

PLANNING COMMISSION MEETING AGENDA

AUGUST 6, 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. General Orders

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

3. Public Hearing

The Planning Commission will hear public comments, discuss, and take action including a vote or series of votes on each item unless otherwise indicated.

a.	Receive public comment on a request for a SHORT TERM RENTAL (STR-0169), from Ensign Properties of OK c/o Shannon Bleyl for property addressed as 3227 S. Pioneer Street in the Single Family Small Lot Residential (RSS) district. <i>(This item was tabled from the July 16, 2024 meeting.)</i>	Diana Hood
b.	Receive public comment regarding a request from Series 7 of Gofourth Murray Properties, LLC. for a Map Amendment (MA24-08), to rezone property addressed as 320 South Walnut Street from Small Lot Single Family Residential (RSS) to Two-Family and Multi-Family Residential (RTM).	Jacquelyn Porter

4. Meeting Summary for Review and Possible Action

a.	Regular Meeting Summary of July 9th, 2024.
b.	Regular Meeting Summary of July 16th, 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.

MEMORANDUM

DATE: 8/6/2024
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:

- **3227 South Pioneer Street** in the RSS zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.

The City of Stillwater OKLAHOMA	Application for RESIDENTIAL SHORT-TERM RENTAL
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Property Owner: Shannon Bleyl Mailing Address: 3227 S. Pioneer St.
Stillwater, OK 74074

Owner Contact Information: Phone: 435 262 6019 Email: Shannon.Bleyl@gmail.com

Property Management Contact Name: Ensign Properties

Phone: _____ Email: _____

Property Street Address: 3227 S. Pioneer St. Stillwater OK 74074

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

URL for an advertisement of the rental. Will be on house swap sites like airbnb.com
- or - Lashomexchange.ca

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

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
A	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. <u>Crystal @ Assessors Office (She's Mapper)</u>	✓
	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.	✓
A	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	✓
A	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 (<u>Payne County Assessor website</u>) ✓	✓
	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. <u>Air BnB.com</u>	✓

APPLICANT SIGNATURE: Shanna Bleyl

DATE: 5/10/2024

Date Application Received: <u>5-10-24</u>	Application # <u>STR-0169</u>	Received by: <u>AC</u>
30-Day Objection Period: <u>6-12-24</u>	Objection Filed: ☒ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

City of Stillwater

Customer Receipt

5/10/2024

R14618

Job ID: STR-0169 - \$100.00

3227 S PIONEER ST -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

Total Paid EMV

10002512127

\$100.00

Signature for credit card

Thank you for your payment

NOTARIZED AFFIDAVIT FORM CERTIFICATION OF
WORKING SMOKE DETECTORS, CARBON MONOXIDE DETECTOR, AND FIRE EXTINGUISHER

Shannon Bleyl
Ensign Properties of Oklahoma
3227 S Pioneer St
Stillwater, OK 74074
435-262-6019
Shannon.Bleyl@gmail.com

05/09/2024]

RE: Residential Short Term Rental Application

I, Shannon Bleyl, residing at 3227 S Pioneer St, Stillwater, OK 74074, hereby certify that I have installed smoke detectors and CO2 detectors in my residence located at the above address. The CO2 and smoke detectors are in proper working condition and have been tested recently to ensure functionality. There is a working fire extinguisher located under the kitchen sink and marked appropriately, current certifications, and within date.

Date of Installation/Last Maintenance Check: 05/09/2024

I understand the importance of having functioning smoke detectors for the safety of my household and hereby affirm the accuracy of the information provided above to the best of my knowledge.

Signature: Shannon Bleyl

State of Oklahoma
County of Payne County

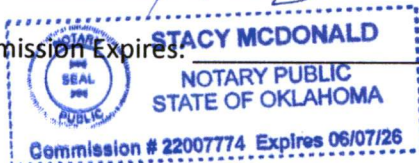
On this date, 5/9/2024, before me, a Notary Public in and for said state and county, personally appeared Shannon Bleyl, known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the person, or the entity upon behalf of which the person acted, executed the instrument.

