

PLANNING COMMISSION MEETING AGENDA
JUNE 25, 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 David Peters.

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. Miscellaneous items from Planning Commission

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.	Introduction and welcome to new Planning Commissioner, Mr. David Peters.
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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.	Bancroft Design on behalf of Black Properties, LLC, WARRANT IN THE FORM BASE CODE (FBC24-01) , consideration, discussion and possible action, including approval or denial of a warrant to allow construction of a single family home in the form based code area zoned T6 (Transect 6) at property addressed as 125 S. Duck Street.	Jacquelyn Porter
b.	Marilyn Shipman, MAP AMENDMENT (MA24-05) , consideration, discussion and possible action, including recommending approval or denial to rezone properties addressed as 424 S. Husband and 212 W. 5th Avenue from Two-Family and Multi-Family Residential (RTM) to Commercial Business (CB) district.	Diana Hood
c.	OZSOL, LLC, MAP AMENDMENT (MA24-06) , consideration, discussion and possible action, including recommending approval or denial to rezone properties addressed as 1302 W.	Jacquelyn Porter

	Lakeview Rd Tract 1, 1412 W Lakeview Rd, 1424 W Lakeview Rd, 1508 W Lakeview Rd, and a tract of land on West Lakeview Road between 1508 and 1412 W. Lakeview Road from Small Lot Single Family Residential (RSS) to Commercial Shopping (CS).	
d.	OZSOL LLC for a Map Amendment (MA24-07) , consideration, discussion and possible action, including recommending approval or denial to rezone properties addressed as 1302 W Lakeview Rd Tract 2 and 2323 N Garfield St from Small Lot Single Family Residential (RSS) to Two-Family and Multi-Family Residential (RTM).	Jacquelyn Porter
e.	SHORT TERM RENTAL (STR-0164) , consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Shannon Cotter for property addressed as 1126 N. Lincoln Street in the Single Family Large Lot Residential (RSL) district.	Diana Hood
f.	SHORT TERM RENTAL (STR-0165) , consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Justin & Cari Bohannon for property addressed as 1603 S. Berkshire Drive in the Single Family Small Lot Residential (RSS) district.	Diana Hood

4. Meeting Summary for Review and Possible Action:

a.	Regular meeting summary of May 7, 2024.
b.	Regular meeting summary of June 4, 2024.

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

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: June 25, 2024

Subject: Form Base Code Warrant: 125 South Duck Street

Purpose of Report: The applicant Black Properties, LLC is requesting the review and approval of a Warrant to allow the construction of a single-family home in Transect 6 Urban Core (T6) as part of the Form Base Code in the Corridor Redevelopment Area at the property addressed as 125 South Duck Street.

Background: Black Properties, LLC, is requesting a warrant to construct a three-story single-family in the Form Base Code Transect 6 (T6). The intended design framework for the T6 zone is to have commercial, office, and high-density residential in that area. Form Base Codes intended uses are to regulate heights, building materials, building orientation, etc. to encourage public realm appeal without regulating the specific locations for uses. Transect 6 is for the highest density of buildings and residential structures. Mixed-use is highly encouraged in T6.

The subject property is approximately 5,375 square feet. The proposed three-story building will cover 645 square feet of the lot with five outdoor angled parking spots and a dumpster enclosure to the east of the structure out of line of sight from the right-of-way. Access for the subject property will be a one-way access drive from South Duck Street and cross into the property to the east. The applicant is working to file the private access easement to allow through traffic from the subject property. The proposed site plan meets all requirements for the building design. Table 5 of Appendix I- Form-Based Codes, shows that Residential Single-Family use is allowed "By Warrant". Article XXV-Corridor Redevelopment Area Planning District Chart 2 shows the Process for Warrants. The defined process is:

1. Warrant Application Submittal
2. Internal Review Committee (IRC) Review
3. Planning Commission for Approval or Denial

The process makes the Planning Commission the quasi-judicial board for Warrants in the Form-Based Codes.

Section 23-444 -Notice and hearing detail that the map amendment notification and hearing process shall apply to Appendix I- Form Base Codes. City Staff has posted a sign, mailed property owner letters, and published the notice for a Public Hearing for the warrant request.

Application Processing Information:

Owner/Applicant – Black Properties, LLC

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

Processing Track:

Submittal Date – March 21, 2024

Planning Commission – May 21, 2024

Project/Site Design Data/Details:

Zoning – Transect 6 (T6), Appendix I, Article III, Section 3.7.9

Existing Use – Vacant Lot.

Proposed Use – Three-story single-family structure

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of South Duck Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available on both sides of South Duck Street. OSU Transit Services – Grey Route runs on N Knoblock St which is located two blocks to the west.
- Electric: City electric is available

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan further breaks down and identifies Corridor Redevelopment Area and the desired land use for this subject property is Medium Density (MAP 18, 8-5).

Findings:

1. The Land Development Code allows a residential single-family use in the Transect 6 zone with a warrant.
2. The Comprehensive Plan calls for Medium Density at the property's location.

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.

Prepared by:

Jacquelyn Porter, City Planner

Reviewed by:

Jeff Mathews, Community Development Director

Joshua Brown, Project Manager

Date of Preparation:

June 12, 2024

Attachments:

Area Map, Application, Warrant Letter, Site Plan, House Plans, Civil Plans

Map Designation:

NW



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: FBC24-01
Request: SFR construction in T6 zoning
Address: 125 S Duck St
Applicant: Black Properties LLC / Bancroft Design – Aaron Ferguson

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION IN THE FORM-BASED CODE AREA

Application Request:

☐ Alternative Compliance
☒ Warrant

NOTE: COMMERCIAL USE-BY-RIGHT (CUBR) and Minor Site Plan Amendments are required for all development within this special overlay district.

Owner(s) of Property: Black Properties, LLC
Owner(s) Address: 3724 Timberline Dr., Stillwater OK
Owner(s) Phone: _____
Owner(s) Email: _____
Applicant/Developer of Property: Todd Kraybill Construction
Applicant/Developer Address: PO Box 1844, Stillwater, OK
Applicant/Developer Phone/Fax: 405-880-4132
Applicant/Developer Email: tskraybill@gmail.com
Design Engineer address/phone: Bancroft Design/ 923 S Locust St/ 405-743-3355

Design Engineer email: aferguson@bancroft-design.com

Surveyor address/phone and email: Same as above

Address or Description of Property to be Developed: 125 S. Duck St

Original Tract Deed Book and Page Number: Book 2067 Page 560

Reason for Alternative Compliance or Warrant request: _____

requesting single family home construction in T6 zone

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.

Aaron Ferguson 3/14/24
Applicant/Preparer Date

Aaron Ferguson (Agent) 3/14/24
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 _____
Fees: _____ Number of Copies: _____

**City of Stillwater
Alternative Compliances/Warrants
Chapter 23, Article 25 & Appendix I**

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

Because the uses/issues identified as requiring alternative compliance or warrants are less consistent with the intent of the development guidelines of Form-Based Code and the Redevelopment Corridor such issues shall be evaluated based upon their ability to be located in the Redevelopment Corridor. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	For Alternative Compliance and Warrant Applications	
✓	COMPLETED APPLICATION FORM AND CHECKLIST	
✓	APPLICATION FEE: \$125.00	
✓	TYPED LEGAL DESCRIPTION EMAILED TO DIGITALS@STILLWATER.ORG	
N/A	COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS (IF APPLICABLE)	
✓	Letter stating City's Code Section pertaining to request and explanation of scope of project.	
	ALTERNATIVE COMPLIANCE REQUIREMENTS (AS WELL AS THOSE ABOVE)	
✓	BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN REQUESTING ALTERNATIVE COMPLIANCE TO DESIGN STANDARDS (PROVIDE DRAWINGS OF: 1) DESIGN IF IN COMPLIANCE WITH ESTABLISHED; 2) DESIGNED WITH REQUESTED ALTERNATIVE COMPLIANCE.	
N/A	LIST OF MATERIALS (IF REQUESTING NON-COMPLIANCE MATERIALS)	
✓	2 COPIES OF FULL-SIZED SITE PLANS, 1 (8.5x11) COPY, AND ONE DIGITAL SUBMISSION EMAILED TO DIGITALS@STILLWATER.ORG shall show the following:	
✓	a. Dimensions of the site, including easements and rights-of-way, and location with respect to streets and adjacent properties;	
✓	b. Dimension of buildings and location with respect to property boundaries;	
✓	c. Location and type of existing and proposed outdoor features such as signs, fences, landscaping, or outdoor light fixtures;	
✓	d. Location, arrangement, and dimensions of off-street parking and loading spaces and access drives;	
✓	e. Any other physical features or characteristics which may be unique to the property or particular use proposed;	
	f. Location of existing and proposed public utilities	

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.

Adam Ferguson 3/14/24
Preparer's Signature Date

Aaron J. Ferguson

From: Todd and Sheila Kraybill <tskraybill@gmail.com>
Sent: Tuesday, March 19, 2024 1:35 PM
To: Aaron J. Ferguson
Subject: Re: 125 S Duck Submittal

You have my permission.

On Thu, Mar 14, 2024 at 2:39 PM Aaron J. Ferguson <aferguson@bancroft-design.com> wrote:

Todd, can you reply back giving me permission to sign as your agent on City applications for the 125 S Duck project?

Aaron Ferguson, PE

Project Manager

Bancroft Design, Inc.

923 S Lowry St | PO Box 436

Stillwater, OK 74076 | 405-743-3355





Bancroft Design

March 14, 2024

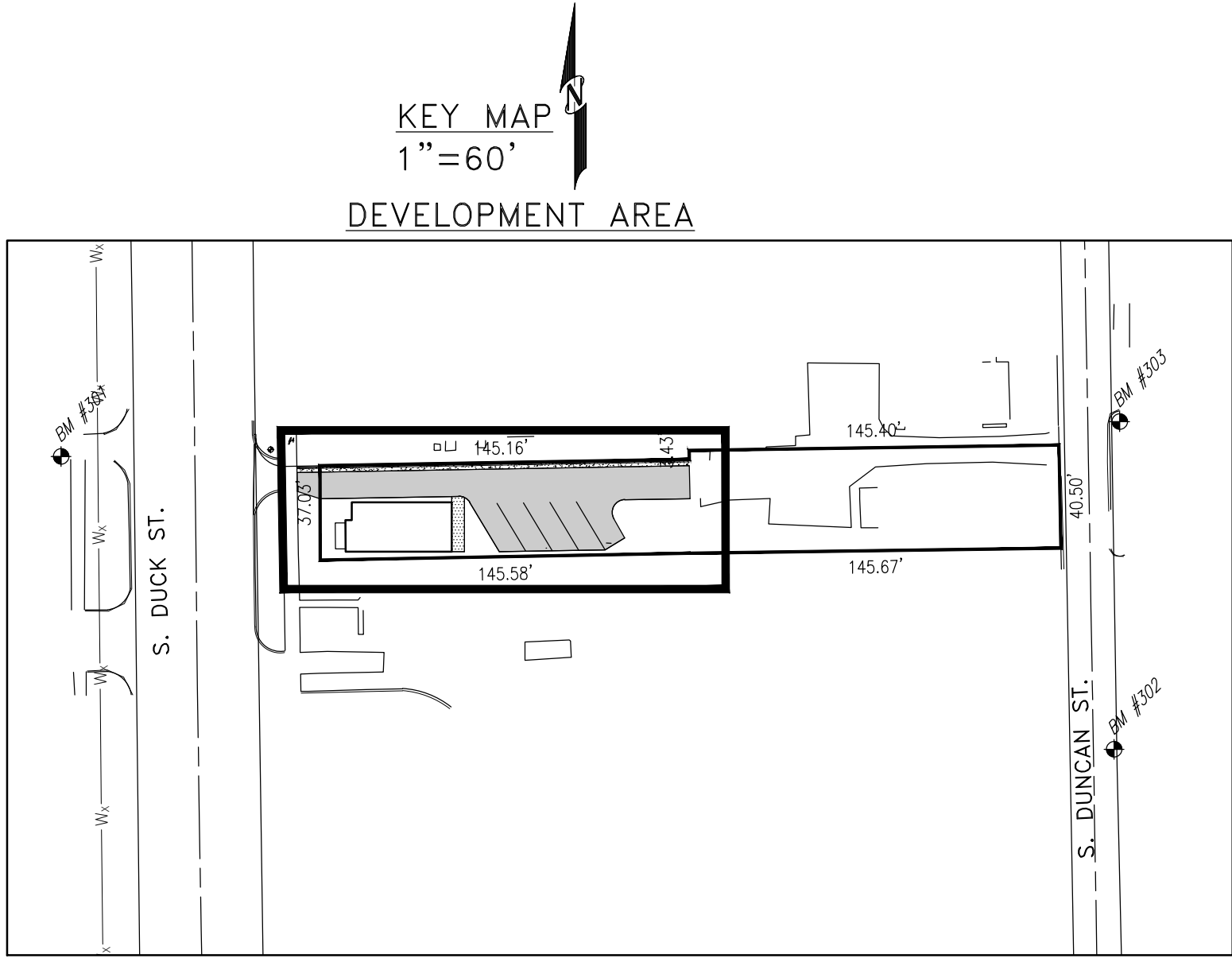
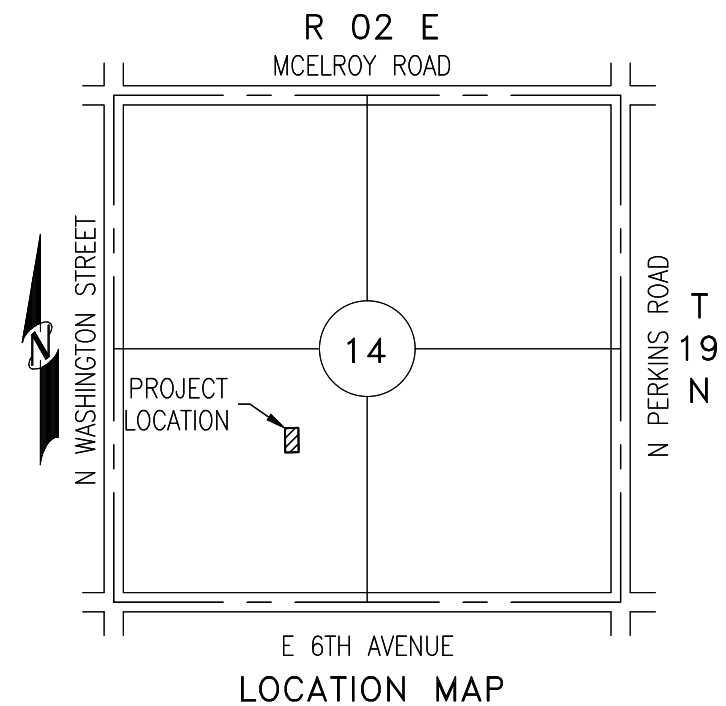
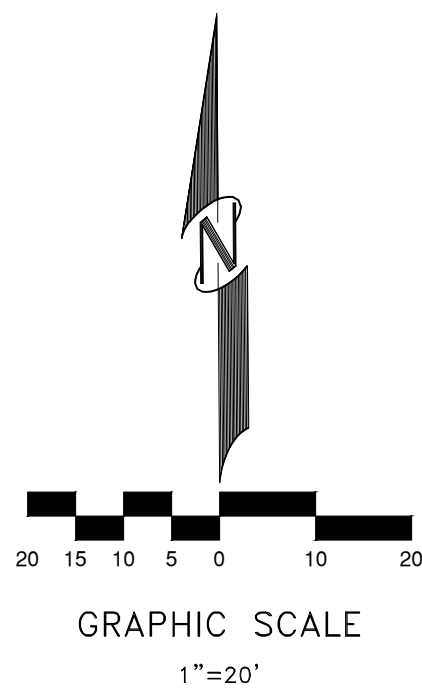
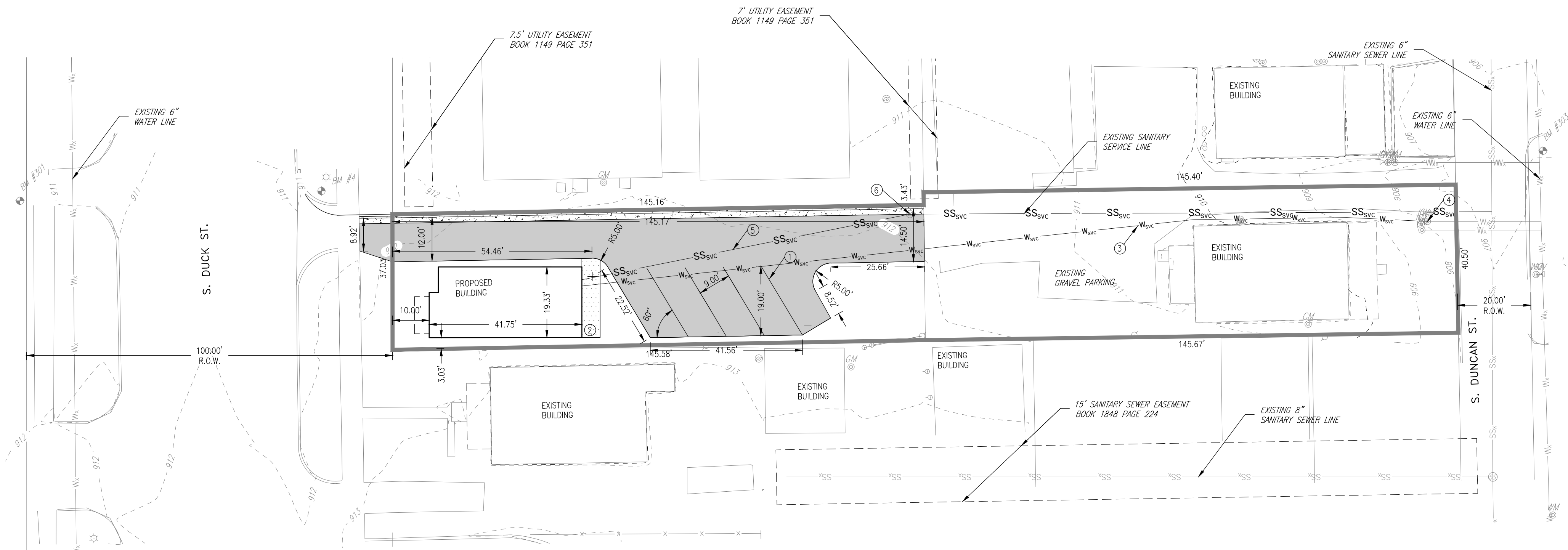
Development Services
City of Stillwater
PO Box 1449
Stillwater, OK 74076

Re: 125 S Duck St Warrant Request

The proposed site is located in the T6 Zone. The proposed project is a single-family residential home with a small parking area. According to the City's Form-Based Code Table 5, single-family residential homes are allowed in Zone T6 by warrant. We are requesting a warrant be granted. The proposed plans are included with this letter.

Respectfully Submitted,

Aaron Ferguson, P.E.



- PROPOSED FEATURES LEGEND**
- | | | | |
|----------------------|------------------------------|--|-----------------------------------|
| | PROPOSED CONTOUR | | PROPOSED IRRIGATION CONTROL VALVE |
| | PROPOSED CONCRETE PAVING | | PROPOSED FIRE HYDRANT |
| | PROPOSED SIDEWALK PAVING | | PROPOSED GAS VALVE |
| —OHT— | PROPOSED OVERHEAD TELECOM | | PROPOSED GAS METER |
| —UGT— | PROPOSED UNDERGROUND TELECOM | | PROPOSED UTILITY POLE |
| —OHE— | PROPOSED OVERHEAD ELECTRIC | | PROPOSED GUY ANCHOR |
| —W— | PROPOSED WATER MAIN | | PROPOSED LIGHT POLE |
| —W _{svc} — | PROPOSED WATER SERVICE | | PROPOSED GROUND LIGHT |
| —FP— | PROPOSED FIRE LINE | | PROPOSED ELECTRIC DEVICE AS NOTED |
| —G— | PROPOSED NATURAL GAS MAIN | | PROPOSED ELECTRIC MANHOLE |
| —G _{svc} — | PROPOSED NATURAL GAS SERVICE | | PROPOSED SANITARY MANHOLE |
| —SS— | PROPOSED SANITARY MAIN | | PROPOSED SANITARY CLEANOUT |
| —SS _{svc} — | PROPOSED SANITARY SERVICE | | PROPOSED STORM MANHOLE |
| —SD— | PROPOSED STORM MAIN | | PROPOSED HANDICAP SYMBOL |
| —SD _{svc} — | PROPOSED STORM SERVICE | | PROPOSED TRAFFIC CONTROL BOX |
| —SF— | PROPOSED SILT FENCE | | PROPOSED TRAFFIC SIGNAL POLE |
| WM | PROPOSED WATER METER | | PROPOSED TRAFFIC BOLLARD |
| | | | PROPOSED POLE SIGN |

- LEGAL DESCRIPTION:**
- A tract of land in the Northeast Quarter of the Southwest Quarter, Section 14, Township 19 North, Range 2 East of the Indian Meridian, Payne County, State of Oklahoma, described in the Payne County Clerk's Office in Book 1148, Page 92, being more particularly described as follows:
- the South one-half foot of the North Forty-Four (44) feet of the South Half (S/2) of the West Half (W/2) of Lot Five (5), in Block Three (3), East College addition to the city of Stillwater, Payne County, State of Oklahoma, more particularly described as follows, to-wit: Beginning at a point 37 feet North of the Southwest corner (SW/cor) of said Lot Five (5), Block Three (3); thence West 145.75 feet; thence North 44 feet; thence 145.75 feet; thence south 44 feet to the point of beginning.
- KEY NOTES**
- 1 PARKING STRIPE
 - 2 PROPOSED 5' SIDEWALK
 - 3 1" WATER SERVICE LINE, PVC DR18
 - 4 EXISTING WATER METER
 - 5 4" SANITARY SEWER SERVICE LINE, SCM PVC 40
 - 6 CONNECT TO EXISTING CLEANOUT

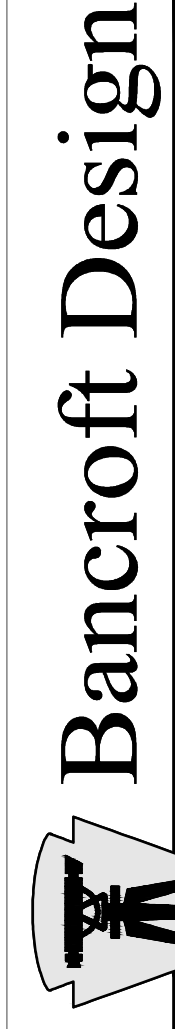
- GENERAL SITE PLAN NOTES**
1. ALL WORK PERFORMED AND MATERIALS SUPPLIED SHALL CONFORM TO THE SITE WORK SPECIFICATIONS. ANY WORK NOT COVERED IN THE SITE WORK SPECIFICATIONS SHALL CONFORM TO THE CITY'S "STANDARD SPECIFICATIONS FOR THE CONSTRUCTION OF PUBLIC IMPROVEMENTS" OR "STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, OKLAHOMA DEPARTMENT OF TRANSPORTATION, 2009 EDITION" AND SUPPLEMENTALS.
 2. THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED BY THE CITY OF STILLWATER, INCLUDING BUT NOT LIMITED TO THE RIGHT-OF-WAY PERMITS DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ERECTING AND MAINTAINING BARRICADES AND OTHER TRAFFIC CONTROL DEVICES AS NECESSARY AROUND THE PERIMETER. ANY WORK WITHIN EXISTING RIGHT-OF-WAY WILL REQUIRE A RIGHT-OF-WAY PERMIT, CONTACT DEVELOPMENT SERVICES (405) 742-8213. ANY WORK WHICH WOULD CLOSE OR OBSTRUCT A STREET WILL NEED APPROVAL FOR NOTICE, CONTACT PUBLIC WORKS (405) 742-8263.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ALL UTILITY COMPANIES AND GOVERNMENTAL AGENCIES WHO MIGHT HAVE UTILITY LINES ON OR ABOUT THE PREMISES, OR WHO MIGHT BE AFFECTED BY THE CONSTRUCTION. THE CONTRACTOR SHALL ALSO COORDINATE HIS ACTIVITIES WITH THE UTILITY COMPANIES TO ENSURE COMPLIANCE WITH THE PROJECT SCHEDULE ESTABLISHED BY THE GENERAL CONTRACTOR. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO PROTECT EXISTING UTILITY LINES, AND SHALL REPAIR ANY DAMAGES AT HIS OWN EXPENSE.
 4. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION, ELEVATION, AND/OR SIZE OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON OBSERVED EVIDENCE ONLY. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.

BENCHMARK

BM #4, 1/2" REBAR W/CAP, N409509.12';
E2245341.27'; ELEVATION: 911.79'
BM #301 MAC NAIL W/WASHER, N409506.47';
E22452558.90'; ELEVATION: 911.16'
BM #302 MAC NAIL W/WASHER, N409391.40';
E2245672.8492'; ELEVATION: 909.15'

REVISIONS

REV	DATE	DESCRIPTION	BY	APPD



923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076

PHONE: (405) 743-3355
CA #9205 EXP: 6/30/2024

BLACK PROPERTIES, LLC

125 S. DUCK ST.
Stillwater, OK

SITE PLAN

DRAWN BY	DATE
IDC	02/24
SCALE	SHEET
1"=20'	C101

BLACK PROPERTIES



INDEX

SHEET	DESCRIPTION
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- | | |
|---|-----------------------------|
| 1 | TITLE, NOTES & MEASUREMENTS |
| 2 | PLOT PLAN |
| 3 | FLOOR PLANS |
| 4 | EXTERIOR ELEVATIONS |
| 5 | ROOF & ELECTRICAL PLANS |
| 6 | INTERIOR ELEVATIONS |

MEASUREMENTS:

1ST FLOOR SQUARE FOOTAGE (FRAME/VENEER) - 805 SQ. FT.
2ND FLOOR SQUARE FOOTAGE (FRAME/VENEER) - 140 SQ. FT.
3RD FLOOR SQUARE FOOTAGE (FRAME/VENEER) - 542 SQ. FT.

TOTAL SQUARE FOOTAGE (FRAME/VENEER) - 2087 SQ. FT.

MECHANICAL SQUARE FOOTAGE - 28 SQ. FT.
2ND FLOOR BALCONY SQUARE FOOTAGE - 40 SQ. FT.
3RD FLOOR BALCONY SQUARE FOOTAGE - 221 SQ. FT.

TOTAL SQUARE FOOTAGE (BUILDING) - 2376 SQ. FT.

ROOF SURFACE AREA - 142 SQ. FT. (TOTAL)

GENERAL NOTES:

CODES - ALL WORK PERFORMED SHALL BE IN ACCORDANCE WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL BUILDING CODES. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE COMPLIANCE WITH ALL APPLICABLE CODES AND TO ENSURE ALL PLANS MEET OR EXCEED APPLICABLE CODES BEFORE CONSTRUCTION BEGINS. THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL REVIEW ALL PLANS AND MAKE ANY REQUESTS FOR CHANGES TO THE PLANS BEFORE CONSTRUCTION BEGINS.

INSTALLATION - IT IS THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR OR DESIGNATED STRUCTURAL ENGINEER TO ENSURE THE PROPER MATERIALS AND CONSTRUCTION TECHNIQUES ARE SELECTED TO CONSTRUCT THIS PROJECT TO ENSURE IT MEETS OR EXCEEDS APPLICABLE SAFETY STANDARDS AND LOAD REQUIREMENTS.

SAFETY- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL SAFETY PRECAUTIONS OR SAFETY PROGRAMS ARE USED TO PROVIDE A SAFE WORK SITE. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ENSURING PROPER STRUCTURAL SHORING AND BRACING ARE IN PLACE DURING CONSTRUCTION.

ALTERATIONS - THESE PLANS ARE A REPRESENTATION OF THE REQUIREMENTS OF THE HOMEOWNER. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW THE PLANS TO ENSURE COMPLIANCE WITH ALL NATIONAL, STATE, AND LOCAL CODES BEFORE BEGINNING CONSTRUCTION. ANY ALTERATIONS TO THE PLANS TO MEET SUCH CODES SHALL BE APPROVED BY THE HOMEOWNER PRIOR TO BEGINNING CONSTRUCTION. DESIGNER'S INK GRAPHIC & BUILDING DESIGNS, LLC WILL MAKE ANY REQUIRED CHANGES TO THE PLANS AS DIRECTED BY THE GENERAL CONTRACTOR OR THEIR STRUCTURAL ENGINEER AT NO ADDITIONAL CHARGE IF NECESSARY TO ENSURE COMPLIANCE WITH SAID CODES. STRUCTURAL ENGINEERING SERVICES ARE NOT PROVIDED BY DESIGNER'S INK GRAPHIC & BUILDING DESIGNS, LLC. THESE PLANS HAVE NOT BE REVIEWED BY A CERTIFIED STRUCTURAL ENGINEER UNLESS THE ENGINEER'S STAMP IS PRESENT ON THE PLANS.

