

PLANNING COMMISSION MEETING AGENDA
DECEMBER 17, 2024



723 S. Lewis Street, Room 1122
Stillwater, OK 74074
5:30 PM

Chair Jana Phillips, Vice-Chair Riley Williams, Commissioner Mike Shanahan, Commissioner Mark Prather, 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. 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 an objection to an application Diana Hood from Timothy Morenc for a **SHORT TERM RENTAL (STR-0182)**, for discussion and possible action, including a recommendation of approval or denial of said application for property addressed as 811 N. Star Drive in the Small Lot Single-Family Residential (RSS) district. *(Tabled from the December 3, 2024 meeting.)*
- b. Receive public comment regarding an objection to an application Diana Hood from Timothy Morenc for a **SHORT TERM RENTAL (STR-0183)**, for discussion and possible action, including a recommendation of approval or denial of said application for property addressed as 801 N. Star Drive in the Small Lot Single-Family Residential (RSS) district. *(Tabled from the December 3, 2024 meeting.)*
- c. Receive public comment regarding an objection to an application Diana Hood from Jeff and Sue Macumber for a **SHORT TERM RENTAL (STR-0186)**, for discussion and possible action, including a recommendation of approval or denial of said application for property addressed as 1822 E. Krayler Avenue in the Small Lot Single-Family Residential (RSS) district.
- d. Receive public comment regarding a request from Pioneer Investment Group, LLC for a **MAP AMENDMENT (MA24-14)** to rezone property addressed as 3118-3124 E. 4th Avenue from Small Lot Single-Family (RSS) to Two-Family and Multi-Family (RTM) district. *(Tabled from the December 3, 2024 meeting.)*

Jacquelyn Porter

- e. Receive public comment regarding a request from Matt & Maria Jacquelyn Porter Clark and K-Life Ministries for a **SPECIFIC USE PERMIT (SUP24-04)** to allow for churches and other religious institutions at property addressed as 1307 N. Husband Street in the Small Lot Single Family Residential (RSS) district.
3. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:
 - a. Next regular meeting is January 7, 2025.
4. 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: 11/20/2024
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:

- **811 North Star Drive** in the RSS 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: Timothy Morenc Mailing Address: 811 N. Star Drive
Stillwater, OK 74075

Owner Contact Information: Phone: 949-228-8789 Email: morenc28@gmail.com

Property Management Contact Name: Lori Morenc
 Phone: 949-231-2326 Email: lorimorenc@gmail.com

Property Street Address: 811 N. Star Drive, Stillwater, OK 74075

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

URL for an advertisement of the rental. TBD

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.	<i>assessor</i>
	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: Lori Morenc DATE: 9-12-24

Date Application Received: <u>9-16-24</u>	Application # <u>STR-0182</u>	Received by: <u>JK</u>
30-Day Objection Period: _____ 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

1-2024-006725 Book: 2812 pg: 101
7/10/2024 3:33 PM pgs: 101 - 103
Fees: \$22.00 Doc: \$268.50
Glenna Craig, Payne County Clerk
Payne County - State of Oklahoma



Warranty Deed

KNOW ALL PERSONS BY THESE PRESENTS:

THAT **Sharral L. Tye and Ernest B. Tye, Co-Trustees of the Sharral L. Tye Trust** under Revocable Trust Agreement dated February 3, 2009, party 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 **Tim Morenc, 3976 Potsdam Ave. PMB 2424, Sioux Falls, SD 57104**, party of the second part, the following described real property and premises situated in Payne County, State of Oklahoma, to-wit:

Lot Five (5), in Block Three (3), according to the Replat of Block Three (3), RIDGECREST ADDITION, FIRST 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 party of the second part, and the heirs, successors and assigns thereof 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.

I-2024-006725 Book: 2812 pg: 102
7/10/2024 3:33 PM pgs: 101 - 103
Fees: \$22.00 Doc: \$288.50
Glenna Craig, Payne County Clerk
Payne County - State of Oklahoma

Signed and delivered this 9th day of July, 2024.

Sharral L. Tye
Sharral L. Tye, Co-Trustee of the Sharral L. Tye
Trust under Revocable Trust Agreement dated February 3, 2009

Ernest B. Tye
Ernest B. Tye, Co-Trustee of the Sharral L. Tye
Trust under Revocable Trust Agreement dated February 3, 2009

STATE OF OKLAHOMA

COUNTY OF PAYNE

Before me, the undersigned, a Notary Public in and for this state on this the 9th day of July, 2024 personally appeared Sharral L. Tye and Ernest B. Tye, Co-Trustees of the Sharral L. Tye Trust under Revocable Trust Agreement dated February 3, 2009, 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 and the free and voluntary act and deed of the Trust for the uses and purposes therein set forth.