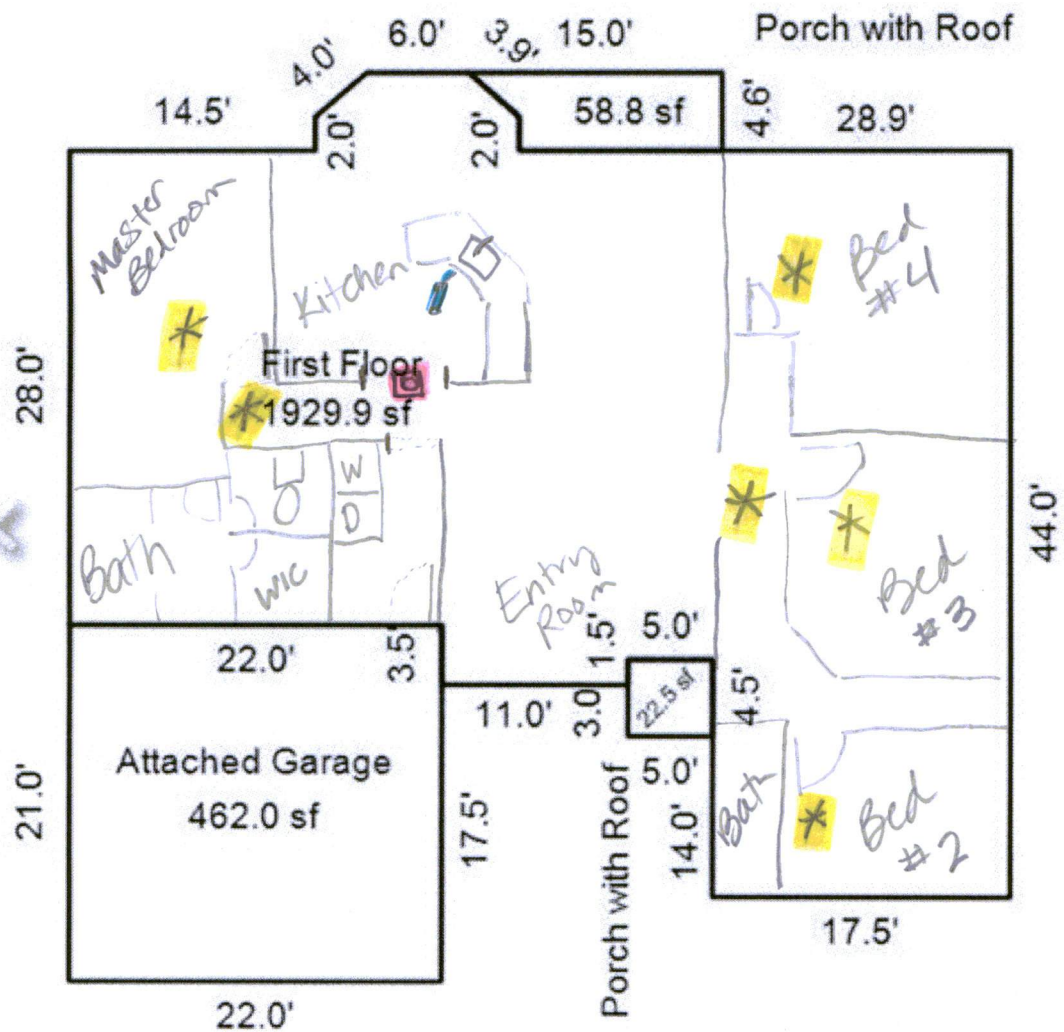
Notary Public Signature: Stacy McDonald

Notary Public Name: Stacy McDonald

Notary Public Commission Expires: _____

[Seal]

