

SPECIAL CALL

AGENDA
PLANNING COMMISSION
MAY 8, 2024 AT 1:30 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the April 3, 2024, regular meeting.
2. Consideration of a Preliminary Plat application for Union Square Addition located northeast of the intersection of E. 45th Street and N. Union Avenue.
3. Community Development Department Updates
4. Commissioners Comments
5. Adjournment

Respectfully submitted,

A handwritten signature in blue ink that reads "R. Clyne". The signature is written in a cursive, flowing style.

Rachel Clyne, Secretary

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

REGULAR PLANNING COMMISSION MINUTES

DATE: April 3, 2024

DRAFT MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on April 3, 2024, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Reese called the meeting to order at **1:30 p.m.** Community Development Director Rian Harkins called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Johnson, Reese, Porter, Barrett, Walker

Absent: Rowell

Item 1. Approval of Minutes – Regular Meeting

Consideration of approval of the minutes from the regular meeting on February 7, 2024. Chair Reese asked for questions or corrections to the minutes.

Commissioner Walker made a motion to **Approve** the minutes as presented, which Commissioner Johnson seconded. Motion **passed 5-0-0.**

Aye: Johnson, Reese, Porter, Barrett, Walker

Nay: None

Abstain: None

Item 2. Case Number: **TXT01-24** Public hearing and consideration of a proposed text amendment to Section 22-299-309 of the Zoning Code, which provides guidance about Short-Term Rentals (STR) in the City of Shawnee, OK.

Community Development Director Rian Harkins provided a staff report with the following information and recommendation. Staff previously presented a draft ordinance for short-term rentals (STR) for review and discussion. The Planning Commission recommended approval of the ordinance. Since then, staff have had additional discussions regarding short-term rentals, which led to further amendments to the ordinance. Due to the changes, the ordinance is brought before the Planning Commission for an additional review of an amended draft ordinance for short-term rentals.

Short-term rentals are also known as home-sharing or vacation rentals. One definition of a short-term rental is a dwelling unit offered or provided to a guest by an owner or operator for a fee for fewer than thirty consecutive nights. Several platforms assist travelers and hosts with short-term rentals. AirBnb and VRBO (Vacation Rental By Owner) are two well-known example platforms.

Findings:

--There is a demand for short-term rentals in Shawnee, OK.

--There are active short-term rentals in the City.

--The Zoning Code currently only offers guidance on "Bed and Breakfast" operations.

--Regulations to establish guidelines and procedures in order to protect citizens and the City are necessary.

Based on the review of the application and the listed Findings, staff recommended that the Planning Commission recommend to the City Commission **APPROVAL** of **TXT01-24** for the proposed text amendment to Section 22-2990-309 of the Zoning Code.

Recommendation Options:

- Approval of Case No. TXT01-24 for the proposed text amendment to Section 22-299 - 309 of the Zoning Code as presented by staff and indicated on the accompanying ordinance.
- Denial of the application for TXT01-24.

- Deferral of Case No. TXT01-24 with a request for additional and specific information to a certain date.
- Approval of Case No. TXT01-24 as amended by the Planning Commission.

Chair Reese opened the public hearing. Fred Turner spoke to the Planning Commission. With no other comments, the public hearing was closed.

Commissioner Porter made a motion to recommend the **APPROVAL** of Case No. TXT01-24, which Commissioner Barrett seconded.

Motion **passed 5-0-0**.

Aye: Johnson, Reese, Porter, Barrett, Walker

Nay: None

Abstain: None

It was noted the application would be on the agenda of the City Commission at its regular meeting on April 15, 2024, at 6:00 p.m.

Item 3. Case Number: **RZ01-24** Public hearing and consideration of a request to rezone from A-1 (Rural Agricultural District) to I-2 (Light Industrial District) property located north of Westech Road and approximately one-half (1/2) mile west of N. Kickapoo Avenue and contains approximately 160 acres.

Community Development Director Rian Harkins provided a staff report with the following information and recommendation. The subject property is located north of Westech Road, approximately one-half (1/2) mile west of N. Kickapoo Avenue, and contains approximately 160 acres. The request is to rezone the property from A-1 (Rural Agricultural District) to I-2 (Light Industrial District).

Shawnee Forward, our community's Chamber of Commerce, approached the City to discuss a potential grant available through the Oklahoma Department of Commerce. The grant would be for a feasibility study for an industrial park located at the subject property. To apply for the grant, the land that may be studied must be zoned industrial or in the process of rezoning to an industrial district. As the property owner, the City of Shawnee, Oklahoma, must initiate the rezoning request. The rezoning would allow Shawnee Forward to apply for a grant that would pay for the industrial park feasibility study.

