

AGENDA
PLANNING COMMISSION
JULY 1, 2026 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 June 3, 2026 regular meeting.
2. Public Hearing and Consideration of a request for a Conditional Use Permit (CUP) to allow a personal swimming pool at the property addressed as 34102 Lake Road.
Case No.: CUP02-26 | Applicant Name: Jeremiah Johnson
3. Consideration of a Revised Final Plat for Adcock Addition, Phase 1.
Case No.: FPL01-26 | Applicant: TJT Holding, LLC c/o Landes Engineering
4. Community Development Department Updates
5. Commissioners Comments
6. Adjournment

Respectfully submitted,



Petya Stefanoff, Secretary

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

PLANNING COMMISSION MINUTES

DATE: June 3, 2026

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on June 3, 2026, at 1:30 p.m., according to notice duly posted as prescribed by law.

Chair Barrett called the meeting to order at **1:31 p.m.** City Planner Diana Hood called Roll and stated a quorum was present.

The following Commissioners were present:

Present: Alexander, Reese, Barrett, Johnson, Burrell

Absent: Porter, Hayes

Vacant:

Item 1. Consideration of approval of the minutes from the regular meeting on March 4, 2026.

Chair Barrett asked for questions or corrections to the minutes. Commissioner Reese motions to approve the minutes as presented, which Commissioner Alexander seconds.

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

Aye: Alexander, Reese, Barrett, Johnson, Burrell

Nay: None

Abstain: None

Item 2. Public Hearing and Consideration of a request for a Conditional Use Permit to operate a Short Term Rental at the property addressed as 1309 N Broadway Street.

Case No. CUP01-26 | Applicant: Mark & Christina Hanson

City Planner Diana Hood presents the staff report and asks if there are any questions for staff. Commissioner Burrell clarifies that the section of code referenced in the report contains the City regulations for operating a Short-Term Rental and the process by which a license to operate can be revoked by the City. Ms. Hood notes that a CUP and a License to operate are both needed before activity may begin. She continues to state that the applicant has provided the house rules that they expect guests to follow, and are included in the agenda packet.

Seeing no more questions for staff, Commissioner Porter opens the public hearing and asks if there is anyone in attendance that wishes to speak on the item.

Mark and Christina Hanson, the applicants, approach and state that the home was purchased with the primary purpose of being somewhere Mrs. Christina Hanson can stay when she is in town for her work with Oklahoma Baptist University (OBU). They live out of state, however Mrs. Hanson's job will require her to come to Shawnee occasionally. Mr. Hanson continues to note that when the house is vacant, they would be lending the space only to other OBU faculty, and they will not be listing the home on any rental website.

Commissioner Reese asks how many days at a time the home will be rented out, and Mr. Hanson responds that it will only be from 3 to 10 days at a time. Commissioner Reese asks what kind of program OBU has that only lasts such a short period of time. Mrs. Hanson speaks, stating that she is one of the faculty on a new rotational schedule for several new hybrid courses at OBU.

Chair Barrett asks if there are any others in attendance who wish to speak on the item. Seeing none, Chair Barrett closes the public hearing and calls for the Commission to discuss.

Vice-Chair Johnson moves to **APPROVE Case No. CUP01-26**, which Commissioner Reese seconds.

Motion **passes 5-0-0**

Aye: Alexander, Reese, Barrett, Johnson, Burrell

Nay: None
Abstain: None

Item 3. Community Development Department Update

Community Development Director Petya Stefanoff reports that the next scheduled walk audit has been moved to the following Wednesday, June 10, at 9am at the Jefferson School, 405 West Dewey Street. She notes that the schedule has not been updated on the website yet, since the City’s website administrator is currently out of office.

Mrs. Stefanoff continues, stating that the American Planning Association (APA) is once again preparing a multi-day course for Citizen Planner Certification courses, designed to inform officials like the Planning Commission and City Commission. They will be hosted on four (4) Fridays, starting on July 31st, then August 7th, August 14th, and August 28th. It will be hosted by OG&E at their headquarters in Oklahoma City. The purpose of these courses is to help officials understand Planning basics so they can make better informed decisions for their communities.