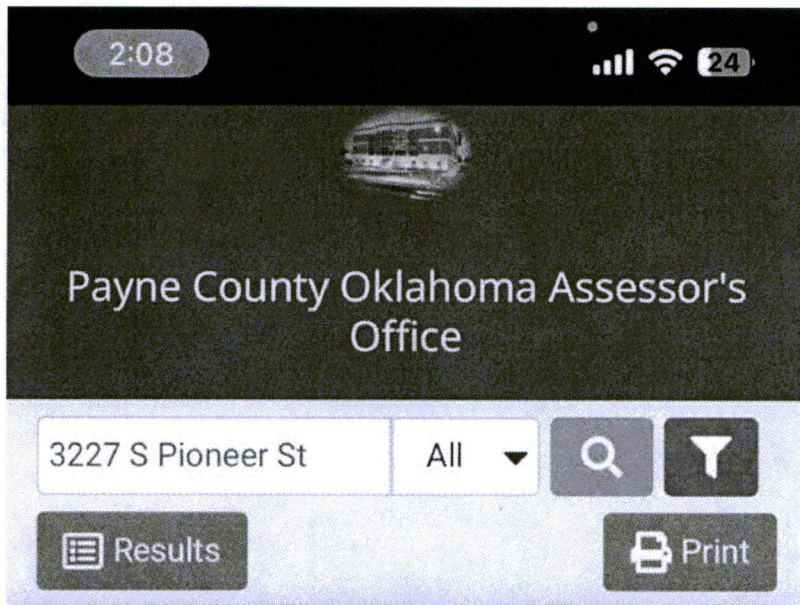




 = CO₂ Detector, 1 in Common Area

 = Smoke Detectors 2 Common Areas, 4 in bedrooms

 = Fire Extinguisher Location
Under Kitchen Sink



600057119

3227 S Pioneer St

Bleyl, Shannon Marie

3227 S Pioneer St

Stillwater OK 74074-2394

2024 Market Value

\$296,460

*Deed Recorded
to Shannon Bleyl*



Occupancy tax collection and remittance by Airbnb in Oklahoma

State of Oklahoma

Guests who book Airbnb listings that are located in the State of Oklahoma will pay the following taxes as part of their reservation:

- Oklahoma Sales Tax: 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- Local Sales and Use Tax: The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- State-Administered Local Lodging Tax: The local lodging tax rates vary by city and county. The rate is typically 5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.

