF LOT ONE (1), BLOCK ONE (1) OF CANADIAN TRAILS ADDITION AS RECORDED IN BOOK 15, PAGES 39 AND 40, PLAT RECORDS OF CLEVELAND COUNTY, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (801 S CANADIAN TRAILS DRIVE; WARD 2)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Supplemental AIM Documents
3. Location Map

4. Narrative
5. Site Plan
6. Pre-Development Summary
7. Protest Letters

Staff Presentation

Logan Gray, Planner II, presented the staff report for the Lindmark project.

Applicant Presentation

Sean Rieger, representative of the applicant, presented the Lindmark project. During his presentation Mr. Rieger responded to concerns raised in protest letters, explaining that the trash compactor could not be relocated due to the existing loading dock but agreed to restrict compactor use to 8:00 a.m. to 6:00 p.m. He also clarified that the proposed billboard has a maximum height of 35 feet and agreed to install evergreen screening where the billboard would be visible from neighboring property. He agreed that any future west-facing windows would be clerestory windows only to allow natural light while maintaining privacy.

Commissioner Kindel asked whether the proposed truck parking area shown on the site plan would be paved or gravel. Mr. Rieger confirmed the parking area would be paved. He added, although gravel can provide stormwater benefits, pavement was selected because it reduces noise and dust impacts for nearby residential properties.

Commissioner Kindel asked whether additional landscaping could be provided along the north side of the site to replace removed grassy areas and provide additional screening between the truck parking area, dumpster, and adjacent residences. Mr. Rieger confirmed the applicant was willing to add evergreen trees along the northwest portion of the property to enhance screening for neighboring properties.

Commissioner Bird asked Mr. Rieger to restate the proposed hours of operation and staffing levels. Mr. Rieger explained a small number of employees would begin work inside the building around 5:00 a.m. to prepare the printing equipment, with the remainder of the staff arriving around 8:00 a.m. He stated operations would generally conclude around 5:00 p.m., all work would occur inside the building, and approximately 30 to 40 employees would be on site.

Commissioner Bird noted the building's previous use as a call center likely involved a substantially larger workforce and asked about the scale and operating hours of that prior use. Mr. Rieger stated approximately 200 desks remain in the building but was unable to estimate the former number of employees. Commissioner Kindel noted comparable call centers often operate extended hours with multiple shifts, including weekends.

Commissioner Bird asked whether the proposed facility would relocate an existing business or represent a new operation in Norman. JD Walker, a representative of the applicant, explained the business currently operates from a facility in Norman's industrial area, has outgrown that location, and intends to relocate and expand its operations. He stated the business currently employs approximately 30 people, with additional job growth anticipated as the company continues to expand.

Commissioner Bird asked whether Mr. Rieger recalled the size of a billboard approved as part of a previous Norman Regional project. Mr. Rieger was unable to provide that information. Lora Hoggatt, Planning Services Manager, explained the existing billboard on the Norman Regional Nine site is approximately 242 square feet and 35 feet tall, while the proposed sign would allow a maximum area of 400 square feet at the same height. Commissioner Bird noted a 35-foot sign is approximately the height of a three-story building.

Commissioner Bird asked about the height of the existing parking lot light poles. Mr. Rieger stated the current poles are approximately 25 feet tall at this time. Commissioner Kindel asked if there are plans to change the light poles. Rick McKinney, representative of the applicant, explained any replacement poles would be no taller than the existing fixtures and could be shorter. He added new LED fixtures with full cut-off lighting would be installed to minimize light spill onto adjacent properties.

Commissioner McDaniel asked about the proposed fencing along the south side of the site. Mr. Rieger stated a six-foot masonry wall was proposed, designed to match the existing masonry wall on the property as closely as practicable.

