

AGENDA
PLANNING COMMISSION
JUNE 5, 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. Nominations and elections for Planning Commission Chair and Vice Chair positions for a two (2) year term.
2. Consideration of approval of the Minutes from the May 8, 2024, special call meeting.
3. Staff Report: FPL01-24 | Consideration of a Final Plat for Adcock Addition subdivision.
4. Staff Report: RZ02-24 | Public Hearing and Consideration of a rezoning request from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) for the property at 1303 W. Farrall Street.
5. Staff Report: CUP02-24 | Public Hearing and Consideration of a request for a Conditional Use Permit (CUP) for one (1) Accessory Dwelling Unit (ADU).
6. Community Development Department Updates
7. Commissioners Comments
8. Adjournment

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rian Harkins".

Rian Harkins, Community Development
Director

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)

SPECIAL CALL - PLANNING COMMISSION MINUTES

DATE: May 8, 2024

DRAFT MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a special call meeting on May 8, 2024, at 1:30 p.m., according to notice duly posted as prescribed by law.

Vice-Chair Walker 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, Porter, Walker, Rowell

Absent: Reese, Barrett

Item 1. Approval of Minutes – Regular Meeting

Consideration of approval of the minutes from the regular meeting on April 3, 2024. Vice-Chair Walker asked for questions or corrections to the minutes.

Commissioner Rowell made a motion to **Approve** the minutes as presented, which Commissioner Johnson seconded. Motion **passed 4-0-0.**

Aye: Johnson, Rowell, Porter, Walker

Nay: None

Abstain: None

Item 2. Case Number: PPL02-24 Consideration of a request for a Preliminary Plat for Union Square Addition

Community Development Director Rian Harkins provided a staff report with the following information and recommendation. The subject property is located southeast of the intersection of E. 45th Street and M. 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.

Findings:

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

Based on the review of the application and the listed Findings, staff recommended that the Planning Commission recommend to the City Commission **APPROVAL** of **PPL02-24** for a Preliminary Plat for Union Square Addition.

Recommendation Options:

- 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.

Commissioner Porter made a motion to recommend the **APPROVAL** of Case No. PPL02-24, which Commissioner Rowell seconded.

Motion **passed 4-0-0.**

Aye: Rowell, Johnson, Porter, Walker

Nay: None

Abstain: None

It was noted the application would be on the agenda of the City Commission at its regular meeting on May 20, 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 had been uploaded onto the City’s website. Next, Harkins advised that Community Development is currently looking to fill two positions as Rachel Clyne was leaving for a position in Colorado this week. He stated work on the Unified Development Code (UDC) continues, particularly 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 the “Safe Streets and Roads for All” program had been submitted.

Item 6. Planning Commissioners' Comments

Commissioner Barrett arrived at 1:44 pm. Commissioners Walker and Rowell both expressed appreciation for the opportunity to serve on the Planning Commission.

Item 7. Adjournment

The meeting adjourned at **1:45 p.m.**

Chair/Vice-Chair

Date

Community Development Director

Date

FINAL PLAT APPLICATION



City of Shawnee 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: 20240613
Date Filed: 4-15-24
Amount Paid: _____
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 T J T Holding / Landes Engineering

APPLICANT ADDRESS 3701 N Harrison

APPLICANT PHONE NUMBERS 405 273 7300

EMAIL ADDRESS jmadrock@boudard.com / k.prather@landesengineering.net

NAME OF PLAT Adcock addition

LOCATION 700 E 45th Shawnee OK

NUMBER OF ACRES 28.17 acres NUMBER OF LOTS 5

FOR 2 ACRE LOTS OR GREATER DEVELOPMENTS: FEE: \$225.00
PLUS \$3.00 PER LOT UP TO FIFTY (50) LOTS NUMBER OF LOTS _____
PLUS \$1.00 PER LOTS 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 5 10
PLUS \$1.00 PER LOTS OVER FIFTY (50) LOTS NUMBER OF LOTS _____
TOTAL COST 235.00

OWNER/DEVELOPER INFORMATION:

NAME J M Adcock

ADDRESS 3701 N Harrison

CONTACT NUMBERS 405 273 7300

EMAIL ADDRESS jmadrock@boudard.com

PROJECT ENGINEER INFORMATION:

NAME Landes Engineering Stephen Landes

ADDRESS 903 E 35th Shawnee OK 74801

CONTACT NUMBERS 405-275-5388

EMAIL ADDRESS Landesengineering@Landesengineering.net

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

FINAL PLAT
ADCOCK ADDITION
SECTION 1

A Replat of Bodard Addition to the City of Shawnee, Pottawatomie County, Oklahoma
and a part of the East Half of the Southeast Quarter of Section 31, T11N-R4E

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS:
That T.J. Holdings, L.C., does hereby certify that they are the owners of and the only persons, firms, or corporation having any right, title or interest in and to the land shown on the annexed plat, and that they have caused the same to be surveyed and plotted, and that they hereby dedicate all the streets and easements shown hereon to the public, for the purposes of streets, utilities and drainage, for their heirs, executors, administrators, successors and assign forever, and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abstractor's certificate. In Witness Whereof, the undersigned have caused this instrument to be executed this ____ day of ____, 20__.

Managing Member
State of Oklahoma }
County of } SS:
The foregoing instrument was acknowledged before me this ____ day of ____, 20__.

My Commission Expires: _____
Notary Public

LAND SURVEYOR'S CERTIFICATE

I, Chris D'Amico, Professional Land Surveyor, do hereby certify that the annexed plat of ADCOCK ADDITION, SECTION 1, an addition to the City of Shawnee, Pottawatomie County, Oklahoma, correctly represents a careful survey made under my supervision and any monuments shown thereon actually exist and their respective positions are correctly shown. I further certify that this Final Plat complies with the requirements of Title 11, Section 41-108 of the Oklahoma State Statutes.

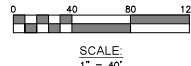
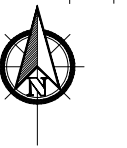
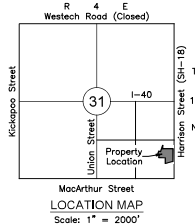
STATE OF OKLAHOMA }
COUNTY OF POTTAWATOMIE }
The foregoing instrument was acknowledged before me this ____ day of ____, 20__.