Mrs. Stefanoff notes that registration for this course is not yet open, but will be soon and that spots fill up quickly.

Vice-Chair Johnson asks if it is required to attend all four sessions, and Mrs. Stefanoff notes that attendance is optional, but it is required to receive the certificate. Mrs. Stefanoff says that once registration is open, she will send an email with the website link.

Item 4. Planning Commissioners' Comments

Vice-Chair Johnson echoes the Director’s encouragement to attend the walk audits, as it provides opportunities to gain additional perspective on the community. She also notes that Shawnee Public Schools has a new fitness facility that is open to the public, and would be something nice to take advantage of during the summer season.

Commissioner Reese asks Mrs. Stefanoff what the data from the walk audits is used for, and she responds that the information gathered will be incorporated into the next year’s CIP Planning, and can be used to justify applying for grants.

Item 5. Adjournment

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

Chair/Vice-Chair

Date

Community Development Director

Date



Date: July 1, 2026

To: Shawnee Planning Commission

From: Diana Hood, City Planner

Subject: Public Hearing and Consideration of a request for a Conditional Use Permit (CUP) to install a personal swimming pool at the property addressed as 34102 Lake Road.

Case No. CUP02-26

Agenda Item: No. 2

Applicant: Jeremiah Johnson

Request: The applicant is requesting a Conditional Use Permit (CUP) to install a personal swimming pool at the property addressed as 34102 Lake Road, more particularly described as:

Beginning at a point 963 feet East of the Southwest corner of the Southwest Quarter of the Southwest Quarter (SW/c SW/4 SW/4) of Section Thirteen (13), Township Ten (10) North, Range Two (2) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence North 1035 feet; thence West 272.5 feet; thence South 1035 feet to a point on the South line of said SW/4 SW/4; thence East along said South line a distance of 272.5 feet to the point of beginning.

Analysis: The property is currently zoned Twin Lakes (TL), with similar zoning to the north, east, and west. Section 22-197 of the Unified Development Code states that a swimming pool is only allowed in the TL zoning district with a CUP.

The current zoning of the land is **Twin Lakes (TL)**.

- Adjacent Land Uses

| North | South | East | West |
|-----------------|---------------------|-----------------|-----------------|
| Twin Lakes (TL) | Outside City Limits | Twin Lakes (TL) | Twin Lakes (TL) |

- UDC Sec. 22-191 “*Purpose*. The purposes of the Twin Lakes District are to:
 1. Limit commercial development so as to not disrupt wildlife and the character of Shawnee Twin Lakes;



2. Enhance the significance of Shawnee Twin Lakes to residents, tourists and visitors serving as a catalyst for recreational activities; and 3. Divide the Twin Lakes District into two subdistricts—Residential (R) and Commercial (C) to effectively regulate Shawnee Twin Lakes and its surrounding areas to create attractive and functional development outcomes as envisioned in the comprehensive plan and Twin Lakes Master Plan.”
- UDC Sec. 22-227 defines a Conditional Use Permit as “a permit granted on a discretionary and conditional basis by the city commission, which authorizes a land use in a zoning district in which that use is not normally permitted. All requirements of a conditional use permit are in addition to and supplement UDC requirements.”
 - The Planning Commission is the recommending body that considers zoning and land use cases and makes a recommendation to the City Commission.
 - Public Comments: Staff has received no written objections to this request for a CUP.

Recommendation: Based on the above analysis, the staff recommends approval of the request.

Options:

- Recommend approval the request as presented
- Recommend denial the request
- Recommend approval with certain modifications or conditions
- Defer the item to a certain date for additional discussion

Financial Impact: None

Attachments:

- Application packet
- Deed

201400017004
Filed for Record in
POTTAWATOMIE OKLAHOMA
RAESHEL FLEWALLEN, COUNTY CLERK
11-25-2014 At 03:17 p.m.
JTWB 73.50
Instrument PG 1 OF 2
201400017004

