

PLANNING COMMISSION MEETING AGENDA

MAY 7, 2024



723 S. Lewis Street, Room 1122

Stillwater, OK 74074

5:30 PM

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

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

1. Call Meeting to Order

2. General Orders

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

- a. Glenn and Laura Collum Trust, **FINAL PLAT (SUB23-15)**, Jacquelyn Porter
consideration, discussion and possible action, including approval
or denial of a final plat for Cedar Farms Subdivision currently
addressed as 2615 E. McElroy Road in the Small Lot Single Family
Residential (RSS) district.

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. Steuver Holding Company (Justin Steuver), **MAP AMENDMENT (MA24-02)**, Jacquelyn Porter
including recommending approval or denial to rezone property
addressed as 1205 S. Duck Street from Small Lot Single Family
Residential (RSS) to Two-Family (RT) district.

4. Meeting Summary for Review and Possible Action

- a. Regular meeting minutes of April 16, 2024.

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

- a. Next regular meeting is May 21, 2024.

6. Adjourn

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

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

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

Date of Meeting: May 7, 2024

Subject: Final Plat: Cedar Farms

Purpose of Report: The applicant requests review and approval of a final of a final plat, known as Cedar Farms, to subdivide the property into 8 single-family residential lots.

Background: Located on the east side of Stillwater, the property is currently zoned RSS Small Lot Single-Family Residential. The development is located between South Jardot Road and South Drury Street on the south side of East McElroy Road. Calvary Assembly of God is located to the west of the subject property. Cedar Farms was presented to Planning Commission on June 22, 2014. Staff requested to table the item until July 12, 2022, and Planning Commission the approved preliminary plat containing 9 lots with a vote of 4-0. The final plat is proposed 8 lots ranging in size from 0.56 acres, 24,393.6 square feet, to 2.02 acres, 87991.2 square feet. The public street comes off East McElroy Road and has two cul-de-sacs.

During the construction of the improvements, a single-family home with a pool and fencing was built on the proposed location for Lot 6. The structure and pool building permits was designed and reviewed based on the plot plan of the lot dimensions of Lot 6.

Application Processing Information:

Applicant/Owner – CKG Development, LLC

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – October 10, 2023

Planning Commission – May 7, 2024

City Council - May 20, 2024

Project/Site Design Data/Details:

Zoning –RSS Small Lot Single-Family, Sec. 23-137

Existing Use –One Single-Family residential structure and pool

Proposed Use – Single-Family Residential

Lot – 9.25 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has street connectivity to McElroy Road to the north.
- Transit Facilities/Bike Lanes: No transit service is available in the vicinity.
- Trails/Sidewalks: Sidewalks shall be provided according to city code.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.

Applicable City Plans/Policies:

The C³ Plan: High Density Residential (Page 10-8).

Findings:

1. The proposed final plat meets the subdivision and zoning requirements.
2. The proposed final plat contains 8 residential lots.
3. The C3 Plan recommends high density residential uses at this location.

Alternatives:

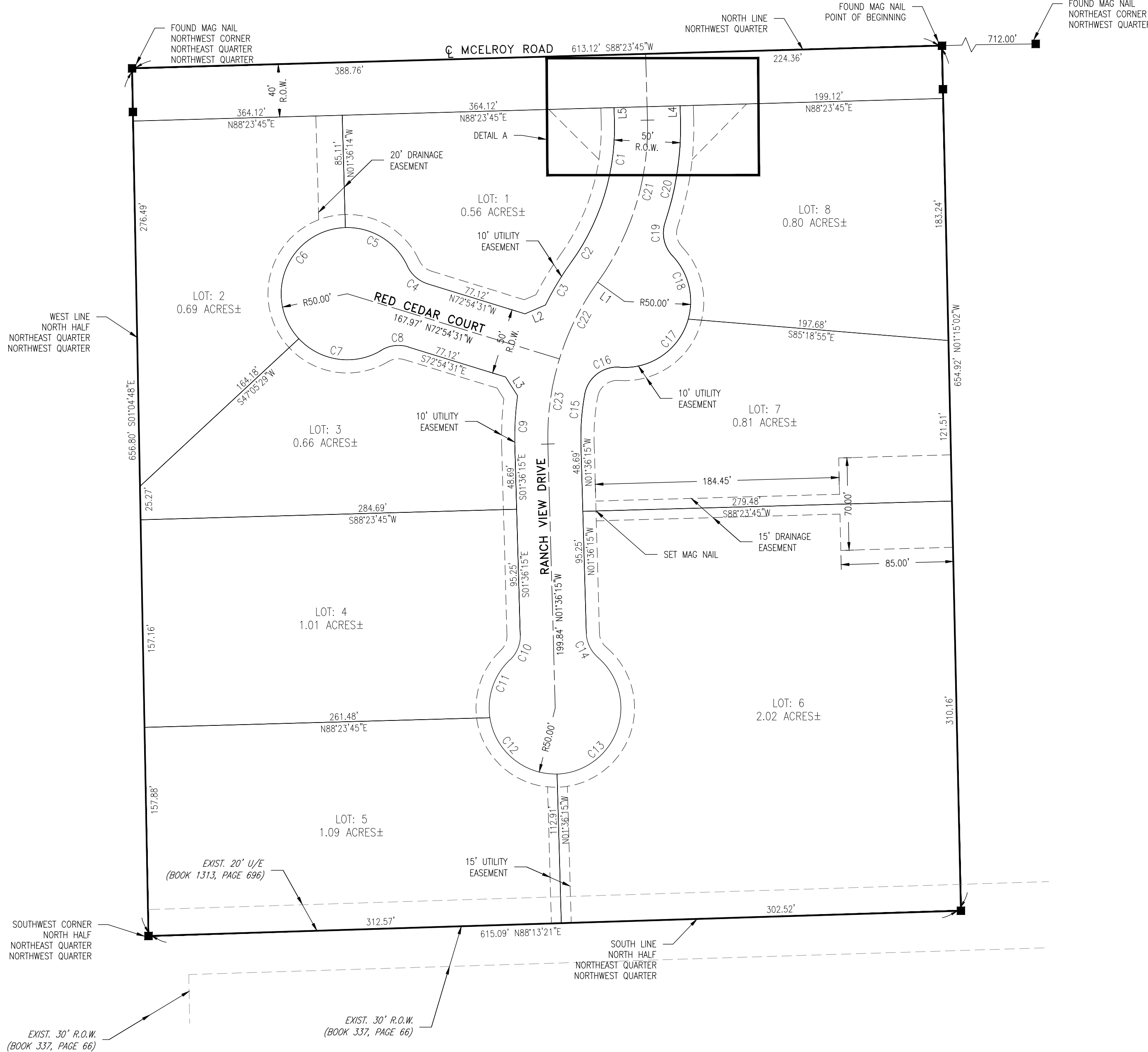
1. Accept findings and approve the proposed final plat as presented.
2. Approve the proposed final plat with conditions.
3. Reject findings and deny the proposed final plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a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

