

SPECIAL CALLED PLANNING COMMISSION MINUTES

DATE: MAY 15TH, 2020

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met via video conference for a special called meeting on May 15th, 2020, at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1: Roll Call

Upon roll call the following members were present:

Present: Kienzle, Walker, Rowell, Bergsten, Deem, Melot and Matthews

Absent: None

A quorum was declared, and the meeting was called to Order.

AGENDA ITEM NO.2: Consideration of approval of the minutes (*tabled until next regular meeting*).

AGENDA ITEM NO.3: **Case #P07-20- Public hearing and consideration of approval of Conditional Use Permit (CUP) for a guest cabin located at 15226 South School Road.**

David Bergsten asked for staff report. Director Blaine presented the staff report. She stated the applicant had built a cabin on a lake lot lease property three years ago. Now the applicant has requested to keep this guest cabin and build a new primary structure. The structure submitted for review was under 400 square feet. Staff recommended conditional approval granted the following conditions were met:

1. Guest cabin not to exceed 600 square feet.
2. Guest cabin not to be sublet.
3. Guest cabin to share a common drive with the primary residence.

Chairman Bergsten asked the Commissioners if they had any questions. Commissioner Kienzle asked how the City would know if the property was sublet. Director Blaine explained unless an issue surfaced, there wasn't an official process to oversee that aspect of the guest cabin provision. Chairman Bergsten then opened the public portion of the meeting. The applicant, Ms. Collins, reiterated the intention was not to sublet the property. The use of the guest cabin would be for out of state family to visit. She mentioned they had spent an ample amount of time picking out building plans for their new home and were excited to get started. Bergsten asked the Commission if they had any questions. Bergsten asked if this was a lease of land owned by the City. Blaine stated this was a lease of the School Land Commission. Commissioner Deem asked how lease holders were selected. Blaine stated the City was not involved or had knowledge of their processes. Commissioner Matthews inquired about the requirement about subletting and if this was different than conditions for other Conditional Use Permits (CUPs) across city limits. Blaine stated that they were in fact separate regulations and these particular regulations fell under the Lake Protection Zone (LPZ) in Shawnee City Code of Ordinances. She mentioned a few different types of CUP applications: bed and breakfasts, garage apartments, and guest cabins.

Bergsten asked for a motion, Commissioner Walker made a motion to conditionally approve which was seconded by Commissioner Matthews. Motion carried 6-0.

Aye: Walker, Matthews, Kienzle, Bergsten, Rowell, Deem, and Melot
Nay: None
Abstain: None

It was stated the item would be heard at the next regular City Commission meeting via video conference on Monday, May 18th, 2020 at 6:00 p.m.

AGENDA ITEM NO.4: **Planning Director's Report**

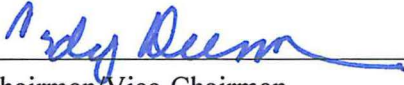
Planning Director Rebecca Blaine mentioned that Chairman Bergsten and Commissioner Kienzle would be completing their second full terms on June 1st. She thanked and expressed her appreciation to Bergsten and Kienzle. Commissioner Deem had a question regarding filling vacancies. Blaine stated five applications had been received thus far. Deem inquired when a decision would be made on appointing the two new commission seats. Blaine stated it could be on the first June City Commission meeting. Commissioner Melot stated they would have big shoes to fill.

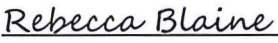
AGENDA ITEM NO. 5: **Commissioners Comments and/or New Business**

Commissioner Deem inquired about the house on Tucker Avenue, and the status of its demolition. Blaine replied that COVID-19 had put a damper on projected timelines due to the pandemic situation being so fluid. She mentioned City offices were looking to reopen on May 18th, 2020. Commissioner Melot had mentioned the tall grass and weeds being taking care of at the Airport Track and gave accolades to City staff for its efforts. Commissioner Walker inquired about a new development happening at the intersection of Harrison Avenue and Wallace Street. Director Blaine relayed that Sonic was building an office headquarters in that location.

AGENDA ITEM NO.6: **Adjournment**

Meeting was adjourned at 1:47 p.m.


Chairman/Vice-Chairman


Planning Director