

REGULAR PLANNING COMMISSION MINUTES

DATE: September 7, 2022

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on September 7, 2022, at 1:30 p.m., according to notice duly posted as prescribed by law.

Item 1. Roll Call

Chair Reese called the meeting to order at 1:30 p.m. City Planner, Rachel Clyne, called roll and stated a quorum was present.

The following Commissioners were present:

Present: Walker, Johnson, Reese Mew-Palmer, Barrett, Rowell

Absent: Loftis-Walton

Item 2. Approval of Minutes – Regular meeting

Consideration of approval of the minutes from the regular meeting of August 3, 2022. Chair Reese asked for questions or corrections to the minutes.

Commissioner Johnson made a motion to **Approve** the minutes as presented, which Commissioner Mew-Palmer seconded.

Motion **passed 6-0-0**.

Aye: Walker, Johnson, Reese, Mew-Palmer, Barrett, Rowell

Nay: None

Abstain: None

Item 3. Case No. RZ11-22 – Staff Report - Public hearing and consideration of a request to rezone from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District) the property at 1910 W. Benedict Street.

Community Development Director Rian Harkins advised the applicants had applied for a single-family residential building permit. Due to the minimum lot of 5 acres in the A-1 zoning district and its required setbacks, a rezoning was necessary. Staff, along with the applicants, requested the application be deferred to ensure the legal notification and advertisement of this public hearing were administered.

Staff recommended the Planning Commission **Defer** Case No. **RZ11-22** until the October 5, 2022, Planning Commission meeting and recommend that the City Commission **Defer** this item to a future meeting.

Commissioner Walker made a motion to Defer RZ11-22 until the October 5, 2022, Planning Commission meeting, which Commissioner Johnson seconded.

Following any discussion, the motion **passed 6-0-0**.

Aye: Walker, Johnson, Reese, Mew-Palmer, Barrett, Rowell

Nay: None

Abstain: None

Item 4. Case No. RZ12-22 – Staff Report - Public hearing and consideration of a request to

rezone from R-1 (Single-Family Residential District) to C-3 (Highway Commercial District) the properties at 4029 & 4031 N. Union Avenue.

Community Development Director Rian Harkins advised that after notification and publication of this rezoning public hearing, the applicant's legal counsel realized the legal description was incomplete. Staff has since received a list of surrounding property owners for the entire property. To ensure complete and legal compliance, staff will resend notification letters and republish the notice of public hearing.

Staff recommended the Planning Commission **Defer** Case No. **RZ12-22** until the October 5, 2022, Planning Commission meeting and recommend that the City Commission Defer this item to a future meeting.

Commissioner Rowell made a motion to Defer Case No. RZ12-22 until the October 5, 2022, Planning Commission meeting, which Commissioner Mew-Palmer seconded. Following any discussion, the motion **passed 6-0-0**.

Aye: Walker, Johnson, Reese Mew-Palmer, Barrett, Rowell

Nay: None

Abstain: None

Item 5. Community Development Department Update

Community Development Director Rian Harkins addressed the Planning Commission and provided an update on the Love Your Block (LYB) program. Mini-grant projects continue through the first of November. LYB is currently organizing workshops for small businesses with a focus on business plans and financing.

The Advisory Committee for the Twin Lakes Master Plan will have its first meeting next week. A public information meeting will be held at Gordon Cooper Public Safety on September 27, 2022, at 6 p.m. There is also an interest survey that will go live simultaneously on the City's website. Everyone is encouraged to attend the meeting or participate in the survey.

The Unified Development Code (UDC) project – the Diagnostic Report was posted on the City's website today for all to review. Director Harkins provided a summary of the report in detail to the Commissioners. The consultants will provide a quick report overview at the next City Commission meeting.

Staff is finalizing an RFP for infill residential units program. The project intends to have 6 to 12 building plans, which are stamped by an architect and pre-approved by the building inspectors. These plan sets will be geared toward residential infill development and will increase the number of buildable lots within the City. This is another step in addressing stakeholder concerns discussed during the initial meetings regarding the UDC.

Item 6. Planning Commissioners' Comments

Commissioners Walker, Johnson, Mew-Palmer, and Chair Reese expressed the need for the infill housing plans, stated readiness to read the UDC Diagnostic Report, and were excited to see progress being made by the LYB program.

Item 7. Adjournment

The meeting adjourned at 1:59 p.m.



Chair/Vice-Chair

/s/ Rachel Clyne
City Planner