



office memorandum

TO: Kathryn Walker, Assistant City Attorney

FROM: Jane Hudson, Principal Planner

DATE: January 3, 2018

SUBJECT: Consent to Encroach – No. 1718-4
Lot 2, Block 1, University North Park Professional Center Addition
3501 24th Avenue N.W.

The applicant constructed the footings for a proposed sign at the subject location before submitting for a sign permit through the City of Norman and before review and approval was received from the ARB, Architectural Review Board. The ARB is responsible for reviewing and approving all signs located in the UNP, University North Park area. The ARB reviews for location, colors, square feet and height of signs. Due to lack of review, the footings were constructed in an easement, so a consent to encroach request is now being processed.

Planning and Community Development Staff does not oppose the location of the monument sign for this development. As constructed, the monument sign and base encroach into the platted 25' Build Line/Utility Easement, placing the sign approximately 1' from the west property line. However, the sign is still approximately 20' behind the roadway, 24th Avenue N.W., as seen on the attached site plan.

The ARB has reviewed and approved this sign location, noting they will allow an exception of this placement with the recommendation the City should require the applicant to obtain approval for consent into the easement. ARB went on to say that all future monument signs will be required to be located fully outside of any utility easement.

Attachments: Rick McKinney E-mail
Sign Detail w/ ARB Approval
Site Plan
Partial Site Plan

Reviewed by: Susan Connors, AICP *SC*
Director of Planning and Community Development

Cc: Brenda Hall, City Clerk

Jane Hudson

From: Rick McKinney <mckinney@tmparch.com>
Sent: Wednesday, September 13, 2017 11:16 AM
To: Wayne Stenis
Cc: Jane Hudson; Wayne Stenis; Janay Greenlee; Brenda Wolf; Juanitta Goins; Mike Moorman; Bob Goins; Rick McKinney; Brad Goodwin; Dianne Whisler
Subject: Lot 2 Monument Sign
Attachments: 2017-07-20_Lot2_Monument-Sign-Approved-as-Noted.pdf; 2015-7-24_Monument Type E Sign_ARB Approved as Submitted.eml; 2017-4-27_Lot 2 UTC Professional Center_ARB Certificate of Completion Inspection_APPROVED AS NOTED.eml

Wayne-

As discussed earlier, the ARB has approved the final monument sign design. Refer to attached approved plans.

The issue is the placement of the sign...it sets within a utility easement and the footing is apparently already poured.

This was not clear when final design was submitted to us without an updated site plan. The preliminary sign design site plan indicated the sign located outside of the utility easement

While the ARB will allow an exception of this placement, the City should require the Owner to obtain approval letters from all utility companies that may utilize the easement, as was recently required on another project we were involved with.

All future monument signs will be required to be located fully outside of any utility easement. This was not specifically required in the UNP Professional Center Guidelines.

Rick McKinney

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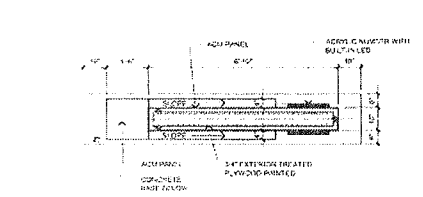
Richard S. McKinney, Jr. | AIA, RDI
President

THE MCKINNEY PARTNERSHIP architects
3600 West Main, Suite 200
Norman, OK 73072
405.360.1400

