



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA

FEBRUARY 5, 2024

723 S. Lewis Street, Room 1122 B

Stillwater, OK 74074

5:30 PM

Mayor Will Joyce, Vice Mayor Amy Dzialowski, Councilors Kevin Clark, Christie Hawkins, & Tim Hardin

1. Call Meeting to Order
2. Pledge of Allegiance
3. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Council will take action on these items collectively with a single vote. The requested City Council action is indicated for each item listed. Should a Councilor elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Councilor or the City Manager may simply ask the Mayor to remove an item from the consent docket prior to action by the City Council and no action will be taken on the removed item at this meeting.

a.	Approve January 22, 2024, regular and executive session meeting minutes		
b.	Approve the following annual plans for 2024 in compliance with required Federal regulations and initiatives when receiving Federal grant funds: -Anti-displacement Plan -Citizen Participation Plan -Fair Housing Plan -Minority/Women Business Enterprises Utilization Plan	CC-24-10	Shelly Crynes
c.	Approve setting March 25, 2024, as the date for a public hearing to close a portion of the East 11th Avenue right-of-way along the north property line of 1101 South Main Street		Jacquelyn Porter

d.	Approve budget amendment reducing revenue projections in the amount of \$285,947 for the previously closed Stillwater Regional Airport grant #3-40-0090-032-2022, Apron Phase III	Christy Cluck
e.	Approve budget amendment reducing budget appropriations in the amount of \$389,179 for the previously closed Stillwater Regional Airport grant #3-40-0090--32-2022, Apron Phase III	Christy Cluck

4. Public Comment on Items not Scheduled for Public Hearings

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Council at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers prior to meetings.

5. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the City Council. The City Council may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision or amendment.

6. Public Hearings

The Council will hear public comments, discuss, and take action including a vote or series of votes on each item listed as presented or as amended by the City Council unless the agenda entry specifically states that no action will be taken.

a.	Receive public comment regarding a request for a Map Amendment to rezone properties addressed as 6001 and 6099 N Perkins Road from Small Lot Single-Family Residential (RSS) to General Industrial (IG)	CC-24-12	Jacquelyn Porter
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7. Resolutions

The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on each resolution listed as presented or as amended or revised by the City Council.

a.	RESOLUTION No.CC-2024-4: A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE WASHINGTON SCHOOL ADVISORY COMMITTEE	
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8. Ordinances

The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on each ordinance listed as presented or as amended or revised by the City Council.

First Read

a.	ORDINANCE NO. 3531: AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 6001 & 6099 NORTH PERKINS ROAD FROM SMALL LOT SINGLE FAMILY RESIDENTIAL DISTRICT (RSS) TO GENERAL INDUSTRIAL DISTRICT (IG)
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9. Appointments

a.	Appointments to the Board of Adjustment	CC-24-11	Mayor Joyce
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10. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Councilors, City Manager or City Attorney. Items of City business that may require discussion or action including a vote or series of votes are listed below.

a.	Miscellaneous items from the City Attorney
b.	Miscellaneous items from the City Manager
c.	Miscellaneous items from the City Council

11. Questions and Inquiries

12. Adjourn

On February 1, 2024 at 9:26 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8209.

- 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 City Clerk's office.

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED JANUARY 18, 2024 AT 4:05 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JANUARY 22, 2024**

PRESENT: MAYOR WILLIAM H. JOYCE, VICE MAYOR AMY DZIALOWSKI,
COUNCILORS CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN
ABSENT: NONE

1. CALL MEETING TO ORDER

Mayor Joyce called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Stillwater City Council led the audience in the Pledge of Allegiance.

3. CONSENT DOCKET

- a. Approve January 8, 2024, regular meeting minutes
- b. Approve budget amendments reflecting revenue and expenditure of OK Humanities grant funds to Stillwater Public Library in the amount of \$1,000 for the community-wide event, Let's Talk About It
- c. Approve budget amendments reflecting receipt and appropriation of donation funds in the amount of \$2,304 for Stillwater Public Library
- d. Approve budget amendment reflecting revenue and expenditure of \$19,008 received from OK Dept. of Libraries for the professional operation of a public library in FY2023
- e. Approve budget amendment establishing revenue projections of \$1,195,000 for receipt of Tax Increment Financing District #3 property tax increment based on Payne County Assessor's report to the Excise Board received after adoption of the FY24 City budget
- f. Approve budget amendment establishing budget appropriations of \$560,000 for disbursement of a portion of the Tax Increment Financing District #3 property tax increment to taxing jurisdictions per the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 Project Plan
- g. Approve budget amendment appropriating transfers of \$793,920 from the Tax Increment Financing District #3 Increment Collection Fund to the Stillwater Economic Development Authority per the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 Project Plan
- h. Stillwater History Museum quarterly report

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

Mayor Joyce moved to item 7 a. on the agenda.

4. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

Sharon Bennett, 711 West Ute, spoke against building the new animal welfare facility this close to a residential neighborhood and wildlife area.

Robert Calhoun, 802 W. Hartford Avenue, spoke against building the new animal welfare facility at Airport Road and Knoblock due to the environmental impact on the area and drainage issues on the road in this area.

Connie Crawford, 601 W. Ute Avenue, spoke against building the new animal welfare facility at this location because it would ruin the natural preserve and wildlife area. She expressed her concern about the neighborhood not receiving any notifications about the possibility of an animal welfare facility being built this close to their homes and neighborhood.

Jeannie Dibble, 603 W. Arapaho Avenue, spoke against building the animal welfare facility this close to their neighborhood and that they would protest every step of the way.

Robert Dibble, 603 W. Arapaho Avenue, spoke against building the animal welfare facility this close to a natural wildlife refuge and he expressed his concern about not receiving any notifications about this facility being built close to their neighborhood.

Linda Dickerson, 601 W. Arapaho Avenue, expressed her concern about not being notified of the possibility of the animal welfare facility being built close to her home and neighborhood as well as ruining the wildlife sanctuary and the potential effect on residential property values.

Roger Gose, 1120 E. Connell Avenue, expressed his concern over how the budget for the animal welfare facility had increased from \$4 million to \$6.75 million.

