

NOTICE
GLENPOOL CITY COUNCIL
and
GLENPOOL PLANNING
COMMISSION
SPECIAL JOINT WORKSHOP

A Special Joint Workshop of the Glenpool City Council and the Glenpool Planning Commission will be held at 6:30 p.m. on, Thursday, December 15, 2016, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda. Speakers are requested to complete one of the forms located on the agenda table and return to the City Clerk PRIOR TO THE CALL TO ORDER

AGENDA

- A) **Call to Order - Timothy Lee Fox, Mayor;**
Richard Watts, Planning Commission Chairman
- B) **Roll call, declaration of quorum – Susan White, City Clerk; Timothy Lee Fox, Mayor;**
Rick Malone, City Planner; Richard Watts, Planning
Commission Chairman
- C) **Scheduled Discussion**
 - 1) Discussion concerning recommended approach and priorities for updating the Comprehensive Plan and Zoning/Subdivision regulations.
(Rick Malone, City Planner/Facilitator, Kendig Keast Collaborative)
- D) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/pm.

Signed: _____
City Clerk



MEMORANDUM

Date: December 8, 2016

To: Rick Malone – Planning Director, City of Glenpool

From: Gary Mitchell, AICP – President, Kendig Keast Collaborative (KKC)

Subject: KKC Direction on Comprehensive Plan Update

The purpose of this memorandum is to summarize our recommended priorities for making targeted updates to the City's Comprehensive Plan to support the zoning and subdivision regulation updates that are the primary focus of the project in which our consultant team is currently engaged. The recommendations are based on our own evaluation of the City's existing plan, as well as the latest assessment of key community planning issues and needs in Glenpool through input from City officials and staff, residents and other local stakeholders during the initial phase of the project. This memorandum, and any adjustments based on further direction we may receive through the upcoming Joint Workshop 2 with City Council and Planning Commission (on December 15), will guide our plan-related work efforts during the Future City phase of the project. Itemized in the remainder of this memorandum are the elements of the Glenpool "2030 Plan," as adopted in July 2010, which we anticipate revisiting through the Future City phase.

PART I: Introduction

- Prepare a brief overview of the process, including the leadership and community input, that led to the 2017 updates to the City's Comprehensive Plan.
- Update key background content or other factual information within the plan Introduction that is pertinent to the 2017 updates.

PART II: Elements of the 2030 Plan

Zoning: Relationship to the Comprehensive Plan

- Update the narrative in this section, as needed, for consistency with the current zoning update initiative.

General Goals

- Recommend new or modified Goal statements based on priority issues, needs and aspirations documented through the leadership and community input for the 2017 plan and regulatory updates.

2030 Plan Elements: Goals, Objectives and Policies

- As with the overall plan Goals, above, recommend new or modified language within the more topic-specific goals, objectives and policies in the plan, especially involving Land Use Intensity and other aspects most directly pertinent to the City's development regulations (e.g., Neighborhoods, Activity Centers, Special Districts, Corridors, etc.).

PART III: Basis for the 2030 Plan

- Update key background content or other factual information within this portion of the plan that is most pertinent to the zoning/subdivision update effort, such as:
 - › Description of the Planning Area in the Environmental Considerations section.
 - › Description of Major Streets and Highways in the area and recent or planned improvements.
 - › Any significant changes in the extent and/or location of mining activities in the area.
- Update the Land Use Significance to Planning observations based on the most notable changes in area land use since the 2010 Comprehensive Plan adoption.

Other Plan Elements

- Update the respective overviews and associated goals, objectives and policies for the other plan elements listed below—where most pertinent to the zoning/subdivision update effort—based on accomplishments or any changed priorities since the 2010 Comprehensive Plan adoption:
 - › Public Facilities.
 - › Recreation and Open Space.
 - › Educational Areas.
 - › Libraries.
 - › Social Services/Health.
 - › Public Safety.
 - › Public Utilities.
 - › Transportation.
 - › Economic Development.

