

**AGENDA  
SPECIAL  
MUNICIPAL PLANNING COMMISSION  
7:00 P.M, WEDNESDAY JULY 1, 2015  
EL RENO CITY COUNCIL CHAMBERS  
101 N. CHOCTAW AVE, EL RENO, OKLAHOMA**

- A. CALL MEETING TO ORDER**
- B. ROLL CALL**
- C. CONSENT AGENDA:**

1. Discussion, consideration and possible action on the minutes of the April 28, 2015 meeting.

- D. DISCUSSION ITEMS**

- 1. A. To conduct a public hearing of a request by Helena Chemical Company for a Conditional Use Permit (CUP) for bulk fertilizer storage at 310 East Jensen (part of the East Half of the NW/4 of Section 28, Township 12 North, Range 7 West of the Indian Meridian, Canadian County, Oklahoma)
- 2. B. Discussion, consideration and possible action of a request by Helena Chemical Company for a Conditional Use Permit (CUP) for bulk fertilizer storage at 310 East Jensen (part of the East Half of the NW/4 of Section 28, Township 12 North, Range 7 West of the Indian Meridian, Canadian County, Oklahoma)

- E. AUDIENCE PARTICIPATION**

Anyone having an Item of Business to present to the Municipal Planning Commission that DOES NOT appears on the Agenda please come to the podium at this time and state your name. You are requested to limit your presentation to three (3) minutes. Any item being presented MUST pertain to City of El Reno Municipal Planning Commission business.

- F. COMMISSIONER'S COMMENTS**

- G. ADJOURNMENT**

Filed in the office of the Deputy City Clerk and posted on the bulletin board at the west entrance of the El Reno Municipal Building, 101 N. Choctaw Ave., at 9:25 a.m. Monday June 29, 2015

Signed,   
Shelly Dalla Rosa  
Code Enforcement

The City of El Reno encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (405) 262-4070 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) are not the necessary accommodation.

**AGENDA COMMENTARY**

CONSENT AGENDA Item No. C-1  
Special Meeting of July 1, 2015

<b>Item Title:</b>	To approve minutes of the April 28, 2015 meeting.
<b>Initiator:</b>	Shelly Dalla Rosa Code Enforcement
<b>Background:</b>	Routine Item
<b>Exhibits:</b>	Draft copy of original minutes
<b>Financial Impact:</b>	Minimum staff time was spent on this item.
<b>Action:</b>	<i>Staff recommends approving minutes noting any changes or corrections the Commission feel in order.</i>

**MINUTES**  
**MUNICIPAL PLANNING COMMISSION**  
7:00 P.M., TUESDAY, APRIL 28, 2015  
EL RENO CITY COUNCIL CHAMBERS  
101 N. CHOCTAW AVE, EL RENO, OKLAHOMA

A. Chairman Robertson called the meeting to order at 7:00 p.m.

B. **Present:** Chairman Jerry Robertson  
Commissioner David Jensen  
Commissioner Keri McReynolds  
Commissioner Jason Robison  
Commissioner Bryan Kindiger  
Vice-Chair Vicki Proctor  
Commissioner J. T. Chronister

**Absent:** None

**Audience Members:** Chris Self, Keith Clark, Tom Cagle, Susana Cagle, Tyler Muzny, Maria L. Perez, Debbie Harrison

**Staff Members:** Matt Sandidge, Community Services Director  
Shelly Dalla Rosa, Code Enforcement

C. **CONSENT AGENDA**

1. **Approval of the minutes of the March 24, 2015 regular meeting of the El Reno Municipal Planning Commission.**

Commissioner Robison made the **MOTION** to **APPROVE** the minutes as written. The motion was **SECONDED** by Commissioner McReynolds and the vote was:

**AYES:** Robertson, Jensen, McReynolds, Robison, Kindiger  
**NAYES:** None  
**ABSTAIN:** None  
**ABSENT:** Proctor, Chronister

D. **DISCUSSION ITEMS**

2. **Nomination and election of an MPC Chairman.**

Proctor asked Robertson if he would like to remain Chairman and he responded positively prompting Robison to **NOMINATE** him to continuing the position. Chronister **SECONDED** the nomination and the vote was unanimous to retain Jerry Robertson Chairman of the Municipal Planning Commission.

