

PLANNING COMMISSION MEETING AGENDA

FEBRUARY 6, 2024



723 S. Lewis Street, Room 1122

Stillwater, OK 74074

5:30 PM

Chair Jana Phillips, Vice-Chair Mark Prather, Commissioner Mike Shanahan, Commissioner Riley Williams, and Commissioner Andrew Van Leuven.

NOTE: Members of the Planning Commission and City Staff will gather prior to the regular meeting in Room 1121 beginning at 5:00 PM. No Planning Commission business will be discussed or otherwise acted upon at this time. This is not a closed session, and members of the public and press are welcome to attend.

1. Call Meeting to Order

2. General Orders

The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the board/committee/commission.

3. Public Hearing

The Planning Commission will hear public comments, discuss, and take action including a vote or series of votes on each item unless otherwise indicated.

- a. Independent School District #16 for Stillwater Schools, **MAP** Jacquelyn Porter
AMENDMENT (MA23- 07), consideration, discussion and possible
action, including recommending approval or denial to rezone
property currently addressed as 1515 N Boomer Rd and 1120 N
Husband St. currently zoned as Commercial Shopping (CS) and
Commercial General (CG) to Public (P).
- b. **SHORT TERM RENTAL (STR-0154)**, consideration, discussion and Diana Hood
possible action, including recommendation approval or denial of
an application for a Short Term Rental from AMWC Properties,
LLC, Kevin and Amy Carwile for property addressed as 1116 N.
Sunnybrook Drive in the Single Family Small Lot Residential (RSS)
district.

4. Meeting Summary for Review and Possible Action.

- a. Regular meeting summary of July 11, 2023.
- b. Regular meeting summary of October 3, 2023.
- c. Regular meeting summary of October 17, 2023.

5. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:
 - a. Next regular meeting is Tuesday, February 13, 2024.
 - b. Announcement for February 13, 2024 - Open house for **ENVISION STILLWATER** for the 2025-2045 Comprehensive Plan. This event will be held at the Stillwater Community Center at 315 E. 8th Avenue in the Lowry Activity Center from 5:00PM to 6:30PM. The public is invited to come discuss development of this community plan with staff and the consultant, Freese & Nichols.
6. Adjourn

On _____ at _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The Planning Commission may take action, including a vote or series of votes on all items listed on the agenda, unless the item specifically indicates that no action will be taken. The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Community Development Desk at least 48 hours prior to the meeting by calling 405.742.8220.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the Office of Community Development.

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

☒ Map Amendment
☐ Planned Unit Development
☐ Preliminary
☐ Final
☐ Subdivision
☐ Amendment
☐ Specific Use Permit
☐ Annexation

SUBDIVISION:

☐ Lot Split
☐ Commercial Minor Subdivision
☐ Minor Subdivision
☐ Preliminary Plat
☐ Final Plat

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study

SITE PLANS:

☐ Minor Amendment

COMMERCIAL USE-BY-RIGHT: Complete a Commercial Building Permit Application AND Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use: SPS High School
Owner(s) of Property: Independent School District No. 16 / Stillwater National Bank (lease-purchase)
Owner(s) Address: 314 S. Lewis St, Stillwater, OK 74074
Owner(s) Phone/Fax/Email: Bo Gamble / 405.707.5035, bgamble@stillwaterschools.com
Applicant/Developer of Property: same as owner
Applicant/Developer Address: _____
Applicant/Developer Phone/Fax/Email: _____
Design Engineer address/phone/fax/email & Registration No.: Gose & Associates (CA 1640)
Stephen C. Gose, P.E. (22808) 113 E. 8th, Stillwater, OK 74074 / 405.743.4907 / stephen@gose-associates.com
Surveyor address/phone/fax/email & Registration No.: n/a

Address or Description of Property to be Subdivided/Developed: 1515 N Boomer Rd & 1120 N Husband St

Original Tract Deed Book and Page Number: see attached

Number of Acres in Development: 32.6

Number of Lots Created: no new lots created

Current Zoning/Requested Zoning: Commercial Shopping / Commercial General -> Public

Reason for zoning request/use permit/map amendment:

rezone commercial districts to public for use as public school

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

[Signature] 12/20/2023
Applicant/Preparer Date

Applicant/Preparer Date

[Signature] CFO
[Signature] Asst. Supt. 12-11-23
Owner/Agent (with documentation) Date
[Signature] Simmons Bank Division Pres. Date
[Signature] 12-20-23
Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO: MA93-07

Submission Date: 12/27/2023

Approval Date: _____

Processing Tract: IRC 1/17/24, PC 2/6/24, CC 3/4/24
Fees: _____ Number of Copies: _____

Application for Review/Action

Form Date: 04/15/2008
Revised: 04/2908; 05/02/08

RECEIVED
12/27/23

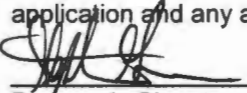
**City of Stillwater
Map Amendment Checklist
Chapter 23, Article 3**

Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM
Per Resolution CC-2007-16

Zoning district boundaries created under the authority of the City of Stillwater may be amended to change the zoning classification on one or more properties by the City Council. This **CHECKLIST** identifies the items needed. All items indicated as **SUCH** are required for the submittal to be considered complete.

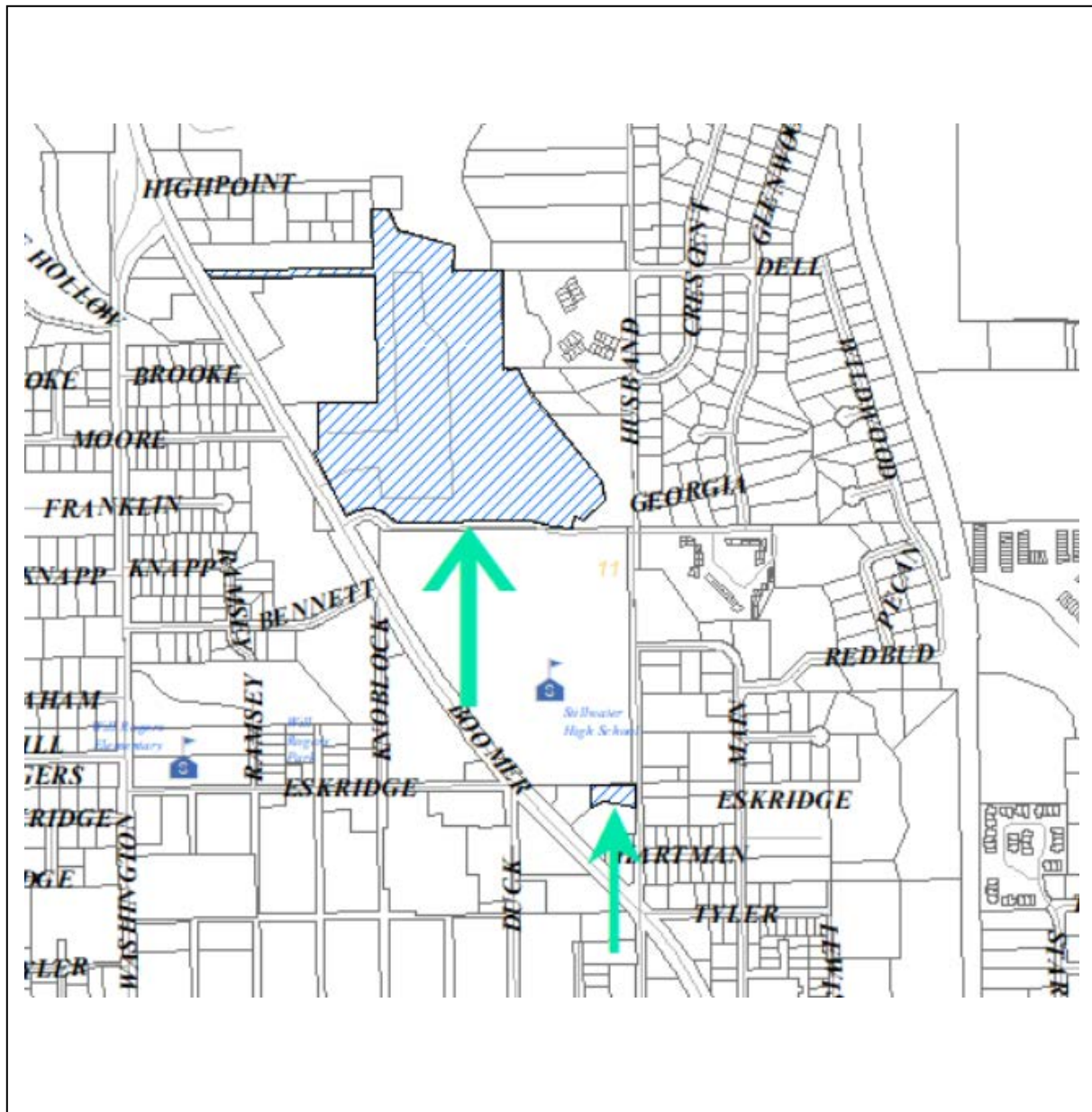
APPLICANT	REQUIREMENTS	CITY
	Section 23.58	
☒	COMPLETED APPLICATION FORM AND CHECKLIST	qjg
☒	TYPED LEGAL DESCRIPTION SENT TO DIGITALS@STILLWATER.ORG	qjg
\$316.00	FILING FEE OF \$250.00 PLUS \$2.00/ACRE	
☒	A TYPEWRITTEN LIST AND ELECTRONIC/DIGITAL COPY, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, LICENSED ABSTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT, OF ALL PROPERTY OWNERS WITHIN THREE HUNDRED (300) FEET OF THE SUBJECT PROPERTY. THE OWNERSHIP LIST SHALL HAVE BEEN PREPARED NO MORE THAN THIRTY (30) DAYS PRIOR TO SUBMISSION.	qjg

