

Planning Commission Minutes
February 22, 2024

(The agenda was filed with the City Clerk of The City of Oklahoma City at 7:39 a.m. on February 19, 2024)

11. (SP-584) Application by The Protestant Episcopal Church Foundation of the Diocese of Oklahoma, for a Special Permit to operate Use Unit 8250.7 Emergency Shelters and Feeding Sites in the DBD Downtown Business and HL Historic Landmark Overlay Districts, located at 127 NW 7th Street. Ward 6.

Technical Evaluation:

1. The Special Permit shall conform to the conditions of the Program Description.

The applicant was present. There was a protestor present.

RECOMMENDED APPROVAL SUBJECT TO TECHNICAL EVALUATION.

MOVED BY GOVIN, SECONDED BY CLAIR

AYES: CLAIR, MEEK, GOVIN, PENNINGTON, NOBLE, LAFORGE

NAY: NEWMAN

ABSENT: POWERS, PRIVETT



STAFF REPORT
The City of Oklahoma City
Planning Commission
February 22, 2024

Item No. IV. 11.

(SP-584) Application by The Protestant Episcopal Church Foundation of the Diocese of Oklahoma, for a Special Permit to operate Use Unit 8250.7 Emergency Shelters and Feeding Sites in the DBD Downtown Business and HL Historic Landmark Overlay Districts, located at 127 NW 7th Street. Ward 6.

I. GENERAL INFORMATION

A. Contacts

Applicant's Representative

Dean Churchwell
St. Paul's Cathedral, Inc.
(405) 235-3436
deanchurchwell@stpaulsokc.org

B. Case History

This is a new application.

C. Reason for Request

The purpose of this request is to allow the operation of a temporary cold weather shelter inside a church for persons experiencing homelessness.

D. Existing Conditions

1. Size of Site (0.87 Acres)

2. Zoning and Land Use

	Subject Site	North	East	South	West
Zoning	DBD / HL	DBD	DBD	DBD	DBD
Land Use	Church	Office	Commercial	Parking	University

3. Comprehensive Plan Land Use Typology Area: Downtown (DT)

DT applies to the city center, Oklahoma City's most intense development area, envisioned as a regional center for commerce and tourism. Urban experience, interaction, creativity and knowledge exchange, and economic dynamism are guiding objectives that necessitate high intensity and extremely close proximity among businesses, residents, destinations, and amenities.

II. APPLICANT'S PROGRAM DESCRIPTION

St. Paul's Episcopal Cathedral will provide emergency shelter to those who are homeless during bitterly cold weather. The Cathedral can shelter up to 70 individuals in its Dean Willey Hall. While St. Paul's Episcopal Cathedral is providing the physical space for the shelter, the planning, set up, staffing, and administration of the shelter is a partnership between City Care, OK End Homelessness, and representatives from the Oklahoma County with consultation from The Homeless Alliance.

The emergency shelter will be set up for overflow when local area shelters are full and the Oklahoma City Cold Weather Contingency Plan is put into action, which occurs when the high temperature is 32 degrees Fahrenheit or below for three (3) consecutive days.

During the operation of the emergency shelter, participants will remain inside. In addition, St. Paul's Episcopal Cathedral has outside space within the Cathedral gates, so participants will not congregate or wander around outside the Cathedral property. When the emergency is passed and the shelter closes, participants will be asked to leave and if necessary, volunteers may help transport the participants to another shelter or location.

While the emergency shelter is open, participants will be provided a warm space to sleep, laundry service, and meals. Participants may be allowed to shower at the Edward L. Gaylord Downtown YMCA located at 1 NW 4th St.