Prepared by:	Jacquelyn Porter, City Planner
Reviewed by:	Joshua Brown, Project Manager Diana Hood, Associate Planner
Date of Preparation:	May 1, 2024
Attachments:	Area Map, Final Plat
Map Designation:	NE

CEDAR FARMS

FINAL PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 18,
TOWNSHIP 19 NORTH, RANGE 3 EAST, OF THE INDIAN MERIDIAN,
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA



CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	76.69'	175.00'	025°06'27"	S10°56'59"W	76.07'
C2	37.52'	175.00'	012°17'01"	S29°38'43"W	37.45'
C3	37.34'	225.00'	009°30'30"	S31°01'59"W	37.30'
C4	21.03'	25.00'	048°11'23"	N48°48'49"W	20.41'
C5	58.37'	50.00'	066°53'08"	N58°09'41"W	55.11'
C6	114.58'	50.00'	131°18'15"	S22°44'37"W	91.11'
C7	68.23'	50.00'	078°11'24"	S82°00'12"E	63.06'
C8	21.03'	25.00'	048°11'23"	N82°59'48"E	20.41'
C9	37.34'	225.00'	009°30'30"	S03°09'00"W	37.30'
C10	21.03'	25.00'	048°11'34"	S22°29'32"W	20.41'
C11	48.07'	50.00'	055°04'37"	S19°03'01"W	46.24'
C12	72.54'	50.00'	083°06'57"	S50°02'46"E	66.34'
C13	120.61'	50.00'	138°11'40"	N19°17'55"E	93.43'
C14	21.03'	25.00'	048°11'57"	N25°41'56"W	20.41'
C15	37.21'	175.00'	012°10'57"	N04°29'13"E	37.14'
C16	36.43'	25.00'	083°29'30"	N52°19'27"E	33.29'
C17	68.64'	50.00'	078°39'12"	N54°56'12"E	63.37'
C18	51.62'	50.00'	059°09'03"	N13°57'56"W	49.36'
C19	27.18'	25.00'	062°17'00"	N12°23'57"W	25.86'
C20	77.43'	225.00'	019°42'59"	N08°46'17"E	77.04'
C21	130.52'	200.00'	037°23'28"	S17°05'29"W	128.22'
C22	65.26'	200.00'	018°41'44"	S26°26'21"W	64.97'
C23	65.26'	200.00'	018°41'44"	S07°44'37"W	64.97'

LINE TABLE		
LINE #	LENGTH	BEARING
L1	25.00'	N54°12'47"W
L2	16.85'	S66°41'06"W
L3	16.85'	S32°30'09"E
L4	12.19'	N1°34'36"W
L5	10.16'	S1°36'15"E

