

Traffic and Transportation Commission

April 18, 2022

Valet Loading Zone  
Ward 6

V-B. Applicant: Gary W Noland, P.E., Smith Roberts Baldischwiler, LLC, 100 NE 5 Street, Oklahoma City, OK 73104  
Municipal Code §32-401, §32-402 and §32-411

Request: Valet loading zone within the passenger loading zone on the north side of W Sheridan Avenue from approximately 128 feet west to 201 feet west of the west curb line of N Robinson Avenue.

Traffic Data: East/West  
Street Name: **W Sheridan Avenue**  
Street Typology: Storefront\*  
bikewalkokc Designation: Tier 2 facility (bicycle lane) from N Western Avenue to Joe Carter Avenue  
Street Width: 44 feet, four lanes, two-way, curbed, undivided  
Existing Traffic Controls: Traffic signals on W Sheridan Avenue at N Hudson Avenue and at N Robinson Avenue with mid-block pedestrian crossing signal approximately 490 feet west of N Robinson Avenue.  
Parking Controls: No parking anytime (both sides)  
Traffic Volume: 6,478 vehicles per day (vpd)(2018)(ACOG)  
Speed Limit: 30 mph  
DPS Collision Data: One collision recorded at N Robinson Avenue and W Sheridan Avenue. No collisions recorded in the vicinity of the requested  
(January 2020 to December 2020) lay-by.

\* planokc defines “storefront” street typology as, “destination streets that have concentrated amounts of retail, dining and/or entertainment, and subsequently carry the largest amount of pedestrian traffic. Key characteristics of this street typology are expanded pedestrian zones, on-street parking and streetcar routes.”

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Summary: This is a companion request and supplemental to the full-time passenger loading zone request presented in the previous item in this month’s agenda. Gary W Noland, P.E., with Smith Roberts Baldischwiler, LLC, on behalf of their client, Devon Headquarters, LLC, submitted a request to establish a valet loading zone within the same limits of the full-time passenger loading zone in the proposed layby to be built on the north side of W Sheridan Avenue from approximately 128 feet west to 201 feet west of the west curb line of N Robinson Avenue.

On July 15, 2008, the Oklahoma City Council amended the Oklahoma City Municipal Code, Chapter 32, by passage of Ordinance 23,642. This ordinance amended §32-401 and §32-402 and created §32-411 through §32-414. These code sections establish a process by which (1) a person or company can make an application to the Oklahoma City Traffic and

Transportation Commission to have a passenger loading zone on City right-of-way designated and signed for use as a valet loading zone and (2) a person or company can make an application to the City's Public Works Director for a revocable permit to operate a valet parking service within a Commission-designated valet loading zone.

Designation of a passenger loading zone as a valet loading zone is the first step toward obtaining approval to operate a valet parking service on public right-of-way within Oklahoma City. The second and final step is the approval of an administrative revocable permit to operate a valet service within a designated valet loading zone.

Analysis:

In accordance with §32-411(b), the applicant has provided a description of the proposed location of the valet loading zone; the amount of space requested for said zone (if approved in the previous item in this agenda); and a signed letter of authorization from the owner(s) of the private property abutting such valet loading zone stating the owner's approval of the amount of space requested for the valet loading zone.

Staff notes that, if approved, the valet loading zone cannot be reserved for any specific user. This space will be freely available for the short-term passenger loading needs of the public.

Recommendation: Action on this matter is at the discretion of the Commission.

Establishment of a valet loading zone within the same limits of the passenger loading zone would be an appropriate ancillary use.

Next Actions:

Unless appealed, the decision of the Traffic and Transportation Commission regarding the establishment of the valet loading zone is final. The valet loading zone can be signed at the same time that the passenger loading zone is eligible to be signed.

If approved, staff will have sign plaques bearing the legend "VALET SERVICE" posted below the existing passenger loading zone signs to inform the public of the availability of this service within the loading zone.

Traffic Management Division  
SC:sc

### **§ 32-401. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) Commercial loading zones means all curb loading zones authorized and regularly used exclusively for the loading and unloading of merchandise for storage, trade, shipment or resale.
- (2) Passenger loading zones means all loading zones authorized and used regularly and exclusively for the loading and unloading of passengers except bus stops, taxicab stands, and stands for other passenger common carrier vehicles.
- (3) **Valet loading zone** means a passenger loading zone, that has been designated by the Commission as a location where (1) a valet parking service may operate and (2) any other driver may expeditiously load and unload passengers.
- (4) **Valet parking service** is a business operated or service provided, within a designated valet loading zone, by any person or entity whereby the driver of a passenger vehicle leaves the vehicle on the public right-of-way for the operator of the service to park at another location and return to the driver upon demand.

