

**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 - Stephen W. Shanahan
Stillwater Planning Commission