AGENDA
CITY OF SHAWNEE
PLANNING COMMISSION
DECEMBER 5TH, 2018 AT 1:30 P.M.
COMMISSION CHAMBERS
CITY HALL, 16 W 9TH ST

1) Roll Call

2) Consideration of approval of the minutes from the October 3rd, 2018 Planning Commission meeting

3) Citizens' Participation
(A three minute limit per person)
(A twelve minute limit per topic)

4) Case #S12-18 – Consideration of approval of a Final Plat for the Belmont Park Addition, Phase II located at the Southwest Quarter of Section 2, Township 10 North, Range 3 East

Applicant: Crafton Tull

5) Case P16-18 – Consideration of approval of a Rezone from R-1; Single Family Residential District to R-2; Medium Family Density Residential District, located at 323 South Eden Street, Shawnee, Oklahoma

Applicant: Eugene Biller

6) Planning Director's Report

7) Commissioners Comments and/or New Business

8) Adjournment

PLANNING COMMISSION MINUTES
DATE: OCTOBER 3rd, 2018

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in the Commission Chambers, at City Hall, 9th and Broadway, on Wednesday, October 3rd, 2018 at 1:30 p.m., pursuant to notice duly posted as prescribed by law.

AGENDA ITEM NO.1: **Roll Call**

Upon roll call the following members were present:

Present: Deem, Walker, Bergsten, Cowen, Kienzle, Rowell
Absent: Matthews

Meeting was called to Order.

AGENDA ITEM NO.2: **Consideration of approval of the minutes from the September 5th, 2018 Planning Commission Meeting**

Chairman Bergsten asked Commission for any comments, questions or a vote. Commissioner Kienzle made a motion to approve, seconded by Commissioner Walker.

Motion passes:
AYE: Walker, Bergsten, Cowen, Kienzle, Rowell
NAY:
ABSTAIN: Deem

AGENDA ITEM NO.3: **Citizens' Participation**

Chairman Bergsten opened the public portion of the meeting and announced that this is an open time for discussion for those with questions on topics not on the Agenda and asked if anyone would like to come forward. No one came forward and Chairman Bergsten closed the public portion of the meeting.

AGENDA ITEM NO.4: **Case #S11-18 – Consideration of approval of a Final Plat for The Grove Retirement Homes located at 3900 N. Union Avenue, Shawnee, OK**

Applicant: Crafton Tull

Justin Debruin presented staff report and informed Commissioners that the plat is twenty acres in size, located south of the Middle School with intent to construct 150 retirement units. There will be 4-6 single story units and changes were made to accommodate the floodplain location. Multi-family development standards will be required and staff recommends approval with three listed conditions. Justin Debruin stated he would be happy to answer any questions. Commissioner Kienzle asked if there was a house to the south of subject property and did not understand what was facing the sidewalk on site plan. Mr. Debruin explained it was the proposed buildings and discussed the building permit phase to cover requirements. Commissioner Kienzle stated this would be the only development not facing Union Avenue. Vice-Chairman Cowen discussed the potential for numerous driveways coming off Union Avenue and the involvement of good fencing and landscaping. Justin

Debruin expressed the possibility to encourage more friendly design along Union Avenue even though it was not currently in our Code to do so. Commissioner Deem asked how it could be encouraged if not in the Code. Mr. Debruin stated it was incentivizing it in some sense and discussed potential to open up the right of way and allowing additional access that is located on the back of the property. Vice-Chairman Cowen asked if it was 37th Street or 39th Street. Justin Debruin stated it might be 39th Street and informed Commissioners that he believes this development would be a good asset to the City and is encouraged by the concept. Commissioner Kienzle asked if the sign could be negotiated. Mr. Debruin explained that the applicant is allowed a monument sign but it will have to meet size requirements. Commissioner Kienzle asked if the tenants would go to the front to use tennis and basketball courts. Justin Debruin mentioned it would be his assumption right now but explained the possibility of creating trails with the School land located north of property. Chairman Bergsten opened the public portion of the meeting and asked if anyone speaking against the item would like to come forward. No one came forward and Chairman Bergsten asked if anyone speaking in favor of the item would like to come forward. Chris Gray with Crafton Tull came forward to request approval of final plat and stated he would be happy to answer any questions. Commissioner Deem asked for the time frame. Mr. Gray stated that they would be submitting a building permit within a month's time. Mr. Debruin asked if there would be phases. Mr. Gray agreed and stated they would start with east half. Chairman Bergsten asked if there were any other questions. There were none and Chairman Bergsten closed the public portion and asked for a motion. Vice-Chairman Cowen made a motion to approve with listed conditions, seconded by Commissioner Deem.