Danielle Schmitt
Notary Public
My commission expires: 11/07/25



Deed Presented for Filing By: Community Escrow & Title Co.
File No.: SW240622721
Name of Title Insurer: First American 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 TIM MORENC

(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

AFFIANT

Date

The foregoing instrument was subscribed and sworn to before me this 9th day of JULY, 2024, by TIM MORENC

My Commission Expires: 11/07/2025

My Commission Number: 17010295



Danielle Schindt
NOTARY PUBLIC

NOTARY CERTIFICATION OF SAFETY EQUIPMENT

State of Oklahoma

County of Payne

I, Teresa Kadavy, a Notary Public in and for said county and state, do hereby certify that on this 16 of September, 2024, before me personally appeared Timothy Morenc, who is known to me (or satisfactorily proven) to be the person whose name is subscribed below.

Subject of Certification:

I certify that the following safety equipment has been installed and is operational in the property located at 811 N Star Drive Stillwater OK 74075:

1. **Smoke Detectors:**
 - o Quantity: 2
 - o Installation Date: August 2024
 - o Functionality Test Date: August 2024
2. **Carbon Monoxide Detectors:**
 - o Quantity: 1
 - o Installation Date: August 2024
 - o Functionality Test Date: 2024
3. **Fire Extinguishers:**
 - o Quantity: 1
 - o Installation Date: August 2024
 - o Last Inspection Date: August 2024

Certification Statement:

I hereby declare that the above-mentioned safety equipment has been installed in compliance with all applicable safety codes and regulations, and that all equipment has been tested for functionality and is in proper working order.

Timothy Morenc Signature



Date 9-16-24

Notary Public Signature:



[Notary Name] J

Notary Public for [State] _____

My commission expires:

[Notary Seal]



NOTARIZED STATEMENT OF PROMISE TO COLLECT TAX

State of Oklahoma

County of Payne

I, the undersigned, Timothy Morenc, acting as the authorized representative of **Blue Sky Investments LLC** (Business ID #DL269077), hereby declare and promise that **Blue Sky Investments LLC** will collect all applicable taxes, including but not limited to sales taxes, for the property located at:

Property Address:

811 N Star Drive

Stillwater, Oklahoma 74075

This statement is made in good faith, and Blue Sky Investments LLC acknowledges its responsibility to comply with all relevant federal, state, and local tax laws, ensuring that all taxes associated with the property are duly collected and remitted in a timely manner.

Authorized Representative's Signature:

[Authorized Representative's Full Name]

Timothy Morenc

[Title/Position] CEO

Blue Sky Investments LLC

Date: 9-16-24

Notary Public Acknowledgment:

On this 16 of September, 2024, before me, [Notary Name] Teresa Kadavy, a Notary Public in and for said state, personally appeared Timothy Morenc, known to me (or satisfactorily proven) to be the individual who executed the foregoing statement as the authorized representative of **Blue Sky Investments LLC**, and acknowledged that they executed the same for the purposes therein contained.

Notary Public Signature:

Teresa Kadavy

[Notary Name]

Notary Public for [State]