3. **Nomination and election of an MPC Vice-Chairman.**

Robison asked Proctor if she would like to remain Vice-Chair. She said she would like to **NOMINATE** Robison for the position. McReynolds was the **SECOND** to the nomination and the vote was unanimous.

**4. Discussion, consideration and possible action to approve the preliminary plat of Jamestown Estates.**

Director Sandidge gave a brief overview of the plat and minor changes that were asked of the developers. The Director said the first phase would consist of 20 lots. He added that the city recommendation is to approve.

Commissioners Proctor and Chronister asked a few questions about the streets and emergency vehicle access.

Sandidge turned the podium over to Tyler Munzy whom represents the developers. Jensen and Robison asked about the common areas and their functions. Proctor voiced her comments and concerns and Munzy fielded their questions and concerns.

Vice Chair Robison asked about the lots that lie in the flood pool. Sandidge pointed out a couple of lots that are also in the flood plain.

The discussion turned to Elm St. and the future improvements that will be required. Sandidge said he would like to see sidewalks on Elm too.

There was no further discussion prompting Robison to make the **MOTION to APPROVE** the preliminary plat of Jamestown Estates with the following requirements. To include privacy screening for the existing natural gas wellhead and to include water detention and flood plain issues that are adjacent to the site. The motion was **SECONDED** by Chronister.

**AYES:** Robertson, Jensen, McReynolds, Robison, Kindiger, Proctor, Chronister

**NAYES:** None

**ABSENT:** None

**5. a. To conduct a public hearing of a request by Debbie Harrison for the consideration of a Conditional Use Permit for beer and wine sales in conjunction with art classes and events a 111 S. Bickford (The South Half of Lot 17, Block 95, Original Town Plat, Canadian County, Oklahoma).**

Chairman Robertson opened the Public Hearing at 7:28 p.m.

Debbie Harrison was in attendance and she simply explained that her new business would be art classes and they would like to sell wine / beer.

The Chairman asked if there were any questions or comments and hearing none closed the Public Hearing at 7:30 p.m.

**b. Discussion, consideration and possible action hearing of a request by Debbie Harrison for the consideration of a Conditional Use Permit for beer and wine sales in conjunction with art classes and events a 111 S. Bickford (The South Half of Lot 17, Block 95, Original Town Plat, Canadian County, Oklahoma).**

There was no further discussion therefore Commission Chronister made the **MOTION to APPROVE** the request by Debbie Harrison. Vice Chair Robison was the **SECOND** to the motion and the vote was:

**AYES:** Kindiger, Robertson, Proctor, Chronister, Jensen, McReynolds, Robison

**NAYES:** None

**ABSENT:** None

*David Jensen stepped down into the audience at 7:31 p.m.*

6. a. **To conduct a Public Hearing of a request by David Jensen for a change in zoning from Combined Residential (R-2) to Combined Office (CO). The property is located at approximately 621 S. Rock Island (Lots 12-16 Block 149 Original Town Plat, El Reno Canadian County, Oklahoma).**

Chairman Robertson opened the Public Hearing at 7:31 p.m.

Director Sandidge explained that the property is large enough to rezone and there is some commercial property to the north and south of the property. He said the City would recommend to rezone.

Jensen told the Commissioners that the property is on a main road and there is a lot of traffic. He said the property would be best for a commercial use. He said he feels it's not practical to go in the direction of residential use. Jensen added that it would be an office and it wouldn't create a problem for that area.