Motion to approve:
AYE: Deem, Walker, Bergsten, Cowen, Kienzle, Rowell
NAY:
ABSTAIN:

AGENDA ITEM NO.5: **Consideration of approval of the 2019 Schedule of Regular Meetings for the Planning Commission**

Chairman Bergsten asked if Justin Debruin had anything to add. Mr. Debruin explained they had to account for any holidays that may fall within the meeting dates but should be in good shape and it is done every year around this time. Commissioner Walker made a motion to approve, seconded by Commissioner Kienzle.

Motion to approve:
AYE: Deem, Walker, Bergsten, Cowen, Kienzle, Rowell
NAY:
ABSTAIN:

AGENDA ITEM NO.6: **Planning Director's Report**

Justin Debruin gave update regarding the comprehensive plan workshops/open house and mentioned they are still looking for feedback. Commissioner Deem expressed confusion regarding the interface with the code process and comprehensive plan. Mr. Debruin discussed the comprehensive plan. Commissioner Deem asked how often the codes are reviewed. Justin Debruin stated they are usually updated every 5-7 years, depending on the City. Commissioners gave discussion regarding the U-haul property. Vice-Chairman Cowen expressed the non-cleanliness of the entrances into Shawnee and lack of upkeep. Chairman Bergsten asked for any updates on the First United Bank property. Mr. Debruin explained final plat has not been recorded yet but should be moving forward soon.

AGENDA ITEM NO.7: **Commissioners Comments and/or New Business**

No comments or new business.

AGENDA ITEM NO. 8: **Adjournment**

Meeting was adjourned.

_____
Chairman/Vice-Chairman

Cheyenne Pettigrew
Planning Commission Secretary

City of Shawnee
Planning Department
222. N. Broadway
Shawnee, OK 74801
(405) 878-1616
Fax: (405) 878-1587
www.ShawneeOK.org

CASE # S12-18
PUBLIC HEARING DATE:
December 5th, 2018
CITY COMMISSION DATE:
December 17th, 2018

APPLICANT:
Belmont Park Villas, LLC

20 East 9th Street, Suite 130
Shawnee, Oklahoma, 74801

PROPERTY ADDRESS/LOCATION: **Southwest Quarter of Section 2, Township 10 North, Range 3 East**

SUMMARY OF REQUEST:

The applicant is requesting final plat approval for the Belmont Park Addition Phase II, located at the Southwest Quarter of Section 2, Township 10, Range 3 East of the Indian Meridian, Pottawatomie County. The preliminary plat was approved by the City Commission on November 18th, 2013.

Proposed on the site are 19 duplex lots.

EXISTING ZONING:	EXISTING LAND USE:	SURROUNDING ZONING & LAND USE:	Number of Lots:	PROPERTY SIZE:
R-3	Vacant	A1 (Rural Agricultural) RE (Residential Estate) R-3 (Multi-Family Residential) C-2 (Office Commercial) C-3 (Highway Commercial) I-2 (Light Industrial)	19	8.79 Acres

STAFF REVIEW AND ANALYSIS

After the final plat for the Belmont Park Addition Phase II and the revised preliminary plat for Belmont Park Phase II were approved on November 13th, 2013, the project was split into two sections: Section 1 would be zoned C-3 (Highway Commercial) and Section 2 would be zoned R-3 (Multi-Family Residential). The reason the original preliminary plat was revised was to create five lots instead of three, and one common drainage area to serve as stormwater detention. Two of the new lots would be C-3 and the other three R-3. On May 16th, 2016, the project was approved for another preliminary plat. This plat had a total of sixteen lots. Fourteen would be for the construction of duplexes, while the other two for commercial use. This plat also had a 3.15 acre common area and a detention pond. On September 19th, 2016, the final plat for Section 1, the commercially zoned section, was approved. The two commercial lots were combined to form one.

