

PLANNING COMMISSION MEETING AGENDA

MARCH 5, 2024



723 S. Lewis Street, Room 1122 B

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. 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. **SHORT TERM RENTAL (STR-0155)**, consideration, discussion and Diana Hood possible action, including recommendation approval or denial of an application for a Short Term Rental from Adamson Properties Holding, LLC for property addressed as 911 W. Eskridge in the Single Family Large Lot Residential (RSL) district.

3. Meeting Summary for Review and Possible Action

- a. Regular Meeting Summary of December 5, 2023
- b. Regular Meeting Summary of January 9, 2024.
- c. Regular Meeting Summary of February 6, 2024.

4. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

- a. Next regular meeting is March 26th, 2024.

5. 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.

MEMORANDUM

DATE: 3/5/2024
TO: Stillwater Planning Commission
FROM: Jacquelyn Porter, 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:

- **911 West Eskridge Avenue** 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.

The City of Stillwater OKLAHOMA	Application for RESIDENTIAL SHORT-TERM RENTAL
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Property Owner: Adamson Properties Holdings, LLC Mailing Address: 27 Manor Lane
LUCAS, TX 75002

Owner Contact Information: Phone: 972-672-1978 Email: angela@adamsoncustomhomes.com

Property Management Contact Name: Angela Adamson - Self
 Phone: Same Email: Same

Property Street Address: 911 W. Eskridge Ave, 74075

Zoning Classification: RSL Number of Bedrooms Offered for Rent: 4

URL for an advertisement of the rental. Don't have yet

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

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
X	Completed Application form	
+	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.	
+	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.	
+	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	
+	Floorplan depicting the location of: • Rooms provided for rent • Smoke detectors • Carbon monoxide detector • Fire extinguishers	
+	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)	
+	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 Angela Adamson DATE: 12/29/23

Date Application Received: <u>1-8-24</u>	Application # <u>STR-0195</u>	Received by: <u>JK</u>
30-Day Objection Period: <u>2-8-24</u>	Objection Filed: ☒ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

AFFIDAVIT CONCERNING
WORKING SMOKE DETECTORS, CARBON MONOXIDE DETECTORS AND FIRE EXTINGUISHER

I hereby certify that all smoke detectors, carbon monoxide detectors are functioning in the home at 911 W Eskridge. There are also functioning fire extinguishers in the home.

Angela Adamson

Angela Adamson

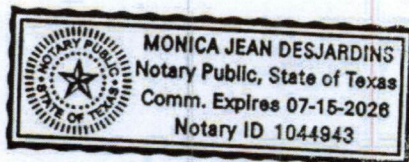
Adamson Properties Holdings, LLC

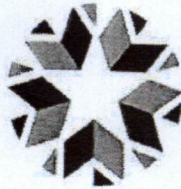
Date: *12/29/2023*

Notary

Date:

Monica Jean Desjardins
December 29, 2023





OKLAHOMA Tax Commission



ADAMSON PROPERTIES HOLDINGS, LLC
27 MANOR LN
LUCAS TX 75002-8112

Date Issued: November 14, 2023
Letter ID: L1964259264
Taxpayer ID: **-***1214

TRO

Licenses/Permits at this Location SALES TAX PERMIT

County COLLIN

Holders of an Oklahoma Sales Tax Permit will find notice of penalties for violation of the Oklahoma Sales Tax code at tax.ok.gov

If the sales tax permit at this location becomes invalid then all associated permits will become invalid. If the business changes location or ownership or is discontinued for any reason, this permit must be returned to the Oklahoma Tax Commission for cancellation WITH AN EXPLANATION ON THE REVERSE SIDE.

Sales Account ID

STS-16316500-04

Site Permit Number

732106752

Business Location	Industry Code	City Code	Site Effective	Expires
ADAMSON PROPERTIES HOLDINGS 27 MANOR LN LUCAS TX 75002-8112	531110	8043	November 13, 2023	November 13, 2026

