

**NOTICE OF MEETING
PLANNING COMMISSION**

TYPE OF MEETING

REGULAR MEETING	(X)	RESCHEDULED REGULAR MEETING	()
SPECIAL MEETING	()	CONTINUED OR RECONVENED MEETING	()

DATE: 8-6-2025 **TIME:** 1:30 P.M. **PLACE OF MEETING:**
Commission Chambers
City Hall, 16 W. 9th Street
Shawnee, OK 74801

To be completed by person filing notice:

NAME: Diana Hood
TITLE: City Planner
ADDRESS: 16 W. 9th Street
Shawnee, OK 74801
PHONE: (405) 878-1672

Filed in the office of the municipal clerk at 7:57 a.m. on July 30th, 2025

SIGNED: 
City Clerk/Deputy Clerk

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FOR CITY CLERK'S OFFICE USE ONLY

DATE NOTICE RELEASED TO NEWS MEDIA: 07-30-2025
PERSON FILING NOTICE: Diana Hood
NOTICE VERIFIED BY: 

AGENDA
PLANNING COMMISSION
AUGUST 6, 2025 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 July 2, 2025, regular meeting.
2. Public Hearing and Consideration of a request to amend the Planned Unit Development restrictions for the Unity Medical Plaza (PUD02-25).
Case No. PUD02-25 | Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC
3. Public Hearing and Consideration of a request to rezone property from TA (Transitional Agriculture) to C-1 (Local Commercial)
Case No. RZ03-25 | Applicant: Rickey Crain c/o Landes Engineering
4. Community Development Department Updates
5. Commissioners Comments
6. Adjournment

Respectfully submitted,

Petya Stefanoff, Interim 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)

PLANNING COMMISSION MINUTES

DATE: July 2, 2025

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on July 2, 2025, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:30 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Alexander, Barrett, Johnson, Hembree, Reese

Absent: Porter

Item 1. Consideration of approval of the minutes from the regular meeting on June 4, 2025. Chair Barrett asked for questions or corrections to the minutes.

Chair Barrett made a motion to **Approve** the minutes as presented, which Commissioner Hembree seconded.

Motion **passed 5-0-1.**

Aye: Hembree, Johnson, Barrett, Alexander, Reese

Nay: Hayes

Abstain: None

Item 2. Consideration of a request to amend the Planned Unit Development restrictions for the Shawnee Marketplace commercial area (PUD01-25). Applicant: Santa Fe Properties, LLC. c/o Kimley Horn Engineering.

Background

Shawnee Marketplace is located on the Northwest corner of the intersection of West 45th Street and North Kickapoo Street. The area is zoned under a Planned Unit Development with a base zoning of C-2 (Regional Commercial). The owner, Santa Fe Properties, LLC., has authorized Kimley Horn Engineering Consultants to request a revision to the existing PUD restrictions as they prepare for new commercial development. The PUD area continues to the North, with C-2 zoning extending east and west, with a strip of commercial zoning extending to the Southeast along Kickapoo Street. Across West 45th Street to the South is R-1 (Low Density Residential) zoning and hosts several residential subdivisions.

Discussion

The proposed amendment seeks to increase the maximum sign area allowed, specifically to accommodate the primary entrance for the retailer that is seeking to develop the land as a site for their store. The base zoning of C-2 allows a cumulative maximum sign area of 150 square feet for a single storefront, and the PUD specified an alternate number and sizes of freestanding signs, but left wall signage to default to the base zoning standards. The request is to allow for the main entrance of the building to have a wall sign up to 440 square feet in size.

Financial Impact: None

Attachments: 20250529 - PUD Amendment Application, 2025-06-02 HD ShawneeOK_Project

Narrative and Amendment Request

Staff Recommendation: Staff recommends Approval of the requested PUD amendment.

This item is scheduled to be heard at City Commission on July 14, 2025.

Commissioner Reese made a motion to recommend the **APPROVAL** of **Case No. PUD01-25** which Commissioner Alexander seconded.