Findings:

- The rezoning is in response to a request from Shawnee Forward to participate in a grant funding process.
- The request complies with the Comprehensive Plan Future Land Use Map (FLUM) with the appropriate project design.
- The proper notification for a public hearing was served.

Based on the review of the application and the listed Findings, staff recommended that the Planning Commission recommend to the City Commission **APPROVAL** of RZ01-24 to rezone the subject property from A-1 (Rural Agricultural District) to I-2 (Light Industrial District).

Recommendation Alternatives:

- Recommending Approval of Case No. RZ01-24 to rezone from A-1 (Rural Agricultural District) to I-1 (Limited Light Industrial District).
- Recommending Denial of the application for RZ01-24 to rezone the subject property.
- Recommending Deferral Case No. RZ01-24 with a request for additional and specific information to a certain date.

Chair Reese opened the public hearing. Jennifer Stafford and John Woods separately addressed their concerns and stated opposition to the request. Additionally, Fred Turner spoke to the Planning Commission. With no other comments, the public hearing was closed.

Commissioner Porter made a motion to recommend the first alternative recommendation, which was **APPROVAL** of Case No. RZ01-24 to rezone from A-1 (Rural Agricultural District) to I-1 (Limited Light Industrial District), which

Commissioner Barrett seconded.

Motion **passed 5-0-0.**

Aye: Johnson, Reese, Porter, Barrett, Walker

Nay: None

Abstain: None

It was noted the application would be on the agenda of the City Commission at its regular meeting on April 15, 2024, at 6:00 p.m.

Item 4. Case Number: **PPL01-24** Consideration of a request for a Preliminary Plat, Shawnee Twin Lakes, Lake No. 1, Phase II.

City Planner Rachel Clyne provided a staff report with the following information and recommendation. The subject property is located in Township 10 North, Range 2 East, and part of Section 14. The Preliminary Plat includes approximately 368.02 acres. The property is zoned A-1 (Rural Agricultural District). The Preliminary Plat of the Shawnee Twin Lakes – Lake No. 1, Phase II subdivision was completed to define the boundaries of the “lake lot leases” and “common areas” located within the city limits of Shawnee, Oklahoma. There are three (3) areas containing lake lot leases: Damron, Seck, and Belcher. The breakdown of lake lot leases per area is Damron – 13 | Seck – 9 | Belcher – 26 for a total of 48 lots.

Findings:

- Staff has reviewed the document for accuracy and finds it sufficient.
- The City Engineer is satisfied with the Preliminary Plat as submitted.

Based on the review of the application and the listed Findings, staff recommended that the Planning Commission recommend to the City Commission **APPROVAL** of **PPL01-24** for a Preliminary Plat, Shawnee Twin Lakes, Lake No. 1, Phase II.

Recommendation Options:

- Recommending Approval of Case No. PPL01-24, for the Preliminary Plat, Shawnee Twin Lakes, Lake No. 1, Phase II as presented.
- Recommending Denial of the application for Case No. PPL01-24.
- Recommending Deferral of Case No. PPL01-24 with a request for additional and specific information to a certain date.

Commissioner Johnson made a motion to recommend the **APPROVAL** of Case No. PPL01-24, which Commissioner Walker seconded.

Motion **passed 5-0-0.**

Aye: Johnson, Reese, Porter, Barrett, Walker

Nay: None

Abstain: None

It was noted the application would be on the agenda of the City Commission at its regular meeting on April 15, 2024, at 6:00 p.m.

Item 5. Community Development Update

Community Development Director Harkins advised the Planning Commission that the Infill Housing Palette project was nearly completed and would be uploaded onto the City’s website. A waiver to accompany the building plans would be required. Once the waiver was approved, the site would be live. Next, Harkins advised that Community Development had a new employee, Bree Wallace, who was the new CDBG Administrator. He stated work on the Unified Development Code (UDC) continues on the Engineering Design Standards. Later this spring, the public will be asked to review and comment on the UDC. Lastly, Harkins stated that an application for a grant for “Safe Streets” had been submitted.

Item 6. Planning Commissioners' Comments

Commissioner Johnson commented that the recent bond issue had passed and was pleased for everyone who voted. The remaining Commissioners said “ditto” to Commissioner Johnson’s comment.