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.


Preparer's Signature

12/20/2023

Date



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MA23-07
Request: Rezone 1515 N. Boomer Road and 1120 N. Husband Street from Commercial Shopping/Commercial General to Public
Address: 1515 N. Boomer Road *AND* 1120 N. Husband Street.
Applicant: Gose & Associates on behalf of Independent School District No. 16 & Stillwater National Bank



I-2021-1256148 Book: 2671 pg: 910
12/29/2021 11:17 AM pgs: 910 - 912
Fees: \$22.00 Doc: \$0.00
Glenna Craig, Payne County Clerk
Payne County - State of Oklahoma

DEED OF GIFT

EXEMPT DOCUMENTARY STAMP TAX OS TITLE 68, ARTICLE 32 SECTION 3201,
PARAGRAPH 11.

November 19, 2021

SC Retail Management, LLC ("Donor") as the sole owner of the property described below hereby gives, transfers, and delivers to Independent School District No. 16, Payne County, Oklahoma ("Donee") located at 314 S Lewis Street, Stillwater, OK 74074, all ownership, legal title, and property rights to that certain property (the "Property") described below:

A TRACT OF LAND IN PART OF THE SOUTHEAST QUARTER (SE/4), OF THE SOUTHWEST QUARTER (SW/4), OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN BASE AND MERIDIAN, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF.

BEGINNING AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER (SE/4), OF THE SOUTHWEST QUARTER (SW/4); THENCE SOUTH 00°57'15" EAST ALONG THE EASTERLY LINE OF SAID SOUTHEAST QUARTER (SE/4), OF THE SOUTHWEST QUARTER (SW/4), FOR 120.87 FEET; THENCE NORTH 85°39'08" WEST FOR 167.21 FEET; THENCE SOUTH 00°57'15" EAST FOR 4.18 FEET; THENCE SOUTH 78°56'47" WEST FOR 79.53 FEET; THENCE NORTH 00°49'08" WEST 124.13 FEET TO A POINT ON THE NORTHERLY LINE OF SAID SOUTHEAST QUARTER (SE/4), OF THE SOUTHWEST QUARTER (SW/4); THENCE NORTH 89°10'52" EAST ALONG SAID NORTHERLY LINE FOR 244.50 FEET TO THE POINT OF BEGINNING OF SAID TRACT OF LAND.

TRACT OF LAND CONTAINING 28,019.07 SQ. FT. OR 0.643 ACRES MORE OR LESS

The Fair Market Value of this Property is limited to the taxes, maintenance, and insurance, if any, to maintain the Property as it has no market value (\$0) due to the perpetual Drainage and Detention Easement that encumbers the Property, as determined by Walman Commercial Real Estate Services, 7060 S. Yale Ave., Ste. 900, Tulsa, OK 74136.

To have and to hold the same to Donee and their assigns, forever.

WHEN RECORDED, RETURN TO:
Eldridge Brooks, PLLC
ATTN: Tyler McKay
5100 West JB Hunt Drive
Suite 840
Rogers, AR 72758

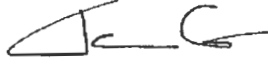
for 1120 N. Husband

MA23-07
RECEIVED
12/27/23

IN TESTIMONY WHEREOF, the name of Grantor and Grantee is hereunto affixed by their undersigned officers as of the date hereof.

DONOR:

SC RETAIL MANAGEMENT, LLC
an Arkansas limited liability company

By: 

Tom Gordon, Manager

DONEE:

INDEPENDENT SCHOOL DISTRICT NO. 16
Payne County, Oklahoma

By: _____

Name: _____

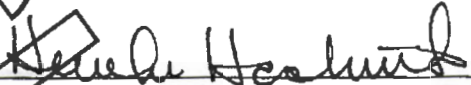
Title: _____

ACKNOWLEDGMENT

STATE OF ARKANSAS)
)ss.
COUNTY OF Washington)

On this day, before me, a Notary Public, duly commissioned, qualified and acting, within and for said County and State, appeared in person the within named TOM GORDON, to me personally well known, who stated that he was the Manager of SC RETAIL MANAGEMENT, LLC, an Arkansas limited liability company, and was duly authorized in that capacity to execute the foregoing instrument for and in the name and on behalf of SC RETAIL MANAGEMENT, LLC, and further stated and acknowledged that he had so signed, executed and delivered said foregoing instrument for the consideration, uses and purposes therein mentioned and set forth.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this 19 day of November, 2021.


NOTARY PUBLIC

My Commission Expires:

04/04/2028

[SEAL]

Heather Hackworth
Notary Public
Washington County, Arkansas
Commission No. 12365455
Comm. Exp. 04/04/2028

2024 0432

I-2012-008135 06/07/2012 2:45 pm
Book 2024 Page(s) 0432-0435
Fee: \$ 19.00 Doc: \$ 6,450.00
Linda Hatfield - Payne County Clerk
State of Oklahoma

After recording Return to:
Community Escrow & Title Co.
622 S. Lewis
Stillwater, OK 74074

Warranty Deed



KNOW ALL PERSONS BY THESE PRESENTS:

THAT **CIMARRON TEX-AG PARTNERS, LP**, a Texas Limited Partnership, party of the first part, in consideration of the sum of Ten and No/100ths Dollars (\$10.00) and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, does hereby Grant, Bargain, Sell and Convey unto **STILLWATER NATIONAL BANK AND Trust Company**, 608 S. Main, Stillwater, OK 74074, party of the second part, the following described real property and premises situated in Payne County, State of Oklahoma, to-wit:

SEE ATTACHED EXHIBIT "A"

together with all the improvements thereon and appurtenances thereunto belonging and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said party of the second part, its successors and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature, subject to easements, rights-of-way and restrictions of record, if any, and except all oil, gas and other minerals previously reserved or conveyed of record, if any.