Now the applicant is requesting approval for Section 2 of the plat. As shown on the final plat for Section 2 (Exhibit 1), the applicant is proposing a 19 lot duplex development. Internal circulation will be via a private drive named "Belmont Park Drive" off of West MacArthur Street, ending in a cul-de-sac. Public water and sewer lines will be extended onto the site to adequately serve all residential properties. The development is required to conform to Section 22-160.8 of the Zoning Code, "Other Residential Standards," which assures safe and cohesive design for all residential development.

At this time, staff does not have a recommendation. This is due to a lack of approved sewer plans. However, if resolved, the final plat could be approved on the following conditions:

1. **Final improvement plans shall be approved by the City Engineer prior to construction.**
2. **Prior to filing (recording) the final plat, the applicant shall commence with making the required public site improvements in accordance with construction plans approved by the City Engineer or otherwise bond the project in accordance with City code.**
3. **All other applicable City standards apply.**

APPROVE	APPROVE WITH CONDITIONS	DENY

ATTACHMENTS: (CIRCLE)	SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE	LEGAL DESCRIPTION
PUBLIC COMMENTS		AGENCY COMMENTS		RESPONSE TO STANDARDS

Attachments:

Exhibit 1: Belmont Park Addition Phase II Final Plat

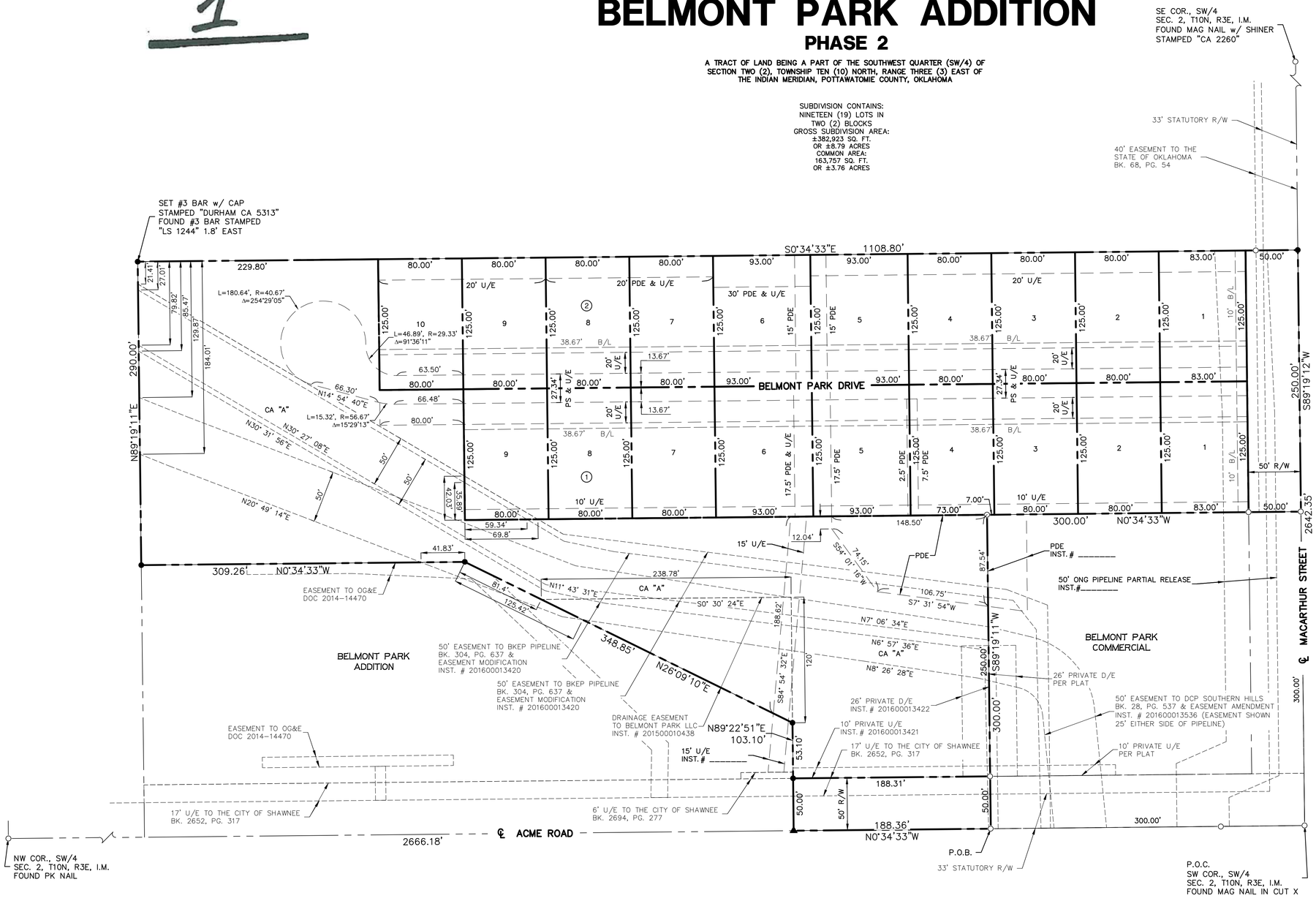
Exhibit 2: Belmont Park Addition Phase II Preliminary Plat

