REGULAR PLANNING COMMISSION MINUTES
DATE: November 4th, 2020

The Planning Commission of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in person for a regular meeting on November 4th, 2020, 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: Walker, Loftis-Walton, Deem, Engles
Absent: Rowell

A quorum was declared, and the meeting was called to order.

AGENDA ITEM NO. 2: **Reconsideration of approval of the amended minutes from the special meeting of June 19th, 2020.**

Commissioner Loftis-Walton made a motion with a second by Commissioner Engles. Motion carried 4-0-0.

Aye: Loftis-Walton, Engles, Walker, Deem
Nay: None
Abstain: None

AGENDA ITEM NO. 3: **Consideration of approval of the regular minutes from the regular meeting of September 2nd, 2020 and the special meeting of September 17th, 2020.**

Commissioner Walker made a motion with a second by Commissioner Loftis-Walton. Motion carried 4-0-0.

Aye: Walker, Loftis-Walton, Deem, Engles
Nay: None
Abstain: None

AGENDA ITEM NO. 4: **Swearing in of new Planning Commissioners Amanda Johnson and Jay Lester.**

Shalah Black, Planning Administrator, swore in Amanda Johnson and Jay Lester to the City of Shawnee Planning Commission. New Commissioner Johnson and new Commissioner Lester were seated.

AGENDA ITEM NO. 5: **Nominations, discussion, and possible action on selecting a Chairperson.**

Chairwoman Deem advised that nominations for a Planning Commission Chairperson were open. Commissioner Walker nominated Chairwoman Deem to continue serving as Chairwoman with a second by Loftis-Walton. Motion carried 5-0-1.

Aye: Walker, Engles, Loftis-Walton, Lester, Johnson
Nay: None
Abstain: Deem

Chairwoman Deem announced nominations were open for Vice-Chair to the City of Shawnee Planning Commission.

Commissioner Walker made a motion to nominate Commissioner Loftis-Walton for Vice-Chair with a second by Commissioner Engles. Motion carried 5-0-1.

Aye: Walker, Engles, Johnson, Lester, Deem
Nay: None
Abstain: Loftis-Walton

AGENDA ITEM NO. 6: **Citizens' Participation**
(A three-minute limit per person)
(A twelve-minute limit per topic)

No citizens came forward for citizen participation.

AGENDA ITEM NO.7: **Case #P17-20 Public Hearing and Consideration of a rezoning from C-1 (Neighborhood Commercial District) to C-3 (Highway Commercial District) for the purpose of an automotive dealership located on a 0.35-acre property located at 1027 N. Harrison Avenue.**
Applicant: Patrick & Kelly Anne Buttram

Chairwoman Deem asked for a staff report. Director Blaine presented the staff report. She stated the purpose of the rezoning request was to allow an automotive dealership at the proposed location. The use follows the 2040 Comprehensive Plan. Staff recommended approval of this rezoning application.

Chairwoman Deem asked if any Commissioners had questions or comments. There were none.

Chairwoman Deem opened the public hearing. She asked if anyone wanted to speak in favor or in opposition of this case. No one came forward. Chairwoman Deem closed the public hearing.

Chairwoman Deem called for a motion.

Commissioner Walker made a motion to approve. It was seconded by Commissioner Loftis-Walton. Motion passed 6-0-0.

Aye: Loftis-Walton, Walker, Lester, Deem, Engles, Johnson
Nay: None
Abstain: None

It was stated the application (Case #P17-20) would be heard at the next regular City Commission meeting on Monday, November 16th, 2020 at 6:00 p.m. in the Commission Chambers.

AGENDA ITEM NO. 8: **Case #P18-20 – Public Hearing and Consideration of a rezoning from A-1 (Rural Agricultural District) to R-E (Residential Estates District) for the purpose of a three parcel, minimum one-acre lot size lot split located on a five-acre property located at 32105 Homer Lane.**
Applicant: Henry & Helen Wilkos

Chairwoman Deem stated that Agenda Item No. 8 was stricken from the record. Director Blaine explained that the applicant had withdrawn the rezoning application the day before. She explained that mobile homes may be located in the City but only in R-3 zoning district and A-1 zoning district with a minimum of five (5) acres. The applicants currently have a mobile home on a five-acre parcel, so the proposed lot split would not be allowed.