IN WITNESS WHEREOF, the said party of the first part hereto has caused these presents to be signed in its name by its General Partner this the 4th day of May 2012.

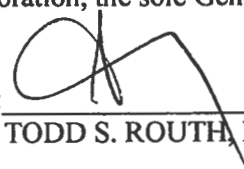
STATE OF OKLAHOMA

Payne County

Documentary Stamps: \$ 6,450.00

CIMARRON TEX-AG PARTNERS, LP, a Texas Limited Partnership

By: CIMARRON TEX-AG GP, INC., a Texas corporation, the sole General Partner

BY: 
TODD S. ROUTH, President

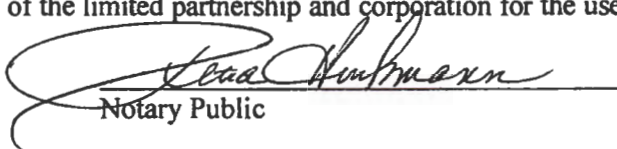
for 1515 N. Boomer

MA23-07
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12/13/23

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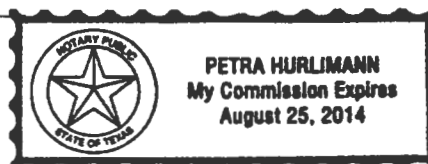
STATE OF TEXAS)
) SS:
COUNTY OF TRAVIS)

~~May~~ ^{June} Before me, the undersigned, a Notary Public in and for this State on this the 4th day of ~~May~~ 2012, personally appeared TODD S. ROUTH, President of CIMARRON TEX-AG GP, INC., a Texas corporation, the sole General Partner of CIMARRON TEX-AG PARTNERS, LP, a Texas Limited Partnership, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed and the free and voluntary act and deed of the limited partnership and corporation for the uses and purposes therein set forth.


Notary Public

My commission expires: 8/25/14

SW120412422



2024 0434

EXHIBIT "A"

Legal Description

A tract of land lying in the Northwest Quarter (NW/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, being more particularly described as follows: COMMENCING from the Southeast Corner (SE/cor) of said Northwest Quarter (NW/4); THENCE, South 89°53'00" West along the South line of said Northwest Quarter (NW/4) a distance of 320.25 feet to the POINT OF BEGINNING; THENCE, continuing South 89°53'00" West a distance of 73.91 feet to a point non-tangent curve, said point being on the Northerly right-of-way line for Franklin Street, as created by Warranty Deed in Book 349, Page 248, Payne County, Oklahoma; THENCE, along said Northerly right-of-way line Northwesterly on a curve to the right, having a radius of 170.00 feet and an arc length of 35.41 feet, also having a chord bearing of North 75°21'02" West and a chord length of 35.35 feet; THENCE, North 69°23'00" West a distance of 45.46 feet to a point of curvature; THENCE, Northwesterly on a curve to the left, having a radius of 230.00 feet an arc length of 83.23 feet, also having a chord bearing of North 79°45'00" West and a chord length of 82.78 feet; THENCE, South 89°53'00" West and parallel with and 40 foot Northerly of the South line of said Northwest Quarter (NW/4) a distance of 657.10 feet to a point of curvature; THENCE, Northwesterly on a curve to the right, having a radius of 70.00 feet and an arc length of 64.47 feet, also having a chord bearing of North 63°43'29" West and chord length of 62.22 feet to a point of reverse curvature; THENCE, Westerly on a curve to the left, having a radius of 135.00 feet and an arc length of 193.31 feet, also having a chord bearing of North 78°21'42" West and a chord length of 177.21 feet; THENCE, South 60°37'00" West a distance of 42.67 feet to the Easterly right-of-way line of Boomer Drive (Highway 177), as created by Easement for Right-of-way in favor of the State of Oklahoma, recorded in Book 54 Misc., Page 342, Payne County, Oklahoma; THENCE, North 29°23'00" West along said Easterly Right-of-way line created by said Easement for Right-of-way and also the Easement for Right-of-way in favor of the State of Oklahoma recorded in Book 54 Misc., Page 344, a distance of 363.85 feet; THENCE, North 63°47'12" East a distance of 43.03 feet; THENCE, North 00°10'00" East a distance of 240.87 feet to a point on the North line of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of the said Northwest Quarter (NW/4); THENCE, North 89°52'00" East, along said North line, a distance of 300.74 feet to the Northeast Corner (NE/cor) of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of said Northwest Quarter (NW/4); THENCE, North 00°10'00" West, along the East line of the Northeast Quarter (NE/4) of the Southwest Quarter (SW/4) of said Northwest Quarter (NW/4), a distance of 660.81 feet to the Northeast Corner (NE/cor) of the Northeast Quarter (NE/4) of the Southwest Quarter (SW/4) of said Northwest Quarter (NW/4); THENCE,

2024 0435

South 89°53'00" West, along the North line of the Northeast Quarter (NE/4) of the Southwest Quarter (SW/4) of said Northwest Quarter (NW/4), a distance of 854.57 feet to the Easterly right-of-way line of Boomer Drive (Highway 177) as created by the Easement for Right-of-way in favor of the State of Oklahoma recorded in Book 54 Misc., Page 347 Payne County, Oklahoma; THENCE, North 39°23'00" West along said Easterly Right-of-way line a distance of 28.66 feet; THENCE, North 89°53'00" East, parallel with and 25 foot North of the South line of the Northwest Quarter (NW/4) of said Northwest Quarter (NW/4) a distance of 868.55 feet to a point being 25 foot North of the Southwest Corner (SW/cor) of the Northeast Quarter (NE/4) of said Northwest Quarter (NW/4); THENCE, North 00°10'00" West along the West line a distance of 311.00 feet; THENCE, North 89°53'00" East a distance of 74.68 feet; THENCE, South 24°30'00" East a distance of 123.13 feet; THENCE, South 75°23'00" East a distance of 303.85 feet; THENCE, South 02°09'00" West a distance of 146.67 feet; THENCE, North 89°53'00" East a distance of 241.26 feet; THENCE, South 00°53'00" East a distance of 494.52 feet; THENCE, South 89°49'00" East a distance of 56.12 feet; THENCE, South 27°31'00" East a distance of 198.58 feet; THENCE, South 39°50'00" East a distance of 545.01 feet; THENCE, South 06°11'00" East a distance of 89.20 feet; THENCE, South 44°14'00" West a distance of 150.77 feet; THENCE, North 69°05'00" West a distance of 54.20 feet; THENCE, South 14°28'00" West a distance of 57.39 feet to the POINT OF BEGINNING. LESS AND EXCEPT a tract of land in the Northwest Quarter (NW/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, Oklahoma, being more particularly described as follows: Commencing at the intersection of the South line of said Northwest Quarter (NW/4) of Section Eleven (11) and the East right-of-way line of Boomer Road which is the POINT OF BEGINNING; THENCE, North 29°23' West along said right-of-way line a distance of 25.00 feet to the South right-of-way line of Franklin Street THENCE, N 60°37' East along said right-way-of line 42.67 feet; THENCE, on a curve to the right having a radius of 65 feet, a length of 90.50 feet, THENCE, on a curve to the left having a radius of 130 feet a length of 41.52 feet to a point on the South line of the Northwest Quarter (NW/4); THENCE, South 89°53' West along said South line 137.97 feet to the POINT OF BEGINNING.

MEMORANDUM

DATE: 2/6/2024
TO: Stillwater Planning Commission
FROM: Diana Hood, Associate City Planner
SUBJECT: Short-Term Rental (STR) Application Review

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, appeal(s) have been filed on STR application requests:

- **1116 N Sunnybrook Drive** in the RSS zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.