EXHIBIT 1

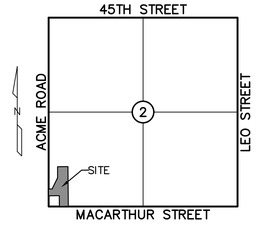
FINAL PLAT
of
BELMONT PARK ADDITION
PHASE 2

A TRACT OF LAND BEING A PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWO (2), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA

SUBDIVISION CONTAINS:
NINETEEN (19) LOTS IN
TWO (2) BLOCKS
GROSS SUBDIVISION AREA:
±382,923 SQ. FT.
OR ±8.79 ACRES
COMMON AREA:
163,757 SQ. FT.
OR ±3.76 ACRES



R 3 E



Location Map
SCALE: 1"=2000'

GRAPHIC SCALE

50 0 25 50 100
(IN FEET)
1 inch = 50 ft.

THE BASIS OF BEARING FOR THE TRACT OF LAND IS THE WEST LINE OF SAID SOUTHWEST QUARTER (SW/4) HAVING A RECORD BEARING OF NORTH 00°34'33" WEST.

B/L = BUILDING LINE
U/E = PUBLIC UTILITY EASEMENT
PDE = PRIVATE DRAINAGE EASEMENT
PS & U/E = PRIVATE STREET & PUBLIC UTILITY EASEMENT
PDE & U/E = PRIVATE DRAINAGE & PUBLIC UTILITY EASEMENT
R/W = RIGHT OF WAY
ESMT = EASEMENT
CA = COMMON AREA
LNA = LIMITS OF NO ACCESS
o = FOUND #3 BAR W/ CAP UNLESS OTHERWISE NOTED
● = SET #3 BAR W/ CAP STAMPED "DURHAM CA 5313" UNLESS OTHERWISE NOTED
▲ = SET MAG NAIL W/ SHINER STAMPED "DURHAM CA5313" UNLESS OTHERWISE NOTED
(X) = BLOCK NUMBER

NOTES:

1. MAINTAINANCE OF ALL PRIVATE DRIVES, PRIVATE ACCESS FACILITIES, AND PRIVATE COMMON AREAS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION AND/OR PROPERTY OWNERS WITHIN THE DEVELOPMENT.