The shelter will be staffed by volunteers; City Care will coordinate volunteer sign up. Case management will be provided upon check in by OK End Homelessness. Regarding staffing, at least 2 staff from OK End Homelessness will be on site at all times for check in, case management, and shelter oversight; there will be 6-15 additional volunteers onsite to provide food/drink, security and facility care (cleanup), as coordinated by City Care. St. Paul's Cathedral is responsible for the building and grounds to ensure internal and external areas of the facility are maintained while the emergency shelter is in operation. At least 2 volunteers will remain awake at all times to provide assistance and security. Volunteers will be organized into several teams, including the setup team, volunteer team (for kitchen, floor, prayer, clean up, restrooms, laundry, first aid, and transportation assistant), transportation team working with Embark, and the security team ensuring safety and de-escalation of situations.

III. GENERAL STANDARDS

All special permit uses shall satisfy the following general standards:

- 1) The proposed use shall conform to the policies of the adopted Comprehensive Plan.
- 2) The proposed use shall not adversely affect the use of the neighboring properties.

- 3) Pedestrian and vehicle traffic generated will not be hazardous or in conflict with the existing and anticipated traffic in the neighborhood.
- 4) Adequate utility, drainage, parking, loading, signs, access, and other necessary public facilities to serve the proposed use shall meet the adopted codes of the City.
- 5) The site shall front or have direct access to a street having adequate right-of-way and improvements to support the traffic generated by the proposed use.
- 6) The City Council may impose specific conditions regarding location, design, and operation to assure safety, to prevent a nuisance, and to control the noxious effects of excessive sound, light, odor, dust, or similar conditions. Such conditions may include:
 - a. A requirement that all machinery and facilities be located within an enclosed building; or
 - b. A requirement that certain areas be screened from view of surrounding neighborhoods; or
 - c. A limitation on intensity of lights or hours of operation; or
 - d. Similar measures designed to protect the public interest.

IV. ADDITIONAL SPECIFIC STANDARDS

- A. The application shall address: a description of the type of program proposed, the number of participants that would be in the program at one time, the number of staff that would be associated with the program and their general duties, the type of supervision that will be provided for the participants in the program, the means to mitigate any impact upon the surrounding land uses from the operation of the program, and the behavior of the participants in the program.

Reference Exhibit B – Program Description

- B. Staff in its report to the Planning Commission and the City Council shall identify other uses in the following use units within one mile of the proposed facility: Domestic Violence Shelters (59-8250.6), other Emergency Shelters and Feeding Sites (59-8250.7), Forced Detention or Correction Facilities (59-8250.8), Residential Facilities for Dependent and Neglected Children (59-8250.17), Residential Facilities for Drug or Alcohol Treatment Centers (59-8250.18), and Transitional Mental Health Residential Facilities (59-8250.19).

Staff shall provide the appropriate data and information to aid in deliberations of the Planning Commission and City Council.

Domestic Violence Shelters (59-8250.6)

None Identified

Emergency Shelters and Feeding Sites (59-8250.7)

ARK Family Shelter: 309 NW 11th Street (SP-238)
City Rescue Mission, 801 West Reno Avenue (SP-285)
City Rescue Mission, 914 West California Avenue (SP-436)
City Rescue Mission, 829 West California Avenue (SP-445) (Food Pantry)
Sunbeam Family Services, 1100 NW 14th Street (SP-455)

Forced Detention or Correction Facilities (59-8250.8)

Oklahoma Halfway House: 216 South Dewey Avenue (SP-187)
Oklahoma County Jail: 801 Robert S Kerr Avenue (SP-212 & SP-223)

Residential Facilities for Dependent and Neglected Children (59-8250.17)

None Identified

Residential Facilities for Drug or Alcohol Treatment Centers (59-8250.18)

Alcoholic Rehabilitation Center: 436 NW 12th Street (SP-184)
Drug Recovery Incorporated: 415 NW 8th Street (SP-209) (Closed)

Transitional Mental Health Residential Facilities (59-8250.19)

Saint Anthony Hospital, Adolescent Psychiatric Facility: 601 NW 9th Street (SP-214)

- C. The inordinate concentration of these use units is discouraged and locations dispersed throughout the community are promoted. The City Council shall determine whether an inordinate concentration of these uses would result from establishment of an additional such use in the particular area. In determining whether an inordinate concentration would result in a negative impact to the surrounding community from approval of a particular application, the City Council shall consider all facts and circumstances relating to the application and areas surrounding the proposed site, including, but not limited to, the differences or similarities in existing uses among these use units and the compatibility or incompatibility of such uses in the particular area.