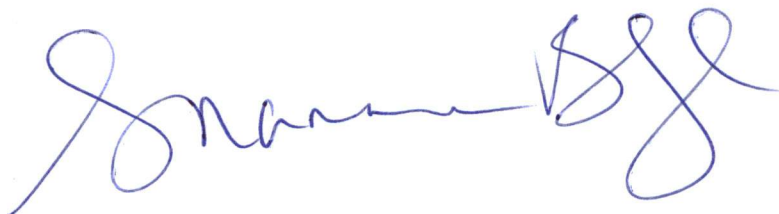
Ensign Properties

Shannon Bleyl

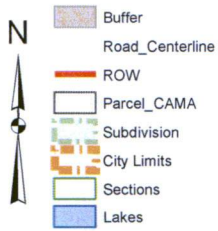
3227 S. Pioneer St

Stillwater, OK 74074

(435) 242-6019



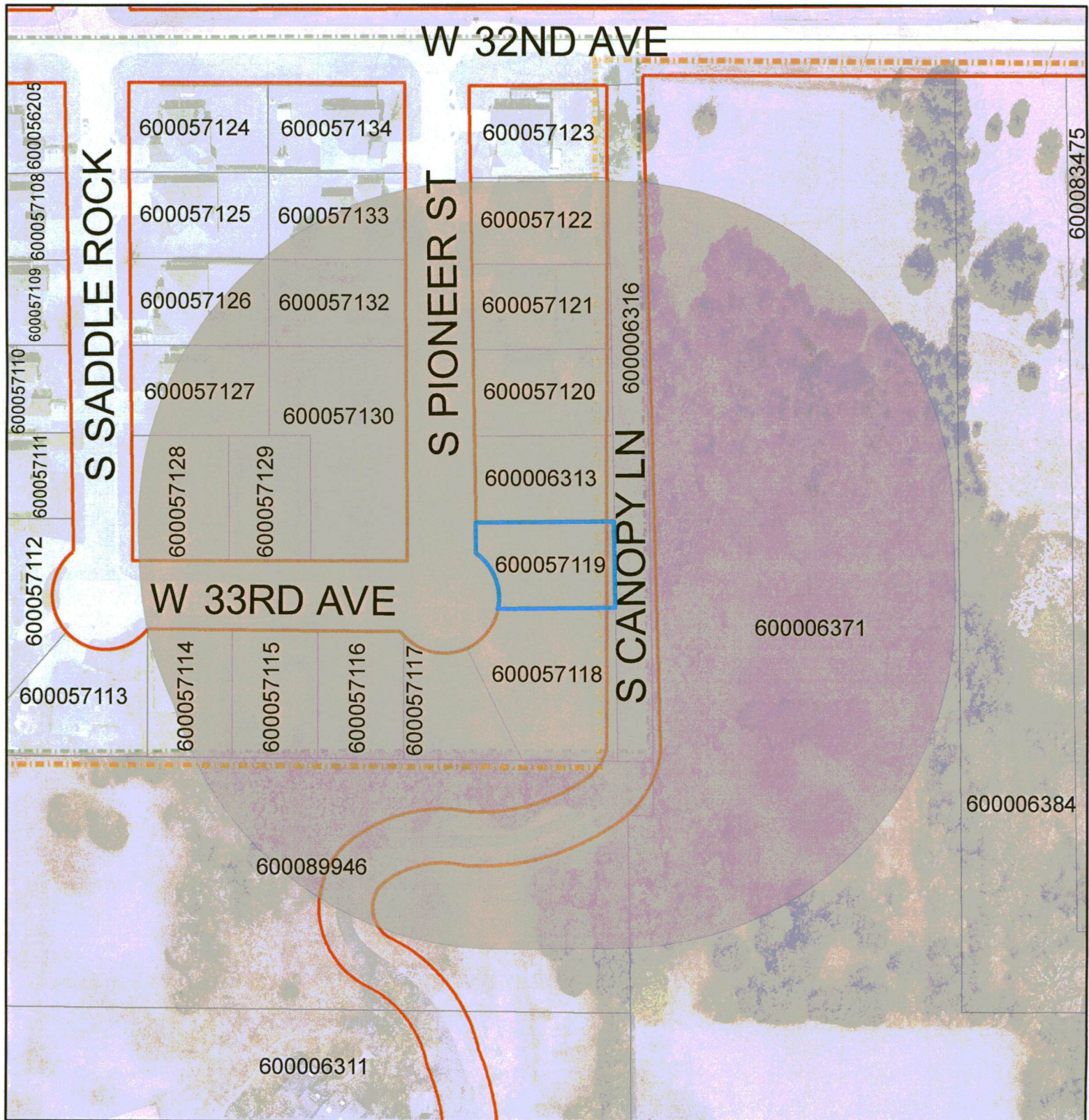
5/10/2024



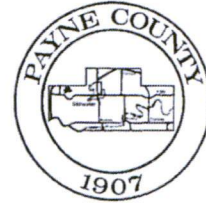
Payne County

300' BUFFER

3227 S Pioneer St



James C Cowan
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600057119
Address: 3227 S Pioneer 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 Thirteen (13), in Block One (I), REPLAT OF SADDLE ROCK SOUTH ADDITION, a part of the Northeast Quarter (NE/4) of the Northwest Quarter (NW/4) of Section Thirty-three (33), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, 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 9 day of May, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: Cynthia Rose

[illegible]

Teresa Kadavy

From: Joe Millar <jlmillar8@gmail.com>
Sent: Thursday, May 23, 2024 2:02 PM
To: CityClerk
Subject: Application # STR-169

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 are writing to object to this application for "Short Term Rental" for this address at 3227 S. Pioneer St., Stillwater, OK

We object on the basis of allowing short term rentals in a neighborhood of family homes.