Item 7. Adjournment

The meeting adjourned at **2:11 p.m.**

Chair/Vice-Chair

Date

City Planner

Date

DRAFT



Special Call - Planning Commission Meeting – May 8, 2024 – City of Shawnee, Oklahoma

Preliminary Plat Application | PPL02-24 | Union Square Addition

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To: Shawnee Planning Commission
From: Rachel Clyne, City Planner
Date: May 2, 2024
Subject: **Staff Report** – Consideration of a request for a Preliminary Plat for Union Square Addition
Case No. **PPL02-24** | Applicant: Royal Land Properties, LLC

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Background: The subject property is located northeast of the intersection of E 45th Street and N. Union Avenue in Section 31, Township 11 North, Range 4 East. The property is zoned C-3 (Highway Commercial District). The Preliminary Plat includes approximately 11.952 acres. The Preliminary Plat of Union Square Addition contains eight (8) lots and one (1) common tract. The City Engineer and Fire Marshal expressed concerns on the original submittal of this preliminary plat. The applicant addressed all comments and provided a revised preliminary plat, which was reviewed and approved.

Discussion:

Findings and Facts:

- Staff has reviewed the document for accuracy and finds it sufficient.
- The City Engineer and Fire Marshal are satisfied with the revised Preliminary Plat submitted.

Alternatives:

- Recommending Approval of Case No. PPL02-24, for the Preliminary Plat, Union Square Addition as presented.
- Recommending Denial of the application for Case No. PPL02-24.
- Recommending Deferral of Case No. PPL02-24 with a request for additional and specific information to a certain date.

Recommendation: Based on the Findings and Facts, staff recommends that the Planning Commission recommend to the City Commission **APPROVAL** of **PPL02-24** for the Preliminary Plat, Union Square Addition.

This application will be heard at the City Commission meeting on Monday, May 20, 2024, at 6:00 p.m. in the City Hall Commission Chambers.



PRELIMINARY PLAT APPLICATION

Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: _____
Project Number: 20240553
Date Filed: 04/03/2024
Amount Paid: \$243.00
Receipt No.: _____

Please provide a submittal letter, 6-24 X 36 maps, 1-8 1/2 x 14 map, 1 electronic map and filing fees upon submitting this application. Please call 878-1616 with any questions.

APPLICANT Royal Land Properties, LLC

APPLICANT ADDRESS 1805 Pecan Crossing Shawnee, OK 74804

APPLICANT PHONE NUMBERS 405.535.3617

EMAIL ADDRESS katie.landes@yahoo.com

NAME OF PLAT Union Square Addition

LOCATION NE Corner N Union Street + E 45th Street

NUMBER OF ACRES 11.952 NUMBER OF LOTS 8 lots + 1 Common Tract

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00

PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 9 \$252.00

PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____

TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: \$225.00

PLUS \$2.00 PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS _____

PLUS \$1.00 PER LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____

TOTAL COST _____

OWNER/DEVELOPER INFORMATION:

NAME Developer - Fleske Holding Company

ADDRESS 600 NW 23rd Street, Suite 200 OKC, OK 73103

CONTACT NUMBERS 405.701.3505

EMAIL ADDRESS eric@fleskeholding.com

PROJECT ENGINEER INFORMATION:

NAME Kent Mace

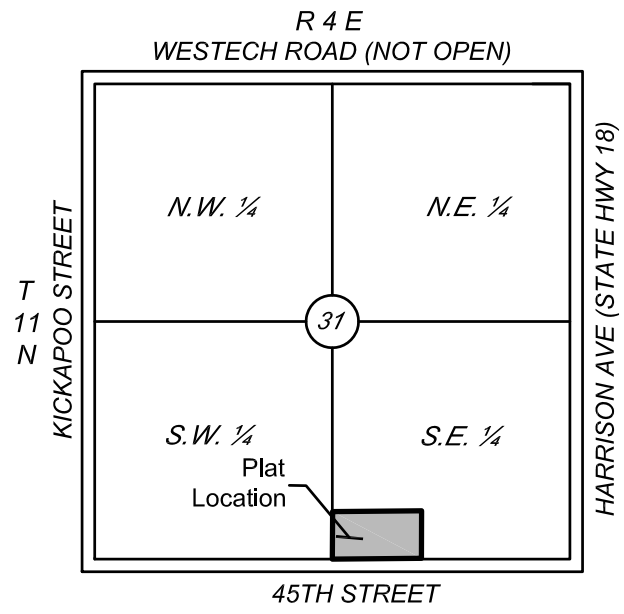
ADDRESS 5744 Huettnier Ct., Ste. 100, Norman, OK 73069