	Application for RESIDENTIAL SHORT-TERM RENTAL
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Property Owner: Kevin + Amy Carwile
AMWC Properties, LLC

Mailing Address: 22873 State Hwy 74
PURCELL OK 73080

Owner Contact Information: Phone: 405-889-9008 Email: Amy Carwile16@gmail.com

Property Management Contact Name: _____

Phone: _____ Email: _____

Property Street Address: 1116 N. Sunnybrook Dr. Stillwater, OK 74075

Zoning Classification: _____ Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. Airbnb.com

Required documents to be submitted with the residential short-term rental application.

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
X Called crystal to send report	Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission.	
X	Initial application fee of \$100.00. NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.	
X	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	
X	Floorplan depicting the location of: • Rooms provided for rent • Smoke detectors • Carbon monoxide detector • Fire extinguishers	
X	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor (Payne County Assessor website)	
X	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.	

APPLICANT SIGNATURE: Amy Cal

DATE: 11-23-23

Date Application Received: <u>12-12-23</u>	Application # <u>STR-0154</u>	Received by: <u>AK</u>
30-Day Objection Period: <u>1-11-24</u>	Objection Filed: ☒ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

I, Amy Carwile, owner of AMWC Properties, LLC, are hereby certify that I have installed working smoke detectors, carbon monoxide detectors and fire extinguishers in the property located at 1116 N. Sunnybrook Dr., Stillwater, OK 74075