ENGINEERING - THIS FOUNDATION PLAN WAS NOT PREPARED BY A LICENSED ENGINEER. DESIGNER'S INK RECOMMENDS AN ENGINEER BE CONSULTED PRIOR TO CONSTRUCTION WHO WILL TAKE INTO ACCOUNT THE RESULTS OF SOIL TESTING AND ANY LOAD CONSIDERATIONS. A QUALIFIED PROFESSIONAL ENGINEER SHALL SPECIFY ALL FOUNDATION WALLS, SLABS, FOOTINGS, SUPPORT BEAMS, AND WEB TRUSSES.

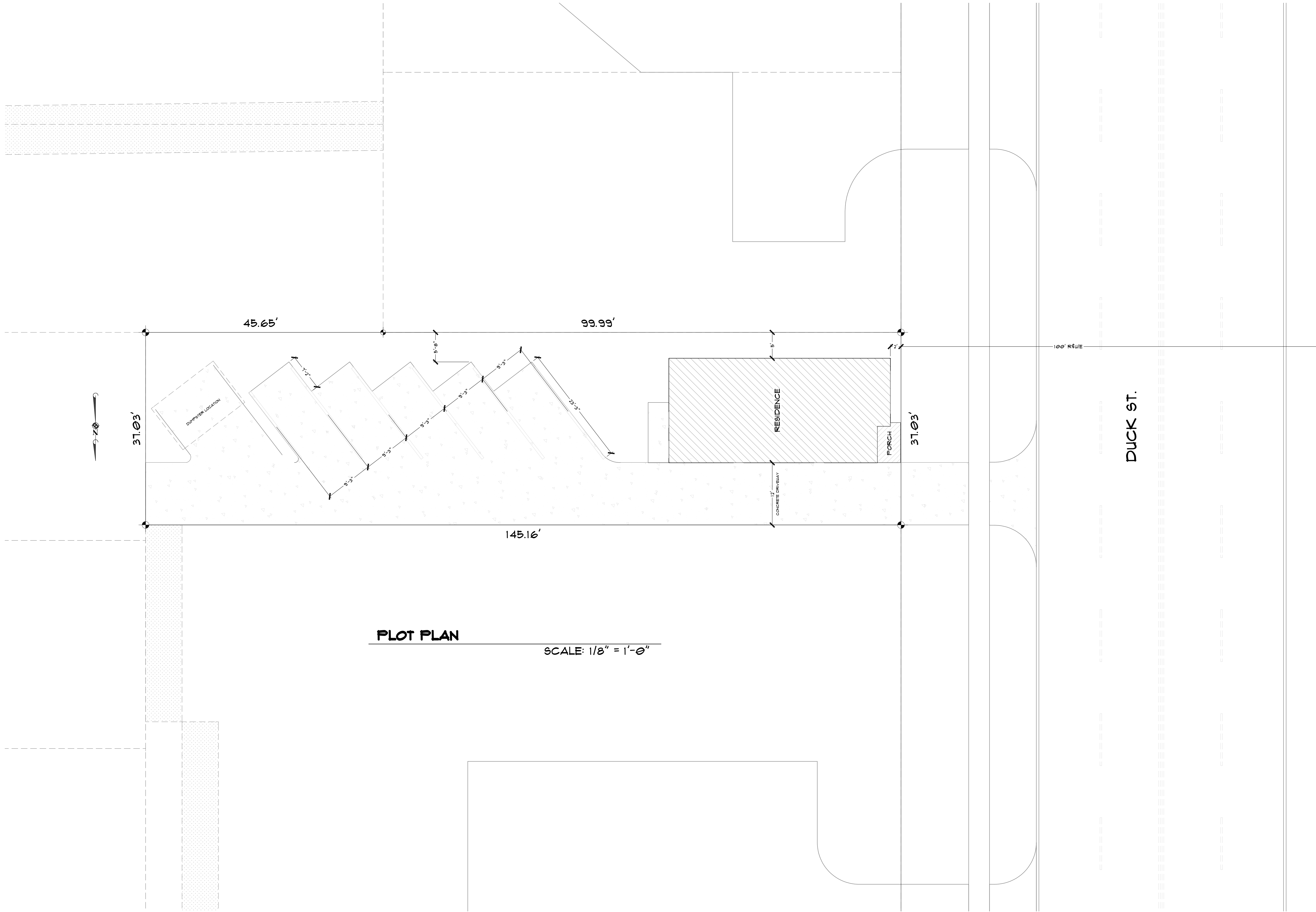
ELECTRICAL, PLUMBING, AND HVAC - ALL ELECTRICAL, PLUMBING, AND HVAC SYSTEMS ARE TO BE DESIGNED AND INSTALLED BY A LICENSED CONTRACTOR. WHEN THESE SYSTEMS ARE NOTED IN THE PLANS, THEY ARE SIMPLY SUGGESTED LOCATIONS TO ASSIST THE LICENSED CONTRACTOR IN DETERMINING THE REQUIREMENTS OF THE HOMEOWNER. ELECTRICAL INCLUDES BUT IS NOT LIMITED TO OUTLETS, SWITCHES, AND FIXTURES. THE LICENSED ELECTRICAL CONTRACTOR WILL USE THESE LOCATIONS FOR REFERENCE PURPOSES WHEN DESIGNING THE ACTUAL ELECTRICAL SYSTEM FOR THE STRUCTURE.

MEASUREMENTS - THE GENERAL CONTRACTOR WILL VERIFY ALL ON SITE MEASUREMENTS, AND THOSE MEASUREMENTS WILL OVERRULE THE MEASUREMENTS LISTED ON THE DRAWINGS.

COVENANTS - GENERAL CONTRACTOR AND/OR HOMEOWNER IS RESPONSIBLE FOR ENSURING ALL SUBDIVISION COVENANT RULES AND REGULATIONS ARE FOLLOWED.

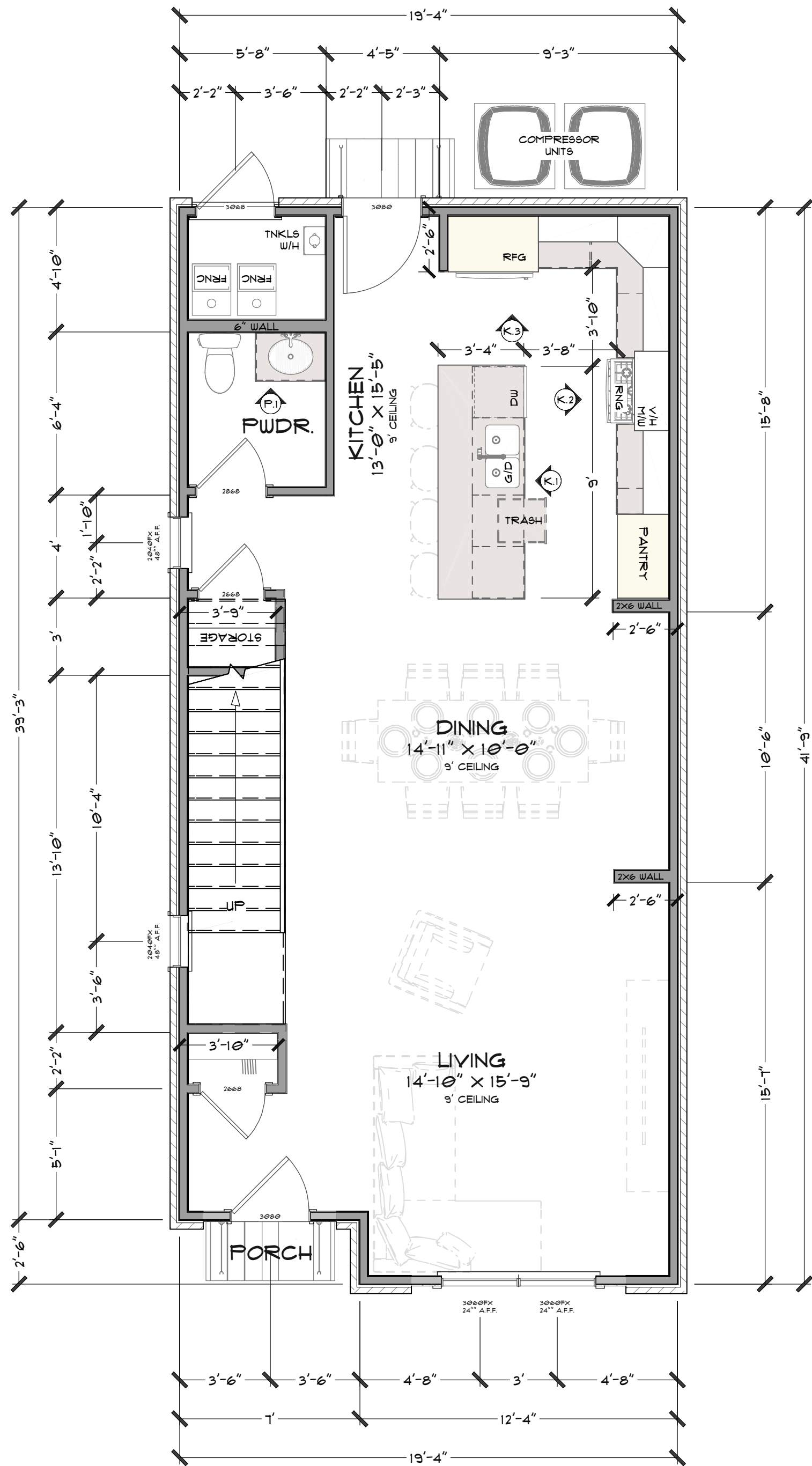
RESPONSIBILITY - TO THE BEST OF THE DESIGNER'S KNOWLEDGE THESE PLANS ARE DRAWN TO COMPLY WITH THE OWNER'S SPECIFICATIONS AND ANY CHANGES MADE ON THEM AFTER ACCEPTANCE WILL BE THE OWNER'S RESPONSIBILITY. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS. DESIGNER'S INK GRAPHIC & BUILDING DESIGNS, LLC IS NOT LIABLE FOR ERRORS ONCE MATERIALS ARE ORDERED OR CONSTRUCTION HAS BEGUN. WHILE EVERY EFFORT HAS BEEN MADE IN THE PREPARATION OF THIS PLAN SET TO AVOID MISTAKES, THE MAKER CAN NOT GUARANTEE AGAINST HUMAN ERRORS. THE CONTRACTOR OF THE PROJECT MUST CHECK ALL DIMENSIONS AND OTHER DETAILS PRIOR TO CONSTRUCTION AND BE SOLELY RESPONSIBLE THEREAFTER. THE USE OF THE PLANS CONSTITUTES AN AGREEMENT WITH THESE TERMS.

NOTE: RENDERINGS MAY DEPICT OPTIONAL UPGRADES OR ITEMS WHICH HAVE BEEN CHANGED. THE CONSTRUCTION DOCUMENTS ALWAYS SUPERCEDE THE RENDERINGS.



1ST FLOOR PLAN

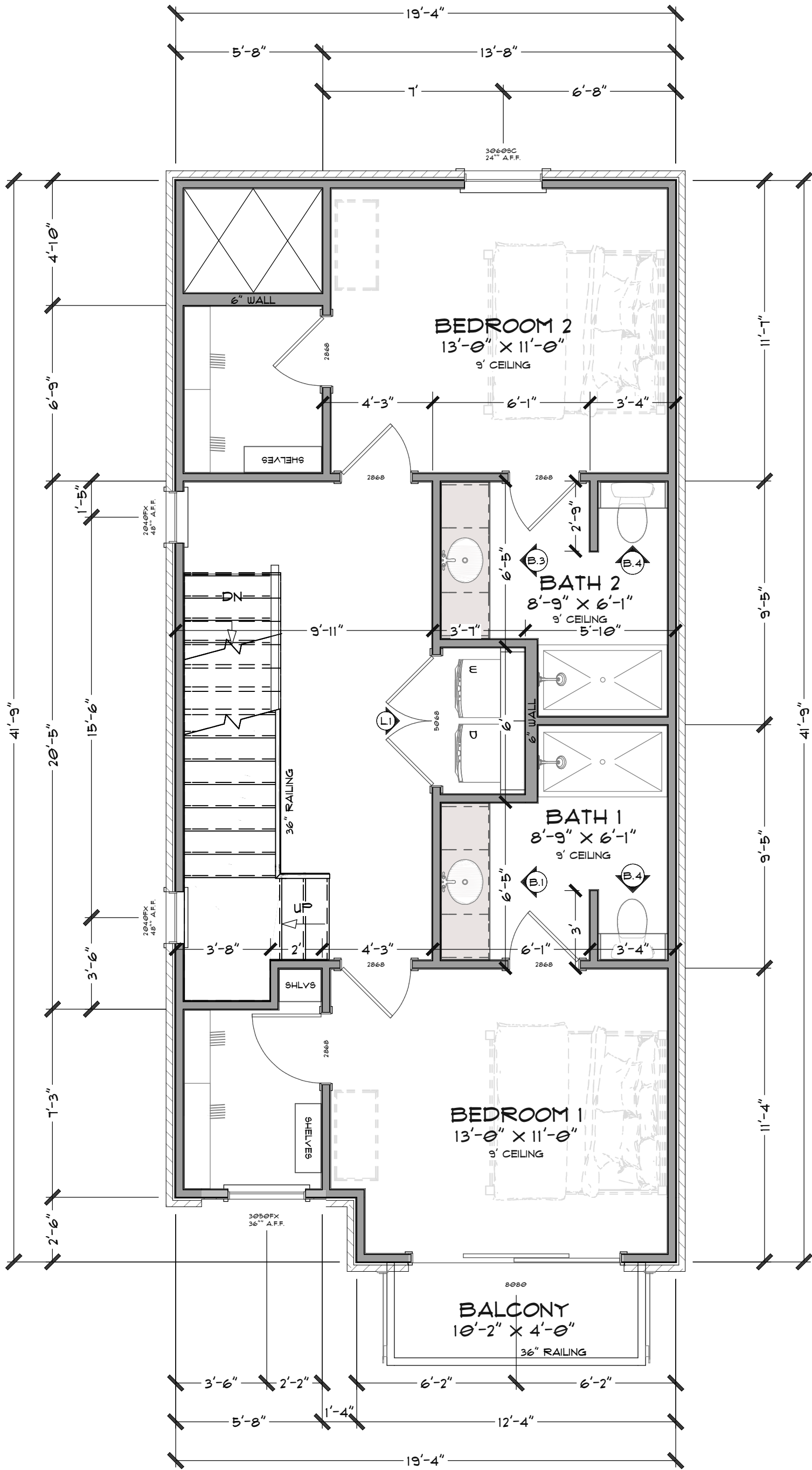
SCALE: 1/4" = 1'-0"



LIVING AREA
805 SQ FT

2ND FLOOR PLAN

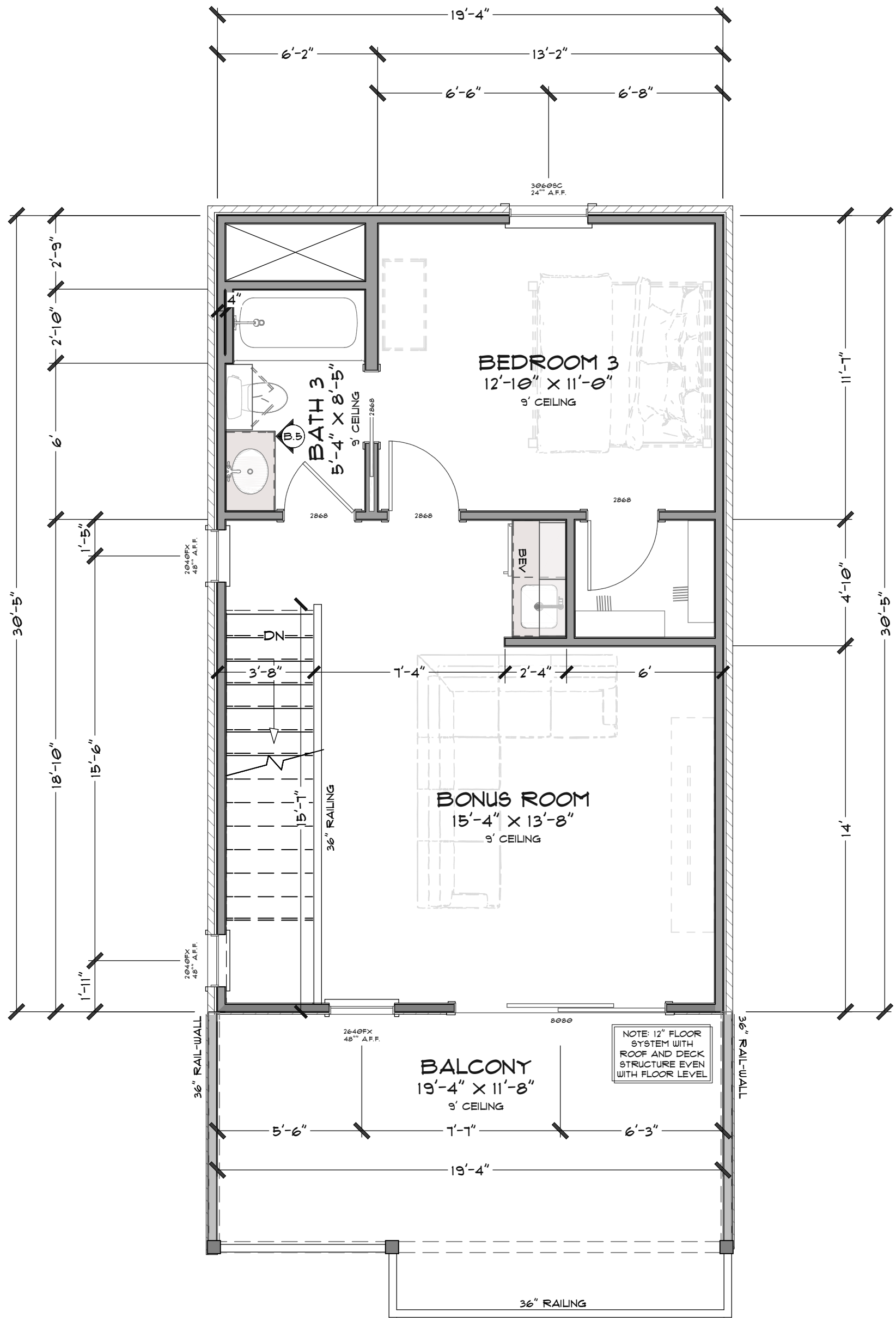
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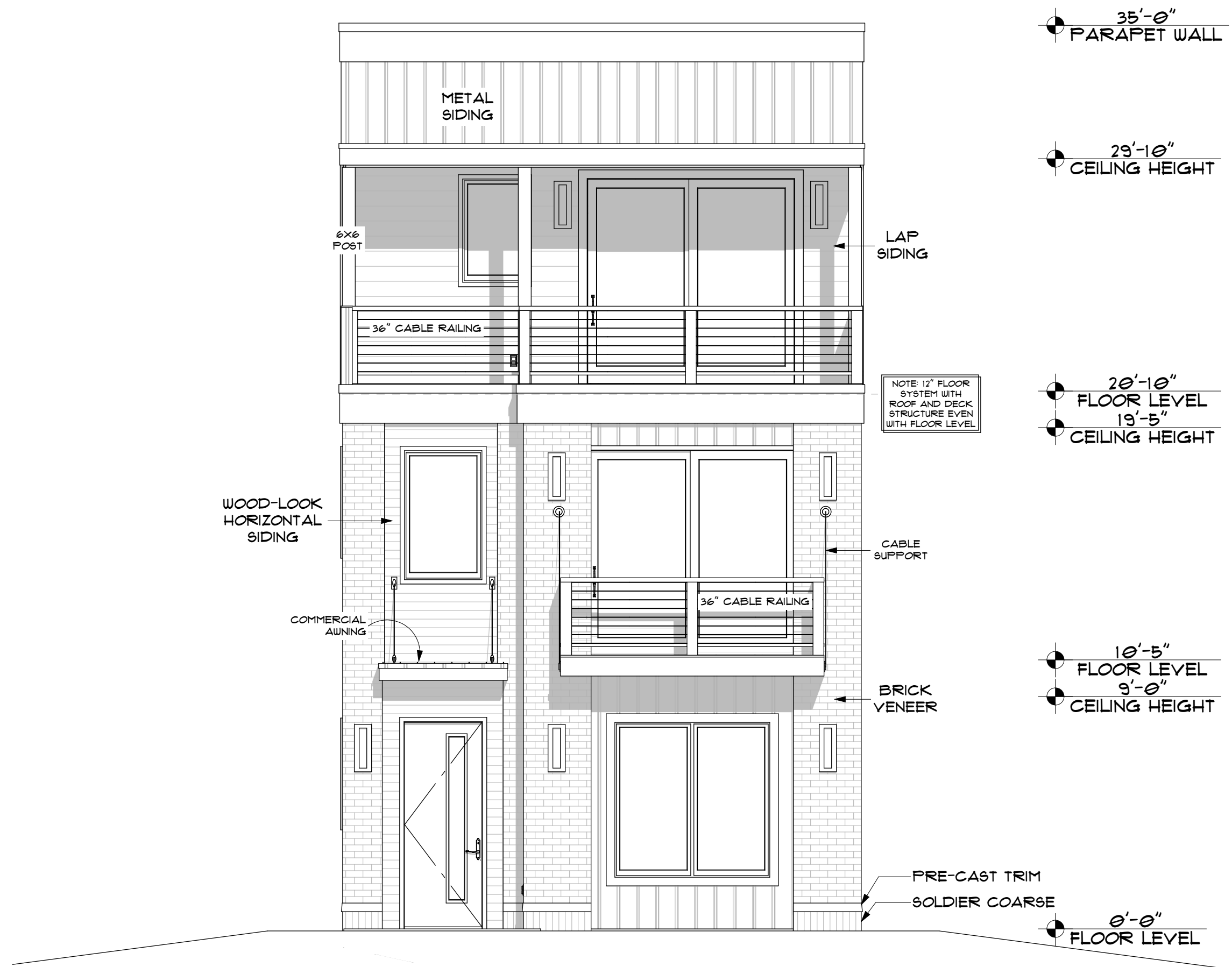
LIVING AREA
138 SQ FT

3RD FLOOR PLAN

SCALE: 1/4" = 1'-0"

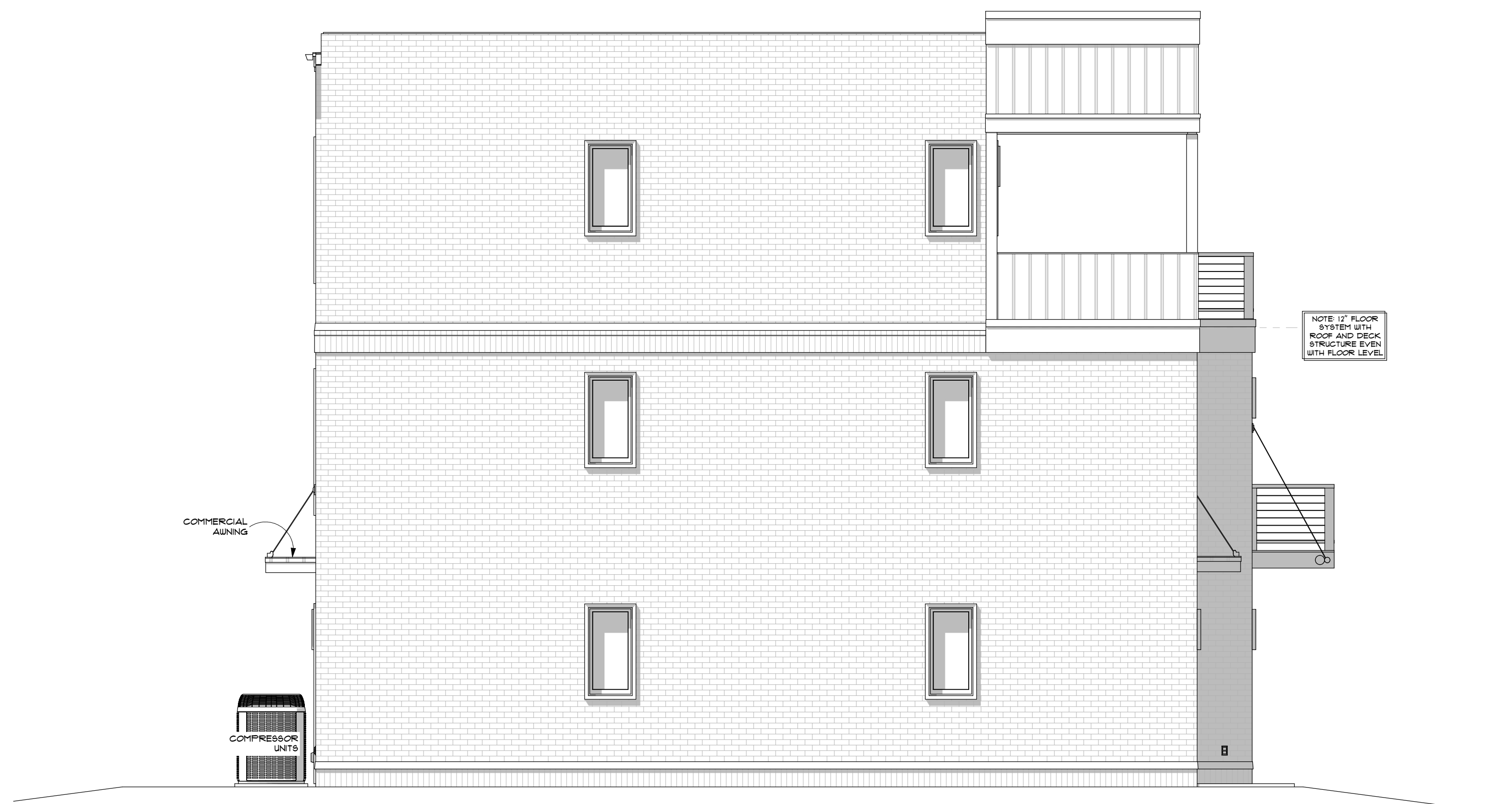


LIVING AREA
542 SQ FT



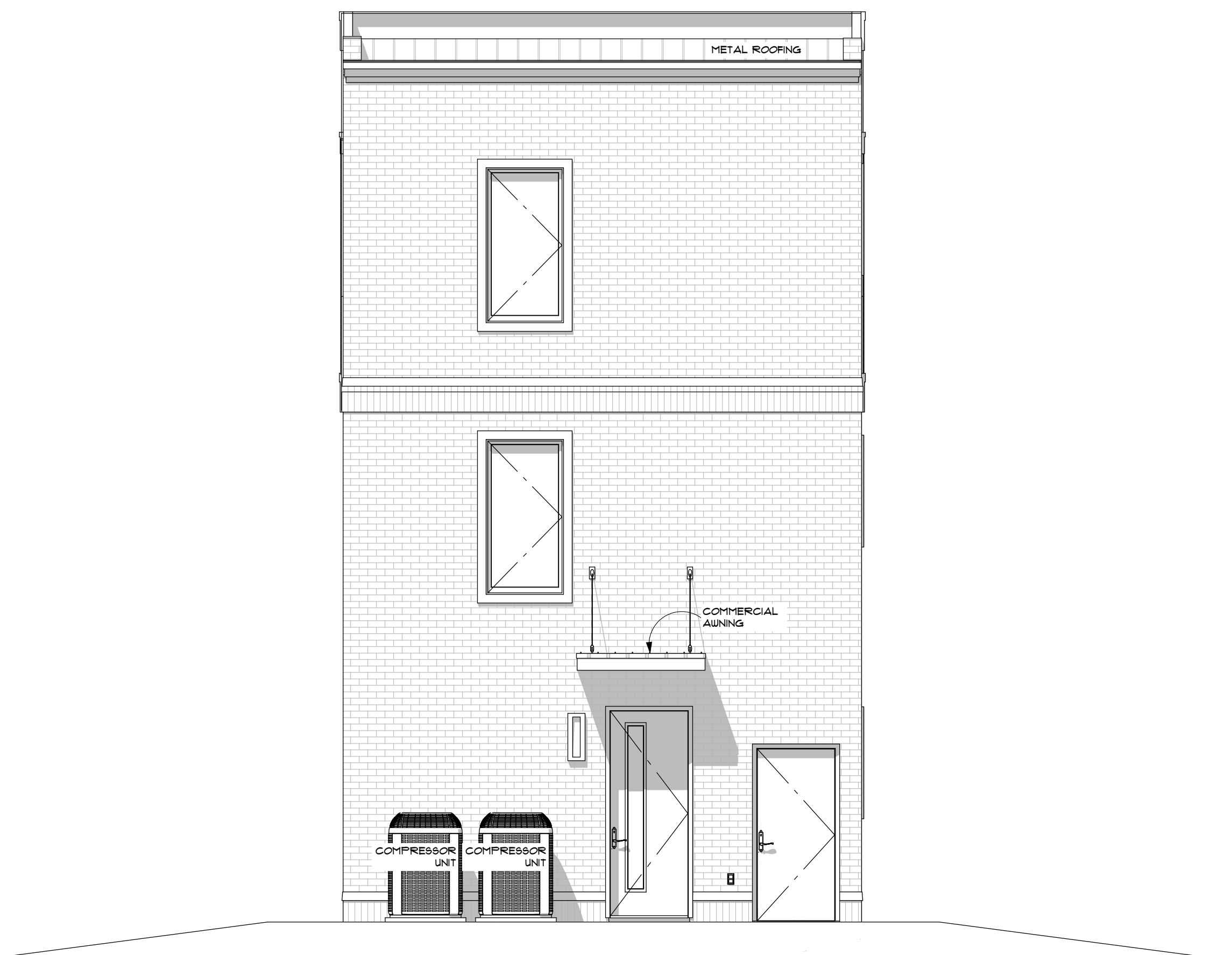
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



