



Planning Commission

Chair: Chris Bryant

Commission Members: Joe Chappell (Vice-Chair), Don McBride,
Abe Ghassempour, Aaron Rooney

PLANNING COMMISSION MEETING
Wednesday, November 10, 2021 at 5:30 PM
City Hall – 2nd Floor Council Chambers
101 North Second Street, Guthrie, Oklahoma 73044

1. Call to order
2. Public Comments
3. Approval of previous minutes from the September 9, 2021 regular meetings.
4. PC Application No. 21-018 – Discussion and possible action on a request to rezone 20 acres of property located at 2018 West Forrest Hills Road (Generally located on the north side of Forrest Hills Rd between Coltrane Rd and Bryant Rd) from R-1 (Single-Family Dwelling District) to R-2/PUD (General Residential District/Planned Unit Development) for a group reception center use that will include a 3,626 sq. ft. event center and outdoor reception areas for up to 200 people.
 - a. Staff Report
 - b. Discussion
 - c. Decision
5. Staff Comments
6. Commission comments
7. Adjournment

Agenda posted on the bulletin board in the lobby of City Hall by 5:00 PM on Friday November 5, 2021. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hours rule if signing is not the necessary accommodation.

PLANNING COMMISSION MEETING MINUTES
September 9, 2021

The agenda of the Planning Commission was posted on Friday September 3, 2021 before 5:00 PM. The regular meeting was held September 9, 2021 at Guthrie City Hall.

Members: Joe Chappell
 Kris Bryant
 Don McBride – *Absent*
 Abe Ghassempour – *Absent*
 Aaron Rooney

Also Present: Staff: Dan Kassik, Planning Director

Call to Order

The Planning Commission was called to order on Thursday, August 12, 2021 at 5:32 PM. Commission members were present and a quorum declared.

Minutes Approval

A motion was made by Chappell and seconded by Rooney to approve the minutes from the August 12, 2021 regular meeting. Roll call vote. All voted aye. Motion passed 3-0.

Public Comments

None.

Discussion Item 1

PC Application No. 21-016 – Discussion and possible action on a request to close a 6-foot by 183.7-foot portion of Oklahoma Ave. right-of-way and a 15-foot by 145.84-foot portion of alley right-of-way within Block 1 of the Welch Heights subdivision. The portion of street right-of-way is located adjacent to Lots 4 and 5 and the alley right-of-way is adjacent to Lots 3-6. The properties are located at 114 S. 19th St. and 1923 W. Oklahoma Ave.

Staff gave a report on the item. The applicants, David Hood and Marvel Lewis, were present to answer questions.

A motion was made by Chappell and seconded by Rooney to recommend approval of the application as submitted. Roll call vote. All voted aye. Motion passed 3-0

Discussion Item 2

PC Application No. 21-017 – Discussion and possible action on a request to close a 20-foot by 121-foot portion of alley right-of-way within Block 92 of the East Guthrie subdivision. The portion of alley right-of-way is located adjacent to Lots 6-9 and Lots 16-19. The property is located at 700 S. Division St.

Staff gave a report on the item. The applicant, Sheri Mueller, was present to answer questions.

A motion was made by Rooney and seconded by Chappell to recommend approval of the application as submitted. Roll call vote. All voted aye. Motion passed 3-0

Staff Comments

None

Commissioner Comments

None

Adjournment

The meeting adjourned at 5:40 p.m.

Prepared by:

Dan Kassik

Planning Director



To: City of Guthrie Planning Commission
From: Dan Kassik, Planning Director
Subject: Staff Report- PC Application 21-018
Date: November 1, 2021

APPLICANT: Richard and Cindy Swink

OWNER: Same

LOCATION: 2018 West Forrest Hills Rd. (Generally located on the north side of Forrest Hills Rd between Coltrane Rd and Bryant Rd)

REQUEST: A request to rezone 20 acres of property from R-1 (Single-Family Dwelling District) to R-2/PUD (General Residential District/Planned Unit Development) for a group reception center use that will include a 3,626 sq. ft. event center and outdoor reception areas for up to 200 people.

EXISTING USE: Vacant – Single-family Residence under construction

ADJACENT ZONING: R-1 (Single family Dwelling District)

COMP. PLAN DESIGNATION: Ag/Open Space

NOTIFICATION: Notice was published in the Guthrie News Leader on October 27, 2021, and 9 notification letters were mailed to property owners within 300 feet of the subject property.