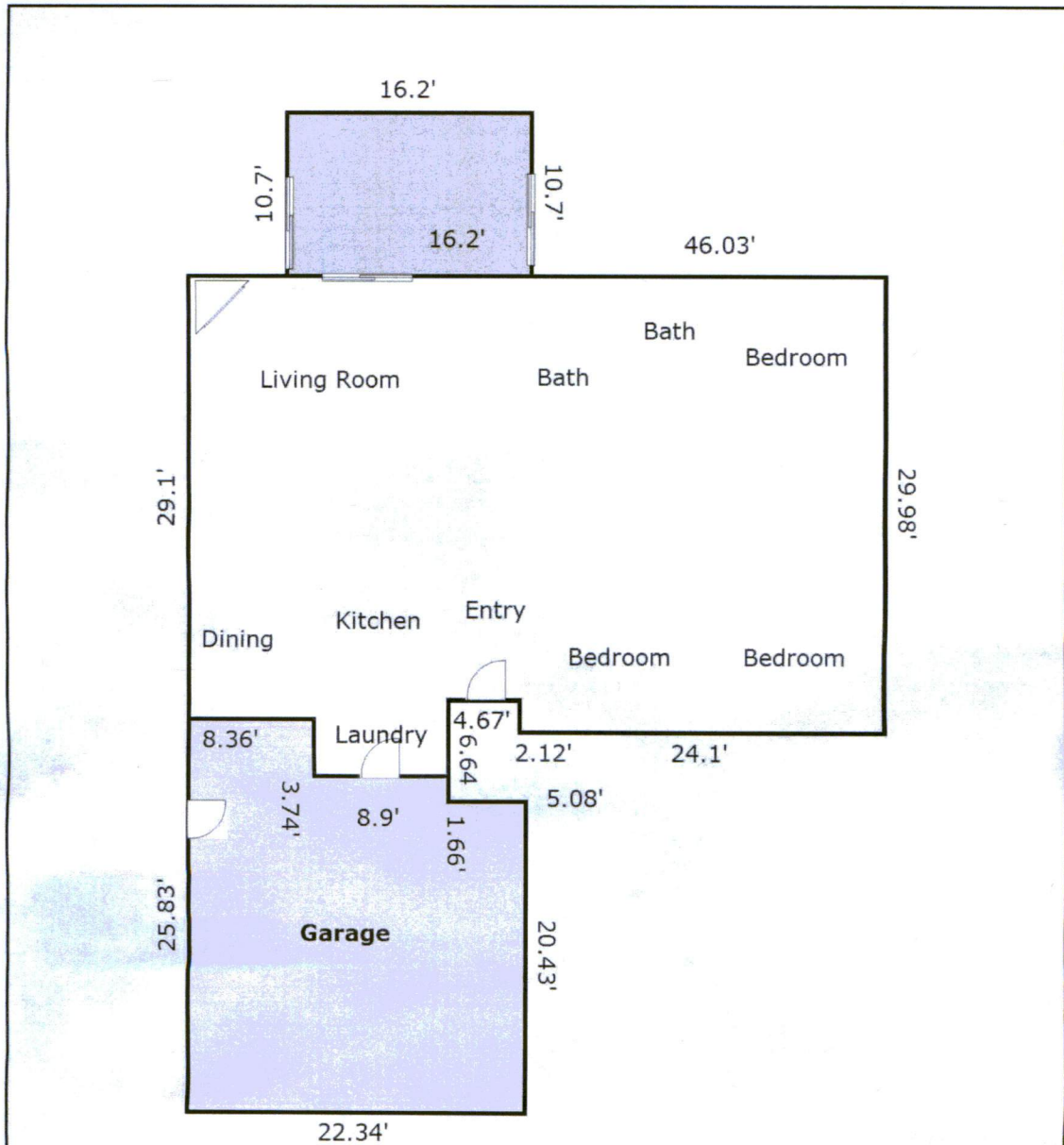
My commission expires: [Expiration Date]

[Notary Seal]



Building Sketch

Borrower	Tim Morenc				
Property Address	811 N Star Dr				
City	Stillwater	County	Payne	State	OK Zip Code 74075
Lender/Client	Exchange Bank & Trust Co				