Motion **passed 6-0-0.**

Aye: Hembree, Alexander, Johnson, Barrett, Hayes, Reese

Nay: None

Abstain: None

Item 4. Community Development Update

City Planner Diana Hood noted that the contracts for both the Consolidated Plan and Housing Study are on the agenda for the upcoming City Commission meeting for their review and approval.

Item 5. Planning Commissioners' Comments

Commissioners had no comments.

Item 6. Adjournment

The meeting adjourned at **1:44 p.m.**

Chair/Vice-Chair

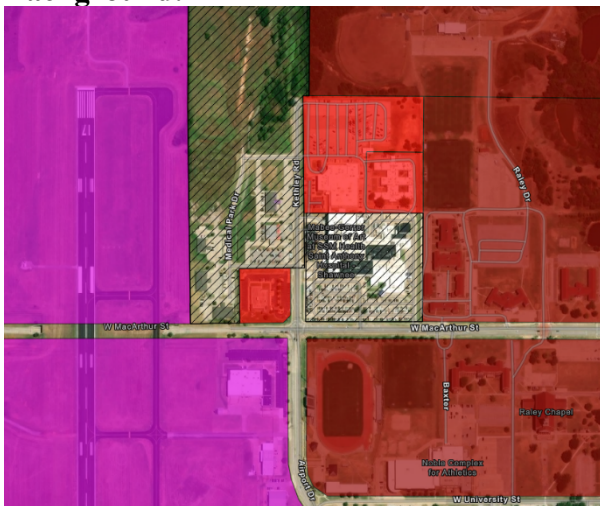
Date

Community Development Director

Date

Date: August 6, 2025
To: Planning Commission
From: Diana Hood
Subject: Public Hearing and Consideration of a request to amend the Planned Unit Development restrictions for the Unity Medical Plaza (PUD02-25).
 Case No. PUD02-25 | Applicant: Saint Anthony Shawnee Hospital c/o Mission Energy Development LLC

Background:



Unity Medical Plaza is located along the north side of West MacArthur Street, west of Kickapoo Street. The area is zoned under a Planned Unit Development with a base zoning of C-2 (Regional Commercial). The owner, St. Anthony Shawnee Hospital has authorized Mission Energy Development LLC to request a revision to the existing PUD to allow for Solar Panels to be installed in the northern undeveloped tract.

The Shawnee Airport is located directly to the West and across MacArthur Street to the Southwest, and is zoned I-1 (Light Industrial). The the East lies both C-1 (Local Commercial) and C-2 (Regional Commercial) zoning, and is the site of some apartments as well as the OBU sports fields. To the Southeast lies the main OBU campus, zoned C-1.

Discussion

The proposed amendment aims to add "Utilities and Public Service Facility, Minor," to the list of allowed uses in the area to allow for Solar Panel installation on the northern undeveloped tract. The original PUD established the entire area to be used solely for medical offices and other related uses.

Furthermore, the base zoning of C-2 would normally require a Conditional Use Permit (CUP) to allow the use in the area. A CUP allows a specific, singular use for a property, and can expire or be revoked. The PUD Amendment seeks to establish the described use as allowed by right under the PUD, which gives the applicant more freedom to decide timelines and details.

Financial Impact: None

Attachments: CityShawnee-PC APPLICATION, Proposed PUD Amendment, PUD Amendment Request

Staff Recommendation: Staff recommends Approval of the requested PUD amendment.

Planning Department Application Submittal Guidelines - City of Shawnee, OK

Community Development Department – 16 West 9th Street – 405-878-1672

Rezoning (RZ) – Conditional Use Permits (CUP) – Planned Unit Developments (PUD)

Applicants are strongly encouraged to speak with a member of the Planning Department staff **prior** to submitting an application. Please contact the Planning Department to schedule a time to discuss your application with a staff member. Initial meetings can be over the phone, virtual, or in-person. Follow-up phone calls and emails are welcomed.