DISCUSSION:

General Information

The applicant is requesting a Planned Unit Development (PUD) to rezone the existing property from R-1 (Single-family Dwelling District) to R-2/PUD (General Residential/Planned Unit Development) to allow for group reception center. The applicant proposes to build a 3,626 sq. ft. event center to allow for weddings and receptions. The applicant anticipates events up to 200 people. The applicant is currently in the process of building a single-family residence for their own use, thus they would be living on the property in which the group reception center is proposed.

A group reception center is a only allowed through a special use permit within the R-2 (General Residential District) within the Zoning Code. The applicant is requesting to rezone the property through the Planned Unit Development process since the PUD will limit the use of the property to the approved site plan as well as allow for conditions. Essentially, it will be approved similar to a special use permit. A rezone to R-2 without a PUD would allow the property to development to the densities allowed within the R-2 zoning district and not be limited to the approved site plan.

The following are the review standards outlined within Section 11.2 of the Guthrie Zoning Code relating to Planned Unit Developments:

1. Consistency with the Comprehensive Plan.
2. Compatibility with existing and expected development of surrounding areas.
3. Adequacy of public facilities and utilities, including compatibility of traffic flows with surrounding area.
4. Shall not substantially adversely affect a known archaeological, historical, or cultural resource located on or off of the parcel proposed for development.
5. The approval will have a beneficial effect on the area that could not be achieved under conventional development.
6. Such other factors as may be necessary to secure and protect the public health, safety, comfort, convenience and general welfare.

There are no exceptions being requested, thus the development of the property would have to meet all the standards of the R-2 zoning district as outlined within the Zoning Code.

Analysis of Section 11.2 (PUD Review Standards)

1. Consistency with the Comprehensive Plan

The Comprehensive Plan designates the parcel Ag/Open Space. Staff assumes the reason that the subject parcel and adjacent properties were designated Ag/Open Space was the proximity to Liberty Lake as well as the large size of the parcels in the area.

The proposed use would not create high densities of development and the proposed use would have a similar density as an agricultural use, thus the proposed use would be consistent with the Comprehensive Plan.

2. Compatibility with existing and expected development of surrounding areas.

The area is primarily large lot, large acreage single-family development. There is a residential subdivision adjacent to the east of the subject property. Given the size of the subject property, there is sufficient natural buffers/setbacks to not create incompatibility with the single-family area.

3. Adequacy of public facilities and utilities, including compatibility of traffic flows with surrounding area.

The proposed development will be on septic as no public sewer is available in the area. The water provider is Rural Water and not the City.

The subject property will have sufficient room to provide parking and the amount of traffic generated would be minimal, likely no more than the adjacent subdivision. The traffic would be less than if the property were to be subdivided into residential lots.

4. Shall not substantially adversely affect a known archaeological, historical, or cultural resource located on or off of the parcel proposed for development.

The subject property does not have any known archaeological, historical, or cultural resource.

5. The approval will have a beneficial effect on the area that could not be achieved under conventional development.

The PUD does not include any exceptions and the property will develop under conventional zoning other than the use. The PUD allows for limitations on the uses that otherwise would not occur under conventional zoning.

6. Such other factors as may be necessary to secure and protect the public health, safety, comfort, convenience and general welfare.

Staff feels all factors have been adequately discussed.

RECOMMENDATION:

Based upon the above discussion and analysis, Staff recommends that the Planning Commission approve the Planned Unit Development to allow for a group reception use with the following condition:

1. The property must be developed in substantial compliance with the approved development plan. Any amendments must be in compliance with Article V, Section 11, Subsection 11.7 (Amendments and Additions) of the City of Guthrie Zoning Code.