PART IV: Description of the Elements of the Plan

Introduction

- Update key background content or other factual information within this Glenpool community overview that is most pertinent to the zoning/subdivision update effort.

Land Use

- Update the land use narratives in this section in relation to the planned zoning/subdivision updates, especially with regard to residential land use considerations.

Demography and Economy

- As this plan section includes extensive data and background information on an array of socioeconomic considerations (nearly 20 pages worth), highlight a subset of key community indicators based on the newest available data from the U.S. Census Bureau and other state and regional sources. Most pertinent to the development regulations focus are population estimates/projections, age composition, housing (including average persons per household), income and employment.
- As in Part III, update the respective overviews for the other plan elements listed below—where most pertinent to the zoning/subdivision update effort—based on accomplishments or any changed priorities since the 2010 Comprehensive Plan adoption:
 - › Public and Quasi-Public Facilities.
 - › Recreation and Open Space.
 - › Education.
 - › Libraries.
 - › Social Services/Health.
 - › Public Safety.
 - › Public Utilities.
 - › Transportation.
 - › Economic Development.
- Update the narratives on each of the six Special District areas, as appropriate and most pertinent to the zoning/subdivision update effort.

Glenpool, Oklahoma Comprehensive Plan: 2030

- Recommend updates to the Land Use Plan Matrix (Table 21) to maintain consistency between land use categories described in the Comprehensive Plan and zoning districts established through the City's zoning regulations, and to the Comprehensive Plan Map (Figure 12) to visually depict the desired future land use pattern for Glenpool.

PART V: Implementation of the Comprehensive Plan

- Consider any needed adjustments to the narrative discussions of implementation mechanisms available to the City, focusing especially on the overviews of the City's zoning and subdivision regulations.

MEMORANDUM

Date: December 8, 2016

To: Rick Malone – Planning Director, City of Glenpool

From: Gary Mitchell, AICP – President, Kendig Keast Collaborative (KKC)
Randal Anderson, AICP – Senior Associate, KKC

Subject: KKC Strategic Assessment of Current Zoning and Subdivision Regulations and Annotated Outline of Recommended Updates to Address Key Community Issues

The purpose of this memorandum is to summarize our recommended approach and priorities for updating the City's zoning and subdivision regulations through the remainder of the Comprehensive Plan and Zoning/Subdivision Updates project in which our consultant team is currently engaged. The recommendations are based on our own evaluation of and on-the-ground observations about the existing regulations, as well as the latest assessment of key community planning issues and needs in Glenpool through input from City officials and staff, residents and other local stakeholders during the initial phase of the project. As stated in our project Scope of Services, our recommendations involve a combination of: (1) potential content updates, (2) potential process adjustments that could lead to procedural streamlining, and (3) potential organizational and/or formatting changes for improving the user-friendliness of the City's development regulations.

The table in the remainder of this memorandum indicates where potential additions to or modifications of existing Title 11 and Title 12 content would occur, with accompanying commentary as appropriate. The table also reflects the proposed re-organization of current regulatory content. In broad terms, the proposed updates are intended to:

Within Title 11 (Zoning)

- Require a Planned Unit Development (PUD) approval process for the smallest-lot subdivisions (currently requiring RS-4 zoning), with parameters and standards for amenities, design quality and compatibility as part of such developments.
- Update the development standards for all residential zoning districts to clarify expectations for design and amenities.
- Update site and building design standards for commercial development to better define community expectations for quality and appearance, with consideration of the standards applied by comparable cities in the Tulsa area and/or elsewhere in Oklahoma.
- Update compatibility standards for nonresidential development near residential uses and zoning districts.

- Introduce a new “limited use” category—along with uses permitted by right or subject to special review and approval procedures (i.e., case-by-case Specific Use Permits and Special Exception approvals)—which would enable City staff to approve certain uses if standards spelled out in Title 11 are met.

