

To Christopher Shrout, City Manager  
Robert Carr, Assistant City Manager  
Chief Ostrum

Subject IMEL PERSONAL RESIDENCE | FIVE OAKS

From Marcaé Hilton, City Planner

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Report | Meeting Summary

Preparer | Marcaé Hilton

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## Attendees

- Marcaé Hilton, City Planner
- Greg Ostrum, Fire Chief
- Tanner Rush, Community Development (Teams)
- Robert Bell, Consultant

## Timeline of Events

**November 18, 2020 @ 2:00 PM** | Staff (listed above) met with Robert Bell to continue dialogue on how to help move the lot split and building permit request for a single-family residence on the Five Oaks Property request made by Claudia Imel (Property Owner). Staff worked with Mr. Bell and came to the following agreement.

1. Bell will pursue a deed document in lieu of a formal Lot Split to be processed at Tulsa County.  
15.Re-Subdividing Prohibited. No tract or lot approved with a Specific Use Permit - Resort shall be split or sub-divided or re-subdivided by the owner or operator unless written approval is received from the City of Jenks.
2. The new Imel home will sit on approximately 120-130 acres.
  - a. Bell must provide a copy to the City of the deed filed with Tulsa County.
3. The property will be removed from the SUP.
4. NO CERTIFICATE OF OCCUPANCY WILL BE GIVEN WITHOUT THE FOLLOWING CONDITIONS BEING MET:
  - a. Bell must provide a copy to the City of the deed filed with Tulsa County.
  - b. Amend SUP 111 to remove homestead from SUP | Application to be filed with building permit (Staff must confirm)
    - i. Minor Amendment | No Advertising
    - ii. Must be heard and approved at the Planning Commission
    - iii. Must be approved by City Council
    - iv. Must prove access from York Town is legal
      1. Written approval from Yorktown to use Block 45-49 for access
      2. Confirm no PUD amendment is required
      3. Confirm no plat amendment is required
    - v. SUP application must include the following
      1. Legal description of parent tract excluding York Town
      2. Legal description of new homestead tract

3. Discuss sunset clause or trigger on access
  4. Include | Lot Characteristics
    - (1) Lot dimensions and area shall either conform with zoning code requirements
    - (2) Where public water and/or public sanitary sewer is not available, appropriate tests shall be conducted by the health department or its assigns to determine the proposed lot suitability for a private sewage disposal device. This proposed lot shall meet the minimum standards of the health department.
    - (3) Copy of ODEQ approval of Septic/Aerobic
  5. Easements | The lot will have adequate access to utility easements, dedication of easements will be required in accordance with the requirements City Staff and City Code
  6. Access and Streets | Identify and provide the lot with access to a public street
  7. Future Subdivision of land
    - a. Consider and identify boundaries, areas designated for street right-of-way on the Jenks City-County Major Street and Highway Plan, the split shall not be approved where street rights-of-way fail to conform to said plan except, upon a finding that:
    - b. Consider where all utilities will be placed and where additional right-of-way could be required
    - c. Consider future utility placement and,
    - d. Confirm the public has, by virtue of statutory easement suitable roadway dedication, right-of-way sufficient to allow the placement of pavement of a width necessary to meet the standards of the street plan for the particular street involved.
- c. Chief Ostrum Summary 11.18.20 | Fire apparatus access road requirement:  
503.1.1 Buildings and facilities.  
Approved fire apparatus access roads shall be provided for every facility, building or portion of building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150' of all portions of the facility and all portions of exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

## 503.2 Specifications.

*Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.*

### 503.2.1 Dimensions.

*Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches.*

### 503.2.3 Surface.

*Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. (Jenks requires an engineer's report stating that the fire access road is capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds.)*

#### 503.2.4 Turning Radius.

*The required turning radius of a fire apparatus access road shall be determined by the fire code official. (Jenks requires a minimum inside turning radius of 28').*

#### 503.2.5 Dead Ends

*Dead-end fire apparatus access roads in excess of 150' in length shall be provided with an approved area for turning around fire apparatus. (Jenks uses Appendix D of the 2015 IFC for examples of approved turnarounds.)*

There are also requirements listed for bridges and elevated surfaces, grade and angles of approach and departure.

#### Water supply requirement

##### 507.1 Required water supply.

*An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.*

##### 507.3 Fire Flow.

*Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method. (Jenks uses Appendix B as an approved method)/*

##### 507.5 Fire Hydrant Systems.

*Fire hydrant systems shall comply with Sections 597.5.1 through 507.5.6.*

##### 507.5.1 Where Required

*Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.*

*Exceptions: 1. For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet*

Addressing | *Fire department will require this property to be addressed based on the entrance of the fire access road.*

Thanks, Greg Ostrum, Chief | Jenks Fire Rescue (918) 298-1491 [gostrum@jenksok.org](mailto:gostrum@jenksok.org)

**October 21, 2020 @ 3:30 PM** | Staff met with the following to discuss the potential lot split and building permit request for a single-family residence on Five Oaks property SUP 111.