(Code 1970, § 34-131; Code 1980, § 32-401; Ord. No. 23642, § 1, 7-15-08)

Cross reference— Definitions and rules of construction generally, § 1-2.

### **§ 32-402. - Curb loading zones generally.**

- (a) The Director or designee shall recommend the location of all loading zones on public streets in such places and in such number as he/she shall determine to be of the greatest benefit and convenience to the public, and every such loading zone shall be designated by appropriate signs.
- (b) **The Commission is hereby authorized to review the Director's recommendation and approve or deny the location of valet, passenger and commercial curb loading zones** and shall cause the Public Works Department to place and maintain appropriate signs indicating the zones and stating the times during which the provisions of this section are applicable.
- (c) No person shall stand or park a vehicle in violation of such signs.

(Code 1970, §§ 34-132, 34-137; Code 1980, § 32-402; Ord. No. 23642, § 1, 7-15-08)

### **§ 32-411. - Application for designation of valet loading zone.**

- (a) **Applications for designation of a valet loading zone shall be made to the Secretary of the Commission. The Commission shall conduct a public hearing regarding any completed application requesting the designation of a valet loading zone. The Commission may approve or deny such application or may conditionally approve the application as the Commission reasonably deems necessary to mitigate traffic impacts, protect other uses of the public rights of way, or otherwise protect the public health, welfare or safety.**
- (b) **An application for a valet loading zone shall contain: a description of the proposed location of the valet loading zone; the amount of space requested for said zone; a signed letter of authorization from the owner(s) of the private property abutting such valet loading zone stating the owners' approval of the amount of space requested for the valet loading zone.**

(Ord. No. 23642, § 2, 7-15-08)



RECEIVED BY  
March 28, 2022  
Traffic Mgmt. Div.

100 NE 5<sup>th</sup> Street  
Oklahoma City, OK 73104  
Telephone (405) 418-2288 Fax (405) 418-2289

March 28, 2022

Mr. Stuart Chai, PE  
City Traffic Engineer  
City of Oklahoma City  
420 W. Main Street, 6<sup>th</sup> Floor  
Oklahoma City, OK 73104

**Re: Updated Request for Traffic Commission Consideration for a Passenger Loading Zone Lay-by and Valet at the Devon Energy Center  
333 West Sheridan Ave.  
Oklahoma City, Oklahoma**

Dear Mr. Chai,

On behalf of our client, Devon Headquarters, LLC we submit this request for consideration to install a passenger loading zone lay-by and valet for Devon Energy Center located at 333 West Sheridan Ave. The passenger loading zone will be constructed behind the north curb of Sheridan Ave. and will include a 72.69-foot wide by 8-foot lay-by with a 5-foot wide by 20-foot-long accessible aisle with flush curb along the north side at the east end for passenger loading and valet. This loading zone will be in effect at a full-time basis. The attached Exhibits indicate the location of the requested loading/unloading zone and valet.

We request that this item be placed on the next possible Traffic & Transportation Commission docket for consideration and approval. Plans for this lay-by have been submitted to The City of Oklahoma City Public Works Department through the citizens permit portal and the project number assigned to the plans is PD-3114. Should you have any questions or comments or require additional information, please contact me by e-mail at e-mail address redacted or at 405-574-6856.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary W. Noland", is written over a light blue circular background.

Gary W. Noland, PE  
Smith Roberts Baldischwiler, LLC





Devon Energy Corporation  
333 West Sheridan Avenue  
Oklahoma City, OK 73102-5015

405 235 3611 Phone  
www.devonenergy.com

RECEIVED BY

March 28, 2022

Traffic Mgmt. Div.

March 28, 2022

Mr. Stuart Chai, PE  
City Traffic Engineer  
City of Oklahoma City  
420 W. Main Street, 6th Floor  
Oklahoma City, OK 73104

Re: Letter of Authorization for Traffic Commission Submittal  
Lay-by for Valet Parking Drop-off at the Devon Energy Center  
333 West Sheridan Avenue, Oklahoma City, Oklahoma 73102

Dear Mr. Chai,

As the owner/representative of Devon Headquarters, LLC at 333 W. Sheridan Ave., I am writing to inform you that I support the proposed valet and passenger loading zone on the north side of West Sheridan Avenue, and I authorize Miles Architecture, LLC and SRB, LLC to represent Devon Headquarters, LLC as representative/agent for the processing of this submittal to the City of Oklahoma City and the Oklahoma City Traffic and Transportation Commission. Please contact me at the phone number provided above if you have any questions, comments, or require additional information.