Within Title 12 (Subdivision)

- Supplement current provisions to better define the “fair share” requirements of developers and the City for public improvements that mitigate the impacts of development.
- Update the Planned Unit Development (PUD) and parkland provisions in Chapter 12 to align with Title 11 updates.

Overall

- Improve code navigation for users and staff by using more tables and rearranging the regulations into a more intuitive order that matches the typical sequence of applicant questions:
 - › What do the terms and phrases used in Title 11 mean?
 - › What is my property zoned and what uses are permitted?
 - › What development and design standards apply to my property?
 - › Who administers the various processes set out in Title 11?
 - › Who has final approval authority and when can I appeal a decision or request a variance?
 - › What are my options if my use or property is nonconforming with the current regulations and standards?
- Streamlining, simplifying and removing redundancy to clarify and better communicate development requirements in Glenpool.

New Numbering and Headings	Current Chapter / Section Number
TITLE 11: ZONING	
Commentary: Much of the Title 11 content would not change. Supplemental text would be added in certain locations and existing content would be relocated and/or reformatted (e.g., greater use of tables versus body text). As an example, nearly all existing zoning districts and development regulations would not change but would move to new Chapters, with more information presented in a tabular form. The only exception is the RS-4 district, which would be converted to a Planned Unit Development (PUD) option with specific standards. Code language and Sections that are repeated in multiple places would be consolidated to reduce unnecessary repetition. Potential new regulations would address site and building design, parameters and standards for PUDs, and buffering between different use types and intensities.	
Chapter 1: Authority, Purpose, Jurisdiction, and Application	
General Provisions	
11-1-1: Short Title	Sec. 11-1-1
11-1-2: Authority	New

11-1-3: Purposes	Sec. 11-1-2
11-1-4: Jurisdiction	Sec. 11-1-3, 11-1-4
11-1-5: Effective Date	New (pattern after Sec. 12-1-4)
11-1-6: Severability	Sec. 11-1-3B (pattern after Sec. 12-1-4)
Effect of Regulations	
11-1-7: Abrogation and Greater Restrictions	New (pattern after Sec. 12-1-4)
11-1-8: Consistency with Plans	Sec. 11-3-4 with supplemental language
Chapter 2: Rules of Construction and Definitions	
11-2-1: Rules of Construction	Chapter 2 with supplemental language
11-2-2: Definitions	Chapter 2, supplement as necessary
Chapter 3: Zoning Districts and Map	
Zoning Districts	
11-3-1: Purpose and Applicability	New
11-3-2: Districts Established	Sec. 11-5-1
11-3-3: Official Zoning Map	Sec. 11-5-3 with supplemental language
11-3-4: District Boundaries	Sec. 11-5-3
Land Uses	
11-3-5: Purpose	New
11-3-6: Legend - Matrix Abbreviations	New
11-3-7: Residential Uses	Chapters 6-7 with Zoning / Land Use Matrix listed by district and use rather than by use group
11-3-8: Nonresidential Uses	Chapters 8-10 with Zoning / Land Use Matrix listed by district and use rather than by use group
Specific and Limited Uses	
Commentary: A Limited Use process would allow staff to approve some uses that currently require public hearings. Instead, such uses would be subject to detailed approval criteria, many of which are currently in Title 11 in another format.	
11-3-9: Purpose and Applicability	New
11-3-10: Residential Uses	Several existing sections reorganized as Limited Use (LU) or Specific Use Permit (SUP) criteria
11-3-11: Nonresidential Uses	See Sec. 11-3-10 comments, and include existing provisions for Sexually Oriented Businesses (SOBs)
Planned Unit Developments (PUDs)	
11-3-12: General	Chapter 11
11-3-13: Standards	Chapter 11 with a residential housing palette and mixed use PUD option added, plus parameters for PUDs involving small-lot subdivisions and associated standards for amenities, design quality and compatibility
11-3-14: Administration	Sec. 11-11-8

