

**MINUTES
LAWTON URBAN RENEWAL AUTHORITY**

Minutes of the Lawton Urban Renewal Authority meeting held July 19, 2022, in the 2nd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The meeting was called to order at 1:40 p.m. by Chairman Ernest Sheppard.

Notice of the meeting and agenda were posted on the City Hall bulletin board on July 15, 2022 at 4:50 P.M. by Tammy Anderson, as required by State law.

ROLL CALL

MEMBERS PRESENT: Jacob Brox
John Purcell, Jr.
Ernest Sheppard

MEMBERS ABSENT: Joe Abshere
Jesse Cross

OTHERS PRESENT: Janet Smith, Planning Director
Greg Gibson, Assistant City Attorney
Cindy Augustine, Real Property Admin
Charlotte Brown, Code Plans Supervisor
Kameron Good, Planner I
Denise Ezell, Recording Secretary

2. **Verify posting of meeting according to The Open Meeting Act (Title 25, Okla. Statutes 301-314).**

Posted on July 15, 2022 at 4:50 p.m. by Tammy Anderson.

3. **Establish Quorum.**

There are three (3) of the five (5) members present.

4. **Approval of Minutes.**

Recommended Action: Motion to approve minutes from the May 24, 2022, meeting.

Motion by Brox, Second by Purcell, to approve the minutes of May 24, 2022 as written.
Aye: Purcell, Sheppard, Brox. **Nay:** None. **Motion Passed.**

BUSINESS

5. Discussion and Consideration for ratifying the revised and updated Urban Renewal Plan as recommended by the City Planning Commission and approved on July 12, 2022 by the City Council.

Recommended Action: Motion to ratify the revised and updated Urban Renewal Plan for Downtown I, D-6, and Civic Center as presented.

Smith stated this is the final edits of the URP. As you recall it went through LURA, CPC and Council. We had a slight modification to the wording. As you recall we stuck outdated language and provided for “uses permitted on review”. This was preventing development and developers from being able to come and have ideas about what they could do here in Lawton. These changes were approved by all three (3) governing bodies. We wanted to bring this back so you could see the final version and note that all of your recommendations were approved. The only difference was CPC offered a recommendation that the “uses permitted on review” come back to LURA for a recommendation.

Sheppard stated I think they wanted our recommendation one way or another.

Smith stated yes. That is provided for, and Council approved all the changes going into Chapter 18 of our code.

Purcell asked does this resolve the problem on the corner of 2nd and Gore. I don’t remember what the problem was.

Sheppard stated it was a carwash.

Brown stated this will require them to go through the “uses permitted on review” process.

Purcell asked can they still do that.

Good stated they could submit a request and it would come through LURA, CPC, and Council.

Purcell stated I just remember there was an issue there.

Smith stated the “uses permitted on review” are for all things that are not similar to what you have listed. The carwash could come. Lots of things could come to you, but you can decide what your recommendation is. You have the right to say “no, I don’t think we envision that”. That would be your recommendation to CPC. I do think this improves planning’s and the city’s ability to work with developers.

Purcell asked if they appeal our recommendation it goes to the Planning Commission and not the Board of Adjustment, right.

Smith stated yes, all the normal processes are still in place. The Board of Adjustment would only come into play with parking lots, signs, moving lot lines and things of that nature. It

will not be for “uses permitted on review”.

Brown stated the appeal use to go to the Board of Adjustment. This was a code change we made a year or so ago. We changed it because the Board of Adjustment approves everything. (laughter) Even if staff recommends denial, they will still approve it. That was the reason for the change to CPC.

Smith stated that is much better.

Sheppard asked do all our appeals go to CPC.

Brown stated yes.

Motion by Purcell, Second by Brox, to ratify the revised and updated Urban Renewal Plan as recommended by the City Planning Commission and approved on July 12, 2022 by the City Council. **Aye:** Sheppard, Brox, Purcell. **Nay:** None. **Motion Passed.**

6. Discussion and Consideration of approving a 60-day extension for the Contract with Builder Investment Group for the purchase of LURA lots.

Recommended Action: Motion to approve a 60-day extension for the contract for sale of 61 lots in Lawton View at \$1000 each for a total amount of \$61,000 to Builder Investment Group, 1723 W. Britton Rd., OKC, OK. A check for \$6000 in earnest money has already been deposited leaving a remaining balance of \$55,000 to fulfill the contract amount.

Smith stated they have sent their paperwork to the title company.

Augustine stated it is with Oklahoma Family Title.

Sheppard asked what do they have with them.

Augustine stated they will be doing the closing. They stated they should be ready to close in a couple of weeks.

Smith stated the contract stipulated within sixty (60) days.

Sheppard asked does the motion need to be to extend to a date certain or for another sixty (60) days.

Smith stated another sixty (60) days.