DURHAM SURVEYING, INC.
1819 SOUTH MORGAN ROAD, OKLAHOMA CITY, OKLAHOMA 73128
Ph. (405) 265-3404 Fax (405) 265-0649 CERTIFICATE OF AUTHORIZATION NO. 5313 EXPIRATION DATE: JUNE 30, 2020

GRUBBS CONSULTING, LLC
CIVIL ENGINEERING & LAND PLANNING
1819 S. Morgan Road
Oklahoma City, OK 73128
Phone: (405) 265-0641
Fax: (405) 265-0649
GRUBBS CONSULTING, LLC CERTIFICATE OF AUTHORIZATION NO. CA 5115 EXP. 06/30/20

LEGAL DESCRIPTION:
A TRACT OF LAND LYING IN THE SOUTHWEST QUARTER (SW/4) OF SECTION TWO (2), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER (SW/4);
THENCE NORTH 00°34'33" WEST, ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER (SW/4), A DISTANCE OF 488.36 FEET TO THE SOUTHWEST CORNER OF BELMONT PARK ADDITION, AN ADDITION TO THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;

THENCE ALONG THE SOUTH AND EAST LINES OF SAID ADDITION FOR THE FOLLOWING THREE (3) COURSES:

1. NORTH 89°22'51" EAST, A DISTANCE OF 103.10 FEET;
2. NORTH 26°09'10" EAST, A DISTANCE OF 348.85 FEET;
3. NORTH 00°34'33" WEST, A DISTANCE OF 308.99 FEET TO THE NORTHEAST CORNER OF SAID ADDITION;

THENCE NORTH 89°22'51" EAST, PARALLEL WITH THE SOUTH LINE OF SAID SOUTHWEST QUARTER (SW/4), A DISTANCE OF 290.00 FEET;

THENCE SOUTH 00°34'33" EAST, PARALLEL WITH THE WEST LINE OF SAID SOUTHWEST QUARTER (SW/4), A DISTANCE OF 1,108.80 FEET TO A POINT ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER (SW/4);

THENCE SOUTH 89°22'51" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 550.00 FEET TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINING 472,959 SQUARE FEET OR 10.8576 ACRES, MORE OR LESS.

THE BASIS OF BEARING FOR THE ABOVE-DESCRIBED TRACT OF LAND IS THE WEST LINE OF SAID SOUTHWEST QUARTER (SW/4) HAVING A PLATTED BEARING OF NORTH 00°34'33" WEST.

SUBDIVISION AREA: 8.47 ACRES (GROSS)

COMMON AREA: 3.15 ACRES

CURRENT ZONING: R3 (7.04 ACRES)
C3 (1.43 ACRES)

DENSITY: 5.7 UNITS/ACRE (R-3)

PROPOSED LOTS: 16

EXHIBIT
2

PRELIMINARY PLAT

BELMONT PARK ADDITION

PHASE 2

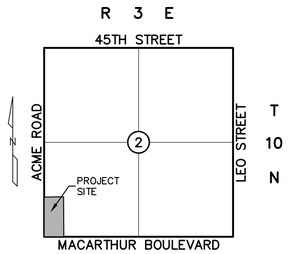
A TRACT OF LAND BEING A PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWO (2), TOWNSHIP TEN (10) NORTH, RANGE THREE (3) EAST OF THE INDIAN MERIDIAN, POTTAWATOMIE COUNTY, OKLAHOMA