Location Map



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

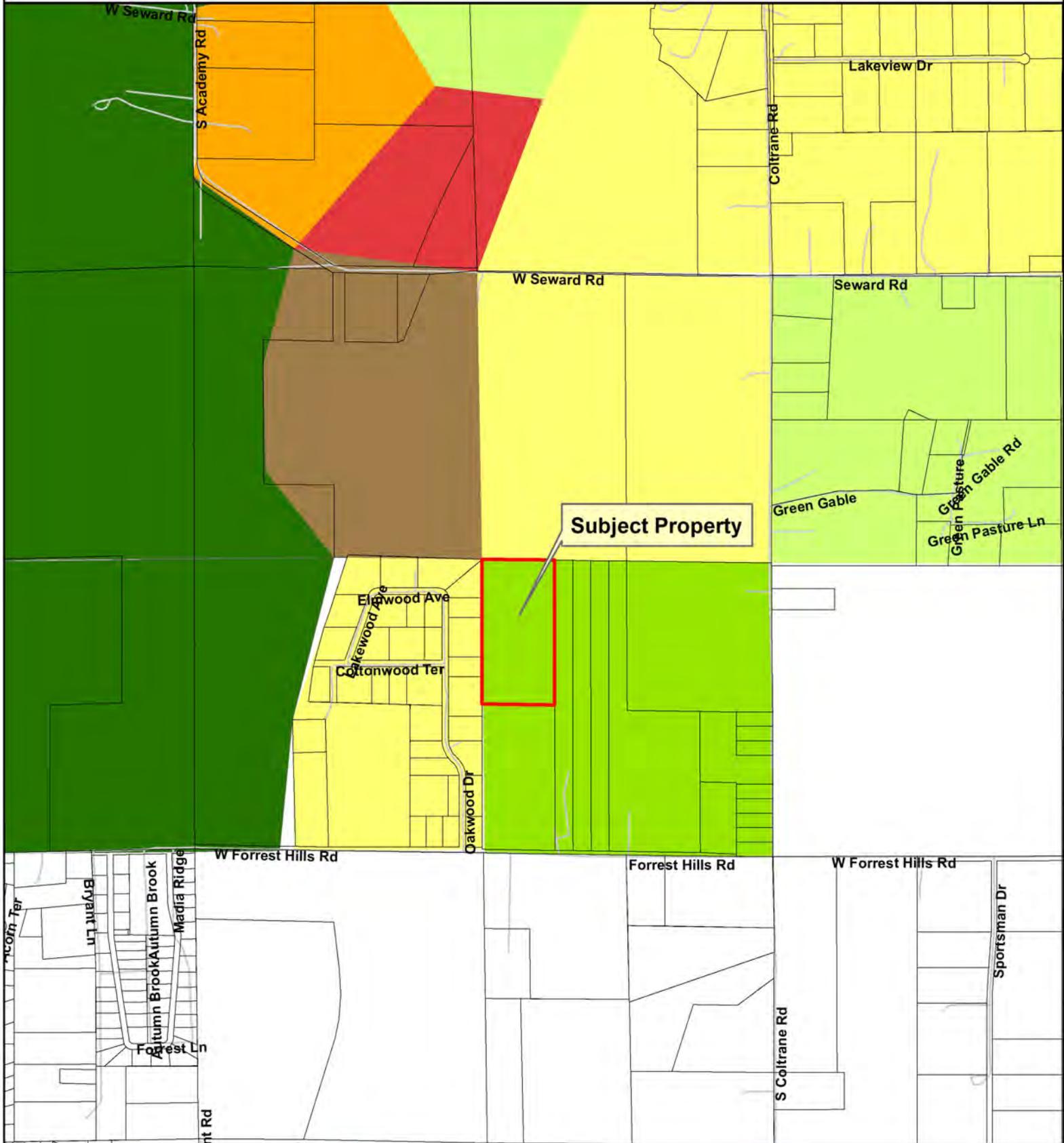


Planning Department
101 N. 2nd St. Guthrie OK 73044

Legend

 Subject Property

Future Land Use Map



Subject Property

Legend

Subject Property

Comp Plan Land Use

land use

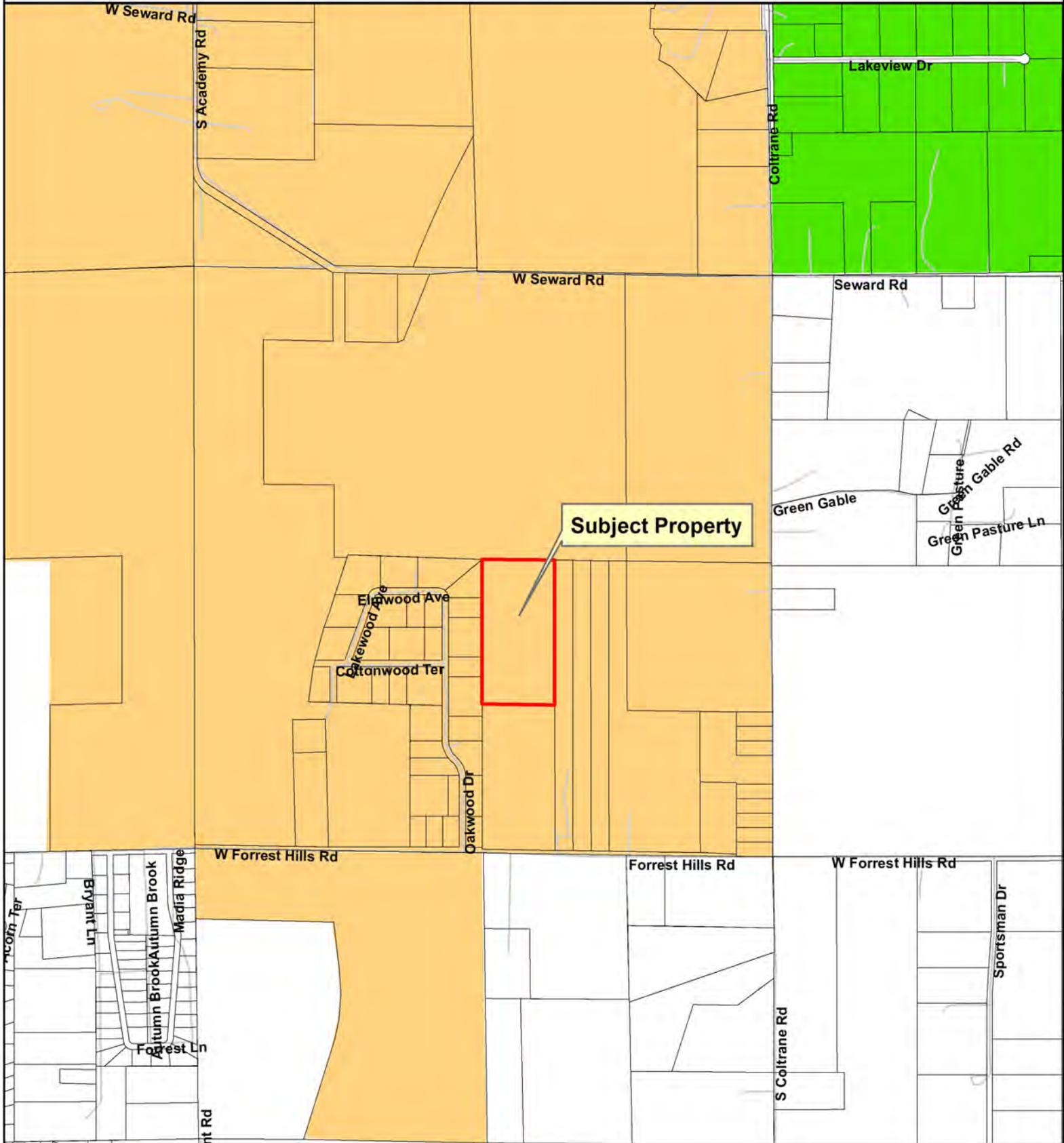
- Single Family Residential *Single Family Residential*
- Medium Density Residential *Medium Density Residential*
- High Density Residential *High Density Residential*

- Commercial *Commercial*
- Parks Recreation *Parks Recreation*
- Conservation Reserve *Conservation Reserve*
- Ag Open Space *Ag Open Space*



Planning Department
101 N. 2nd St. Guthrie OK 73044

Zoning Map



Planning Department
101 N. 2nd St. Guthrie OK 73044

Legend



Subject Property

Zoning zone_code



A-2



R-1



Application NO 21-018

PLANNING COMMISSION APPLICATION

The Planning Commission meets the second Thursday of each month. Applications must be submitted to the Planning Department at three (3) weeks prior to the meeting to allow for public notice. All required attachments must be filed with the application.