Amy Carwile
Owner

Amy Carwile
Notary Print

10/26/24
Notary Expiration Date

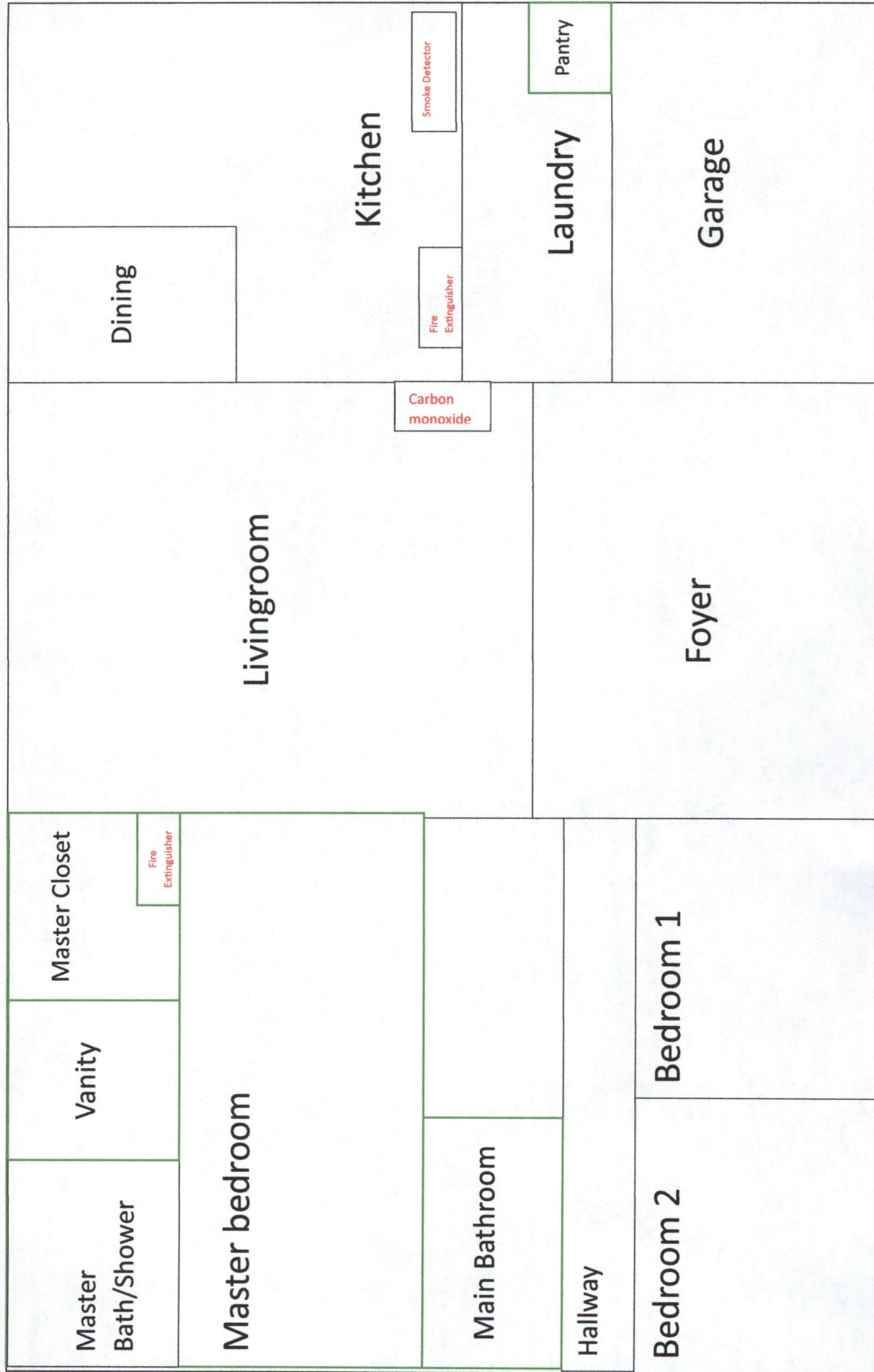
11-20-2023
Date

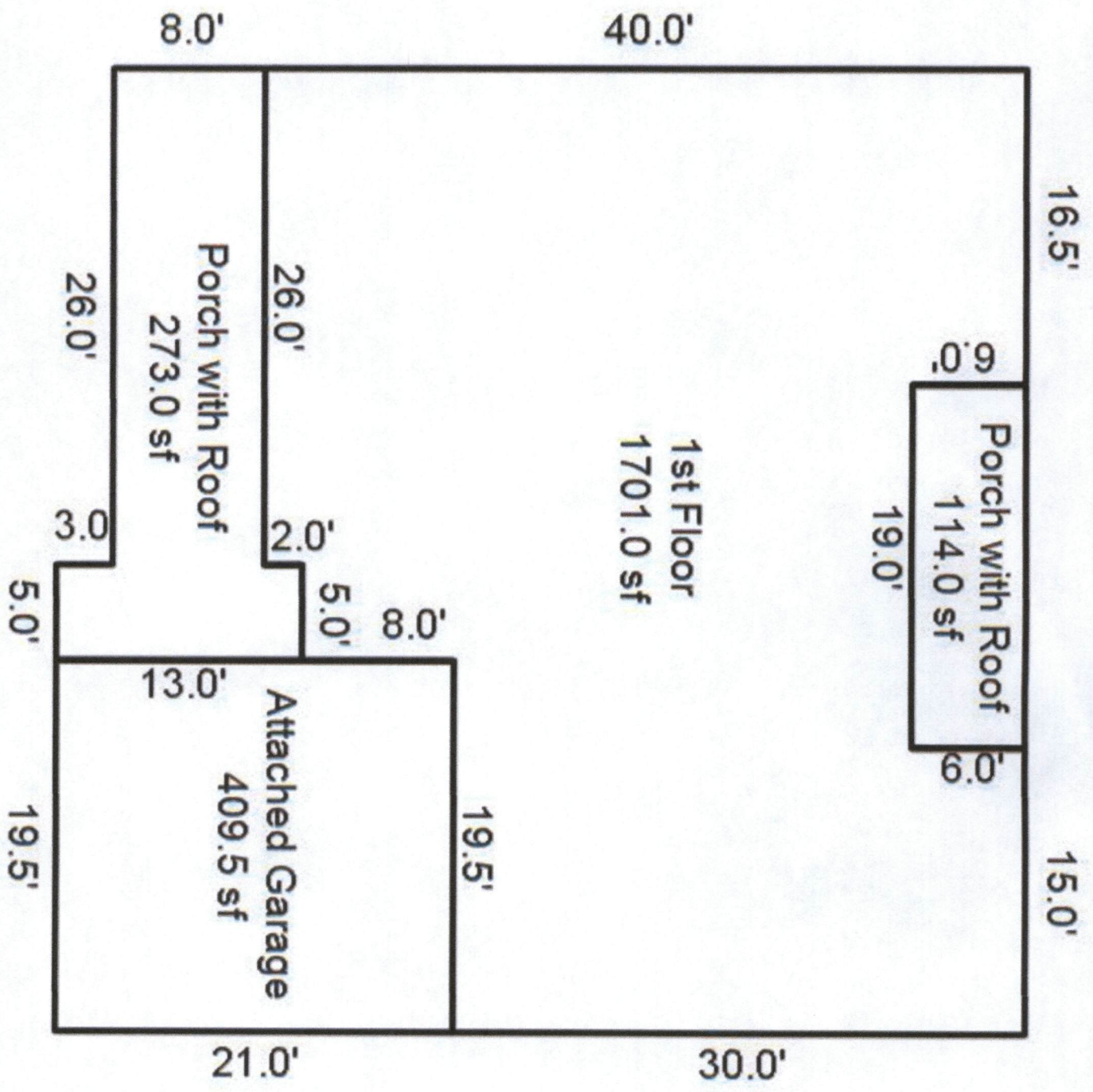
[Signature]
Notary Signature

11/20/23
Notary Date

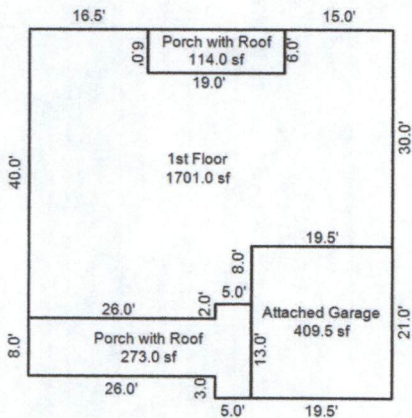


Seal





Type	Single-Family Residence	Style	One Story
Finished Living Area	1,701 sf	Basement	-
Quality	Average	Condition	Fair+
Year Built	1975	Exterior Walls	Veneer, Brick
Bedrooms	3	Roof Cover	Composition Shingle
Full Bath	2	HVAC	Warmed & Cooled Air
Half Bath	0	Garage Type	Attached Garage



MISC IMPROVEMENTS

IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Awning over Wood Deck, Comp	56	2000
Shed, Wood - 1637	96	2000

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
Awning over Wood Deck, Comp	56	2000	7	8	-
Shed, Wood - 1637	96	2000	8	12	8

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	79	147	Brookhart Add	\$30,000



Payne County Oklahoma Assessor's Office

600015115

1116 N Sunnybrook Dr

AMWC Properties, LLC
22873 State Highway 74
Purcell OK 73080-69542023 Market Value
\$157,490

KEY INFORMATION

Parcel ID	19N02E-12-3-SP250-001-0009	Land Unit	Lot
Land Size	1.00000	School District	Stillwater Town (016T)
Class	UR	Section	12
Exemption	HOMESTEAD EXEMPTION	Range	02E
Township	19N		
2023 Taxes	\$1,530		
Neighborhood	Stillwater Northeast		
Legal Description	PETER'S & BOYLE'S SUNNYBROOK EST BLK 1 LOT 9		

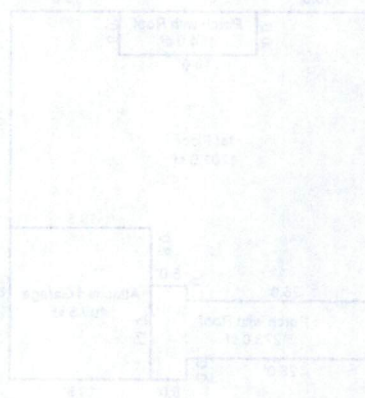
2023 APPRAISAL DETAILS

Land Value	\$30,000
Building Value	\$125,450
Misc Imp Value	\$2,040
Total Market Value	\$157,490

SALES

SALE DATE	SALE PRICE	DEED BOOK	DEED PAGE	INSTRUMENT TYPE	GRANTOR
08/25/2023	\$130,000	2765	51	Warranty Deed	DAVIS, DONALD E
02/27/2007	\$0	1693	68	Affadavit	DAVIS, DONALD E & ADA A

BUILDING DETAILS





Welcome to our new website!



Lee R Denney, Treasurer

Location of Treasurer's Office:

315 West Sixth Street, Suite 101, Stillwater, OK 74074

Phone: 405-624-9411

Fax: 405-372-9548

E-Mail: ldenney@paynecountytreasurer.org

Office Hours: Monday thru Friday, 8:00 AM to 5:00 PM

Tax payments updated through 11-16-23 close-of-business.

Owner Name and Address

AMWC PROPERTIES, LLC
22873 STATE HIGHWAY 74
PURCELL OK 73080-6954

Taxroll Information

Tax Year : 2023
Property ID : 19N02E-12-3-SP250-001-0009
Location : 1116 N SUNNYBROOK DR STILLWATER
School District : STW Stillwater **Mills :** 101.47
Type of Tax : Real Estate **Code :**
Tax ID : 15115

Legal Description and Other Information:

PETER'S & BOYLE'S SUNNYBROOK EST BLK 1 LOT 9

[History](#)

FINAL PAYMENT  [Add to Cart](#)

Assessed Valuations

Amount

Land	3062
Improvements	12014
Exemptions	
Net Assessed	15076

Tax Values

Amount

Base Tax	1,530.00
Penalty	0.00
Fees	0.00
Payments	0.00
Total Paid	0.00
Total Due	1,530.00

Date	Receipt	Paid With	Payment For	Amount	Paid By
No records Found!					

Login (build: 20731:20231108.2)

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Tax Values	Amount
Base Tax	1,530.00
Penalty	0.00
Fees	0.00
Payments	0.00
Total Paid	0.00
Total Due	1,530.00

Date	Receipt	Paid With	Payment For	Amount	Paid By
No records Found!					

Login (build: 20731:20231108.2)
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1116 N. Sunnybrook Dr. Stillwater, OK 74075

Home > Occupancy tax collection and remittance by Airbnb in Oklahoma

Rules

Occupancy tax collection and remittance by Airbnb in Oklahoma

State of Oklahoma

Guests who book Airbnb listings that are located in the State of Oklahoma will pay the following taxes as part of their reservation:

- Oklahoma Sales Tax: 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- Local Sales and Use Tax: The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- State-Administered Local Lodging Tax: The local lodging tax rates vary by city and county. The rate is typically 5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.

Oklahoma City

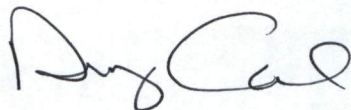
Guests who book Airbnb listings that are located in Oklahoma City, OK, will pay the following tax as part of their reservation:

- Hotel Tax: 5.5% of the listing price including any cleaning fees, for reservations 29 nights and shorter. Whether tax is collected depends on the number of bedrooms in a listing. For detailed information, visit the [Finance Department](#) website.

Tulsa

Guests who book Airbnb listings that are located in the City of Tulsa, Oklahoma will pay the following tax as part of their reservation:

- Lodging Tax: 5% of the listing price including any cleaning fees, for reservations 29 nights and shorter. For detailed information, visit the [City of Tulsa Lodging Tax](#) website.

[Back to top](#)

11-20-23

Find out more about [how occupancy tax collection and remittance by Airbnb works](#).

