

PLANNING COMMISSION MINUTES

DATE: MAY 1ST, 2019

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, May 1st, 2019, 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: Deem, Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

Absent:

Meeting was called to Order.

AGENDA ITEM NO.2:

Consideration of approval of the minutes from the April 3rd, 2019, Planning Commission Meeting

Chairman Bergsten asked Commission for any comments, questions, or a vote.

Planning Director Rebecca Blaine stated to the Commission that she had a change made to the Minutes. All references to the "Transportation Board" were changed to "Traffic Commission." She stated that is what it is publicly known as and that she had this change made to avoid public confusion.

Commissioner Matthews made a motion to approve the minutes as amended, seconded by Commissioner Deem.

Motion passed:

AYE: Deem, Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.3:

Citizens' Participation

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward.

No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO.4:

Case #P03-19 – Consideration of approval of a rezone from R-1 to C-3 for a retail development at 4011 North Kickapoo Avenue, Shawnee, OK

Applicant: Nelmon Brauning

Planning Director Rebecca Blaine presented staff report. She briefly described the dimensions of the lot, the current zone, and what zone the applicant is requesting the property be rezoned to. She stated that the 2005 Comprehensive Plan intends for this area to be single-family and public space; however, commercial frontage has been previously allowed in this area, and this will be reflected in the new Comprehensive Plan. She stated there has been no written response submitted to the Planning Department.

Chairman Bergsten asked what kind of development is intended for the property. Director Blaine deferred this question to the applicant, Nelmon Brauning. Ms. Brauning stated the property will either be retail or a Dunkin Doughnuts. Chairman Bergsten asked how many units the development would have. Ms. Brauning stated it will be a small development.

Chairman Bergsten asked if the Commission had any more questions for staff. There were no more questions.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward.

Chairman Bergsten asked if there were any other comments or questions. There were no more comments or questions and Chairman Bergsten asked for a motion. Commissioner Walker made a motion to approve the rezone from R-1 to C-3. Seconded by Commissioner Cowen.

Motion passed:

AYE: Deem, Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.5:

Case S04-19 – Consideration of approval of a preliminary plat located at 3900 North Union, Shawnee, OK

Applicant: Crafton Tull & Associates

Planning Director Rebecca Blaine presented staff report. She stated the plat, Grove Retirement Homes, was conditionally approved in October, 2018, but the applicant has since decided to rework the utility infrastructure. Director Blaine stated that this infrastructure has to be accepted by the City, and that the plat was originally intended to be implemented in two phases. Because the phasing was not reflected on the previous application, the revised plat is required to be approved by the City. She stated that staff has discussed the rear phase that is being eliminated in Phase I of this application. She also clarified that the preliminary and final plat are being treated as separate items. She stated that the Planning Director has discretion on deciding whether or not a change to an approved plat needs to be replatted. She stated that she has determined that this plat needs to be replatted. She noted that updated water plans need to be submitted prior to ODEQ submission by the City, final improvements plans shall be signed off by the City Engineer, and all public improvements shall be accepted by the City or alternatively bonded for the project.

Chairman Bergsten clarified that there are no other changes. Director Blaine confirmed this, and stated that a representative from Crafton Tull & Associates is at the meeting to answer questions.

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. Chris Gray of Crafton Tull & Associates, who was representing the applicant, stated that they originally misinterpreted the ordinance regarding phasing the development and that they are replatting the development to fix this issue.

Commissioners Cowen asked if the City of Shawnee's Subdivision Regulations are in line with most other cities that the applicant has developed in, or if the City of Shawnee is harder. Mr. Gray would not say that Shawnee is more difficult, and that all cities write their ordinances in their own way, and that they simply misinterpreted the Subdivision Regulations regarding phasing the development. They thought it would be helpful to show the master plan, but that this was a mistake. No one else came forward and Chairman Bergsten closed the public portion of the meeting.

Chairman Bergsten asked if there were any other comments or questions. There were no more comments or questions and Chairman Bergsten asked for a motion. Commissioner Cowen made a motion to approve the preliminary plat upon the submitted conditions. Seconded by Walker.