Application Type:

- Plan Review
- Rezoning
- Special Use Permit
- Street/Alley Closure

- PUD
- Preliminary Plat
- Final Plat
- Amendment

Property Address 2018 West Forrest Hills Road, Guthrie, OK.
 Property Owner Richard and Cindy Swink
 Email CSwink07@yahoo.com Daytime Phone 405-409-3913
 Mailing Address 5404 Bonney Dr. Edmond, OK. 73034

Brief description of proposed project: (attach more pages if needed)

(Rezoning of N. 20 acres only) Projects to include and limited to only the following projects: Event venue, metal shop building, wood pavilion chapel (outdoor chapel)

Venue = 3626 sq ft.
Chapel = 1500 sq ft
Shop = max 1200 sq ft.

Required Attachments

1. Proof of ownership
2. Logan County Assessor's list of property owners within 300 feet of exterior boundary
3. Rendering of property showing all measurements to scale (site plan)

The applicant or a representative for the applicant must be present at the meeting.

Applicant Signature [Signature] Date 10-1-2021
Cindy Swink

Planning and Rezoning of property located at: 2018 West Forrest Hills

Requesting rezoning of (only) the north 20 acres for the following purpose:

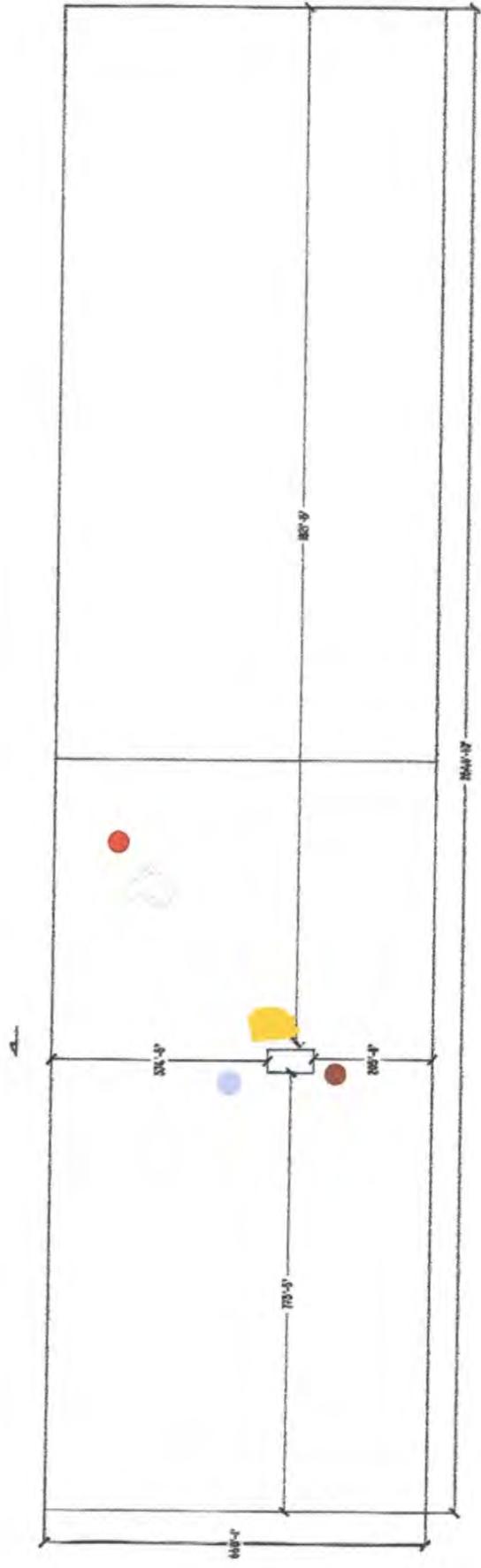
We are planning to build a 3626 square foot event venue. The event venue will host weddings, bridal showers, baby showers, and family reunions. This will consist of an indoor and outdoor space with up to 200 people on the property at any given time.

GENERAL NOTES

1. REFER TO ALL APPLICABLE SPECIFICATIONS, PERMITS AND ORDINANCES.
2. ALL DIMENSIONS ARE IN FEET AND INCHES.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. VERIFY THE EXISTING CONDITIONS ON SITE BEFORE CONSTRUCTION.

Key:

- Faded gray building: House
- Black building: Event Venue
- Red: Future Shop Building
- Yellow: Parking Lot
- Purple: Wedding Ceremony Area
- Brown: Future Wood Pavilion



1 SITE PLAN
SCALE: N/A