PLEASE POST IN CONSPICUOUS PLACE

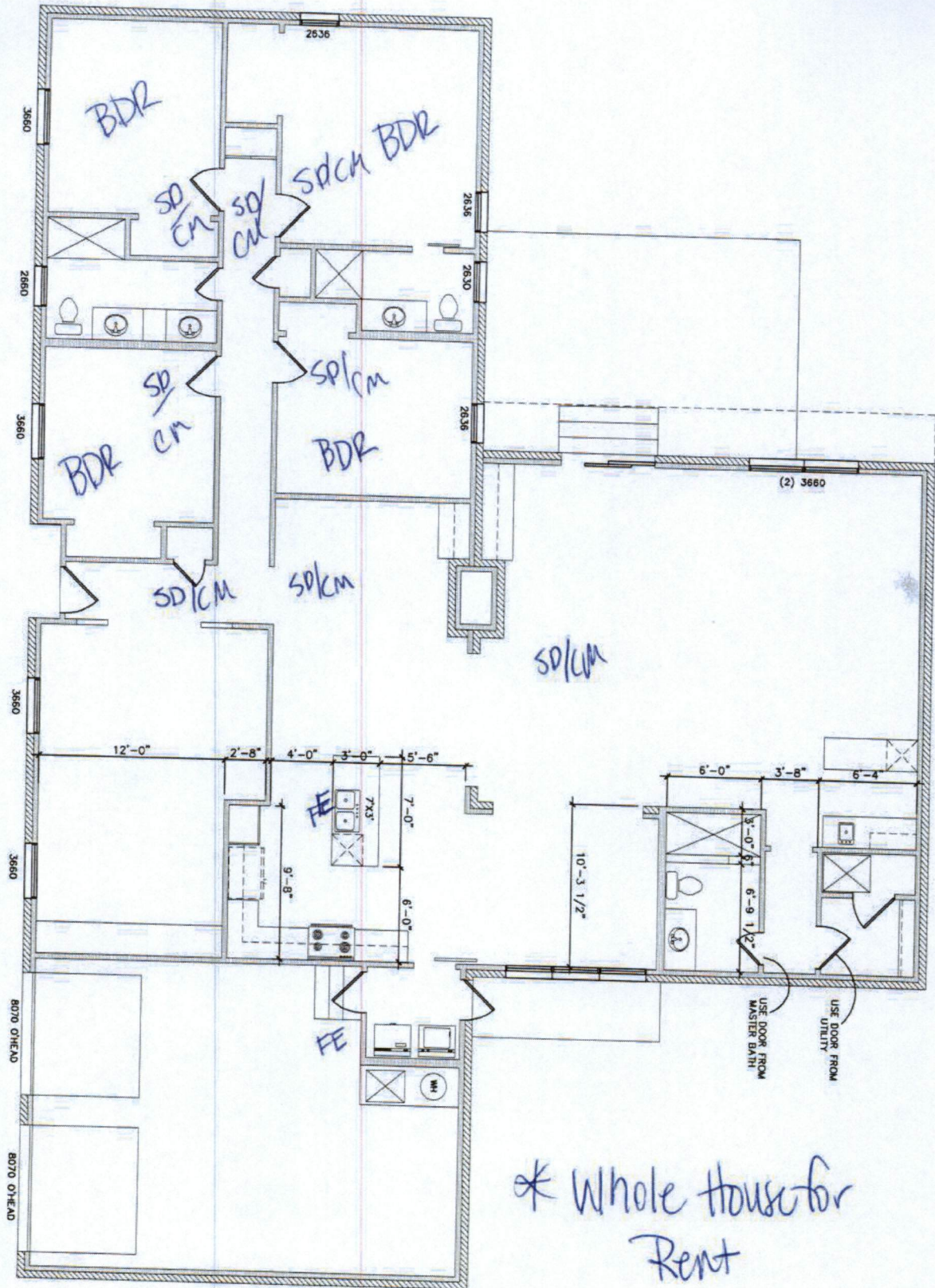
Mark Wood, Chairman
Shelly Paulk, Vice-Chairman
Charles Prater, Secretary Member

Non-Transferable

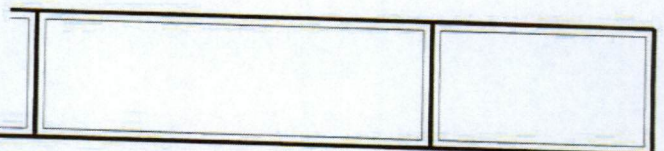
This permit is a probationary permit for the first six (6) months after the permits issuance. After the probationary period has passed, this permit will be valid for an additional thirty (30) months unless you are notified of the Commissions refusal to extend the permit. You may not use the permit during the probationary period to obtain a commercial license plate for your motor vehicle.

The probationary permit will not automatically be renewed if (1) factual inaccuracies are included in the application, (2) you or any of the partners, officers or members of the entity holding the probationary permit are delinquent in the filing of tax returns and/or payment of taxes, or (3) you have purchased the business or stock of goods/assets from a business who has a tax liability.

5' 10' 15' 20'



A RESIDENCE FOR THE:
911 W ESKRIDGE AVE
STILLWATER, OK 74075





Payne County Oklahoma Assessor's Office

Payne County Oklahoma Assessor's Office

600015904
911 W Eskridge Ave

Adamson Property Holdings, LLC
27 Manor Ln
Lucas TX 75002-8112

2023 Market Value
\$273,451

KEY INFORMATION

Parcel ID	19N02E-10-2-SW062-004-0002		
Land Size	1.00000	Land Unit	Lot
Class	UR	School District	Stillwater Town (016T)
Exemption	HOMESTEAD EXEMPTION	Section	10
Township	19N	Range	02E
2023 Taxes	\$2,800		
Neighborhood	Stillwater Northwest		
Legal Description	WASHINGTON HTS 2ND BLK 4 LOT 2		

2023 APPRAISAL DETAILS

Land Value	\$35,000
Building Value	\$238,210
Misc Imp Value	\$240
Total Market Value	\$273,450

SALES

SALE DATE	SALE PRICE	DEED BOOK	DEED PAGE	INSTRUMENT TYPE	GRANTOR
03/23/2023	\$302,500	2742	951	Warranty Deed	SPICER, LEON J & MARIA T
09/08/1993	\$116,000	1021	35	Warranty Deed	BANKS, ENETH R
01/16/1989	\$0	899	976	Quit Claim Deed	-