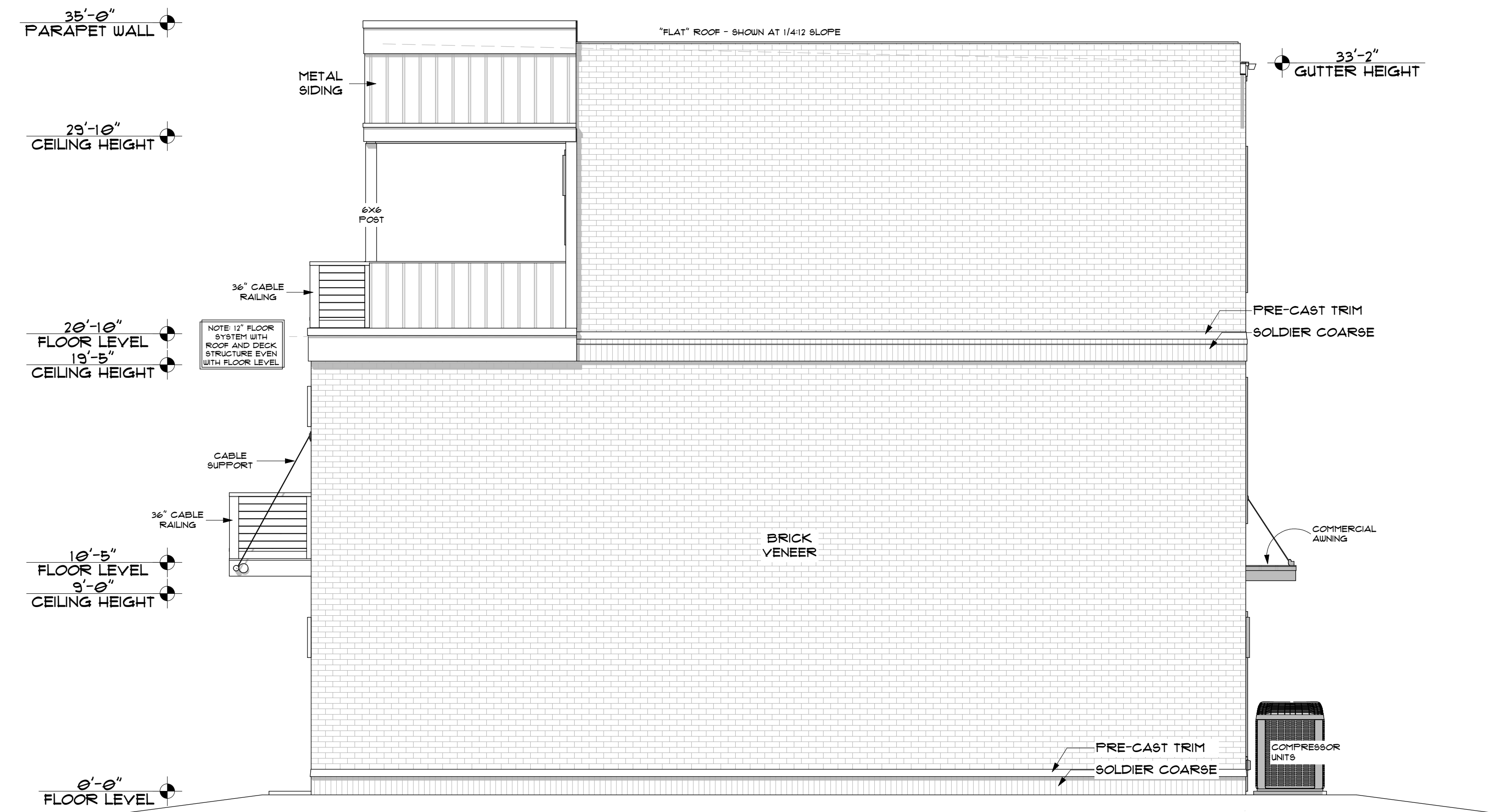
NORTH ELEVATION

SCALE: 1/4" = 1'-0"



REAR ELEVATION

SCALE: 1/4" = 1'-0"

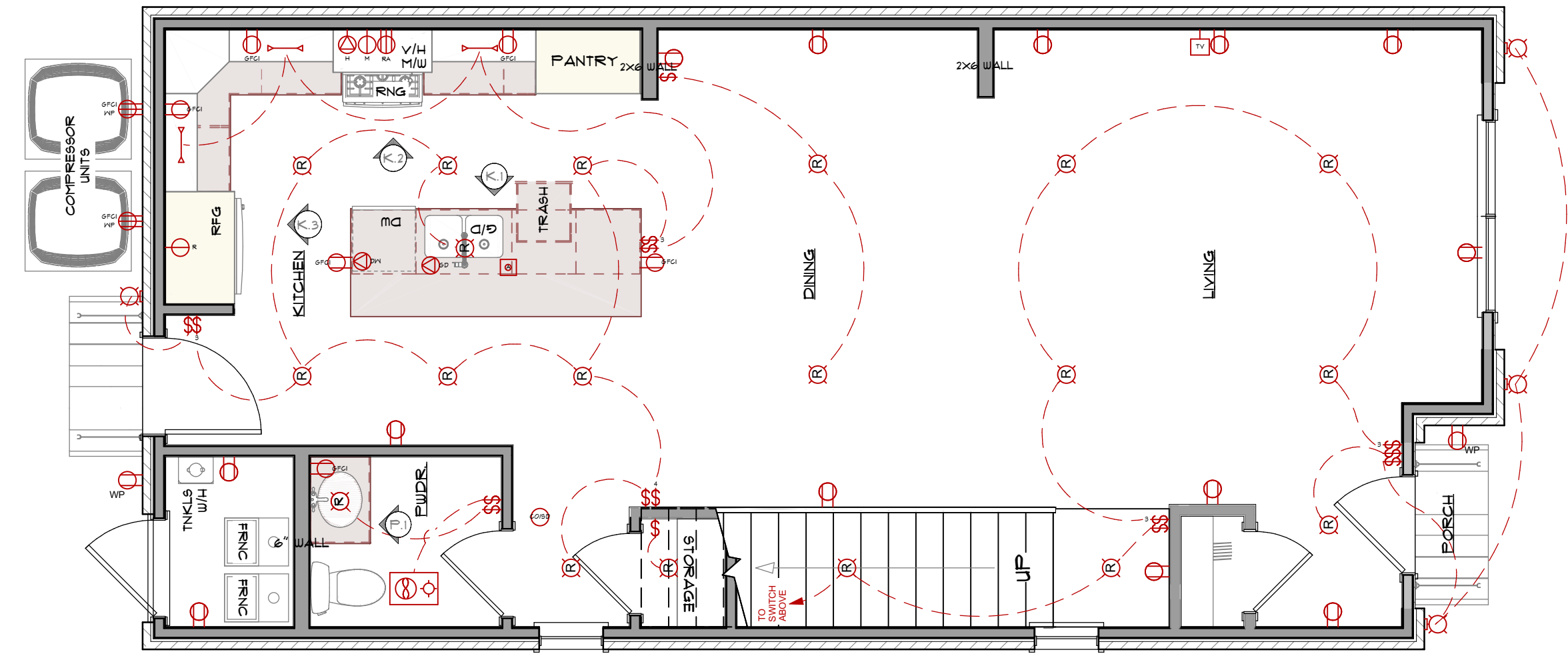


SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

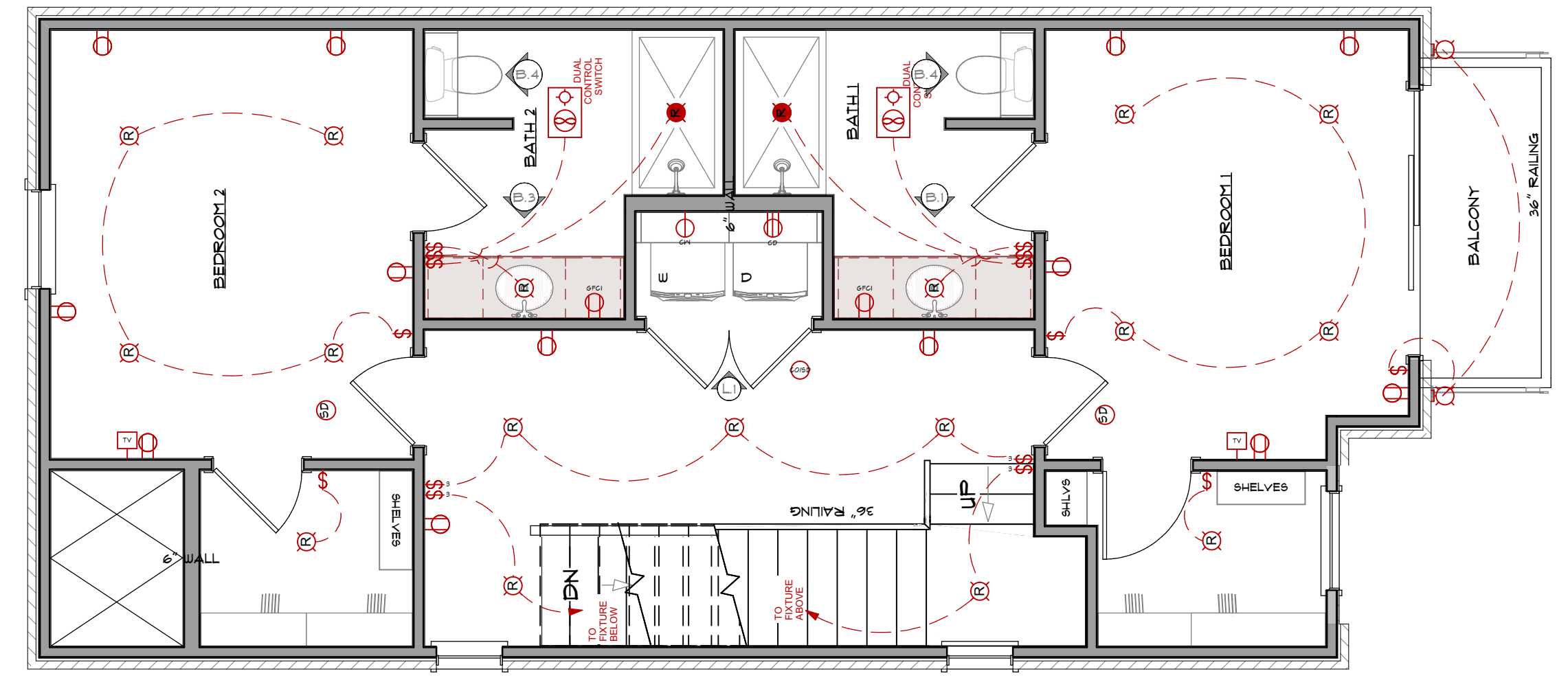
1ST FLOOR ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"



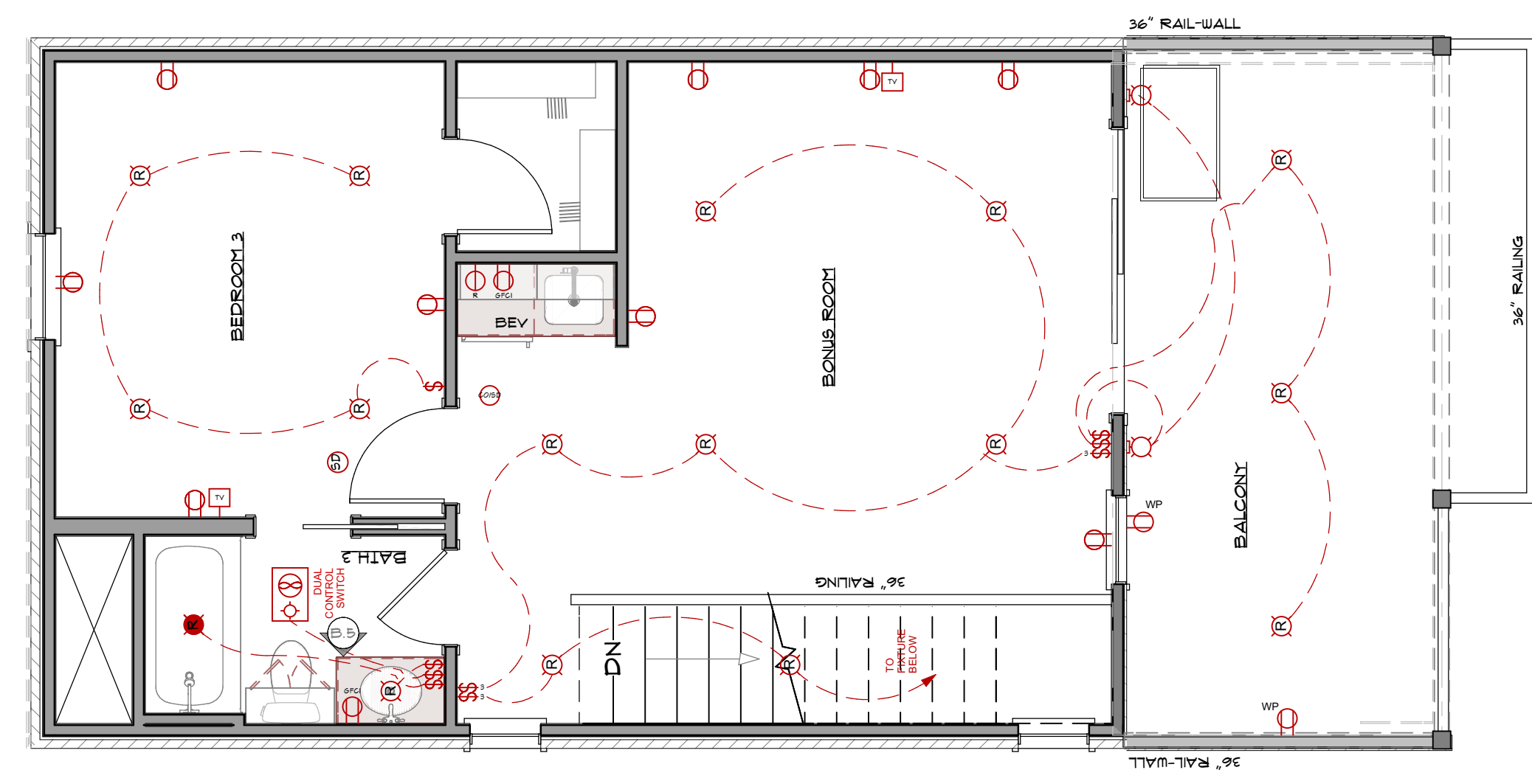
2ND FLOOR ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"



3RD FLOOR ELECTRICAL PLAN

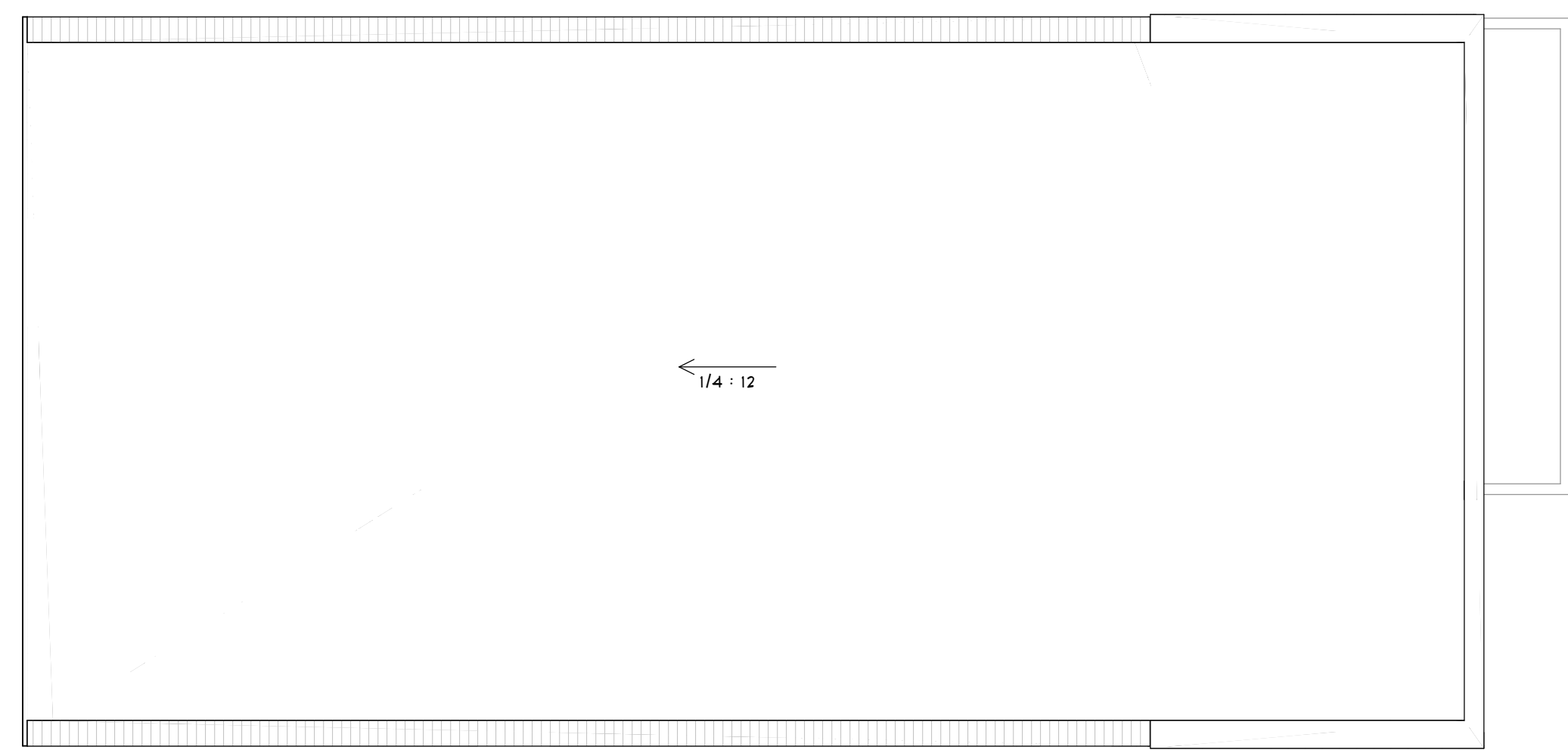
SCALE: 1/4" = 1'-0"

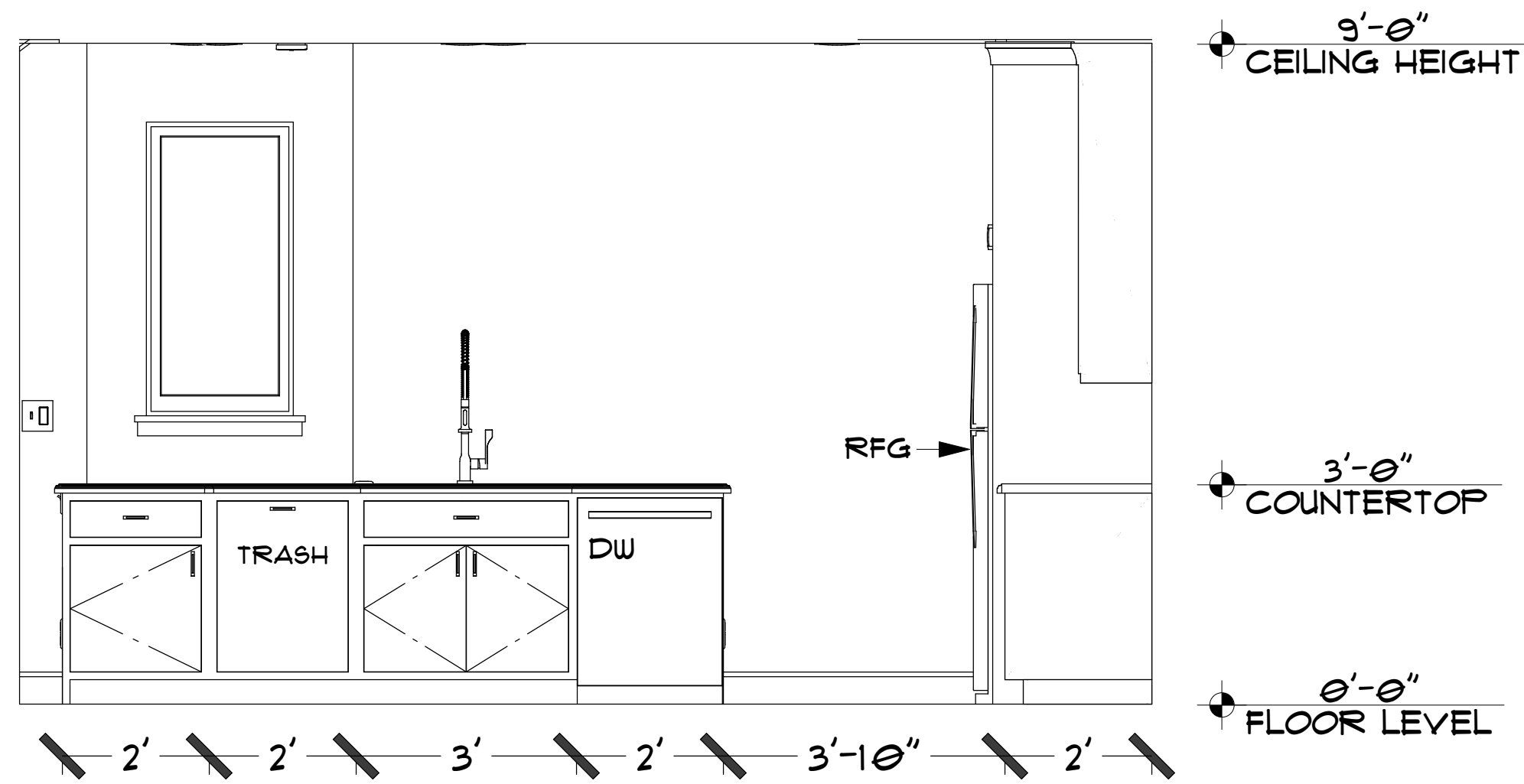


ELECTRICAL - DATA - AUDIO LEGEND	
SYMBOL	DESCRIPTION
	CEILING FAN
	VENTILATION FANS: CEILING MOUNTED, WALL MOUNTED
	CEILING MOUNTED LIGHT FIXTURES: SURFACE/PENDANT, RECESSED, HEAT LAMP, LOW VOLTAGE
	WALL MOUNTED LIGHT FIXTURES: FLUSH MOUNTED, WALL SCONCE
	CHANDELIER LIGHT FIXTURE
	FLUORESCENT LIGHT FIXTURE
	240V RECEPTACLE
	110V RECEPTACLES: DUPLEX, WEATHER PROOF, GFCI
	SWITCHES: SINGLE POLE, WEATHER PROOF, 3-WAY, 4-WAY
	SWITCHES: DIMMER, TIMER
	AUDIO VIDEO CONTROL PANEL, SWITCH
	SPEAKERS: CEILING MOUNTED, WALL MOUNTED
	WALL JACKS: CAT5, CAT5 + TV, TV/CABLE
	TELEPHONE JACK
	INTERCOM
	THERMOSTAT
	DOOR CHIME, DOOR BELL BUTTON
	SMOKE DETECTORS: CEILING MOUNTED, WALL MOUNTED
	ELECTRICAL BREAKER PANEL

ROOF PLAN

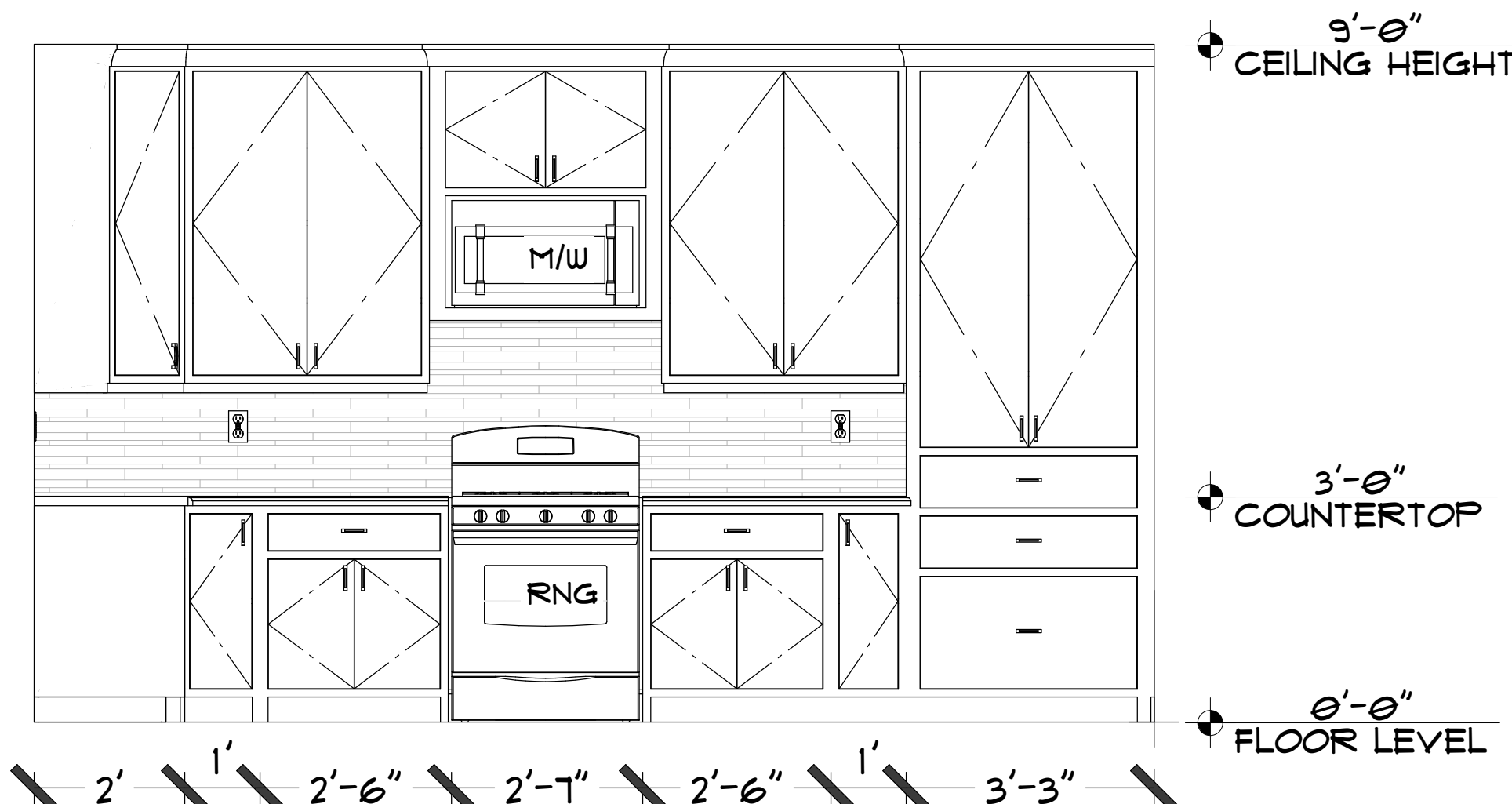
SCALE: 1/4" = 1'-0"