SURVEY LEGEND

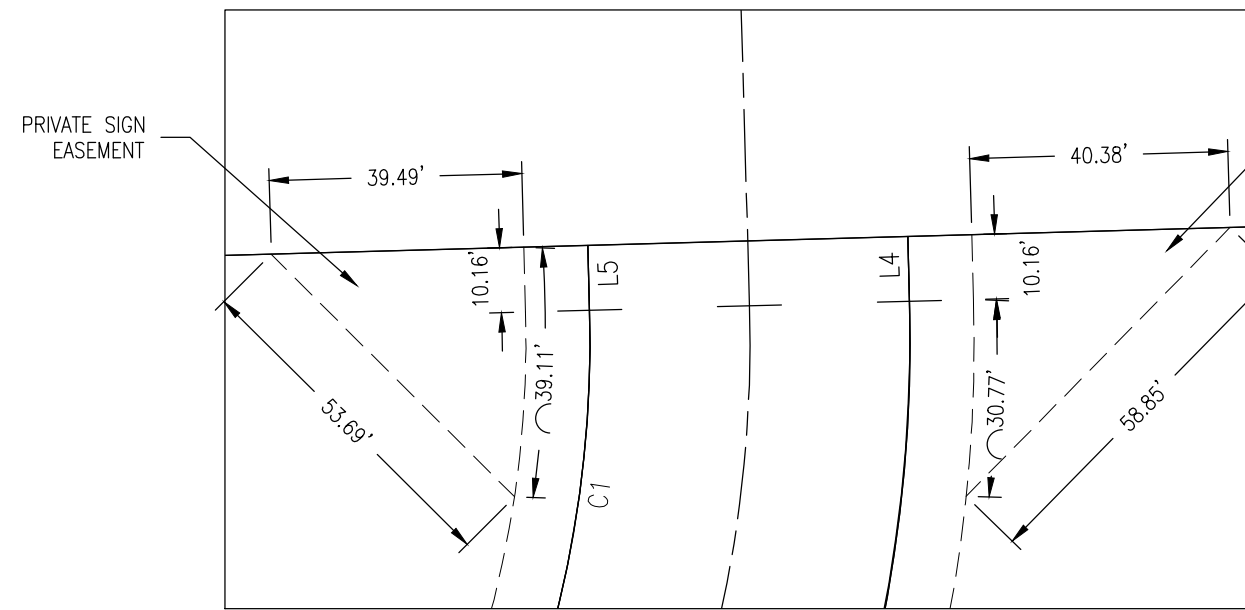
■ FOUND 1/2" REBAR W/CAP "PLS 1596" UNLESS OTHERWISE NOTED

BEARING BASIS:

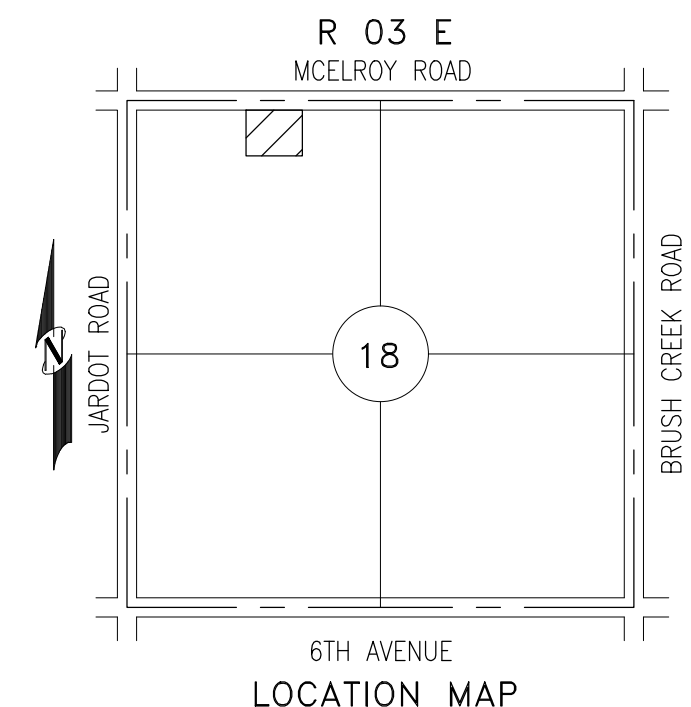
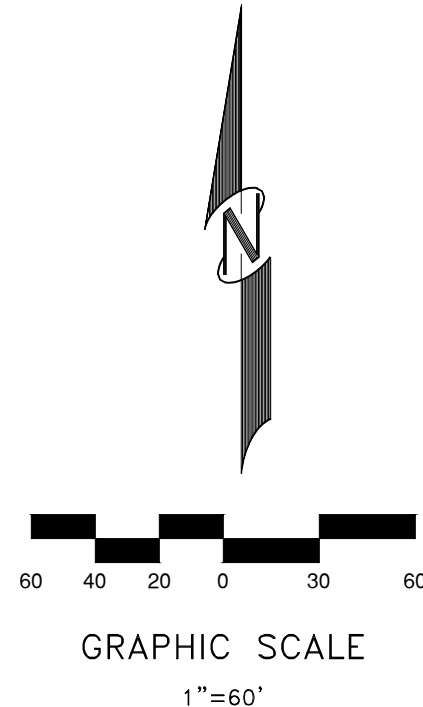
The North line of the Northwest Quarter of Section 18 on an assumed bearing of S88°23'45"W

NOTES

- 1/2" IRON PINS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
- ALL LOTS SHALL UTILIZE AEROBIC SEWAGE SYSTEMS IN ACCORDANCE WITH OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY GUIDELINES.
- THIS PLAT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.



DETAIL A
1"=30'



(SHEET 1 OF 2)

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SURVEYOR:
BANCROFT DESIGN, INC.
P.O. BOX 436
STILLWATER, OK 74076
CA #9205 Exp: 6/30/2024

OWNERS:
CKG DEVELOPMENT, LLC
4927 S FAIRGROUNDS STREET
STILLWATER, OK 74074

File: C:\Civil_3D Projects\Collum Subdivision 10935A\03.DWG\01_Sheets\9354CF102.dwg Saved: 5/7/2024 8:57 AM By: AFERGUSON

CEDAR FARMS

FINAL PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 18,
TOWNSHIP 19 NORTH, RANGE 3 EAST, OF THE INDIAN MERIDIAN,
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA

OWNER’S CERTIFICATE AND DEDICATION

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

CKG DEVELOPMENT, LLC, is the owner of the property described in this final plat of CEDAR FARMS, a subdivision of a part the Northwest Quarter of Section 18, Township 19 North, Range 3 East of the Indian Meridian, Payne County, State of Oklahoma, more particularly described as follows:

Commencing at the Northeast corner of said Northwest Quarter; Thence, a distance of 712.00 ft, on a bearing of South 88 degrees 23 minutes 45 seconds West, along the North Line of said Northwest Quarter, to the Point of Beginning; Thence, South 88 degrees 23 minutes 45 seconds West, along said North Line, a distance of 613.12 feet to the Northwest Corner of the Northeast Quarter of said Northwest Quarter; Thence, South 01 degrees 04 minutes 48 seconds East, along the West line of the North Half of said Northeast Quarter of said Northwest Quarter, a distance of 656.80 ft, to the Southwest Corner of said North Half of said Northeast Quarter of said Northwest Quarter; Thence, North 88 degrees 13 minutes 21 seconds East, along the South line of said North Half of said Northeast Quarter of said Northwest Quarter, a distance of 615.09 feet; Thence, North 01 degrees 15 minutes 02 seconds West, a distance of 654.92 feet, to the Point of Beginning, said tract containing 9.25 acres more or less and subject to all easements of record.