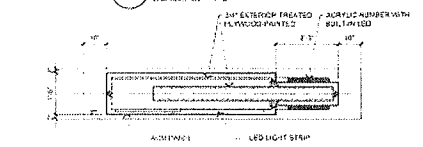
REVISIONS		
REV.	DATE	DESCRIPTION

DATE: 10/01/2015	GL STAFF
PROJECT NO: 1505	GL

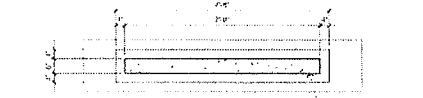
	ASI-
	A.01



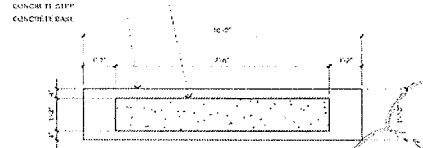
05 SECTION
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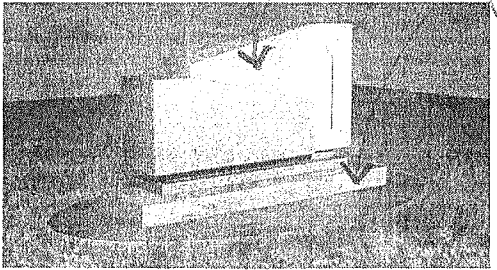
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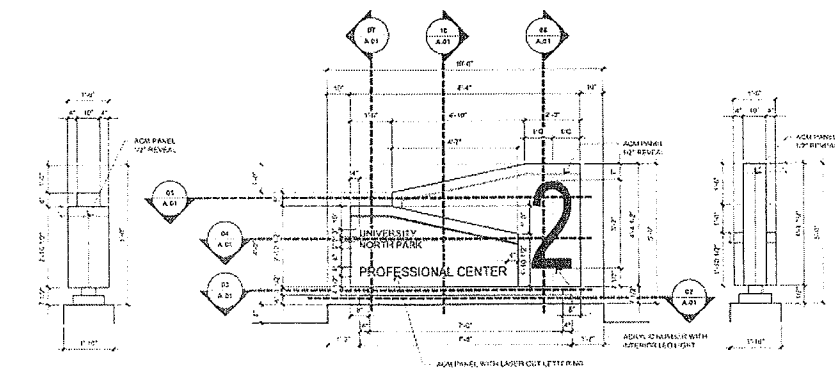
03 SECTION
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02 SECTION
SCALE: 1/2"=1'-0"



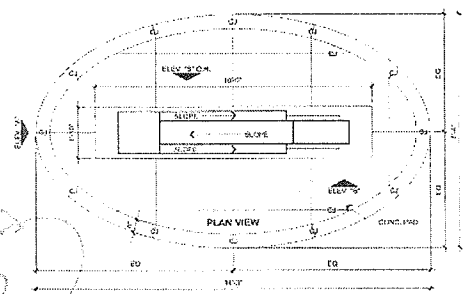
09 PROPOSED IMAGE



A ELEV
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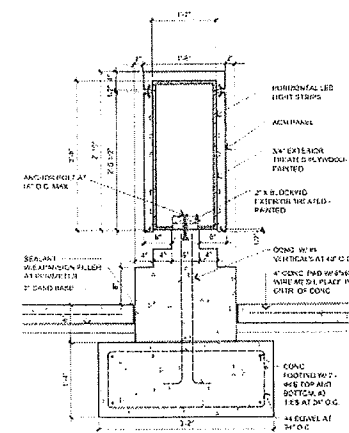
B ELEV
SCALE: 1/2"=1'-0"

C ELEV
SCALE: 1/2"=1'-0"