BUILDING DETAILS



Payne County

300 FT BUFFER - 911 W ESKRIDGE - STILLWATER, OK

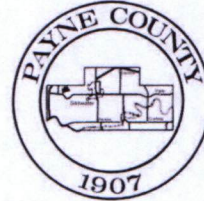


— Roadway Centerlines Parcels
City Limits 300 FT BUFFER
Subdivision

Current Time: 1/5/2024 11:07 AM

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 # 600015904
Address: 911 W Eskridge Ave
Stillwater, OK 74075

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 three hundred (300) feet of the following described property, to-wit:

Lot Two (2), Block Four (4), SECOND SECTION WASHINGTON HEIGHTS
ADDITION 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 three hundred (300) 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 5 day of January, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

BY:

A handwritten signature in dark ink, appearing to read "Bruce B. Smith", is written over a horizontal line.

'24FEB6PM12:54

Teresa Kadavy

From: Emily Thaden <birdnerd@gmail.com>
Sent: Tuesday, February 6, 2024 12:45 PM
To: CityClerk
Subject: Objection to short term rental application #STR-0155

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.

To Whom it May Concern,

I am writing to object to the short term rental application for 911 W. Eskridge Ave. in Stillwater, #STR-0155.

Once again, I am asking the city of Stillwater to please stop allowing commercial activity in our neighborhood, which is officially designated an RSL residential zone. Those of us who actually live in this neighborhood are forced to deal with the inconveniences brought in by groups of people we don't know (illegal parking, trash issues, loud music, etc.) as well as the general reduction in safety since we don't know any of these people. This STR license represents a business deal where the property owner and the rental platform are making money, and the rest of us just have to deal with the consequences.

I'm tired of it. Please stop allowing short-term rentals in my neighborhood.

Emily Thaden

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF DECEMBER 5TH, 2023
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED NOVEMBER 29TH, 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

STAFF PRESENT

Kim Payne, Sr. Assistant City Attorney
Jeff Mathews, Comm. Dev. Director
Joshua Brown, Project Manager
Jacquelyn Porter, City Planner
Diana Hood, Associate City Planner
Cindy Gibson, Administrative Services
Ally Maged, Administrative Assistant

MEMBERS ABSENT

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

Chair Phillips called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING

- a. City of Stillwater, **Specific Use Permit (SUP23-08)** consideration, discussion and possible action, including recommending approval or denial of an application for a Specific Use Permit to install a Public Safety Communications Tower at the property addressed as 623 E 8th Avenue.

Chair Phillips introduces the item and asks staff to present.

Jacquelyn Porter, City Planner presents staff report and asks for questions.

Chair Phillips asks how tall the tower that was located on N Perkins road was; Mr. Rob Hill, Emergency Management Director comes to the podium and clarifies that the pole was for 400 feet but the FAA capped the tower height at about 280, therefore, was not adequate coverage for the city of Stillwater.

Chair Phillips asks if there's anything the city would like to add to the application and asks for clarification on what a theoretical zero fall radius zone is. Harmony Clarkrider, Inner-tech Resources comes to the podium and states that the tower is designed to collapse in on itself and not tip over on one way or the other.

Commissioner Williams asks if that is with normal conditions or with the wind conditions; Ms. Clarkrider clarifies that is with the wind conditions.

Chair Phillips opens the public hearing and asks if anyone wishes to speak in favor; none come forward.

Chair Phillips asks if anyone wishes to speak in opposition; none come forward. Chair Phillips closes the public hearing and asks staff to come forward to present findings and alternatives.

Ms. Porter presents:

Findings:

1. The Land Development Code allows the height of a telecommunication tower to exceed 75 feet with specific use permit.
2. The Comprehensive Plan calls for Public at the property's location and it is zoned public.

Alternatives

1. Accept findings and recommend that the City Council approve the proposed specific use permit as presented.
2. Find that the specific use permit 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 request.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Chair Phillips asks if there is any further discussion; none respond.

Commissioner Williams motions to approve the Specific Use Permit as presented; Commissioner Shanahan seconds.

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

Time: 7 minutes

- b. **SHORT TERM RENTAL (STR-0129)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Yuechen Wu for property addressed as 1015 W. Graham Avenue in the Single Family Large Lot Residential (RSL) district.

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

Chair Phillips invites the applicant to come speak.

Yuechen Wu, applicant for 1015 W. Graham Ave., comes to speak on the following:

- Bought home for parents once they get their green card.
- In the meantime while they are getting their citizenship, he wants to make this an Airbnb to offset the cost.
- Says he's met with some neighbors and heard concerns and plans to enact strict house rules to keep the peace in the neighborhood.

Vice Chair Prather clarifies that his parents will be living in this house for part of the year while they are allowed to be in the States so applicant would be motivated to keep the house in good condition; Mr. Wu says yes, they have renovated this home themselves and this is their first STR so it's set up to be a home long term.

Vice-Chair Prather asks how he intends to keep the peace in the neighborhood; Mr. Wu said he wants quiet time rules and ask renters to dress appropriately outside the house as well as no smoking and no partying; and plans to screen the renters on the platform by reading renter reviews.