We also object to the short term renter living in a RV trailer attached to the home mentioned above. What about sewer disposal from the RV etc.

Also to the homeowner leaving their dog here for the short term renter to take care of and is allowed at times to run around with no leach etc.

We feel all of this lowers our property value greatly.

Joe and Linda Millar
3005 W. 33rd Ave.
Stillwater, OK

Teresa Kadavy

From: Deborah Schoenecke <dolphin8388@aol.com>
Sent: Tuesday, May 21, 2024 10:07 AM
To: CityClerk
Subject: Objection to short term rental at 3227 S Pioneer St.

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 want to object to allowing the application made by Shannon Bleyl for a short term rental license at 3227 S Pioneer St. To move forward. We have a lot of young children in our neighborhood, and it concerns me that people we don't know would be renting on a short term basis. Not only that, it concerns me that it may affect the value of my home to potential buyers sometime in the future.

Please inform me as to the hearing.

Sincerely,

Deborah J. Schoenecke

3003 W 33rd Avenue

Stillwater OK 74074

Sent from my iPhone

Date of Meeting: August 6, 2024

Subject: Map Amendment: 320 South Walnut Street

Purpose of Report: The applicant, Series 7 of Gofourth Murray Properties, LLC., requests review and approval of a Map Amendment to rezone the property addressed and located as 320 South Walnut Street Small lot Single Family Residential (RSS) to Two-Family and Multi-Family District (RTM).

Background: The subject property is in northern Stillwater, near South Walnut Street and West 4th Avenue. There is currently a single-family structure on the property with an accessory structure on the parcel. The applicant is requesting rezoning the property to Two-Family and Multi-Family District (RTM) to allow for future residential use.

Application Processing Information:

Owner/Applicant – Series 7 of Gofourth Murray Properties, LLC.

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

Processing Track:

Submittal Date – June 27, 2024

Planning Commission – August 6, 2024

City Council – September 9, 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 structure

Proposed Use – Future residential use

Total Lot size – ~ 0.31 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to South Walnut Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the west side of South Walnut Street. OSU Transit Services – Purple Route currently runs along West 4th Avenue and has a stop at the intersection of South Walnut Street and West 4th 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 Low-Density Residential (10-3) on the west side of South Walnut Street and High-Density Residential (10-3) on the east side of South Walnut Street.

Discussion: The applicant requests review and approval of a Map Amendment to rezone the subject property 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, south, and west, with a Multi-Family Intermediate district (RMI) to the East. Westwood Overlay is located to the west of the subject property. RTM is located in the vicinity, near the southeast corner of South Walnut Street and West 4th Avenue. Further to the East of South Walnut Street are various high-density residential zonings.

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. Two-Family and Multi-Family District (RTM) is located in the vicinity to the southeast along with RMI to the east with various high-density further east of the subject property.
3. The Comprehensive Plan calls for Low-Density Residential for the subject property 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:	July 31, 2024
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	NW

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

ZONING:

X 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 residential use

Owner(s) of Property: Series 7 of Gofourth Murray Properties, LLC

Owner(s) Address: 311 S Duck St, Stillwater OK 74074

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: 320 S Walnut Street / Classen Heights Addition Block 4, Lots 22-25

Original Tract Deed Book and Page Number: Book 2756 Page 717

Number of Acres in Development: _____

Number of Lots Created: _____

Current Zoning/Requested Zoning: Current: RSS Requested: RTM

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

Future 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.

Clara Ferguson 6/27/24
Applicant/Preparer Date

Clara Ferguson (Agent) 6/27/24
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____

Processing Tract: IRC _____, PC _____, CC _____

Approval Date: _____

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.