Application packages shall be submitted to the Community Development Department **at least 30 days** prior to the Planning Commission meeting. Attached to these guidelines are a current Planning Commission meetings calendar and the corresponding due dates for application submittal.

The submittal package shall include **Application – Deed or Affidavit – Mailing List – Fees**

Application

The completed and signed application. Include the full legal description of the subject property as an electronic document typed in Microsoft Word. Incomplete or unsigned applications will not be accepted or will be returned.

Deed or Affidavit

A copy of the deed of ownership and a signed affidavit from the property owner explicitly giving permission for the public hearing for a rezoning is allowed on the subject property.

Mailing List

A mailing address list of all property owners located within a 300 foot radius of the perimeter of the subject property lines. Multi-family uses or treatment facilities rezoning requests require a radius of 1,320 feet and increased notice time. (*see next page*)

The certified list **must be obtained** from a registered, bonded abstract company or a licensed title insurance company. The cost of obtaining the list is the applicant’s responsibility.

Fees

The fees due with submittal are application and sign fees. Calls or emails to confirm are welcomed.

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Upon receipt, staff will review the submittal and contact the applicant with any questions.

In compliance with Oklahoma State Statute the notifications of a public hearing must be mailed, published, and posted not less than 20 days prior to the public hearing meeting date

- A notification of a public hearing shall be mailed to all property owners located within a 300 foot radius of the perimeter of the subject property lines. City staff will generate and mail the notification letters.
- A legal notice of a public hearing shall be published in a newspaper of general circulation in Shawnee. City staff will arrange for the publication.
- A sign announcing a public hearing shall be posted on the subject property by the City.

- The Planning Commission will hold a public hearing to review the rezoning/CUP/PUD request. The Planning Commission is a recommending body, so a recommendation of approval, approval with conditions, or denial will be forwarded with the application to the City Commission for review.
 - While not required, the applicant or a knowledgeable representative should plan to attend and speak at the public hearing. Legal representation is not needed.
- The City Commission will hold a public hearing and review the rezoning/CUP/PUD request along with the Planning Commission’s recommendation. If you do not attend the meeting, you may contact the Planning Department after the City Commission meeting for the final decision. The City Commission typically meets the third Mondays of each month at 6:00 p.m.

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- When a rezoning request is for multi-family or treatment facilities, and similar facilities
 - 11 O.S. 43-106 – “ In addition to the notice required in this subsection, if the zoning change requested permits the use of treatment facilities, multiple family facilities, transitional living facilities, halfway houses and any housing or facility that may be used for medical or nonmedical detoxification as these terms are defined pursuant to Section 3-403 of Title 43A of the Oklahoma Statutes, the entity proposing the zoning change shall mail a written notice within thirty (30) days of the hearing to all real property owners within one-quarter (1/4) of a mile where the area to be affected is located...”
 - ❖ This additional notification time will affect the due date for application submittal. The typical due date is 30-days prior to the scheduled Planning Commission meeting you wish to attend. For the uses listed pursuant to 11 O.S. 43-106, the submittal due date may be 60-days prior to the public hearing meeting. Community Development staff will confirm an application due date on a case-by-case basis.

Planning Applications Submittal Checklist

- _____ Meeting with Community Development Department staff member
- _____ Application – completed and signed
- _____ Electronic Copy of Legal Description
- _____ Certified list of property owners’ addresses obtained from a licensed abstract or title company
- _____ Deed or Affidavit – proof of ownership or signed permission for land use change application
- _____ Fees – The cost of the application and applicable fees are due at the time of submittal.

FIRST AMENDMENT TO THE DESIGN STATEMENT FOR THE UNITY MEDICAL PLAZA PLANNED UNIT DEVELOPMENT

AN ORDINANCE ADDING AN ALLOWABLE USE TO ORDINANCE NO. 2380NS, THE SAME BEING THE PLANNED UNIT DEVELOPMENT FOR UNITY MEDICAL PLAZA.