AGENDA ITEM NO. 9: **Planning Director's Report**

Director Blaine began by welcoming the newest Planning Commissioners. She advised that Code Enforcement was moving forward with the demo list; the Planning Department was hiring for two (2) new positions; and staff was waiting for the greenlight to move forward with the RFQ (Request for Qualifications) for the new Zoning Code and the Subdivision Regulations. Blaine explained that staff had been watching for significantly affected sales tax numbers during the pandemic and the election season; she stated her availability for questions.

Chairwoman Deem asked for summary to the process for amending the Comprehensive Plan.

Director Blaine explained the need to increase timeframe flexibility of local developers. The City Attorney and staff developed a draft of the Comprehensive Plan Amendment process, application, and associated fee, which was recently approved by the City Commission. Additionally, applications for Amendments to the Comprehensive Plan will be reviewed by staff, the Planning Commission, and the City Commission on a quarterly basis. The first review will occur at the December Planning Commission meeting. Blaine stated the Comprehensive Plan was a document that is subject to updates as there are changes in future circumstances.

Commissioner Loftis-Walton asked if the proposed amendments would be reviewed on a case-by-case basis, and Blaine confirmed. She also stated the annual review of the Comprehensive Plan will still occur to allow the Commissioners and staff the opportunity to discuss any necessary additions, modifications, or removals of items that have observed in the last year.

Commissioner Walker sought understanding of the permit process and the assurance of the project completion. He gave the example of a house renovation that simply stops progressing. He asked if there was a law in place to enforce completion.

Blaine replied that building permits were required and have a six (6) month expiration date. If the project stalls completely, Code Enforcement becomes involved. The process and time frames are handled by Code Enforcement. If it is determined that demolition is most appropriate form of abatement, the structure is demolished, and a lien is placed on the property to recoup the abatement money. Blaine further explained that when a project grows stagnant, an infill residential structure for example, it is often the result of project costs going over the original project. In subdivision developments, bond money is required to ensure completion of the project.

Commissioner Engles commented on the planning staff shortage and asks about the timeline for the update to the Zoning Code. Director Blaine explained that the Update to the Zoning Code and Subdivision Regulations project is in this fiscal year's budget. Due to the uncertainties of sales tax review amid the pandemic, she is waiting for the greenlight to send out RFQs (Requests for Qualifications) for the project.

Chairwoman Deem asked if City staff goes into the field to check on status of building permits that are at or near the six-month expiration date. Director Blaine stated that staff does follow through on all permits issued. Typically, the applicant is in touch for inspections. If the six-month date is approaching without activity, staff will contact the applicant about progress and plans for completion.

Commissioner Lester asked about the City's demolition list. Director Blaine explained that Code cases which remain unresolved could end up on the list as a last resort. Blaine confirmed a demo list exists. The buildings that are top priority are public safety hazards. Once abated, the cost of the demo is placed as a lien on the property.

Chairwoman Deem sought clarity on any changes to the Department's budget for demolitions. Director Blaine confirmed that the previous fiscal year's budget was $50,000 for demolition—for both residential and commercial properties. The current fiscal year's budget for demolition has increased to $75,000.

There were no further questions or comments.

<u>AGENDA ITEM NO. 10:</u> **Commissioners Comments**

There were no further comments from the Planning Commissioners.

<u>AGENDA ITEM NO. 11:</u> **New Business**

There was no new business.

<u>AGENDA ITEM NO.12:</u> **Adjournment**

Chairwoman Deem asked for a motion to adjourn. Commissioner Walker made a motion to adjourn with a second from Commissioner Johnson. Motion passed 6-0-0.

Aye: Walker, Johnson, Loftis-Walton, Lester, Deem, Engles
Nay: None
Abstain: None

Meeting was adjourned at 1:57 p.m.

Cody Deem
Chairman/Vice-Chairman

Rebecca Blaine, AICP
Planning Director