Clavin Ferguson 6/27/24
Preparer's Signature Date

320 S Walnut Street Legal Description

Classen Heights Addition, Block 4 Lots 22-25

Appendix 3 – Agent Letter

June 18, 2024

To whom it may concern,

Please allow this letter to serve as authorization for any agents or employees of Bancroft Design, Inc. to sign and execute any documents for Goforth Murray Properties, LLC, on any necessary application documents going to the City of Stillwater, concerning our tract of land.

 6-19-24
Owner Signature Date

Daniel Goforth 6-19-24
Owner (Print) Date

Goforth Murray
Properties, LLC



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MAP AMENDMENT (MA24-08)
Request: Rezone property from RSS to RTM
Address: 320 S Walnut St
Applicant: Bancroft on behalf of 7 Series of Gofourth Murray Properties, 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)

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JULY 9TH, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 3rd, 2024, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Mark Prather, Vice Chair
Mike Shanahan, Member
Riley Williams, Member
David Peters, 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. Gose & Associates on behalf of Jon Vaught & Danny Wick, PRELIMINARY PLAT (SUB24-03), consideration, discussion and possible action, including approval or denial of a preliminary plat to create an industrial subdivision of sixteen (16) lots with one (1) out lot, to be named North Airport Industrial Park, on property currently addressed as 4099 N. Land Run Drive in the Light Industrial (IL) district.

Chair Phillips introduces the item and asks staff to present.

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

Chair Phillips invites the applicant up to present.

Mrs. Katie Purty, Gose & Associates on behalf of applicant, 113 E 8th Ave and comments on the following:

- Meeting current zoning regulations and C3 plan for industrial uses
- They are going to tie in water and sewer so all the lots will have water and sewer access

Mrs. Purty asks if there are any questions; none respond.

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

Mr. Robert Williams, Sand Clark Companies 3904 N Land Run comes to speak on the following:

- Isn't really opposed but has questions and concerns
- Wants to know if the drainage study is still ongoing
- Concerned that the land to the north side of their building will drain onto their property
- That is the current direction of the drainage, but right now there is a swale that diverts the water run off to the east

- If the proposed development raises the elevation of the lots above the swale or berm it will cause water run off into their buildings and will flood their buildings

Vice Chair Prather invites the applicant up to show exactly where their property and the swale is. Mr. Williams approaches the Planning Commissioners and points to the areas on the south side of the attached map that are currently natural grasses where those are going to be pavement and expresses concern about the increase in run off cause; and also shares concerned this could cause flooding on land run road and the creek below it.

Chair Phillips invites the applicant back up to address the concerns.

Ms. Purty comes back to the stand and explains that they did submit a preliminary drainage study along with the preliminary plat, the existing detention pond was designed to take the development.

Ms. Purty says they are going to need to raise the lots but with the improvement, but they will submit a final drainage study that will show how they will redirect that excess water with the addition of a concrete flume and there are no current plans to change the swell on the north side.

Chair Phillips asked if the grading has to be raised on lots 6, 7, 8, the properties to the north of the complaints. Ms. Purty responds yes, they will have to raise them and put concrete foundations down, however before anyone can build they will have to submit separate building plans for the individual buildings to the city with their own drainage study to show that they will not be adding any additional run off.

Chair Phillips asks for clarification that development on each of the lots will all independently have to prove they're not creating run off. Ms. Purty confirms; agrees the current conditions of the detention pond are overgrown but with the improvements to be done with the development it will be able to retain a lot more water; and also points out that their preliminary drainage study has been approved.

Chair Phillips asks her to explain what has already been approved. Ms. Purty explains that with the preliminary plat, a preliminary drainage study is required and that preliminary study has been approved and then the final will be submitted with the improvement plans once the preliminary plat is approved.

Chair Phillips asks if the improvements will make the road curb and gutter to take the excess run off Land run when Land run and Wright Dr. are improved. Ms. Purty confirms.

Chair Phillips asked if there are any more questions; none respond. Chair Phillips closes the public hearing and asks for findings and alternatives.

Ms. Jacquelyn Porter, City Planner, present the findings and alternatives to the commissioners which are:

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends Industrial uses at this location.
3. The proposed density is in alignment with the IL zoning requirements.

Alternatives:

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

4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Chair Phillips asks if the final drainage study will be approved before the final plat gets to the commission. Ms. Porter confirms it needs to be substantially completed before the final plat can be presented.

Vice Chair Prather asks if they can require the drainage study be fully completed before they come here with the final plat as opposed to substantially completed. Ms. Porter says substantially completes means the final drainage plan is fully approved and they have completed all improvements except, for example, maybe some small cracks in the cement.

Chair Phillips asks if they roads and infrastructure all have to be in place before the individual plats start development. Ms. Porter confirmed that the final plat has to be approved before any of the lots can be sold to begin development.

Chair Phillips comments that she wants to ensure that there's no chance of additional construction run off before the approved drainage improvements are in place. Ms. Porter again confirms that all infrastructure and drainage improvements will need to be completed before the plat is final and even then they can't start construction until that plat is filed.

Vice Chair Prather motions to approve the preliminary plat as presented, Commissioner Williams seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Peters
	Yes	Yes	Yes	Yes	Yes

Time: 17 minutes

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

- a. The next regular meeting is July 16th 2024

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Commissioner Peters at approximately 5:47 PM on July 9th, 2024 one member absent, - the next regularly scheduled meeting will be held Tuesday, July 16th, 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 JULY 16TH, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 12th, 2024, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Mark Prather, Vice Chair
Mike Shanahan, Member
Riley Williams, Member
David Peters, Member

STAFF PRESENT

Brady Moore, Deputy City Manager
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

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

Chair Phillips called the meeting of the Stillwater Planning Commission to order at 5:31 p.m.

2. GENERAL ORDERS

- a. Discussion, consideration, possible action to approve Resolution No. PC-2024-1 determining that the Stillwater Data Center Economic Development Project Plan is in conformance with the Stillwater 2030 C3 Comprehensive Plan, as amended from time to time, and recommending to the City of Stillwater approval and adoption of the Stillwater Data Center Economic Development Project Plan.

Chair Phillips introduces the item and asks staff to present.

Brady Moore, Deputy City Manager, presents on behalf of the City of Stillwater and discusses the following:

- Expresses thanks the board members for their work and introduces the tax incentive program for economic development.
- Explains that they are reviewing whether or not the proposed project meets the zoning requirements and fits within the outlined goals of the C3 Comprehensive plan.
- Briefs the Planning Commission on some of the terms of the Incentive program and explains the City of Stillwater has a few TIF (Tax Incentive Financing) districts already in existence, and what is being presented this evening is similar, but referenced as a TID (Tax Incentive District) which is a tax incentive program to decrease or waive property, personal, or sale taxes for a prescribed period to help encourage developmental projects.
- TID's need all the taxing jurisdictions in a community to agree that they want to add a tax incentive a certain area of land and one of the options for tax exemptions is PILOT - Payment In Lieu Of Taxes.
- Being developed in the TID is planned to build a 2 Phase Data Center with the possibility of it being 6 Phases.

- The local development act allows TID district to exist for data centers for up to 25 years, usually it is a 5 year limit.
- Project that each of these phases will make 30 new quality jobs with a minimum investment of \$500,000,000 per phase in the community.
- These data centers will be located on 395.25 acres between Richmond Road, Airport Rd, Perkins Rd and Jardot Rd. it will be broken up into the 6 phases.
- The data company has asked for 100% tax exemption but will be making the PILOT payments as well as Community Betterment Payments, which are attractive because as they can go to things like the school district but do not affect the funding from the state.
- Other than the 30 new high-quality jobs per phase, it will also create lots of construction jobs.
- Reviews the review and approval process before it can be finalized.
- The project has already been approved by an initial review committee, it now must be approved by the Planning Commission before it can go to City Council and will require 3 public notices.
- Current Zoning is IG – General Industrial, and this matches the projected zoning use in the 2030 C3 Comprehensive Plan. This project also meets the goals outlined in the C3 Plan.

Mr. Moore asks if there are any questions from the commission.

Commissioner Shanahan asks about the water usage and where it is coming from as data centers consume a large amount of water. Mr. Moore responds that the Data Center has been working with the City's Water Engineers to consider our capacity, the first 2 phases they have confirmed would be able to be supported by our infrastructure and are still working to find more advantageous way of moving forward from there.

Commissioner Shanahan asks about the current conditions of the City's Main pipeline as there have been some maintenance concerns. Mr. Moore agrees the pipeline is older and staff is working on plans for repairs and maintenance, but it is still functional.

Commissioner Peters asks about the environmental factors of warmer wastewater coming out. Mr. Moore states our engineers and ODEQ is involved to insure that there will be no negative impacts on the biological organism based waste water treatment plant that the City uses; and the data center is aware of this and is working with these organizations.

Commissioner Peters asks if there is a noise component. Mr. Moore responds yes, there is a noise aspect but the center is aware that they will need to meet all the City's requirements for noise ordinances.

Commissioner Shanahan asks if there is any discussion on the additional development this is promised or is that just what they are hoping for. Mr. Moore responds that the development will be contracting locally, so a lot of the job development will be coming from them directly.

Commissioner Williams asks how much power this plant will consume. Mr. Moore states that it will be a significant amount of power; and are looking at getting this site served though OG&E but there would be a franchise fee associated with that that would still benefit the City.

Commissioner Shanahan asks for clarification on the difference between the PILOT Payments and benefit payments. Mr. Moore explains that the PILOT Payments are what is required in lieu of taxes while the benefit payments are supplemental payments to help the community.

Vice Chair Prather states that he has more questions but in reviewing the request for approval, it looks more of what is being asked of the Planning Commission is whether or not this project fits within the Comprehensive plan. Mr. Moore confirms that yes, the items are 1) does the project fit the within the requirements of IG zoning and 2) does it meet the requirements of the C3 Comprehensive Plan.

Mrs. Kimberly Carnley, City Attorney confirms that staff has worked with the economic review committee to prepare the resolution which would be finding that the Stillwater Data Center Economic Development Project Plan is hereby declared to be in conformance with the Stillwater 2030 C3 Comprehensive Plan, and that the Planning Commission recommends to the City Council of the City of Stillwater that it approve and adopt the Stillwater Data Center Economic Development Project Plan.

Chair Phillips states that she did get a letter from a citizen that has some concerns about the actual project but that the goal of the board is to review that the plan fits in the stated criteria and the actual details are more appropriate to be discussed at the public hearing for city council.

Chair Phillips asks if there are any other questions in regard to the comprehensive plan and the zoning.

Chair Phillipa motions to approve PC-2024-1, Vice Chair Prather seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Peters
	Yes	Yes	Yes	Yes	Yes

Time: 27 minutes

- b. SHORT TERM RENTAL (STR-0169), consideration, discussion and possible action, including recommendation approval or denial of an application for a Short Term Rental from Ensign Properties of OK c/o Shannon Bleyl for property addressed as 3227 S. Pioneer Street in the Single Family Small Lot Residential (RSS) district

Chair Phillips states that the applicant has requested to move this item to the next planning commission date.

Commissioner Peters moved, Commissioner Williams seconded to table this item to the next regular meeting of August 6, 2024.

Chair Phillips asks if there are any possible discussions and asks if there are any updates of guidance from the City on Short Term Rentals. Mrs. Carnley, City Attorney Legal advises that the City is currently working on a presentation for City Council.

Chair Phillips asks if there is a target date for that; Mrs. Carnley responds that she will request that information.

Roll Call:	Phillips	Shanahan	Prather	Williams	Peters
	Yes	Yes	Yes	Yes	Yes

Time: 3 minutes

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

- a. The next regular meeting is August 6th 2024

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Williams, seconded by Vice Chair Prather at approximately 6:00 PM on July 16th, 2024 one member absent, - the next regularly scheduled meeting will be held Tuesday, August 6th, 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