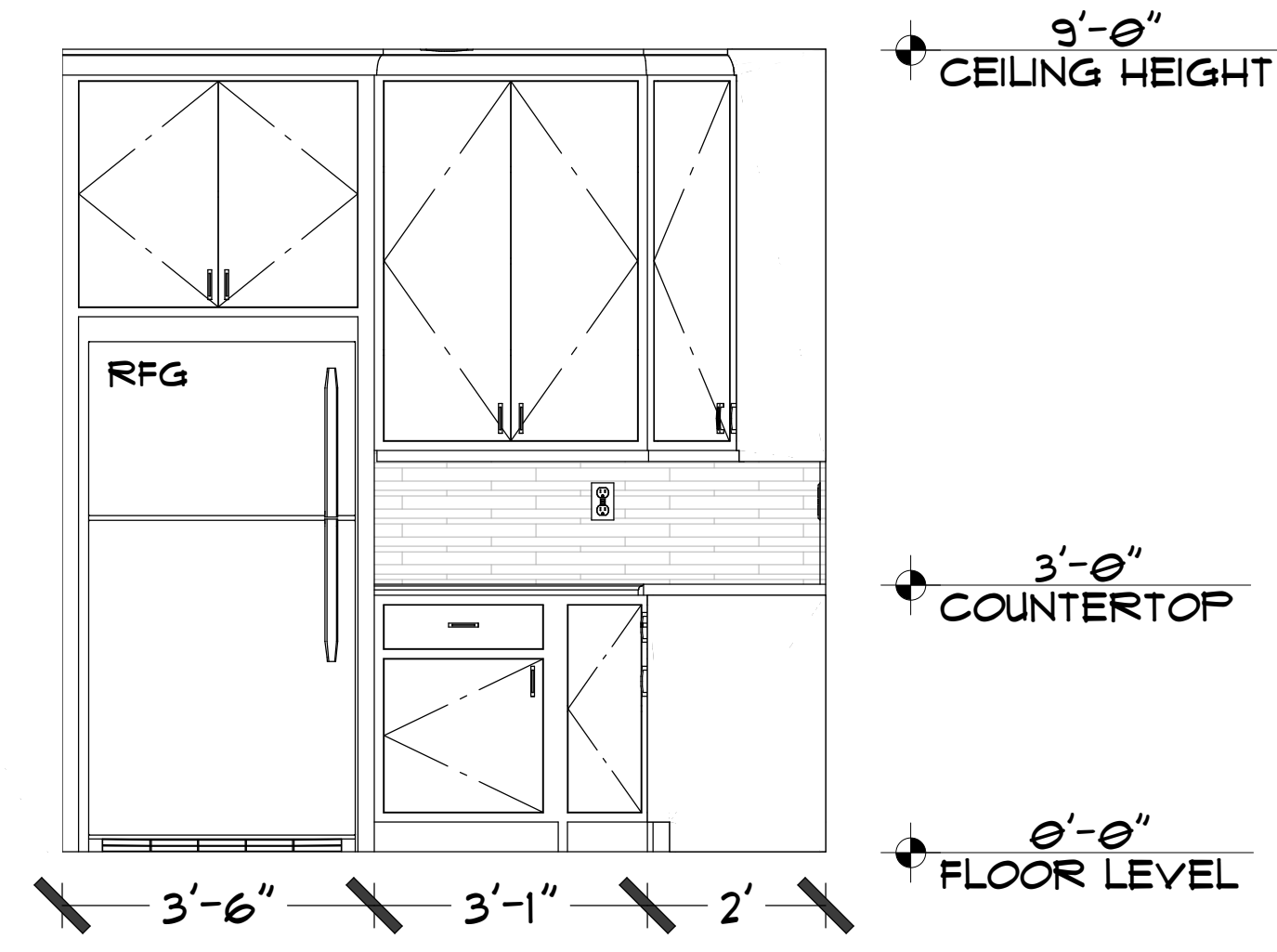
K.1 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



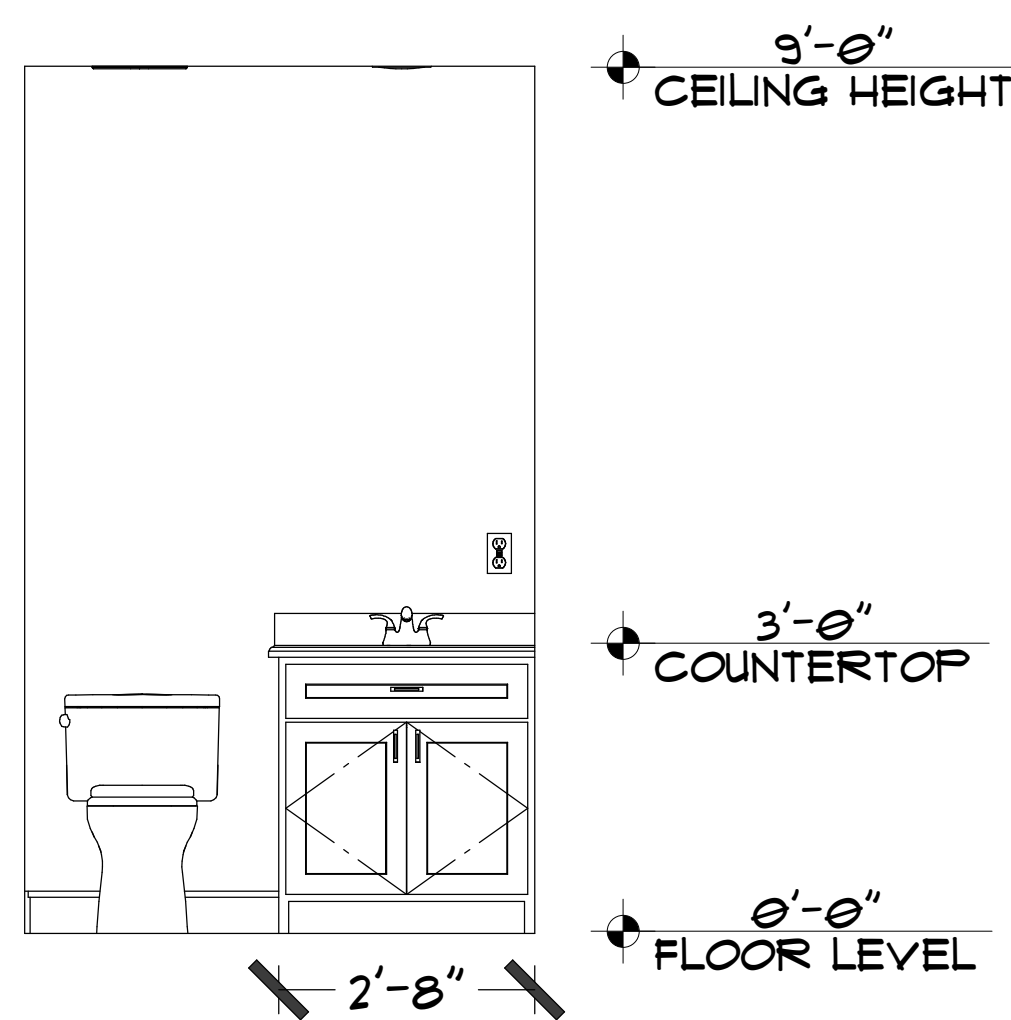
K.2 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



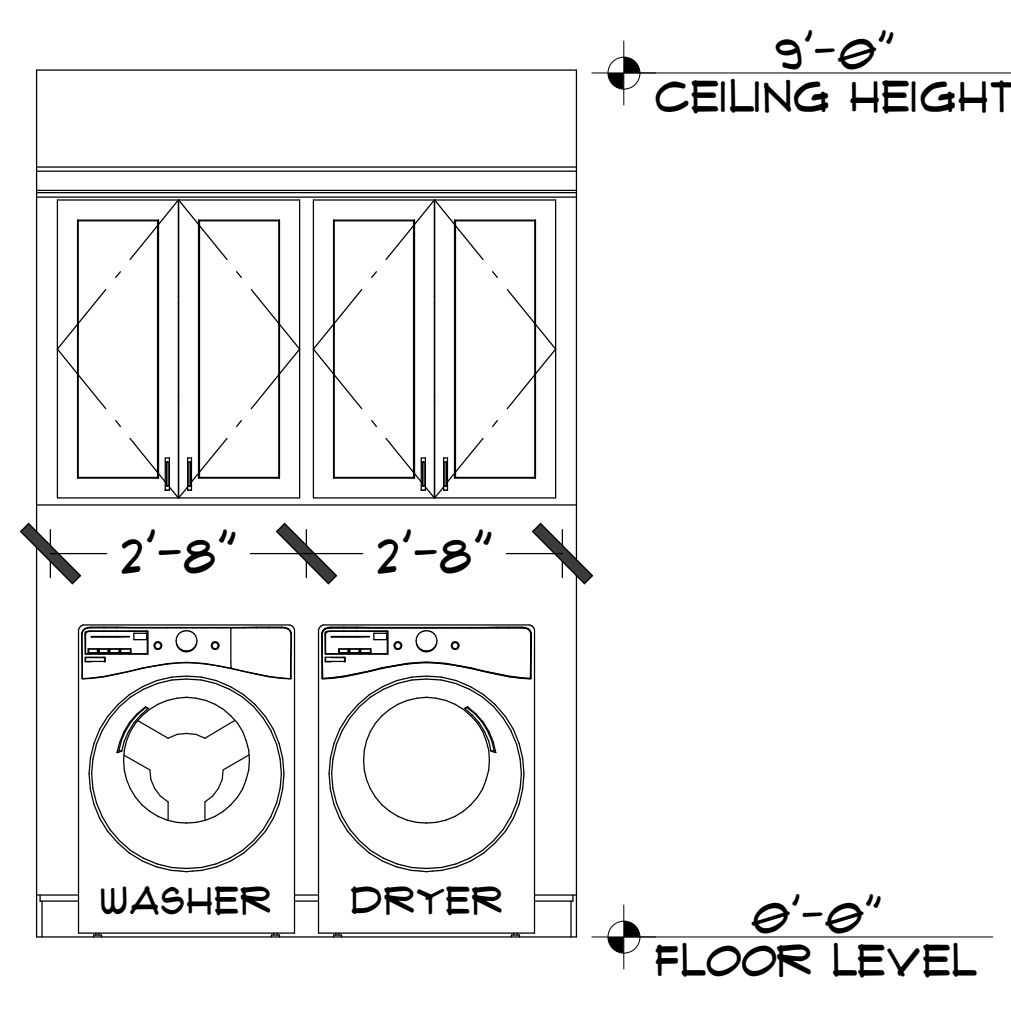
K.3 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



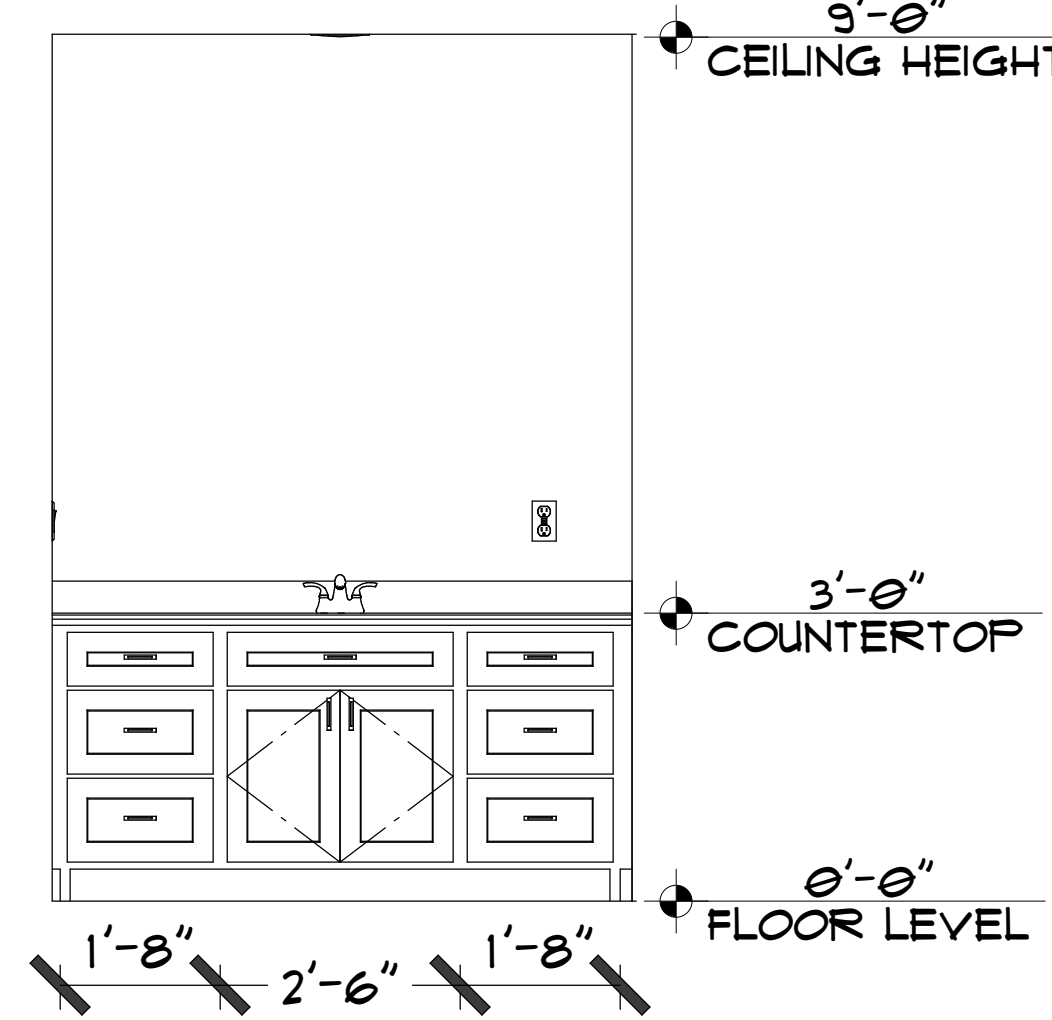
P.1 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



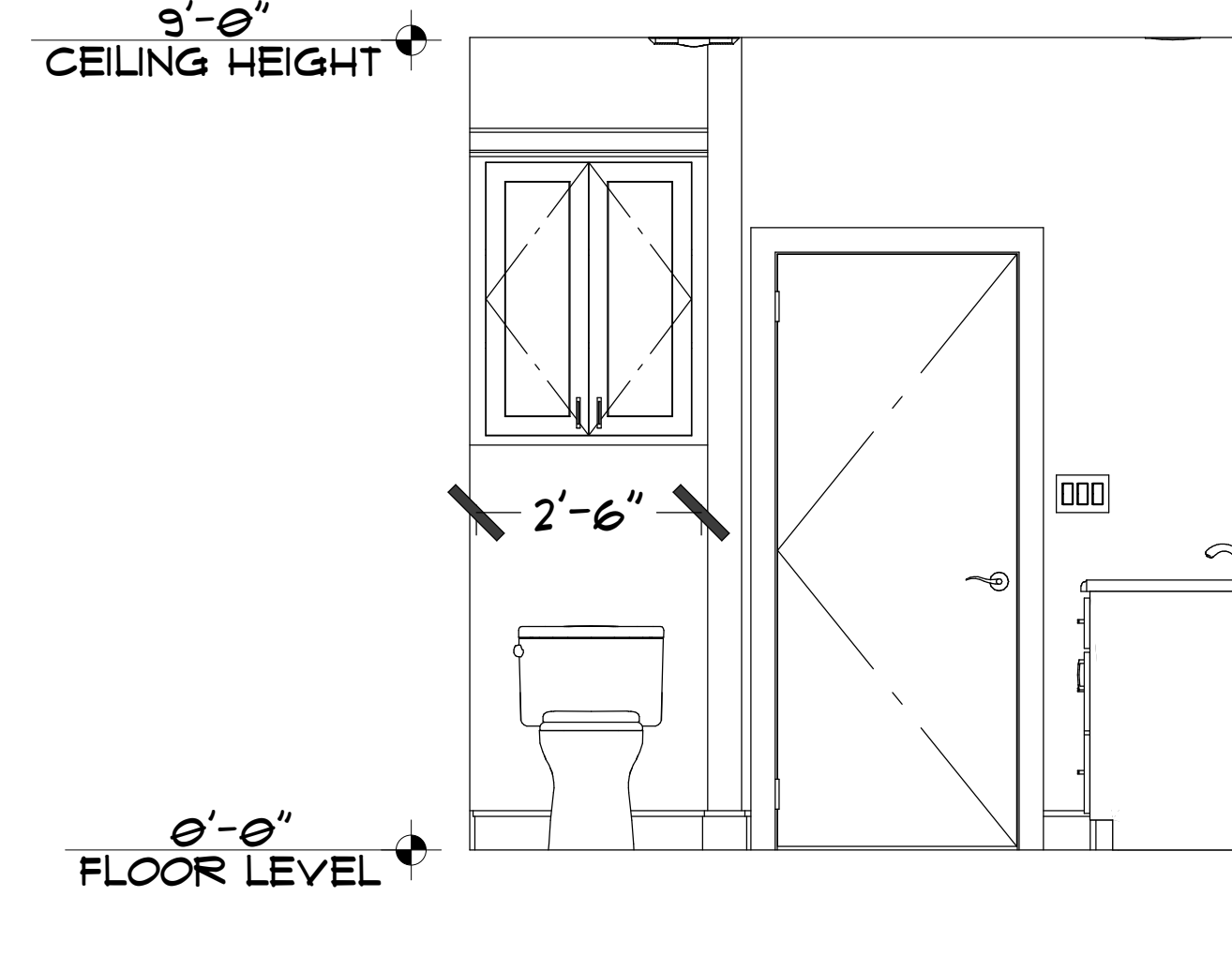
L.1 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



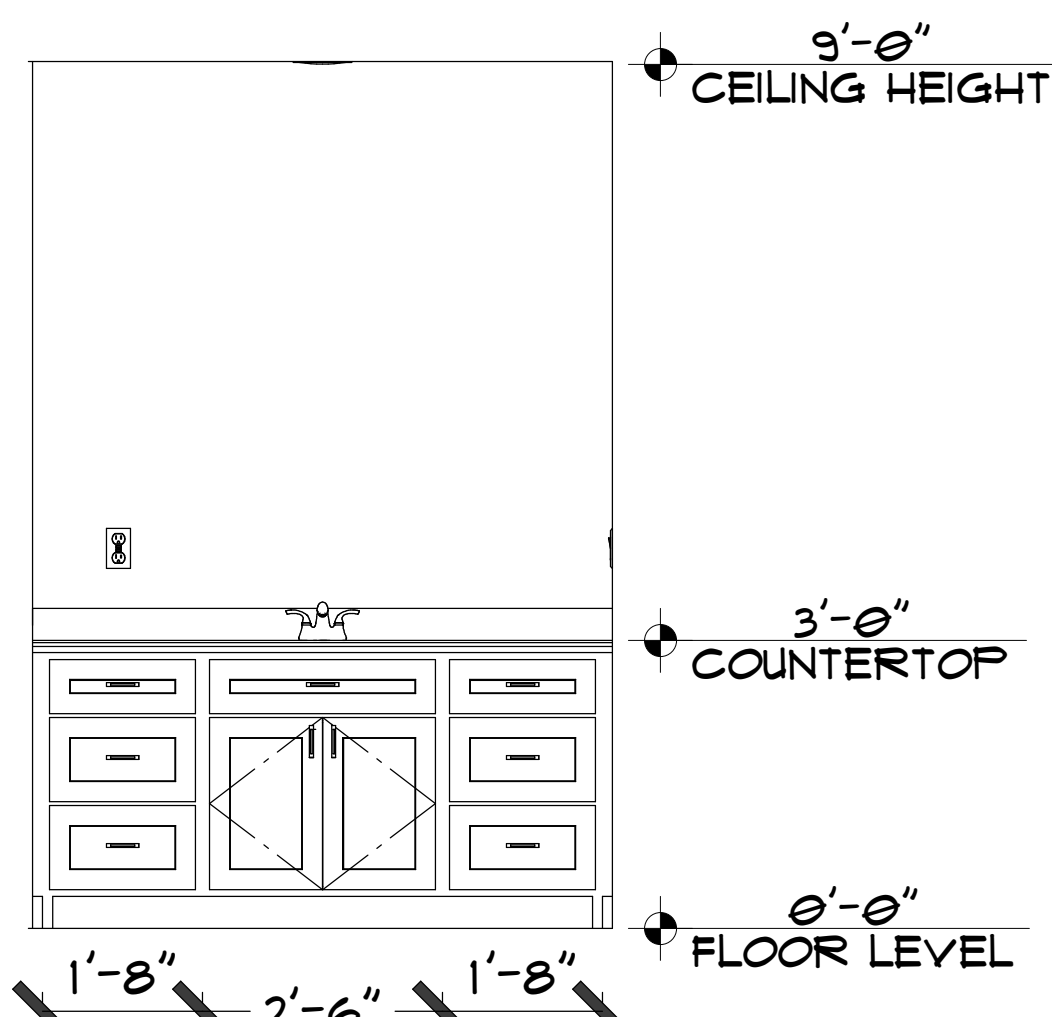
B.1 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



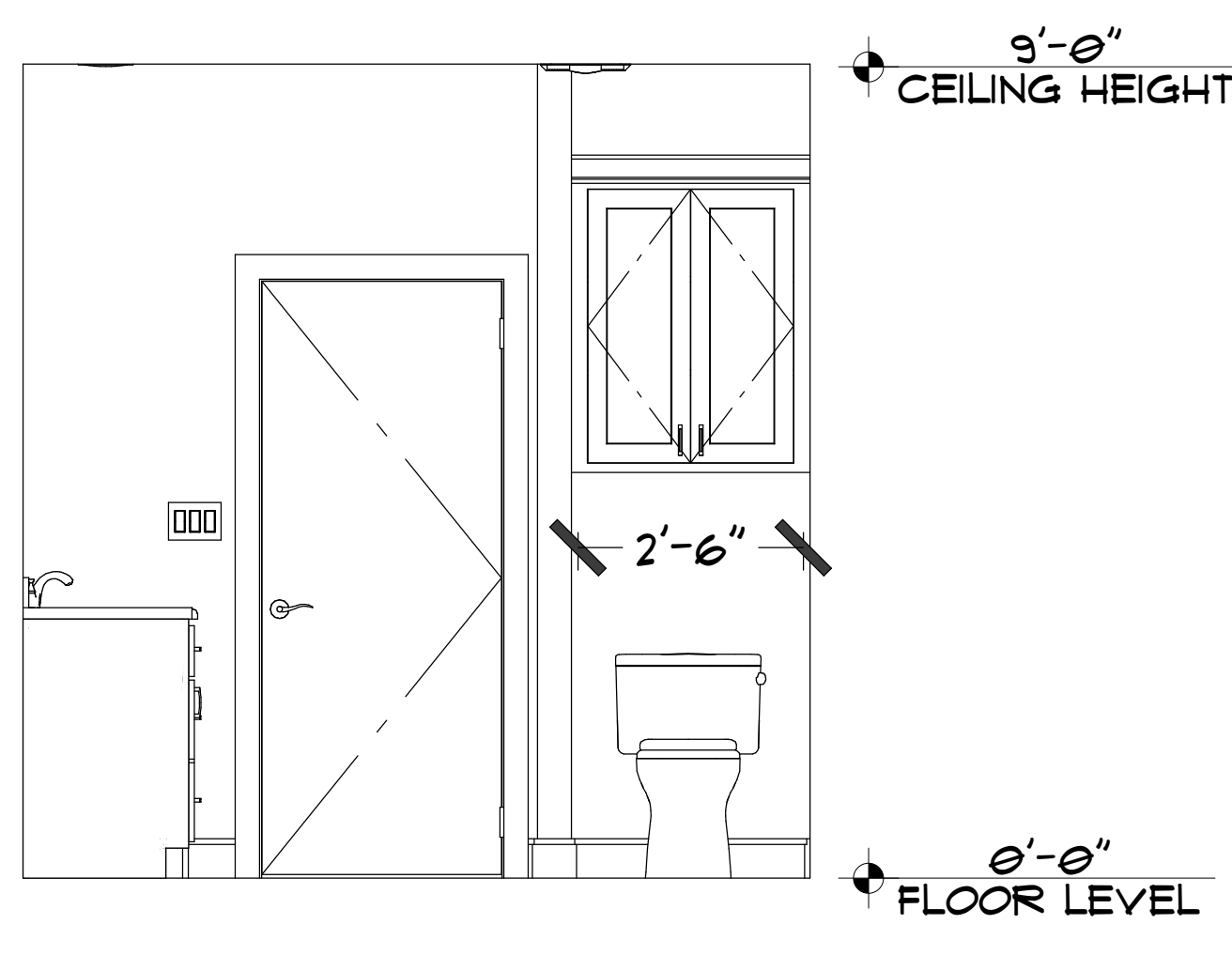
B.2 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



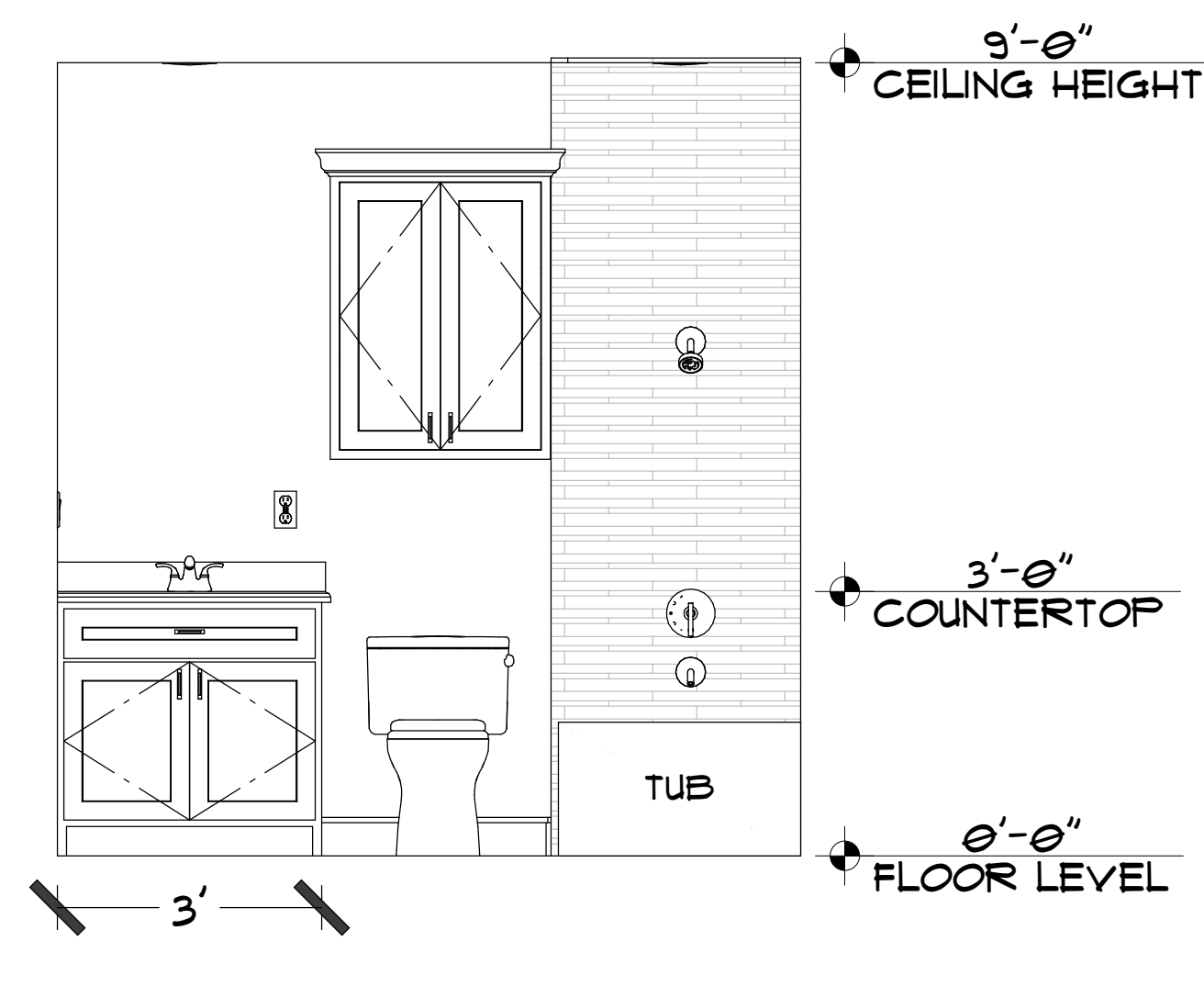
B.3 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