The Commissioners asked questions about the façade and the character of the buildings Jensen intends. Jensen said they are leaning toward possibly making it look like a duplex. Proctor said she likes that it's on a corner. The Commissioners agreed that the entrance would be better coming off Jenkins.

Jensen was asked how many offices there would be. He responded saying there is room for 4,000 sq. feet and feels maybe 3 spaces should be able to work there.

Keith Clark said he is not for or against the proposal however, her would like to see where the entrance and exits would be.

Chairman Robertson said the only negative is that it appears to be a spot zoning.

The Commissioners made a comparison to the Edward Jones building on Elm. Jensen agreed that is similar to what he has envisioned. The conversation moved to lot coverage and what size building Jensen would be able to build. He said with 30% lot coverage he could build a 4050 sq. ft. building

Chairman Robertson closed the Public Hearing at 8:05 p.m.

*Jensen left the room at 8:05 p.m.*

- b. **Discussion, consideration and possible action of a request by David Jensen for a change in zoning from Combined Residential (R-2) to Combined Office (CO). The property is located at approximately 621 S. Rock Island (Lots 12-16 Block 149 Original Town Plat, El Reno Canadian County, Oklahoma).**

There was no discussion prompting Vice Chair Robison to make the **MOTION** to **APPROVE** the rezoning request. Commissioner McReynolds was the **SECOND** to the motion and the vote was:

**AYES:** Kindiger, Robertson, Proctor, Chronister, McReynolds, Robison  
**NAYES:** None  
**ABSENT:** Jensen

*Commissioner Kindiger left the room at 6:06 p.m. and returned at 8:06 p.m.  
Jensen returned at 8:07 p.m.*

**E. AUDIENCE PARTICIPATION**

None

**F. COMMUNITY SERVICES AND DEVELOPMENT DIRECTOR REPORT,  
COMMISSIONERS COMMENTS**

Sandidge said the Gibson development hope to have a final plat soon but it could roll over another month.

Proctor asked about the Radio Shack building on the site being developed on 27<sup>th</sup> street. Sandidge said they will leave it and remodel the building.

**G. ADJOURNMENT**

Commissioner Proctor made the **MOTION to ADJOURN** and was **SECONDED** Commissioner Chronister. The vote was:

**AYES:** Chronister, Proctor, Jensen, McReynolds, Robison, Kindiger, Robertson  
**NAYES:** None  
**ABSENT:** None

The meeting adjourned at 8:09 p.m.

## AGENDA COMMENTARY

Discussion Agenda Item No. D-2  
Special Meeting of July 1, 2015

<b>Item Title:</b>	<ol style="list-style-type: none"><li>1. A. To conduct a public hearing of a request by Helena Chemical Company for a Conditional Use Permit (CUP) for bulk fertilizer storage at 310 East Jensen (part of the East Half of the NW/4 of Section 28, Township 12 North, Range 7 West of the Indian Meridian, Canadian County, Oklahoma)</li> <li>2. B. Discussion, consideration and possible action of a request by Helena Chemical Company for a Conditional Use Permit (CUP) for bulk fertilizer storage at 310 East Jensen (part of the East Half of the NW/4 of Section 28, Township 12 North, Range 7 West of the Indian Meridian, Canadian County, Oklahoma)</li></ol>
<b>Initiator:</b>	Helena Chemical Company
<b>Background:</b>	n/a
<b>Exhibits:</b>	Conditional Use Permit Application Map showing location of property
<b>Financial Impact:</b>	Helena Chemical paid \$125 for the CUP application
<b>Action:</b>	<i>There is no staff recommendation.</i>

**CITY OF EL RENO  
CONDITIONAL USE PERMIT APPLICATION**

**B. APPLICANT INFORMATION**

1. APPLICANT (NAME): Helena Chemical Co.  
2. MAILING ADDRESS: 225 Schilling Blvd, Suite 300  
ADDRESS OR P.O. BOX  
Collierville  
CITY  
TN  
STATE  
38017  
ZIP  
3. PHONE: 901 537-7280