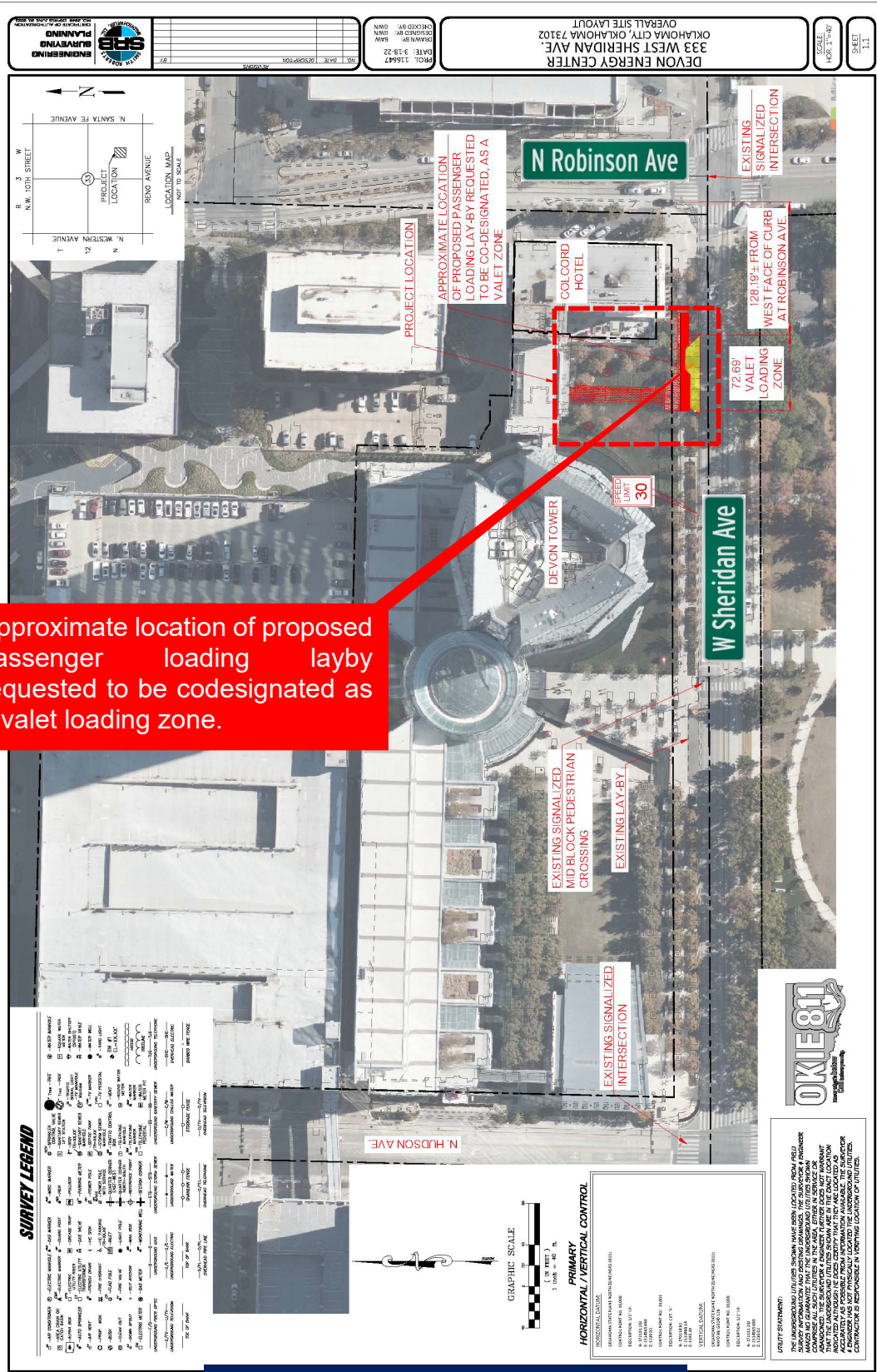
Sincerely,

A handwritten signature in black ink, appearing to read "Zafar Ali". The signature is fluid and cursive, with a prominent loop at the end.

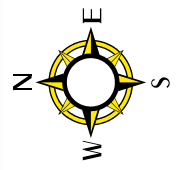
Zafar Ali  
Vice President  
Devon Headquarters, LLC

Cc: Gary Noland, P.E., SRB, LLC

Approximate location of proposed passenger loading layby requested to be codesignated as a valet loading zone.