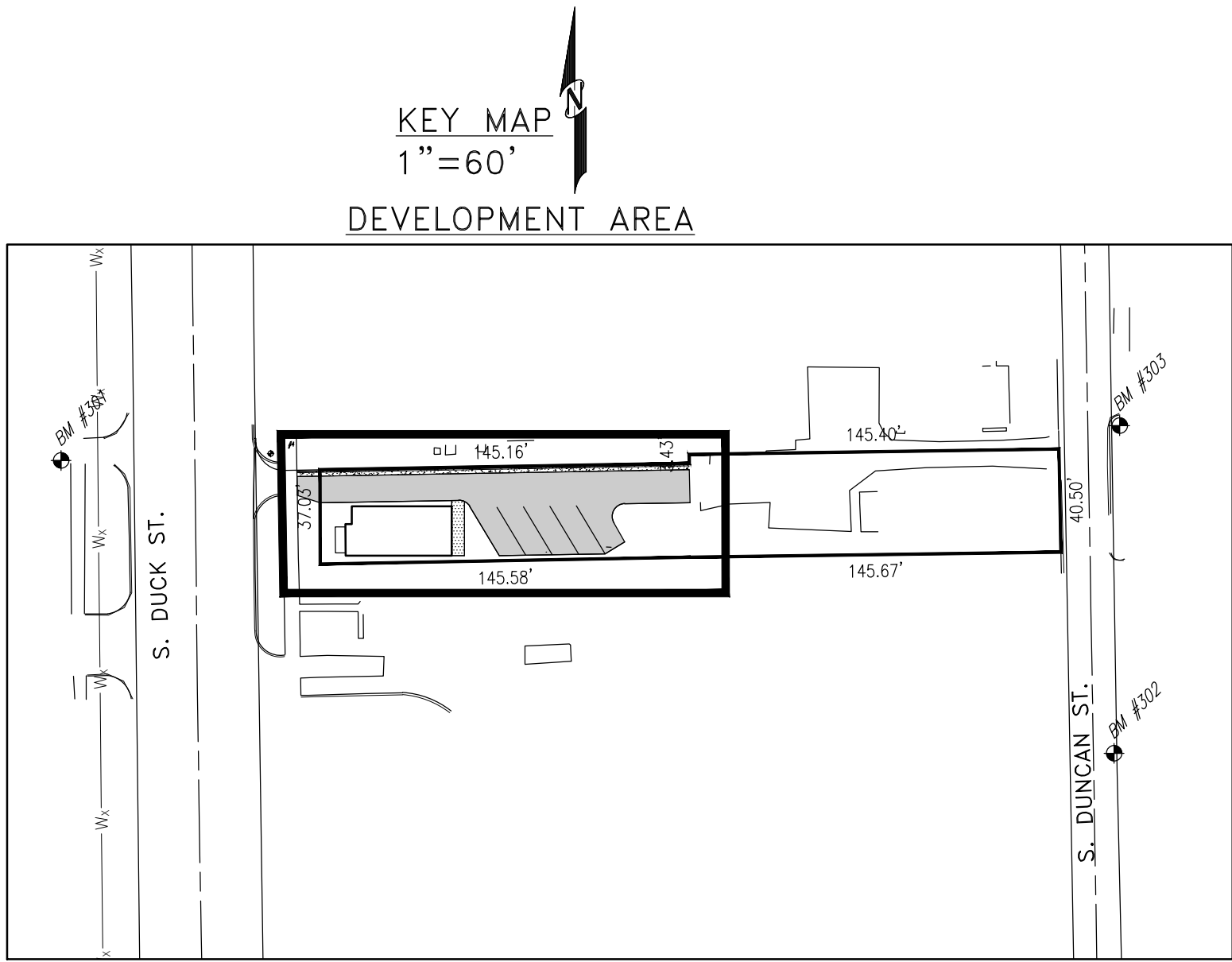
B.4 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



B.5 - INTERIOR ELEVATION

SCALE: 1/2" = 1'-0"



PROPOSED FEATURES LEGEND

	PROPOSED CONTOUR		PROPOSED IRRIGATION CONTROL VALVE
	PROPOSED CONCRETE PAVING		PROPOSED FIRE HYDRANT
	PROPOSED SIDEWALK PAVING		PROPOSED GAS VALVE
—OHT—	PROPOSED OVERHEAD TELECOM		PROPOSED GAS METER
—UGT—	PROPOSED UNDERGROUND TELECOM		PROPOSED UTILITY POLE
—OHE—	PROPOSED OVERHEAD ELECTRIC		PROPOSED GUY ANCHOR
—W—	PROPOSED WATER MAIN		PROPOSED LIGHT POLE
—W _{svc} —	PROPOSED WATER SERVICE		PROPOSED GROUND LIGHT
—FP—	PROPOSED FIRE LINE		PROPOSED ELECTRIC DEVICE AS NOTED
—G—	PROPOSED NATURAL GAS MAIN		PROPOSED ELECTRIC MANHOLE
—G _{svc} —	PROPOSED NATURAL GAS SERVICE		PROPOSED SANITARY MANHOLE
—SS—	PROPOSED SANITARY MAIN		PROPOSED SANITARY CLEANOUT
—SS _{svc} —	PROPOSED SANITARY SERVICE		PROPOSED STORM MANHOLE
—SD—	PROPOSED STORM MAIN		PROPOSED HANDICAP SYMBOL
—SD _{svc} —	PROPOSED STORM SERVICE		PROPOSED TRAFFIC CONTROL BOX
—SF—	PROPOSED SILT FENCE		PROPOSED TRAFFIC SIGNAL POLE
WM	PROPOSED WATER METER		PROPOSED TRAFFIC BOLLARD
			PROPOSED POLE SIGN

LEGAL DESCRIPTION:

A tract of land in the Northeast Quarter of the Southwest Quarter, Section 14, Township 19 North, Range 2 East of the Indian Meridian, Payne County, State of Oklahoma, described in the Payne County Clerk's Office in Book 2067, Page 560, being more particularly described as follows:

The South 37 feet of the West Half of Lot 5, in Block 3, East College Addition to the City of Stillwater, Payne County, Oklahoma, also known as 125 S Duck, Stillwater, Oklahoma

KEY NOTES

1. PARKING STRIPE
2. PROPOSED 5' SIDEWALK
3. 1" WATER SERVICE LINE, PVC DR18
4. EXISTING WATER METER
5. 4" SANITARY SEWER SERVICE LINE, SCM PVC 40
6. CONNECT TO EXISTING CLEANOUT
7. POLE SIGN - NO ENTRY

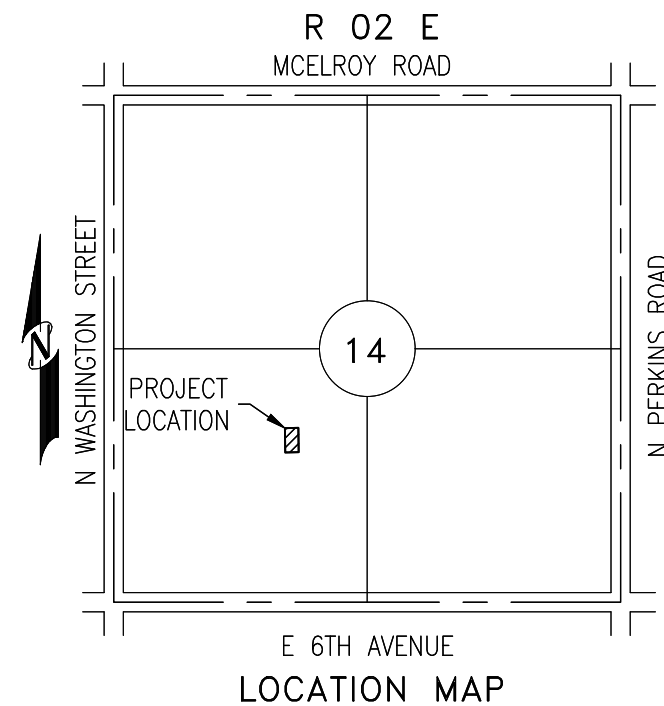
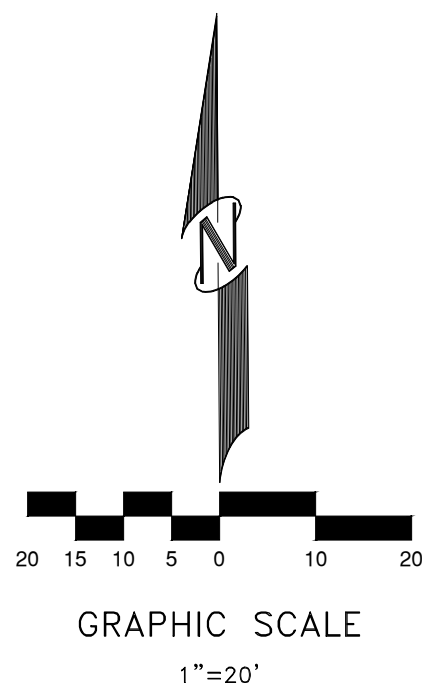
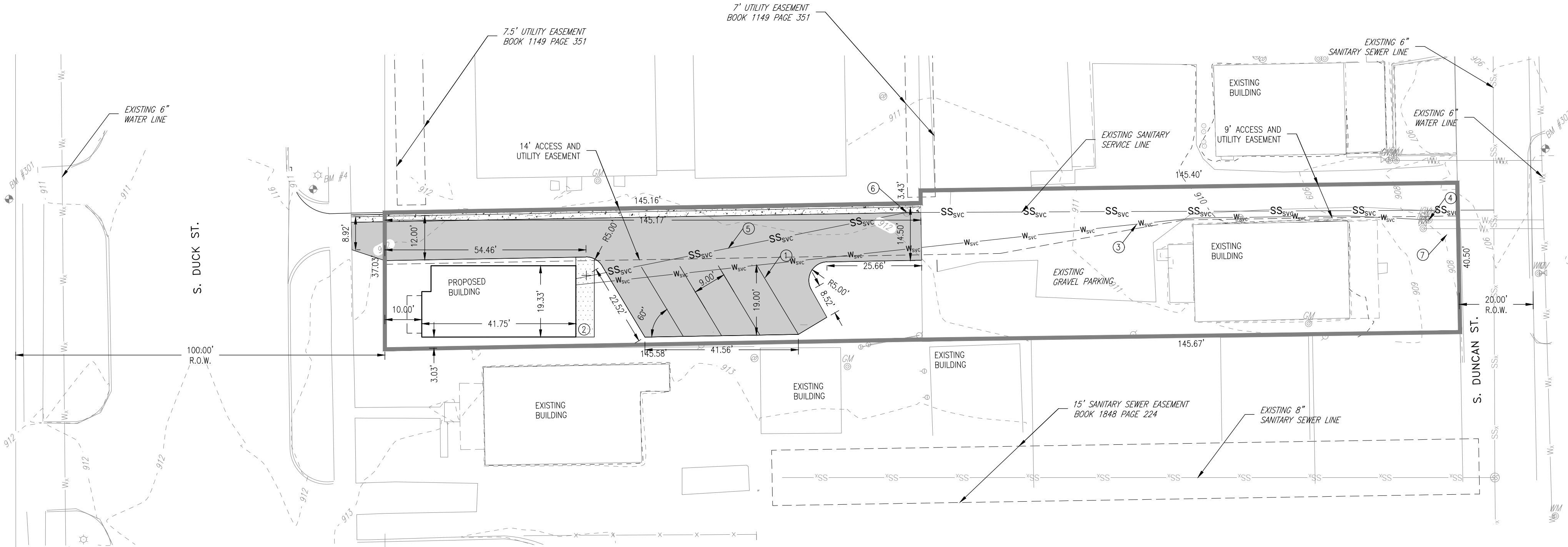
PARKING SUMMARY

PARKING SPACES	STANDARD	BIKE
PROPOSED (REQUIRED)	5(3)	0(0)

*REQUIRED PARKING NUMBERS BASED ON 3 BEDROOM HOUSE IN T6 ZONE.

GENERAL SITE PLAN NOTES

1. ALL WORK PERFORMED AND MATERIALS SUPPLIED SHALL CONFORM TO THE SITE WORK SPECIFICATIONS. ANY WORK NOT COVERED IN THE SITE WORK SPECIFICATIONS SHALL CONFORM TO THE CITY'S "STANDARD SPECIFICATIONS FOR THE CONSTRUCTION OF PUBLIC IMPROVEMENTS" OR "STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, OKLAHOMA DEPARTMENT OF TRANSPORTATION, 2009 EDITION" AND SUPPLEMENTALS.
2. THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED BY THE CITY OF STILLWATER, INCLUDING BUT NOT LIMITED TO THE RIGHT-OF-WAY PERMITS DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ERECTING AND MAINTAINING BARRICADES AND OTHER TRAFFIC CONTROL DEVICES AS NECESSARY AROUND THE PERIMETER. ANY WORK WITHIN EXISTING RIGHT-OF-WAY WILL REQUIRE A RIGHT-OF-WAY PERMIT, CONTACT DEVELOPMENT SERVICES (405) 742-8213. ANY WORK WHICH WOULD CLOSE OR OBSTRUCT A STREET WILL NEED APPROVAL FOR NOTICE, CONTACT PUBLIC WORKS (405) 742-8263.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ALL UTILITY COMPANIES AND GOVERNMENTAL AGENCIES WHO MIGHT HAVE UTILITY LINES ON OR ABOUT THE PREMISES, OR WHO MIGHT BE AFFECTED BY THE CONSTRUCTION. THE CONTRACTOR SHALL ALSO COORDINATE HIS ACTIVITIES WITH THE UTILITY COMPANIES TO ENSURE COMPLIANCE WITH THE PROJECT SCHEDULE ESTABLISHED BY THE GENERAL CONTRACTOR. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO PROTECT EXISTING UTILITY LINES, AND SHALL REPAIR ANY DAMAGES AT HIS OWN EXPENSE.
4. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION, ELEVATION, AND/OR SIZE OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON OBSERVED EVIDENCE ONLY. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.



Bancroft Design

923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076

PHONE: (405) 743-3355
CA #9205

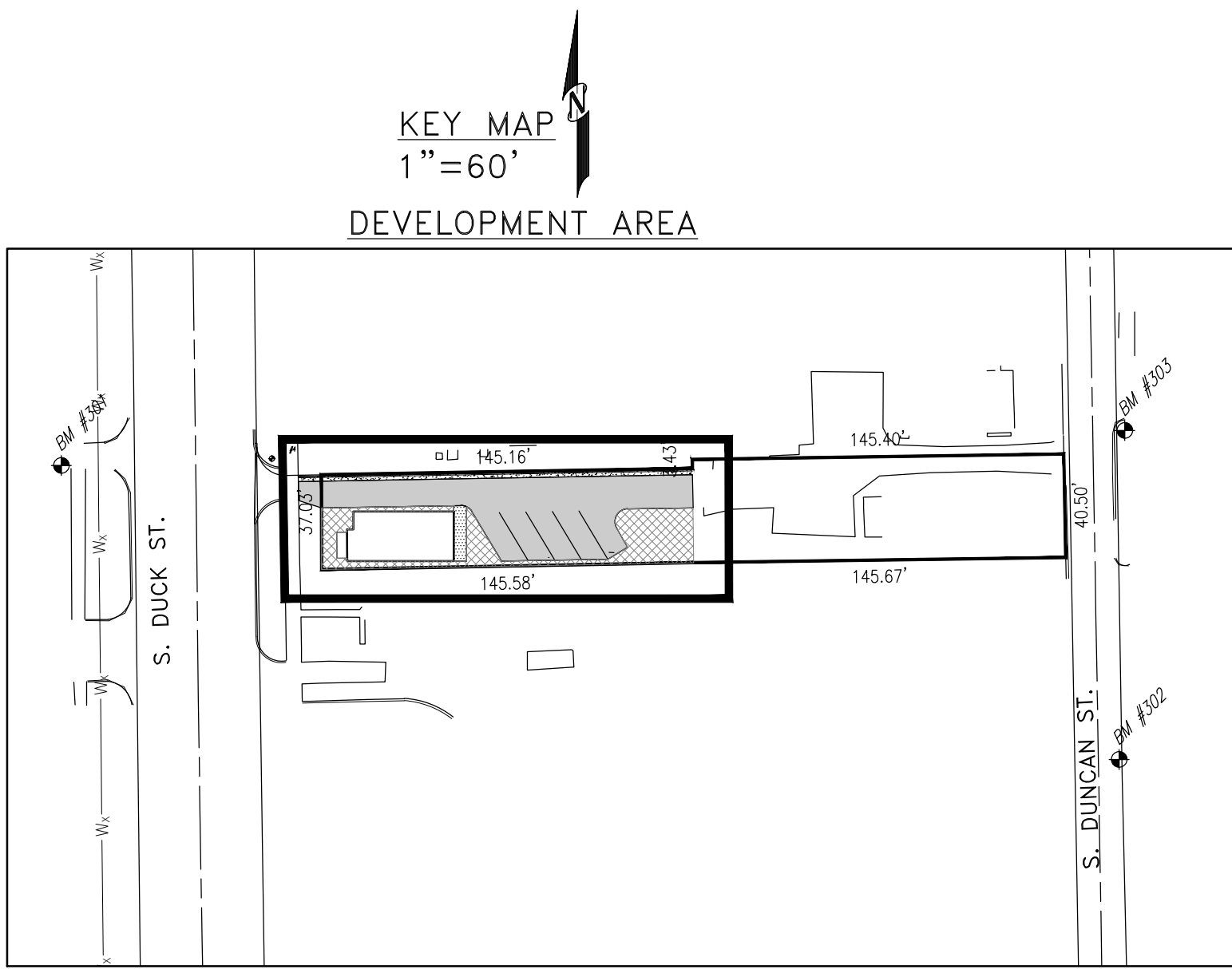
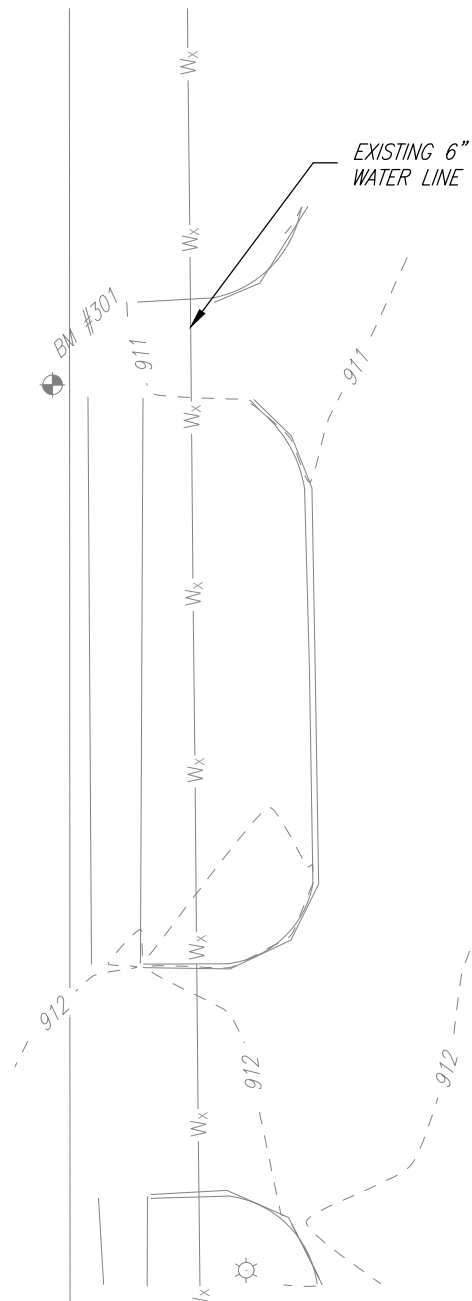
EXP: 6/30/2024

BLACK PROPERTIES, LLC

125 S. DUCK ST.
Stillwater, OK

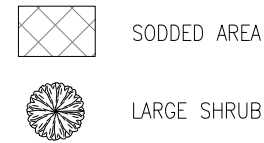
SITE PLAN

DRAWN BY	DATE
IDC	02/24
SCALE	SHEET
1"=20'	C101

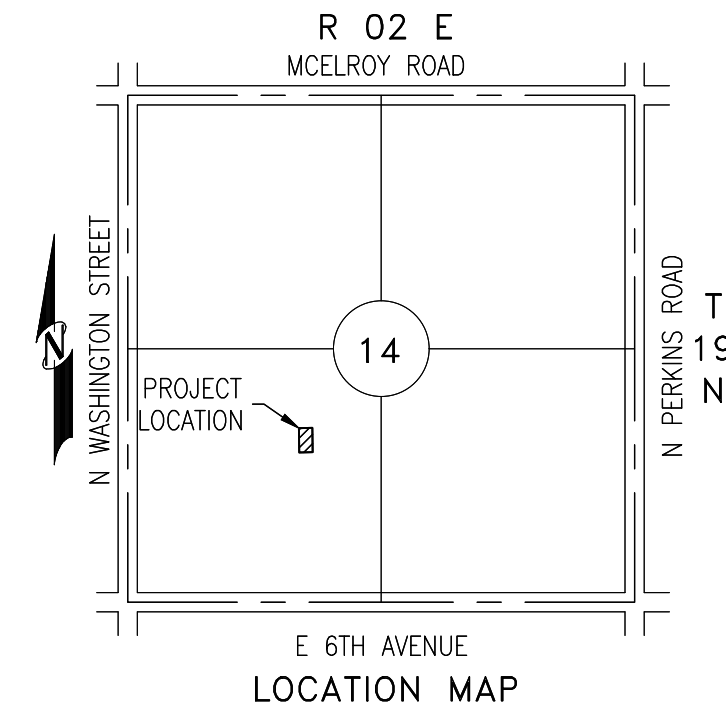
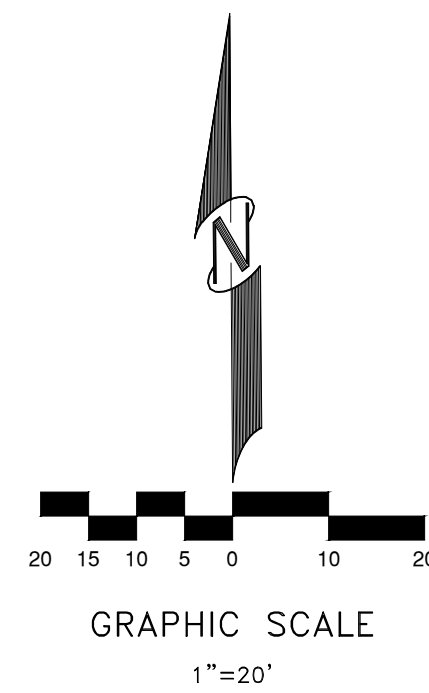
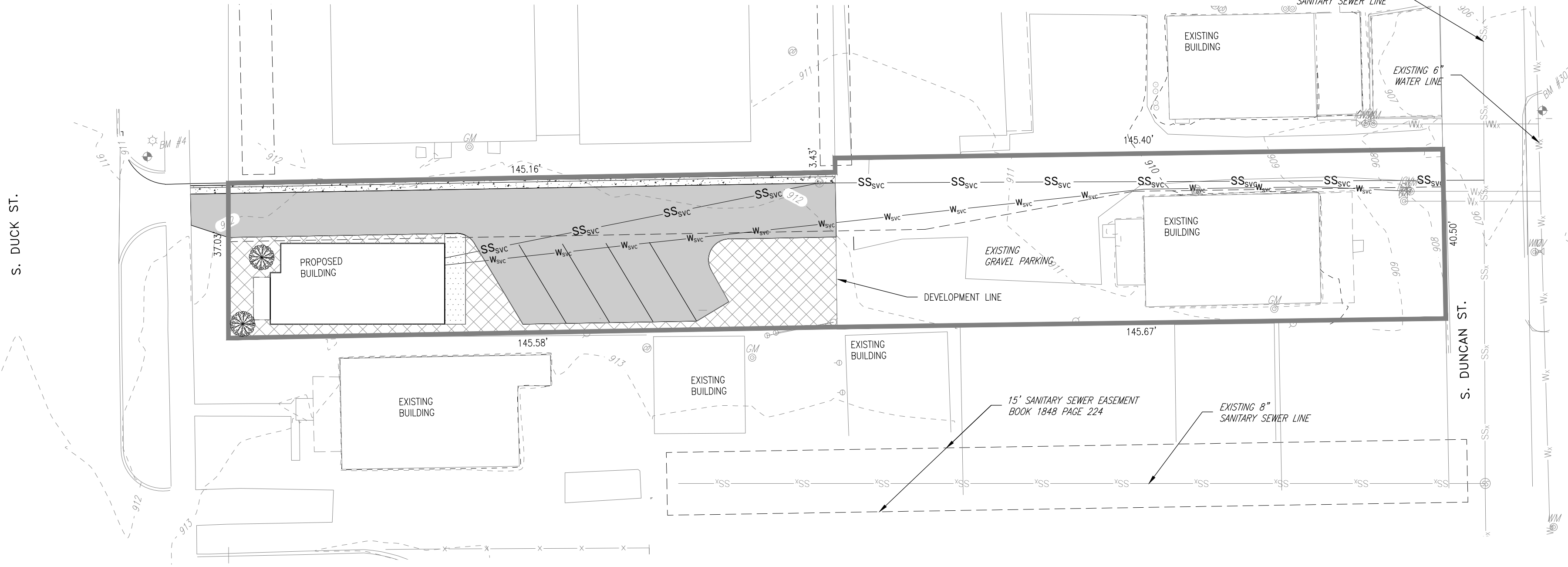


KEY MAP
1"=60'
DEVELOPMENT AREA

LEGEND



SITE INFORMATION		CITY OF STILLWATER COMMERCIAL DEVELOPMENT LANDSCAPE REQUIREMENT WORKSHEET				
DEVELOPMENT	5,382 S.F.	TOTAL LOT AREA:				
BUILDING AREA	830 S.F.	(Development Area as Defined by Applicant)				
PAVING AREA	3,224 S.F.	LANDSCAPE AREA REQUIRED				
LANDSCAPING AREA	1,328 S.F.	(9% of Lot Area)				
BUILDING HEIGHT	3 STORY	LANDSCAPE AREA PROPOSED:				
NOTES		AREA DIFFERENCE (+/-):				
		POINTS REQUIRED:				
		(Other Areas = 50 pts./100 sq.ft.)				
		* OF LANDSCAPE AREA REQUIRED				
ZONING		SCHEDULE				
ZONING: T6		SYMBOL	POINTS GIVEN	S.F./#	PTS. EARNED	
OWNER BLACK PROPERTIES, LLC 3724 TIMBERLINE DR STILLWATER, OK 74074		Berm	BERM	5 pts./10 Linear ft.		
		Turf	TF	10 pts./100 sq.ft.	1,328	132
		Ground Cover	GC	25 pts./100 sq.ft.		
		Small Shrubs	SS	25 pts. each		
		Large Shrubs	LS	75 pts. each	2	150
		Small Trees (15" dia.)	ST	100 pts. each		
		Medium Trees (20" dia.)	MT	150 pts. each		
		Large Trees (35" dia.)	LT	200 pts. each		
		Evergreen Trees	EV	same, by size		
		Existing Trees	ET	SEE ORDINANCE		
DEVELOPER TODD KRAYBILL CONSTRUCTION PO BOX 1844 STILLWATER, OK 74074 405-880-4132		TOTAL:				
		POINT DIFFERENCE (+/-):				

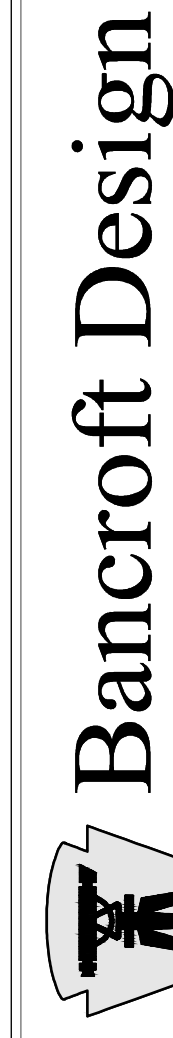
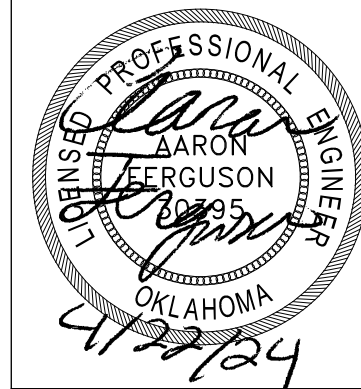


BENCHMARK

BM #4: 1/2" REBAR W/CAP: N409509.12';
E2245341.27'; ELEVATION: 911.79'
BM #301: MAG NAIL W/WASHER: N409506.47';
E22452558.90'; ELEVATION: 911.16'
BM #302: MAG NAIL W/WASHER: N409391.40';
E2245672.8492'; ELEVATION: 909.15'

REVISIONS

REV	DATE	DESCRIPTION	BY	APPD



923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076
PHONE: (405) 743-3355
CA #9205 EXP: 6/30/2024

BLACK PROPERTIES, LLC

125 S. DUCK ST.
Stillwater, OK

LANDSCAPE PLAN

DRAWN BY
IDC

DATE
02/24

SCALE
1"=20'

SHEET
C1002

Date of Meeting: June 25, 2024

Subject: Map Amendment: 424 South Husband Street and 212 West 5th Avenue

Purpose of Report: The applicant, Marilyn Shipman, requests the review and approval of a Map Amendment to rezone the properties addressed and located as 424 S Husband St and 212 W 5th Avenue from Two-Family and Multi-Family District (RTM) to Commercial Business (CB).