Motion by Brox, Second by Purcell, to approve a 60-day extension for the Contract with Builder Investment Group for the purchase of LURA lots. **Aye:** Brox, Purcell, Sheppard. **Nay:** None. **Motion Passed**

7. Discussion and Consideration of approving recommending changes to Lawton Municipal Code 18-12-1-1203 - Overlay District review and approval process to include DLARQ Resolution No. 15-1-A Resolution Empowering the Director of

Planning to Administratively Review, Approve, and Issue a Certificate of Architectural Conformance for Projects Within the Downtown Overlay District, when it is clear that the proposed construction is in accordance with the regulations and requirements of the Downtown Lawton Overlay District and Design Policy.

Recommended Action: Motion to approve the recommended changes to Lawton Municipal Code 18-12-1-1203 and to proceed to the City Planning Commission for their recommendation to City Council.

Sheppard asked does this need to be handled through DLARC.

Good stated the reason we brought it to LURA is because it states that the Lawton Urban Renewal Authority shall serve as the Architectural Review Committee. It specifically list LURA. This is to adjust code to include that sentence from the resolution.

Smith stated you are the governing body, and the resolution was approved for DLARC and the administrative approval. As the governing body, you can direct us to go through CPC and Council to have it included in the municipal code. This resolution got lost for a while and thankfully Richard remembered it and resurrected it. Rather than it being in a filing cabinet or someone memory it needs to be included in the municipal code. The DLARC Resolution is just a title for your reference. LURA is the governing body that can direct us to proceed with the process to place it in the municipal code, so it is not lost again.

Purcell stated I always thought that LURA and DLARC were two (2) separate committees.

Sheppard stated they are. What resolution number is this.

Smith stated 15-1-A.

Good stated the backside of that page has the Chapter 18 section that needs to be modified.

Smith stated this says, “overlay district review and approval process”. This page is what comes up on the cities website when you look at the chapter. We want to include the wording from the resolution in that chapter. That is where we go to make our references.

Good stated the issue is that it says specifically “the Lawton Urban Renewal Authority shall serve as the architectural review committee for issuance of a certificate of architectural conformance for all projects within the Lawton Downtown Overlay”. This resolution says that Planning Director can administratively approve. Chapter 18 doesn’t say that. Without researching the resolutions every time, the general public has no idea. This is what the public sees. Adding the wording from this resolution into Chapter 18 will allow that to be clear to the public.

Sheppard stated at some time we gave the executive director, who was Richard at that point, the ability to approve architectural request.

Brown stated that is what the resolution says. It was just never added to code. This is just putting the resolution into code stating the planning director will have that ability.

Smith stated this does not give any new authority. It is just establishing that there is a place for what you have already approved.

Sheppard stated okay.

Motion by Purcell, Second by Brox, to approve recommending changes to Lawton Municipal Code 18-12-1-1203 - Overlay District review and approval process to include DLARQ Resolution No. 15-1-A Resolution Empowering the Director of Planning to Administratively Review, Approve, and Issue a Certificate of Architectural Conformance for Projects Within the Downtown Overlay District, when it is clear that the proposed construction is in accordance with the regulations and requirements of the Downtown Lawton Overlay District and Design Policy. **Aye:** Purcell, Sheppard, Brox. **Nay:** None. **Motion Passed.**

8. Acceptance of Notice from the City Manager for the Appointment of Janet Smith, Director of Planning as Executive Director, due to the retirement of Richard Rogalski.

Recommended Action: Motion to approve.

Sheppard stated I thought that the wording by Cleghorn was rather interesting. You are not a representative. You will be the Executive Director. We need to make certain that the motion represents that.

Motion by Brox, Second by Purcell, to approve the Appointment of Janet Smith, Director of Planning as Executive Director of the Lawton Urban Renewal Authority. **Aye:** Sheppard, Brox, Purcell. **Nay:** None. **Motion Passed.**

Purcell asked do we have to do this by individual name. Why doesn't it just say the position. Wouldn't it make sense that the Director of Planning is the Executive Director of LURA. It just seems like it should be the position.

Smith stated I agree. I think the plan going forward is it will be the Planning Director.

Sheppard stated if that is the case LURA doesn't get a choice. There maybe somebody else within the city organization that we would want.

Purcell stated okay, maybe. That was just a question after the fact.

9. Commissioner's Reports or Comments.

Smith stated as you can see, we are working on a lot of different things.

Sheppard stated I see that.

Brox asked who will be assuming your role.

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Smith stated I don't know yet, but we will get somebody designated.

10. Secretary's Report.

None

11. Comments from the Public.

None

12. Adjournment.

There being no further business the meeting adjourned at 2:02 p.m.

Motion by Brox, **Second** by Purcell, to adjourn. **Aye:** Brox, Purcell, Sheppard.
Nay: None. **Motion Passed.**