

AGENDA
PLANNING COMMISSION
AUGUST 5, 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 July 1, 2026 regular meeting.
2. Public Hearing and Consideration of a request to rezone the property addressed as 1510 N Beard Ave from C-1 (Local Commercial) to R-1 (Low Density Residential) to bring the property into compliance with current zoning code.
Case No. RZ03-26 | Applicant: Christopher Duncan
3. Community Development Department Updates
4. Commissioners Comments
5. 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: July 1, 2026

MINUTES

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on July 1, 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, Porter, Barrett, Hayes, Johnson, Burrell

Absent:

Vacant:

Item 1. Consideration of approval of the minutes from the regular meeting on June 3, 2026.

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

Motion **passed 5-0-2.**

Aye: Alexander, Reese, Barrett, Johnson, Burrell

Nay: None

Abstain: Porter, Hayes

Item 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

City Planner Diana Hood presented the staff report and asked if there were any questions for staff. Commissioner Porter asked if there are any provisions protecting the environment from being negatively affected by the pool installation. Ms. Hood noted that the permit is a separate process, and while she doesn't know the regulations verbatim, that those are part of the consideration process.

Seeing no more questions for staff, Chair Barrett opened the public hearing and asked if there is anyone in attendance that wished to speak on the item. Seeing none, Chair Barrett closed the public hearing and asked for a motion and discussion.

Commissioner Porter moved to **APPROVE Case No. CUP02-26**, which Commissioner Reese seconded.

Motion **passed 7-0-0**

Aye: Alexander, Reese, Porter, Barrett, Hayes, Johnson, Burrell

Nay: None

Abstain: None

Item 3. Consideration of a Revised Final Plat for Adcock Addition, Phase 1.

Case No.: FPL01-26 | Applicant: TJT Holding, LLC c/o Landes Engineering

Ms. Hood noted that there are a couple of errors in the staff report, which are: 1) The name of the applicant, which is TJT Holdings; 2) The table noting the nearby zonings is incorrect, and the correct zonings are stated in the paragraph above the table. Ms. Hood stated that this Plat is back for re-approval because the new side road, named Adcock Stret, is being changed from a Public dedication to a Private road. This was necessary because the construction of the street was not up to City Standard.

After the staff report, Chair Barrett asked what exactly was the disparity and Ms. Hood responded that she doesn't fully understand the engineering, but it had to do with the thickness of the paving and that the installation was 8

inches but the City's requirement is 10 inches.

Commissioner Porter clarified that it is the driveway off of Harrison street that had this issue, which Ms. Hood confirmed.

Chair Barrett, seeing there are no more questions for staff, asked for a motion and discussion.

Commissioner Alexander moved to **APPROVE Case No FPL01-26**, which Commissioner Hayes seconded.

Motion **passed 7-0-0**

Aye: Alexander, Reese, Porter, Barrett, Hayes, Johnson, Burrell

Nay: None

Abstain: None

Item 4. Community Development Department Update

Community Development Director Petya Stefanoff reported that the next scheduled walk audit is July 8th at 9am at the Jim Thorpe Academy at 1830 N Beard Ave. Mrs. Stefanoff noted that this will be the 7th one they have hosted, and the information gathered will be put into a report at the end of the year to inform the next year's CIP plan.

Commissioner Reese noted that the last time he attended a walk audit, there was no survey form provided, and he wanted to know if everyone is given one. Mrs. Stefanoff replied that staff does have copies and can provide them upon request, but most people participating in the walk audit don't like filling out a form while walking. She also stated that they can be submitted to staff at any time, it is not restricted to the time and date of the scheduled walk audit.

Mrs. Stefanoff continued, 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.

Item 4. Planning Commissioners' Comments

Vice-Chair Johnson states that the ribbon was cut on the fitness court was cut the week prior, which is the new fitness center constructed by Blue Cross Blue Shield. She stated that this center is open to the public aged 14 and up.