Note: Hosts located in these areas are responsible for assessing all other tax obligations, including state and city jurisdictions. Hosts with listings in these areas should also review their agreement with Airbnb under the [Terms of Service](#) and familiarize themselves with the Occupancy Tax provisions which allow us to collect and remit taxes on their behalf and explains how the process works. Under those provisions, hosts instruct and authorize Airbnb to collect and remit Occupancy Taxes on their behalf in jurisdictions where Airbnb decides to facilitate such collection. If a host believes applicable laws exempt the host from collecting a tax that Airbnb collects and remits on the host's behalf, the host has agreed that, by accepting the reservation, the host is waiving that exemption. If a host does not want to waive an exemption the host believes exists, the host should not accept the reservation.

Did this article help? [Yes](#) [No](#)

Related articles

Host

[In what areas is occupancy tax collection and remittance by Airbnb available?](#)

Airbnb is collecting and remitting taxes on behalf of the host in a number of locations worldwide.

Host

[How to add taxes to listings](#)

If you've provided us the relevant tax info, you may be eligible to collect taxes directly from guests by using our professional hosting too...

Host

[How does manual occupancy tax collection and payment work?](#)

Hosts generally need to collect occupancy taxes manually unless automatic occupancy tax collection and payment is set up for their jurisdiction...

Need to get in touch?

We'll start with some questions and get you to the right place.

City of Stillwater

Customer Receipt

12/11/2023

R13593

Job ID: STR-0154 - \$100.00

1116 N SUNNYBROOK

CIR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

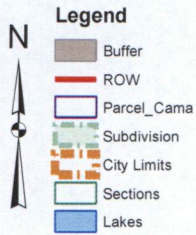
Total Paid CHECK

1014

\$100.00

Signature for credit card

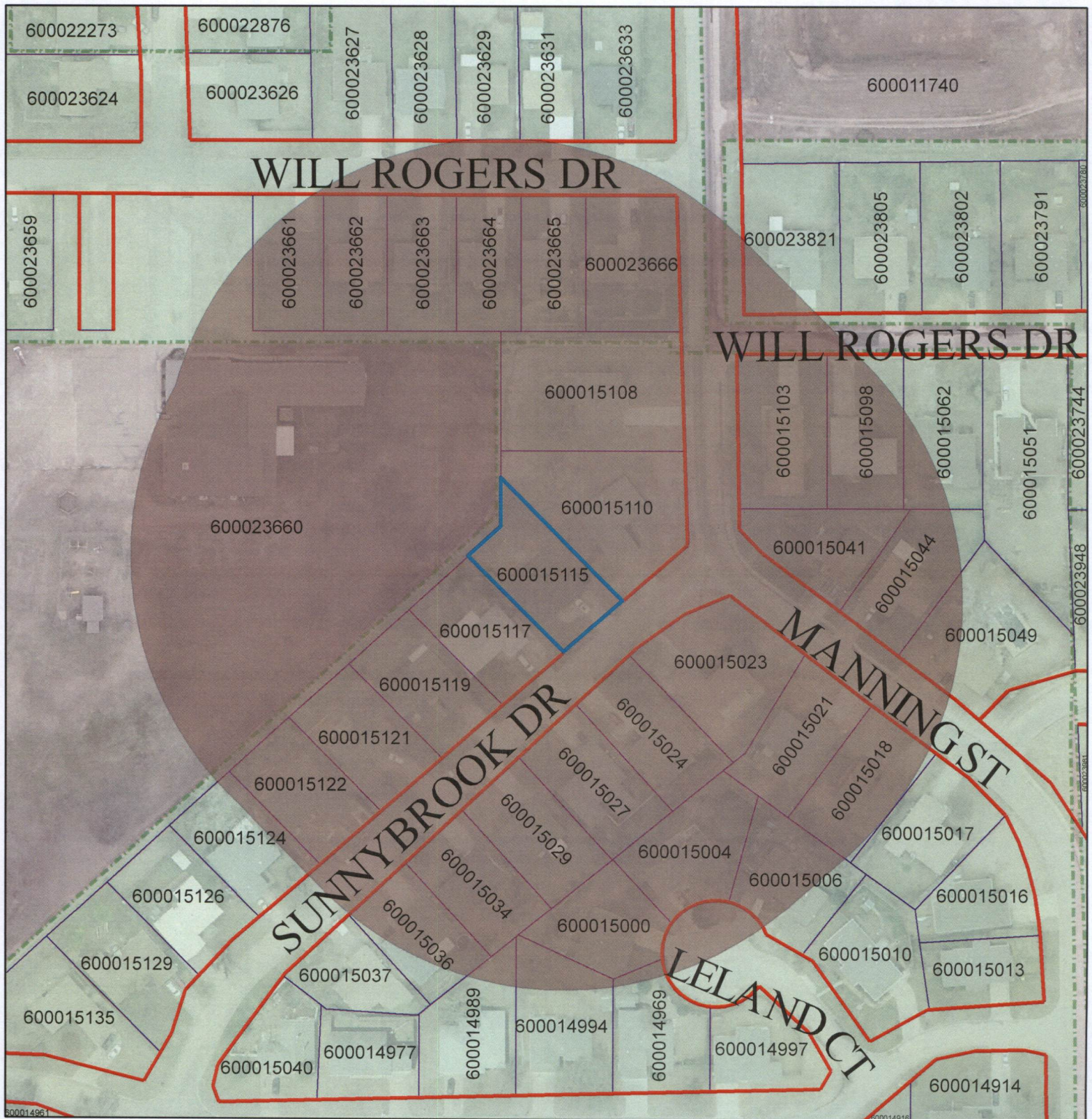
Thank you for your payment



Payne County

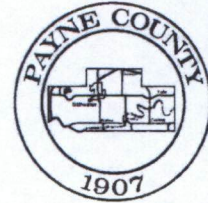
300' BUFFER

1116 N Sunnybrook Dr



This map is for assessment purposes only and is not intended for use in making conveyances or for preparing legal descriptions.

James C Cowan
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600015115
Address: 1116 N Sunnybrook Dr

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instruments filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

Lot Nine (9), Block One (I), of PETERS AND BOYLES SUNNYBROOK ESTATES to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated this 7 day of December, 2023.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: Cynthia Ross

Teresa Kadavy

From: sharlene stewart <sharlenestewart@yahoo.com>
Sent: Thursday, December 14, 2023 2:25 PM
To: Teresa Kadavy
Subject: 1116 N Sunnybrook

'23DEC15AM7:24

CITY CLERKS OFFICE

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

Please accept this letter as a formal objection to a approval of an Air BNB at the above listed address.

We did not buy our home in a business district but a single family residential area and are opposed to living next to a Stillwater business district for obvious reasons.

Jeff and Sharlene Stewart

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JULY 11TH, 2023
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 5th 2023 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Mark Prather, Vice Chair
Mike Shanahan, Member
Riley Williams, Member

STAFF PRESENT

Kim Payne, Sr. Assistant City Attorney
Jacquelyn Porter, City Planner
Diana Hood, Associate City Planner
Cindy Gibson, Administrative Services

MEMBERS ABSENT

Jana Phillips, Chair
Stephen Hallgren, Vice-Chair

STAFF ABSENT

Jeff Mathews, Comm. Dev. Director
Joshua Brown, Project Manager

1. CALL MEETING TO ORDER.

Commissioner Shanahan called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING

The Planning Commission will hear public comments, discuss, and take action at this meeting (including a vote or series of votes on each item listed under Public Hearings unless otherwise indicated.)

- a. **SHORT TERM RENTAL (STR-0108)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Cody Chaloner for property addressed as 901 W. Graham Avenue in the Single Family Large Lot Residential (RSL) district.

Commissioner Shanahan introduces the item and asks staff to present.

Jacquelyn Porter, City Planner presents staff report and asks for questions; none respond.

Commissioner Shanahan opens the public hearing and as the applicant or representative were not able to attend asks if there is anyone that wishes to speak in opposition of the request; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in favor of this request.