11-3-15: Subdivision Required	Reference Title 12 PUD and Park Sections
Chapter 4: Development and Design Standards	
Purpose and Application	
11-4-1: Purpose and Applicability	New
11-4-2: General Zoning Provisions	Chapter 4
Residential Use Standards	
11-4-3: Purpose	New
11-4-4: Development Types	Existing Agricultural and Residential Districts
11-4-5: Development Standards	Maintain all current standards in tabular form
Nonresidential Use Standards	
11-4-6: Purpose	New
11-4-7: Development Types	Existing Nonresidential Districts
11-4-8: Development Standards	Maintain all current standards in tabular form
Height and Area Exceptions	
11-4-9: Residential Districts	Chapter 4 and New
11-4-10: Nonresidential Districts	
Design Standards	
11-4-11: Purpose and Applicability	New
11-4-12: Single-Family Residential Development	New
11-4-13: Multi-Family Development	New
11-4-14: Manufactured Homes	New
11-4-15: Nonresidential and Mixed Use Development	New
Chapter 5: Accessory Use and Building Standards	
Purpose and Application	
11-5-1: Purpose	New
11-5-2: Application	New
Residential Uses	
11-5-3: Accessory Buildings and Structures	Sec. 11-6-3 and Sec. 11-7-3
11-5-4: Home Occupations	Sec. 11-7-3
Nonresidential and Mixed Uses	
11-5-5: Outdoor Display of Merchandise	New
11-5-6: Accessory Buildings and Structures	New
11-5-7: Outdoor Storage	New
11-5-8: Refuse Collection Facilities	New
Chapter 6: Site Development	
Parking, Loading, and Access	
11-6-1: Purpose and Applicability	Chapter 13 with use group parking standards

11-6-2: Computing Parking	Chapter 13 with use group parking standards
11-6-3: Off-Street Parking and Loading	Chapter 13 with use group parking standards
11-6-4: Design and Use	Chapter 13 with use group parking standards
11-6-5: Special Studies	New
11-6-6: General Access and Circulation	Chapter 13
Trees, Landscaping, and Screening	
11-6-7: Purpose and Applicability	Chapter 14
11-6-8: Land Clearing	Cross reference to Title 10, Chapter 5
11-6-9: Credit for Existing Trees	New
11-6-10: Development Landscaping	Chapter 14
11-6-11: Bufferyards	Chapter 14 with supplemental language
11-6-12: Landscape Plan	Chapter 14 with supplemental language
11-6-13: Landscape Maintenance	Chapter 14 with supplemental language
Chapter 7: Signs	
11-7-1: Purpose and Authority	Sec. 11-12-21
11-7-2: Development Standards	Sec. 11-12-21
Chapter 8: Code Administration	
Purpose and Application	
11-8-1: Purpose and Applicability	New
11-8-2: Code of Ethics	Sec. 11-3-5
Code Administrators	
11-8-3: City Council	Cross-reference Sec. 1-7-4
11-8-4: Planning Commission	Chapter 3, Article A
11-8-5: Board of Adjustment	Chapter 3, Article B, and Sec. 10-7-10, Demolition
11-8-6: Technical Advisory Committee (TAC)	New and reference Sec. 12-3-1 (existing TAC)
11-8-7: City Planner	New and Sec. 11-3B-6 (replace Building Official)
Chapter 9: Permits and Procedures	
Commentary: Those actions which require only staff approval (Administrative actions, including the new staff review/approval process for limited uses) would be grouped separately from those which require a public meeting to provide greater procedural clarity.	
Administrative Permits and Procedures	
11-9-1: Zoning Clearance Permit	Sec. 11-3-2
11-9-2: Site Plan	Consolidate all site plan sections
11-9-3: Limited Use Approval	New
11-9-4: PUD Site Plan Amendment (Minor)	New
11-9-5: Approved Site Plan Amendment (Minor)	New
Public Meeting Permits and Procedures	
11-9-6: Approved Site Plan Amendment (Major)	New