Vice-Chair Johnson also noted that the Pedal Palooza event is coming up in September and will be hosted in Boy Scout Park. It is a regular event regarding bicycling and safety and geared for children.

Item 5. Adjournment

The meeting adjourned at **1:49 p.m.**

Chair/Vice-Chair

Date

Community Development Director

Date



Date: August 5, 2026

To: Shawnee Planning Commission

From: Diana Hood, City Planner

Subject: Public Hearing and Consideration of a request to rezone the property addressed as 1510 N Beard Ave from C-1 (Local Commercial) to R-1 (Low Density Residential).

Case No. RZ03-26

Agenda Item: No. 2

Applicant: Christopher Duncan

Request: The applicant is requesting to rezone from C-1 (Local Commercial) to R-1 (Low Density Residential) to bring the property into compliance with current zoning code at the property addressed as 1510 N Beard Ave, more particularly described as:

AP BLK 6 Broadway Heights & Blk 4 Penns Blk 1 Lot 6

Analysis: The subject property is a residence, and has been used as a residence for over a decade. The home itself was built more than 50 years ago, and has been recently remodeled. As a Residential use in a Commercial zoning district, this property is legally nonconforming, meaning that the use has existed for longer than the current zoning code and is subject to the restrictions in Sec. 22-242 of the Unified Development Code.

The current owners are requesting this rezoning to bring the property into compliance with the city's established ordinances by applying the appropriate zoning district to the property.

This request complies with the Comprehensive Plan Future Land Use Map, as it recommends Low Density Residential (R-1) uses in the area.

The current zoning of the land is **C-1 (Local Commercial)**.

- Adjacent Land Uses



North	South	East	West
Low Density Residential (R-1)	Local Commercial (C-1)	Low Density Residential (R-1)	Low Density Residential (R-1)

- UDC Sec. 22-187 “*Purpose.* The Local Commercial (C-1) District provides for a range of commercial activities, including the development of small-scale neighborhood offices, low-intensity retail and service businesses, restaurants, and public spaces. This district offers a transition between neighborhoods and intensive commercial areas, providing a critical commercial function that serves nearby residential areas. Development in this district is primarily pedestrian-scaled to help improve vehicular circulation and safely accommodate residents and pedestrians. This district represents the character and intent of the low intensity commercial future land use category.”
- UDC Sec. 22-184 “*Purpose.* The Low-Density Residential (R-1) District is designed to primarily accommodate low-density single-family residential development supported by parks, open space, cultural, and educational amenities. This district represents the character and intent of the large lot residential and low density residential future land use categories.”
- The Comprehensive Plan Future Land Use Map supports this request for rezoning.
- Public Comments: Staff has received no written objections to this request.

Recommendation: Based on the above analysis, 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



- Area Map
- Zoning Map

Community Development Department

16 W 9th St

Shawnee, OK 74801

ShawneeOK.org

PLANNING COMMISSION APPLICATION



**City of Shawnee
Community Development
Department**

16 West 9th Street
Shawnee, OK 74801
(405) 878-1672
Fax (405) 878-1587 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

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from C-2 District to R-1 District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): 1510 N. Beard Ave

LEGAL DESCRIPTION: Attached

PROPERTY OWNER (S): Christopher Duncan

PROPERTY AGENT (APPLICANT): NA

APPLICANT'S ADDRESS: 1510 N. Beard Ave

CITY: Shawnee **STATE:** OK **ZIP:** 74804

EMAIL ADDRESS: CFA Duncan 2012 @ Gmail.com

TELEPHONE NUMBER: (580) 889-1269 **CONTACT NUMBER:** (580) 889 1269

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____

LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: C-2 **CURRENT USE:** Resident

PROPOSED ZONING: R-1 **PROPOSED USE:** Resident

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature [Signature]
COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST
BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA. **SIGNATURE OF APPLICANT**

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 350.00

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

RECEIPT NO. _____

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

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

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

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.