**C. SUBJECT PROPERTY INFORMATION**

1. ADDRESS (IF ASSIGNED): 310 E. Jensen Rd  
2. COMPLETE LEGAL DESCRIPTION (ATTACH SEPARATE DOCUMENTS IF NECESSARY):  
" See Attachment "

3. CONDITIONAL USE BEING APPLIED FOR: Bulk fertilizer  
4. AFFIDAVIT

I, THE UNDERSIGNED RECORDED OWNER OF THE PROPERTY HEREIN DESCRIBED, HEREBY MAKE APPLICATION FOR A CONDITIONAL USE PERMIT TO USE MY PROPERTY FOR THE PURPOSE SET FORTH ABOVE IN ACCORDANCE WITH THE PROVISIONS OF THE ZONING ORDINANCE OF THE CITY OF EL RENO, AND I HEREBY CERTIFY THAT THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT

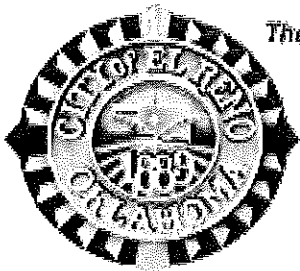
Louis G Rodriguez III  
LOUIS G RODRIGUEZ III  
VP SBU Helena Chemical Co.

DATE 6/3/15

FOR OFFICE USE ONLY	
RECEIVED BY: _____	DATE _____
FORM OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CHECK # _____	
LEGAL NOTICES SENT: <u>1</u> / <u>1</u> / _____	DATE OF PUBLICATION: <u>1</u> / <u>1</u> / _____







The City of

*El Reno*

*Where History Meets the Future*

June 23, 2015

**NOTICE OF PUBLIC HEARINGS**

The Public Hearings that were scheduled to be heard at the Municipal Planning Commission meeting Tuesday, June 23 2015, at 7:00 p.m. has been rescheduled for Wednesday July 1, 2015 at 7:00 p.m. The hearing will still be heard at the El Reno City Council meeting scheduled for Tuesday, July 14, 2015, at 7:00 p.m. The subject of both hearings will be the consideration of a Conditional Use Permit for bulk fertilizer storage at Helena Chemical located at 310 East Jensen (part of the East Half of the NW/4 of Section 28, Township 12 North, Range 7 West of the Indian Meridian, Canadian County, Oklahoma).

You have received this notice because the Code of the City of El Reno mandates nearby property owners be advised of these hearings.

Both hearings will be held in the Council Chambers of the Municipal Building, 101 N. Choctaw Ave., El Reno, OK.

Anyone desiring to address this issue should make plans to attend this meeting. Formal protests must be received at least three (3) days prior to the meeting at which it will be received.

Written comments may be directed to staff at:

**City of El Reno  
Community Development Department  
P.O. Drawer 700  
El Reno, OK 73036**

Call (405) 262-2000 or e-mail [sdallarosa@cityofelreno.com](mailto:sdallarosa@cityofelreno.com) with any questions.

Respectfully,

Shelly Dalla Rosa  
Code Enforcement Department

CC: File

## Shelly Dalla Rosa

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**From:** Leepipp [leepipp@gmail.com]  
**Sent:** Sunday, June 28, 2015 11:13 AM  
**To:** Shelly Dalla Rosa  
**Subject:** Public Hearing

Hello,

I received a letter about a public hearing regarding bulk storage of chemical at Helena Chemical. I showed up at the Municipal Building on June 23rd at 7pm along with a couple other homeowners in the area. There appeared to be no meeting and the doors were locked. Was the letter incorrect? I would also like to protest the conditional use permit for Helena. Does this email work or do you need something else? Also, will the meeting by on July 14th take place?

Sincerely,  
Roger Pippins  
4639 S Choctaw  
3182111

Sent from my iPhone