RECITALS:

WHEREAS, the City of Shawnee, Oklahoma, did approve Ordinance No. 2380NS on November 17, 2008, establishing the design statement and development regulations for a Planned Unit Development (PUD) known as Unity Medical Plaza; and

WHEREAS, at the time of the approval of said PUD, the owner of the subject property was Community Health Partners, Inc., d/b/a Unity Health Center; and

WHEREAS, SSM Health has subsequently purchased the property described in the PUD from Community Health Partners, Inc. and is the current owner; and

WHEREAS, SSM Health, as the current owner, desires to add to the PUD to incorporate additional permitted uses consistent with the needs of the medical campus; and

WHEREAS, the City of Shawnee adopted the Planning & Development: Article X. United Development Code on August 19, 2024, which defines certain land uses; and

WHEREAS, it is deemed to be in the best interest of the City of Shawnee to add to the Unity Medical Plaza PUD that minor utility and public service facilities are an allowable use.

ORDINANCE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHAWNEE, OKLAHOMA:

AMENDMENT OF USE AND DEVELOPMENT REGULATIONS

That the Unity Medical Plaza PUD, as established by Ordinance No. 2380NS, is hereby amended by modifying Section 8.1, "Use and Development Regulations," to read as follows (additions are underlined):

8.1 Use and Development Regulations

The use and development of this property shall be governed by C-2 zoning with the exception that no facility may be placed or constructed on this parcel which allows consumption of alcoholic beverage without appropriate conditions and review procedures for public hearings and action by the City Council.

Notwithstanding any other provision herein to the contrary, the use of "Utilities and Public Service Facility, Minor," as defined in the City of Shawnee Planning & Development: Article X. United Development Code as adopted on August 19, 2024, and as may be subsequently amended, shall be an allowable use within this PUD.

SSM Health St. Anthony Hospital
1102 W. MacArthur St, Shawnee, OK 74804
[email]
[phone number]
[date]

City of Shawnee Planning Commission
City Hall
16 W 9th Street
Shawnee, OK 74801

Subject: Request for PUD Amendment to Allow a Utility and Public Service Facility, Minor

Dear Members of the Shawnee Planning Commission,

This letter serves as a formal request to add an allowable use to the Planned Unit Development (PUD) for a portion of the property described below.

The original PUD for this property was approved for the previous owner, Unity Medical Plaza, on November 17, 2008, via Ordinance Number 2380NS. The property has since been acquired by SSM Health.

The property is legally described as:

BENEDICTINE HGTS. BEG 657.96'W & 33'N SE/C SW/4 OF SEC 1 T10N R3E N2621.87' TO THE N LINE OF SW/4 E661' S2312.12' W375.92' S310' W282.08' POB LESS 12.35AC PLATTED INTO UNITY MEDICAL PLAZA ADD(2009-2261).

The purpose of this amendment is to include "Utilities and Public Service Facility, Minor" as an allowable use to permit the construction and operation of an 875-kilowatt (kW) alternating current (AC) local solar energy farm. The proposed project will occupy approximately one (1) acre of the total 24.50-acre parcel.

The proposed solar installation is designed to directly serve the energy needs of the SSM Health St. Anthony Hospital Shawnee. The project is situated on the only available portion of the hospital's property suitable for such an installation, and the hospital will consume 100% of the electricity generated. No power will be exported to the local utility grid.

According to the City of Shawnee's zoning regulations, this project appropriately falls under the category of a **Utilities and Public Service Facility, Minor**. Our reasoning for this classification is as follows:

1. **Localized Service:** As a behind-the-meter project, the facility provides power directly to the hospital where it is generated. This reduces demand on the public grid and provides a clean, on-site energy source for a critical community institution.

2. **No On-Site Personnel:** The solar project will be automated and monitored remotely. It will not require regular employees to be stationed at the site, thereby generating no daily traffic.
3. **Negligible Impact:** The project is designed to be a quiet, clean, and passive operation. It will not produce noise, odors, dust, or light pollution that would impact surrounding properties. The low-profile design will ensure minimal visual disruption to the landscape.