The owner certifies that the subject property has been surveyed, subdivided, and platted in accordance with all applicable laws, ordinances, codes and regulations, and does hereby dedicate all public ways, streets, right-of-way, public areas, and/or easements shown on this final plat to the City of Stillwater, Oklahoma.

Subscribed this _____ day of _____, 20____.

By: _____
CHARLES GLENN COLLUM, MANAGER

OWNER’S NOTARY

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

On this_____day of_____, 20____, before me, the undersigned, a Notary Public in and for the County and State aforesaid, personally appeared _____, to me known to be be the identical person who subscribed the name of CKG DEVELOPMENT, LLC, an Oklahoma Limited Liability Corporation as its MANAGER and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public
My Commission Expires: _____
My Commission Number: _____

PARTIAL RELEASE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS:

In consideration of the platting of CEDAR FARMS and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, EXCHANGE BANK, an Oklahoma Banking Corporation, releases, relinquishes and forever discharges that certain Mortgage executed by CKG DEVELOPMENT, LLC, in favor of EXCHANGE BANK, an Oklahoma Banking Corporation, recorded in the office of the County Clerk of Payne County, Oklahoma, at Book _____, Page _____, insofar as said Mortgage covers all property dedicated or granted for streets, easements or granted for streets, easements or other public uses as shown on the plat of CEDAR FARMS, a part of the Northwest Quarter (NW/4) of Section 18, Township Nineteen (19) North, Range Three (3) East of the Indian Meridian, City of Stillwater, Payne County, State of Oklahoma.

This is a partial release of Mortgage and does not affect the rights of the Mortgage holder in the balance of the mortgaged premises.

In Witness Whereof, EXCHANGE BANK, an Oklahoma Banking Corporation, has caused these presents to be signed by its _____, and its corporate seal to be affixed this_____day of _____, 20____.

By: _____
EXCHANGE BANK, an Oklahoma Banking Corporation

MORTGAGEE’S NOTARY

STATE OF OKLAHOMA)
COUNTY OF PAYNE) SS

Before me, the undersigned Notary Public, in and for said County and State, on this_____day of_____, 20____, personally appeared _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as it's _____ and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public
My commission expires: _____
My commission number: _____

SURVEYOR’S CERTIFICATE

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

I, DANIEL A. MCPEEK, a Oklahoma Professional Land Surveyor, do hereby certify that at the request of the owners mentioned hereon, made the above described survey and that the attached plat is a correct representation of said tract as surveyed and subdivided by me.

Witness my hand and seal this _____ day of _____, 20____.

Daniel A. McPeek, Oklahoma Professional Land Surveyor, OK No. 2029

SURVEYOR’S NOTARY

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this_____day of_____, 20____, personally appeared DANIEL A. MCPEEK, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes herein set forth.

Witness my hand and seal the day and year last above written.

Notary Public
My Commission Expires: _____
My Commission Number: _____

PLANNING COMMISSION APPROVAL

I, the undersigned, Chairman of the City Planning Commission of the City of Stillwater, County of Payne, State of Oklahoma, hereby certify that said commission duly approved the above plat of CEDAR FARMS at the meeting on the _____ day of _____, 20____.

Chairman

ACCEPTANCE OF DEDICATION, CITY OF STILLWATER

BE IT RESOLVED by the City Council of the CITY OF STILLWATER that dedications shown on the attached plat of CEDAR FARMS are hereby accepted.

Accepted by the City Council, CITY OF STILLWATER, this _____ day of _____, 20____.

_____, ATTEST _____
Mayor City Clerk

COUNTY TREASURER’S CERTIFICATE

I, the undersigned do hereby certify that I am the duly elected, qualified, and acting County Treasurer of Payne County, State of Oklahoma, that the tax record of said county shows all taxes are paid for the year of 20____ and all prior years on the land shown on the plat of CEDAR FARMS in Payne County, Oklahoma, and required statutory security has been deposited in the office of the County Treasurer guaranteeing payment of the current year’s taxes.

In witness thereof, said Treasurer has caused this instrument to be executed at Stillwater, Oklahoma, on this _____ day of _____, 20____.

County Treasurer

STATE DEPARTMENT OF ENVIRONMENTAL QUALITY APPROVAL

The Stillwater Office of the Department of Environmental Quality has approved this plat for the use of Public water systems and On-site sewer systems on the _____ day of _____, 20____.

Environmental Program Specialist
Department of Environmental Quality

NOTES:
1. All lots shall utilize aerobic sewage systems in accordance with Oklahoma Department of Environmental Quality guidelines.

