

REGULAR PLANNING COMMISSION MINUTES

DATE: September 1, 2021

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on September 1, 2021, at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

Item 1. Roll Call

The following Commissioners were present:

Present: Walker, Loftis-Walton, Johnson, Deem, Lester

Absent: Engles, Rowell

City Planner, Rachel Clyne, stated there was a quorum, and the meeting was called to order.

Item 2. Approval of Minutes

Consideration of approval of the minutes from the regular meeting of August 4, 2021.

Chair Deem asked the Planning Commissioners if there were questions or corrections to the minutes.

Commissioner Walker made a motion to **Approve** the minutes as presented, which was seconded by Commissioner Loftis-Walton.

Motion passed 5-0-0.

Aye: Walker, Loftis-Walton, Johnson, Deem, Lester

Nay: None

Abstain: None

Item 3. CUP03-21

CUP03-21 Public hearing and consideration of an application to rezone property located at 15413 Nickens Road, from A-1 (Rural Agricultural District) to A-1 (Rural Agricultural District) with LPZ (Lake Protection Zone) overlay and a CUP (Conditional Use Permit) for the purpose of operating a Bed & Breakfast/Airbnb (short-term rental).

Chairperson Deem asked for a staff report. Planner Clyne stated the application was for a Conditional Use Permit and to rezone property located at 15413 Nickens Road. Clyne explained that Shawnee's City Commission was currently working on understanding and determining policy for home sharing in the City. Staff recommended that the Planning Commission recommend deferring the public hearing for the application to the October 13, 2021 Planning Commission meeting.

Commissioner Walker made a motion to recommend **Deferral** of Case No. **CUP03-21** until the October 13, 2021 Planning Commission meeting, which was seconded by Commissioner Lester. Following any discussion, the motion **passed 5-0-0**.

Aye: Walker, Loftis-Walton, Johnson, Deem, Lester

Nay: None

Abstain: None

It was announced the item would be heard at the September 20, 2021 City Commission meeting.

Item 4. PL05-21

PL05-21 Consideration of an application for a Final Plat for Trails End Phase I subdivision. The property is a part of the SW/4 of Section 30, Township 11North, Range 4East, I.M. Shawnee, Pottawatomie County, Oklahoma. A residential development of approximately 46.20 acres with 76 lots.

Chair Deem asked for a staff report. Planner Clyne stated the applicant was requesting approval of a Final Plat for Trails End Section 1 subdivision. Clyne advised the Commissioners had seen the Preliminary Plat in January of 2021 and voted unanimously to recommend conditional approval of the Preliminary Plat to the City Commission. On January 19, 2021, the Shawnee City Commission voted for conditional of the preliminary plat. The conditions were to address concerns that a significant portion of the ±80-acre parcel was in and near the 100-year floodplain.

Clyne continued and stated the applicant applied for a CLOMR-F (Conditional Letter of Map Removal based on Fill) with FEMA and approval was granted to most of the lots. To accommodate the floodplain issues, the applicant submitted a revision of the plat, Trails End Phase I. This project is now m/l 46.20-acres with 74 lots. The Phase I is approximately the north half of the original submission.

In addition to reducing the size of the project, the common area(s) and stormwater detention were designed to address the floodplain concerns. City Engineer, Seth Barkhimer, reviewed the Trails End Phase I and found it sufficient. Staff recommended the Planning Commission recommend **Approval of PL05-21**.

Chair Deem asked if the applicant was present, and Joel Harrison, PE, representing Craton Tull, was available for any questions.

Commissioner Loftis-Walton made a motion to recommend Approval of **PL05-21** as presented, which was seconded by Commissioner Johnson.

Following any discussion, the **motion passed 5-0-0**.

Aye: Walker, Walker, Loftis-Walton, Johnson, Deem, Lester

Nay: None

Abstain: None

It was announced the item would be heard at the September 20, 2021 City Commission meeting.

Item 5. PUD01-21

PUD01-21 – Public hearing and consideration of an application for a Planned Unit Development (PUD) for use as a mixed-use development to be located southwest of the intersection of N. Kickapoo Avenue and E. Highland Street.

Chair Deem asked for a staff report. Planner Clyne stated the application was before the Planning Commission via a conditional approval from the Zoning Board of Adjustment. In October 2020, Case No. ZBOA07-20 was a request for a zoning variance to allow a medical marijuana dispensary to operate in C-1 zoning (Neighborhood Commercial District) instead of C-3 zoning (Highway

Commercial District).

Clyne continued stating the ZBOA voted for Conditional Approval that would require the applicant to present a plan for the area surrounding and including the subject property by July 2021. The applicant and representatives were present at the Zoning Board of Adjustment scheduled for July 15, 2021. Without a quorum, the item could not be heard. The intent of the meeting was satisfied. The submittal of a PUD application for review by the Planning Commission was made on August 4, 2021.

The requested Planned Unit Development (PUD) is on land located southwest of the intersection of N. Kickapoo Ave. and E. Highland St. more specifically known as Lots 1-16; Lots 23-28; and Lots 31-32, all in Block One (1) of the Fairgrounds Addition subdivision.

Clyne stated the Statement and Plan Map were included after this report. Additionally, a graphic of the proposed driveway entrance on N. Kickapoo Avenue was included. Seth Barkhimer, PE, City Engineer, was working with TAP Architecture to address traffic challenges associated with the site.

Clyne concluded by stating the applicant sought to design and build a Mixed Use development (commercial and residential) on approximately 2-acres located atop a portion of the existing Fairgrounds Addition plat. She then recommended that the Planning Commission recommend the **APPROVAL** of **PUD01-21** to the City Commission.

Chair Deem asked if the applicant was present, and Anthony McDermid with TAP was available for any questions. Chair Deem then opened the public hearing for the item. With no comments, the public hearing was closed.

The Commissioners discussed the right-turn only onto Kickapoo Avenue, the required parking located behind the buildings, and the use of the alley for exiting to the north and south.

Commissioner Walker made a motion to recommend **Approval** of **PUD01-21** as presented, which was seconded by Commissioner Johnson.

Following any discussion, the **motion passed 5-0-0**.

Aye: Walker, Loftis-Walton, Johnson, Deem, Lester

Nay: None

Abstain: None

It was announced the item would be heard at the September 20, 2021 City Commission meeting.

Item 6. Planning Department's Report

City Planner Clyne advised she had been appointed to the Lake Advisory Committee and reported the first meeting was held that Monday. She stated there was excitement surrounding the committee and promised more information to come. Clyne also reminded the Commissioners the October Planning Commission meeting was scheduled for the second Wednesday of the month.

Item 7. New Business

There was no new business.

Item 8. Commissioners Comments

Chair Deem inquired if the demolition of a house on Center St was done by the City or property owner.

Commissioner Lester advised he anticipates moving outside of city limits soon. Once finalized, he will submit a written resignation.

Item 9. Adjournment

Meeting was adjourned at 1:45 p.m. by the power of the Chair.



Chair/Vice-Chair



City Planner