Vice Chair Prather asks if applicant plans to use Airbnb and if he will have a night minimum; Mr. Wu says yes and there will be a 2-night minimum.

Commissioner Shanahan states that there were comments and protest letters that this property was already listed on Airbnb prior to approval of the STR; Mr. Wu said it was a mistake that this is the first time he's had a STR and after he was informed, he pulled it off.

Vice Chair Prather asks how close the applicant lives to this property; Mr. Wu responds that he lives on the west side of the city about 10 minutes away.

Vice Chair Prather asks if the applicant plans to manage the property himself; Mr. Wu says yes.

Commissioner Williams asks how many guests will be allowed at the property and if there will be sufficient parking; Mr. Wu says 8, there are 4 bedrooms, and there is sufficient parking in the garage and driveway.

Chair Phillips asks if there are any more questions for the application; none respond.

Chair Phillips opens the public hearing and asks anyone who is in favor to come forward; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition and introduces the first name on the list.

Emily Thaden, 1023 W Graham Ave

- Doesn't want to live next to STR's
- Was at the last one objecting as well
- Quotes city code again that says "Residential districts are designed to protect the residential character of the included areas by limited commercial and industrial activities."
- Says there is a tenant currently at the house in question that have trash on the lawn and has three small yappy dogs that have been barking at her.
- Says the applicant applied for this license on 8.25.23 and has had short term renters at this location since Labor Day weekend showing that they did not correct the mistake and that there is not precedence that the applicant will follow the rule.
- States that this summer although she did see him and his parents at the house they are not staying here so if this is a house for his parents why aren't they there.

Chair Phillips asks if there are anymore who would like to speak; none respond. Chair Phillips closes the public hearing.

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

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

Chair Phillips asks for commissioner's discussion.

Commissioner Shanahan asks if there's been any update on looking at a revised policy for STR's; Mrs. Kim Payne, Sr. Assistance City Attorney says that concerns/comments have been submitted and staff internally has been drafting revisions for Planning Commission and City Council approval.

Commissioner Shanahan says he's like to table these STR's until they see a revised policy; Mrs. Payne advises that commissioners do not have the authority for a moratorium, however, if he needs additional information on a specific item it can be tabled to a date certain but she does not have a time line for when the new ordinance will be presented so they cannot table to a date certain in regards to revised STR policy.

Jacquelyn Porter, City Planner further clarifies that if there is an amendment to the text then those who have submitted prior to the amendment would have to be considered on the current policies.

Commissioner Williams asks what are the current guidelines for rentals that were being ran without a license for a short term rental; Mrs. Payne responds they can be cited daily for that violation and she can refer the council to an ordinance that lists considerations that you may take into consideration when deciding to approve or deny an application, Planning Commission can consider the proposed use to the character of the neighborhood, traffic conditions, the fact of public utilities, drainage and other matters related to the general welfare.

Vice Chair Prather points out that the intended purpose of the rental unfortunately cannot affect the decision, that what they are deciding on is if this property can be a short term rental or not based on the documented evidence before them and whether or not that meets the criteria; as long as the property meets the qualifications they have been approving it initially and if there are any issues that arise for a specific property those can be dealt with when the property comes up for renewal; and neighbors can get short term rentals revoked with proof of character change.

Chair Phillips follows up with that this neighborhood has come up multiple times for STR's with continual protest, letters of complaints and she believes these factors are proving that these short term rentals are creating a change of character in this neighborhood negatively affecting the general welfare; for the reason of the short term rental being repeatedly rented without an application, shows disregard to the care of the neighborhood and the change of the character of the neighborhood which is documented by the neighbors to show impact on general welfare, she would not be in favor of approving this particular application.

Chair Phillips motions to deny the Short Term Rental application; Commissioner Williams seconds.

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

Time: 23 minutes

- c. **SHORT TERM RENTAL (STR-0130)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Rudy Mandeville for property addressed as 1607 S. Berkshire Drive in the Single Family Small Lot Residential (RSS) district.

Chair Phillips asks staff for their presentation.

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

Chair Phillips asks if the applicant would like to come forward; none respond.

Chair Phillips opens the public hearing. Chair Phillips asks if anyone wishes to speak in favor; none respond. Chair Phillips asks if anyone wishes to speak in opposition; none respond. Chair Phillips closes the public hearing and asks staff to present alternatives.

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

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

Commissioner Williams motions to table the application for additional discussion to the meeting of January 9, 2023, Commissioner Shanahan seconds.

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

Time: 4 minutes

- d. **SHORT TERM RENTAL (STR-0134)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Jared Thomblin for property addressed as 910 S. Ridge Dr. in the Single Family Small Lot Residential (RSS) district.

Chair Phillips introduces the item and asks staff to present.

Diana Hood, Associate City Planner, presents the item and asks if there are any questions for staff; none respond.

Chair Phillips open public hearing and asked for the applicant or representative to speak.

Jared Thomblin, 910 S. Ridge Dr.