CORPORATE SEAL

MORTGAGEE’S SEAL

MORTGAGEE’S NOTARY

OWNER’S NOTARY

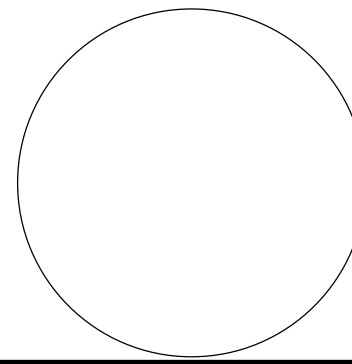
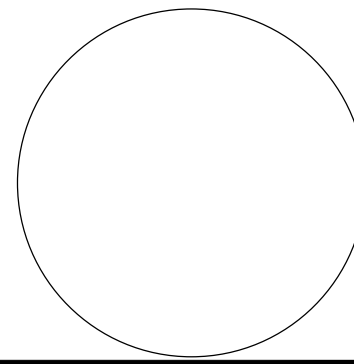
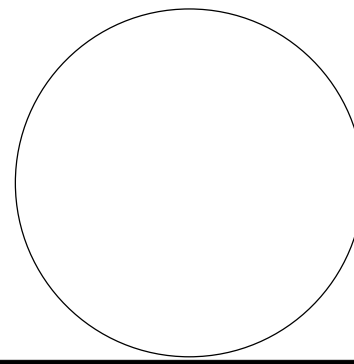
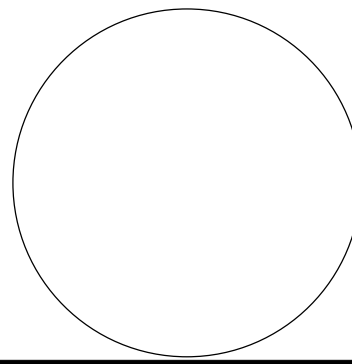
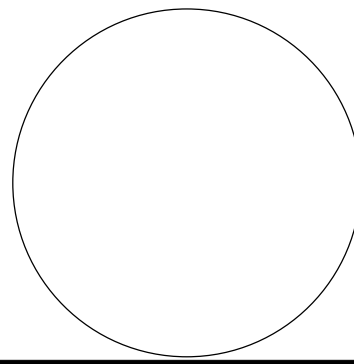
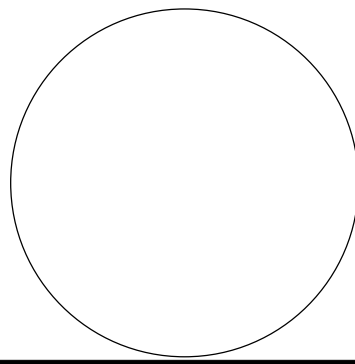
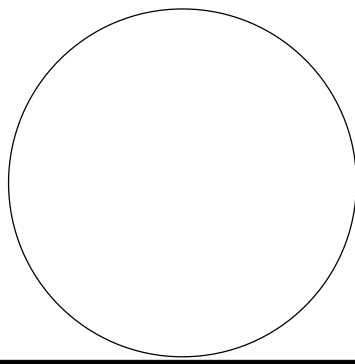
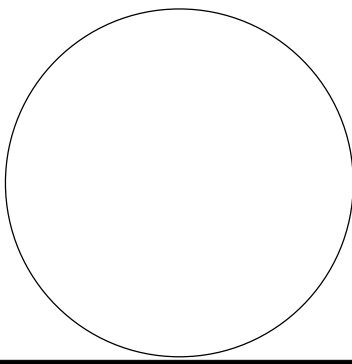
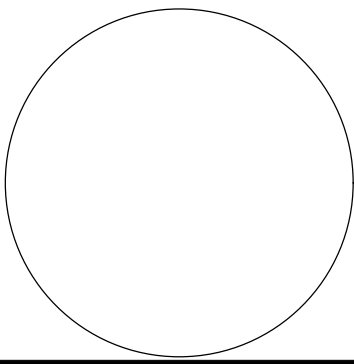
SURVEYOR