My Commission Expires: _____
Notary Public

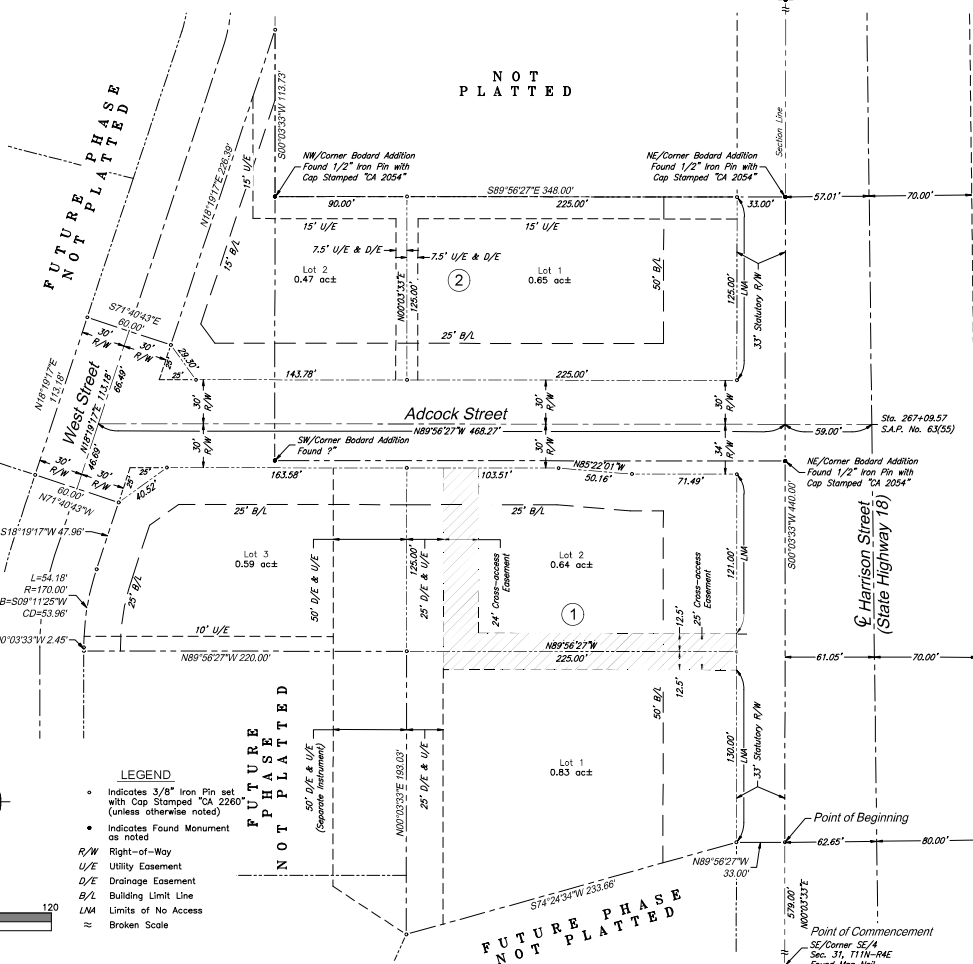
LEGAL DESCRIPTION

A tract of land located in the Southeast Quarter (SE/4) of Section Thirty-one (31), Township Eleven (11) North, Range Four (4) East of the Indian Meridian, Pottawatomie County, Oklahoma, with a basis of bearing of S89°30'49"W along the South line of said SE/4 based on the recorded plat of Shawnee Transfer Station to the City of Shawnee, Pottawatomie County, Oklahoma, and more particularly described as:
COMMENCING at a May Nail with a Washer stamped "CA 2267" located at the Southeast Corner (SE/c) of said SE/4; Thence N00°03'33"E along the East line of said SE/4 a distance of 579.00 feet to the POINT OF BEGINNING;
Thence N89°56'27"W a distance of 33.00 feet to a point on the Statutory Right-of-way line of said SE/4;
Thence S74°24'34"W a distance of 233.66 feet;
Thence N00°03'33"E a distance of 193.03 feet;
Thence N89°56'27"W a distance of 220.00 feet;
Thence N00°03'33"E a distance of 2.45 feet;
THENCE on a curve to the right having a radius of 170.00 feet for an arc distance of 54.18 feet, and having a chord bearing of N91°17'25"E for a chord distance of 53.96 feet;
Thence N18°19'17"E a distance of 47.96 feet;
Thence N71°40'43"W a distance of 60.00 feet;
Thence N18°19'17"E a distance of 113.16 feet;
Thence S71°40'43"E a distance of 60.00 feet;
Thence N18°19'17"E a distance of 226.39 feet;
Thence S00°03'33"W a distance of 113.73 feet to a 1/2" Iron Pin with a Cap marked "CA 2054", said point being Northwest Corner (NW/c) of BODARD ADDITION, to the City of Shawnee;
Thence S89°56'27"E, along the North line of BODARD ADDITION, a distance of 348.00 feet to a 1/2" Iron Pin with a Cap marked "CA 2054", said point being Northeast Corner (NE/c) of BODARD ADDITION;
Thence S00°03'33"W, along the East line of said SE/4, a distance of 440.00 feet to the POINT OF BEGINNING.

Sold parcels containing a total of 4.24 acres, more or less.



- LEGEND**
- Indicates 3/8" Iron Pin set with Cap Stamped "CA 2260" (unless otherwise noted)
 - Indicates Found Monument as noted
 - R/W Right-of-Way
 - U/E Utility Easement
 - D/E Drainage Easement
 - B/L Building Limit Line
 - U/A Limits of No Access
 - Broken Scale



BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, a duly qualified and lawfully bonded abstractor of titles in and for Pottawatomie County, State of Oklahoma, hereby certifies that according to the records of said County, title to the land included in the annexed plat of ADCOCK ADDITION, SECTION 1, an Addition to the City of Shawnee, Pottawatomie County, Oklahoma, appears to be vested in _____ All lands described and referred to are unencumbered by pending actions, judgments, liens, mortgages, taxes and other encumbrances, EXCEPT oil, gas and other mineral leases and interests which have been previously conveyed and easements and general mortgages of record.

Executed at the City of Shawnee, Pottawatomie County, State of Oklahoma, on this ____ day of ____, 20__.

ATTEST: First American Title Insurance Co.

By: _____
Authorized Officer

State of Oklahoma }
County of } SS:

The foregoing instrument was acknowledged before me this ____ day of ____, 20__.

My Commission Expires: _____
Notary Public

COUNTY TREASURER'S CERTIFICATE

I, _____ do hereby certify that I am the duly elected, qualified and acting County Treasurer of Pottawatomie County, State of Oklahoma, that the tax records of said County show all taxes are paid for the year 20__, and prior years on the land shown on the annexed plat of ADCOCK ADDITION, SECTION 1, an addition to the City of Shawnee, Pottawatomie County, Oklahoma, that the required statutory security has been deposited in the office of the County Treasurer, guaranteeing payment of the current years taxes.

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the City of Shawnee, Oklahoma, this ____ day of ____, 20__.

County Treasurer

CITY PLANNING COMMISSION APPROVAL

I, _____ Chairman of the City Planning Commission for the City of Shawnee, State of Oklahoma, hereby certify that the said commission duly approved the annexed plat on the ____ day of ____, 20__.

Chairman

ACCEPTANCE OF DEDICATION OF CITY COMMISSION

BE IT RESOLVED by the Council of the City of Shawnee, Oklahoma, that the dedications shown on the annexed plat of ADCOCK ADDITION, SECTION 1, to Shawnee, Pottawatomie County, Oklahoma, are hereby accepted.

Adopted by the Council of the City of Shawnee, Oklahoma, this ____ day of ____, 20__.

ATTEST: City of Shawnee, Oklahoma

City Clerk

CERTIFICATE OF CITY CLERK

I, _____ City Clerk of the City of Shawnee, State of Oklahoma, hereby certify that I have examined the records of said City and find that all deferred payments or unrecorded installments upon special assessments have been paid in full and that there is no special assessment procedure now pending against the land shown on the annexed plat on this ____ day of ____, 20__.

City Clerk

GENERAL NOTES

- This Plat of survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors.
- This Final Plat complies with the requirements of Title 11 Section 41-108 of the Oklahoma State Statutes.



LANDES ENGINEERING LLC & ASSOCIATES www.landesengineering.net 903 East 35th Street Shawnee, Oklahoma 74804 (405) 275-5388 C.A. #2260 Exp. 06/30/2025		ADCOCK ADDITION - SECTION 1 City of Shawnee, Pottawatomie County, Oklahoma DRAWN BY: mlc SHEET NUMBER: 1 of 1	
DATE: 02/20/2024	REV:	CHECKED:	

1. The Contractor is responsible for the location of all utilities and must have all utilities located prior to commencing any excavation. The Contractor shall verify the nature and location of all water lines, sanitary sewers, storm drains, gas lines, telecommunications, and other utilities by using any of the following City services. The Contractor must call 311 or 640-5002 or dial 8-1-1 to have all public utilities (water and sanitary sewer lines) and franchised utilities (electric lines, gas lines, cable, fiber optic lines, cable television, gas lines and oil pipelines) located at least two (2) days prior to starting construction.

2. The Contractor is responsible for the protection of all utility lines and structures, whether shown on or not, public and private. Any damage to a utility line or structure, because of the Contractor's actions, shall be repaired quickly by the Contractor at its expense to a condition as good or better than that prior to the damage. The Contractor must call 311-1 immediately if a natural gas pipeline is cut, damaged or otherwise disturbed. The City, fire department and gas utility operator must inspect the pipe before work can resume at that location.