- This is their home that they are asking for the licensing for
- They live there during the week and are looking to rent out their home during the weekends when visiting family in Tulsa or during game days or graduation for extra income
- They have a high standard for who rents their home because it's their personal residence
- They plan to place rules on Airbnb for the property such as no parties, no excessive drinking, no automatic booking, only highly rated guests, two night stay minimum, no local stays, limiting cars to 4 with no street parking, and quiet hours
- There are cameras in the front and back of the house with noise gauges so he can monitor the noise and if people are obeying the quiet hours even if he's not personally there
- There would be a limit of 6 people that can stay at a time, they are only renting part of their house to limit the possibilities of parties
- Their target demographics is families
- Has goal that if someone were to drive through the neighborhood someone would not be able to pick out the house
- Was operating as a short term rental before applying because he didn't know he needed to and took the booking down when he found out

Vice Chair Prather points out the email address is "stumo" and asks if he is still part of that organization; Mr. Thomblin responds yes, he just signed another 3-year contract so he will be at this house long term.

Vice Chair Prather points out this is a less risky situation for neighbors since he lives in the house.

Commissioner Van Leuven asks if the license are transferable if he does move; Mrs. Payne responds no the new resident would have to reapply.

Vice Chair Prather asks how many weekends he plans on renting; Mr. Thomlin says most game day weekends and they have a summer program they attend for weeks during the summer but have someone that monitors their home while they're gone for those weeks and would be willing to just do the weekends if needed.

Chair Phillips asks if there are any other questions; none respond. Chair Phillips invites anyone who would like to speak in favor; none respond. Chair Phillips asks if anyone would like to speak in opposition.

Opal Maxine Mustard, 2201 W 10th,

- Has lived in the neighborhood 51 years
- Opposed to this because when the applicant rented it this fall the people had guests and blocked the street
- The street parking is not adequate, when there have been college rentals in the past they blocked the street
- People have parties in the park across the street and pack on both side possibly blocking emergency vehicles
- Thinks if the city puts no parking on one side of the street it would fix the problem but as is having rentals puts the houses in the neighborhood at risk

Chair Phillips asks if anyone else would like to speak in opposition; none respond. Chair Phillips closes the public hearing and invites the staff to present the alternatives.

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

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

Commissioner Shanahan points out that he did live in the area for a while and it does have limited parking.

Commissioner Van Leuven points out as long as the host enforces limited parking, it wouldn't be a detriment to the STR.

Commissioner VanLeuven motions to approve; Vice Chair Prather seconds the motion.

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

Time: 21 minutes

- e. **SHORT TERM RENTAL (STR-0140)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Steve and Stacy Davis for property addressed as 1215 S. Martin Street in the Single Family Small Lot Residential (RSS) district

Chair Phillips asks staff to present their report.

Diana Hood, Associate City Planner, presents the item and asks if there are any questions for staff; none respond.

Chair Phillips invites the applicant to come forward, however, they are not in attendance.

Chair Phillips opens the public hearing 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 to this item.

Lisa Boseman, 1222 Martin St.

- Questions for owner if they planned to continue with a STR because they heard they were going to withdraw
- Has questions for applicant
- Wants to know if the applicant doesn't show up will the permit be pulled (informed the applicant is not required to appear)

Chair Phillips would like to know what her questions for the applicant are. Ms. Boseman says parking is very tight and that if just two cars are parked on the driveways since its driveway to driveway you can hardly pull out.

Sri Komanduri, 1303 Martin Street comes to speak on the following:

- Lots of children that play in the street and you can't see the street from the angles of the driveways so if people who are unfamiliar with the neighborhood

Sheralyn Williams, 1302 Martin Street comes to speak on the following:

- Already having lots of issues with parking with just residence

Silvia Parveen, 1307 Martin Street comes to speak on the following:

- Repeated concern of parking and safety

Chair Phillips asks if there is anyone else that wishes to speak in opposition; none respond. Chair Phillips closes the public hearing and invites staff to come present alternatives.

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

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

Commissioner Williams motions to table for additional discussion until applicant can answer questions at the January 9th meeting; Commissioner Shanahan seconds.

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

Time: 10 minutes

- f. **SHORT TERM RENTAL (STR-0143)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from HNTR Properties, LLC, Keving and Amy Carwile for property addressed as 1106 N. Sunnybrook Drive in the Single Family Small Lot Residential (RSS) district

Diana Hood, Associate City Planner, presents the item and asks if there are any questions for staff; none respond.

Chair Phillips invites the applicant to come forward, however, they are not in attendance.

Chair Phillips opens the public hearing. Chair Phillips asks if anyone would like to speak in favor; none come forward; Chair Phillips asks if anyone would like to speak in opposition.

Jeff & Charleen Steward, 1117 E Will Rogers Drive comes to speak on the following:

- Wants to keep residential neighborhood residential
- Someone doing maintenance on the property in question threw landscaping waste in a drainage area
- Says there is a school next door to the property doesn't that require limitations/vetting
- Worried about property values

Chair Phillips asks if anyone else would like to speak in opposition; none respond. Chair Phillips closes the hearing to the public and invites the staff to present the alternatives

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

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

Commissioner Williams motions to table to January 9th meeting; Comm. Shanahan seconds the motion.