①

Return To:
Jeremiah Johnson and Brianne Johnson
P.O. Box 327
Tecumseh, OK 74873

**WARRANTY DEED
JOINT TENANCY**

File No.: **1976184-SH01 (DEB)**
Doc Stamps: **\$58.50**

Tax ID#: **0000-13-010-002-0-036-00**

That **John P. Harris and Elizabeth A. Harris, husband and wife**, (the "Grantor"), in consideration of the sum of TEN & NO/100-----Dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey unto **Jeremiah Johnson and Brianne Johnson**, as joint tenants and not as tenants in common, with the right of survivorship, the whole estate to vest in the survivor, (the "Grantee"), the following described real property and premises situated in **Pottawatomie County, State of Oklahoma**, to wit:

Beginning at a point 963 feet East of the Southwest corner of the Southwest Quarter of the Southwest Quarter (SW/c SW/4 SW/4) of Section Thirteen (13), Township Ten (10) North, Range Two (2) East of the Indian Meridian, Pottawatomie County, Oklahoma; thence North 1035 feet; thence West 272.5 feet; thence South 1035 feet to a point on the South line of said SW/4 SW/4; thence East along said South line a distance of 272.5 feet to the point of beginning.

Property Address: **34102 Lake Road, Shawnee, OK 74801**

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same. LESS AND EXCEPT any interest in and to oil, gas, coal, metallic ores and other minerals therein and thereunder previously reserved or conveyed of record and all rights, interests and estates of whatsoever nature incident thereto or arising thereunder, and SUBJECT TO easements, rights of way, restrictive covenants of record.

TO HAVE AND TO HOLD said described premises unto the Grantee, and to the heirs, successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

Signed and delivered this **November 21, 2014**.



John P. Harris
John P. Harris

Elizabeth A. Harris
Elizabeth A. Harris

STATE OF OKLAHOMA
Pottawatomie County
Documentary Stamps: \$ 58.50

First American Title

SH1976184/Johnson



Date: July 1, 2026

To: Shawnee Planning Commission

From: Diana Hood, City Planner

Subject: Consideration of a request for a Revised Final Plat for Adcock Addition, Phase 1.

Case No. CUP02-26

Agenda Item: No. 2

Applicant: Jeremiah Johnson

Request: The applicant has submitted a revision of the Final Plat for the Adcock Addition, Phase 1, located along North Harrison Street between East 45th Street and the I-40 freeway, more particularly described as:

*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 Mag Nail with a Washer Stamped "CA 2260" 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 N09°11'25"E for a chord distance of 53.96 feet;
Thence N18°19'17"E a distance of 34.65 feet; Thence N71°40'43"W a distance of 60.00 feet; Thence N18°19'17"E a distance of 126.49 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. Said parcels containing a total of 4.26 acres, more or less.

Analysis: The property is mostly zoned Regional Commercial (C-2), with a small overlap of Transitional Agriculture (TA). C-2 zoning is located to the north, south, and east, with Transitional Agriculture (TA) to the west. The subject property lies along North Harrison Street, just north of East 45th Street on the west side.

The current zoning of the land is **Regional Commercial (C-2) with a small overlap of Transitional Agriculture (TA).**

- Adjacent Land Uses

| North | South | East | West |
|-----------------|---------------------|-----------------|-----------------|
| Twin Lakes (TL) | Outside City Limits | Twin Lakes (TL) | Twin Lakes (TL) |

History: On June 17, 2024, this plat was approved by the City Commission. The developer postponed filing the plat with the County Clerk’s office with the intent to finish the public improvements before recording the plat.

The driveway off of Harrison Street was not paved according to City Standards, meaning the City would not be accepting responsibility for it as a public road. The applicant and engineer have decided to change the designation of this street from Public to Private, which allows them to keep the work they have already done. The applicant is entirely responsible for this Private road, including maintenance and upkeep. No other changes have been made to this plat. The plat has been submitted for re-approval because it is changing who will be legally and financially responsible for this road.

Recommendation: Based on the above analysis, the staff recommends approval of the request.



Options:

- Recommend approval of the request as presented
- Recommend denial of the request
- Recommend approval with certain modifications or conditions
- Defer the item to a certain date for additional discussion

Financial Impact: None

Attachments:

- Revised Plat
- Vicinity Map
- Zoning Map