3. The Contractor must notify the following persons at least forty-eight (48) hours in advance of placing or removing any barricades or otherwise modifying existing traffic control devices or placing any temporary traffic control device:

4. The Contractor must notify all affected utility customers at least ten (10) working days prior to anticipated service interruption. The work must be carried out carefully to minimize customer service interruption during construction. Streets temporarily closed due to traffic during construction shall remain open to local traffic to the maximum extent practical during the day. Detour routes shall be furnished by the Engineer. The Contractor shall install and erect all advance traffic signage as directed. Where work is carried on, or in adjacent to any street, alley or public place, the Contractor shall, at his own expense, furnish and erect such barricades, fences, lights and/or other protective barriers, and take such other measures as may be necessary to protect the public and the work. The Contractor shall be responsible for the removal of all barricades shall be erected to keep vehicles from being driven into any work under construction. Failure to comply with this requirement shall result in the Engineer taking over the work and the Contractor has provided the necessary protection. All such barricades and signs and the use thereof shall be in strict compliance with The Manual On Uniform Traffic Control Devices, Part C - Highway Traffic Signs.

5. All construction materials and work shall conform to all applicable City, State or County specifications with the additional supplements, as referenced in the project documents.

6. All elevations shown are North American Vertical Datum of 1988 (NAVD88). All dimensions to corners are to the face of curb. All dimensions to street centerlines are to the centerline of the right-of-way or section line.

7. The Contractor shall develop and make all detailed surveys needed for construction. The cost of the construction survey and staking shall be included in the price bid for Other Items of Work and are the responsibility of the Contractor to coordinate.

8. All fences removed as a result of the Contractor's actions shall be replaced in kind with fencing equal to or better than the original fence. All costs for fence removal and replacement shall be included in the price bid for other items of work.

9. All work not classified as a contract pay item shall be considered incidental construction and the cost for such work shall be included in the price bid for Other Items of Work.

10. Sediment control for utility construction is required. Work must be backfilled at the end of each day's work. No more trench shall be opened than can be completed in the same day unless temporary silt fence is placed immediately downstream. All areas intended to remain disturbed for more than one year, Excavated materials shall be placed on high side of the trench.

11. City personnel are not permitted to enter a trench or excavation more than five (5) feet deep, for any reason unless it is stopped or corrected in accordance with 29 CFR 1926 OSHA Safety Plan, "Excavations and Trenches."

12. All disturbed, unpaired areas within easements and right-of-way shall be seeded, fertilized, and watered in accordance with 2007-2015 Seedings Plan. Seeding and fertilizing shall be required and a "Seeding and Fertilizing" pay item (provided or not) ordered on the plans. Seeded areas shall be repaired and maintained until all portions of the project are complete and disturbed areas are stabilized. All areas disturbed by the Contractor's actions shall be restored in a manner acceptable to the Engineer to a condition as good or better than that prior to the disturbance at no expense to the Contractor.

13. All removed salvagable public utility items shall remain the property of the City and shall be stockpiled in an area within the project limits designated by the Engineer for collection by the City.

14. All ditches disturbed during construction shall be reshaped and sloped to drain. Solid silt soil shall be used in all areas where soil has been exposed and positive means of soil stabilization shall be used to prevent displacement of soil by storm waters.

15. Erosion control devices in the form of sediment fences are required at driveway culverts, street culverts, drainage structures, and other manmade structures. Erosion control devices shall be installed and maintained. The cost of these items shall be placed as directed by the Engineer and the cost shall be included in the price bid.

Portions of this property are located in Flood Zone "AE" (Areas determined to be within a Special Flood Hazard Area - With BFE or Depth) per FEMA F.I.R.M. Map Number 40125C0070-J, Panel 70 of 550, Pottawatomie County, Oklahoma and Incorporated areas, revised 5/16/2019.

tract of land located in the Southeast Quarter (SE¼) of Section Thirteen (13), Township Eleven (11N), Range Four (4E) of the Indian Meridian, Pottawatomie County, Oklahoma, with a bearing of bearing of S89°30'49W along the South line of the Shawnee, Thence East along the East line of the Shawnee, Thence Station to the City of Shawnee, Pottawatomie County, Oklahoma, and more particularly described as follows:

COMMENCING at a Nag Nail with a Valspar stamped "CA 2260" located at the Southeast Corner (SEC) of said SE¼ of said SE¼, Thence East along the East line of said SE¼ a distance of 170.0 feet to the P-POINT of BEGINNING;

Thence N89°56'27W a distance of 33.0 feet to a point on the Statutory Right-of-Way line of said SE¼;

Thence S72°34'30W a distance of 270.0 feet to the P-POINT of BEGINNING;

Thence N00°30'33E a distance of 193.0 feet;

Thence N89°56'27W a distance of 22.00 feet;

Thence N00°30'33E a distance of 2.45 feet;

THENCE on a curve to the right having a radius of 170.0 feet for an arc distance of 54.16 feet, and having a chord bearing of N18°19'17W a distance of 47.16 feet;

Thence N18°19'17W a distance of 47.16 feet;

Thence N1°44'43E a distance of 90.00 feet;

Thence N18°19'17W a distance of 113.98 feet;

Thence S71°40'42E a distance of 60.00 feet;

Thence N18°19'17W a distance of 200.00 feet;

Thence S00°33'33E a distance of 113.98 feet to a 1/2" Iron Pin with a Cap marked "CA 2054"; said distance being Northwest along the Northwest line of said SE¼;

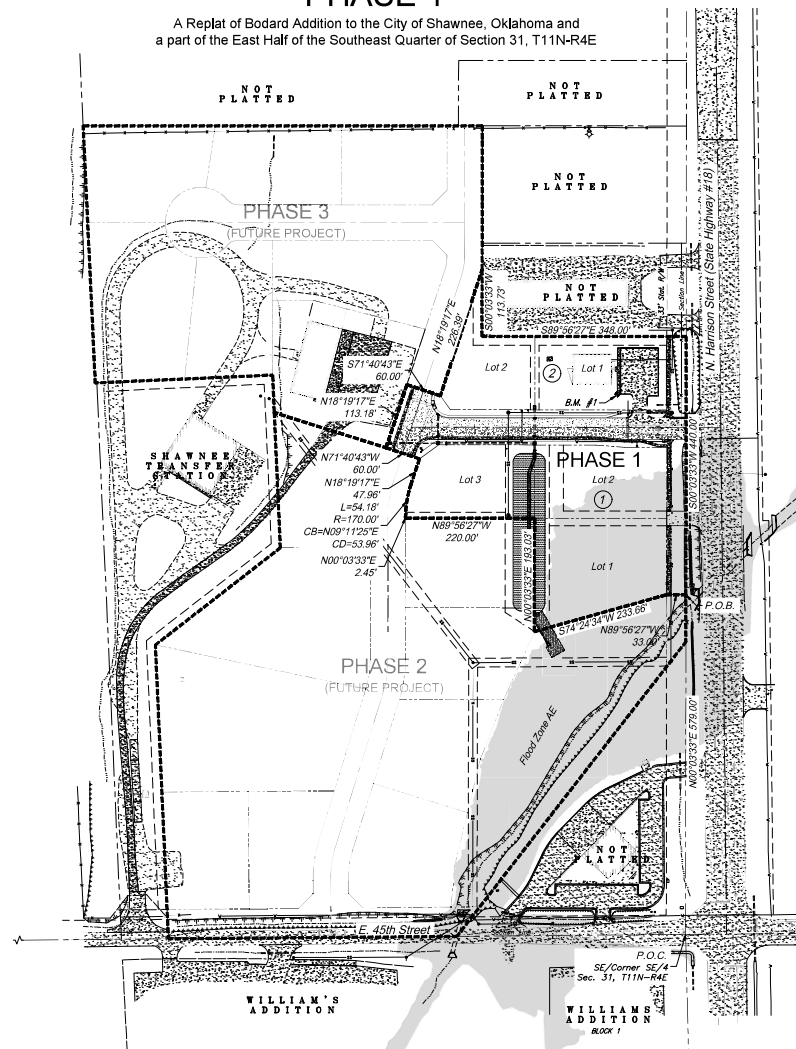
Thence S89°56'27E along the North line of BORDAR ADJACENT a distance of 348.00 feet to a 1/2" Iron Pin with a Cap marked "CA 2054"; said point being Northeast Corner (NEC) of BORDAR ADJACENT;

Thence East along the East line of said BORDAR ADJACENT a distance of 170.0 feet to the P-POINT OF BEGINNING.