11-9-7: Zoning Map Amendment (Rezoning)	Sec. 11-3D-1, Article D
11-9-8: Conceptual PUD Development Plan	Sec. 11-11-8 with supplemental language
11-9-9: Preliminary PUD Zoning Amendment	Sec. 11-11-8 with supplemental language
11-9-10: Final PUD Zoning Amendment	Sec. 11-11-8 with supplemental language
11-9-11: PUD Major Site Plan Amendment	New
11-9-12: Specific Use Permits	Sec. 11-3C-1, Article C
Commentary: Most “land use” related Special Exceptions currently decided by the Board of Adjustment would shift to the Planning Commission and City Council as a Specific Use Permit.	
11-9-13: Limited Use (Referral or Appeal)	New
11-9-14: Comprehensive Plan Amendment	New
Appeals, Interpretations, and Variances	
11-9-15: Zoning Interpretations	Sec. 11-3B-7
11-9-16: Appeals	Sec. 11-3B-6
11-9-17: Variances	Sec. 11-3B-8
11-9-18: Special Exceptions	Sec. 11-3B-9
Chapter 10: Nonconformities	
Purpose and Application	
11-10-1: Preamble	Chapter 15
11-10-2: Application	Chapter 15
Classification of Nonconformities	
11-10-3: Nonconforming Uses	Chapter 15
11-10-4: Nonconforming Land and Lots	Chapter 15
11-10-5: Nonconforming Signs	New
11-10-6: Structural Nonconformities	Chapter 15
11-10-7: Repairs and Maintenance	Chapter 15
Chapter 11: Enforcement and Remedies	
Enforcement	
11-11-1: Purpose and Applicability	New (pattern after Sec. 10-7-11)
11-11-2: Enforcement Procedures	Sec. 11-3-6 (pattern after Sec. 10-7-11)
11-11-3: Violations and Penalties	Sec. 11-3-6 (pattern after Sec. 10-7-11)
Remedies	
11-11-4: Civil Liability	Sec. 11-3-6 with supplemental language and cross references to Secs. 1-4-1 and 1-11-19
11-11-5: Criminal Penalty	Sec. 11-3-6 with supplemental language

Title 12: Subdivision Regulations	
Commentary: Proposed Title 12 amendments would only supplement the existing text, including a new Chapter to define “fair share” development responsibilities. This is particularly critical to mitigate transportation impacts.	
New Chapter 4: Developer and City Responsibilities (insert after Chapter 3, renumber Chapters 4-8)	
Transportation Responsibilities	
12-4-1: Responsibilities of the Subdivider	New (remove conflicting language in Sec. 12-5-2)
12-4-2: Essential Nexus	New
12-4-3: Transportation Improvements Required	New
12-4-4: Traffic Impact Analysis (TIA)	New
12-4-5: Mitigation and Rough Proportionality	New
12-4-6: Mitigation Limitations and Exemptions	New
Utility and Drainage Responsibilities	
12-4-7: Utility Responsibilities	New
12-4-8: Drainage Responsibilities	New
Existing Chapter 5: Design Requirements	
12-5-2: Streets	Remove Subsections C and E (per Sec. 12-4-1 above)
12-5-8: Floodplain Areas	Supplement with text that incentivizes the use of floodplains and detention/retention areas as usable open space for recreation or amenities that add to neighborhood character and livability
12-5-10: Park and Recreation Development Fee or Dedication of Land in lieu of Fee	<i>Consider the following options to ensure quality parks and to create neighborhood character:</i> ▪ Require a minimum public park size. ▪ Allow smaller parks/greenbelts to preserve sensitive areas or corridor streetscape. ▪ Count undisturbed open space used as a filter for surface water quality Best Management Practice (BMP) compliance. ▪ Accept developer recreation improvements proportionate to a park improvement fee and subject to Homeowner Association (HOA) maintenance of improvements. ▪ Allow public/private agreements to require park dedication and public/private sharing of park improvement expenses. ▪ Require the submittal of a park or amenity plan with the submittal of plats. ▪ Update the Park Fee Schedule to include a Park Improvement Fee. ▪ Codify a list of acceptable park improvements.