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

Time: 7 minutes

- g. **SHORT TERM RENTAL (STR-0144)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Carissa Gabilheri for property addressed as 1301 W. Richmond Road in the Two-Family Residential (RT) district.

Diana Hood, Associate City Planner, presents the item and asks if there are any questions for staff; none respond.

Chair Phillips invites the applicant to come forward.

Carissa Gabilheri

- Has lived in home since 2020
- Got divorced

- Has had long term roommates previously but since they have moved out she is looking to try short term rental
- Is looking for an application for one bedroom for a short term rental for just her one guest bedroom
- Guests are thoroughly vetted and she's around the whole time
- Has just had one or two individuals at a time

Commissioner Van Leuven asks if there had ever been more than 2 cars; Ms. Gabilheir responds no.

Vice Chair Prather clarifies only one room is for Airbnb and the other is a long term rental; Ms. Gabilheir confirms and does also have house rules about quiet hours.

Chair Phillips opens the public hearing and asks if anyone would like to speak in favor; none respond. Chair Phillips asks if anyone would like to speak in opposition.

Rick Walstead, 1310 Falls Drive comes to speak on the following:

- Says that there's only one entrance and exit which makes parking difficult
- Says that their Covance doesn't allow business and asks if Airbnb is not a business and what the city defines are a business

Commissioner Van Leuven explains Airbnb is closer to a long term rental which is not considered a commercial enterprise.

Mr. Walstead says he wants to know what the city considers a business so he can write it into his conveyance.

Commissioner Williams says to wait for the city to define it better as that is currently being worked on.

Lad Hudgins, 1308 Falls Drive comes to speak on the following:

- Falls Drive has one entrance and exit and is worried about neighborhood safety and parking
- Is worried that they will be liable if anyone gets hurt in the neighborhood pond

Roger Duke, 1302 Falls Drive comes to speak on the following:

- Is worried about STR's bringing down the property values in the neighborhood
- Also worried that if a guest gets her in the pond he will be liable

Chair Phillips asks the applicant to return to respond to questions and issues from the neighbors.

Ms. Gabilheir returns to the podium to address that she talked about her HOA covenants and confirms that the current one does not restrict this; has a letter from her HOA president and that the new rules prohibit exclusive use of the house for Airbnb which is not what she's doing; house is on Richmond Road and it had gravel roads going out that are already busy; doesn't allow extra guests because she lives there; and there is a warning about the pond on the posting that would defer liability.

Chair Phillips asks if anyone else would like to speak in opposition; none respond. Chair Phillips closes the public hearing and invites the staff to present the alternatives.

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

1. Approve the Application.

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

Commissioner Williams says this seems like a very safe applicant. Chair Phillips says she agrees it seems the applicant has done her due diligence.

Commissioner Williams motions to approve; Vice Chair Prather seconds the motion.

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

Time: 20 minutes

3. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
 - a. Next Planning Commission Meeting is December 19, 2023.
 - b. Approve the 2024 planning schedule

Vice Chair Prather motions to approve; Commissioner Williams seconds the motion.

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

Time: 1 minute

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner VanLeuven at approximately 7:03 PM on December 6, 2023, - the next regularly scheduled meeting will be held Tuesday, December 19, 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 JANURARY 9TH, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED JANUARY 4TH, 2024 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

STAFF PRESENT

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

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

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

2. GENERAL ORDERS

- a. KMR Development, LLC, **SUB21-13 (Preliminary Plat)**, consideration, discussion and possible approval or denial to a request for a 12 month extension, to comply with Chapter 23, Section 23-63.g.1, to the expiration date on an approved preliminary plat known as Park View Estates, Section 10 currently located on property referenced as 4698 N. Rogers Drive.

Chair Phillips introduces the item and asks staff to present.

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

Commissioner Williams motions to approve the 12 month extension as requested; Commissioner Van Leuven seconds.

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

Time: 4 minutes

3. PUBLIC HEARING

- a. **SHORT TERM RENTAL (STR-0130)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Rudy Mandeville for property addressed as 1607 S. Berkshire Drive in the Single Family Small Lot Residential (RSS) district. *(Tabled from the December 5th, 2023 meeting.) The applicant has withdrawn their application.*

Chair Phillips introduces the item and asks staff to confirm that the applicant has withdrawn; Diana Hood, Associate City Planner, confirms.

- b. **SHORT TERM RENTAL (STR-0140)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Steve and Stacy Davis for property addressed as 1215 S. Martin Street in the Single Family Small Lot Residential (RSS) district. *(Tabled from the December 5th, 2023 meeting.) The applicant has withdrawn their application.*

Chair Phillips introduces the item and asks staff to confirm that the applicant has withdrawn; Diana Hood, Associate City Planner, confirms.

- c. **SHORT TERM RENTAL (STR-0143)**, consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from HNTR Properties, LLC, Kevin and Amy Carwile for property addressed as 1106 N. Sunnybrook Drive in the Single Family Small Lot Residential (RSS) district. *(Tabled from the December 5th, 2023 meeting.)*

Chair Phillips introduces the item and asks staff to present.

Diana Hood, Associate City Planner presents staff report and asks for questions; there are no questions for staff.