SURVEYOR’S NOTARY

CITY CLERK

COUNTY TREASURER

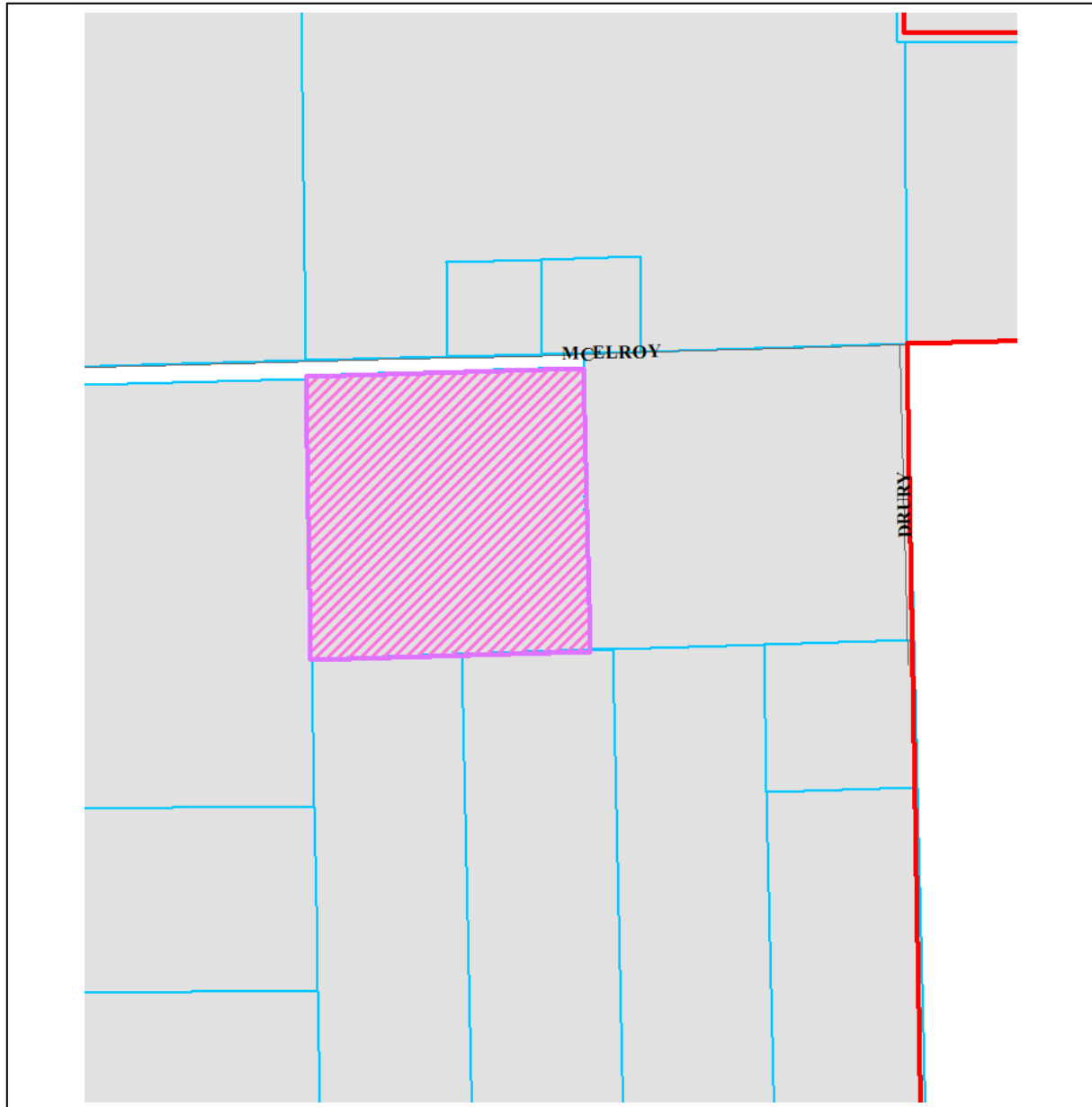
DEPARTMENT OF
ENVIRONMENTAL QUALITY



SURVEYOR: _____
BANCROFT DESIGN, INC.
P.O. BOX 436
STILLWATER, OK 74076
CA #9205 Exp: 6/30/2024

OWNERS: _____
CKG DEVELOPMENT, LLC
4927 S FAIRGROUNDS STREET
STILLWATER, OK 74074

(SHEET 2 OF 2)



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Final Plat (SUB23-15)
Request: Cedar Farms
Address: 2615 E McElroy Rd
Applicant: Bancroft International c/o Glenn and Laura Collum Trust

Date of Meeting: May 7, 2024

Subject: Map Amendment: 1205 South Duck Street

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1205 South Duck Street from Small Lot Single-Family Residential (RSS) to Two-Family Residential District (RT).

Background: The subject property is located on the southwestern side of Stillwater, near the southeast corner of the intersection of South Duck Street and West 12th Avenue. Stuever Holding Company, LLC is requesting the rezoning of the Two-Family Residential District (RT) to allow the construct a single duplex for residential infill.

The property's current lot dimensions are 50 feet by 150 feet. Lot size requirements for a RT district is a minimum width of 60 feet, depth of 100 feet, and minimum lot area of 7,500 feet. Due to the lot width being 10 feet short of the minimum required width, the applicant has submitted a variance request for the required lot size that will be presented to the Board of Adjustment pending the approval of this map amendment.

Application Processing Information:

Owner – Stuever Holding Company, LLC

Applicant – Justin Stuever

Notice – Letters mailed to property owners within 300 feet, notice in the NewsPress and posted signage

Processing Track:

Submittal Date – March 15, 2024

Planning Commission – May 7, 2024

City Council – June 3, 2024

Project/Site Design Data/Details:

Zoning – Small Lot Single-Family Residential District (RSS), Section 23-137

Proposed Zoning – Two-Family Residential District (RT), Section 23-138

Existing Use –Vacant

Proposed Use – Single Duplex

Total Lot size – 7,500 square feet

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The properties have access to South Duck Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Scarlet Route runs along West 12th Avenue with a stop at the Public Library and Prairie Art Center on South Duncan Street. Sidewalks appear to be on either side of South Duck Street.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available

- Engineering/Drainage: N/A

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use within this part of the community is Low Density Residential (10-3) on the east side of South Duck Street Commercial (10-4) on the west side of South Duck Street and Public (10-4) to the North of the subject property.

Discussion: The applicant requests review and approval of a Map Amendment to rezone the property addressed 1205 South Duck Street from Small Lot Single-Family Residential (RSS) to Two-Family Residential District (RT). The current zoning of the property is Small Lot Single-Family Residential (RSS) with similar zoning located in the immediate surrounding properties with Office zoning at the southwest corner of the intersection of West 12th Avenue and South Duck Street. Public and Two-Family Residential are in the vicinity of the subject property The Lodge for Girl Scouts of Eastern Oklahoma is located directly north of the subject property which is zoned RSS. North across West 12th Avenue is the Stillwater Public library zoned Public and the blocks East of the Library are zoned RT.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Two-Family Residential District (RT) zoning is located in the vicinity of the subject property.
3. The Comprehensive Plan calls for commercial, public & low 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.

Prepared by: Jacquelyn Porter, City Planner

Reviewed by: Josh Brown, Project Manager
Diana Hood, Associate City Planner

Date of Preparation: May 1, 2024

Attachments: Application, Letter of Justification, Area Map, Zoning Comparison Table

Map Designation: SW

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

ZONING:

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

SITE PLANS:

☐ Minor Amendment
☐ Final Drill Site Development Plan

SUBDIVISION:

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

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study
☐ Drilling Permit

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

Title of Subdivision/Plan/Use: Legal: Suppy side ADD B/K 2 Lot 7
Owner(s) of Property: Stuever Holding Company
Owner(s) Address: PO Box 22 Morrison OK
Owner(s) Phone/Fax/Email: 405-762-1832 justin.stuever@yahoo
Applicant/Developer of Property: Justin Stuever
Applicant/Developer Address: same
Applicant/Developer Phone/Fax/Email: same
Design Engineer address/phone/fax/email & Registration No.: —

Surveyor address/phone/fax/email & Registration No.: —

Address or Description of Property to be Subdivided/Developed: 1205 S. Duck

Original Tract Deed Book and Page Number: —
Number of Acres in Development: 1 city lot 50x150
Number of Lots Created: —
Current Zoning/Requested Zoning: —
Reason for zoning request/use permit/map amendment (describe project):
Rezone lot from R55 to RT for single duplex build for
in fill.