OWNER:
BELMONT PARK, LLC
20 EAST 9TH STREET, SUITE 130
SHAWNEE, OKLAHOMA 74801
(405) 641-5878

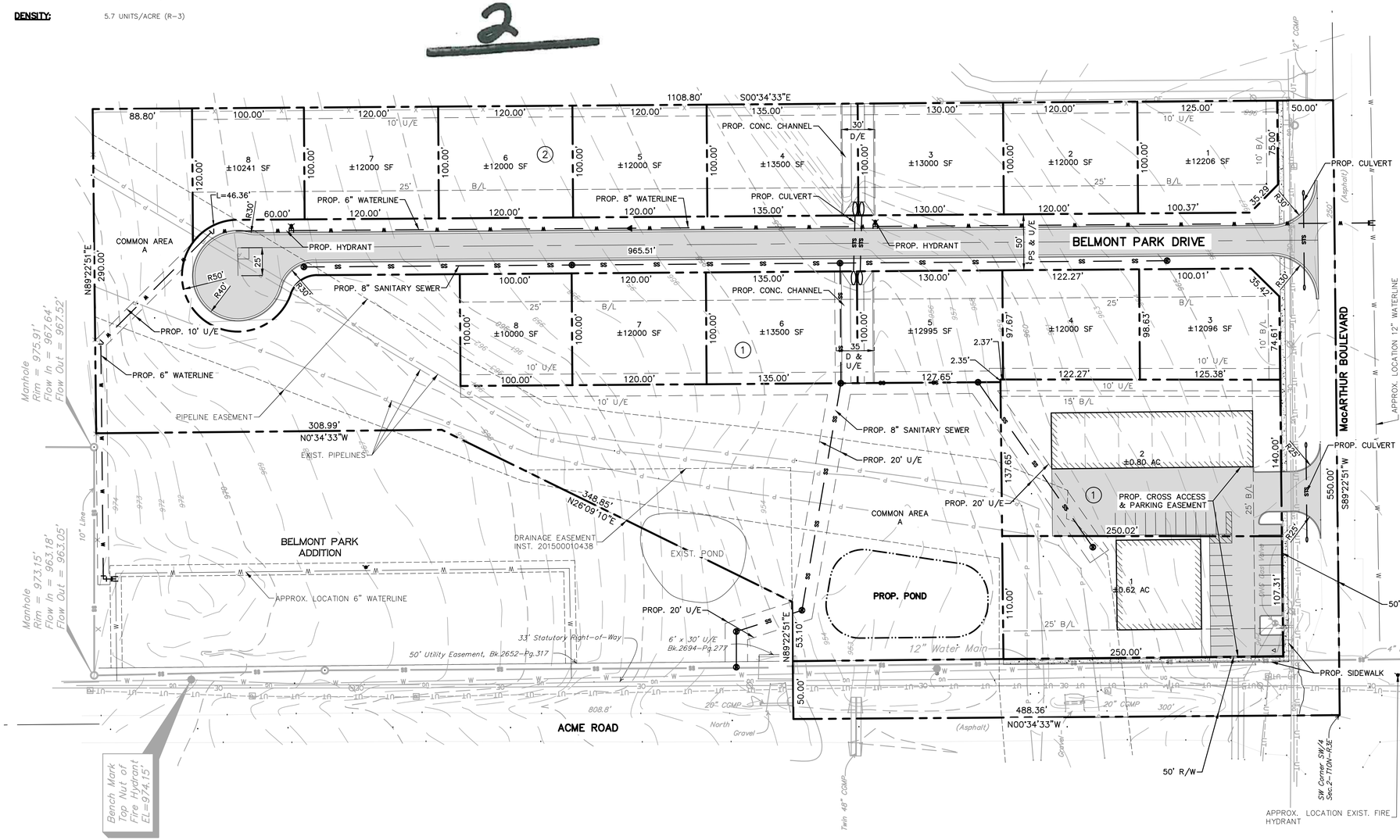
ENGINEER:
GRUBBS CONSULTING, LLC
1819 S. MORGAN ROAD
OKLAHOMA CITY, OKLAHOMA 73128
(405) 265-0641
FAX: (405) 265-0649

GRAPHIC SCALE
50 0 25 50 100
(IN FEET)
1 inch = 50 ft.