Note To Contractors
Call Okie: 811 or 1-800-522-6543

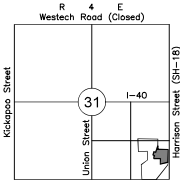
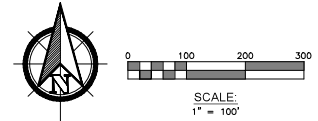
Every effort has been made to locate and identify approximate locations of underground utility lines. Buried utilities are not necessarily as shown. It is the responsibility of the Contractor to locate and preserve all services. Contractor must contact all utilities prior to any construction.

A Replat of Bodard Addition to the City of Shawnee, Oklahoma and
a part of the East Half of the Southeast Quarter of Section 31, T11N-R4E



Name: TjT Holdings, LC
Address: 3701 N. Harrison, Shawnee, OK 74804
Telephone Number: (405) 878-1946

Benchmark #1
Cut "X" in concrete sidewalk
Elevation=994.94
Northing=746,178.59
Easting=2,292,658.92



● Found Monument	⊠	Power Pole	—○—	Wood Fence
● Benchmark	⊠	Transformer Pole	—○—	Rail Fence
● Sanitary Sewer Manhole	⊠	Light Pole	—+—	Wire Fence
● Sanitary Sewer Cleanout	⊠	Electric Pedestal	—SS—	Sanitary Sewer
● Storm Sewer Manhole	⊠	Electric Transformer	—TUI—	Underground Telephone
M Water Valve	⊠	Electric Meter	—G—	Underground Gas
W Water Meter	⊠	Telephone Pedestal	—UGT—	Underground Electric
◇ Fire Hydrant	⊠	Tree Line	—V—	Water Line
	☁		—OE—	Overhead Electric

SHEET NO.	DESCRIPTION
SUBDIVISION PLAN SHEETS	
C-1	TITLE SHEET
C-2	FINAL PLAT
C-3	EXISTING TOPOGRAPHY
C-4	DEMOLITION PLAN
C-5	EROSION CONTROL PLAN
C-6	EROSION CONTROL DETAILS
C-7	FLOOD ZONE GRADING PLAN
C-8	PHASE 1 GRADING PLAN
C-9	PHASE 2 PRELIMINARY GRADING PLAN
C-10	STORMWATER DETENTION POND PLAN

P-1	TITLE SHEET
P-2	NOTES AND QUANTITIES
P-3	EROSION CONTROL PLAN
P-4 to P-5	PAVING PLAN & PROFILE
P-6	STRIPING AND SIGNAGE PLAN
P-7	DRAINAGE AREA MAP
P-8 to P-9	DRAINAGE PLAN AND PROFILE
P-10 to P-16	DRAINAGE STANDARDS
P-17	SIDEWALK PLAN
P-18	SIDEWALK STANDARDS

W-1	TITLE SHEET
W-2	PLAN & PROFILE
W-3	STANDARD CONSTRUCTION DETAILS

S-1	TITLE SHEET
S-2	PLAN & PROFILE
S-3 TO S-6	STANDARD CONSTRUCTION DETAILS

DWG FILE: Z:\PROJECTS\ENGINEERING\2023\ENG 204-23 - 45TH ST. T/JT HOLDINGS (ADCOCK PLAT)\ADCOCK ADDITION PLANS.DWG

Client	TJT Holdings, LC	
Project	Adcock Addition - Phase 1	
Sheet No.	Title Sheet	
Designer	stl	Check
Drawn	pdj	Date
		10/31/2021

LANDES ENGINEERING L.L.C.
www.landesengineering.net
903 E. 35th Street • P.O. BOX 1032
Shawnee, OK 74802-1032
(405) 275-5388 • Fax (405) 275-9047
CA # 2280 EXP. 06/30/2025

10/31/2023
Date

Stephan T. LAMRES, #19539

STEPHEN T. LAMRES
P.E. 19539
PROFESSIONAL ENGINEER

[illegible]



Planning Commission Meeting – 06.05.2024 – City of Shawnee, Oklahoma

Final Plat Application | FPL01-24 | Adcock Addition

=====

To: Shawnee Planning Commission
From: Rian Harkins, Community Development Director
Date: May 15, 2024
Subject: **Staff Report** – Consideration of a request for a Final Plat, Adcock Addition, of approximately 28.7 acres.
Case No. **FPL01-24** | Applicant: TJT Holdings, LLC

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Background: The subject property is approximately 28.7 acres and is located northwest of the intersection of E. 45th Street and N. Harrison Avenue. The property is currently zoned A-1 (Rural Agricultural District). This Preliminary Plat application was associated with two (2) rezoning applications, RZ12-23 and RZ13-23. Those applications are subsequently withdrawn by the applicant but will likely be resubmitted sometime in the future. The requested zoning districts are C-3 (Highway Commercial District) and I-1 (Limited Light Industrial District). The proposed commercial subdivision has five (5) lots in this first phase..

Discussion: Findings and Facts:

- Staff has reviewed the document for accuracy and finds it sufficient.
- The City Engineer and Fire Marshall voiced no concern with the Final Plat as submitted.
- Applications to rezone the property are forthcoming.

Alternatives:

- Recommending Approval of Case No. FPL01-24, for the Final Plat, Adcock Addition, as requested by the applicant.
- Recommending Approval of Case No. FPL01-24, for the Final Plat, Adcock Addition, with additional conditions as approved by the Planning Commission.
- Recommending Denial of the application for Case No. FPL01-24
- Recommending Deferral of Case No. FPL01-24 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 **FPL04-23** for the Final Plat, Adcock Addition.

This application will be heard at the City Commission meeting on Monday, June 17, 2024, at 6:00 p.m. in the City Hall Commission Chambers.



Planning Commission Meeting – 6.5.2024 – City of Shawnee, Oklahoma

Staff Report | RZ02-24 | C-3 to R-3 | 1303 W. Farrall Street

Date: May 7, 2024

To: Shawnee Planning Commission

From: Rachel Clyne, City Planner

Subject: **Staff Report** - Public hearing and consideration of a request to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District).
Case No. RZ02-24 | Applicant: Kaye Steele

Background

The subject property is located at 1303 W. Farrall Street and contains approximately 38 acres. The request is to rezone the property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). This property was rezoned from Agricultural zoning to C-3 in the summer of 2022 (RZ09-22). This rezoning is the first step to bring the property into compliance. An application for a Conditional Use Permit (CUP02-24) to allow one (1) Accessory Dwelling Unit (ADU) on the property is being concurrently processed.

Discussion

The subject property is zoned C-3 (Highway Commercial District). The properties surrounding the subject property to the east, south, and west are zoned A-1 (Rural Agricultural District). To the north, across W. Farrall Street, the land is zoned I-2 (Light Industrial District). To the northeast and further east is land zoned R-3 (Multifamily Residential District).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. R-3 is an appropriate zoning district for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Referencing the City of Shawnee Zoning Code (Code) DIVISION 15. - Amendments; Procedures. Section 22-645. – Planning commission recommendation required. This section gives authority to the Planning Commission to make changes (amendments) to the official Zoning Map. *"...be amended, supplemented, changed, modified, or repealed by ordinance, but no change shall be made until the planning commission, after notice and public hearing, files with the city commission a report and recommendation on the proposed change."*

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property is near R-3 zoning on W. Farrall Street and N. Kennedy Avenue.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- Notification for a public hearing was served.

Options:

- Recommending Approval of Case No. RZ02-24 to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) as requested by the applicant.
- Recommending Denial of the application for RZ02-24 to rezone the subject property.
- Recommending Deferral Case No. RZ02-24 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 **RZ02-24** to rezone the subject property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District).

This rezoning application will be heard at the City Commission meeting on Monday, June 17, 2024, at 6:00 pm.

PLANNING COMMISSION APPLICATION



City of Shawnee
Community Development
Department

16 W. 9th Street
Shawnee, OK 74801
(405) 878-1672
www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

____ Rezoning
____ Conditional Use Permit

☒ Rezoning w/Conditional Use Permit
____ Planned Unit Development

PROPERTY LOCATION (STREET ADDRESS): 1303 W. Farrall

LEGAL DESCRIPTION: SE 1/4 of the SW 1/4 of Section 24, Township 10 North, Range 3 East of the I.M.