CONTACT NUMBERS 405-872-7594

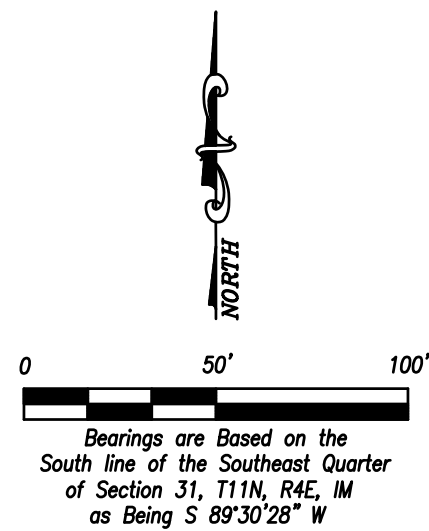
EMAIL ADDRESS Kent@MBLS.us

APPLICATION, SITE PLAN, CONSTRUCTION DOCUMENTS, PAYMENT, ETC... MUST BE RECEIVED 30 DAYS
PRIOR TO MEETING

PRELIMINARY PLAT OF:
UNION SQUARE ADDITION
PART OF THE SOUTHEAST QUARTER,
SECTION 31, TOWNSHIP 11 NORTH, RANGE 4 EAST, I.M.,
CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA



Vicinity Map
Section 31, Township 11N, Range 4E
Not To Scale



CS/16 Corner
Section 31-11N-4E
Found Broken Mag Nail
(OCCR by PLS 1945
dated 6-12-2020)

APPROXIMATE LIMITS OF FLOOD ZONE "AE"
PER FIRM MAP NUMBER 40125C0070-J
DATED MAY 16, 2019

LEGAL DESCRIPTION

A tract of land in the Southeast Quarter of Section 31, Township 11 North, Range 4 East, I.M., City of Shawnee, Pottawatomie County, Oklahoma, more particularly described as follows: BEGINNING at the Southwest corner of said Southeast Quarter; THENCE N 00°19'15" E, along the west line of said Southeast Quarter, a distance of 526.80 feet; THENCE N 89°30'28" E a distance of 987.94 feet to the west line of CARDINAL POINT ADDITION-PHASE I, a subdivision of record in Shawnee, Pottawatomie County, Oklahoma; THENCE S 00°13'13" W, along the west line of said CARDINAL POINT ADDITION-PHASE I Plat, a distance of 526.80 feet to the south line of said Southwest Quarter; THENCE S 89°30'28" W, along the south line of said Southwest Quarter, a distance of 988.86 feet to the POINT OF BEGINNING, containing 11.952 acres more or less.

FLOOD STATEMENT

UNION SQUARE ADDITION is located in Flood Zone "X" (areas determined to be outside of the 0.2% annual chance floodplain) per FIRM Pottawatomie County, Oklahoma and Incorporated Areas, Panel 70 of 550, Map Number 40125C0070-J, Map Revised 5-16-2019.

LEGEND

■	PERMANENT MONUMENT-SET 5/8"	—○—○—○—	FENCE
●	IRON PIN WITH ALUMINUM CAP	— — — —	SECTION LINE
●	SET 1/2" IRON PIN WITH	— — — —	QUARTER SECTION LINE
●	CAP "MACBAX CA 8137"	— — — —	BOUNDARY LINE
●	SET MAG NAIL WITH	— — — —	LOT LINES
●	SHINER "MACBAX CA 8137"	— — — —	EASEMENT LINES
▲	SET COTTON SPINDLE WITH	U/E = UTILITY EASEMENT	
▲	SHINER "MACBAX CA 8137"	D/E = DRAINAGE EASEMENT	
*	FOUND MAG NAIL WITH	L/E = LANDSCAPE EASEMENT	
○	FOUND IRON PIN	PED/E = PEDESTRIAN EASEMENT	
◇	FOUND PLSS MONUMENT	B/L = BUILDING LINE	
-1000-	ADDRESS	ROW = RIGHT OF WAY	

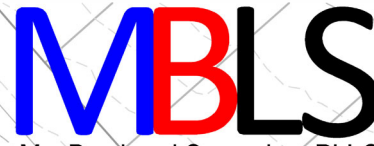
DATE PREPARED:

3/4/2024 Revised 4/23/2024

OWNERS:

Royal Land Properties L.L.C.
1805 Pecan Crossing Drive
Shawnee, OK 74804

LAND SURVEYORS:



5744 Huettner Court, Ste. 100
Norman, OK 73069
Telephone: (405) 872-7594
Email: kenti@mbils.us

Certificate of
Authorization
No. 8137

SE Corner of SE/4
Section 31-11N-4E
Found Brass ODOT Monument
(OCCR by PLS 1945
dated 6-12-2020)

SW Corner of SE/4
Section 31-11N-4E
Found Brass ODOT Monument
(OCCR by PLS 1298
dated 6-14-2004)