- =====
- 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.

1) WATSON CURTIS & NORMA Z

Address: 1502 N BDWY
Legal: BROADWAY HEIGHTS BLK 1 LOTS 1 &; 2
Parcel: 0300-00-001-001-0-000-00
RPID: 630016925
Acres: 0

2) EVANS DANNY & SUSAN SPRINGER

Address: 1504 N BDWY
Legal: BROADWAY HGTS. BLK 1 LOTS 3 &; 4
Parcel: 0300-00-001-003-0-000-00
RPID: 630016926
Acres: 0

3) SMITH LAWRENCE S

Address: 1520 N BDWY
Legal: BROADWAY HGTS. BLK 1 LOT 5
Parcel: 0300-00-001-005-0-000-00
RPID: 630016927
Acres: 0

4) JAMES RANDY & MICHELLE M

Address: 1522 N BDWY
Legal: BROADWAY HGTS BLK 1 LOT 6
Parcel: 0300-00-001-006-0-000-00
RPID: 630016928
Acres: 0

5) JONES AUNNA & BILLY JONES SR

Address: 1511 N BEARD
Legal: BROADWAY HGTS. BLK 1 LOT 14
Parcel: 0300-00-001-014-0-000-00
RPID: 630016935
Acres: 0

6) SMITH RILDA J

Address: 1517 N BEARD
Legal: BROADWAY HGTS. BLK 1 LOT 12
Parcel: 0300-00-001-012-0-000-00
RPID: 630016933
Acres: 0

7) RICHARDSON ABBIE S & JORDAN W

Address: 1346 N BEARD
Legal: CROSSAN'S BLK 2 LOTS 4 THRU 6
Parcel: 0675-00-002-004-0-000-00
RPID: 630018147
Acres: 0

8) BERNIS STANLEY P & DIANE

Address: 1429 N BEARD
Legal: CROSSAN'S BLK 1 LOTS 3 THRU 5
Parcel: 0675-00-001-003-0-000-00
RPID: 630018129
Acres: 0

9) SHANNON RICHARD W

Address: 1431 N BEARD
Legal: CROSSAN'S BLK 1 LOTS 1 &; 2
Parcel: 0675-00-001-001-0-000-00
RPID: 630018128
Acres: 0

10) HERWEG GREGORY T & CYNTHIA H

Address: 113 W INDEP
Legal: CROSSAN'S BLK 2 LOTS 1 THRU 3
Parcel: 0675-00-002-001-0-000-00
RPID: 630018146
Acres: 0

21) ALCHEMY PROPERTIES INC

Address: 1519 N MARKET
Legal: AP BLK 6 BDWY HTS &; BLK 4 PENNS BLK 1 LOT 14
Parcel: 0330-00-001-014-0-000-00 RPID: 630017054 Acres: 0

22) LINCOLN CAPITAL LLC

Address: 1515 N MARKET
Legal: AP BLK 6 BDWY HTS BLK 4 PENNS BLK 1 LOT 15
Parcel: 0330-00-001-015-0-000-00 RPID: 630017055 Acres: 0

23) OWEN RICHARD

Address: 1505 N MARKET
Legal: AP BLK 6 BDWY HTS &; BLK 4 PENNS LOT 16 &; N1/2 17
Parcel: 0330-00-001-016-0-000-00 RPID: 630017056 Acres: 0

24) ELLENBERGER ALICE LEE TRUST

Address: 1501 N MARKET
Legal: AP BLK 6 BDWY HGTS &; BLK 4 PENNS BLK 1 S/2 OF LOT 17 &; ALL LOT 18 &; S75' OF LOT 9
Parcel: 0330-00-001-017-0-000-00 RPID: 630017057 Acres: 0

25) LS5 RESIDENTIAL LLC

Address: 1501 N BEARD
Legal: BROADWAY HGTS. BLK 1 LOT 16
Parcel: 0300-00-001-016-0-000-00 RPID: 630016937 Acres: 0