Jeff Black, 3724 Timberland Dr., comes to speak on the following:

- Just wants to make sure they have control to make sure they don't have parties
- Other than that would be in favor

Commissioner Williams explains that there are policies in place on Air BnBs but it's more up to the neighbors to call in and put in complaints if there are issues and that the applications are renewed annually so if there are any issues with parties, the application could be revoked next year.

Commissioner Shanahan closes the public hearing and invites staff to present alternative for the item.

Jacquelyn Porter, present the alternatives to the commissioners which are:

Alternatives:

1. Approve the application.
2. Defer for additional discussion.
3. Deny the application.

Commissioner Prather states that the applicant did address the concerns of parking that was brought up in the appeal via email.

Commissioner Williams moved to approve the Short Term Rental application; Commissioner Prather seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Hallgren
	ABSENT	Yes	Yes	Yes	ABSENT

Time: 10 minutes

- b. **SHORT TERM RENTAL (STR-0109)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Charles Jones for property addressed as 705 N. Dryden Circle in the Single Family Small Lot Residential (RSS) district.

Commissioner Shanahan introduces the item and asks staff to present.

Jacquelyn Porter, City Planner presents staff report and asks for questions; none respond

Commissioner Shanahan open public hearing and asked for the applicant or representative to speak.

Charles Johnson, 705 N Dryden Circle, comes to speak on the following:

- Property owner
- Moved from Oregon specifically to open high dollar Airbnb's in Stillwater
- States the complaints were about zoning and not his property so he's not sure how to address that

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak favor of this asks if there is anyone that wishes to speak in opposition.

Cheryl May, 924 N Benjamin St., comes to speak on the following:

- Surprised that she is the only neighbor that is here this evening
- More of the area is family occupied and owned
- Wants to know how often the renewal comes
- Purchased home specifically because it was residential
- Surrounding property owners do not consider this beneficial or desirable
- Concerned about an increase of traffic, parking, garbage disposal
- Provides pictures of Short Term Rental backyard in disarray and states that the alleyway is not assessable by the property in question
- Doesn't believe that its suited for the neighborhood

Commissioner Shanahan asks if there is anyone else that wishes to speak in opposition of this item; none respond. Commissioner Shanahan asks if the applicant would like to come respond to the concerns.

Mr. Johnson states that these pictures are not of his property and that her concerns are not specific to his property; that parking on his street will not affect hers as they are different streets and that he provides 4 parking spaces already

Commissioner Williams asks if there will be a limit to occupancy or cars. Mr. Johnson respond that the limit is six (6) people the house is designed to entertain and he hasn't had any complaints into the police department in the last year and the immediate neighbors have his number and he lives 10 minutes away.

Commissioner Shanahan asks if there are any more questions for the applicant; none respond. Commissioner Shanahan closed the public hearing and asks staff to present findings and alternatives.

Jacquelyn Porter, present the alternatives to the commissioners which are:

Alternatives:

4. Approve the application.
5. Defer for additional discussion.
6. Deny the application.

Commissioner Shanahan asks if there are questions for staff or comments by the commissioners.

Commissioner Prather explains that these are common concerns and it's the owner's responsibility to take care of these issues.

Commissioner Shanahan states that he's discussed with some neighborhood residents and the neighborhood is already in the transition towards rental properties and is a very busy neighborhood.

Commissioner Williams moved to approve the Short Term Rental application; Commissioner Prather seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Hallgren
	ABSENT	Yes	Yes	Yes	ABSENT

Time: 19 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular meeting summary of June 27th, 2023.

Commissioner Prather motions to approve the regular meeting summary of June 27th, 2023 as presented; Commissioner Williams seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Hallgren
	ABSENT	Yes	Yes	Yes	ABSENT

4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

Commissioner Shanahan states that he would like to see a review and possible changes in the STR policies; Ms. Porter states that staff is actively working on this and will send an email with research.

- a. Next Planning Commission Meeting is July 18th, 2023.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner Prather at approximately 6:05 PM on July 11, 2023, the next regularly scheduled meeting will be held Tuesday, July 18th, 2023 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF OCTOBER 03, 2023
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED September 22, 2023 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Mark Prather, Vice Chair
Mike Shanahan, Commissioner
Andrew Van Leuven, Member

STAFF PRESENT

Kim Payne, Sr. Assistant City Attorney
Jacquelyn Porter, City Planner
Diana Hood, Associate City Planner
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services

MEMBERS ABSENT

Riley Williams, Member

1. CALL MEETING TO ORDER.

Chair Phillips called the meeting of the Stillwater Planning Commission to order at 5:30 p.m.

2. PUBLIC HEARING

Note that item b. SHORT TERM RENTAL (STR-0127) is being withdrawn at the applicants request

- a. SHORT TERM RENTAL (STR-0128), consideration, discussion, and possible action, including recommendation approval or denial of an application for a Short Term Rental from Alfredo Madrid/Cowboy Club, LLC for property addressed as 1020 West Graham Avenue in Large Lot Single Family Small Residential (RSL) zoning district.

Chair Phillips introduces the item and asks staff to present.

Diana Hood, Associate City Planner presents staff report and asks for questions; none respond.

Chair Phillips opens the public hearing and asks for the applicant or representative to present any information.

Travis Doyle, 1020 West Graham Ave, Stillwater, OK, Speaks on the following:

- Here to represent this request
- Property owned by 3 families and are OSU Alumni.
- Property has good location in relation to OSU sports.
- Families also using property personally and this property is not necessarily a revenue generator; however, they own other Air BnB properties and are familiar with how to run short term rentals.
- Although they want this property for personal use they are attempting to offset the cost.

Chair Phillips asked the commission if they had any questions for applicant.

Chair Prather expresses usual concerns from neighbors on parking, or having the property turn into a party house; and wants to know what kind of restrictions the property owner will be putting on renting to alleviate concerns.

Mr. Doyle responds that they do not want it to be a party home either due to potential damages; won't be allowing animals; would adhere to local laws; there is large parking area to alleviate the need for curb parking; have a local property manager, house cleaning and lawn care service; OSU ties and history in that the gentleman that built the house was an associate of Mr. Boone Pickens which makes it valuable to the owners; and the home is designed with bunk rooms to attract families with children to prevent it from being a party house.

Chair Phillips suggests setting quiet hours, setting curfew for outside activities, setting a minimum age to rent, only renting to out of town people, and having a limit on the number of people that could stay there; and wants to make sure trash is being taken out on trash days and that not blocking parking is enforced. Mr. Doyle agrees.

Vice-Chair Prather asks if he will allow one night rentals; Mr. Doyle responds that there will be a two night minimum, has minimum age and no local renters restrictions already.

Chair Phillips asked for anyone else that would like to speak in favor of the item; none responded. Chair Phillips asked if anyone would like to speak in opposition of the item.

The following come to speak:

Stephen Burke, 1123 W. Graham Ave.

Emily Thaden 1023 W. Graham Ave.

Sarah Foss, 1010 W. Graham Ave.

Elizabeth Grubgeld, 1100 W. Graham Ave.

The following were comments:

- Long time neighborhood residents
- Concerned changing house into short term rental will increase traffic in neighborhood and that there could still be parties thrown at the house which will change the atmosphere of the neighborhood.
- Concerned it will lower quality of life and property values.
- States there's been an influx of investors.
- Cites city code that says, "Residential districts are designed to protect the residential character of the included areas by limited commercial and industrial activities."
- Says 13 out of 65 houses are LLCs.
- 18 of 65 are rentals, with 5 being short term rentals already.
- Only around 37 of 65 houses are owner occupied.
- Wants to know what the limit is for investors taking over.
- Believes that some of the investors have lied to the seller about what they planned to do with the house
- People in these short term rentals have disregarded the "no parking on this side of street" signs, trash cans are left on street, and she's had to call the police.
- Property is within 2,000 feet of a school so legally sex offenders would not be allowed to stay at this property but how could that be enforced for short term rentals.
- The 300 feet notice is inadequate for the large lots in their neighborhood
- Similarly concerned the residential charger is not being protected
- 9 of the 13 houses that have sold most recently have applied to be short term rentals

- If just renting to family or friends why even go through Airbnb
- The 5 bedroom house it's going to attract larger groups by design
- Short term rentals will decrease owner occupancy
- Wants City Council to consider limiting the number of short term rentals per area and model limitations off Westwood
- Wants the 300 feet notification expanded
- Comments that Chattanooga Tennessee has put a pause on granting short term rental permits
- Relocated from College Gardens because the neighborhood had been taken over by rentals and became a college party neighborhood is concerned that this will happen with her current neighborhood as well and they will be forced out again

Chair Phillips asked if anyone else in the audience wants to speak in opposition; none respond.