Background: The subject properties are located in northern Stillwater, near northwest corner of the intersection of 5th Avenue and Husband Street. Single-Family homes are currently on the site for each property. The applicant is requesting rezoning to Commercial Business to allow a wider variety of uses with the intent to sell the property.

Application Processing Information:

Owner/Applicant – Marilyn Shipman

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

Processing Track:

Submittal Date – May 1, 2024

Planning Commission – June 25, 2024

City Council – July 15, 2024

Project/Site Design Data/Details:

Zoning – Two-Family and Multi-Family District (RTM), Section 23-139

Proposed Zoning – Commercial Business (CB), Section 23-152

Existing Use –Single Family Structures

Proposed Use – TBD

Total Lot size – ~ 0.22 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off West 5th Ave and South Husband St.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the north and south side of South Husband St and on the east and west sides of West 5th Ave. OSU Transit Services – Scarlet Route currently crosses South Husband St and has a stop near West 7th Avenue.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.
- Electric: City electric is available

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 Commercial (10-4).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the subject properties from Two-Family and Multi-Family District (RTM) to Commercial Business (CB). The current zoning of the property is Two-Family and Multi-Family District (RTM) with similar zoning to the north, northeast, and west with Commercial Business (CB) to the west and south.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Commercial Business (CB) is located in the vicinity to east and south of the subject properties.
3. The Comprehensive Plan calls for Commercial uses for the subject properties' location.

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:	Diana Hood, Associate Planner
Reviewed by:	Jacquelyn Porter, City Planner
Date of Preparation:	June 18, 2024
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	NW

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: _____

Owner(s) of Property: MARILYN SHIPMAN

Owner(s) Address: 3100 MARKWELL AVE. BETHANY, OK 73008

Owner(s) Phone/Fax/Email: (405) 740-5702 / mship800@hotmail.com

Applicant/Developer of Property: _____

Applicant/Developer Address: _____

Applicant/Developer Phone/Fax/Email: _____

Design Engineer address/phone/fax/email & Registration No.: _____

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

Address or Description of Property to be Subdivided/Developed: _____

424 S. HUSBAND AND 212 W 5TH, STILLWATER, OK 73008

Original Tract Deed Book and Page Number: _____

Number of Acres in Development: _____

Number of Lots Created: _____

Current Zoning/Requested Zoning: from RTM to CB

Reason for zoning request/use permit/map amendment (describe project): _____

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.

Applicant/Preparer _____

Date _____

Marilyn Shipman 5/1/24
 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 5/15, PC 6/4, CC 7/1

Fees: _____ Number of Copies: _____

RECEIVED 5/1/24 AM

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

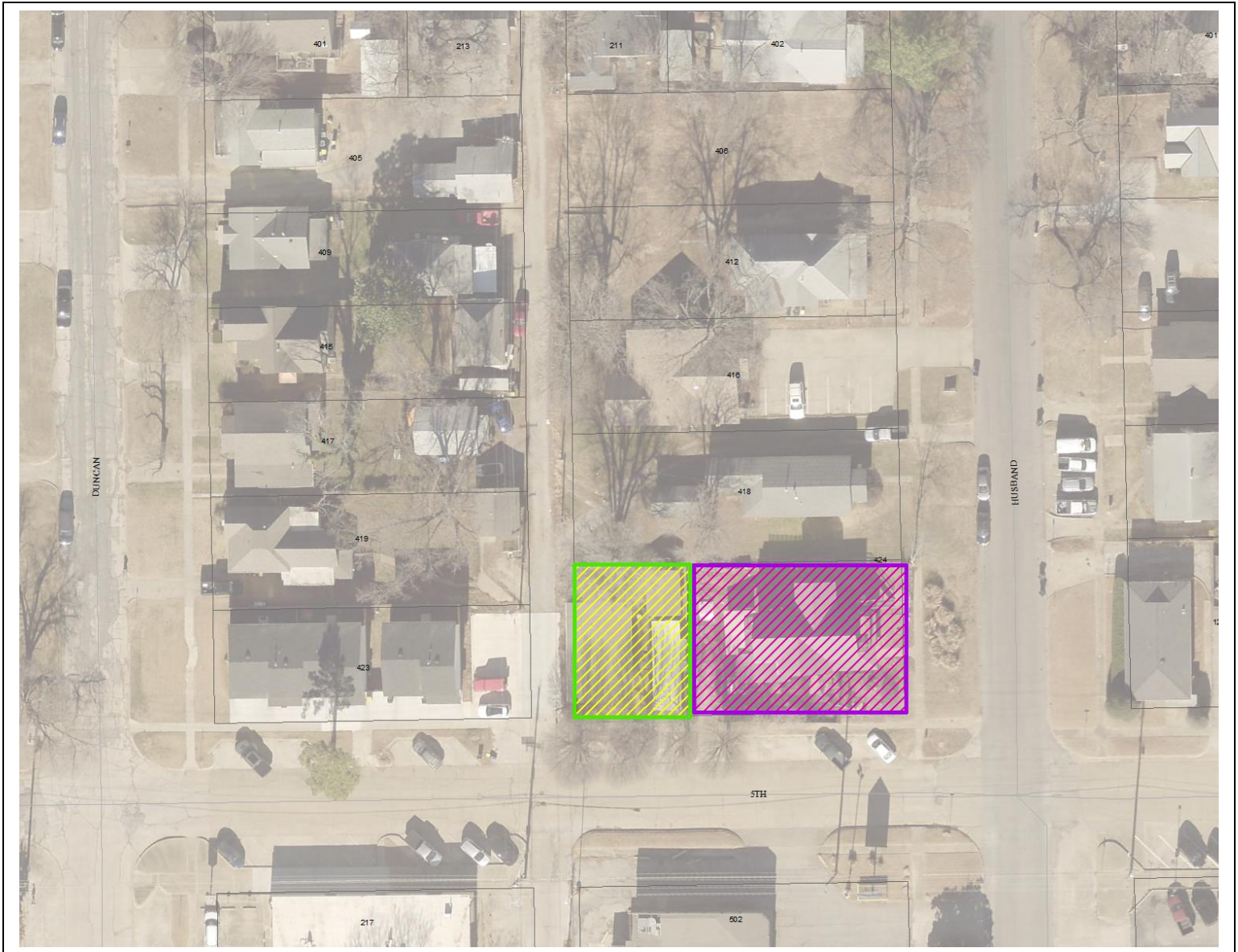
Zoning district boundaries created under the authority of the City of Stillwater may be amended to change the zoning classification on one or more properties by the City Council. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

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.

Marilyn Shipman 5/1/24
Preparer's Signature Date

digitals@stillwater.ok.gov



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-05)
Request: Map Amendment to change 424 S Husband & 212 W 5th From Residential Multi - Family (RTM) to Commercial Business (CB) zoning
Address: 424 S Husband & 212 W 5th
Applicant: Marilyn Shipman

ZONING COMPARISON CHART		
	RTM (Residential Two-family and Multi-family)	CB (Commercial Business)
Min Lot Size	20,000 square feet	No min requirements
Min Lot Width/Depth	100/130 feet	No min requirements
Max Structure Height	35 feet	No min requirements
Min Front Yard	20 feet/10 feet from alley	No min requirements
Min Side Yard - boundary with:		
Residential district	5 feet	20 feet
Commercial district	15 feet	No min requirements
Industrial district	15 feet	No min requirements
Min Rear Yard - boundary with:		
Residential district	20 feet	25 feet
Any other district	20 feet	No min requirements
Max Lot Coverage	40 percent	100 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	Required for parking lots only	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3- feet tall and 40% opaque up to 5-feet tall; 1+ story structure requires 6-foot high landscape buffer when adjacent to residential district • Arts and Entertainment • Bed and Breakfast, Hotel, Motel • Beverage Services • Boarding houses/Rooming houses • Educational Services • Financial Institutions and Services • Food Services • Free-Standing Self Service Facilities • Mixed Use • Multi-family • Parking Lots/Garages • Personal and Laundry Services • Professional and Administrative Office and Services • Public Administration and Service • Recreation • Retail Trade • Townhome • Unit (condominium) Ownership
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• <i>Boarding House/Rooming House</i> • <i>Church and Religions Institutions</i> • <i>Multiple-family</i> with a maximum gross density of 20 units per acre • Townhome • Two-family (duplex)	

Date of Meeting: June 25, 2024

Subject: Map Amendment: 1302 W. Lakeview Rd Tract 1, 1412 W Lakeview Rd, 1424 W Lakeview Rd, 1508 W Lakeview Rd, and a tract of land on West Lakeview Road between 1508 and 1412 W. Lakeview Road from Small Lot Single Family Residential (RSS) to Commercial Shopping (CS)

Purpose of Report: The applicant, OZSOL, LLC., requests review and approval of a Map Amendment to rezone the properties addressed and located as 1302 W. Lakeview Rd Tract 1, 1412 W Lakeview Rd, 1424 W Lakeview Rd, 1508 W Lakeview Rd, and a tract of land on West Lakeview Road between 1508 and 1412 W. Lakeview Road from Small Lot Single Family Residential (RSS) to Commercial Shopping (CS) from Small lot Single Family Residential (RSS) to Commercial Shopping (CS).

Background: The subject properties are located in northern Stillwater, near the intersection of North Garfield Street and West Lakeview Road on the north side of West Lakeview Road. The property addressed as 1508 W Lakeview Rd has a single-family home and the other properties are vacant. The property addressed as 1412 West lakeview Road is the only parcel that is platted and part of the Wood Crest Addition. The applicant is requesting rezoning to Commercial Shopping (CS) to allow for future commercial development.

Application Processing Information:

Owner/Applicant – OZSOL, LLC

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

Processing Track:

Submittal Date – May 7, 2024

Planning Commission – June 25, 2024

City Council – July 15, 2024

Project/Site Design Data/Details:

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

Proposed Zoning – Commercial Shopping (CS), Section 23-151

Existing Use – Vacant except for 1508 West Lakeview Road Single Family Structure

Proposed Use – Future commercial use

Total Lot size – ~ 10.6 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of West Lakeview Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the north side of West Lakeview Road and portion of the south side of West Lakeview Road. OSU Transit Services – Blue Route currently runs down West Lakeview Road and has stop near North Monroe Street.
- Water Service: City water service is available.

- Sanitary Sewer Service: City sewer is available.
- Electric: City electric is available

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 High Density Residential (10-3).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the subject properties from Small Lot Single-Family Residential (RSS) to Commercial Shopping (CS). The current zoning of the property is Small Lot Single-Family Residential (RSS) with similar zoning to the north, east, and west with University (U) to the south and Two-Family and Multi-Family District (RTM) is also in the north and to the west. Lakeview Community Church is located to the west and Lakeview Self- Storage is located southeast of the subject properties.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Commercial Shopping (CS) is located in the vicinity to the west and southeast of the subject properties.
3. The Comprehensive Plan calls for High Density Residential for the subject properties' location.

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:	Diana Hood, Associate Planner
Date of Preparation:	June 18, 2024
Attachments:	Application, Applicant's Zoning Map, Area Map, Zoning Comparison Table
Map Designation:	NW

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: Future commercial and residential use

Owner(s) of Property: OZSOL, LLC

Owner(s) Address: 201 W Hall of Fame Ave, Stillwater, OK 74075

Owner(s) Phone/Fax/Email: _____

Applicant/Developer of Property: Same as above

Applicant/Developer Address: _____

Applicant/Developer Phone/Fax/Email: _____

Design Engineer address/phone/fax/email & Registration No.: _____

Bancroft Design / 923 S Lowry St / 405-743-3355 / CA #9205

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

Address or Description of Property to be Subdivided/Developed: See attached

Original Tract Deed Book and Page Number: See attached

Number of Acres in Development: _____

Number of Lots Created: _____

Current Zoning/Requested Zoning: See attached

Reason for zoning request/use permit/map amendment (describe project):

Future commercial and residential use

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.

Cassan Forgan 5/1/24
Applicant/Preparer Date

Cassan Forgan (Agent) 5/1/24
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.

Cara Ferguson 5/1/24
Preparer's Signature Date

From: [Kelly D. Harris](#)
To: [Aaron J. Ferguson](#)
Subject: FW: OZSOL proposed properties and rezone map
Date: Wednesday, April 24, 2024 4:02:19 PM

Please see the email below as the agent letter.

Thanks,

Kelly D Harris, PE
Bancroft Design
405-612-2769

From: Steve Carpenter <steve@thecarpenteragency.com>
Sent: Wednesday, April 24, 2024 3:58 PM
To: Kelly D. Harris <KHarris@bancroft-design.com>
Cc: Terry Carpenter <terrycarpenter129@gmail.com>
Subject: RE: OZSOL proposed properties and rezone map

Kelly:

As the Member/Manager of OZSOL, LLC, please us this email as authorization to act on our behalf for the City of Stillwater application needed to start the rezoning process for all the addresses listed below.

Thanks!

Steve Carpenter

From: Kelly D. Harris <KHarris@bancroft-design.com>
Sent: Tuesday, April 23, 2024 4:49 PM
To: Steve Carpenter <steve@thecarpenteragency.com>
Cc: Terry Carpenter <terrycarpenter129@gmail.com>
Subject: RE: OZSOL proposed properties and rezone map

Sounds good. We'll get it going. Can you go ahead and send me the approval to sign the application as your agent for the following addresses:

2323 N Garfield

1302 W Lakeview Rd

1412 W Lakeview Rd

Property Record Card 600090641: W Lakeview Rd

1508 W Lakeview Rd

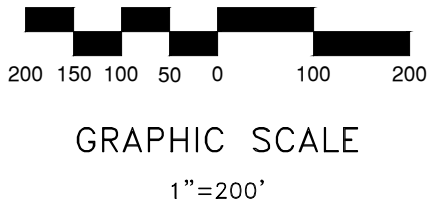
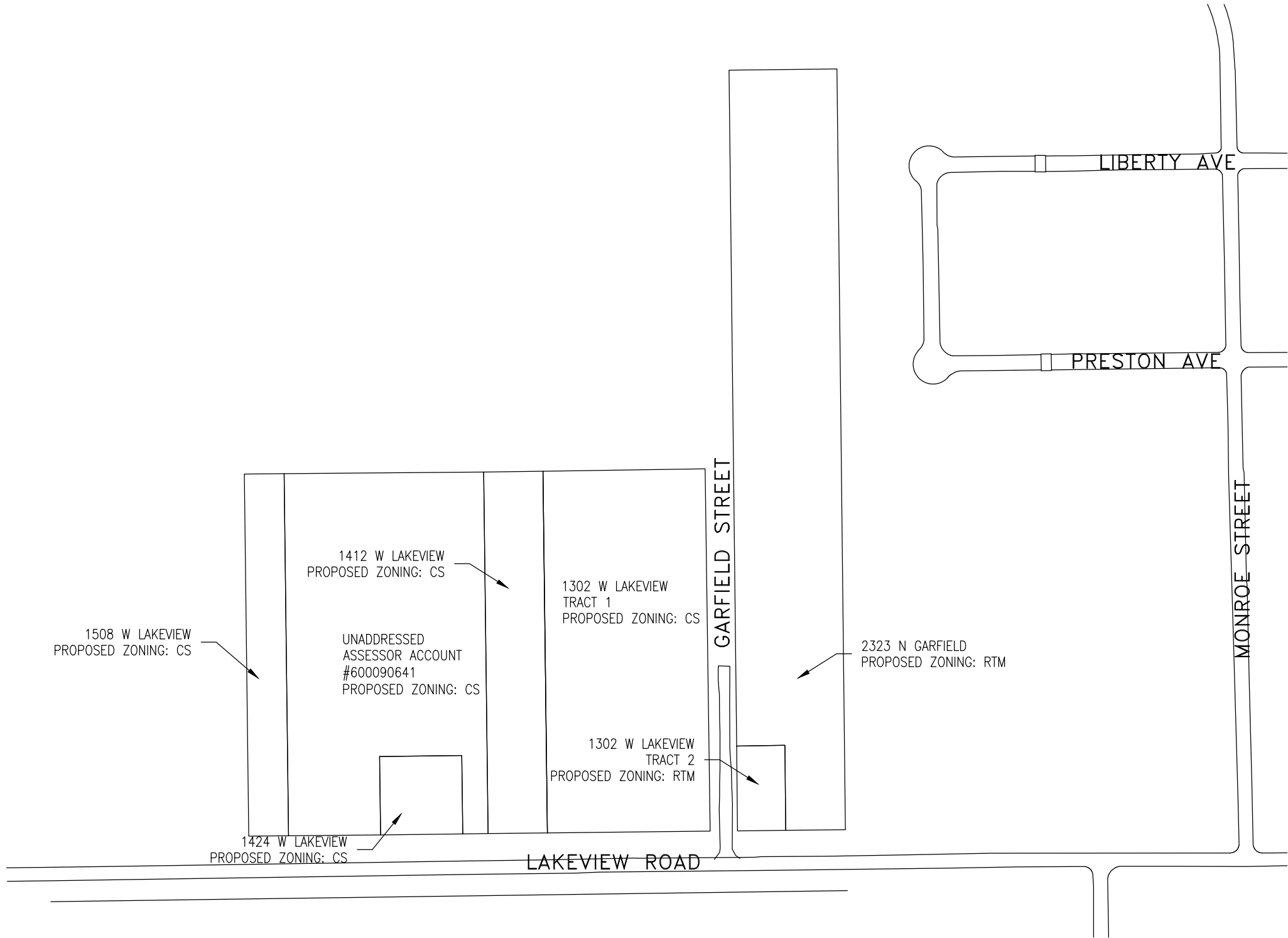
1424 W Lakeview Rd

Please let me know if you have any questions.

Thanks,

Kelly D Harris, PE
Bancroft Design
405-612-2769

File: C:\Civil 3D Projects\07SOL Rezoning 109607\03_DWG\Zoning.dwg Saved: 5/1/2024 3:42 PM By: AERCUSON



OZSOL MAP AMENDMENT

ZONING MAP

DRAWN BY AJF	DATE 5/1/24
SCALE 1"=200'	SHEET C1001

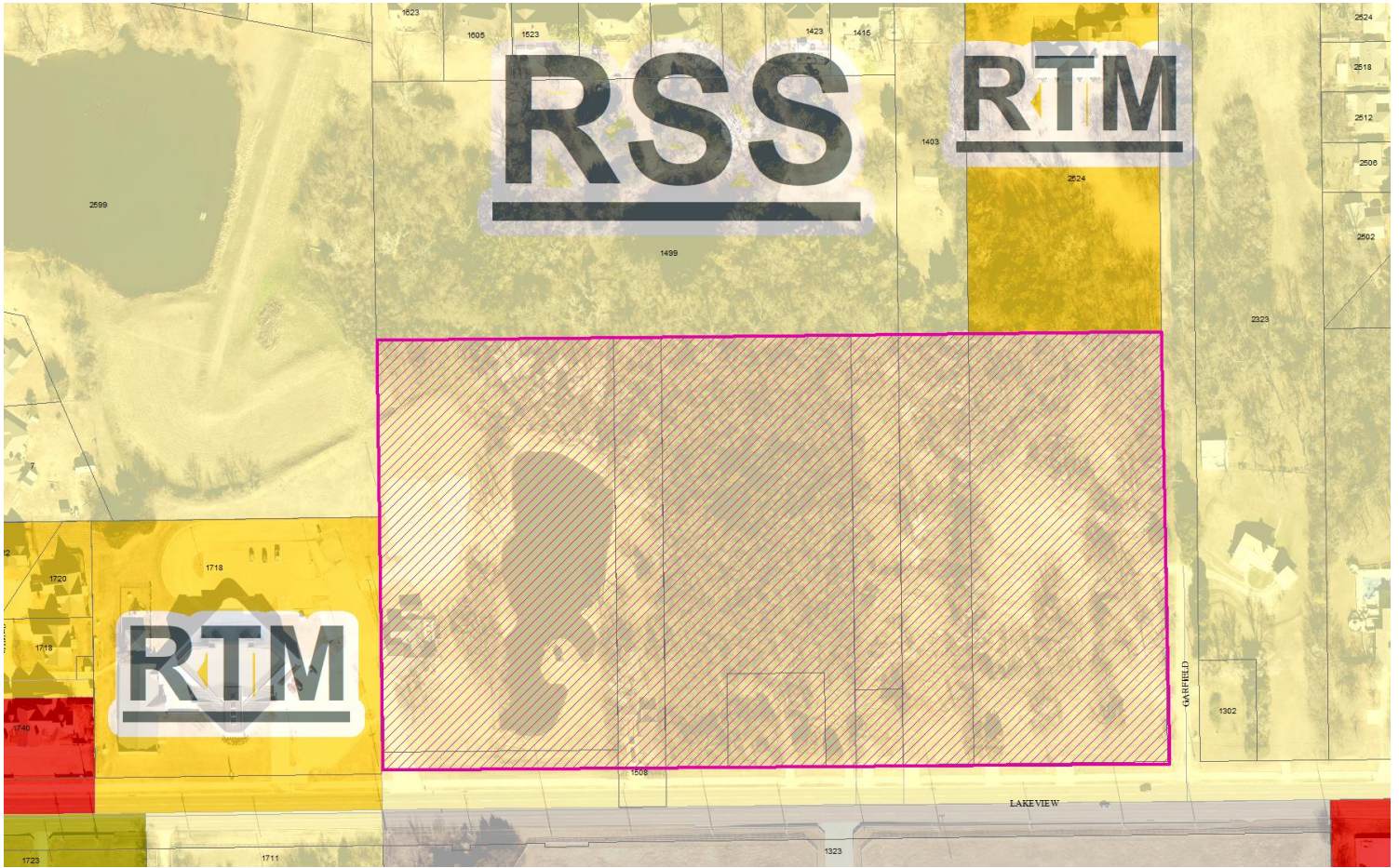


923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076

PHONE: (405) 743-3355
CA #9205 EXP: 6/30/2024

REVISIONS

REV	DATE	DESCRIPTION	BY	APP'D



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-06)
Request: Map Amendment to change 1508, 1424, 1412, 1302, & unaddressed W Lakeview From Residential Small Lot (RSS) to Commercial Shopping (CS) zoning
Address: 1508, 1424, 1412, 1302, & unaddressed W Lakeview
Applicant: OZSOL, LLC

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	CS (Commercial Shopping)
Lot Size	5000 square feet	No min requirements
Min Lot Width/Depth	50/100 feet	No min requirements
Max Structure Height	35 feet	No min requirements
Min Front Yard	20 feet/10 feet from alley	25 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	15 feet
Commercial district	15 feet	15 feet
Industrial district	15 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	25 feet
Any other district	20 feet	25 feet
Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3- feet tall and 40% opaque up to 5-feet tall; 1+ story structure requires 6-foot high landscape buffer when adjacent to residential district • Bed and Breakfast, Hotel, Motel • Beverage Services • Educational Services • Financial Institutions and Services • Food Services • Free-Standing Self Service Facilities • Information • Mixed Use • Personal and Laundry Services • Personal Storage and Warehousing • Professional and Administrative Office and Services • Retail Trade
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Conventional single-family • Residential design manufactured homes	

Date of Meeting: June 25, 2024

Subject: Map Amendment: Tract 2 of 1302 West Lakeview Road and 2323 North Garfield Street

Purpose of Report: The applicant, OZSOL, LLC., requests review and approval of a Map Amendment to rezone the properties addressed and located as 1302 West Lakeview Road, Tract 2, and 2323 North Garfield Street from Small lot Single Family Residential (RSS) to Two-Family and Multi-Family District (RTM).

Background: The subject properties are located in northern Stillwater, near the intersection of North Garfield Street and West Lakeview Road on the north side of West Lakeview Road and east side of North Garfield Street. The property addressed as 2323 N Garfield Street has a single-family home with accessory structures on the parcel. The applicant is requesting rezoning to Two-Family and Multi-Family District (RTM) to allow for future residential development.

Application Processing Information:

Owner/Applicant – OZSOL, LLC

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

Processing Track:

Submittal Date – May 7, 2024

Planning Commission – June 25, 2024

City Council – July 15, 2024

Project/Site Design Data/Details:

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

Proposed Zoning – Two-Family and Multi-Family District (RTM), Section 23-139

Existing Use – Single Family Structure with accessory structures

Proposed Use – Future residential use

Total Lot size – ~ 5.25 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of West Lakeview Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the north side of West Lakeview Road and portion of the south side of West Lakeview Road. OSU Transit Services – Blue Route currently runs down West Lakeview Road and has stop near North Monroe Street.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.
- Electric: City electric is available

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 High Density Residential (10-3).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the subject properties from Small Lot Single-Family Residential (RSS) to Two-Family and Multi-Family District (RTM). The current zoning of the property is Small Lot Single-Family Residential (RSS) with similar zoning to the north, east, and west with University (U) and Commercial Shopping (CS) to the south and Two-Family and Multi-Family District (RTM) is also to the west. Lakeview Community Church is located to the west which is zoned RTM, Lakeview Self- Storage is located southeast zoned CS and Lakeview Addition to the east of the subject properties.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Two-Family and Multi-Family District (RTM) is located in the vicinity to the west and west of the subject properties.
3. The Comprehensive Plan calls for High Density Residential for the subject properties' location.

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:	Diana Hood, Associate Planner
Date of Preparation:	June 18, 2024
Attachments:	Application, Applicant's Zoning Map, Area Map, Zoning Comparison Table
Map Designation:	NW

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

ZONING:

☒ Map Amendment
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☐ Preliminary
☐ Final
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☐ Lot Split
☐ Commercial Minor Subdivision
☐ Minor Subdivision
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☐ Final Plat

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☐ Closing
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☐ 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: Future commercial and residential use

Owner(s) of Property: OZSOL, LLC

Owner(s) Address: 201 W Hall of Fame Ave, Stillwater, OK 74075

Owner(s) Phone/Fax/Email: _____

Applicant/Developer of Property: Same as above

Applicant/Developer Address: _____

Applicant/Developer Phone/Fax/Email: _____

Design Engineer address/phone/fax/email & Registration No.: _____

Bancroft Design / 923 S Lowry St / 405-743-3355 / CA #9205

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

Address or Description of Property to be Subdivided/Developed: See attached

Original Tract Deed Book and Page Number: See attached

Number of Acres in Development: _____

Number of Lots Created: _____

Current Zoning/Requested Zoning: See attached

Reason for zoning request/use permit/map amendment (describe project):

Future commercial and residential use

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.

Cassan Forgan 5/1/24
Applicant/Preparer Date

Cassan Forgan (Agent) 5/1/24
Owner/Agent (with documentation) Date

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Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____
Approval Date: _____

Processing Tract: IRC _____, PC _____, CC _____
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**City of Stillwater
Map Amendment Checklist
Chapter 23, Article 3**

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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.

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Preparer's Signature Date

From: [Kelly D. Harris](#)
To: [Aaron J. Ferguson](#)
Subject: FW: OZSOL proposed properties and rezone map
Date: Wednesday, April 24, 2024 4:02:19 PM

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Thanks,

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Bancroft Design
405-612-2769

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To: Kelly D. Harris <KHarris@bancroft-design.com>
Cc: Terry Carpenter <terrycarpenter129@gmail.com>
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Kelly:

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Thanks!

