

REGULAR PLANNING COMMISSION MINUTES

DATE: August 4, 2021

Meeting Minutes

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on August 4, 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, Engles, Lester, Rowell

Absent: None

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 July 7, 2021.

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

Commissioner Walker noted a scrivener's error on Item 3.

Commissioner Walker made a motion to **Approve** the minutes as with the correction, which was seconded by Commissioner Johnson.

Motion passed 6-0-1.

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

Nay: None

Abstain: Rowell

Item 3.

Case No. **LOT01-21** -- Consideration of an application requesting a Lot Split of land located near 33808 Belcher Road.

Chairperson Deem asked for a staff report. Planner Clyne stated the applicant was requesting a Lot Split of 5-acres from the parent tract of approximately 13-acres. The applicants are applying for a variance for a reduction in minimum street frontage from the Zoning Board of Adjustment on August 19, 2021. Staff recommended that the Planning Commission vote for **Conditional Approval** of **LOT01-21** with the condition that the associated variance request (ZBOA-03-21) is approved.

Commissioner Rowell made a motion Conditionally Approve **LOT01-21** as presented, which was seconded by Commissioner Loftis-Walton.

Motion passed 7-0-0.

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

Nay: None

Abstain: None

Item 4.

Case No. **LOT02-21** -- Consideration of an application requesting a Lot Split of land located on properties addressed 1101 N. Union Ave and 212 E. Kirk St.

Chair Deem asked for a staff report. Planner Clyne stated the applicant was requesting a Lot Split to an existing property that currently had two houses with two distinct addresses. Clyne explained in the Zoning Code under **Sec. 22-295.** - Traditional Neighborhood infill standards are discussed. The purpose of this floating zone (TN) is applied to legally created lots that are located in plats or replats recorded prior to 1960. The underlying base zoning of the lot (R-1) does not change, but additional standards are applied ensure that construction is compatible with the neighborhood.

Staff recommended the Planning Commission recommend **Approval** of **LOT02-21**.

Commissioner Loftis-Walton made a motion to Approve **LOT02-21** as presented, which was seconded by Commissioner Engles.
Motion passed 7-0-0.

Aye: Walker, Loftis-Walton, Johnson, Deem, Engles, Lester, Rowell
Nay: None
Abstain: None

Item 5. Planning Director's Report

City Planner Clyne advised the Shawnee Arts & Culture Commission had its first meeting July 28, 2021. She advised the Interim City Manager, Eric Benson was on duty through October 30, 2021. Clyne mentioned the need for another planner in the Planning Department and invited calls or emails. Clyne stated all Planning Commissioners' terms were up-to-date through the City Commission. Lastly, Clyne stated there were items ready for the September Planning Commission meeting.

Item 6. New Business

There was no new business.

Item 7. Commissioners Comments

Chair Deem acknowledged that she was grateful for everyone attending the meeting.

Item 8. Adjournment

Commissioner Deem declared the meeting was adjourned.

Meeting was adjourned at 1:48 p.m.

Cody Deem
Chair/Vice-Chair

/s/ Rachel Clyne
City Planner