GLENPOOL PEER CITIES DEVELOPMENT REGULATIONS RESEARCH						
Priority Items of Focus	Bixby	Jenks	Owasso	Broken Arrow	Edmond	Norman
Planned Unit Development (PUDs)						
Any parameters or amenity requirements	YES (details in code materials obtained)	YES Most applications begin with the City Planner, who directs and manages the process. In many cases, the Planner works closely with the developer to establish the standards with a goal to push them through for approval.	YES (details in zoning code materials obtained)	YES (details in zoning code materials obtained)	YES (details in zoning code materials obtained)	YES (details in zoning code materials obtained)
Provisions for Smaller-Lot Subdivisions						
Provisions for cluster development, open/green space offsets for smaller lots, lot-size averaging or width variation to avoid "cookie cutter" lot layouts, anti-monotony, etc.	NO	NO	YES By PUD or RNX zone (12 dwelling units per acre density)	YES Although recently adopted RS-4 district allows 6,500 square foot lots with 55 foot width, and 20 foot front setback may be reduced to 15 feet if lot access from rear.	NO Zero lot line allowed only through PUD. Then use PUD process to encourage offset of smaller lots (3,800 to 4,000 square feet) with open space and enhanced drainage amenities. No lot coverage standard in zoning. Results in large house on a small lot (setbacks: 20 ft front and rear, 5 ft side for 1 story, 8 ft side for 2 story). Edmond has a large challenge with affordable housing availability (even for small homes).	NO
Subdivision Standards						
Provisions that help drive quality design and/or incorporation of amenities including standards for open/green space within developments (e.g., location on the site, accessibility, quality of land set-asides, public dedication, HOA or other maintenance arrangements, etc.)	NO Bixby has strong Homeowner Associations (HOAs), but nothing besides restrictive covenants are recorded as a part of the Final Plat for subdivisions.	YES A pre-application meeting is held with the City Planner, who then directs the process (awaiting more details from Jenks on any other provisions).	YES (details in code materials obtained)	YES (details in subdivision regulation materials obtained)	YES (details in code materials obtained)	YES Subdivision regulations address block sizes, lot sizes, sidewalks, public areas and open space, but not in depth. References the Norman 2025 plan for direction on "optimum quality of development in the urban and suburban areas."
Parkland						
Land dedication or fee-in-lieu provisions	NO	NO	YES Park fee reduced from \$400 to \$300 per lot if "amenities" added (as defined in code).	NO	NO Edmond is toughest on requiring trail easements from developers to implement an adopted Trails Plan. Edmond also has an adopted Parks Plan but does not require parkland dedication if development occurs in areas designated for parks. Edmond has found that designating specific areas for parks has caused lot price inflation. Instead, general areas are designated for future parks. Developers are very unhappy with no credits for riparian areasa that must remain untouched.	YES
Architectural / Building Design Standards						
Standards for nonresidential development quality and aesthetics, but also any building material or other architectural standards for single-family and multi-family residential	NO	YES Special districts/appearance review.	YES Currently only in US 169 overlay district (1/4 to 1/2 mile on either side of 169). Likely will apply city-wide within a year.	YES Multi-family and commercial only.	YES Commercial building design standards.	YES Design guidelines for commercial exterior appearance (pertaining to masonry).
Possible percentage of required masonry on new home construction (See NOTE below)	NO City Council and Planning Commission considered but decided against implementing a masonry requirement.	YES Special districts/appearance review.	YES Currently only in US 169 overlay district (1/4 to 1/2 mile on either side of 169). Likely will apply city-wide within a year.	NO	NO Edmond's very competitive housing market drives use of masonry finishes in residential construction making residential design standards unnecessary.	NO

NOTE: In Oklahoma, building material and architectural standards for single-family residential are usually addressed in the Final Plat restrictive covenants. It is very rare to find residential architectural design guidelines in Oklahoma, unless it is for an Historic District or specifically within a PUD Design Standards section.