PROPERTY OWNER(S): Mr & Lizzie's Home Rentals, LLC - Kaye Steele, owner

PROPERTY APPLICANT: Kaye Steele

APPLICANT'S ADDRESS: 1250 Troon Circle

CITY: Shawnee **STATE:** OK **ZIP:** 74801

EMAIL ADDRESS: kayesteele7533@gmail.com

TELEPHONE NUMBER: (405) 630-7533 **CONTACT NUMBER:** (405) 630-7533

DIMENSIONS OF PROPERTY: **AREA:** 38.4555 acres **WIDTH:** .2422 miles

LENGTH: .2471 miles **FRONTAGE:** .2422 miles

CURRENT ZONING: Commercial **CURRENT USE:** R-3

PROPOSED ZONING: R-3 **PROPOSED USE:** Short term rentals and primary residence

With the filing of this application, I acknowledge that I have been informed of off-street parking, fenc-ing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

Kaye Steele
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township 10 North, Range 3 East of
the I.M.

QUIT CLAIM DEED
(INDIVIDUAL FORM)

Know All Men by These Presents:

This Indenture, Made this 30th day of January 2019, between KAYE STEELE HARROD FAMILY TRUST, of the first part, and MRZ LIZZIES HOME RENTALS, LLC, of the second part, **Witnesseth**, that said party of the first part, in consideration of the sum of Ten Dollars (\$10.00) to them in hand paid, the receipt of which is hereby acknowledged, do hereby quitclaim, grant, bargain, sell and convey unto the said parties of the second part all their right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all the following described property situate in Pottawatomie County, State of Oklahoma, to-wit:

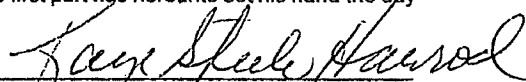


SEE ATTACHED LEGALS

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, and to their heirs and assigns, forever, so that neither the said parties of the first part or any person in their name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof; but they and everyone of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand the day and year first above written.


KAYE STEELE HARROD, TRUSTEE OF
THE KAYE STEELE HARROD FAMILY TRUST

STATE OF OKLAHOMA)
COUNTY OF POTTAWATOMIE)

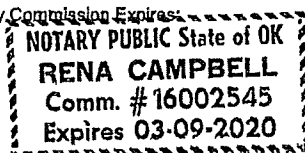
SS:

INDIVIDUAL ACKNOWLEDGMENT
Oklahoma Form

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of January 2019, personally appeared Kay Steele Harrod, Trustee of The Kaye Steele Harrod Family Trust, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires:




Notary Public

1303 W Farvall
Shawnee, OK 74801

2019 LEGAL DESCRIPTION OF
KAYE STEELE HARROD FAMILY TRUST HOMES

RPID	OWNER NAME	MULTI	SUBDIVISION	LEGAL
36828	HARROD KAYE STEELE	5801 EARL	NORTH ROCK CREEK ESTATES #2	10-R NORTH ROCK CREEK BLOCK: 003 LOT:014
9931	STEELE KAYE HARROD	1303 FARRALL	RURAL(NO ADDITION)	93-SR SE SW
15549	HARROD DORIS KAYE STEELE	215 10TH	AP SHAWNEE	AP BLK 17 BEG ME/CL BLOCK: 017 LOT:029
15551	STEELE KAYE HARROD FAMILY	229 PARK	AP SHAWNEE	AP BLK 17 W1/2 LOTS BLOCK:017 LOT:031
15554	STEELE KAYE HARROD FAMILY	218 PARK	AP SHAWNEE	AP BLK 18 LOTS 6 THR BLOCK:018 LOT:006
16949	HARROD KAYE STEELE	1619 BEARD	BROADWAY HEIGHTS	BROADWAY HGTS. BLK 5 BLOCK:002 LOT:012
18160	HARROD KAYE STEELE FAMILY	1201 MARKET	DEERPARK	DEER PARK BLK 1 W1/2 BLOCK:001 LOT:006
50390	HARROD KAYE STEELE FAMILY TRUS	820 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:007
18872	HARROD KAYE STEELE FAMILY	810 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:009
19653	HARROD KAYE STEELE FAMILY TRUS	515 WOOD	HILLCREST 1ST	HILLCREST 1ST BLK 2 BLOCK:002 LOT:012
20516	HARROD KAYE STEELE	901 JEFFERSON	JEFFERSON TERRACE	JEFFERSON TERRACE BL BLOCK:006 LOT:077
20788	KARROD KAYE STEELE	1 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:001
20789	HARROD KAYE STEELE	3 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:002
20790	HARROD KAYE STEELE FAMILY	5 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:003



SMITH BROTHERS

ABSTRACT

} SS

SPECIAL CERTIFICATE

State of Oklahoma
County of Pottawatomie

118 N. Broadway Avenue
Shawnee, OK 74801
Phone: (405)273-9820 Fax: (405)273-9813

IN RE: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less highway.

The undersigned a duly bonded and qualified abstract company within and for Pottawatomie County, Oklahoma, hereby certifies that the current year's tax rolls in the office of the Pottawatomie County Treasurer shows the names and addresses of the owners of the property abutting and within 300 feet in any direction of the before described real estate as follows, to-wit:

1)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

The Southwest Quarter of the Southwest Quarter (SW/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except highways and street.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-001-00

2)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except the North 426 feet of the West 1185 feet thereof.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-014-00

3)

Name and Address:

City of Shawnee
P.O. Box 1448
Shawnee, OK 74802

Legal Description:

The North 426 feet of the West 1185 feet of Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in of Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-007-00

4)

Name and Address:

Ronald Glen Sipes, Jr.
P.O. Box 39
Tecumseh, OK 74873

Legal Description:

Government Lot Two (2) (NE NW) and Government Lot Five (5) (NW NE) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except a tract of land described as beginning at the Northeast corner of Lot 2; thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-016-00

5)

Name and Address:

Robin Puckett
900 S Hart
Shawnee, OK 74801

Legal Description:

A tract of land in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, described as: Beginning at the Northeast corner of Lot 2 (NE NW); thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-005-00

6)

Name and Address:

Trident Holding Co Partners
2525 Ridgewood Drive
Moore, OK 73160

Legal Description:

The Northeast Quarter of the Southwest Quarter (NE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except a TRACT IN SW/4 BEGINNING AT NW/C SW THEN N894003E A DISTANCE OF 1475.23 FT AS POB THEN N894003E A DISTANCE OF 1175.82 FT THEN S002622W A DISTANCE OF 1224.07 FT THEN S892751W A DISTANCE OF 431.72 FT THEN N003209W A DISTANCE OF 30 FT THEN NWRLY ON A NON-TANGENT CURVE R HAVING A RADIUS 442.96 [CHORD BEARING N691738W CHORD DISTANCE 329.1] A DISTANCE 321.05 THEN N480249W A DISTANCE OF 131.97 FT THEN NWRLY ON A CURVE R HAVING A RADIUS 1015.9 [CHORD BEARING N234547W CHORD DISTANCE 863.03] A DISTANCE 864.31 THEN N003451E A DISTANCE OF 196.81 FT TO POB.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-014-00

7)

Name and Address:

James R. Wesley and Kelly Wesley
820 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 2028.95 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 611.05 feet; thence West 178.5 feet; thence North 611.05 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-023-00

8)

Name and Address:

Terrie A. Guffey and Anthony S. Guffey
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 1906.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the

Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 122 feet; thence West 178.5 feet; thence North 122 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-022-00

9)

Name and Address:

Terrie A. Guffey, Anthony S. Guffey, and Season Taylor
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1811.35 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 95.60 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 95.60 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-00

10)

Name and Address:

Johnny Keith Branscum
620 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1589.70 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 221.65 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 221.65 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-01

11)

Name and Address:

J and W Rentals, LLC
801 S. Hart
Shawnee, OK 74801
AND

1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-031-00

12)

Name and Address:

Brent W. McCutcheon and Sherri L. McCutcheon
1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-01

13)

Name and Address:

Marvin Jon Vernon and Sharon Denise Vernon
624 N Beard Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1794.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 433 feet; thence West 327.5 feet; thence North 433 feet to the Point of Beginning, LESS AND EXCEPT a tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning, AND LESS AND EXCEPT a tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence

West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-00

14)

Name and Address:

Terrie A. Guffey, Anthony S. Taylor, and Season Taylor
615 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land commencing 198.5 feet East and 1624.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet to the Point of Beginning; thence South 173 feet; thence East 152 feet; thence North 173 feet; thence West 152 feet to the Point of Beginning. AND A tract of land beginning 198.5 feet East and 1697.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet; thence South 100 feet; thence West 175 feet; thence North 100 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-029-00

15)

Name and Address:

Hart Street Full Gospel Church
618 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1547.9 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 76.5 feet; thence West 327.5 feet; thence North 76.5 feet to the Point of Beginning, LESS AND EXCEPT a tract described as beginning 198.5 feet East and 220.6 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 31.7 feet; thence South 74.3 feet; thence West 31.7 feet; thence North 74.3 feet to the Point of Beginning

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-021-00

16)

Name and Address:

Elizabeth Cook Jackson aka Lizzie Cook
C/O: J.C. Winterringer
P.O. Box 1809
Shawnee, OK 74802

Legal Description:

A tract of land beginning at a point 379.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 1220.2 feet; thence West 178.5 feet; thence North 1220.2 feet to the Point of Beginning, less highway.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-037-00

Unassessed Highways:

State of Oklahoma, Department of Transportation
200 NE 21st Street
Oklahoma City, Oklahoma, 73105

IN WITNESS WHEREOF, We have hereunto set our hand and seal at office in the City of Shawnee, Oklahoma, this 29th day of February, 2024, at 07:00 AM.

ATTEST:

Mary A. Sharp

Mary Sharp, Title Researcher
Abstractor License No.: 4007

SB 3072404134

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township
10 North, Range 3 East of the I.M.

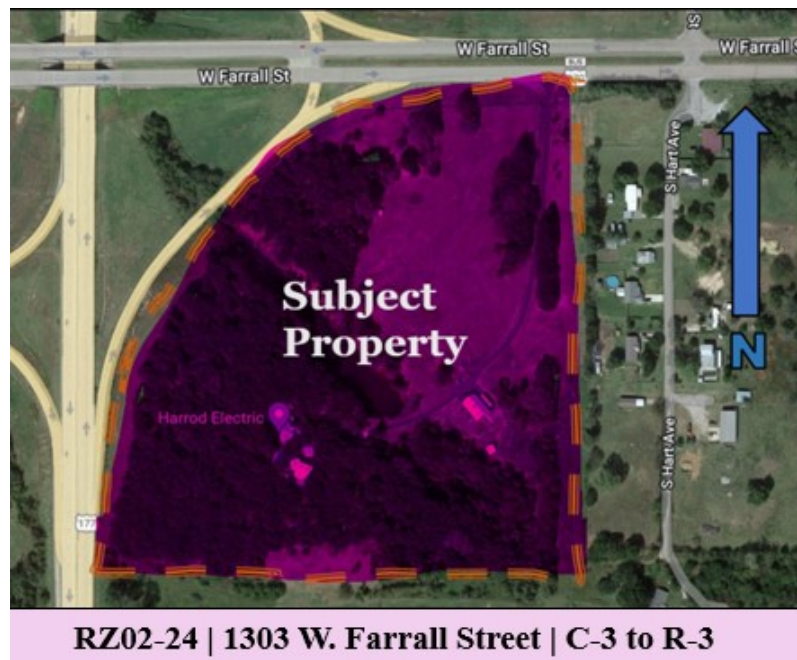
Publish May 10, 2024

NOTICE OF PUBLIC HEARING
Rezoning Request (RZ02-24)

It is hereby noticed that the City of Shawnee Planning Commission will hold a public hearing on June 5, 2024, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will hold a public hearing on June 17, 2024, at 6:00 p.m. in the Commission Chambers at City Hall. The Planning Commission and City Commission will consider a rezoning request (**RZ02-24**) to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) and a request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) at property addressed as 1303 W. Farrall Street and described as:

The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County, Oklahoma.

Public hearings will be held at the above times and dates. All residents and parties in interest shall have an opportunity to be heard regarding the request above.



PLANNING COMMISSION APPLICATION



City of Shawnee Community Development Department

16 W. 9th Street
Shawnee, OK 74801
(405) 878-1672
www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number: _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

____ Rezoning
____ Conditional Use Permit

☒ Rezoning w/Conditional Use Permit
____ Planned Unit Development

PROPERTY LOCATION (STREET ADDRESS): 1303 W. Farrall

LEGAL DESCRIPTION: SE 1/4 of the SW 1/4 of Section 24, Township 10 North, Range 3 East of the 1st M.

PROPERTY OWNER(S): Mr & Lizzie's Home Rentals, LLC - Kaye Steele, owner

PROPERTY APPLICANT: Kaye Steele

APPLICANT'S ADDRESS: 1250 Troon Circle

CITY: Shawnee STATE: OK ZIP: 74801

EMAIL ADDRESS: kayesteele7533@gmail.com

TELEPHONE NUMBER: (405) 630-7533 CONTACT NUMBER: (405) 630-7533

DIMENSIONS OF PROPERTY: AREA: 38.4555 acres WIDTH: .2422 miles

LENGTH: .2471 miles FRONTAGE: .2422 miles

CURRENT ZONING: Commercial CURRENT USE: R-3

PROPOSED ZONING: R-3 PROPOSED USE: Short term rentals and primary residence

With the filing of this application, I acknowledge that I have been informed of off-street parking, fenc-ing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

Kaye Steele
SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ DATE: _____

CITY COMMISSION ACTION: _____ DATE: _____

PLACE ON ZONING MAP: _____ ORDINANCE NO.: _____

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township 10 North, Range 3 East of
the I.M.

QUIT CLAIM DEED
(INDIVIDUAL FORM)

Know All Men by These Presents:

This Indenture, Made this 30th day of January 2019, between KAYE STEELE HARROD FAMILY TRUST, of the first part, and MRZ LIZZIES HOME RENTALS, LLC, of the second part, **Witnesseth**, that said party of the first part, in consideration of the sum of Ten Dollars (\$10.00) to them in hand paid, the receipt of which is hereby acknowledged, do hereby quitclaim, grant, bargain, sell and convey unto the said parties of the second part all their right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all the following described property situate in Pottawatomie County, State of Oklahoma, to-wit:

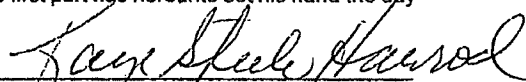


SEE ATTACHED LEGALS

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, and to their heirs and assigns, forever, so that neither the said parties of the first part or any person in their name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof; but they and everyone of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand the day and year first above written.


KAYE STEELE HARROD, TRUSTEE OF
THE KAYE STEELE HARROD FAMILY TRUST

STATE OF OKLAHOMA)
COUNTY OF POTTAWATOMIE)

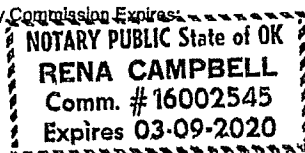
SS:

INDIVIDUAL ACKNOWLEDGMENT
Oklahoma Form

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of January 2019, personally appeared Kay Steele Harrod, Trustee of The Kaye Steele Harrod Family Trust, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires:




