

## REGULAR PLANNING COMMISSION MINUTES

DATE: January 5, 2022

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on January 5, 2022, at 1:30 p.m., according to notice duly posted as prescribed by law.

### Item 1. Roll Call

The following Commissioners were present:

Present: Walker, Loftis-Walton, Johnson, Deem, Mew-Palmer, Reese, Rowell

Absent: None

Chair Deem called the meeting to order. City Planner, Rachel Clyne, called roll and stated a quorum was present.

### Item 2. Approval of Minutes – Regular meeting

Consideration of approval of the minutes from the regular meeting of December 1, 2021.

Chair Deem asked the Planning Commissioners for questions or corrections to the minutes.

Commissioner Walker made a motion to Approve the minutes as presented, which Commissioner Johnson seconded.

Motion passed 5-0-2.

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

Nay: None

Abstain: Mew-Palmer, Rowell

### Item 3. Approval of Minutes – Special meeting

Consideration of approval of the minutes from the special meeting of December 7, 2021.

Chair Deem asked the Planning Commissioners for questions or corrections to the minutes.

Commissioner Reese made a motion to Approve the minutes as presented, which Commissioner Johnson seconded.

Motion passed 6-0-1.

Aye: Walker, Loftis-Walton, Johnson, Deem, Reese, Rowell

Nay: None

Abstain: Mew-Palmer

Item 4. RZ01-22

Public hearing and consideration of a request to rezone one acre of property located at 1011 E. Farrall Street from A-1 (Rural Agricultural District) to R-1 (Single Family Residential District).  
*Case No. RZ01-22, Applicant: Paula Lauderdale*

Chairperson Deem asked for a staff report. Planner Clyne provided background information on the application request. The subject property located at 1011 E. Farrall Street is six-acre parcel. This application is a request for the northern one-acre to be rezoned from A-1 (Rural Agricultural District) to R-1 (Single-Family Residential District). Currently, a single-family residence is located on that one acre. The intention is to split the lot in the future. Since land zoned A-1 (Rural Agricultural District) must be a minimum of five-acres, this rezoning prepares the property for that future split.

Staff recommended that the Planning Commission recommend to the City Commission APPROVAL of Case No. RZ01-22 to rezone one acre of property located at 1011 E. Farrall Street from A-1 (Rural Agricultural District) to R-1 (Single Family Residential District).

Chair Deem open the public hearing. The applicant, Paula Lauderdale, was present and available for questions. With no other speakers, the public hearing was closed.

Commissioner Loftis-Walton made a motion to recommend APPROVAL of Case No. RZ01-22 to the City Commission, which Commissioner Deem seconded.  
Following any discussion, the motion passed 7-0-0.

Aye: Walker, Loftis-Walton, Johnson, Deem, Mew-Palmer, Reese, Rowell  
Nay: None  
Abstain: None

It was announced the item would be heard at the January 18, 2022, City Commission meeting.

Item 5. Discussion of Commissioner availability for workshops to discuss Short-term Rentals

Planner Clyne spoke to the Commissioners about the need for continued discussions on short-term rentals in the City. She proposed meeting in small groups, no more than three (3) board members, in person or virtually. The idea was to gather each person's thoughts and comprise a summary. Clyne and the Commissioners also discussed potential days and times for a workshop to discuss short-term rentals.

Item 6. City Planner's Report

Clyne introduced Mr. Rian Harkins as the Community Development Director and asked that everyone welcome him. She expressed her delight with the hiring decision and looked forward to working with Mr. Harkins.

Clyne introduced the new Planning Commissioner, Mindy Mew-Palmer, and thanked her for volunteering.

Clyne provided information on the update to the Zoning Code and Subdivision Regulations by announcing the City was negotiating a contract for a Unified Development Code project, which was the needed update and more. Clyne stated the City Commission would review the agreement at its January 18, 2022 meeting.

#### Item 7. Planning Commissioners' Comments

All Commissioners welcomed Ms. Mew-Palmer and Mr. Harkins. It was noted that all seven (7) seats were filled, and total attendance was excellent.

#### Item 8. Adjournment

Chair Deem announced the meeting adjourned at 1:54 p.m.



Chair/Vice-Chair

/s/ Rachel Clyne

City Planner