26) ELITE INVESTMENTS GROUP LLC

Address: 1529 N BEARD
Legal: BROADWAY HGTS. BLK 1 LOT 9 &; N15' LOT 10
Parcel: 0300-00-001-009-0-000-00 RPID: 630016931 Acres: 0

27) TCTD PROPERTIES LLC

Address: 1532 N BEARD
Legal: AP BLK 6 BDWY HGTS &; BLK 4 PENNS BLK 1 LOT 1
Parcel: 0330-00-001-001-0-000-00 RPID: 630017044 Acres: 0

28) GR SFR FUND II - E LLC

Address: 1528 N BEARD
Legal: AP BLK 6 BDWY HGTS &; BLK 4 PENNS BLK 1 LOT 2
Parcel: 0330-00-001-002-0-000-00 RPID: 630017045 Acres: 0

29) CLARK CHAD R

Address: 1531 N MARKET
Legal: AP BLK 6 BDWY HTS &; BLK 4 PENNS BLK 1 LOT 11
Parcel: 0330-00-001-011-0-000-00 RPID: 630017051 Acres: 0

30) LEE PAMELA J

Address: 1527 N MARKET
Legal: AP BLK 6 BDWY HGTS &; BLK 4 PENNS BLK 1 LOT 12 TOD HEATHER D NEWSOM &; JENNA R LEE &; JARED K LEE 2021-5385
Parcel: 0330-00-001-012-0-000-00 RPID: 630017052 Acres: 0

FORM 5005

Instrument PG 1 OF 1
202200012126

QUIT CLAIM DEED (Joint Tenancy) (Individual)
GRANTOR: Francene Reed S/P/A Francene Duncan & Christopher Duncan/
GRANTEE: Christopher Duncan / Francene Duncan married couple
as joint tenants and not as tenants in common with full
rights of survivorship, the whole estate to vest in the
survivor in the event of the death of either.

DATED:
FILED:
RECORDED: Book , Page .
CONSIDERATION:

HEREBY QUITCLAIM, GRANT, BARGAIN, SELL AND CONVEY all the following
described property situated in Pottawatomie County Oklahoma

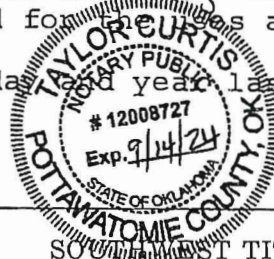
AP BLK 6 Broadway Heights + BLK 4 Penns BLK 1 Lot 6
1510 North Beard AVE. Shawnee, OK 74804



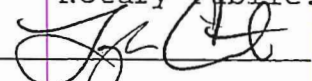



Before me, the undersigned, a Notary Public in and for said County and
personally appeared Francene Duncan & Christopher Duncan
to me known to be the identical persons who executed the within and fore-
going instrument and acknowledged to me that they executed the same as
their free and voluntary act and deed for the uses and purposes therein
set forth.

Given under my hand and seal the day and year last above written.
NOTARIAL SEAL AFFIXED: 9/14/2022
My Commission Expires: 09/14/2024



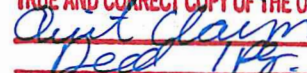
Notary Public.



ENTRY
NUMBER

SOUTHWEST TITLE & TRUST COMPANY

I, RAESHEL FLEWALLEN, COUNTY CLERK IN AND FOR
SAID COUNTY AND STATE, DO HEREBY CERTIFY
THAT THE WITHIN AND FOREGOING IS A FULL
TRUE AND CORRECT COPY OF THE ORIGINAL.


NOW ON FILE IN THE OFFICE.

WITNESS MY HAND AND OFFICIAL SEAL, THIS
1 DAY OF July, 2022
RAESHEL FLEWALLEN, COUNTY CLERK
By  Deputy

Return to Christopher & Francene Duncan 1510 N. Beard Ave Shawnee, OK 74804