NOTE:
1. MAINTENANCE OF COMMON AREAS AND PRIVATE STREETS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION. NO STRUCTURES, STORAGE OF MATERIAL, GRADING, FILL OR OTHER OBSTRUCTIONS, INCLUDING FENCES, EITHER TEMPORARY OR PERMANENT, SHALL BE PLACED WITHIN THE DRAINAGE RELATED COMMON AREAS AND/OR DRAINAGE EASEMENTS SHOWN. CERTAIN AMENITIES SUCH AS, BUT NOT LIMITED TO, WALKS, BENCHES, PIERS, AND DOCKS SHALL BE PERMITTED IF INSTALLED IN A MANNER TO MEET THE REQUIREMENTS SPECIFIED ABOVE.
2. SHARED PARKING & ACCESS PERMITTED BETWEEN LOTS 1 & 2.



LOCATION MAP
SCALE: 1"=2000'

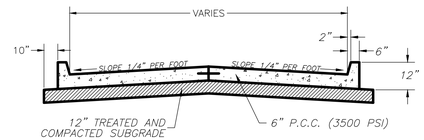


Legend

LNA = LIMITS OF NO ACCESS
B/L = BUILDING LINE
U/E = PUBLIC UTILITY EASEMENT
D/E = PUBLIC DRAINAGE EASEMENT
D & U/E = PUBLIC DRAINAGE & UTILITY EASEMENT
PDE = PRIVATE DRAINAGE EASEMENT
CA = COMMON AREA
ROW = RIGHT-OF-WAY
PS & U/E = PRIVATE STREET EASEMENT & PUBLIC UTILITY EASEMENT

Lot Requirements

BUILDING SETBACKS:	FRONT = 25 FEET SIDE = 5 FEET REAR = 10 FEET
MINIMUM AREA:	6,000 SQ. FT. (1 UNIT) 10,000 SQ. FT. (2-3 UNITS) 10,000 SQ. FT. + 2,000 SQ. FT./PER UNIT OVER 3



CURB & GUTTER - CONCRETE
TYPICAL GRADING AND SURFACING SECTION
N.T.S.

RUBBS CONSULTING, LLC
CIVIL ENGINEERING & LAND PLANNING
1819 S. Morgan Road
Oklahoma City, OK 73128
Phone: (405) 265-0641
Fax: (405) 265-0649
GRUBBS CONSULTING, LLC CERTIFICATE OF AUTHORIZATION NO. CA 5115 EXP. 06/30/16

FINAL PLAT APPLICATION

City of Shawnee OKLAHOMA

Planning Department

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

For Office Use Only
Case Number: S12-18
Project Number: 181084
Date Filed: November 30th, 2018
Amount Paid: $263.00
Receipt No.: 0222185

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 (405) 878-1616 with any questions.

APPLICANT Belmont Park Villas, LLC

APPLICANT ADDRESS 20 East 9th Street, Suite 130, Shawnee, OK 74801

APPLICANT PHONE NUMBERS 405-641-5878

EMAIL ADDRESS jramer27@gmail.com

NAME OF PLAT Belmont Park Addition Phase 2

LOCATION East of Acme Road and north of MacArthur Street

NUMBER OF ACRES 8.79 NUMBER OF LOTS 19

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 LOT OVER FIFTY (50) LOTS - NUMBER OF LOTS _____ _____

TOTAL COST _____

FOR LESS THAN 2 ACRE LOTS: FEE: $225.00

PLUS **$2.00** PER LOT UP TO FIFTY (50) LOTS - NUMBER OF LOTS 19 $38.00

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

TOTAL COST $263.00

OWNER/DEVELOPER INFORMATION:

NAME Belmont Park Villas, LLC

ADDRESS 20 East 9th Street, Suite 130, Shawnee, OK 74801

CONTACT NUMBERS 405-641-5878

EMAIL ADDRESS jramer27@gmail.com

PROJECT ENGINEER INFORMATION:

NAME Mark Grubbs, PE

ADDRESS 1819 S Morgan Road

CONTACT NUMBERS 405-265-0641

EMAIL ADDRESS mark.grubbs@gc-okc.com

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