V. REVIEW COMMENTS

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk * indicates that the agency, department, and/or division responded with no adverse comments.

A. Outside Agencies

- 1. Oklahoma City-County Health Department (OCCHD)**
- 2. Oklahoma City Urban Renewal Authority (OCURA)**
- 3. Oklahoma Gas and Electric (OGE)**
- 4. Oklahoma Water Resources Board (OWRB)**
- 5. School District (Oklahoma City)**
- 6. Oklahoma Department of Transportation (ODOT)**

B. City Departments

- 2. Airports**
- 3. Central Oklahoma Transportation and Parking Authority (COTPA)**
- 4. Fire (OCFD)***
- 5. Information Technology/Geographic Support (IT/GIS)**
- 6. Parks and Recreation**
- 7. Police (OCPD)**
- 8. Public Works**
 - a. Engineering**

Storm Sewer Availability *
- 9. Streets, Traffic and Drainage Maintenance**
- 10. Stormwater Quality Management**

11. Traffic Management

12. Utilities

- a. Wastewater Comments *
- b. Water Comments *
- c. Solid Waste Management *

13. Planning

a. Comprehensive Plan Considerations

1) LUTA Development Policies:

Site Design:

- Utilize Best Management Practices (BMP) for stormwater.
- Design buildings to include facades, storefront windows, and attractive signage and lighting to create pedestrian-scale visual interest.

National, state, and local permitting require basic best management practices for stormwater management.

Building Form:

- Avoid unbroken stretches of blank walls.

The proposed special permit would be to allow a temporary winter shelter within an existing building.

Automobile Connectivity:

- Protect existing traditional street grid and reconnect it where possible.
- Keep existing alleys open and functional.

The parking lot for the church is served by two access points along NW 8th Street and one along N Robinson Avenue.

Pedestrian Connectivity:

- Preserve and expand the pedestrian and bicycle networks.
- Provide sidewalk connections between all uses.
- Provide public connectivity through blocks via alley or internal access for large-scale, block sized developments.

Sidewalks are available along NW 7th Street and N Robinson Avenue.

- 2) Compatibility:** The comprehensive plan includes a land use compatibility matrix used to identify potential conflicts between major land use categories. *The proposed Special Permit would allow a temporary winter shelter in the existing St. Paul's Episcopal Cathedral, within its Dean*

Willey Hall. The Zoning Code requires specific use standards for Special Permit Uses.

- 3) **Service Efficiency:**
 - Water: *Served*
 - Sewer: *Fully Served*
 - Fire Service: *Urban Service Level*
- 4) **Environmentally Sensitive Areas:** The following apply to the proposed development site:
 - Riparian Areas: N/A
 - Upland Forests: N/A
 - Vulnerable Aquifers: The aquifer in this area is considered highly vulnerable to depletion. The comprehensive plan recommends preserving natural open spaces and utilizing low impact development techniques whenever possible in new developments in order to maintain water quality and allow for the infiltration of stormwater onsite.
- 5) **Transportation System:** This site is located along N Robinson Avenue, between NW 7th Street and NW 8th Street, all of which are listed as General Urban street types in the Downtown Development Framework (DDF) Plan. The nearest transit (bus) service is located adjacent to the subject site, along N Robinson Avenue.
- 6) **Other Development Related Policies**
 - Require sidewalks on both sides of all streets in urban LUTAs. (C-7)
 - Improve the functionality and efficiency of the street network by:
 - Providing direct connections from residential developments to nearby places and to each other.
 - Providing street and sidewalk stubs to adjacent vacant land in anticipation of future development.
 - Connecting new development to existing street and sidewalk stubs, and to existing trail, open space, and bicycle networks.
 - Reducing block sizes and use of dead-end streets.
 - Maintaining the existing street grid to preserve connectivity and mobility options. (C-11)
 - Share parking between contiguous developments. (C-31)
 - Preserve mature, healthy trees and incorporate them into the design of new development or redevelopment projects to the greatest extent possible. (G-26)