Steve Carpenter

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1412 W Lakeview Rd

Property Record Card 600090641: W Lakeview Rd

1508 W Lakeview Rd

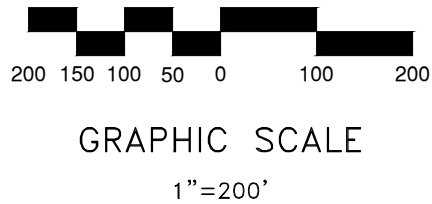
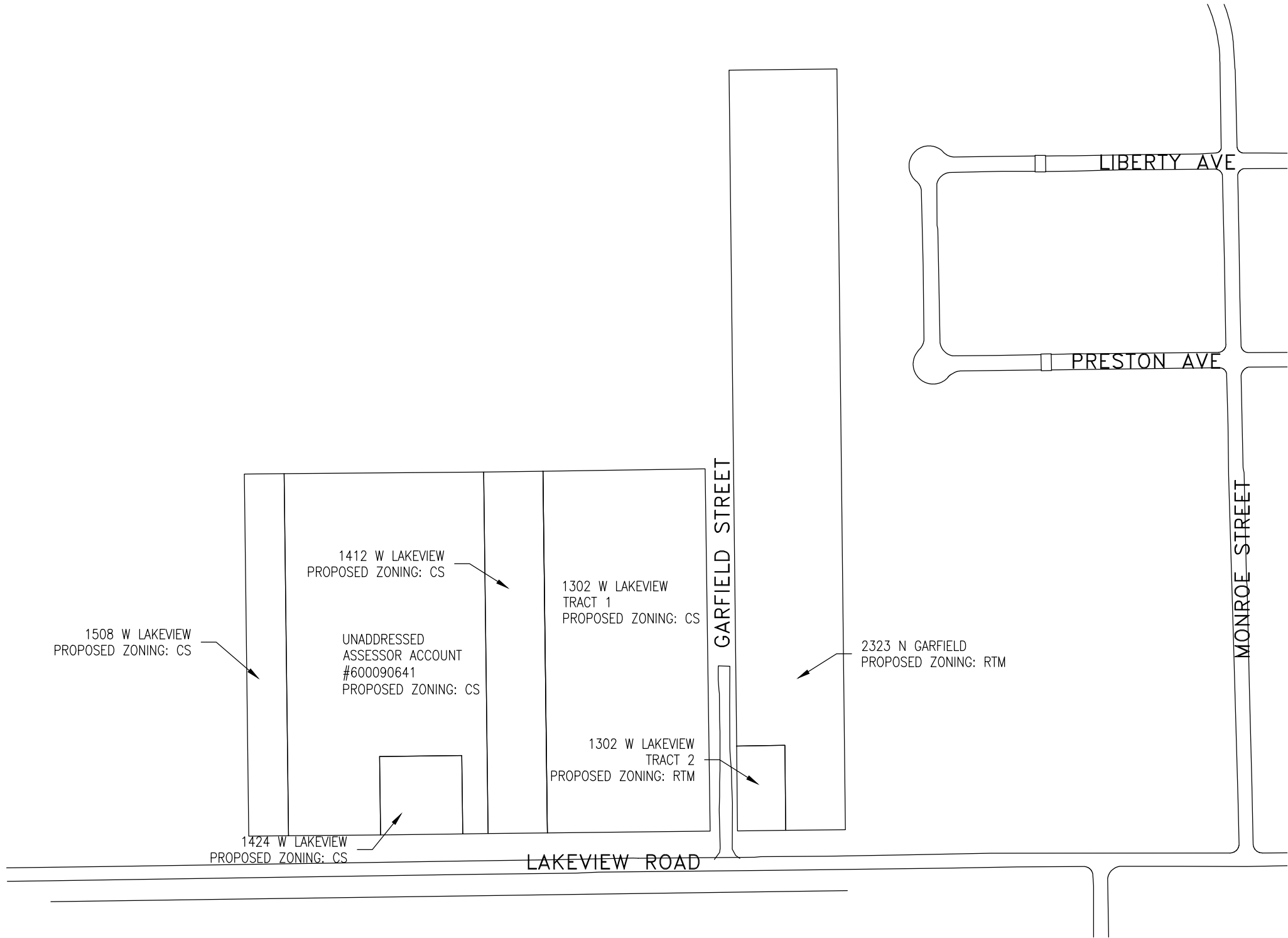
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Please let me know if you have any questions.

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Kelly D Harris, PE
Bancroft Design
405-612-2769

File: C:\Civil 3D Projects\03SOL Rezoning 109607\03_DWG\Zoning.dwg Saved: 5/1/2024 3:42 PM By: AERCUSON



OZSOL MAP AMENDMENT

ZONING MAP

DRAWN BY AJF	DATE 5/1/24
SCALE 1"=200'	SHEET C1001

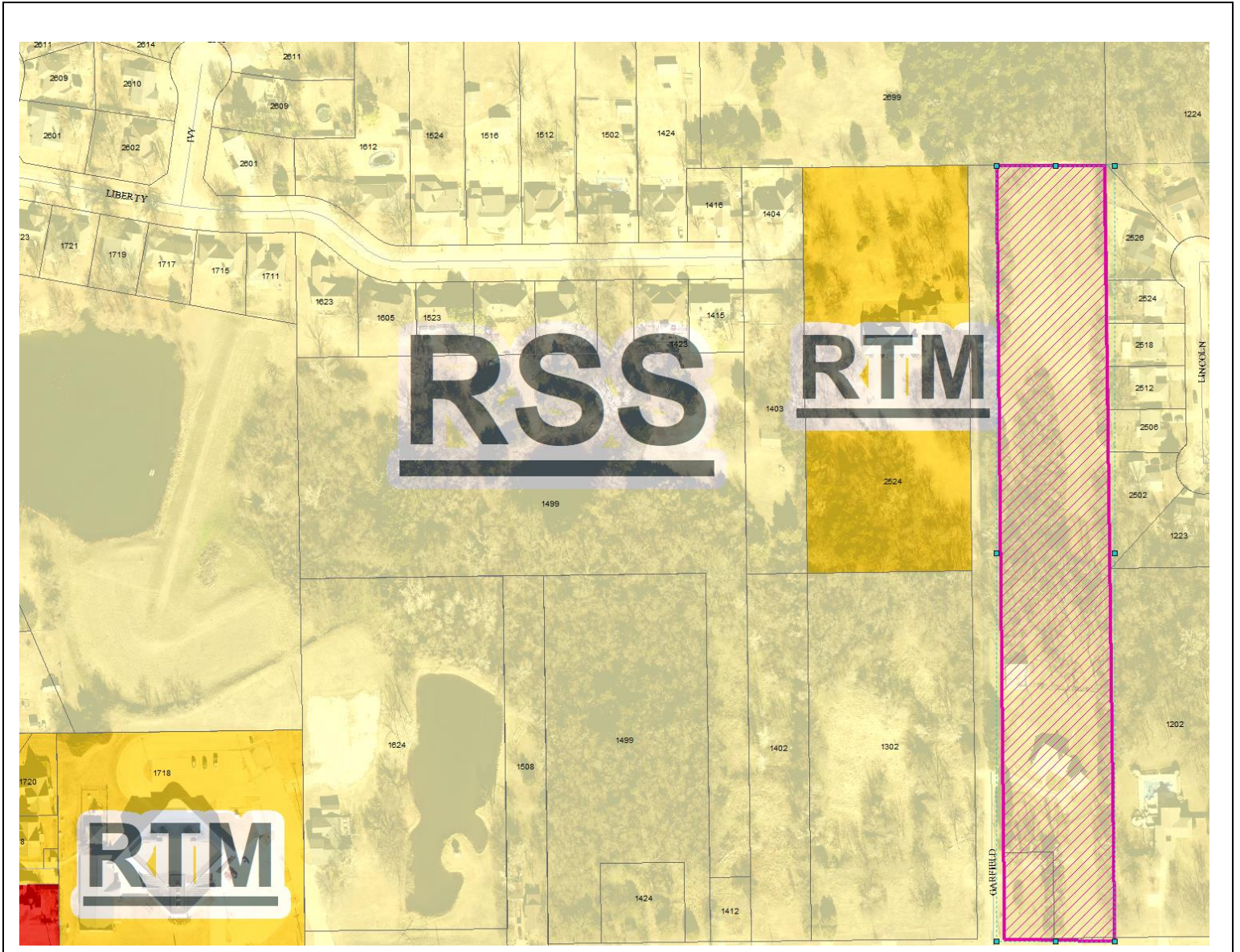


923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076

PHONE: (405) 743-3355
CA #9205 EXP: 6/30/2024

REVISIONS

REV	DATE	DESCRIPTION	BY	APP'D



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-07)
Request: Map Amendment to change 1302 W Lakeview & 2323 N Garfield From Residential Small Lot (RSS) to Residential Multi Family (RTM) zoning
Address: 1302 W Lakeview & 2323 N Garfield
Applicant: OZSOL, LLC

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	RTM (Residential Two-family and Multi-family)
Min Lot Size	5000 square feet	20,000 square feet
Min Lot Width/Depth	50/100 feet	100/130 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	Required for parking lots only
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Conventional single-family • Residential design manufactured homes	• Boarding House/Rooming House • Church and Religions Institutions • Multiple-family with a maximum gross density of 20 units per acre • Townhome • Two-family (duplex)

MEMORANDUM

DATE: 6/25/2024
TO: Stillwater Planning Commission
FROM: Diana Hood, Associate 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:

- **1126 North Lincoln Street** in the RSL 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
--	--

Property Owner: Shannon Cotter Mailing Address: 11991 W Forrest Hills RD
Guthrie, OK 73044

Owner Contact Information: Phone: 405-740-0136 Email: Shannon@ironcreekhomes.com

Property Management Contact Name: Shannon Cotter
 Phone: 405-740-0136 Email: Shannon@ironcreekhomes.com

Property Street Address: 1126 N Lincoln St.

Zoning Classification: Residential Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. Air BNB "Osu Oasis" - unlisted currently

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

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	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.	Email to FOLLOW
✓	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: Shannon Cotter DATE: 4-18-24

Date Application Received: 4-22-24 Application # STR-0161 Received by: AL

30-Day Objection Period: 5-24-24 Objection Filed: ☒ YES ☐ NO PC Hearing Date: _____

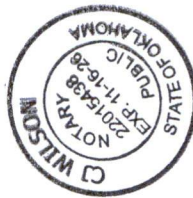
Approval Date: _____ Denial Date: _____

Affidavit form for Stillwater permit

This form verifies that the property address of 1126 North Lincoln Street in Stillwater, OK has working smoke detectors, carbon monoxide detector, and fire extinguisher per the floor plan submitted.

X Shannon Cotter

4-16-26
guelh
11-16-26



Tax Statement

This is a notarized statement from the rental agent of the property address 1126 North Lincoln Street stating that tax collection will occur for this property.

X Shannon Cotter

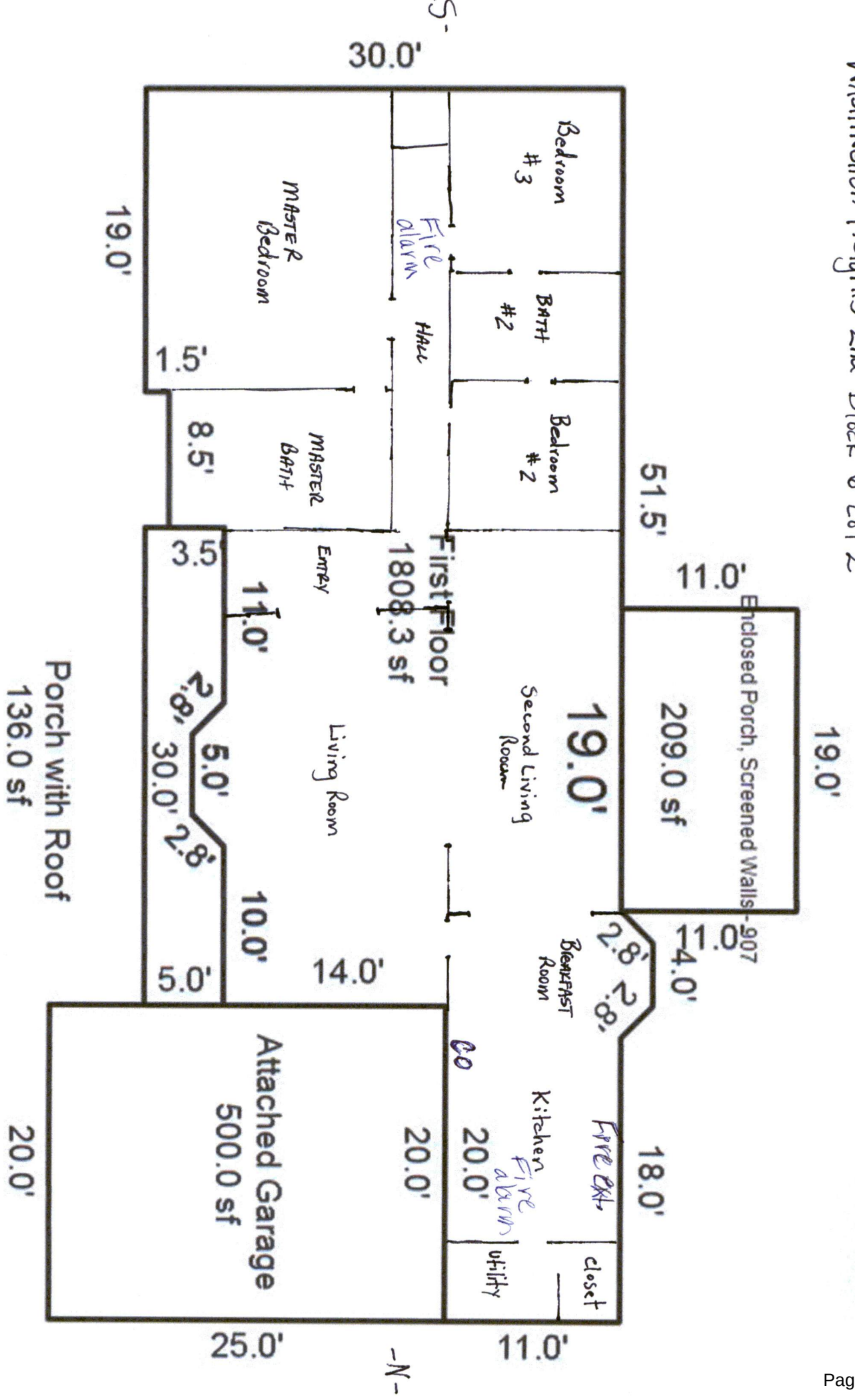


4-16-26

Christa Welch

11-16-26

Brandon + Shannon Coffer
1126 N. Lincoln St., Stillwater, OK
Washington Heights 2nd Block 6 Lot 2





Payne County Oklahoma Assessor's Office

600015880
1126 N Lincoln St

Cotter, Brandon & Shannon
PO Box 31073
Edmond OK 73003-0018

2024 Market Value
\$235,570

KEY INFORMATION

Parcel ID	19N02E-10-2-SW062-006-0002		
Land Size	1.00000	Land Unit	Lot
Class	UR	School District	Stillwater Town (016T)
Exemption	-	Section	10
Township	19N	Range	02E
2024 Taxes	\$2,725		
Neighborhood	Stillwater Northwest		
Legal Description	Washington Hts 2nd Blk 6 Lot 2		

2024 APPRAISAL DETAILS

Land Value	\$35,000
Building Value	\$194,420
Misc Imp Value	\$6,150
Total Market Value	\$235,570

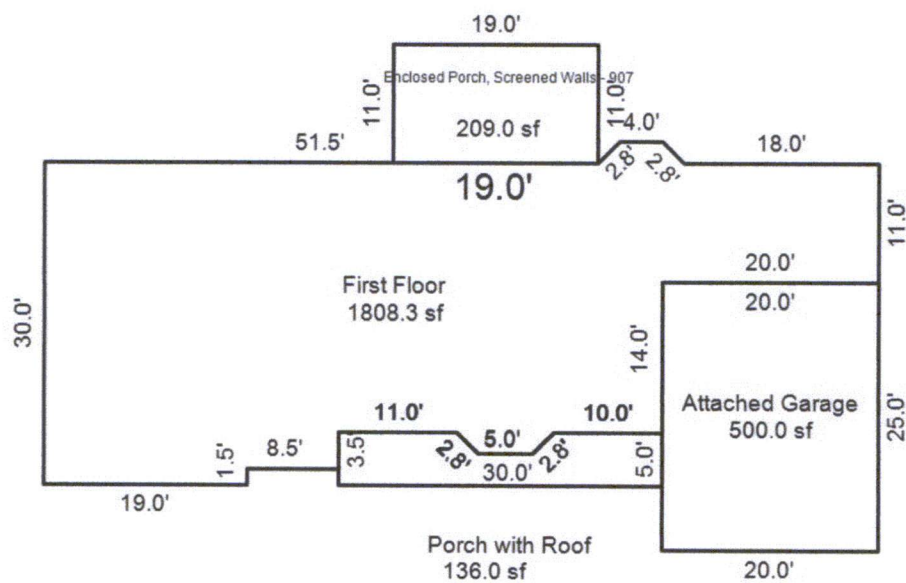
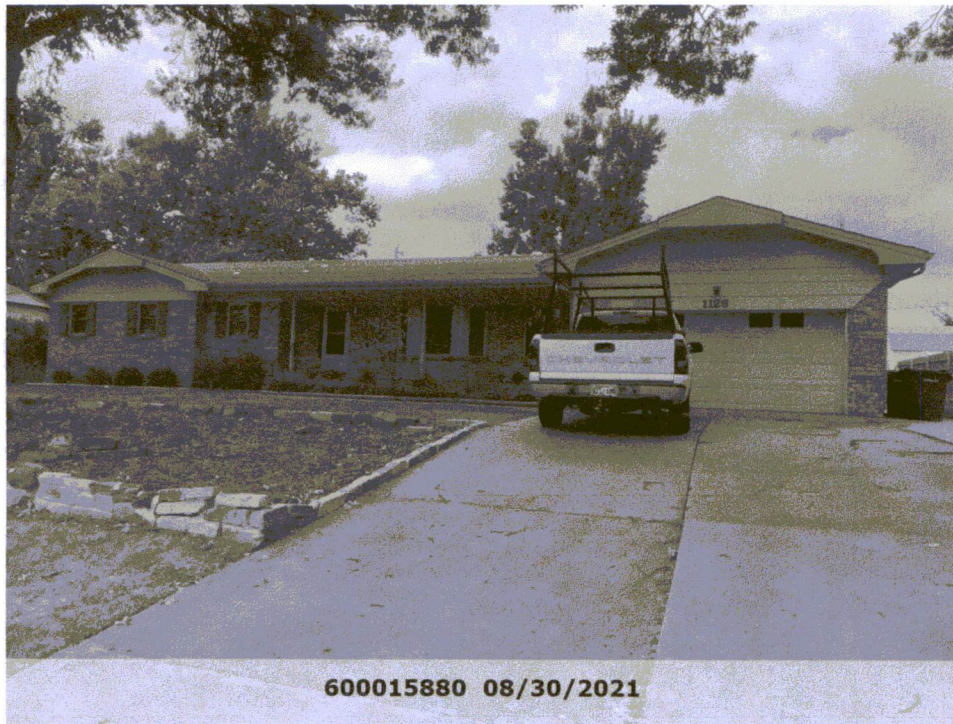
SALES

SALE DATE	SALE PRICE	DEED BOOK	DEED PAGE	INSTRUMENT TYPE	GRANTOR
03/10/2023	\$241,000	2741	458	Warranty Deed	Sosa, Richard & Sharon
03/19/2021	\$205,000	2619	668	Warranty Deed	Camacho, Andrew C
06/11/2019	\$0	2513	530	Affadavit	Camacho, Andrew C & Tasha I
07/15/2008	\$150,000	1786	615	Warranty Deed	SHAFFER, WENDELL R & JUDY L
11/09/1992	\$0	995	459	Warranty Deed	SHAFFER, WENDELL R & JUDY L

BUILDING DETAILS

BUILDING (1) - 1126 N LINCOLN ST

Type	Single-Family Residence	Style	One Story
Finished Living Area	1,808 sf	Basement	-
Quality	Average	Condition	Average
Year Built	1970	Exterior Walls	Veneer, Brick
Bedrooms	3	Roof Cover	Composition Shingle
Full Bath	2	HVAC	Warmed & Cooled Air
Half Bath	0	Garage Type	Attached Garage



MISC IMPROVEMENTS

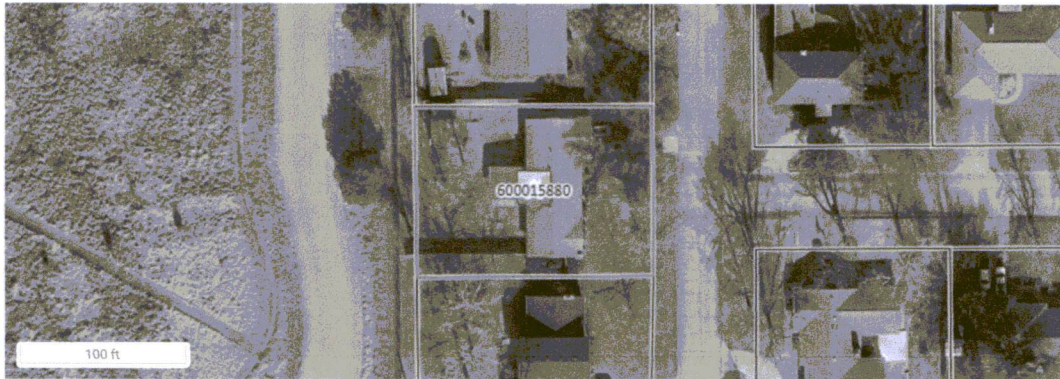
IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Tool Shed	196	1993
Tool Shed	196	2021
Wood Deck	84	2005

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
Tool Shed	196	1993	14	14	8
Tool Shed	196	2021	14	14	8
Wood Deck	84	2005	6	14	-

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	100	139	NW Stw - Medium Lot	\$35,000





After recording Return to:

Community Escrow & Title Co.
623 S. Lewis
Stillwater, OK 74074

Warranty Deed

KNOW ALL PERSONS BY THESE PRESENTS:

THAT **Richard Sosa and Sharon Sosa, a married couple**, parties of the first part, in consideration of the sum of Ten and No/100ths Dollars (\$10.00) and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, does hereby Grant, Bargain, Sell and Convey unto **Brandon Cotter and Shannon Cotter, PO Box 31073, Edmond, OK 73003**, parties of the second part, as joint tenants and not as tenants in common with full rights of survivorship, the whole estate to vest in the survivor in the event of the death of either parties of the second part, the following described real property and premises situated in Payne County, State of Oklahoma, to-wit:

Lot Two (2) in Block Six (6), SECOND SECTION OF WASHINGTON HEIGHTS ADDITION to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

LESS AND EXCEPT all of the oil, gas and other minerals in and under the above real property, which have heretofore been reserved or conveyed or which are reserved by the Grantor(s) herein. It is the intention of the Grantor(s) to convey to the Grantee(s) the surface and surface rights only in and to the above real property

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, as joint tenants, and to their heirs and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature, subject to easements, rights-of-way and restrictions of record, if any, and except all oil, gas and other minerals previously reserved or conveyed of record, if any.

TO: County Clerk of Payne County, Oklahoma

We, Brandon Cotter, hereby certify under penalty of perjury that:

- I. We are the/one of the grantee(s) named in the deed conveying title to the following described real estate, to-wit:

Lot Two (2) in Block Six (6), SECOND SECTION OF WASHINGTON HEIGHTS ADDITION to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

presented to you this date to be recorded in the land records in your office.

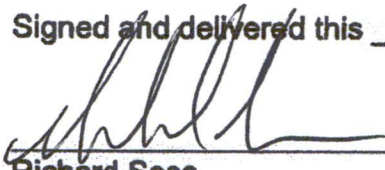
2. The total consideration paid for the property in this transaction is \$241,000.00. This sum includes the actual pecuniary value exchanged or paid or to be exchanged or paid in the future, exclusive of interest, whether in money or otherwise, and includes any assumed indebtedness.
3. The amount of documentary stamps to be affixed to the deed is \$361.50.

Dated: March 20, 2023



Brandon Cotter

Signed and delivered this 17 day of March, 2023.

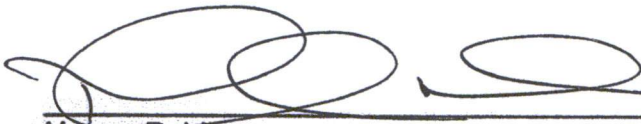

Richard Sosa

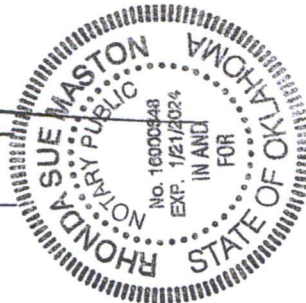

Sharon Sosa

STATE OF Oklahoma

COUNTY OF Oklahoma

Before me, the undersigned, in and for this State on this 10th of March, 2023, personally appeared Richard Sosa and Sharon Sosa, a married person, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.


Notary Public
My commission expires: 01-21-2024



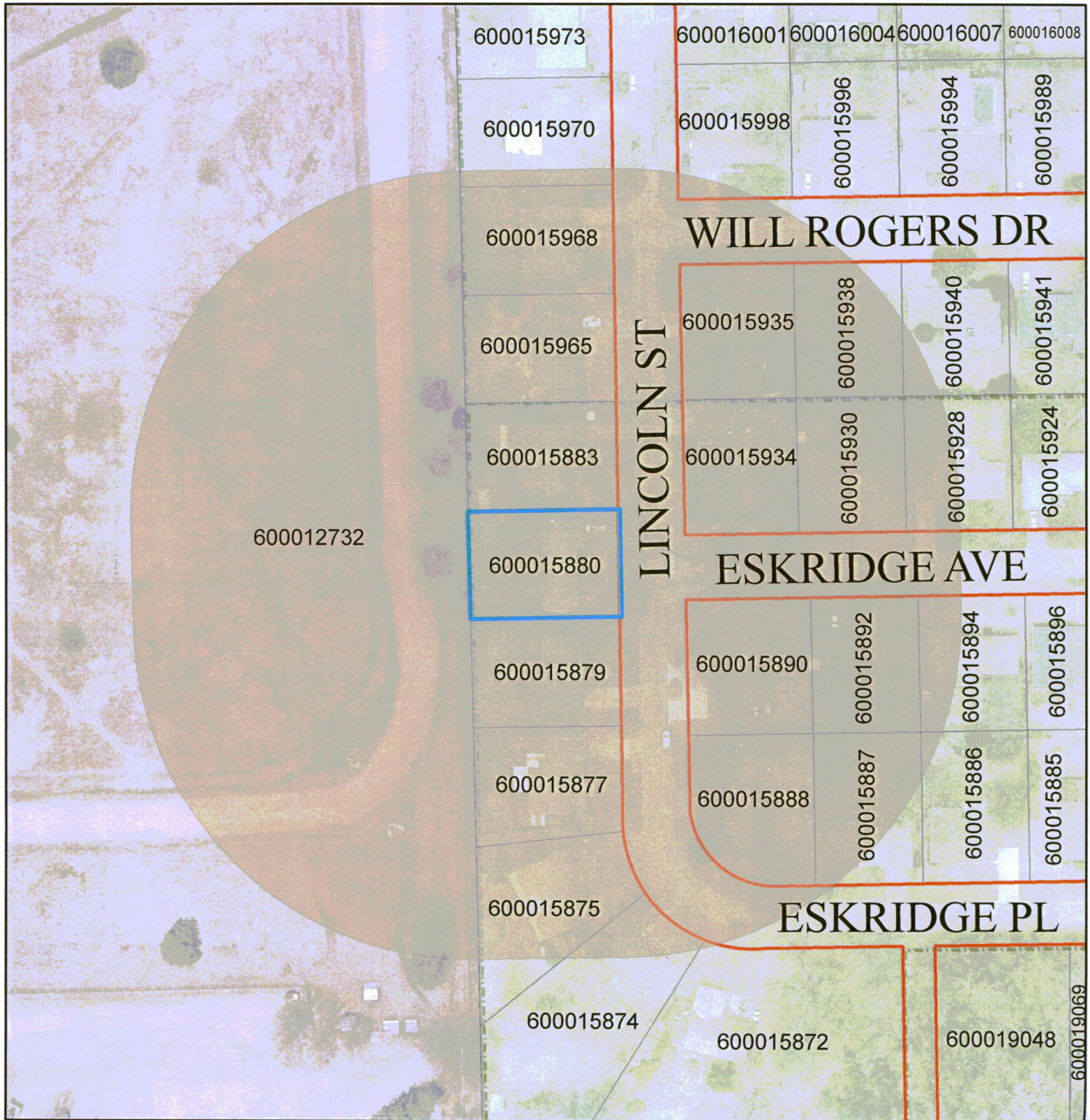
Legend

- Buffer
- ROW
- Parcel_CAMA
- Subdivision
- City Limits
- Sections
- Lakes

Payne County

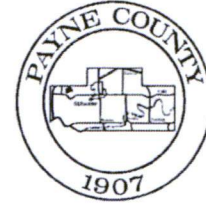
300' BUFFER

1126 N Lincoln St



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 # 600015880
Address: 1126 N Lincoln St

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 the Three Hundred feet of the following described property, to-wit:

Lot Two (2) in Block Six (6), SECOND SECTION OF 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 the Three Hundred 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 18 day of April, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: Cynthia Ross

City of Stillwater

Customer Receipt

4/18/2024

R14474

Job ID: STR-0164 - \$100.00

1126 N LINCOLN ST -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

Total Paid EMV

10177608526

\$100.00

Signature for credit card

Thank you for your payment

Teresa Kadavy

From: Emily Thaden <birdnerd@gmail.com>
Sent: Wednesday, May 1, 2024 9:27 AM
To: CityClerk
Subject: Objection to short term rental application #STR-0164

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 1126 N. Lincoln St. in Stillwater, #STR-0164.