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

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

[Signature] 3-15-24
Applicant/Preparer Date

[Signature] 3-15-24
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: —

Submission Date: —
Approval Date: —

Processing Tract: IRC —, PC —, CC —
Fees: — Number of Copies: —



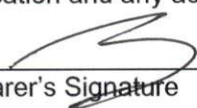
**City of Stillwater
Map Amendment Checklist
Chapter 23, Article 3**

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

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

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

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


Preparer's Signature


Date

SUNNY SIDE ADD BLK 2 LOT 7

1205 S DUCK STILLWATER,OK

THIS LOT IS CURRENTLY ZONED RSS. I AM ASKING FOR IT TO BE REZONED TO RT.

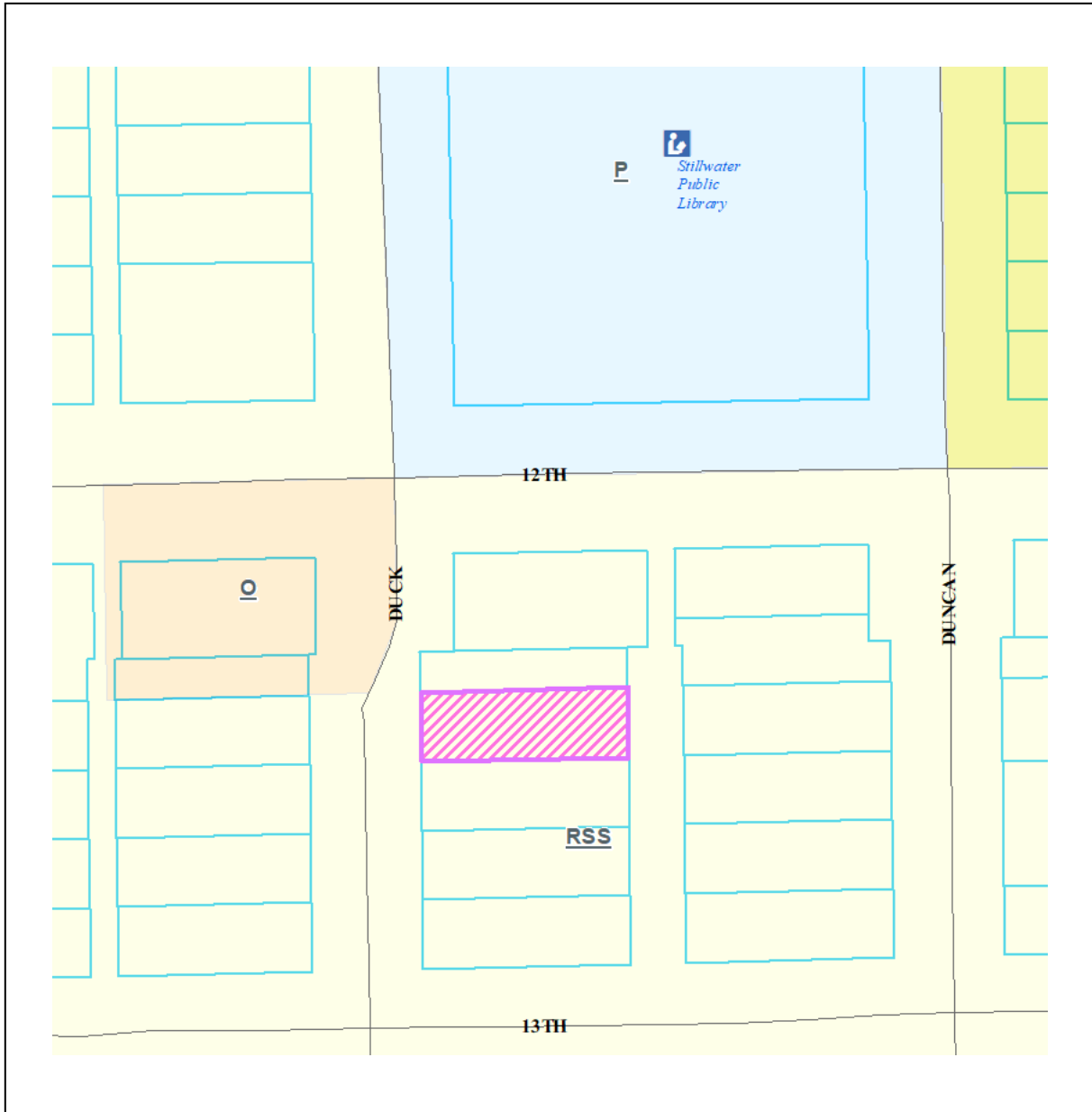
THE LOT TO THE NORTH WHICH IS 317 W 12TH IS OWNER BY STILLWATER GIRLS INC. IT IS NOT A SINGLE FAMILY HOME AND IS ZONED RSS. IT IS LIKELY USED AS A PLACE FOR MEETINGS BY THIS ORGANIZATION. I AM ASKING TO REZONE MY LOT FROM RSS TO RT.

1202 S DUCK WHICH IS NW OF MY LOT IS ZONED OFFICE. I FEEL THAT MY LOT WOULD ALLOW FOR A TRANSITION BETWEEN THE 12TH AVE CORRIDOR TO RSS SOUTH OF MY LOT.

