

MINUTES
CITY PLANNING COMMISSION

Minutes of the City Planning Commission meeting held December 10, 2020 in the City Council Auditorium, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 1:30 p.m. by Chairman David Denham.

MEMBERS PRESENT: David Denham
 Ron Jarvis
 Paula Bowen
 Neil Springborn
 Dave Davison
 Darren Medders

MEMBERS ABSENT: Deborah Jones (excused)
 John Jones (excused)

ALSO PRESENT: Charlotte Brown, Planning and Subdivision Administrator
 Greg Gibson, Assistant City Attorney
 Richard Rogalski, Secretary
 Tammy Anderson, Recording Secretary
 Christine James, Housing & Community Development
 Administrator

CONSIDER APPROVING THE MINUTES OF THE NOVEMBER 12, 2020, MEETING.

MOTION by Medders, SECOND by Jarvis, to approve the minutes of the November 12, 2020 meeting. AYES: Jarvis, Davison, Denham, Bowen, Springborn, Medders. NAYS: None. MOTION CARRIED 6 - 0.

HOLD A PUBLIC HEARING TO RECEIVE CITIZEN COMMENTS ON THE ANNUAL ACTION PLAN THIRD AMENDMENT FOR 2019, AND PROVIDE A RECOMMENDATION TO THE CITY COUNCIL.

The Citizen Participation Plan requires a public hearing before the City Planning Commission (CPC) and City Council to consider any substantial Amendment to the Annual Action Plan (AAP) for 2019. The purpose of the hearings is to obtain input from Lawton citizens prior to the approval of the amendment by the City Council. The AAP for 2019 was originally approved on April 23, 2019, and amended on June 9, 2020, and September 8, 2020, and allocated funds for the program year beginning July 1, 2019, and

ending June 30, 2020. In March of this year, the CARES Act was approved in response to the COVID-19 pandemic and as a result, in April the City of Lawton was allocated \$419,193 in CDBG-CV funds. In September, the City of Lawton was allocated an additional \$529,445 of CDBG-CV funds through the third round of CARES Act allocations. This Third Amendment to the AAP for 2019 will allocate the latest CARES Act funds to be used to fund the existing utility and rental assistance programs managed by the Lawton Housing Authority, that was previously funded by the first round of CARES Act funds, and add a mortgage assistance program which will also be managed by the Lawton Housing Authority. At this time, the entire allocation of \$529,445, will be divided between the three programs. The Housing & Community Development staff is requesting that proportions allocated to each program be decided on by staff to meet the need. As of December 1, 2020, the first CARES Act allocation of \$419,193 has been spent.

James said the first round of CARES Act money was allocated towards utility and rental assistance. She said this money has ran out. James said her department spent just under \$300,000 on utility assistance (i.e. gas, electric and water bills), which helped approximately 15,000 clients with an average of approximately \$200 per client. James said approximately \$116,000 went to the City of Lawton for payment on past due water bills. James said her department spent approximately \$120,000 on rental assistance for 234 clients with an average of approximately \$500 per client.

James said the funding received through the third round of the CARES Act must be allocated the same way funding from the first round of funding was allocated. However, James said her department has added mortgage assistance. James said her goal is to provide mortgage assistance prior to foreclosure notices being issued so that the financial assistance goes directly to the mortgage and not any foreclosure fees.

Chairman Denham asked James how her department is getting the word out to the community.

James said there's already a waiting list for people needing assistance because funding ran out. James said this item will soon be brought before the City Council, and there should be a notice in the newspaper about it.

Chairman Denham asked if there is an application process for those wishing to receive assistance.

James said yes. She said there is a hotline number that people can use to contact the Housing Authority. She said the Housing Authority can also direct people to other agencies that can provide other types of assistance such as food.

Chairman Denham declared the public hearing open.

Chairman Denham declared the public hearing closed.

MOTION by Davison, SECOND by Medders, to recommend to the City Council approval of the Annual Action Plan Third Amendment for 2019. AYES: Jarvis, Davison, Bowen, Medders, Springborn, Denham. NAYS: None. MOTION CARRIED 6 – 0.

CONSIDER APPROVING THE RECORD PLAT FOR DARBY’S ADDITION, A REPLAT OF LOT 1A, A REPLAT OF LOT 1, OF WILLOW PARK ADDITION.

Darby’s Addition, is a Replat of Lot 1A, a replat of Lot 1, of Willow Park Addition, is located at the southwest corner of NW 67th Street and Cache Road. The current zoning for this plat is C-3, Planned Community Shopping Center District. This plat has been submitted to subdivide Lot 1A into two commercial lots. This plat would create a separate lot for Darby’s Furniture. The developer is DMD Properties, LLC, and the consulting engineer is Landmark Engineering.