Once again, I am asking the city of Stillwater to please stop allowing commercial activity in my 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.

In addition, this property has already been listed on AirBnB without an STR license.

Emily Thaden

MEMORANDUM

DATE: 6/25/2024
TO: Stillwater Planning Commission
FROM: Diana Hood, Associate 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:

- **1603 South Berkshire Drive** 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.

	Application for RESIDENTIAL SHORT-TERM RENTAL
---	---

Property Owner: Justin and Cari Bohannon Mailing Address: 10310 Cedar Springs Dr
Claremore, OK 74017

Owner Contact Information: Phone: 918-519-8705 Email: clbohannon@gmail.com

Property Management Contact Name: Cari Bohannon
 Phone: 918-519-8705 Email: clbohannon@gmail.com

Property Street Address: 11603 S. Berkshire Dr. Stillwater, OK 74074

Zoning Classification: _____ Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental: www.airbnb.com

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

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	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: Cari Bohannon DATE: 4-29-24

Date Application Received: <u>4-30-24</u>	Application # <u>STR-0165</u>	Received by: <u>JK</u>
30-Day Objection Period: <u>5-31-24</u>	Objection Filed: ☒ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

After recording Return to:
Community Escrow & Title Co.
623 S Lewis
Stillwater, OK 74074



RETURNED AT COUNTER

1-2024-002777 Book: 2793 pg. 967
4/2/2024 4:17 PM pgs. 967 - 970
Fees: \$24.00 Doc: \$402.75
Glenn Craig, Payne County Clerk
Payne County - State of Oklahoma

Warranty Deed

KNOW ALL PERSONS BY THESE PRESENTS:

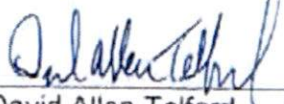
THAT **David Allen Telford and Susanna Telford, a married couple, and Kaia Ratna Telford, a single person**, parties of the first part, in consideration of the sum of Ten and No/100ths Dollars (\$10.00) and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, does hereby Grant, Bargain, Sell and Convey unto **Cari L. Bohannon and Justin T. Bohannon, 10310 Cedar Springs Dr., Claremore, OK 74017**, parties of the second part, as joint tenants and not as tenants in common with full rights of survivorship, the whole estate to vest in the survivor in the event of the death of either parties of the second part, the following described real property and premises situated in Payne County, State of Oklahoma, to-wit:

Lot Thirteen (13) in Block Five (5) of WESTBROOK ESTATES SECOND SECTION to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

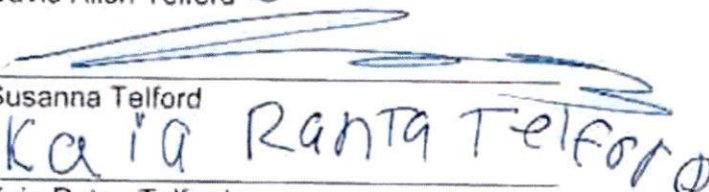
together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, as joint tenants, and to their heirs and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature, subject to easements, rights-of-way and restrictions of record, if any, and except all oil, gas and other minerals previously reserved or conveyed of record, if any.

Signed and delivered this 25 day of March, 2024.


David Allen Telford

Susanna Telford

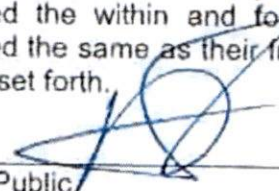

Kaia Ratna Telford

1-2024-002777 Book: 2793 pg. 868
4/2/2024 4:17 PM pgs. 967 - 970
Fees: \$24.00 Doc: \$402 /5
Gianna Craig, Payne County Clerk
Payne County - State of Oklahoma

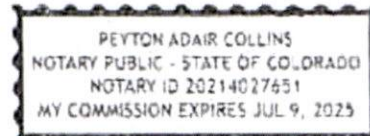
STATE OF COLORADO

COUNTY OF EL PASO

Before me, the undersigned, in and for this State on this 25th of March, 2024, personally appeared David Allen Telford and Susanna Telford, a married couple, and Kaia Ratna Telford, a single person, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.


Notary Public

My commission expires: 07/09/2025



Deed Presented for Filing By: Community Escrow & Title Co.
File No.: SW240322547
Name of Title Insurer: American Eagle Title Insurance Company

OAG 2024-1 - INDIVIDUAL

Exhibit to Deed

AFFIDAVIT OF LAND OR MINERAL OWNERSHIP: INDIVIDUAL

STATE OF OKLAHOMA)

COUNTY OF PAYNE)

ss.

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

Before me, the undersigned CARI L. BOHANNAN
(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states as of the date of this Affidavit:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.
2. I have personal knowledge of the statements made herein.
3. I am:
☒ a citizen of the United States; or
☐ not a citizen of the United States, but an alien who is or shall become a bona fide resident of the State of Oklahoma.
4. I acquired title to the real property identified in the Deed to which this Affidavit is attached (the "Property").
5. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:
No alien or any person who is not a citizen of the United States shall acquire title to or own land in this state either directly or indirectly through a business entity or trust, except as hereinafter provided, but he or she shall have and enjoy in this state such rights as to personal property as are, or shall be accorded a citizen of the United States under the laws of the nation to which such alien belongs, or by the treaties of such nation with the United States, except as the same may be affected by the provisions of Section 121 et seq. of this title or the Constitution of this state. Provided, however, the requirements of this subsection shall not apply to a business entity that is engaged in regulated interstate commerce in accordance with federal law.
6. I acknowledge and understand that section 121 generally prohibits an alien or person who is not a citizen of the United States from acquiring title to or owning land in the State of Oklahoma. I further acknowledge and understand that section 121 does not prohibit an alien who is or who shall become a bona fide resident of the State of Oklahoma from acquiring title to or owning land in the State of Oklahoma.
7. I acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding source was used in the sale or transfer of the Property in violation of section 121 or any other state or federal law.
8. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject me to criminal prosecution for perjury and/or being liable for actual damages suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon such false statement.

FURTHER AFFIANT SAYETH NOT.

Cari Bohannan
AFFIANT

3-29-24
Date

The foregoing instrument was subscribed and sworn to before me this 29th day of MARCH, 2024, by CARI L. BOHANNAN.



Cari L. Bohannan
NOTARY PUBLIC

My Commission Expires 11/07/25

My Commission Number: 17010095

OAG 2024-1 - INDIVIDUAL

Exhibit to Deed

AFFIDAVIT OF LAND OR MINERAL OWNERSHIP: INDIVIDUAL

STATE OF OKLAHOMA)

COUNTY OF PAYNE)

ss.

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

Before me, the undersigned JUSTIN T. BOHANNAN

(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states as of the date of this Affidavit:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.
2. I have personal knowledge of the statements made herein.
3. I am:
☒ a citizen of the United States; or
☐ not a citizen of the United States, but an alien who is or shall become a bona fide resident of the State of Oklahoma.
4. I acquired title to the real property identified in the Deed to which this Affidavit is attached (the "Property").
5. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:
No alien or any person who is not a citizen of the United States shall acquire title to or own land in this state either directly or indirectly through a business entity or trust, except as hereinafter provided, but he or she shall have and enjoy in this state such rights as to personal property as are, or shall be accorded a citizen of the United States under the laws of the nation to which such alien belongs, or by the treaties of such nation with the United States, except as the same may be affected by the provisions of Section 121 et seq. of this title or the Constitution of this state. Provided, however, the requirements of this subsection shall not apply to a business entity that is engaged in regulated interstate commerce in accordance with federal law.
6. I acknowledge and understand that section 121 generally prohibits an alien or person who is not a citizen of the United States from acquiring title to or owning land in the State of Oklahoma. I further acknowledge and understand that section 121 does not prohibit an alien who is or who shall become a bona fide resident of the State of Oklahoma from acquiring title to or owning land in the State of Oklahoma.
7. I acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding source was used in the sale or transfer of the Property in violation of section 121 or any other state or federal law.
8. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject me to criminal prosecution for perjury and/or being liable for actual damages suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon such false statement.

FURTHER AFFIANT SAYETH NOT.

[Signature]
AFFIANT

3/29/24
Date

The foregoing instrument was subscribed and sworn to before me this 29th day of MARCH, 2024, by JUSTIN T. BOHANNAN.

My Commission Expires

11/07/25

My Commission Number:

17010295

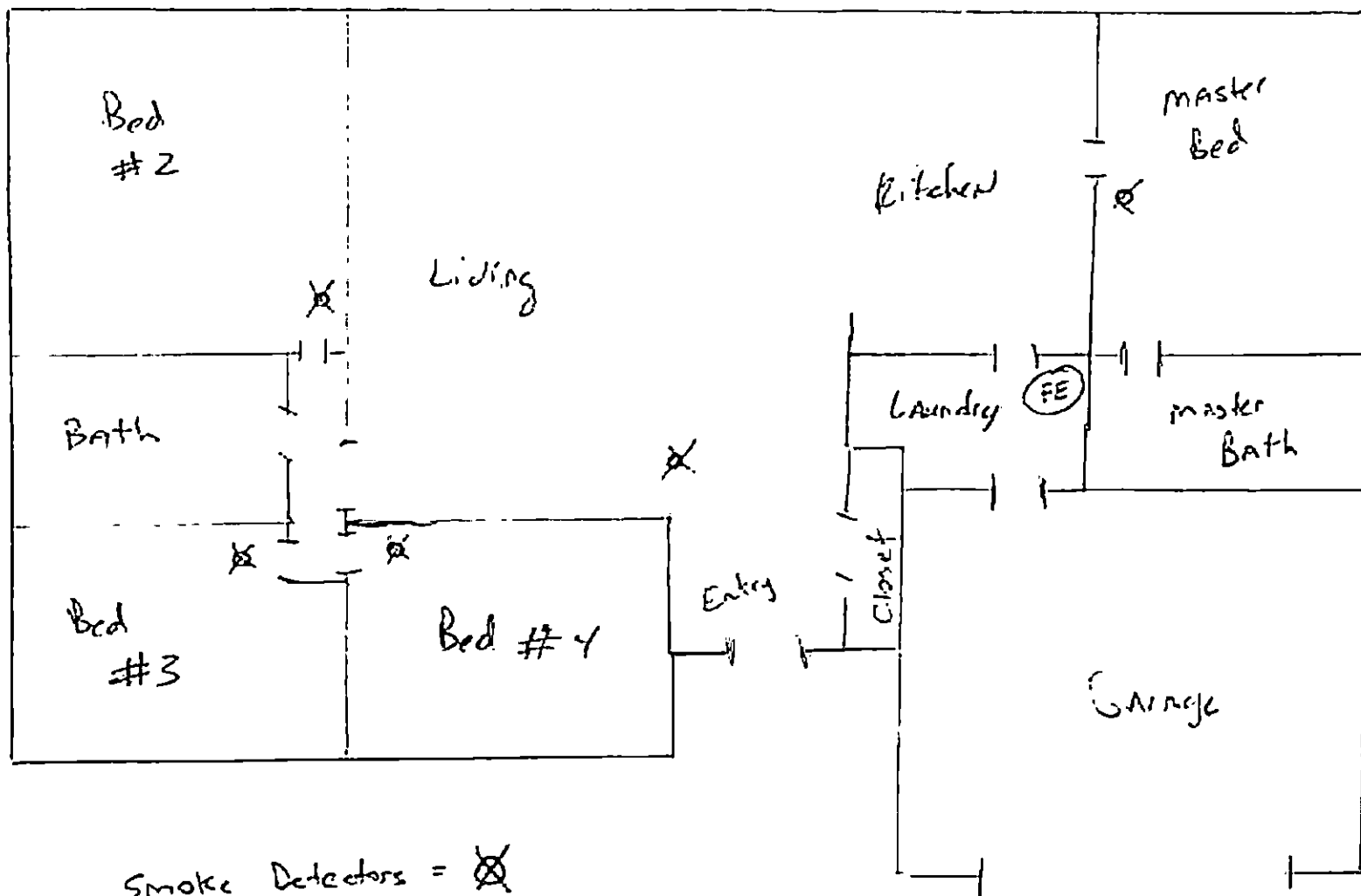


[Signature]
NOTARY PUBLIC

← IV

1603 S. Berkshire
Stillwater OK

JUSTIN - CHIEF



Smoke Detectors = X

Fire Extinguisher = (FE)

AFFIDAVIT

The State of Oklahoma

County of Rogers

I, Justin Bohannon, of Claremore, OK, in Rogers County, Oklahoma, being duly sworn state under oath that:

1. Smoke detectors are in place and working order.
2. Carbon Monoxide detectors are in place and working order.
3. Fire Extinguisher in place and working order.

Above statement relates to real property located at:

1603 S. Berkshire Dr.
Stillwater, OK 74074

STATE OF OKLAHOMA
COUNTY OF ROGERS

SUBSCRIBED TO AND SWORN BEFORE ME,
this 26th day of April, 2024

Signature
(Seal)

J. S. Roach



Justin Bohannon
(Signature)

Justin Bohannon
(Print)



Help Center

Search how-tos and more

[Home](#) > [All topics](#) > [Payouts and taxes](#) > [Taxes](#) > [Occupancy taxes](#) >

In what areas is occupancy tax collection and remittance by Airbnb available?

[Rules](#) · [Host](#)*1603 S. Berkshire Dr. Stillwater, OK 74074*

In what areas is occupancy tax collection and remittance by Airbnb available?

In areas that Airbnb has made agreements with governments or is required by law to collect and remit local taxes on behalf of hosts, Airbnb calculates these taxes and collects them from guests at the time of booking. Airbnb then remits collected taxes to the applicable tax authority on the hosts' behalf. This can apply to occupancy taxes, value added taxes (VAT), and good and service taxes (GST) on accommodations. Find out more about [how occupancy tax collection and remittance](#)

Need to get in touch?

We'll start with some questions and get you to the right place.

[Contact us](#)

You can also [give us feedback](#).

*Cari Bohannon
4.30.24*

by Airbnb works.

Currently, Airbnb is collecting and remitting taxes on behalf of the host in the following locations. Click through the following links to find out more about which taxes specifically Airbnb is collecting in each jurisdiction.

In this article

- Worldwide
- United States
- Other tax obligations

Worldwide

Bermuda British
Virgin
Islands

Canada France

Germany India

Italy Lithuania

Malaysia Mexico

'24MAY8PM2:14

Donna Curtis

To: cityclerk@stillwater.org
Subject: ITEM-0165 WESTBROOK ESTATE ADDITION

CITY CLERKS OFFICE

09-07-2023, Thursday

TO: STIWATER CITY CLERK OFFICE
STILLWATER PLANNER'S OFFICE, Jacquie Porter
STILLWATER MAYOR'S OFFICE - MAYOR. -Mr. JOYCE

THIS IS AN OBJECTION (A NO) ON ITEM STR-0165 STILLWATER WESTBROOK ESTATES ADDITION ISSUE, SHORT TERM RENTAL, BUSINESS (AKA) BNB—BED AND BREAKFAST IN A STILLWATER FAMILY RESIDENTIAL HOME AND FAMILY LIVING COMMUNITY. "ONLY ONE WAY INTO THE ADDITION, SAME OUT OF ADDITION, "MANY CHILDREN ALL AGES. "SCHOOL BUS ROUTES, AM AND PM. "3 WAY STREET SPLIT WITH ONLY THE ONE WAY IN AND ONE WAY OUT OF THIS ADDITION.

1. Berkshire Dr. 2. Westbrook Dr. 3. Yorkshire Dr.

"RESIDENTAL PARENTS WORK IN STILLWATER

THERE ARE MORE REASONS TO BE AGAINST THIS BUSINESS CONGLOMERATE (C-STAR, BUSINESS) I UNDERSTAND.

WESTBROOK ESTATES ADDITION HAS A COVENANT TO PROTECT US, AS CITY RESIDENTS, FROM BUSINESS _____.

We are VOTERS, residents, employees, and your neighbors.

(Ask yourself this question, "Would you want a business in your home community. "

Thank you for your services.

I am Donna Riggs Curtis and I live at the entrance and exit of
Westbrook Estates Addition. The Spanish, flat roof home.

4123 Westbrook Dr
Stillwater Oklahoma

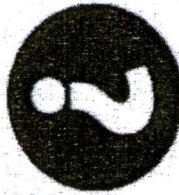
Donna Riggs Curtis

I can be reached at:

(H) 405-327-0074

(W) 405-743-1545 (office of Juvenile Affairs)

Cell - 918-630-4228



For information regarding Small Lot
Single-Family Residential Zoning,
contact Associate City Planner Diana
Hood at 405-742-8215.

Objection letters may be emailed to
cityclerk@stillwater.org

Application for Short Term Rental

The City received an application for a residential short-term rental to be licensed in your neighborhood.

The application was received on April 30, 2024.

There is no requirement for a public hearing on the application unless an objection is filed.

Project Information

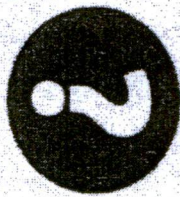
Application: To establish a residential short-term rental in the Small Lot Single Family Residential (RSS) zoning district.

Applicant: Justin & Cari Bohannon

Location: 1603 S. Berkshire Drive

Application #: STR-0165





Frequently Asked Questions

What is a Short-Term Rental?

A short-term rental is the rental of any dwelling, portion thereof, or habitable accessory structure for a temporary period of time up to 30 consecutive days per guest within a 90-day period.

Why did I receive a letter?

You own property within 300 feet of the subject property.

How will this short-term rental affect me?

Every property is different. However, the application allows for this specific commercial use of a residential property.

What if I object to the short-term rental?

You may file a written objection to the short-term rental. The objection must be filed within 30-days of the application submitted to the City. If any objection is filed within the 30-day period, a hearing is scheduled before the Stillwater Planning Commission.

What do I do if I cannot attend the hearing?

Staff accepts written concerns or a person can represent your concerns at the hearing. Please contact Diana Hood, Associate Planner, at 405.742.8215, for more information.

FAQ cont'd:

How are short-term rentals regulated?

The City tracks and monitors complaints about short-term rental properties. The City has authority to levy fines, issue license suspensions, or schedule hearings.

Can a renter operate a short-term rental?

No. Short-term rentals can only be operated by the owner of the property.

Is this a one-time notice?

Yes. However, if an objection is filed, you will be notified of the hearing at the Planning Commission.

Do short-term rentals pay lodging or room tax?

Yes. Either the property owner obtains a sales tax certificate from the State of Oklahoma or the tax is collected by a rental agent.

How can I learn more about short-term rentals?

Please visit the City's website at www.stillwater.org for information on all city initiatives, events, and activities.

Teresa Kadavy

From: sherry.osu@gmail.com
Sent: Saturday, May 4, 2024 12:00 PM
To: CityClerk
Subject: Application #STR-0165 Short-term Rental: 1603 S. Berkshire Dr.
Importance: High

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.

We respectfully object to this application for a short-term rental license. Our property is within 300 ft. of this property.

We understand the need for investment property and have several in Stillwater ourselves. The property affected by this application is a long-term rental that is oriented toward young professionals and families, which is also the primary composition of the neighborhood. We understand the need for our local economy to support short-term rental property. We are aware of many short-term rentals in Stillwater. Those properties are in 'understandable' areas and neighborhoods of Stillwater, which is in the best interest of the City and the investor to be successful. This licensee is very successful with his other properties within Stillwater and Perkins.

Our reasons for rejection of this application have to do with the location and type of the Westbrook neighborhood. It is an "ideal" and superb location for young professionals, young families or starting families, including its peacefulness and calmness, and the ability to monitor and supervise others in safety.

It has a natural isolation from the traveler, guest, or need from the rest of the City and the University. Just driving to the neighborhood from town with the other city infrastructure, assortment of green space, and natural barriers create that feeling. Need we say anything about the desire of young families to be so close, safe, and comfortable within the two schools and the day care area.

These attributes are a desirable feature for all types of homeowners and for appropriate long-term renters. These types of homeowners and long-term renters do not want to be around short-term visitors, strangers, or transient people or events. The location is a respite from work, and a comfortable area for their families/children. The stability of the area promotes a sense of community and an atmosphere of stability and consistency, things that short-term rentals do not create by their nature.

Introducing short-term rentals in Westbrook would change the atmosphere of this neighborhood no matter the existing short-term rental City ordinances. We oppose granting of this and future applications for short-term rentals in this area as it does not fit the current usage and environment of the neighborhood.

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***Sherry and Keith Teague***

Stillwater, OK 74074

[H] 1-405-624-0621

**STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF MAY 07, 2024  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED May 3rd, 2024 IN THE  
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

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

Jana Phillips, Chair  
Mark Prather, Vice Chair

1. CALL MEETING TO ORDER.

Commissioner Shanahan called the meeting to order at 5:30 p.m.

2. General Orders

- a. Glenn and Laura Collum Trust, FINAL PLAT (SUB23-15), 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.

Commissioner Shanahan introduces the item and asks staff to present.

Jacquelyn Porter, City Planner, presents staff report.

Ms. Porter clarifies that it is CKG, LLC is the one requesting approval not Glenn and Laura Collum, it was a correction made after the agenda was posted.

Ms. Porter asks the commission for questions.

Commissioner Williams inquired about the number of lots changing from 9 to 8. Ms. Porter clarifies that lots 9 & 8 on the preliminary plat were merged.

Commissioner Shanahan asks if there are any further questions for staff; none respond. Commissioner Shanahan asks for findings and alternatives.

Ms. Porter presents:

**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 recommend that the City Council approve the proposed final plat as presented.
2. Approve the proposed final plat with conditions.
3. 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.

**Commissioner Williams motions to approve the Final Plat as presented; Commissioner Van Leuven seconds.**

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

*Time: 6 minutes*

### 3. PUBLIC HEARING

- a. Steuver Holding Company (Justin Steuver), MAP AMENDMENT (MA24-02), consideration, discussion and possible action, 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.

Commissioner Shanahan introduces the item and asks staff to present.

Jacquelyn Porter, City Planner, presents staff report and asks if there are any questions; none respond.

Commissioner Shanahan invites the applicant forward.

Mr. Justin Steuver, Po Box 22 Morrison Oklahoma comes to the podium and speaks on the following:

- Says there's another duplex one block over
- The girl scouts place is more commercial as opposed to RSS
- Believes this would be less spot zoning and more of a transition from the 12<sup>th</sup> Street corridor to the RSS below him.

Commissioner Shanahan asks if there any questions for the applicant; none respond. Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in favor of this item; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond. Commissioner Shanahan closes the public hearing is closed and asks for findings and alternatives.

Ms. Porter presents:

**Findings:**

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Two-Family and Multi-Family District (RTM) zoning is located in the vicinity of the subject property.
3. The Comprehensive Plan calls for commercial, public & low density use 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 recommend that the City Council approve the proposed Map Amendment as presented; Commissioner Van Leuven seconds the motion.**

| Roll Call: | Phillips | Prather | Shanahan | Williams | Van Leuven |
|------------|----------|---------|----------|----------|------------|
|            | Absent   | Absent  | Yes      | yes      | Yes        |

*Time: 6 minutes*

4. Meeting Summary for review and possible action

- a. Regular meeting minutes of April 16, 2024

Commissioner Shanahan asks if there are any changes and/or edits; none respond.

**Commissioner Williams moved, Commissioner Van Leuven second to approve the April 16<sup>th</sup>, 2024 minutes as presented.**

| Roll Call: | Phillips | Prather | Shanahan | Williams | Van Leuven |
|------------|----------|---------|----------|----------|------------|
|            | Absent   | Absent  | Yes      | yes      | Yes        |

*Time: 1 minute*

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

- a. Next Planning Commission Meeting is May 21st, 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 5:43 PM on May 7th, 2024 two member absents, - the next regularly scheduled meeting will be held Tuesday, May 21, 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 JUNE 04, 2024  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED May 31st, 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

MEMBERS ABSENT

STAFF PRESENT

Ashley Garis, Assistant City Attorney  
Jacquelyn Porter, City Planner  
Diana Hood, Associate City Planner  
Joshua Brown, Project Manager  
Cindy Gibson, Administrative Services  
Alexandria Maged, Administrative Assistant  
Staff 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. S. C. L. Trust, SUB22-08 (Preliminary Plat), consideration, discussion and possible approval or denial to extend the expiration date of a preliminary plat for property known as Quail Meadows located at 1413 E. Lakeview Road by 24 months, to comply with Chapter 23, Section 23-63.g.1.

Chair Phillips introduces the item and asks staff to present.

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

Chair Phillips asks the applicant to come and speak on this item.

Aaron Fergeson, Bancroft Design, 923 S. Lowry comes to the podium and speaks on the following:

- Requesting an extension of the preliminary plat because currently there is no immediate sewer access to the property and it has caused a delay.
- Initially planned for sewer access through a northern property through White Barn Estates, however ran into issues with those plans.
- Have been actively submitting revisions to plans as of March.
- The City prefers use of a sewer access to the east going south and that property owner was initially receptive but isn't now and access to this is in the court system.
- Now pursuing that north option again and that property owner recently requested they change that northern route, and those new plans are currently still in review by the City.

Vice Chair Prather requests clarification that the route to the north is the one the property owner wanted to change the route and that is not the one that is in the court system; Mr. Fergeson confirms.

Chair Phillips asks if there's any other questions

Vice Chair Prather asks what the ramifications were if they don't approve the extension; Mr. Ferguson responds that they would have to apply for a new preliminary plat and start over.

Chair Phillips asks if there are any further questions; none respond. Chair Phillips asks for findings and alternatives.

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

Findings:

1. The request for extension to the approved preliminary plat prior to the expiration date to the Planning Commission is set forth by Section 23-63.g.1.
2. The preliminary plat expiration date is June 14, 2024.
3. The C3 Plan recommends high density residential uses at this location.

Alternatives:

1. Accept findings and approve the proposed extension of the approved preliminary plat as presented.
2. Approve the proposed extension of the approved preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed extension of the approved preliminary plat as presented.

Vice Chair Prather notes that he does not see a reason to deny the proposed extension unless something was changed from the original plat and they wanted the chance to review that.

Chair Phillips says it seems that this has been in the works for 2 years and there have been some circumstances that caused the change but this plat still seems appropriate for the comprehensive plan and one way or another they will need to figure out how to do the sewer.

Commissioner Williams concurs that the plat would just end up coming back to them if it went back for resubmittal and the developers will have to figure out the sewer before the final plat is submitted.

**Commissioner Williams motions to approve the extension of the approved preliminary plat as presented, Commissioner Shanahan seconds.**

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

*Time: 10 minutes*

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

- a. Chair Phillips thanks Commissioner Van Leuven for his service to the commission as he is resigning.
- b. The next regular meeting is June 25<sup>th</sup> 2024

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner Van Leuven at approximately 6:41 PM on June 4th, 2024 one member absent, - the next regularly scheduled meeting will be held Tuesday, June 25th, 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

DRAFT