

REGULAR PLANNING COMMISSION MINUTES

DATE: February 3rd, 2021

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on February 3rd, 2021, 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: Walker, Loftis-Walton, Johnson, Deem, Engles

Absent: Lester, Rowell

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

AGENDA ITEM NO. 2:

Consideration of approval of the minutes from the regular meetings of November 4th, 2020, December 2nd, 2020, and January 6th, 2021.

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

Commissioner Loftis-Walton made a motion to approve to form. It was seconded by Commissioner Johnson. Motion passed 5-0-0.

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

Nay: None

Abstain: None

AGENDA ITEM NO. 3: Citizens' Participation **(A three-minute limit per person)** **(A twelve-minute limit per topic)**

Chair Deem opened the floor for public participation for items not on the meeting's agenda. There was no citizen participation.

AGENDA ITEM NO. 4: Case #PL05-21 Consideration and Approval of a Preliminary Plat for Cedar Ridge Addition, a 13.49-acre tract located approximately 1100' east of Harrison Avenue located on the north side of E. 39th Street. **Applicant: David Ray**

Chairperson Deem asked for a staff report. Director Blaine explained that this parcel originally came to Planning Commission on August 5th, 2020 as a request to rezone to a PUD (Planned Unit Development)

to propose a single family development with lot sizes smaller than the minimum dimensions (60' x 100') and square footage (6,000 sq. ft.) that R-1 (Single Family Residential) allows. That rezoning application went to City Commission on August 17th, 2020 with a recommendation for denial from the Planning Commission and was denied by the City Commission.

Blaine stated that the surrounding property owners had expressed concerns with the road being able to handle the additional traffic that any development would add to the roadway. Surrounding property owners stated they would support of a request to rezone to R-1 (Single Family Residential).

The 2040 Comprehensive Plan indicated the subject property as high density residential. An application and a process to apply for amendments to the Comprehensive Plan was created by staff and legal, which was presented to and passed by City Commission on October 5th, 2020. Staff recommended at that time to prevent from losing multifamily designated areas, 13-15 acres in another portion of city limits should be amended within the Comprehensive Plan to keep from losing designated acreage.

Cedar Ridge Addition came before Planning Commission on December 2nd, 2020 with an application to amend the 2040 Comprehensive Plan's Future Land Use Map (FLUM). A recommendation for approval from the Planning Commission accompanied the application that went before City Commission on December 7th, 2020. The City Commission voted unanimously to approve an amendment to the land use designation of the subject tract from high density residential to low density residential (R-1) with the reallocation of 13-15 acres of existing low density residential to high density residential.

Blaine continued by explaining that this proposed development also went to Traffic Commission on January 26th, 2021 to discuss potential roadway improvements that may be necessary after increased traffic volume from the new addition is added to E. 39th Street. The Traffic Commission recommended the developer improve along the approximate 411' of frontage Cedar Ridge Addition will have on E. 39th Street. Currently, there are no plans to enhance E. 39th Street. Approximately 700' of roadway will be left unimproved from Harrison to the western corner of the plat if Traffic Commission's recommendation is followed.

Director Blaine noted that the preliminary plat submitted was not the first revision and advised that conditions were required for staff to recommend approval. The fifteen (15) conditions must be satisfied with the following conditions, modifications, and corrects of the Preliminary Plat before Final Plat submittal:

1. Signed agreement of 25' off-site drainage easement for northwest corner of proposed plat.
2. Zoning under Developer's Information shall be updated from 'A-1' to 'R-1 (Single Family Residential)'.
3. 13 of 59 lots do not meet minimum dimensional R-1 standards, all lots will need to meet minimum R-1 dimensional standards.
4. Revisions and dates need to be added.
5. Preliminary Plat Note indicates 'variances being requested'. The City has received no applications for said variances. Strike language or file application with City.
6. Lots need to be divided out into appropriate blocks, labeled and renumbered. (Sub Reg 40.2.5)
7. Rectangles on lots should be removed.
8. Ensure lot frontages are legible and applied to each lot.
9. No more than 300' separation of fire hydrants for fire protection (Sub Reg 40.2.9).
10. Sidewalks meeting ADA minimum standards shall be noted on the plat for the 411' frontage on E. 39th Street.
11. Topography shall be removed from the Final Plat.
12. Block numbers shall be circled, lot numbers should be discernable from other dimensions and characters.

13. "Private Park" in Detention Area should be renamed "Common Area".
14. Show and calculate the drainage areas for each flume (location and size the flume accordingly).
15. Verify acreage. Two lots are displayed for the subdivision, 13.37 & 0.98 acres; however, the acreage total on the plat is 13.49 acres.

Chairperson Deem opened the public hearing. She asked if anyone wanted to speak in favor or in opposition of this case. Jon Flowers stood and addressed the Commissioners by advising he was available for comment or questions. No other members of the public spoke. Chairperson Deem closed the public hearing.

Chairperson Deem asked the Planning Commissioners if there were questions.

Commissioner Walker made a motion to recommend approval with the fifteen (15) conditions provided in the staff report. It was seconded by Commissioner Engles. Motion passed 5-0-0.

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

Nay: None

Abstain: None

It was stated the application (Case #PL05-21) would be heard at the next regular City Commission meeting on Tuesday, February 16th at 6:00 p.m. in the Commission Chambers.

AGENDA ITEM NO. 5: **Consideration and Approval of an amendment to the Future Land Use Map of the 2040 Comprehensive Plan to reallocate 15-acres of low-density residential to high-density residential.**

Chair Deem announced the item and requested a staff report. Director Blaine explained the amendment was for the reallocation of 15+/- acres of high-density residential (12 DU/AC or greater) land use to replace the 13.49 acres designated for high-density residential land use by Cedar Ridge subdivision, a low-density residential land use that was approved on December 7th, 2020 by City Commission to amend the 2040 Comprehensive Plan. This change to the Future Land Use Map ensures no future high-density residential land use acreage is lost.

Chairperson Deem asked the Planning Commissioners if there were questions.

Commissioner Loftis-Walton made a motion to recommend approval. It was seconded by Commissioner Johnson.

Motion passed 5-0-0.

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

Nay: None

Abstain: None

It was stated the item would be heard at the next regular City Commission meeting on Tuesday, February 16th at 6:00 p.m. in the Commission Chambers.

AGENDA ITEM NO. 6: **Planning Director's Report**

Director Blaine noted that Planner Rachel Clyne had assisted in becoming current with the minutes and was helpful in getting the Planning department caught up. She also mentioned the continued effort to

formalize the Arts Commission and asserted that the board would bring great things to the city of Shawnee. Blaine also advised the Request for Qualifications for the Update to the Zoning Code and Subdivision Regulations was in the works. She reminded everyone that the project had received approval in last year's budget but COVID required all non-essential projects be placed on pause. Lastly, she reminded the Commissioners to be mindful during this coming year of the Comprehensive Plan. She suggested they make note of things that are important to them to ensure a positive future for Shawnee.

AGENDA ITEM NO. 7: **New Business**

There was no discussion of New Business.

AGENDA ITEM NO. 8: **Commissioners Comments**

There were no comments from the Planning Commission.

AGENDA ITEM NO. 9: **Adjournment**

Chair Deem asked if there were any comments. With no response, she suggested a motion to adjourn.

Commissioner Walker made a motion to adjourn, which was seconded by Commissioner Engles.
Motion passed 5-0-0.

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

Nay: None

Abstain: None

Meeting was adjourned at 1:54 p.m.


Chairman/Vice-Chairman

Rebecca Blaine, AICP
Planning Director