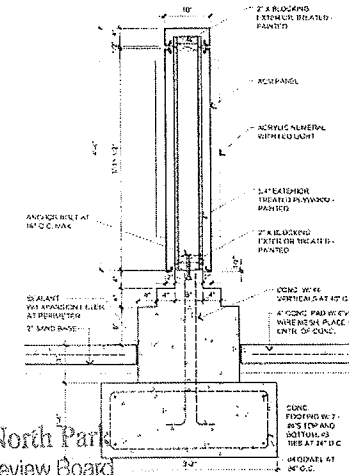


01 PLAN DETAIL
SCALE: 1/2"=1'-0"

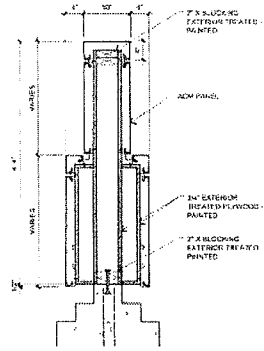
*Finish ?
Texture on
concrete ?*



07 SECTION
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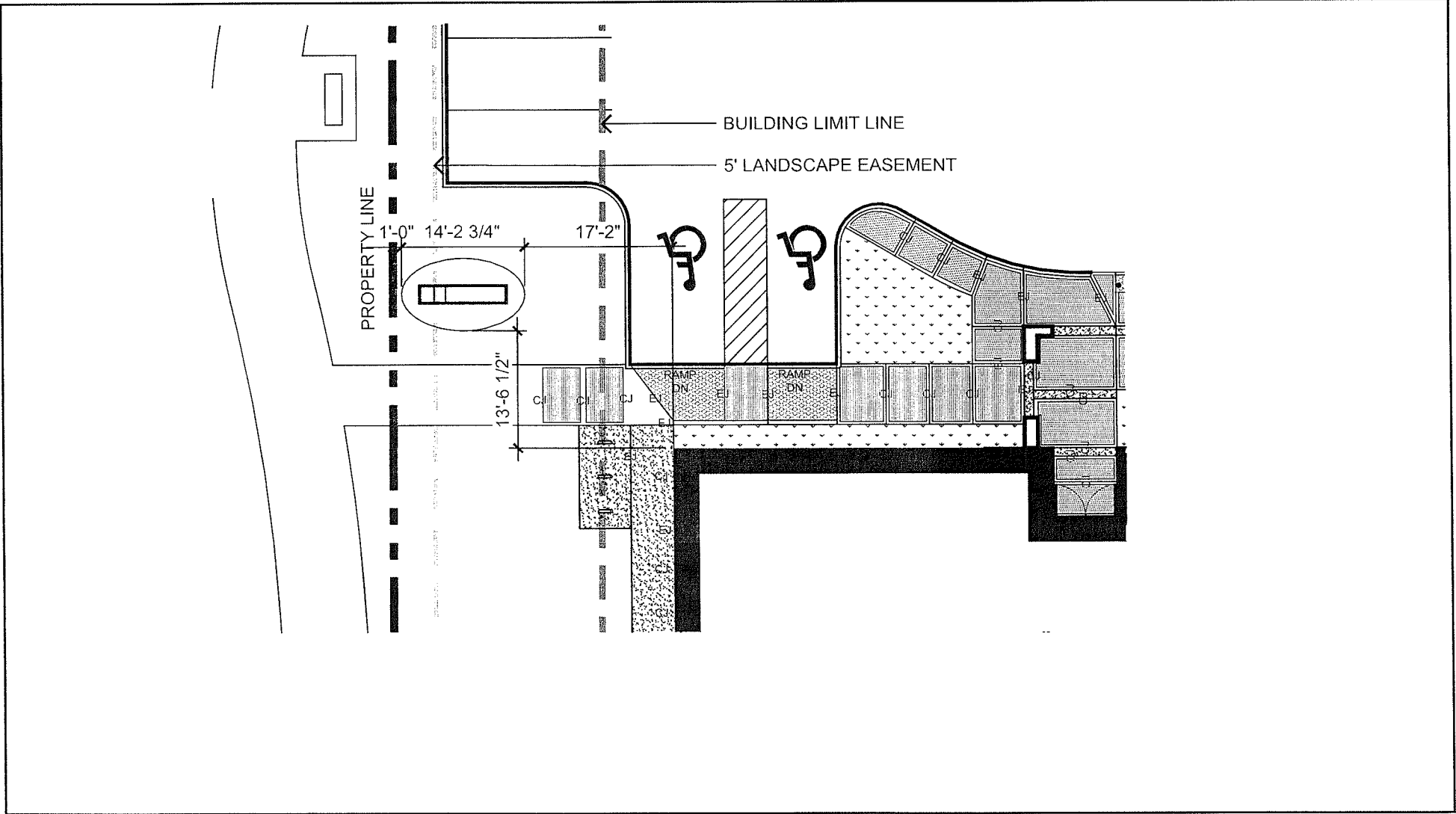
06 SECTION
SCALE: 1"=1'-0"



10 SECTION
SCALE: 1"=1'-0"

RECEIVED
JUL 20 2017
University North Park
Architectural Review Board

University North Park
Architectural Review Board
Approved as Submitted
Approved as Noted
Revise and Resubmit
[Signature] 7/20/17
Signed Date



**UNPC PARTIAL SITE PLAN
BUILDING SINAGE**

SCALE: 1/16" = 1'-0"

REVISION TYPE/NO.

SHEET NO.
A.01