Chair Phillips open public hearing and asked for the applicant or representative to speak.

Kevin and Amy Carwile, 1106 N Sunnybrook Dr. come to the podium. Commissioner Williams asks for clarification on whether this is their address, and that they reside in the home. Mrs. Carwile responds with no, their daughter lived in it during collage and now that she doesn't, they want to turn it into a short term rental.

Mrs. Cindy Gibson, Administrative Services Manager asks the couple to clarify their address for the record; Mrs. Carwile, specifies 22873 State Highway 74, Purcell, OK 73080.

Commissioner Williams asks since they don't live in Stillwater who will be managing the property. Mrs. Carwile states they will be managing it with the help of friends here in Stillwater.

Chair Phillips asks if they have house rules in place and if there is a specific platform they would be using to book the property. Mrs. Carwile states they will be using Airbnb, which they are familiar with, they will have quiet hours, have cameras on the property, the neighbors across the street have their phone number and the items inside the house are theirs so they're invested in keeping it maintained.

Vice-Chair Prather states that there was a previous concern that trees had been cut down and left in the drainage ditch. Mr. Carwile says not exactly as they own both houses, side by side, and trees had been cut down and in the easement; were having a new fence put in and the person who put the fence in was going to

charge extra for the trees so he cut them out of the easement and piled them at the bottom since it was outside the fence and since then, the debris have been picked up.

Commissioner Williams asks how many people will be allowed to stay in the house at a given time. Mrs. Carwile says it's a four (4) bedroom so eight (8) people max and the rules lists no events or parties, have a two night minimum, and the actual driveway fits 4 cars.

Chair Phillips opens the public hearing and invites anyone who wishes to speak in favor of this item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition.

Jeff and Sharleen Stewart, 1117 E. Will Rogers Drive come to speak on the following:

- Still opposed to a bed and breakfast in the neighborhood.
- Claims they have already been running it as that and that he has 7 reviews from people who have stayed there
- Claims that this is a business in residential area
- Claims that "illegals" were "selling drugs out of an Airbnb"
- Claims that the only reason the trees were removed were removed was because they called code enforcement
- Claims that they are already having traffic and drainage problems
- Claims that renters don't care about the homes

Chair Phillips asks if the applicants would come forward and answer the question as to who the responsive parties would be if there were any problems since they didn't live in town. Mr. Carwile explains they have a few different people that can come for them, and they are only an hour away so they can be there quickly if needed; they have a lot of other properties with short term rentals with Airbnb; the tenants are actually more liable for any damages caused vs long term renters since they have a credit card on file; control the houses more this way and just put 50,000 into one house alone which improves the value of the property and the neighborhood. Mrs. Carwile also clarifies that she did not know previously that they needed a permit and have stopped since renting since finding that out.

Chair Phillips asks them to clarify that their other properties are short term rentals vs long-term and if they are in Stillwater. Mr. Carwile says they're long term and all where they reside in Purcell.

Chair Phillips asks if the cameras are on the inside of the home. Mrs. Carwile says they're on the outside; that she has checked with all the neighbors on her actual street and they are all okay with it; and points out that the complaintive don't live on her street.

Chair Phillips asks if there are any further questions for the applicant; none respond. Chair Phillips closed the public hearing and asks staff to present findings and alternatives.

Diana Hood presents the alternatives which are:

Alternatives:

1. Approve the Application.
2. Defer For Additional Discussion.
3. Deny the Application.

Vice Chair Phillips motions to approve the application, Commissioner Van Leuven seconds.

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

Time: 17 minutes

- 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

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION

a. Regular Meeting Summary of August 1, 2023

Chair Phillips asks if there are any changes and/or corrections; none respond.

Commissioner Williams moved to approve as presented, Commissioner Shanahan seconded.

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

b. Regular Meeting Summary of August 15, 2023

Chair Phillips asks if there are any changes and/or corrections; none respond.

Commissioner Williams moved to approve as presented, Commissioner Shanahan seconded.

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

c. Regular Meeting Summary of September 12th, 2023

Chair Phillips asks if there are any changes and/or corrections; none respond.

Commissioner Williams moved to approve as presented, Commissioner Shanahan seconded.

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

d. Regular Meeting Summary of September 19th, 2023

Chair Phillips comments that there is needed correction to Page 5, Paragraph 6, line 4 to revise "Commissioner Shanahan agrees that the proposed height" to "Chair Phillips agrees that the proposed height".

Chair Phillips moved to approve the meeting summary with noted correction, Commissioner Williams seconded.

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

Time: 4 minutes

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

- d. Next Planning Commission Meeting is January 23, 2024.

6. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner Van Leuven at approximately 6:01 PM on January 9th, 2024 - the next regularly scheduled meeting will be held Tuesday, January 23, 2024 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 FEBRUARY 6TH, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED JANUARY 31ST, 2024 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Mark Prather, Vice Chair
Andrew Van Leuven, 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
Ally Maged, Administrative Assistant

MEMBERS ABSENT

Mike Shanahan, Member

1. CALL MEETING TO ORDER.

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

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 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).

Chair Phillips introduces the item and asks staff to present.