There are no public improvements to be constructed with this plat.

Staff has reviewed the record plat and recommends approval.

Brown said there is a firewall between the two buildings and there are reciprocal easements that allow for access.

Brown said splitting the lots would allow for the property owner to sell the building to the east of Darby’s Furniture.

MOTION by Jarvis, SECOND by Springborn, to recommend to the City Council approval of the record plat for Darby’s Addition, a Replat of Lot 1A, a Replat of Lot 1, of Willow Park Addition. AYES: Jarvis, Davison, Bowen, Springborn, Denham. NAYS: None ABSTAIN: Medders. MOTION CARRIED 5 – 0 – 1.

CONSIDER APPROVING THE RECORD PLAT FOR EASTLAKE ADDITION, PART 3C.

Eastlake Addition, Part 3C, is located north of NE Cache Road and west of NE 45th Street and contains 27 single family lots on 7.59 acres. The zoning is R-1 Single-Family Dwelling District. The developer is 227 Group Inc, and the consulting engineer is Alan Hendrick.

An inspection has been performed and the construction of the improvements are complete. The developer has submitted a maintenance bond in the amount of \$25,498.50 for the water and sewer improvements, a maintenance bond in the amount of \$43,516.05 for the street and drainage improvements, and utility easements located outside of the platted area.

Staff has reviewed the record plat and recommends approval.

Denham asked if the sewer capacity is holding up okay in this area.

Brown said yes.

MOTION by Medders, SECOND by Jarvis, to recommend to the City Council approval of the record plat for Eastlake Addition, Part 3C. AYES: Jarvis, Davison, Bowen, Medders, Springborn, Denham. NAYS: None. MOTION CARRIED 6 – 0.

CONSIDER APPROVING THE RECORD PLAT FOR ALAN'S SUBDIVISION, A REPLAT OF LOTS 7R, 8R, AND 9R, A REPLAT OF BLOCK 18, LESS AND EXCEPT LOTS 5 AND 6, EASTLAKE ADDITION, PART 3A.

Alan's Subdivision, a Replat of Lots 7R, 8R, and 9R, a Replat of Block 18, Less and Except Lots 5 and 6, Eastlake Addition, Part 3A, is located approximately ¼ mile east of NE Flower Mound Road on the north side of NE Cache Road and contains 2 lots. The zoning is R-1, Single-Family Dwelling District in a Planned Unit Development Overlay District. The developer is 227 Group Inc., and the consulting engineer is Alan Hendrick.

There are no public improvements to be constructed with this plat.

Staff has reviewed the record plat and recommends approval.

MOTION by Jarvis, SECOND by Davison, to recommend to the City Council approval of the record plat for Alan's Subdivision, a Replat of Lots 7R, 8R, and 9R, a Replat of Block 18, Less and Except Lots 5 and 6, Eastlake Addition, Part 3A AYES: Jarvis, Davison, Bowen, Medders, Springborn, Denham. NAYS: None. MOTION CARRIED 6 – 0.

COMMISSIONERS' REPORTS OR COMMENTS

Chairman Denham thanked the Commissioners for their support and attendance throughout the year and he wished everyone a Merry Christmas.

SECRETARY'S REPORT

Rogalski thanked the Commissioners for their attendance. He said the provision that was put in for remote meetings has expired. Because of this, all meetings must be live.

Brown said Staff has received an application for a Use Permitted on Review for another medical marijuana shop on Cache Road. She said this request will be brought to the Commission on January 12th.

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Brown said she is also working on a code draft to change the size for electronic message centers on arterials from 25 square feet up to 64 square feet within 200 feet of residential and agricultural property.

Chairman Denham asked how many variances regarding electronic message centers have been brought before the Board of Adjustment recently.

Rogalski said it makes up most of the variances received by the Board of Adjustment because 25 feet is so small.

Chairman Denham inquired about the rezoning request for property located at 1902-1930 NW Ferris Avenue.

Rogalski said the City Council denied the request for rezoning but they approved a changed to Chapter 7 of City Code, which added piercing salon and tattoo parlors as a permitted use in C-1 zoning districts. Rogalski said staff is still working to draft a code regarding minimal sized outdoor theaters.

Brown said she is working on the code regarding outdoor theaters and this item should be brought before the Commission sometime in January.

Rogalski noted that the Vaska does have a temporary use permit to show one outdoor movie per week. This permit expires in May of 2021.

AUDIENCE PARTICIPATION

Meeting adjourned at 1:52 p.m.

David Denham, Chairman
City Planning Commission