STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF FEBUARY 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 - Laura K Phillips
Stillwater Planning Commission