Motion passed:

AYE: Deem, Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.6

Case S06-19 – Consideration of approval of final plat located at 3900 North Union, Shawnee, OK

Applicant: Crafton Tull & Associates

Planning Director Rebecca Blaine had nothing to state on this item due to the fact that it is a final plat for the item

Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward.

No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward.

Chairman Bergsten asked if there were any comments or questions. There were no comments or questions and Chairman Bergsten asked for a motion. Commissioner Matthews made a motion to approve the final plat with the city's recommendations. Seconded by Commissioner Rowell.

Motion passed:

AYE: Deem, Matthews, Walker, Bergsten, Cowen, Kienzle, Rowell

NAY:

ABSTAIN:

AGENDA ITEM NO.7:

Planning Director's Report

Planning Director Blaine stated that the Planning Department has received Chapter 7, Housing and Neighborhoods from RDG, the consulting firm that is developing the Comprehensive Plan. She stated that, at this time, there are three chapters still to be received. She stated the Planning Department anticipates receiving the remaining chapter by the next week. She stated that any feedback is welcomed and that informational posters are available for public viewing at the Shawnee Mall. She encouraged anyone who lives, works, or plays in Shawnee to view these posters. She stated that the Traffic Commission will be providing feedback on the Transportation Chapter of the Comprehensive Plan on May 28th, 2019 at 6:00 PM. She stated they are tentatively planning on setting the public hearing and recommendation meeting for Planning Commission on June 5th, 2019, and for City Commission on June 17th, 2019 at 6:00 PM. She added that the Planning Commission can elect to have a roundtable-style meeting if they wish to do so. She stated that Amy Haase of RDG intends to be at the June 5th and June 17th meeting, but they could include her in on any roundtable-style meeting via conferencing call.

Commissioner Deem stated that, in light of what Commissioner Kienzle stated about the importance of the Comprehensive Plan at the previous meeting, this Comprehensive Plan is a tool the Planning Commission needs to be familiar with in order to use the document to its fullest potential. She stated she would like to have a roundtable-style meeting prior to the June 5th, 2019 regularly called meeting.

Chairman Bergsten agreed with this.

Commissioner Cowen agreed with this.

Commissioner Matthews asked if it would be public. Director Blaine stated it would be a public meeting. She stated that anyone would be welcomed to attend that meeting. She stated she believes the goal is to finish the Comprehensive Plan before the end of the fiscal year, but she does not want it to be rushed.

Commissioner Kienzle asked Director Blaine to further explain. Director Blaine stated that the reasoning is because Amy Haase is not currently booked for any more traveling to Shawnee in the next fiscal year. Commissioner Kienzle asked if Director Blaine has had enough time to review the Comprehensive Plan herself. Director Blaine stated that she is familiar with the document at this point and that she is fine with either having a roundtable or waiting until the regularly called meeting.

Chairman Bergsten expressed a concern that if the Commission were to have a second meeting, that it would raise more questions than answers. Director Blaine stated she believes RDG is creating a quality product for the City of Shawnee, but there is a learning curve with acclimating yourself with the community. She does not think it would hurt if it took longer to approve the Comprehensive Plan.

Commissioner Kienzle asked if, after the June 5th, 2019 Planning Commission meeting, the Comprehensive Plan would be voted on for adoption or if it would merely be introduced to the City Commission. Director Blaine stated that they would hopefully be voting on adoption. If the vote were delayed a month, it could be delayed due to Independence Day.

Chairman Bergsten asked the Planning Commissioners if there are any among them who know they will not be available. Commissioner Walker stated he will be out of town for an extended period of time. Director Blaine stated that if they have questions or comments, she can relay that to RDG.

Commissioner Cowen asked if Director Blaine has a date in mind for a special called meeting. Director Blaine asked if May 22nd would be suitable. The Planning Commission agreed to this.

AGENDA ITEM NO.8:

Commissioners Comments and/or New Business

There were no comments.

AGENDA ITEM NO. 9:

Adjournment

Meeting was adjourned.


Chairman/Vice-Chairman

Joseph Barker
Planning Commission Secretary