b. Plan Conformance Considerations

The subject site is located at the northeast corner of NW 7th Street and N Robinson Avenue within the Downtown LUTA. The site is zoned DBD and

developed with a church. The proposed Special Permit would allow a winter shelter in the existing St. Paul's Episcopal Cathedral, within its Dean Willey Hall. The Special Permit is subject to the provided Program Description.

IV. STAFF RECOMMENDATION

Staff recommendations are advisory only and do not constitute Planning Commission decisions. Staff recommendations are based on a technical evaluation of information submitted at the time of review. Determination of conformance with policies contained in the comprehensive plan is the purview of the Planning Commission. Planning Commission decisions require a vote of five members to approve or deny an item. The Planning Commission may consider in its decision-making process any additional relevant information presented at the public hearing by the public, applicant, and/or City departments.

Approval of the application subject to the following Technical Evaluation:

1. The Special Permit shall conform to the conditions of the Program Description.

taj

**Case No: SP-584 Applicant: The Protestant Episcopal Church
Foundation of the Diocese of Oklahoma**

Address: 127 NW 7th St. Present Zoning: DBD / HL

Proposed Use: 8250.7: Emergency Shelter and Feeding Sites (Seasonal)



The City of
OKLAHOMA CITY

Special Permit Application



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St. Paul's Cathedral, Inc
EMERGENCY COLD WEATHER SHELTER
Application for Special Permit

General Information

Contacts

The Very Rev Katie Churchwell, Dean
deanchurchwell@stpaulsokc.org
405-235-3436

Lauren Bass, Director of Operations
lbass@stpaulsokc.org
405-310-1936

Reason for Request

The purpose of this request is to temporarily adapt St. Paul's Episcopal Cathedral to an emergency inclement-weather shelter for homeless when the Oklahoma City Cold Weather Contingency Plan is put into action.

Requirements for Submittal

PROPOSED USE

1. Legal description of proposed Special Permit area:

Lots 27, 28, 29 and 30 in Block 2, Gault and Johnson's Addition to Oklahoma City, Oklahoma County, State of Oklahoma, according to the recorded plat thereof of Oklahoma City, according to the plat thereof.

and

All of Lots 31, 32, and 33 in Block 2, Gault and Johnson's Addition to Oklahoma City, Oklahoma according to the recorded plat thereof

and

Lots 34, 35, 36, and 37 in Block 2, Gault and Johnson's Addition to Oklahoma City, Oklahoma, according to the recorded plat thereof, except a strip of plot of ground 3 feet wide, and 75 feet long off the East side of Lot 27 extending North 75 feet from the south line of Lot 37.

2. Recorded deed listing current Property Owner:

[see attached]

3. Letter of Authorization from Property Owner listing Designated Representative if Applicant is not the Property Owner of record.

St. Paul's Cathedral, Inc
EMERGENCY COLD WEATHER SHELTER
Application for Special Permit

[see attached]

4. Property Owners Report listing all property owners who own property within a 300-foot (or greater if required) buffer area of the property to be considered.

[see attached]

5. Signed and Notarized copy of "Affirmation" that the Property Owners Report listings are true and correct.

[see attached]

6. Maps, site plan and/or survey:

[see attached]

7. Supporting documents as required by Chapter 59, Article IX, Section 9350, Standards for Specific Uses

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St. Paul's Cathedral, Inc

EMERGENCY COLD WEATHER SHELTER

Application for Special Permit

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Aerial Photo from 2/2022



The City of
OKLAHOMA CITY

Special Permit Application



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