We are confident that this solar project serves both the best interests of SSM Health and the City of Shawnee. It represents a significant investment in clean energy infrastructure that will reduce operational costs for the healthcare facility and help it better serve the community for years to come.

We have prepared a comprehensive site plan, proposed PUD amendment, and additional supporting documentation for your review, which we have included as part of this submission [including an FAA Determination of No Hazard regarding Shawnee Regional Airport]. We respectfully request your favorable consideration of this PUD amendment at your next available meeting.

Thank you for your time and consideration. We look forward to discussing this important project with you further.

Sincerely,



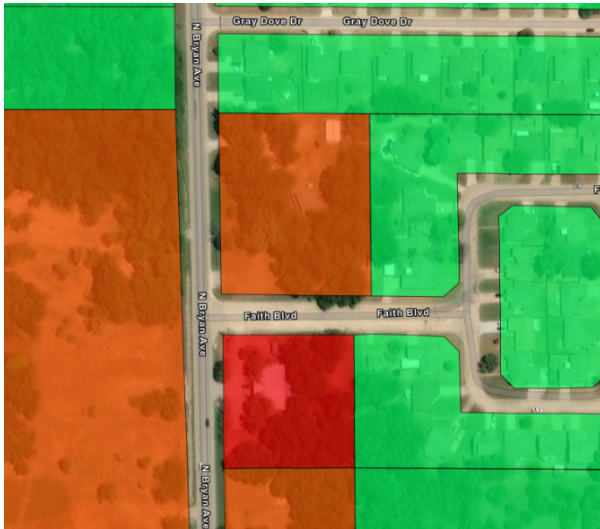
Date: August 6, 2025
To: Planning Commission
From: Diana Hood
Subject: Public Hearing and Consideration of a request to rezone property from TA (Transitional Agriculture) to C-1 (Local Commercial)
Case No. RZ03-25 | Applicant: Rickey Crain c/o Landes Engineering

Background: The subject property has no real address, but is designated as Parcel Number 0000-04-010-004-0-008-00 through the Pottawattomie County Assessor and lies at the northeast corner of North Bryan Avenue and East Faith Boulevard. The subject property is zoned TA (Transitional Agriculture) with similar zoning to the west across North Bryan Ave, with C-1 (Local Commercial) zoning to the south and R-1 (Low Density Residential) zoning to the north and east.

Discussion

The applicant is requesting to extend the C-1 zoning from the south side of Faith Boulevard to locate a gymnasium on the property, which is currently vacant. The desired use is a form of Health Club/Recreation, and is allowed in this zoning district.

The Comprehensive Plan Future Land Use Map (FLUM) indicates the subject property has a Medium Density Residential land use designation. This land use designation features a density of up to 12 dwelling units per acre. The Comprehensive Plan also notes that this land use designation can include a mix of lower density housing types, civic uses, and limited higher intensity uses along with connections to neighborhood commercial services. An extension of the nearby C-1 zoning would be appropriate for the area, especially given its position as a corner lot between Bryan Ave and the adjacent residential area



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 has C-1 zoning to the south, TA to the west, and R-1 zoning to the north and east.
- The request is in conformance with the Comprehensive Plan Future Land Use Map (FLUM).
- There is water, sewer, and storm sewer access along North Bryan Avenue.
- Notification for a public hearing was served.

Options:

- Recommending Approval of Case No. RZ03-25 to rezone from TA (Transitional Agriculture) to C-1 (Local Commercial) as requested by the applicant.
- Recommending Denial of the application for RZ03-25 to rezone the subject property.
- Recommending Deferral Case No. RZ03-25 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, August 18, at 6:00 pm

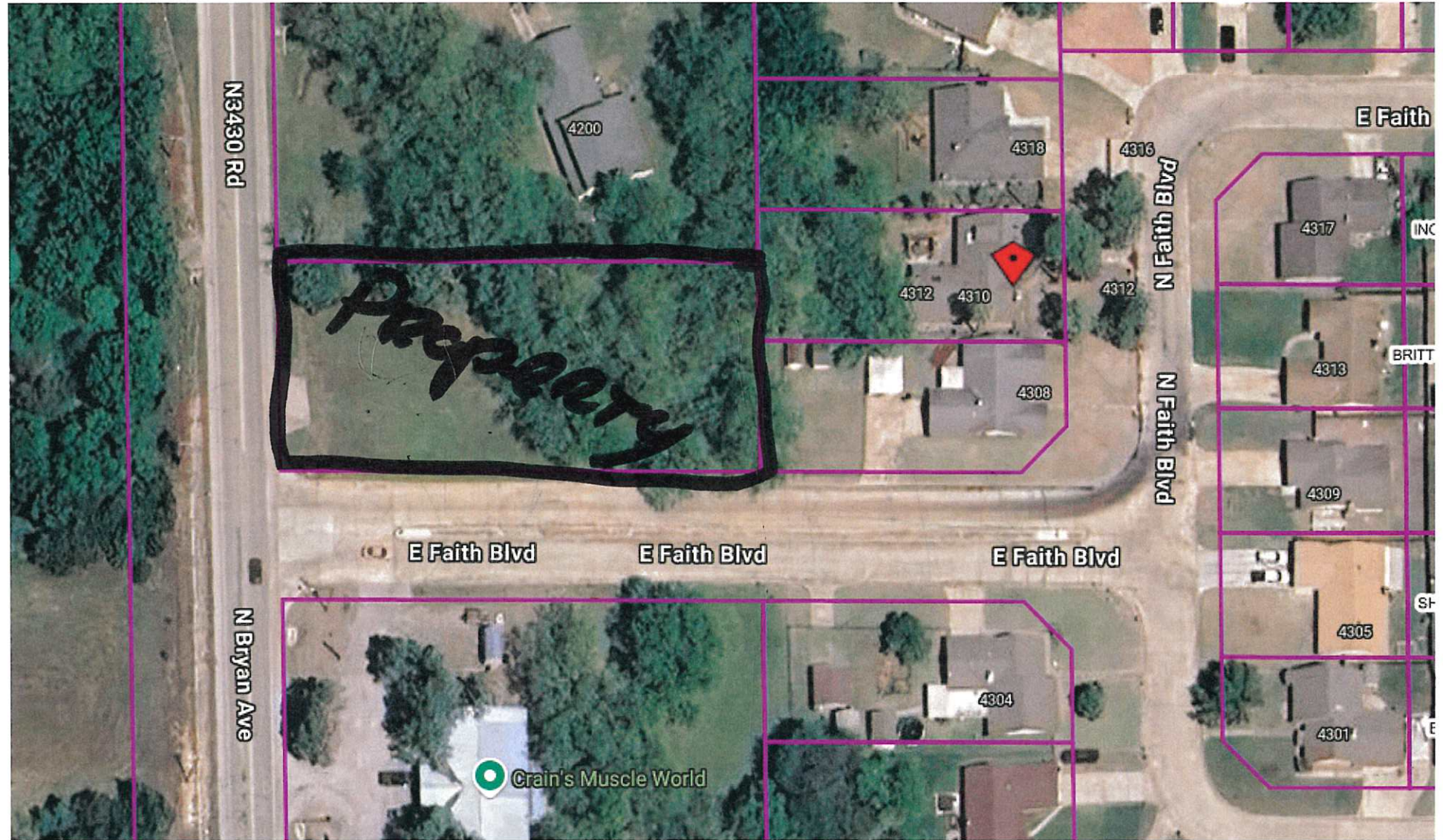
Financial Impact: None

Attachments: Landes Zoning Application

Staff Recommendation: Staff recommends approval of RZ03-25 to rezone the subject property from TA (Transitional Agriculture) to C-1 (Local Commercial).



Property Location



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