Julie Nowak, 724 Ranch Avenue, spoke against the animal welfare facility and the detriment it would do to the bird sanctuary and wildlife area and expressed her concern that the neighborhood was not notified of the possibility of the animal welfare facility being built there.

Myla Stevens, 623 Ranch Avenue, expressed her concern for the lack of community input and the increased vehicular traffic this facility would add to their safe neighborhood.

Larry Talent, 608 W. Hartford Avenue, expressed his concern over the lack of notification to the neighborhood about an animal welfare facility being built close to their homes and the danger of upsetting the ecosystem in this area.

Kyle Tatroult, 602 W. Arapaho, expressed his concern over the animal welfare facility being built this close to a residential area and the lack of notification the neighborhood received regarding this project.

Steve Trompler, 723 W. Ranch, spoke against building an animal welfare facility close to this neighborhood and expressed his concern about how that would ruin the natural habitat in the area.

Mayor Joyce thanked everyone for their input and for their advocacy for their neighborhood. He reiterated that there would be no action on the resolution tonight to allow staff more time to look at this issue and the options.

5. ITEMS REMOVED FROM CONSENT DOCKET

None.

6. PUBLIC HEARINGS

- a. Public hearing to closeout #18266 Community Development Block Grant (CDBG) 21 Drainage Improvement Project at 12th Avenue and Duck Street, authorize Mayor and staff to sign closeout documents, and approve budget amendment returning \$16,434 to the Stormwater Fund and \$17,093 to the Transportation Sales Tax Fund

Grants Manager Shelly Crynes stated that this is a public hearing to closeout #18266 Community Development Block Grant (CDBG) 21, which was a drainage improvement project. The project improved water runoff along a residential area of 12th Avenue between the streets of Duck and Duncan, benefiting residents living in this area as well as along S. Husband Street and S. Husband Place. Ms. Crynes reported that the project was funded with the 2021 CDBG Small Cities grant in the amount of \$172,000 with a total leverage from the City of Stillwater in the amount of \$296,464. This project came in under budget by \$33,527. Ms. Crynes reported that the project is complete and all final costs have been incurred to make final payments to the contractor(s). In order to close out the grant and finalize all required documentation for the Oklahoma Department of Commerce (ODOC), a public hearing was advertised. With this hearing, the final documents can be executed and the project closed out.

Mayor Joyce opened and closed the public hearing as no one was present to speak.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE THE CLOSEOUT OF #18266 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 21 DRAINAGE IMPROVEMENT PROJECT AT 12TH AVENUE AND DUCK STREET, AUTHORIZE MAYOR AND CITY MANAGER TO SIGN CLOSEOUT DOCUMENTS, AND APPROVE BUDGET AMENDMENT RETURNING \$16,434 TO THE STORMWATER FUND AND \$17,093 TO THE TRANSPORTATION SALES TAX FUND.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- b. Public hearing to closeout #18119 Community Development Block Grant (CDBG) CR 20 providing financial assistance to Stillwater residents experiencing financial hardship as a direct result of COVID-19

Grants Manager Shelly Crynes reported that due to COVID-19, many residents within the city limits of Stillwater sustained unprecedented financial hardship, causing them to be in need of immediate assistance. The City of Stillwater began the "Stillwater Resident COVID Impact Assistance Program" initially with CARES funds in December 2020, and then continued support for this program with Oklahoma Department of Commerce (ODOC) funds for 3 years for a total of \$1,120,000. Ms. Crynes stated that the project has been completed, and all final costs have been incurred to make final payment to the contractor. In order to close out the grant and finalize all required documentation for the Oklahoma Department of Commerce (ODOC), a public hearing was advertised. With this hearing, the final documents can be executed and the project closed out.

Mayor Joyce opened and closed the public hearing as no one was present to speak.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE THE CLOSEOUT OF #18119 CDBG CR 20 AND AUTHORIZE THE MAYOR TO SIGN APPROPRIATE GRANT CLOSEOUT DOCUMENTS.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

7. RESOLUTIONS

Deputy City Manager Brady Moore stated that City Management is requesting that Council not take any action on Resolution No. CC-2024-2. This would allow City staff time to meet with the nearby neighborhood and time for continued evaluation of the proposed site for the new animal welfare facility. Staff is targeting August 27, 2024 as the next potential ballot date and this would require a resolution by June 12, 2024. Mr. Moore announced that the first neighborhood meeting will be January 25, 2024 at 6:00 p.m.

Councilor Hawkins commended City Management for deciding to take a step back and addressing the concerns of the community.

Vice Mayor Dzialowski asked for clarification on how the City would notify the community and stakeholders about the meetings being held so they give their input. Mr. Moore stated that staff has been in contact with the neighborhood spokesperson to get the word out to the neighborhood residents.

Mayor Joyce stated that this needs to be advertised broadly so the input can be city wide as this will be on the ballot for all residents to vote on.

Councilor Hardin stated that the City needs to hear from residents that want the facility regardless. We have heard from the residents that are concerned about the location of the facility but we need to hear from the overall community that this facility is something the City needs.

- a. Resolution No. CC-2024-2: A resolution authorizing the calling and holding of an election in the City of Stillwater, State of Oklahoma, for the purpose of submitting to the registered qualified electors of said city the question of the issuance of the bonds of said City in the sum of six million seven hundred fifty thousand dollars (\$6,750,000) to provide funds for the purpose of constructing, furnishing and equipping a new Animal Welfare Facility, to be owned exclusively by said City, and levying and collecting an annual tax, in addition to all other taxes, upon all the taxable property in said City for the payment of principal and interest on said bonds

No action was taken on this item.

Mayor Joyce moved to item 4. on the agenda.

- b. Resolution CC-2024-3: A resolution authorizing and approving the submission of an application to the Oklahoma Highway Safety Office (OHSO) for Stillwater Police Department Safety Projects for FY2025

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT RESOLUTION NO. CC-2024-3 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

8. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney:
 - i. Request for Executive Session pursuant to 25 O.S. Section §307 (B)(1) of the Oklahoma Open Meeting Act for the purpose of confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Stillwater City Attorney Kimberly Carnley.