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

Chair Phillips invites the applicant to speak.

Mr. Stephen Gose, Gose and Associates, 113 E 8th Ave., comes to speak on the following:

- Here on behalf of the school district.
- The new High School will be on the Cimarron Plaza tract on the north.

- The separate little piece on the south corner is part of the existing parking lot and was gifted to the school district a couple years ago but they're getting that combined now.

Chair Phillips asks if there are any questions; none respond. Chair Phillips opens the hearing to the public and invites anyone forward who wishes to speak in favor of this item.

Mr. Jose Sanchez, 407 S Lowry comes to comment on the following:

- Glad things are moving forward with the school district.
- Former business applicant and current local property owner.
- Concerned that there's limited access to the area in question as the part of boomer already has issues with congestion.
- Is concerned the infrastructure, Stillwater Creek close by catches a lot of debris and trash and is worried the added congestion will add to that.
- Hoping this project will address the issue of trash and debris that is not being cleaned up in this part of time.

Chair Phillips asks if there is anyone that wishes to speak in in favor of this item; none respond. Chair Phillips asks if there is anyone that wishes to speak in in opposition to this item; none respond.

Chair Phillips invites the applicant back up to address comments.

Mr. Gose returns to the podium and comments:

- With regards to the access the current plans are moving the primary access to Franklin going to the intersection at Husband.
- The current Boomer Drive will be removed
- A traffic study is currently being conducted, they had to wait for the Husband Street bridge to open back up and traffic to stabilize to do that, looking at different variables.
- In terms of infrastructure, they are working with the city to figure out what needs to change and what stays, sewer and water lines will be moved and updated in compliance.
- This site will improve storm drainage as well.

Chair Phillips asks if there are any additional questions; none respond. Chair Phillips closes the public hearing and invites staff up 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. Public (P) zoning is in the vicinity of both properties
3. The Comprehensive Plan Calls for public and commercial 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 Williams motions to accept the findings and approve the proposed map amendment as presented; Commissioner Van Leuven seconds.

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

Time: 10 minutes

- b. **SHORT TERM RENTAL (STR-0154)**, consideration, discussion and 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.

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

Chair Phillips asks the applicant to speak.

Kevin and Amy Carwile, 116 Sunny Brook Drive, state that they were here a month ago for the house next to this one (was approved), asks if the board has any questions for them.

Chair Phillips asks the applicant to tell a little bit about some of the procedures, such as do you allow single night stay, etc., in order to clarify their process.

Mr. Kevin Carwile comments that there is a two night minimum; minimum age of 21; they have local family and friends that can be there immediately if there is an issue and they can personally be there within an hour.

Chair Phillips asks how many cars the parking can accommodate. Mr. Carwile responds that the driveway can fit four and it has a two car garage, but there would be no need for that many vehicles.

Commissioner Williams asks what the maximum occupancy is; Mr. Carwile responds this one is a 3-bedroom house so six and would allow for small children on top of that if they had them.

Commissioner Williams asks for the applicant to go over your general rules and party policies. Mrs. Carwile comments that no parties are allowed; going to be mostly families coming to watch kids play sports over the weekend; and there's camera on the exterior of the property to help monitor.

Vice Chair Prather asks is there a distant requirement; Mrs. Carwile responds that there is a 30 miles radius they have to be outside of; applicants are screened, asked questions and can't book automatically.

Chair Phillips asks if there are any more questions for the applicant; none respond.

Chair Phillips opens the public hearing and ask if anyone would like to speak in favor of this item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition; none respond. Chair Phillips closes the public hearing and asks staff to present the alternatives.

Diana Hood presents alternatives :

1. Approve the Application
2. Defer for additional discussion
3. Deny the applicant

Vice Chair Prather motions to approve the application, Commissioner VanLeuven seconds.

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

Time: 6 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION

- a. Regular Meeting Summary of July 11, 2023.

Chair Phillips asks if there are any changes and/or edits; none respond.

Vice Chair Prather motions to approve the minutes, Commissioner VanLeuven seconds.

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

Time: 1 minute

- b. Regular Meeting Summary of October 3, 2023.

Chair Phillips asks if there are any changes and/or edits; none respond.

Commissioner Williams motions to approve the minutes, Commissioner VanLeuven seconds.

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

Time: 1 minute

- c. Regular Meeting Summary of October 17, 2023.

Chair Phillips asks if there are any changes and/or edits; none respond.

Vice Chair Prather motions to approve the minutes, Commissioner VanLeuven seconds.

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

Time: 1 minute

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

- d. Next Planning Commission Meeting is February 13th, 2024.

Clerk advises there are no items for this meeting.

Staff announces that the 13th will be the first public meeting for the comprehensive plan at the community center from 5pm-6:30pm,

Commissioner Williams asks about the pending text amendment for short term rentals; Ms. Porter and Mrs. Payne advise that it is still in review in other departments.

6. ADJOURN

Commissioner Williams motions to approve the minutes, Commissioner VanLeuven seconds.

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

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner Van Leuven at approximately 5:50 PM on February 6th, 2024 - the next regularly scheduled meeting will be held Tuesday, February 13th, 2024 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