Attendees:

- Claudia Imel, Property Owner
- Randy Imel, Property Owner
- Robert Bell, Consultant | representing homeowner
- Robert Carr, Assistant, City Manager

- Marcaé Hilton, City Planner
- Brandon Macy, Assistant To Planner
- Greg Ostrum, Fire Chief
- Tanner Rush, Community Development
- Chris Cloyde, City Engineer
- Katie Hokett, Civil Engineer

Summary | No decision was reached and there were many concerns.

SUP | There are many pages, plans and revisions to the original SUP. Much of the current operations are not allowed in the SUP, in order to start the process of cleaning up the SUP Marcaé insisted the single-family residence must be removed from the SUP boundary line (Legal Description). Bell argued the legal description was irrelevant, staff does not agree and will not concede on this point.

Lot Split | Bell insisted he did not need to get a Lot Split because the property was AG and state statute did not require a Lot Split, Hilton insisted because it was part of a SUP a Lot Split was required.

Access | There was talk about public safety requirements including but not limited to access adequate and what triggered the code requirements? At this meeting there was no clear plan for access to the new home.

Water | Would additional hydrants be required?

Sewer | Septic or aerobic

Outstanding property violations | Marcaé insisted a lot split would not start the clock on current outstanding violations. Before COVID the property took on uses which are not in compliance with the SUP. Because of COVID the property owners are uncertain which direction they wish to go in the future.

## HISTORICAL SUMMARY (NOT COMPLETE)

1. Original SUP – JZ 285 – [Ordinance No 905](#) – passed 1996.11.18 with conditions
  - Activities are subject to CC approved site plan
  - Activities shall comply with [Ord 897](#)
    - “classifying certain cultural, heritage, commercial resort facilities and public or private attractions land uses to be specific uses as listed in the Jenks zoning code”
  - A refined and detailed site plan must be prepared and approved before the issuance of any building permits or occupancy permits
  - Activities shall comply with the noise provisions of Ord. 897
  - Overnight sleeping and dormitory uses shall be conducted only between the hours of 6 a.m. and 11 p.m. Sunday through Thursday and 6 a.m. to 12 a.m. (midnight) Friday and Saturday
  - The operator/owner must meet with the City Manager annually for review
  - **The present status of and future use of the 24. 75 foot statutory right-of-way along the eastern boundary of the two tracts and the 160 foot by 1640 foot tract forming the eastern part of tract 2 should be reviewed prior to any final site plan approved by the City Council.**

- Right-of-way and utility easements necessary for the construction, extension or connection of public improvements to serve the subject property or adjacent properties shall be provided at such time as deemed necessary by the City in lieu of completion of a standard sub-division plat. Such utility construction extension or connections in accordance with these provisions shall be made in compliance with applicable section of Ord. 897 and approved by the City Engineer.
- Ord 905 contains 2 tracts for ~185 acres
- Nothing about only half meant to be in the SUP
- 2. SITE PLAN APPROVAL | City Council | October 6, 1997
- 3. JZ 602 PUD 61 D | YORKTOWN BLOCKS 45-49
  - [Ord 1425](#)
  - RS-2 | South part of property
  - Yorktown 45-49
  - Yet to be removed from SUP on INCOG's map
    - Corrected on INCOG MAP | October 21, 2020 | Per Marcaé
- 4. JZ 609 SUP 111 Amended (no original 111; probably should read SUP 111, amended SUP XXXX (17?))
  - [Ord 1436](#)
  - Might be the cause of the Ord 1425 error; using old legal description from previous SUP instead of legal minus PUD 61D
  - Allows an accessory building: storage, office, display area
- 5. JZ 576 SUP-17A
  - "Minor amendment" to the SUP, according to Bell (I don't think you can do a amendment to an SUP per our code)
    - Bell states that since we can do minor amendments to PUD then we can do them to SUPs too
  - Completed Oct. 15, 2015
  - Slightly changes the location of the Cabins
    - Several approval conditions
- 6. JZ 633, Amend SUP 111
  - Allows for construction of barn and upstairs loft
  - [Ord 1474](#) – Uses same legal as 1436
  - 12/3/18
- 7. SITE PLAN, Darrell Byrd, 08.13.19 | not sure action was taken.