Chair Phillips closes the public hearing and asks staff to present alternative for the item.

Diana Hood, present the alternatives to the commissioners which are:

Alternatives:

1. Approve the application.
2. Defer for additional discussion.
3. Deny the application.

Commissioner Van Leuven comments that the current system is one of false for the opposing, they are notified but since the City Council simply follows the rules that are set in place it even if the compliant argument is very moving and the current rules don't allow them to set these limits.

Chair Phillips shares the frustration that the recourse they have is very limited; agrees with applicant that the 1/3 of the neighborhood being LLCs does make the atmosphere different; reached out and asked if they could make a recommendation to suspend short term rentals and was advised that the Planning Commission can not.

Mrs. Kim Payne, Senior Assistant City Attorney provides recourse for neighbors saying any complaints can be made to city clerk's office and they could possibly revoke the license; short term rentals are renewed annually so even if they are not revoked before then they can take the complaints filed as concrete evidence for the next hearing; and the current process is under review and consideration of being revised.

Commissioner Shanahan also expresses his concern for how these rentals can deteriorate a neighborhood; suggests working towards an overlay district; and recommends a task force between Planning Commission, City Council and staff.

Mrs. Kim Payne, Senior Assistant City Attorney states the alternatives are:

Alternatives:

1. Approve the application.
2. Defer for additional discussion.
3. Deny the application.

Commissioner Van Leuven motions to approve the Short Term Rental application; Vice-Chair Prather seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Van Leuven
	Yes	Yes	Yes	Absent	Yes

Time: 50 minutes

- b. **SHORT TERM RENTAL (STR-0127)**, consideration, discussion, and possible action, including recommendation approval or denial of an application for a Short Term Rental from Homecrest Ventures, LLC for property addressed as 1202 West Stonecrest Avenue in the Single Family Small Lot Residential (RSS) district. (Tabled from September 19, 2023 Meeting)

Diana Hood, Associate Planner advised Planning Commission that this item has been withdrawn by the applicant.

3. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Planning Commission Meeting is October 17, 2023.

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice-Chair Prather, seconded by Commissioner Van Leuven at approximately 6:20 PM on October 3rd, 2023, the next regularly scheduled meeting will be held Tuesday, October 17th, 2023 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF October 17, 2023
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 12, 2023 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Mark Prather, Vice Chair
Mike Shanahan, Member
Riley Williams, Member
Andrew Van Leuven, Member

STAFF PRESENT

Kim Payne, Assistant City Attorney
Jacquelyn Porter, City Planner
Diana Hood, Associate Planner
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

Chair calls the meeting to order at 5:30 p.m. and explains the procedures and process for the meeting.

2. PUBLIC HEARING:

- a. Gose & Associates on behalf of Mike & Kim Loftis and Larry & Carolyn Caldwell, **REPLAT/PRELIMINARY PLAT (SUB23-11)**, consideration, discussion and possible action, including recommending approval or denial of an application for a replat of a portion of property referred to as Block 4 of the existing subdivision named BC West and currently addressed as 3316, 3319, 3322 and 3325 W. Cypress Mill Avenue.

Jacquelyn Porter, City Planner presents the staff report and asks if there are any questions for staff.

Chair Philips clarifies that the number of lots is not changing, Ms. Porter confirms and states that the lot lines are being adjusted to separate off the floodplain; and Lots A and B are being connected to Lots 1 and 2 to ensure they are sold together.

Chair Philips invites the applicant to provide additional information and answer questions.

Mr. Roger Gose, Gose & Associates, located at 113 E 8th Ave, is present on behalf of the applicant. Mr. Gose states that the B lots are separate from the two buildable lots for flood insurance purposes.

Chair Philips asks if the proposal is similar to the rest of the BC West subdivision, and if the A and B lots would be outside the owner's responsibility to maintain. Mr. Gose replies that there is a covenant that the B lots cannot be separated from the adjoining A lots, and cannot be built on.

Chair Philips asks whose responsibility it would be to maintain the B lots. Mr. Gose responds that the owner of the buildable lot (the A lot) would also own the B lot and would therefore also be responsible for maintaining it.

Vice Chair Prather asks if flood insurance means the lots are unable to be built on. Mr. Gose clarifies that the B lots are in the floodplain, and if any part of a lot is touching floodplain it is required to have flood insurance for the whole lot, as well as any structures; and by separating the buildable lot from the area with floodplain in it, the owner won't need that extra flood insurance.

Chair Phillips asks if there are any further questions; none respond. Chair Philips opens the public hearing and asks if there is anyone wishing to speak in favor of the item; none respond. Chair Philips asks if there is anyone wishing to speak in opposition of the item; none respond. Chair Philips closes the public hearing and asks staff to present the findings and alternatives.

Ms. Porter presents the findings, which are:

- The proposed preliminary plat meets the subdivision and zoning requirements.
- The C3 Plan recommends low residential uses at this location

Ms. Porter then presents the alternatives, which are:

1. Accept findings and approve the proposed preliminary plat as presented
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Chair Philips calls for discussion and possible motion.

Commissioner Williams moves to approve the proposed preliminary plat as presented. Vice Chair Prather seconds the motion.

Roll call:	Phillips	Prather	Shanahan	Williams	Van Leuven
	YES	YES	YES	YES	YES

Time: 8 minutes

3. GENERAL ORDERS

- a. Gose & Associates on behalf of Mike & Kim Loftis and Larry & Carolyn Caldwell, REPLAT/FINAL PLAT (SUB23-13), consideration, discussion and possible action, including recommending approval or denial of an application for a replat of a portion of property referred to as Block 4 of the existing subdivision named BC West and currently addressed as 3316, 3319, 3322 and 3325 W. Cypress Mill Avenue.

Chair Philips asks staff if it is part of the ordinance that a preliminary and final plat must be separated on the agenda as it is unusual to see a final plat directly after a preliminary plat, as is the order for this evening.

Ms. Porter states that it has been done in the past, but staff is meeting with relevant committees to try and shift the timelines for plats, and normally there would be a gap between the preliminary and final plat to allow for the installation of improvements; however, since there are no improvements proposed for this area, the two items proceeded together. Ms Porter comments that staff would prefer to have

the preliminary plat, then the improvement plans submitted, and then once those are close to being fully installed, moving forward with a final plat.

Chair Philips reads the item and calls for discussion and possible action.

Vice Chair Prather moves to approve the proposed final plat, Commissioner Williams seconds.

Roll call:	Phillips	Prather	Shanahan	Williams	Van Leuven
	YES	YES	YES	YES	YES

Time: 3 minutes

4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
 - a. Next Planning Commission Meeting November 7, 2023.
5. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner Van Leuven at approximately 5:41 p.m. on October 17, 2023, with all members present in agreement. The next regularly scheduled meeting will be held November 7, 2023, at 5:30 p.m. in the City Council Hearing Room (Room 1122), Stillwater Municipal Building, 723 S. Lewis Street, Stillwater, OK.

Prepared by – Diana Hood, Associate City Planner
Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission