

PLANNING COMMISSION MEETING AGENDA

OCTOBER 1, 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. Election of Chair.

3. Election of Vice-Chair.

4. 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 regarding a request from Progressive Development Corp., LLC, for a MAP AMENDMENT (MA24-10) to rezone property addressed as 1002 S. Husband Street from Two-Family Residential (RT) to Commercial Business (CB) district. Jacquelyn Porter

b. Receive public comment regarding a request from Progressive Development Corp., LLC on behalf of Outer Banks, LLC for a MAP AMENDMENT (MA24-11), to rezone property addressed as 1010 S. Husband Street from Two-Family Residential (RT) to Commercial Business (CB) district. Jacquelyn Porter

5. Reports from Officers and Boards

a. Review and approval of the Planning Commission 2025 meeting schedule.

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: October 1, 2024

Subject: Map Amendment: 1002 South Husband Street

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1002 South Husband Street from Two-Family Residential (RT) and Commercial Business (CB).

Background: The subject property is located in the southwest area of Stillwater, near the intersections of South Husband Street and West 10th Avenue. The subject property is located southwest of the intersection and is currently zoned two-family residential with a single-family structure and accessory structure (detached garage). Progressive Development Corp. LLC requests to rezone the property to Commercial Business (CB) for a potential restaurant and/or retail site.

Application Processing Information:

Applicant/Owner – Progressive Development Corp. LLC

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

Processing Track:

Submittal Date – August 14, 2024

Planning Commission – October 1, 2024

City Council – October 21, 2024

Project/Site Design Data/Details:

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

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

Existing Use – Residential, Single-family structure with accessory structure

Proposed Use – Restaurant or retail site

Total Lot sizes –approx. 0.16 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access off of South Husband Street and West 10th Avenue.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Scarlet Route runs a block over to the West along Duncan and the closest stop is at the Stillwater Library located near the intersection West 12th Avenue and South Duncan Street. Sidewalks are located on South Husband Street on the West line and West 10th Avenue along the south.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use for the subject property is Commercial (10-4).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1002 South Husband Street from Two-Family Residential (RT) to Commercial Business (CB). The property is located north of West 10th Avenue with Commercial Business zoning north of the subject property. Two-Family Residential (RT) surrounds the property to the east, south, and west. Empire Slice House and Stonecloud Stillwater Patio & Taproom are located Northeast of the intersection of South Husband Street and West 10th Avenue in the Commercial Business zoned area.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Commercial Business located adjacent to the property across West 10th Avenue.
3. The Comprehensive Plan calls for commercial uses in this area.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the map amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Prepared by:

Reviewed by:

Date of Preparation:

Attachments:

Map Designation:

Jaquelyn Porter, City Planner
Diana Hood, Associate City Planner
Josh Brown, Project Manager
Jeff Mathews, Community Development Director
September 26, 2024
Application, Area Map, Zoning Comparison Table
SW

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

ZONING:

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

SITE PLANS:

☐ Minor Amendment
☐ Final Drill Site Development Plan

SUBDIVISION:

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

OTHER:

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

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

Title of Subdivision/Plan/Use: LOTS 1-2, BLOCK 48, ORIGINAL TOWN STILLWATER
Owner(s) of Property: PROGRESSIVE DEVELOPMENT CORP, LLC
Owner(s) Address: 621 S. HUSBAND ST., STILLWATER, OK 74074
Owner(s) Phone/Fax/Email: (405) 269-0323 (P); (405) 533-1352 (F); CORY@LOOK-REALTY.COM
Applicant/Developer of Property: PROGRESSIVE DEVELOPMENT CORP, LLC
Applicant/Developer Address: 621 S. HUSBAND ST., STILLWATER, OK 74074
Applicant/Developer Phone/Fax/Email: (405) 269-0323 (P); (405) 533-1352 (F); CORY@LOOK-REALTY.COM
Design Engineer address/phone/fax/email & Registration No.: _____

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

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

1002 S. HUSBAND ST.

Original Tract Deed Book and Page Number: _____

Number of Acres in Development: _____

Number of Lots Created: _____

Current Zoning/Requested Zoning: RT -> CB

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

POTENTIAL RESTAURANT AND/OR RETAIL SITE

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

08/08/2024

Owner/Agent (with documentation) Date

08/08/2024

Applicant/Preparer

Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____

Processing Tract: IRC 8/28

PC 9/17

CC 10/21

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

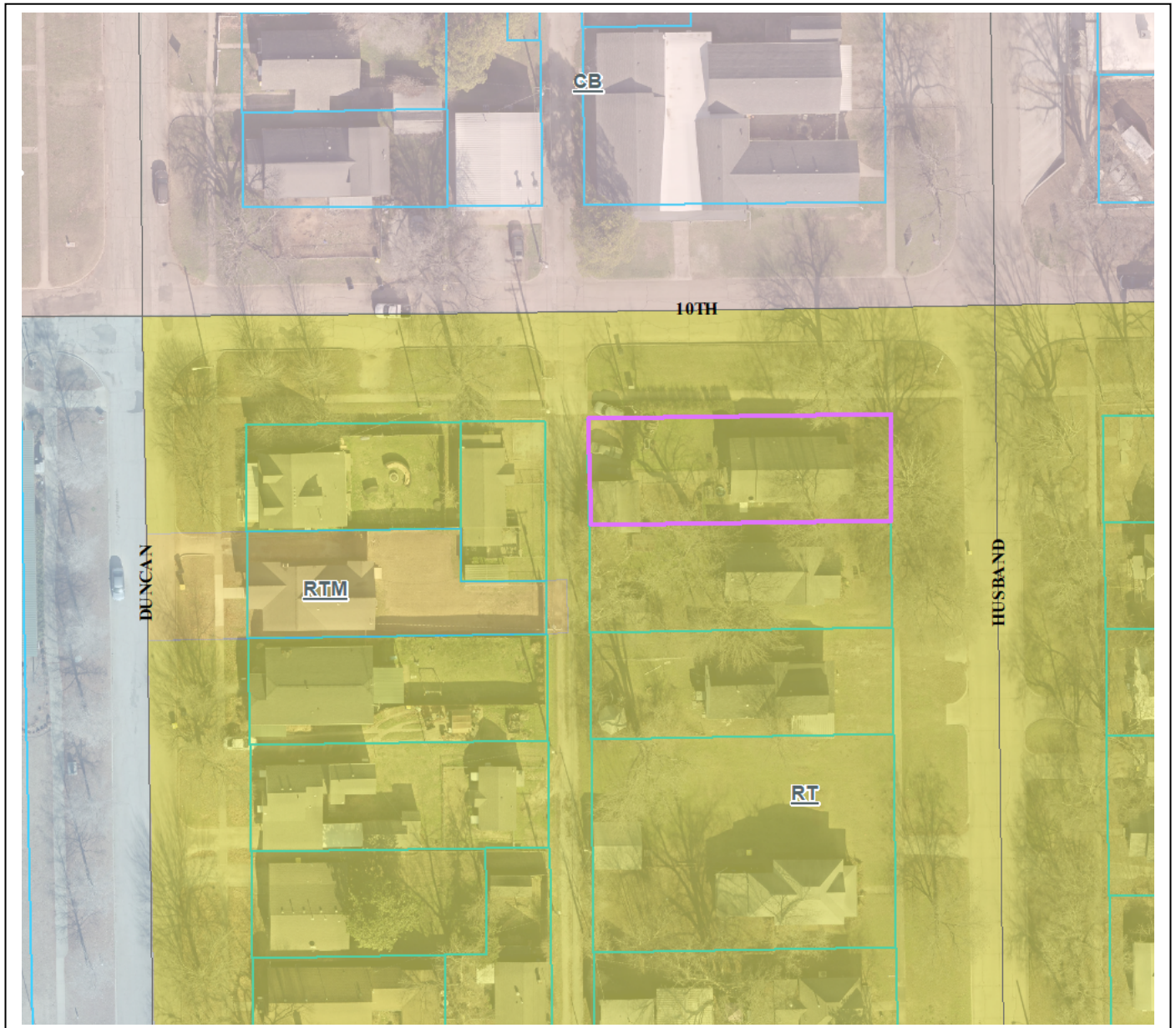
Zoning district boundaries created under the authority of the City of Stillwater may be amended to change the zoning classification on one or more properties by the City Council. This **CHECKLIST** identifies the items needed. All items indicated as **SUCH** are required for the submittal to be considered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

Preparer's Signature

Date



Stillwater. OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-10)
Request: A change in zoning from Two-Family Residential (RT) to Commercial Buisness (CB)
Address: 1002 S Husband
Applicant: Cory Williams (Progressive Development)

ZONING COMPARISON CHART		
	RT (Residential Two-family)	CB (Commercial Business)
Min Lot Size	7,500 square feet	No min requirements
Min Lot Width/Depth	60/100 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)	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 • 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)	• Conventional single-family • Residential design manufactured home • Two-family (duplex)	

Date of Meeting: October 1, 2024

Subject: Map Amendment: 1010 South Husband Street

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1010 South Husband Street from Two-Family Residential (RT) and Commercial Business (CB).

Background: The subject property is located in the southwest area of Stillwater, near the intersections of South Husband Street and West 10th Avenue. The subject property is located in the middle of the block that is southwest of the intersection and is currently zoned Two-Family Residential with a single-family structure and two accessory structures (a carport and a tool shed) on the property. Progressive Development Corp. LLC, on behalf of Outer Banks, LLC, both LLCs owned by Cory Williams, is requested to rezone the property to Commercial Business (CB) for potential parking and/or commercial redevelopment.

Application Processing Information:

Applicant - Progressive Development Corp. LLC

Owner – Outer Banks, LLC

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

Processing Track:

Submittal Date – August 14, 2024

Planning Commission – October 1, 2024

City Council – October 21, 2024

Project/Site Design Data/Details:

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

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

Existing Use – Residential, Single-family structure with two accessory structures

Proposed Use – Parking or commercial redevelopment

Total Lot sizes –approx. 0.16 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access off of South Husband Street and alley located to the west of the property.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Scarlet Route runs a block over to the West along Duncan and the closest stop is at the Stillwater Library located near the intersection West 12th Avenue and South Duncan Street. Sidewalks are located on South Husband Street on the West line.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use for the subject property is Commercial (10-4).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1010 South Husband Street from Two-Family Residential (RT) to Commercial Business (CB). Similar current Two-Family Residential (RT) zoning is located adjacent to the subject property. 1002 South Husband Street, which has been presented to be rezoned to CB is located to the north of this property, with one lot between them. Empire Slice House and Stonecloud Stillwater Patio & Taproom, located north of West 10th Avenue, are zoned Commercial Business (CB).

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Commercial Business located in the vicinity to the north of the subject property across West 10th Avenue.
3. The Comprehensive Plan calls for commercial uses in this area.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the map amendment.
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Prepared by:	Jacquelyn Porter, City Planner
Reviewed by:	Diana Hood, Associate City Planner Josh Brown, Project Manager Jeff Mathews, Community Development Director
Date of Preparation:	September 26, 2024
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	SW

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

ZONING:

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Owner(s) Phone/Fax/Email: (405) 269-0323 ; (405) 533-1352 ; CORY@LOOK-REALTY.COM
Applicant/Developer of Property: PROGRESSIVE DEVELOPMENT CORP, LLC
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Design Engineer address/phone/fax/email & Registration No.: _____

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

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

1010 S. HUSBAND ST., STILLWATER, OK 74074

Original Tract Deed Book and Page Number: _____

Number of Acres in Development: _____

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For City of Stillwater Use Only:

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Submission Date: 8-8-24

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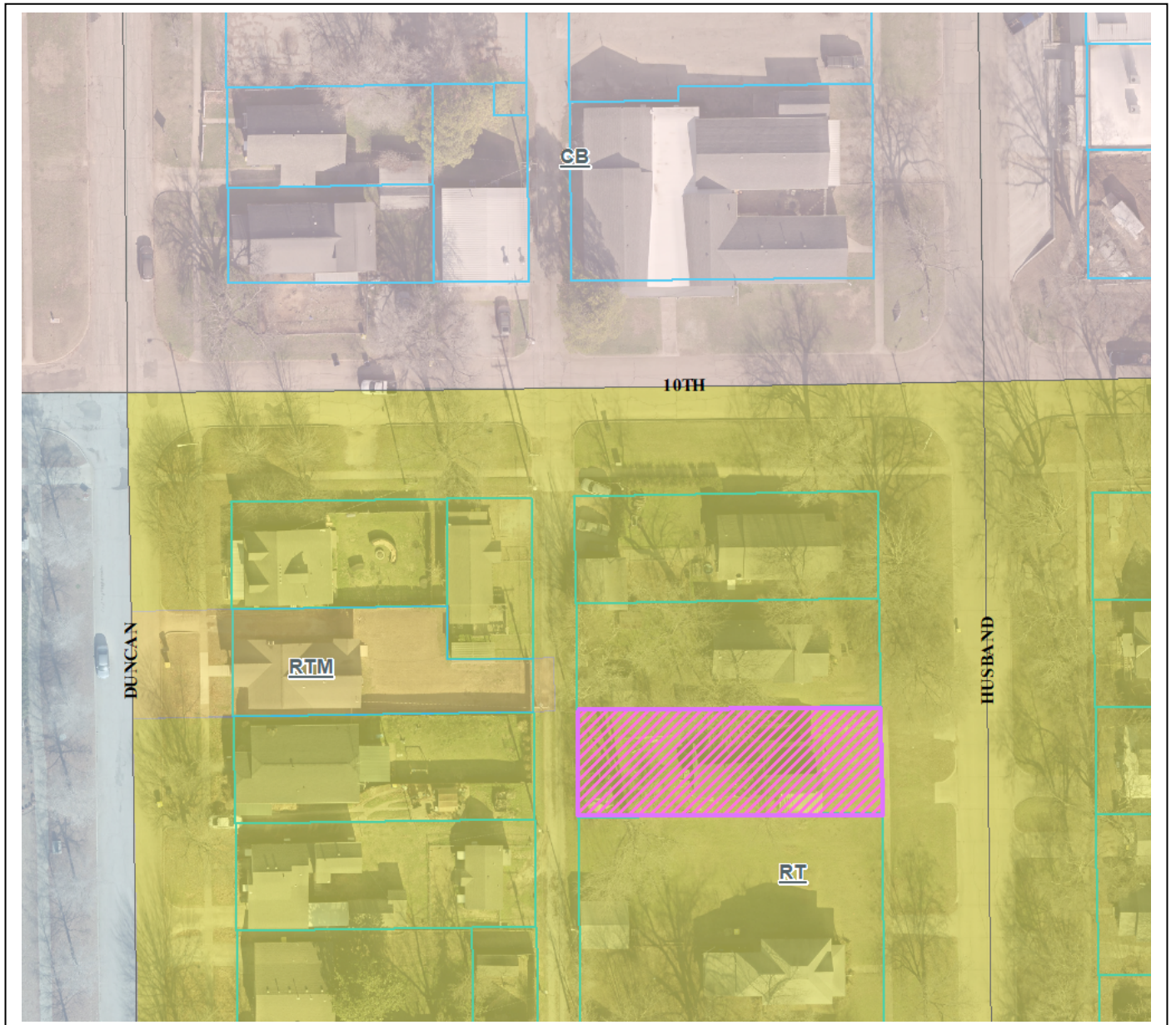
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Stillwater OKLAHOMA
stillwaterok.gov

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Address: 1010 S Husband
Applicant: Cory Williams (Progressive Development) o/b/o Outerbanks LLC

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Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Conventional single-family • Residential design manufactured home • Two-family (duplex)	

**SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR OF 2025**

**City of Stillwater
Planning Commission**

DATE	TIME	MEETING LOCATION
January 7, 2025	5:30 PM	Municipal Building
January 28, 2025 ▲	5:30 PM	Municipal Building
February 4, 2025	5:30 PM	Municipal Building
February 25, 2025 ▲	5:30 PM	Municipal Building
March 4, 2025	5:30 PM	Municipal Building
March 25, 2025 ▲	5:30 PM	Municipal Building
April 1, 2025	5:30 PM	Municipal Building
April 15, 2025	5:30 PM	Municipal Building
May 6, 2025	5:30 PM	Municipal Building
May 20, 2025	5:30 PM	Municipal Building
June 3, 2025	5:30 PM	Municipal Building
June 24, 2025▲	5:30 PM	Municipal Building
July 8, 2025▲	5:30 PM	Municipal Building
July 15, 2025	5:30 PM	Municipal Building
August 5, 2025	5:30 PM	Municipal Building
August 19, 2025	5:30 PM	Municipal Building
September 9, 2025 ▲	5:30 PM	Municipal Building
September 16, 2025	5:30 PM	Municipal Building
October 7, 2025	5:30 PM	Municipal Building
October 21, 2025	5:30 PM	Municipal Building
November 4, 2025	5:30 PM	Municipal Building
November 18, 2025	5:30 PM	Municipal Building
December 2, 2025	5:30 PM	Municipal Building
December 16, 2025	5:30 PM	Municipal Building

Submitted By:	C Gibson
Title:	Administrative Services Manager
Address:	723 S. Lewis St.

Phone Number:	405.742.8213
Fax Number:	405.742.8321

▲ = Indicates date change due to holiday schedule.

Received and filed in the Stillwater City Clerk's Office on the day of 2024.