- ii. Request for Executive Session pursuant to 25 O.S. Section §307 (B)(1) of the Oklahoma Open Meeting Act for the purpose of confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Kimberly Meek.
- b. Miscellaneous items from the City Manager:
 - City Manager Kimberly Meek announced that due to the icy road conditions, waste management trucks were not able to run Monday's route so if the residents on this route schedule will leave their trash cans out, the trash will get picked up as soon as possible.
- c. Miscellaneous items from the City Council:
 - Mayor Joyce thanked all City departments that were out working in less than favorable conditions.
 - Mayor Joyce announced that last week he attended the US Conference of Mayors in Washington, DC. He stated he met with Senator Mullins, Representative Lucas and Senator Lankford's staff to talk about the City's water restructure projects. Mayor thanked the legislatures for their help in finding additional funding for these projects.
 - Mayor Joyce announced the awards presented to City staff at the Chamber of Commerce Awards Gala. He stated that the Chamber Choice Award went to Rob Hill and the SEMA staff for their work in helping keep the City safe. Mayor Joyce stated that he presented the induction of Norman McNickle into the Chamber of Commerce Hall of Fame.
- i. Discussion about scheduling items for future meetings.

9. QUESTIONS & INQUIRIES

None.

10. EXECUTIVE SESSION

- a. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Attorney Kimberly Carnley.
- b. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Kimberly Meek.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE STILLWATER CITY COUNCIL MEETING AT 6:26 P.M.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

Stillwater City Council meeting recessed at 6:26 p.m. to convene Stillwater Economic Development Authority meeting.

Stillwater City Council reconvened at 6:27 p.m.

MOTION BY HARDIN, SECOND BY VICE MAYOR DZIALOWSKI TO ENTER INTO EXECUTIVE SESSION AT 6:27 P.M

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

11. RETURN FROM EXECUTIVE SESSION

MOTION BY COUNCILOR HARDIN, SECOND BY VICE MAYOR DZIALOWSKI TO RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 8:02 P.M.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- a. Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Attorney Kimberly Carnley, including consideration of an Amendment to Employment Agreement to address terms of employment.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE THE CITY ATTORNEY'S SECOND AMENDED CONTRACT.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- b. Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Kimberly Meek, including consideration of an Amendment to Employment Agreement to address terms of employment.

No action was taken on this item.

12. ADJOURN

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR CLARK TO ADJOURN THE JANUARY 22, 2024 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The January 22, 2024 regular meeting of the Stillwater City Council adjourned at 8:03 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW,
THE AGENDA WAS POSTED JANUARY 18, 2024 AT 4:05 P.M. AT
THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
EXECUTIVE SESSION
723 S. LEWIS
STILLWATER, OK 74074
JANUARY 22, 2024
6:27 P.M.

PRESENT: MAYOR WILLIAM H. JOYCE, VICE MAYOR AMY DZIALOWSKI,
COUNCILORS CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN
ABSENT: NONE

- a. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Attorney Kimberly Carnley.

Discussion was held regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Attorney Kimberly Carnley, pursuant to 25 O.S. §307 (B)(1).

- b. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Manager Kimberly Meek.

Discussion was held regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Manager Kimberly Meek pursuant to 25 O.S. §307 (B)(1).

The Executive Session concluded at 8:02 p.m.

WILLIAM H. JOYCE, MAYOR

TERESA KADAVY, CITY CLERK

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 5, 2024



Agenda Item:	3.b. CC-24-10
Previous/Related Action:	
Background/Issue:	Annually, certain plans are adopted by the City Council demonstrating the City's willingness and compliance with federal regulations and initiatives. These plans are requirements for making applications for some federal grants.
Proposal/Solution:	Adopt the following plans for calendar year 2024: • Anti-displacement Plan • Citizen Participation Plan • Fair Housing Plan • Minority/Women Business Enterprises Utilization Plan
Financial Source/Impact:	N/A
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to adopt the Anti-displacement Plan, Citizen Participation Plan, Fair Housing Plan and Minority/Women Business Enterprises Utilization Plan as attached for calendar year 2024.
Prepared By:	Shelly Crynes, Grants Manager
Reviewed By:	Christy Cluck Patti Osmus
Submitted By:	Kimberly Meek, City Manager

Attachments

1. CC-24-10 Attachment Citizen Participation Plan 2024
2. CC-24-10 Attachment Fair Housing Plan 2024
3. CC-24-10 Attachment M-WBE Utilization Plan 2024
4. CC-24-10 Attachment Antidisplacement and Relocation Plan 2024

City of Stillwater, OK
Community Development Block Grant
Citizen Participation Plan 2024

The City of Stillwater intends to implement a citizen participation program for its CDBG application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used. This will be accomplished by:
 - 1. Providing frequent and timely public notice of CDBG program activities in the local newspapers, City operated website and government access cable channel, and by posting at City Hall.
 - 2. Formulating a comprehensive CDBG Statement of Needs.
 - 3. Conducting a minimum of two (2) Neighborhood Input Meetings and a Public Hearing to inform citizens of the proposed CDBG project(s) and authorizing the Mayor to sign a CDBG application in a formal City Council meeting.
- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds including but not limited to:
 - 1. The amount of CDBG funds to be made available for the current fiscal year if the proposed project(s) is approved.
 - 2. The range of activities that may be undertaken with those funds.
 - 3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
 - 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City of Stillwater in accordance with Section 104(d)(1) and (2) of the Housing and Community Development Act of 1974, as amended.
 - 5. The basis on which the City of Stillwater may provide technical assistance to groups' representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City of Stillwater and does not necessarily include providing funding to such groups.
 - 6. This requirement will be accomplished by discussing the CDBG proposal during regular City Council meeting, in one formal Public Hearing and a minimum of two (2) Neighborhood Input Sessions prior to the submittal of the City of Stillwater's CDBG application. During the initial public hearing and input sessions, the five (5) items listed above will be explained to the public. A brief summary of any proposed CDBG project or activity will be available for public review after the City Council has made its final selection. A second public hearing will be held at the end of the grant period that discusses Stillwater's accomplishments in relation to initial plan or activity. Records of the CDBG project(s) or activities will be maintained in the Municipal Building of the City of Stillwater and will be available upon request for review by the public.
- C. Provide for a minimum of two (2) public hearings: one (1) public hearing prior to submission of the application for funding of the project(s) or activity(ies) for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the second hearing at the end of the grant period that discusses Stillwater's accomplishments in relation to initial plan or activity. The application stage hearing will include discussion of CDBG needs and the development of projects or activities being proposed

for CDBG funding. There will be reasonable notice of all input meetings and public hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the disabled and other persons with special needs. This will be accomplished by:

Scheduling one (1) Public Hearing to discuss the City of Stillwater's CDBG proposal or activity and a minimum of two (2) neighborhood input meetings. At the public hearing and the input meetings, the proposed project(s) or activity(ies) will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) to ten (10) days in advance of this hearing and the input meetings in local newspapers and by posting at City Hall. The public hearing will be held on a weekday in the early evening so that citizens who work may attend and the input meetings will be held in the early evening during the weekday or on a Saturday. A second public hearing will be held at the end of the grant period if the City of Stillwater is funded.

- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate. The City of Stillwater does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City of Stillwater's funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) to ten (10) day notice for all input meetings and public hearings in connection with the City of Stillwater's CDBG application process is believed by the City of Stillwater to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances, and the process the City of Stillwater will use to provide a timely written response to such complaints or grievances.

Citizens with comments, complaints or grievances on the CDBG Program process may submit them in writing or in person to Community Development, City of Stillwater Municipal Building, 723 S. Lewis, P.O. Box 1449, Stillwater, OK, 74074 during regular business hours or may call 405-742-8213. The City of Stillwater will respond to such comments or grievances in writing within fifteen (15) working days where practicable.

By formally adopting this Citizen Participation Plan, the Stillwater City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the CDBG program.

Adopted this 5th day of February, 2024, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

**City of Stillwater, OK
Community Development Block Grant
Fair Housing Plan 2024**

Fair Housing Laws

Fair Housing Amendments Act of 1988, Amends Title VIII of The Civil Rights Act of 1968 (to include prohibition against discrimination based on handicap and family status)

The Fair Housing Law provides protection against the following acts, if they are based on race, color, religion, sex, national origin, handicap or family status:

- Refusing to sell or rent to, deal or negotiate with any person.
- Discriminating in terms or conditions for buying or renting housing.
- Discriminating by advertising that housing is available to persons of a certain race, color, religion, sex, national origin, handicap or family status.
- Denying that housing is available for inspection, sale or rent when it really is available.
- Persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
- Directing renters and prospective homebuyers to certain areas.

Title VI of the Civil Rights Act of 1964, 42 USC 2000D

Nondiscrimination in programs or activities receiving federal financial assistance. Extends to all federal departments and agencies empowered to extend financial assistance to any program or activity by way of grant, loan or contract other than contract of insurance guaranty. No person shall be excluded from participation in, be denied the benefits of, including employment or selection of contractors, or be subjected to discrimination on the basis of handicap, i.e. physically disabled, speech or hearing impaired, or visually handicapped.

Section 504 of the Rehabilitation Act of 1973, as Amended

No otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation in (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

Section 109 of Title I of the Housing and Community Development Act of 1992, as Amended; §570.602

Section 109 of the HCD Act of 1974, Title I, prohibits discrimination on the basis of race, color, national origin, disability, age, religion, and sex within Community Development Block Grant (CDBG) programs or activities. No person in the United States shall, on the ground of race, color or national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part under this title. Section 109 also directs that the prohibitions against discrimination on the basis of age under the Age Discrimination Act and the prohibitions against discrimination on the basis of disability under Section 504 shall apply to programs or activities receiving Federal financial assistance under Title I programs. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.

Age Discrimination Act of 1975, as Amended

Provides that no person shall be excluded from participation in, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. No persons shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Any prohibition against discrimination on the basis of age or with respect to an otherwise handicapped individual as provided in Section 504 of Rehabilitation Act of 1973 shall also apply to any such program or activity.

Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 402

Provides that no person shall be discriminated against because he or she is a disabled veteran or a veteran of the Vietnam Era in regard to employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Section 3 of the Housing and Community Development Act of 1968

The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Fair Housing-Related Presidential Executive Orders

Executive Order 11246: Equal Opportunity

Provides the grantee or any contractor or subcontractor must agree not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identify or national origin.

Executive Order 11063: Equal Opportunity in Housing, as Amended by Executive Order 12259

Directs the grantee to take all action necessary and appropriate to prevent discrimination because of race, color, religion, sex, familial status, national origin, and disability in the sale, leasing, rental and other disposition of real property and related facilities (including land to be developed for residential use), or the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contribution from the federal government.

Community Housing Status

Based on the 2020 Census, the City of Stillwater's population was 48,394 persons, housing unit data is determined to be 22,150 units within the City of Stillwater. Using data from the 2020 U.S. Census, approximately 35% of housing units are owner-occupied and 48.4% of housing units are renter-occupied. The combined occupancy rate for the city is approximately 83.4%. The 2014 housing market analysis showed that safe and affordable owner-occupied housing is becoming

less available city-wide and the rental property percentage may be increasing. The majority of the renter-occupied housing is located in the proximity of Oklahoma State University and is utilized by students. However, safe and affordable renter-occupied housing can also be found throughout the city. In 2014 the Stillwater Community Housing and Affordability Study was completed and accepted by City Council.

Review of Fair Housing Programs and Activities

In 1966, the City of Stillwater approved a fair housing code intended to secure equal access to housing in all areas of the city for all residents and to preserve the public welfare, providing for the preservation of public peace, health and safety. As a part of the code a Fair Housing Council was created. The duties of the council are to review and, if necessary, act upon complaints regarding a violation of the fair housing code. The Fair Housing Council function is performed by the Stillwater Housing Authority.

Action Plans

Plans include articles in the local press and announcements on local radio that will advertise fair and affordable housing opportunities and provide fair housing information. The City makes every effort to provide emphasis on fair and affordable housing during Fair Housing Month in April with a Proclamation.

By formally adopting this Fair Housing Plan, the Stillwater City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the requirements of the Fair Housing Act Title VIII of the Civil Rights Act of 1968.

Adopted this 5th day of February, 2024, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

City of Stillwater, OK
Community Development Block Grant
Minority/Women Business Enterprises (M/WBE) Utilization Plan 2024

Under Executive Orders 11625, 12432 and 12138, the City of Stillwater is committed to a good faith effort to ensure the inclusion, to the maximum extent permitted by law, of minorities and women, and minority and women owned business enterprises in its procurement process. The City of Stillwater shall endeavor to increase opportunities for Minority/Women Business Enterprises to provide materials, supplies, equipment and services needed to support the operations of the City.

In order to provide increased opportunities offered by the City of Stillwater, the following practices are to be utilized, as appropriate:

1. Actively solicit bids from minority and women owned business enterprises;
2. Provide bid solicitations to minority and women contractor associations;
3. Obtain a list of certified Disadvantaged Business Enterprises from the Oklahoma Department of Transportation and a list of certified Women-Owned Businesses from the Oklahoma Department of Commerce.
4. Ensure that plans, specifications, requests for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs;
5. Ensure payments to M/WBEs are made on a timely basis.
6. Document and maintain records of good faith efforts;

All procurement transactions for the City of Stillwater will be conducted in a manner that provides open and free competition consistent with all federal and state regulatory provisions. The City of Stillwater will not discriminate against any business because of an owner's race or gender.

Adopted this 5th day of February, 2024, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

City of Stillwater, OK
Community Development Block Grant
Residential Anti-Displacement and Relocation Assistance Plan 2024

When the City of Stillwater undertakes any public facility improvements funded with federal funds, it will take all reasonable steps to minimize the need for displacement as a result of these projects. No demolition and/or conversion of low/moderate-income dwelling units are anticipated in conjunction with activities assisted with these funds. Subject to requirements contained in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 42 U.S.C. 4601-4655; Section 104(d) of the Housing and Community Development Act of 1974, as amended, the City of Stillwater will certify that it is following a residential anti-displacement and relocation assistance plan which contains the following components:

1. A requirement to replace all occupied and vacant habitable low/moderate-income dwelling units that are demolished or converted to a use other than low/moderate-income housing; and
2. A requirement to provide certain relocation assistance to any lower income person displaced as a direct result of the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to a use other than a low/moderate-income dwelling unit.

If demolition or conversion occurs, the City of Stillwater will make public and submit to the appropriate funding agency the following information:

1. A description of the proposed assisted activity;
2. The location and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location and number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy;

7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low/moderate-income households in the jurisdiction.

If displacement of low-/moderate-income households occurs, the City of Stillwater will provide relocation assistance to each low/moderate income household displaced by the demolition or conversion of any dwelling unit as provided by the URA, Section 104(d) of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.606(b) as follows:

1. Payment, including reimbursement for reasonable out-of-pocket expenses incurred in connection with the relocation, including the cost of moving to and from the housing and any increase in monthly rent or utilities; and
2. Relocation advisory services, including advance notice of the date and approximate duration of relocation, the location of suitable, decent, safe and sanitary dwellings, the terms and conditions under which the tenant may lease/occupy such dwelling, and the provisions for payment of reasonable expenses.

No displacement is anticipated; however, the City of Stillwater will work with the appropriate funding agency and implement the required procedures to address displacement and relocation if they occur.

Adopted this 5th day of February, 2024, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

MEMORANDUM

DATE: February 5, 2024
HEARING DATE: March 25, 2024
TO: Stillwater City Council
FROM: Jacquelyn Porter, City Planner
SUBJECT: Closing a portion of rights-of-way at 1101 South Main Street.

Staff is requesting a public hearing to close approximately 1,394 square feet of a rights-of-way of East 11th Avenue along the north property line of 1101 South Main Street.

Per Stillwater City Code Section 23.60, the City Council must set a date for the consideration of a closing request. The fixed date must be a minimum of 30-days in advance in order for the proper notification to be met. Staff recommends setting the hearing date to March 25, 2024.

Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 01/22/2024

Department: Airport

Requested by: Kellie Reed CC Consent 

Explanation:

Revenue:
Reduce revenue projections to close out Airport grant #3-40-0090-032-2022, Apron Phase III.

Increase:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					\$ 0
Apron Ph III Grant Revenue	8207010 - 43100	21AP05820	\$ 285.947	\$ 285.947	\$ 571,894
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 285.947

Reviewed by Department Manager: 

Date: 1-23-24

Reviewed by Finance: 

Date: 1-23-24

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

Budget Amendment Request

For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 01/22/2024

Department: Airport

Requested by: Kellie Reed

CC Consent 

Explanation:

Expenditure:

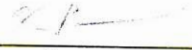
Reduce budget appropriations to close out Airport grant #3-40-0090-032-2022, Apron Phase III.

Increase:

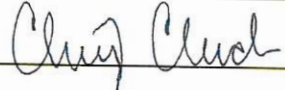
Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
Apron Ph III	8207010 - 54009	21AP05820	\$ 389.179	\$ 389.179	\$ 778,358
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 389,179

Reviewed by Department Manager: 

Date: 1-23-24

Reviewed by Finance: 

Date: 1-23-24

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes

☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 5, 2024

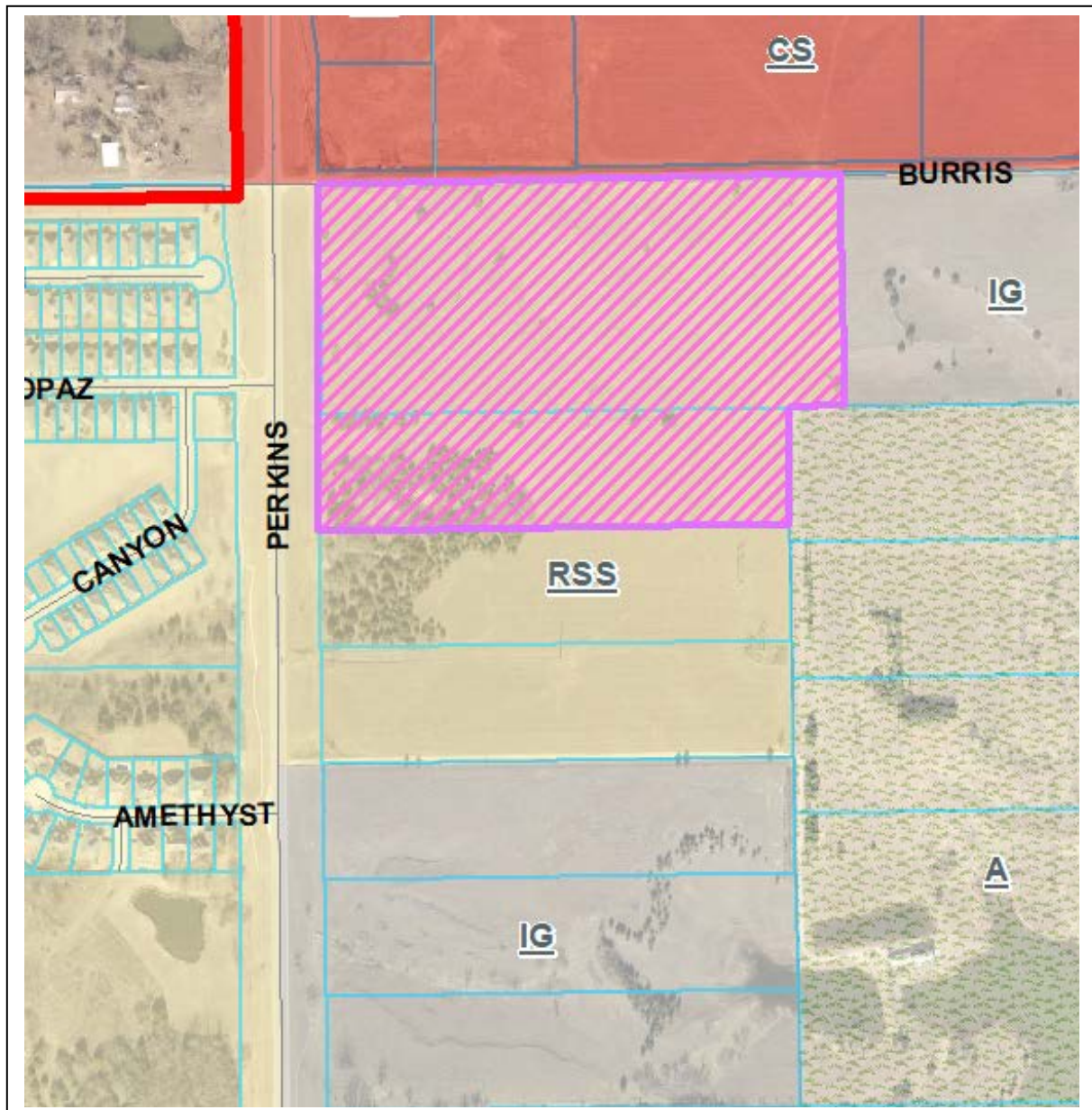


Agenda Item:	6.a. CC-24-12
Previous/Related Action:	January 9, 2024, Planning Commission Report
Background/Issue:	The applicant requests review and approval of a Map Amendment to rezone property addressed as 6001 & 6099 North Perkins Road from Small Lot Single-Family Residential (RSS) to General Industrial (IG). The subject property is located on the northeast side of Stillwater, on the southeast corner of the intersection of North Perkins Road and East Burris Road. Big Oaks Property, LP & Pintail Properties LLC is requesting the rezoning to General Industrial (IG) to allow them to construct a new building for their business. The subject property was once zoned General Industrial but was rezoned in 2022 along with the properties addressed as 5911 and 5823 N Perkins Road to Small Lot Single Family Residential (RSS) in anticipation of platting the subject properties for residential use. Engineering has no objections to the rezoning but stated that "current site conditions do not include frontage access to water. Rezoning of the site does not guarantee an ability to serve or meet any specific utility demands. Any future proposed access must meet appropriate standards and codes." The fire department had similar comments for future development to ensure that a fire hydrant is within 300 feet of the furthest part of the proposed building location in order to meet the code.
Proposal/Solution:	The Planning Commission recommended approval with a 5-0 vote based on the following findings: • The Land Development Code allows for the rezoning of land via Map Amendments. • General Industrial (IG) zoning is located to the east and in the vicinity to the south. • The Comprehensive Plan calls for commercial & high-density residential uses in this area.
Financial Source/Impact:	None
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE

Recommended Action/Motion:	Motion to accept the Planning Commission recommendation and approve the Map Amendment for the properties located at 6001 & 6099 North Perkins Road.
Prepared By:	Jacquelyn Porter, Planner
Reviewed By:	Jeff Mathews Patti Osmus
Submitted By:	Kimberly Meek, City Manager

Attachments

1. MA23-06 - Area Map
2. Zoning Comparison Chart, RSS to IG
3. PC - 01.09.2024 - DRAFT MINUTES



The City of
Stillwater
 OKLAHOMA

Project Type: Map Amendment (MA23-06)
Request: Rezone from Small Lot Single Family Residential (RSS) to General Industrial (IG)
Address: 6099 & 6001 N Perkins Rd
Applicant: Pintail Properties, LLC. & Big Oaks Property, LP.

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	IG (Industrial General)
Lot Size	5000 square feet	No min requirements
Min Lot Width/Depth	50/100 feet	No min Requirements
Max Structure Height	35 feet	No max limit
Min Front Yard	20 feet/10 feet from alley	75 feet
Corner lot optional setback	Front: 20 feet Street Side: 15 feet	N/A
Min Side Yard - boundary with:		
Residential district	5 feet	75 feet
Commercial district	15 feet	40 feet
Industrial district	15 feet	40 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	75 feet
Any other district	20 feet	40 feet
Lot Coverage	No max limit	No max limit
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3- feet tall and 40% opaque up to 5-feet tall • Construction • Food, Beverage & Tobacco Product Manufacturing • Leather & Allied Products Manufacturing • Machinery Part Manufacturing • Miscellaneous Manufacturing • Nonmetallic Mineral Product Manufacturing • Oil & Gas Industry Services • Paper Manufacturing • Parking lots/Garages • Plastics & Rubber Products Manufacturing • Public Administration & Service • Research and Development • Telecommunications Tower • Transportation Activities • Transportation & Equipment Manufacturing • Utilities
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Conventional single-family • Residential design manufactured homes	

- | | |
|--|--|
| | <ul style="list-style-type: none">• Warehousing & Storage• Waste Management & Remediation Services• Wood Product Manufacturing |
|--|--|

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JANURARY 9TH, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED JANUARY 5th, 2023 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

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

MEMBERS ABSENT

STAFF PRESENT

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

STAFF ABSENT

Jeff Mathews, Comm. Dev. Director
Ally Maged, Administrative Assistant

1. CALL MEETING TO ORDER.

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

3. PUBLIC HEARING

- d. Pintail Properties, LLC & Big Oaks Property, LP, **MAP AMENDMENT (MA23-06)**, consideration, discussion and possible action, including recommending approval or denial to rezone properties currently addressed as 6001 & 6099 N. Perkins Road from Single Family Small Lot Residential (RSS) to General Industrial (IG).

Chair Phillips introduces the item and asks staff to present.

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

Chair Phillips invites the applicant or their representative to come forward.

Clifton Crow, 204 E Murry Dr. comes to speak and answer any questions.

Chair Phillips asks him to tell them about the request since it hadn't been a year since they rezoned it last

Mr. Crow states that they had just purchased the property and weren't part of the original rezone; intend to move their cabinet and construction business here and believes that the IG zoning would be more appropriate.

Chair Phillips asks if there is any questions for the applicant from the commissioners; none respond.

Chair Phillips opens the hearing to the public and asks if anyone would like to speak in favor of this item; none respond. Chair Phillips asks if anyone would like to speak in opposition; none respond. Chair Phillips closes the hearing to the public and invites staff to come forward to present findings and alternatives.

Jaqueline Porter, City Planner, presents findings and alternatives:

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. General Industrial (IG) zoning is located to the east and in the vicinity to the south
3. The Comprehensive Plan Calls for commercial and high density residential uses in this area

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the map amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Commissioner Van Leuven asks if this will negatively impact the development of the RSS lots to the south since they will become sandwiched between IG. Ms. Porter states that it would depend on the developer who buys the property zoned RSS but if they wanted to rezone it would the surrounding zoning.

**Commissioner Williams Motions to accept the findings and approve the map amendment as presented.
Commissioner Prather Seconds.**

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

Time: 6 minutes

RESOLUTION NO. CC-2024-4

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING THE WASHINGTON SCHOOL ADVISORY COMMITTEE

WHEREAS, the City of Stillwater is the owner of the Washington School building located at 619 W. 12th Ave., Stillwater, OK; and

WHEREAS, the City of Stillwater is committed to the restoration or redevelopment of the building for future use for education, sports recreation, events, and parking; and

WHEREAS, the City Council desires to establish a citizen advisory committee for the purpose of advising the City Council regarding the restoration and redevelopment of the Washington School;

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council, that a citizen's committee to be known as the "Washington School Advisory Committee" is hereby created.

BE IT FURTHER RESOLVED, that the Washington School Advisory Committee shall consist of five (5) members who shall be appointed by the Council in accordance with Stillwater City Code §2-113. Provided however that at least one member shall be a member of the Washington School Alumni Association.

BE IT FURTHER RESOLVED, that the duties of the Washington School Advisory Committee shall be to advise and make recommendations to the City Council regarding the assessment, proposed design, renovation, or redevelopment of the building from planning through construction in order to meet the primary objective of executing improvements to the building for future use for education, sports recreation, events and parking. The Washington School Advisory Committee shall have no other duties.

BE IT FURTHER RESOLVED, the Washington School Advisory Committee is subject to the requirements of the Oklahoma Open Meeting Act, 51 O.S. §151, et seq., and the provisions of Stillwater City Code, Article III. Authorities, Boards, Committees, Commissions, Trusts, §2-112-117 (governing authorities, boards and committees and the conduct of members).

BE IT FURTHER RESOLVED, the City Manager shall designate an employee to serve as liaison to the Washington School Advisory Committee. Said employee shall schedule all committee meetings; shall conduct research and prepare reports and documents as directed by the full committee; and shall enlist assistance of appropriate City departments as necessary.

PASSED, APPROVED AND ADOPTED by the Stillwater City Council and signed by the Mayor of the City of Stillwater, this 5th day of February, 2024.

CITY OF STILLWATER, OKLAHOMA

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 5th day of February, 2024.

KIMBERLY CARNLEY, CITY ATTORNEY

ORDINANCE NO. 3531

AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 6001 & 6099 NORTH PERKINS ROAD FROM SMALL LOT SINGLE FAMILY RESIDENTIAL DISTRICT (RSS) TO GENERAL INDUSTRIAL DISTRICT (IG).

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

Parcels located at 6001 & 6099 North Perkins Road:

A tract of land situated in the North Half (N/2) of the of the North Half (N/2) of the Northwest Quarter (NW/4) of Section Twenty-Five (25), Township Twenty (20) North, Range Two (2) East I.M., Payne County, Oklahoma, according to the U.S. Government Survey thereof, and being more particularly described as follows: Commencing at the Northwest Corner (NW/Cor) of said Section Twenty-Five (25); THENCE North 89 Degrees 31 Minutes 55 Seconds East along the North line thereof 155.00 feet to a point on the East line of the Highway right of way recorded in Book 192 Misc. Page 381 for the point of beginning; THENCE continuing North 89 Degrees 31 Minutes 55 Seconds East 1465.75 feet; THENCE South 00 Degrees 01 Minute 18 Seconds East 656.93 feet to a point on the South line of the North Half (N/2) of the North Half (N/2) of the Northwest Quarter (NW/4): THENCE South 89 degrees 34 minutes 56 seconds West along the South line of the North Half (N/2) of the North Half (N/2) of the Northwest Quarter (NW/4) 1465.74 feet to a point on the East line of the Highway right of way; THENCE North 00 Degrees 01 Minute 18 Seconds West along the Highway right of way 655.65 feet to the Point of Beginning.

AND

A tract of land in the Northwest Quarter (NW/4) of Section Twenty-five (25), Township Twenty (20) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, according to the U.S. Government Survey thereof, more particularly described as commencing at the Southwest Corner (SW/Cor) of said Northwest Quarter (NW/4); THENCE North 89°10'59" East, along the South line of said Northwest Quarter (NW/4) a distance of 135.05 feet to the East right-of-way line of Perkins Road; THENCE North 00°34'48" West along the East right-of-way line of Perkins Road a distance of 1638.65 feet to the Point of Beginning; THENCE North 89°00'46" East parallel to the South line of the North Half (N/2) of the North Half (N/2) of said Northwest Quarter (NW/4) a distance of 1331.48 feet; THENCE North 00°34'48" West a distance of 327.73 feet; THENCE South 89°00'46" West along the South line of the North Half (N/2) of the North Half (N/2) of said Northwest Quarter (NW/4) a distance of 1331.48 feet; THENCE, South 00 Degrees 34 minutes 48 seconds East along the East right-of-way line of Perkins Road a distance of 327.73 feet, to the Point of Beginning.

be and the same is hereby rezoned from (RSS) Small Lot Single Family Residential District to (IG) General Industrial District.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2024.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2024.

TAMMY EWING, ASSISTANT CITY ATTORNEY

First Reading: 02/5/2024
Second Reading:

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 5, 2024



Agenda Item:	9.a. CC-24-11																				
Previous/Related Action:																					
Background/Issue:	The Board of Adjustment consists of five members. The BOA is empowered by city code to conduct hearings and render decision on matters of appeals, variances, and special exceptions to the zoning ordinance. The board is considered to be quasi-judicial in that its decision can only be overturned by a district court. The term length is three years. <table><tr><th>Current Members</th><th>Term Expiration</th><th>Term</th></tr><tr><td>Gerald Hammond</td><td>2/2024 (Completing an unexpired term)</td><td></td></tr><tr><td>Vacant</td><td>2/2024</td><td></td></tr><tr><td>Brian Wiles</td><td>2/2025</td><td>1st</td></tr><tr><td>John Houck</td><td>2/2025 (Completing an unexpired term)</td><td></td></tr><tr><td>Jim Rice</td><td>2/2026</td><td>2nd</td></tr></table> Gerald Hammond's term expires this month, and he is interested in serving another term. He was previously appointed to complete an unexpired term. There is one vacancy on the board due to a resignation. Applications are on file from Bryan Langford-Loftis and Micah Sexton.			Current Members	Term Expiration	Term	Gerald Hammond	2/2024 (Completing an unexpired term)		Vacant	2/2024		Brian Wiles	2/2025	1st	John Houck	2/2025 (Completing an unexpired term)		Jim Rice	2/2026	2nd
Current Members	Term Expiration	Term																			
Gerald Hammond	2/2024 (Completing an unexpired term)																				
Vacant	2/2024																				
Brian Wiles	2/2025	1st																			
John Houck	2/2025 (Completing an unexpired term)																				
Jim Rice	2/2026	2nd																			
Proposal/Solution:	Make an appointment for the vacant seat from applications received, and consider reappointing Gerald Hammond to another three-year term.																				
Financial Source/Impact:																					
Related Strategic Priority:	#6 ENGAGED & INVESTED RESIDENTS																				
Recommended Action/Motion:	Mayor Joyce may make an appointment for the vacant seat from applications received, and consider reappointing Gerald Hammond to another three-year term.																				
Prepared By:																					
Reviewed By:	Brady Moore Patti Osmus																				
Submitted By:	Kimberly Meek, City Manager																				
Attachments																					

1. CC-24-11 Attachment BOA Applications

Teresa Kadavy

CITY OF STILLWATER
24 JAN 22 AM 8:47

CITY CLERK'S OFFICE

From: noreply@civicplus.com
Sent: Saturday, January 20, 2024 10:21 AM
To: Patti Osmus; Teresa Kadavy
Subject: Online Form Submittal: Application for Service on City of Stillwater Citizen Boards & Committees

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

Application for Service on City of Stillwater Citizen Boards & Committees

Appointments to citizen boards & committees are governed by Article III, Sec. 2-114 Code of Ordinances. Applications are kept on file for three years.

First Name	Bryan
Last Name	Langford-Loftis
Address	1009 E Krayler Ave
City	Stillwater
State	OK
Zip Code	74075
Phone Number	15806700415
Email Address	bryanloftis@loftiswetzels.com
Name of Board / Committee:	Board of Adjustment
Why are you interested in serving on this board / committee?	I'm recently a commercial property owner in Stillwater, and want to become more involved in
Please list your qualifications for serving on this board / committee:	Leadership experience serving on Stillwater Chamber Government Affairs and YPS Committees; Business owner

(Loftis & Wetzel Insurance); critical thinking skills; and attention to detail.

Today's Date: 1/20/2024

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Patti Osmus

Rec'd 01.09.24

From: noreply@civicplus.com
Sent: Tuesday, January 9, 2024 10:33 AM
To: Patti Osmus; Teresa Kadavy
Subject: Online Form Submittal: Application for Service on City of Stillwater Citizen Boards & Committees

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Application for Service on City of Stillwater Citizen Boards & Committees

Appointments to citizen boards & committees are governed by [Article III, Sec. 2-114 Code of Ordinances](#). Applications are kept on file for three years.

First Name	Micah
Last Name	Sexton
Address	2124 N. Glenwood Drive
City	Stillwater
State	OK
Zip Code	74075
Phone Number	405-880-1519
Email Address	msexton@houston-osborn.com
Name of Board / Committee:	Board of Adjustment
Why are you interested in serving on this board / committee?	Because (1) I think it would be interesting; and (2) because I am starting to get toward the end of my working career, and I want to give back to the community that I have been a part of for the last 24 years.

Please list your
qualifications for serving
on this board / committee:

Being an attorney, I understand the legal issues which could
arise in situations involving the board of adjustment.

Today's Date:

1/9/2024

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