Notary Public

1303 W Farvall
Shawnee, OK 74801

2019 LEGAL DESCRIPTION OF
KAYE STEELE HARROD FAMILY TRUST HOMES

RPID	OWNER NAME	MULTI	SUBDIVISION	LEGAL
36828	HARROD KAYE STEELE	5801 EARL	NORTH ROCK CREEK ESTATES #2	10-R NORTH ROCK CREEK BLOCK: 003 LOT:014
9931	STEELE KAYE HARROD	1303 FARRALL	RURAL(NO ADDITION)	93-SR SE SW
15549	HARROD DORIS KAYE STEELE	215 10TH	AP SHAWNEE	AP BLK 17 BEG ME/CL BLOCK: 017 LOT:029
15551	STEELE KAYE HARROD FAMILY	229 PARK	AP SHAWNEE	AP BLK 17 W1/2 LOTS BLOCK:017 LOT:031
15554	STEELE KAYE HARROD FAMILY	218 PARK	AP SHAWNEE	AP BLK 18 LOTS 6 THR BLOCK:018 LOT:006
16949	HARROD KAYE STEELE	1619 BEARD	BROADWAY HEIGHTS	BROADWAY HGTS. BLK 5 BLOCK:002 LOT:012
18160	HARROD KAYE STEELE FAMILY	1201 MARKET	DEERPARK	DEER PARK BLK 1 W1/2 BLOCK:001 LOT:006
50390	HARROD KAYE STEELE FAMILY TRUS	820 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:007
18872	HARROD KAYE STEELE FAMILY	810 PARK	ESTES ORCHARD	ESTES ORCHARD BLK 1 BLOCK:001 LOT:009
19653	HARROD KAYE STEELE FAMILY TRUS	515 WOOD	HILLCREST 1ST	HILLCREST 1ST BLK 2 BLOCK:002 LOT:012
20516	HARROD KAYE STEELE	901 JEFFERSON	JEFFERSON TERRACE	JEFFERSON TERRACE BL BLOCK:006 LOT:077
20788	KARROD KAYE STEELE	1 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:001
20789	HARROD KAYE STEELE	3 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:002
20790	HARROD KAYE STEELE FAMILY	5 APACHE	LARKINS MEADOW	LARKINS MEADOW BLK 6 BLOCK:06A LOT:003



SMITH BROTHERS

ABSTRACT

} SS

SPECIAL CERTIFICATE

State of Oklahoma
County of Pottawatomie

118 N. Broadway Avenue
Shawnee, OK 74801
Phone: (405)273-9820 Fax: (405)273-9813

IN RE: The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less highway.

The undersigned a duly bonded and qualified abstract company within and for Pottawatomie County, Oklahoma, hereby certifies that the current year's tax rolls in the office of the Pottawatomie County Treasurer shows the names and addresses of the owners of the property abutting and within 300 feet in any direction of the before described real estate as follows, to-wit:

1)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

The Southwest Quarter of the Southwest Quarter (SW/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except highways and street.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-001-00

2)

Name and Address:

Michael Barksdale and Cathy Barksdale
502 S. Leo
Shawnee, OK 74801

Legal Description:

Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except the North 426 feet of the West 1185 feet thereof.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-014-00

3)

Name and Address:

City of Shawnee
P.O. Box 1448
Shawnee, OK 74802

Legal Description:

The North 426 feet of the West 1185 feet of Government Lot One (1) (NW NW) on the left bank of the North Ford of the Canadian River, all in of Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-007-00

4)

Name and Address:

Ronald Glen Sipes, Jr.
P.O. Box 39
Tecumseh, OK 74873

Legal Description:

Government Lot Two (2) (NE NW) and Government Lot Five (5) (NW NE) on the left bank of the North Ford of the Canadian River, all in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma., less and except a tract of land described as beginning at the Northeast corner of Lot 2; thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-016-00

5)

Name and Address:

Robin Puckett
900 S Hart
Shawnee, OK 74801

Legal Description:

A tract of land in Section Twenty-five (25), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, described as: Beginning at the Northeast corner of Lot 2 (NE NW); thence West 196 feet; thence S04°15'00"E a distance of 1013 feet; thence S84°45'00"E a distance of 468 feet; thence N02°11'00"W a distance of 1030.50 feet; thence West 299 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-25-010-003-0-005-00

6)

Name and Address:

Trident Holding Co Partners
2525 Ridgewood Drive
Moore, OK 73160

Legal Description:

The Northeast Quarter of the Southwest Quarter (NE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma, less and except a TRACT IN SW/4 BEGINNING AT NW/C SW THEN N894003E A DISTANCE OF 1475.23 FT AS POB THEN N894003E A DISTANCE OF 1175.82 FT THEN S002622W A DISTANCE OF 1224.07 FT THEN S892751W A DISTANCE OF 431.72 FT THEN N003209W A DISTANCE OF 30 FT THEN NWRLY ON A NON-TANGENT CURVE R HAVING A RADIUS 442.96 [CHORD BEARING N691738W CHORD DISTANCE 329.1] A DISTANCE 321.05 THEN N480249W A DISTANCE OF 131.97 FT THEN NWRLY ON A CURVE R HAVING A RADIUS 1015.9 [CHORD BEARING N234547W CHORD DISTANCE 863.03] A DISTANCE 864.31 THEN N003451E A DISTANCE OF 196.81 FT TO POB.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-014-00

7)

Name and Address:

James R. Wesley and Kelly Wesley
820 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 2028.95 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 611.05 feet; thence West 178.5 feet; thence North 611.05 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-023-00

8)

Name and Address:

Terrie A. Guffey and Anthony S. Guffey
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land beginning 1906.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the

Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 122 feet; thence West 178.5 feet; thence North 122 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-022-00

9)

Name and Address:

Terrie A. Guffey, Anthony S. Guffey, and Season Taylor
615 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1811.35 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 95.60 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 95.60 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-00

10)

Name and Address:

Johnny Keith Branscum
620 S. Hart
Shawnee, OK 74801

Legal Description:

A tract of land Commencing at the (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence S00°02'00"W along the West line of said SE/4 for a distance of 1589.70 feet to the Point of Beginning; thence S89°59'00"E for a distance of 178.50 feet; thence S00°02'00"W for a distance of 221.65 feet; thence N89°58'00"W for a distance of 178.50 feet to the West line of said SE/4; thence N00°20'00"E along the West line for a distance of 221.65 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-026-01

11)

Name and Address:

J and W Rentals, LLC
801 S. Hart
Shawnee, OK 74801
AND

1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-031-00

12)

Name and Address:

Brent W. McCutcheon and Sherri L. McCutcheon
1300 S 13th Street
Tecumseh, OK 74873

Legal Description:

A tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-01

13)

Name and Address:

Marvin Jon Vernon and Sharon Denise Vernon
624 N Beard Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1794.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 433 feet; thence West 327.5 feet; thence North 433 feet to the Point of Beginning, LESS AND EXCEPT a tract of land beginning 198.5 feet East and 1981.40 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 93 feet; thence West 221 feet; thence North 93 feet to the Point of Beginning, AND LESS AND EXCEPT a tract of land beginning 198.5 feet East and 2074.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 221 feet; thence South 153 feet; thence

West 221 feet; thence North 153 feet to the Point of Beginning, together with a 20 feet easement for ingress and egress lying on the West side of referenced property.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-025-00

14)

Name and Address:

Terrie A. Guffey, Anthony S. Taylor, and Season Taylor
615 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land commencing 198.5 feet East and 1624.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet to the Point of Beginning; thence South 173 feet; thence East 152 feet; thence North 173 feet; thence West 152 feet to the Point of Beginning. AND A tract of land beginning 198.5 feet East and 1697.4 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 175 feet; thence South 100 feet; thence West 175 feet; thence North 100 feet to the Point of Beginning.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-029-00

15)

Name and Address:

Hart Street Full Gospel Church
618 S Hart Ave
Shawnee, OK 74801

Legal Description:

A tract of land beginning 198.5 feet East and 1547.9 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 327.5 feet; thence South 76.5 feet; thence West 327.5 feet; thence North 76.5 feet to the Point of Beginning, LESS AND EXCEPT a tract described as beginning 198.5 feet East and 220.6 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 31.7 feet; thence South 74.3 feet; thence West 31.7 feet; thence North 74.3 feet to the Point of Beginning

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-021-00

16)

Name and Address:

Elizabeth Cook Jackson aka Lizzie Cook
C/O: J.C. Winterringer
P.O. Box 1809
Shawnee, OK 74802

Legal Description:

A tract of land beginning at a point 379.5 feet South of the Northwest Corner of the Southeast Quarter (NW/C SE/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Base and Meridian, Pottawatomie County, Oklahoma; thence East 178.5 feet; thence South 1220.2 feet; thence West 178.5 feet; thence North 1220.2 feet to the Point of Beginning, less highway.