Commissioner Bird asked Mr. Rieger to explain the proposed training component associated with the billboard. Mr. Rieger stated the billboard would be used to train employees and customers on programming, operation, and maintenance of digital billboard equipment. Commissioner Bird clarified the billboard's primary function would remain as an operational advertising sign for the applicant's business, with training serving as a secondary use.

Public Comments

M Ellen Feaver, 905 Heather Glen Terr, Norman, OK (Protest)

Jim Jenkins, 3328 Heather Glen Dr, Norman, OK (Protest)

Julie Reyes, 928 Heather Glen Dr, Norman, OK (Protest)

A.C Raines, 3320 Heather Glen Terr, Norman, OK (Protest)

Richard Squirrel, 921 Heather Glen Terr, Norman, OK (Protest)

Commission Discussion

Commissioner Kindel disclosed prior experience in the sign manufacturing industry and commented that on-site billboard training could provide operational benefits. She also noted State Highway 9 functions as an arterial highway carrying significant traffic volumes and stated billboards are a common feature along such corridors. While acknowledging concerns raised by nearby residents, she expressed the opinion that the proposed manufacturing operations would have minimal noise impacts because activities would occur indoors. She encouraged the applicant to consider additional landscaping and adjustments to the billboard orientation to further reduce potential light impacts on adjacent residential properties before the application proceeds to City Council.

Commissioner McDaniel asked what kind of things could go in the building under the current designation under AIM Norman. Mr. Rieger noted the mixed-use designation anticipates larger-scale, multi-story developments with a variety of commercial and residential uses. He stated the proposed project would be less intensive than the type of development envisioned by the AIM Norman plan. Commissioner Bird referenced a list of uses permitted within the C-1, Commercial District, noting the district allows a broad range of commercial uses, some of which could be more intensive than the proposed development.

Commissioner McDaniel encouraged the applicant to continue working with neighboring residents to address concerns raised during the public hearing. He emphasized the importance of providing effective screening and landscaping that would offer meaningful visual buffering upon installation rather than relying solely on vegetation that would take many years to mature.

Commissioner Bird discussed several issues raised, including visibility of the proposed billboard, the limited scope of the proposed manufacturing use, and comparisons to other billboards in the area. She noted the proposed PUD specifically restricts manufacturing activities to the production of digital signage within an enclosed building, limiting future manufacturing uses without additional approvals. She also observed that the proposed billboard would be smaller than many highway billboards. To address neighborhood concerns, she asked the applicant to provide additional information regarding odor control, waste management and environmental practices, and whether the applicant would consider offering a tour of the existing facility to nearby residents. Mr. Rieger stated he would discuss the possibility of offering a tour of the existing facility with the property owner. He also stated the proposed operation would be required to comply with all applicable environmental regulations, odor ordinances, and other legal requirements, noting nuisance laws also provide protection for adjacent property owners from impacts such as odors, noise, dust, or vibrations.

Commissioner Bird expressed appreciation for the proposed site design, noting the reduction of excess parking created a more functional layout and the overall proposal represented a lower intensity use than many other uses permitted in the district. She stated the project appeared to be thoughtfully designed to minimize impacts on the surrounding neighborhood while allowing productive use of the property. She also expressed support for incorporating several applicant-offered mitigation measures into the recommendation, including clerestory windows on the west side of the building, additional evergreen landscaping along the northwest property line, and limiting trash compactor operations to between 8:00 a.m. and 6:00 p.m.

Commissioner Kindel noted the discussion of an earlier agenda item highlighted the importance of adhering to approved site plans. She stated the proposed PUD contains detailed limitations on the use of the property and expressed the opinion, if developed in accordance with the approved site plan and the recommended conditions, the project could be compatible with the surrounding neighborhood.

Motion to approve subject to a limitation to the windows on the west side of the addition being clerestory windows only, planting of greenery on the northwest corner consistent with the billboard sightline so as to shield from neighborhood view, and

restricting trash compactor uses to the hours from 8 a.m. to 6 p.m., made by Chair Bird, **Seconded** by Commissioner Kindel.

Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel.

The motion was approved.

CH. 28 OFF-PREMISES SIGNS

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-72: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 28-601 ("STANDARDS") OF ARTICLE 28-VI ("OFF-PREMISES SIGNS") WITHIN CHAPTER 28 ("SIGN REGULATIONS") OF THE CODE OF THE CITY OF NORMAN TO ADOPT CORRECTED LANGUAGE FULLY IMPLEMENTING PREVIOUSLY-APPROVED STANDARDS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report**
- 2. Ordinance Annotated**
- 3. Ordinance Clean**

Staff Presentation

Beth Muckala, Assistant City Attorney, presented the Staff Report for the Off-Premises Signs change.

Applicant Presentation

No applicant presentation as staff is the applicant.

Public Comments

A.C Raines, 3320 Heather Glen Terr, Norman, OK (Comment)

Steven Long, 3313 Heather Glen Terr, Norman, OK (Comment)

Commission Discussion

Commissioner Kindel clarified the previous agenda item involved on-premises signage, while the current request concerned an off-premises billboard. She also explained City-initiated ordinance amendments are typically scheduled at the end of Planning Commission agendas as a courtesy to other applicants. She noted Planning Commissioners independently review agenda items through site visits, aerial imagery, and other available information in addition to the materials presented at meetings. She emphasized the Commission serves in an advisory capacity and final decisions rest with the City Council. She encouraged interested residents to submit comments to the City

Council and thanked members of the public for their participation in the planning process.

Commissioner Bird noted the Commission has discussed digital signage regulations on several occasions and suggested the proposed ordinance amendment was likely prompted by previous discussions rather than the current application. She asked staff to confirm that understanding.

Lora Hoggatt, Planning Services Manager, confirmed the proposed ordinance amendment resulted from earlier Commission discussions regarding off-premises signage rather than the current application. She explained the distinction between on-premises and off-premises signs and noted, during a review of the ordinance, inconsistencies were identified regarding where off-premises signs were permitted. Ms. Hoggatt explained changes to the off-premises sign section were adopted by Council previously but were never removed from the text of the ordinance in practice. When the City recodified the City codes in 2023, the language was effectively added back. She stated the amendment was intended to clarify the existing code language and emphasized the item had been prepared, published, and publicly noticed before comments were received on the current billboard application.

Commissioner Bird stated the proposed ordinance amendment was a housekeeping measure intended to clarify previously adopted code language and provide consistency in the City's signage regulations. She noted broader discussions regarding digital billboard regulations and potential updates to the City's sign code could occur in the future but expressed support for the proposed cleanup amendment.

Motion made by Commissioner Kindel, **Seconded** by Commissioner McDaniel.
Voting Yea: Commissioner McClure, Chair Bird, Commissioner McDaniel,
Commissioner Griffith, Commissioner Kindel.

The motion was approved.

ALAMEDA TRAILS

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-45: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 27, TOWNSHIP 9 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, RM-2, LOW-DENSITY APARTMENT DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND C-1, LOCAL COMMERCIAL DISTRICT, TO A PUD, PLANNED UNIT DEVELOPMENT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NW CORNER OF INTERSECTION OF 36TH AVE NE AND E ALAMEDA STREET; WARD 6)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report

The item has been withdrawn by the applicant.

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-14: A PRELIMINARY PLAT SUBMITTED BY THE CALARA GROUP, LLC FOR ALAMEDA TRAILS A PROPERTY LOCATED NEAR THE NW CORNER OF INTERSECTION OF 36TH AVE NE AND E ALAMEDA STREET. (WARD 6).

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report

The item has been withdrawn by the applicant.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

Lora Hoggatt, Planning Services Manager, gave an update on the Development Code and Parking Study process.

ADJOURNMENT

The meeting was adjourned at 8:59 p.m.

Passed and approved this ____ day of _____ 2026.