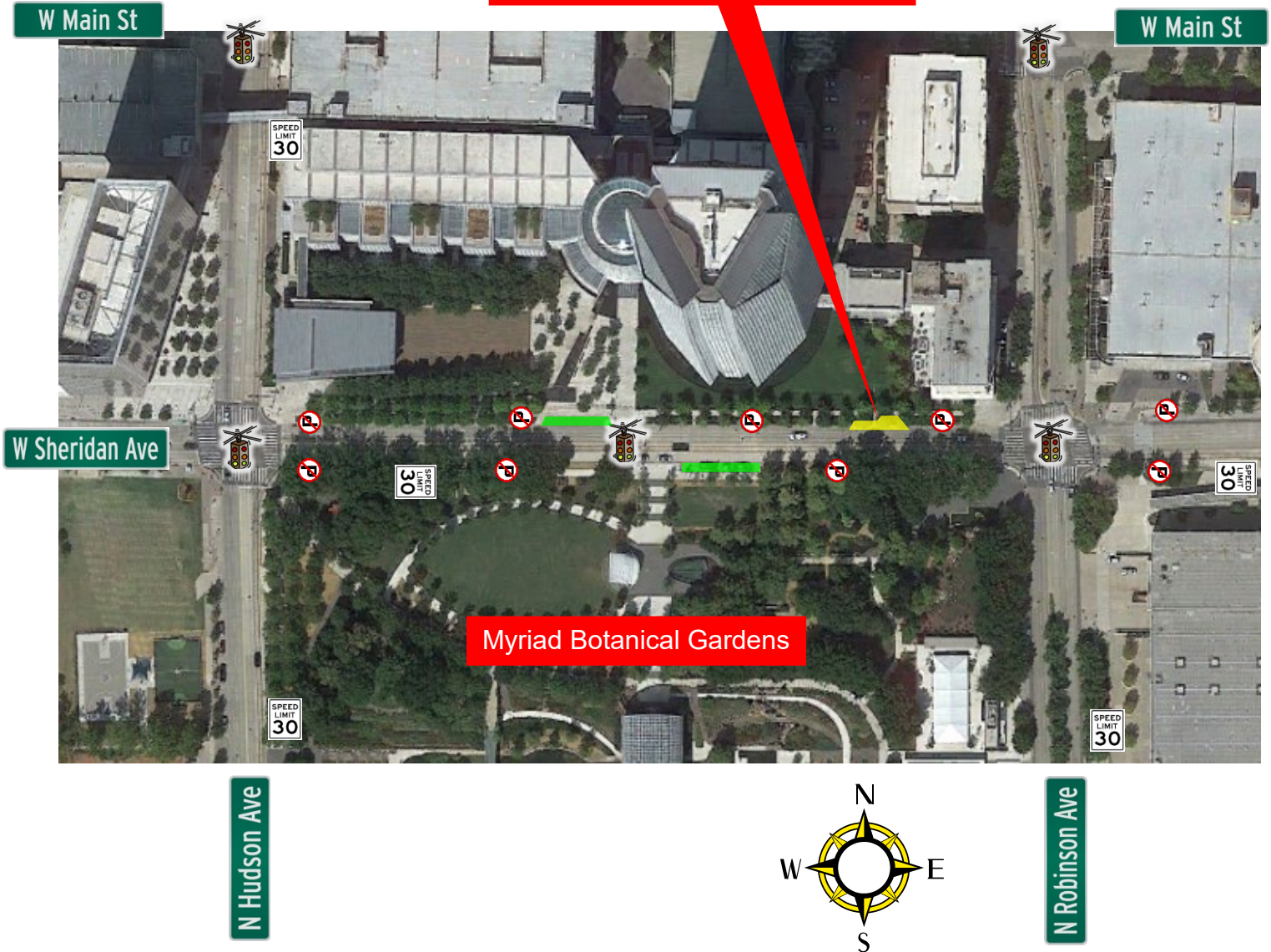
Base illustration provided by applicant





Base illustration provided by applicant

Approximate location of proposed passenger loading layby requested to be codesignated as a valet loading zone.



## W Sheridan Avenue Area Traffic Control Map



Speed Limits (as depicted)



Traffic controls (as depicted)



Existing curb loading zones (as depicted)



Approximate limits of passenger loading zone requested to be codesignated as a valet loading zone (as depicted)



Approximate location of proposed passenger loading layby requested to be codesignated as a valet loading zone.



Looking east on W Sheridan Avenue toward N Robinson Avenue.

Approximate location of proposed passenger loading layby requested to be codesignated as a valet loading zone.



Looking west on W Sheridan Avenue from the west side of N Robinson Avenue. The traffic signal is at the pedestrian crossing midway between N Robinson Avenue and N Hudson Avenue.