Current Tax Parcel Number for the above tract: 0000-24-010-003-0-037-00

Unassessed Highways:

State of Oklahoma, Department of Transportation
200 NE 21st Street
Oklahoma City, Oklahoma, 73105

IN WITNESS WHEREOF, We have hereunto set our hand and seal at office in the City of Shawnee, Oklahoma, this 29th day of February, 2024, at 07:00 AM.

ATTEST:

Mary A. Sharp

Mary Sharp, Title Researcher
Abstractor License No.: 4007

SB 3072404134

1303 W. Farrall
Shawnee OK 74801

Legal Description: SE/4 of the SW/4 of Section 24, Township
10 North, Range 3 East of the I.M.

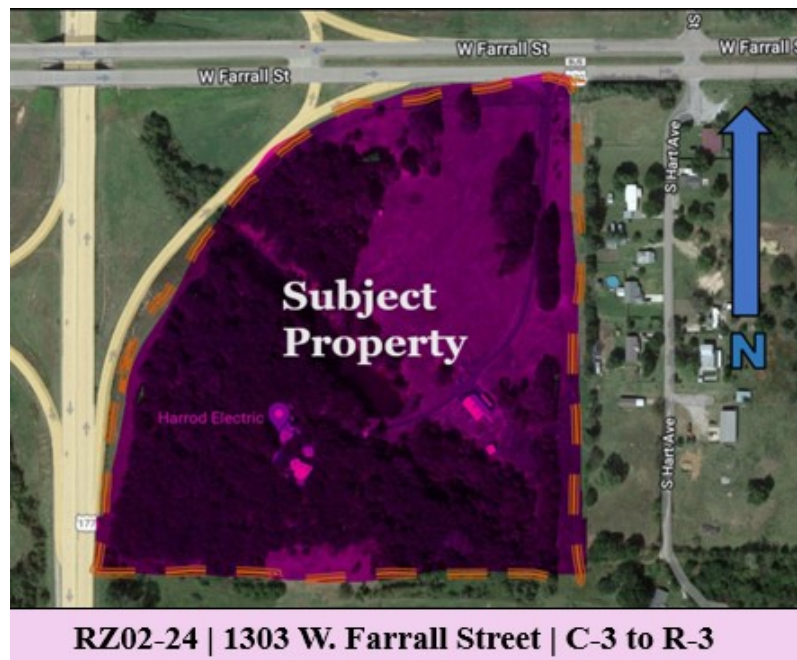
Publish May 10, 2024

NOTICE OF PUBLIC HEARING
Rezoning Request (RZ02-24)

It is hereby noticed that the City of Shawnee Planning Commission will hold a public hearing on June 5, 2024, at 1:30 p.m. in the Commission Chambers at City Hall, 16 W. 9th St, Shawnee, OK. The City of Shawnee City Commission will hold a public hearing on June 17, 2024, at 6:00 p.m. in the Commission Chambers at City Hall. The Planning Commission and City Commission will consider a rezoning request (**RZ02-24**) to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) and a request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) at property addressed as 1303 W. Farrall Street and described as:

The Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Twenty-four (24), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, LESS AND EXCEPT that portion of subject property taken for highway purposes as shown by Report of Commissioners recorded in Book 187, Page 686 and by Report of Commissioners recorded in Book 220, Page 692 and by Report of Commissioners recorded in Book 229, Page 66 and by Journal Entry recorded in Book 258, Page 457, records of the County Clerk of Pottawatomie County, Oklahoma.

Public hearings will be held at the above times and dates. All residents and parties in interest shall have an opportunity to be heard regarding the request above.





Planning Commission Meeting – 6.5.2024 – City of Shawnee, Oklahoma

Staff Report | CUP02-24 | 1303 W. Farrall Street

Date: May 8, 2024

To: Shawnee Planning Commission

From: Rian Harkins, Community Development Director

Subject: **Staff Report** - Public hearing and consideration of a request for a Conditional Use Permit (CUP) for an Accessory Dwelling Unit (ADU).
Case No. CUP02-24 | Applicant: Kaye Steele

Background

The subject property is located at 1303 W. Farrall Street and contains approximately 38 acres. This Conditional Use Permit (CUP) application is being concurrently processed with a request to rezone the property from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District). The rezoning application (RZ02-24) is the first step to bring the property into compliance. A Conditional Use Permit (CUP) is required to allow one (1) Accessory Dwelling Unit (ADU) on the property.

Discussion

Referencing the City of Shawnee Zoning Code (Code) DIVISION 14. – Administration. Section 22-605. – Conditional Use Permit. "The uses designated under the various districts herein as "conditional uses" are so classified because they could more intensely dominate the area in which they are located...." The conditional uses shall be reviewed and authorized or rejected with or without special conditions placed on the project."

In the Code, Section 22-291. Table 22-291. Permitted uses in Residential Zoning Districts. The table indicates that in zoning district R-3, the use of an "Accessory Dwelling Unit (ADU) to a single-family residential" (use) is permitted subject to acquiring a Conditional Use Permit (CUP).

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Mixed Use land use designation. C-3 and R-3 are appropriate zoning districts for this land use designation. The request is in conformance with the 2040 Comprehensive Plan.

Staff completed the required public hearing notifications for this application. All property owners within 300' from the perimeter of the subject property were mailed a public hearing notification letter. Additionally, a notice of public hearing was published in The County Democrat weekly newspaper. A sign providing details and contact information was placed on the subject property.

Findings and Facts:

- The subject property is concurrently applying to rezone to R-3 (Multifamily Residential District).
- Proper notification for a public hearing was served.
- The application was reviewed, and conditions are recommended.
- Regulations for ADUs per Section 22-297.8 of the Zoning Code are required conditions

Staff Recommendation:

Based on the review of the application and the listed Findings, staff recommends that the Planning Commission recommend to the City Commission APPROVAL of CUP02-24 to locate one (1) Accessory Dwelling Unit (ADU) at 1303 W. Farrall Street with the following conditions:

- Acknowledgment by the applicant that the Approval of a Conditional Use Permit (CUP) does not negate or circumvent the other requirements of development as stated in the City Codes, which include the Zoning Code and the adopted Building and Fire Codes.
- Acknowledgment by the applicant that additional permits may be required and standard inspections will be conducted.
- Adherence to Section 22-297.8 of the Shawnee Zoning as follows:

(8) Accessory dwelling units (ADUs). Accessory dwelling units are designed to allow for a secondary residence which is attached to the main structure or over a current detached garage. The intent of this regulation is to allow additional options for homeowners in relation to allowing family members or renters housing while still maintaining a neighborhood feel. In addition to a conditional use permit, accessory dwelling units must also meet the following criteria:

- a. The property owner must reside in either the principal structure or the ADU.
- b. Only one ADU is allowed per lot in conjunction with a single-family house. ADUs are not allowed in conjunction with duplexes, triplexes or multifamily dwelling units.
- c. An instrument shall be recorded with the register's office covenanting that the structure is being established as an accessory dwelling unit and may only be used under the conditions expressed herein.
- d. The ADU may only be located in the established rear yard.
- e. The living space of the ADU shall not exceed 900 square feet.
- f. The footprint of a single story detached accessory dwelling shall not exceed 50 percent of the first floor area of the principal structure.
- g. The footprint of a two-story detached accessory dwelling shall not exceed 40 percent of the first floor of the principal structure.
- h. ADUs with a second story dwelling unit shall enclose the stairs interior to the structure.
- i. The ADU shall be of similar style, design and material color and used for the principal structure and shall use similar architectural characteristics, including roof form and pitch, to the existing principal structure.
- j. A home occupation shall not be based out of the ADU.
- k. The ADU must provide, at minimum, one off-street parking space.
- l. A separate driveway providing exclusive access to the ADU from a road shall not be allowed unless problematic, lot-specific circumstances exist which requires approval from the director.
- m. The lot area shall be larger than 10,000 square feet.

Options:

- Recommending Approval of Case No. CUP02-24 to rezone from C-3 (Highway Commercial District) to R-3 (Multifamily Residential District) as requested by the applicant.
- Recommending Denial of the application for CUP02-24 to rezone the subject property.
- Recommending Deferral Case No. CUP02-24 with a request for additional and specific information to a certain date.

This rezoning application will be heard at the City Commission meeting on Monday, June 17, 2024, at 6:00 pm.