12TH AVE IS LIKELY TO TRANSITION INTO MORE COMMERCIAL AND OFFICE PARCELS IN THE FUTURE AND AS YOU CAN SEE THE STILLWATER GIRLS INC PROPERTY (RSS) IS PROBABLY NOT ZONED CORRECTLY FOR TODAY'S USE.

I AM ASKING FOR ONLY 1 VARIANCE FOR MY LOT. MY LOT IS 50X150 (7500 SQFT) AND THE MINIMUM FOR RT IS 60X100 (6000 SQFT). I AM ASKING FOR A VARIANCE ON THE WIDTH MINIMUM FROM 60FT TO 50FT.

IF YOU TAKE A LOOK AT ONE OF MY OTHER PROJECTS A COUPLE OF BLOCKS EAST YOU WILL GET AN IDEA OF HOW THIS LOT CAN ALSO SUPPORT RT. I BUILT A DUPLEX AT 1205 S HUSBAND PLACE ON A LOT THAT IS 50X150 WHICH IS WHAT I AM ASKING FOR. THIS HAS NOT ONLY HELPED THE APPEARANCE OF THE NEIGHBORHOOD BUT HAS ALSO HELPED SUPPORT INFILL ON AN EMPTY CITY LOT AND THERE WAS PLENTY OF ROOM AND WAS SUPPORTED BY THE NEIGHBORS.



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MA24-02
Request: Rezone from RSS to RT for single duplex infill
Address: 1205 S Duck St
Applicant: Justin Steuver & Steuver Holding Company

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	RT (Residential Two-family)
Min Lot Size	5,000 square feet	7,500 square feet
Min Lot Width/Depth	50/100 feet	60/100 feet
Max Structure Height	35 feet	35 feet
Min Front Yard	20 feet/10 feet from alley	20 feet/10 feet from alley
Corner lot optional setback	Front: 20 feet Street Side: 15 feet	N/A
Min Side Yard - boundary with:		
Residential district	5 feet	5 feet
Commercial district	15 feet	15 feet
Industrial district	15 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	20 feet	20 feet
Max Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	No requirements
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• <i>Conventional single-family</i> • <i>Residential design manufactured home</i>	• <i>Conventional single-family</i> • <i>Residential design manufactured home</i> • Two-family (duplex)

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF APRIL 16, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED APRIL 11th, 2024 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, 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
Alexandria Maged, Administrative Assistant

MEMBERS ABSENT

Mark Prather, Vice Chair

1. CALL MEETING TO ORDER.

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

2. PUBLIC HEARING

- a. SHORT TERM RENTAL (STR-0159), consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Anna Mason for property addressed as 1719 N. Payne Street 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 staff report and asks for questions; none respond.

Chair Phillips invites applicant forward

Mrs. Anna Mason, 1719 N Payne St., comes to the podium and comments on the following:

- Has lived in the home and are going to be traveling in an RV for work and want to supplement income by using this as a rental.
- Has a property owner in Dallas that has other homes in Stillwater.
- Has cameras on the exterior of the home.
- Manager has no party policy
- They plan on coming back to this home since they are local, from Guthrie

Chair Philips asks what platform they will be using. Ms. Mason responds that the manager is going to be using Air BnB and Booking.com but they don't have it listed yet.

Chair Philips asks if they have a minimum number of nights. Mrs. Mason responds it is a 3-night minimum.

Commissioner Williams asks how many people will be allowed. Mrs. Mason states that they have room for 9 people; and one of the rooms is a bunk room so they would be aiming for families.

Chair Phillips asks how many people do they have room for in the driveway. Mrs. Mason states the driveway can fit 4 vehicles.

Commissioner Williams asks if the manager they have is based out of Dallas who will be available to watch the home. Mrs. Mason says the Manager has a personal home in Stillwater she will be moving into full time in July; however, in the meantime before she leaves she will be cleaning and taking care of it.

Chair Phillips asks if there are any more questions for the applicant; none respond. Chair Phillips asks if there is anyone that wishes to speak in in favor; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition.

Ms. Kim McBride, 1916 E Franklin, comes to the podium and comments on the following:

- Has had some past bad experiences with short term rentals.
- Doesn't think there is parking for 4 cars.
- The HOA doesn't allow for street parking but the city does.
- Has general concerns about noise, who's coming and going etc.

Chair Phillips asks if anyone else would like to come forward in opposition; none respond. Chair Phillips asks the applicant to come back up if they would like to address the concerns

Mr. Mason comes forward and states that although the driveway might not fit 4 cars that their garage fits 2 and drive fits 2 and they have cameras to make sure people aren't abusing the street parking policy which the bylaws of the HOA do allow for up to 48 hours; and says since this is their home that they are coming back to it and it is in their interest to keep it up.

Chair Phillips invites staff to come present alternatives.

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

Alternatives:

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

Ms. Hood asks if there are any questions for staff; none respond.

Commissioner Williams motions to approve the Short Term Rental application; Commissioner Van Leuven seconds.

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

Time: 13 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular Meeting Summary of April 2nd, 2014

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

Commissioner Van Leuven motions to approve the minutes, Commissioner Shanahan seconded.

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

Time: 2 minutes

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

- a. Next Planning Commission Meeting is May 7th, 2023.

Chair Phillips asks for updates on if there are updates on changes to short term rental policies. Ms. Kim Payne, Assistant City attorney advises there are no new updates. Chair Phillips asks where they are at. Ms. Payne responds that staff has submitted a draft to the City Manager office and are waiting on comment.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner VanLeuven at approximately 5:45 PM on April 16th, 2024 one member absent, - the next regularly scheduled meeting will be held Tuesday, May 7th, 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