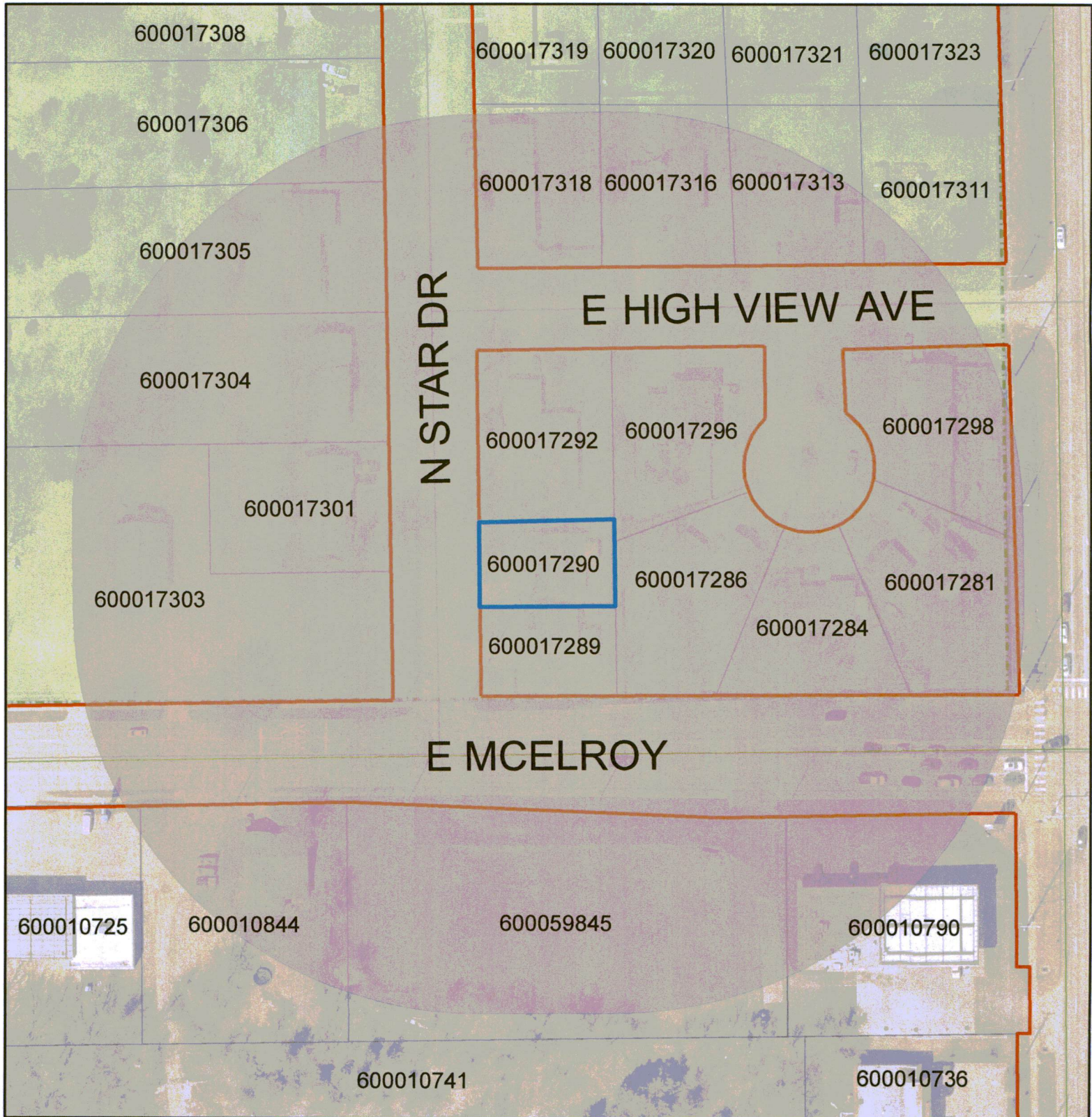
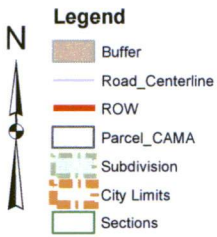
TOTAL Sketch by a la mode		Area Calculations Summary	
Living Area		Calculation Details	
Garage	-516.32 Sq ft	$22.34 \times 20.43 = 456.41$	
		$5.4 \times 8.36 = 45.14$	
		$8.9 \times 1.66 = 14.77$	
First Floor	1388.18 Sq ft	$29.98 \times 24.1 = 722.52$	
		$21.93 \times 27.86 = 610.97$	
		$4.98 \times 8.9 = 44.32$	
		$1.24 \times 8.36 = 10.37$	
Total Living Area (Rounded):	1388 Sq ft		
Non-living Area			
Enclosed Porch	173.34 Sq ft	$10.7 \times 16.2 = 173.34$	

ParcelID	Cadastral	Owner1	Owner2	Mailing	City	State	ZipCode	PrimaryLoc	LegalDescr
600017218	SR340-001005-000000	Singler, James H & Connie S		1005 S Shumard Dr	Stillwater	OK	74078	901 N Star Dr Stillwater, OK 74075	Redeemst 1st Sec Bk 1 Lot 5
600017218	SR340-001006-000000	Oiler, Katrina M & Michael P		510 E Highway Ave	Stillwater	OK	74078	510 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec Bk 1 Lot 6
600017213	SR340-001007-000000	Ellert, Katrina M & Michael P		112 S Broadway Ave	Berlicke	OK	74075	516 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec Bk 1 Lot 7
600017311	SR340-001008-000000	Eggenman, Richard W & Linda S TTEE		524 E Highway Ave	Stillwater	OK	74075	524 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec Bk 1 Lot 8
600017306	SR340-002002-000000	Van, Fred R & Josephine V Revocable Trust		976 N Star Dr	Stillwater	OK	74075	518 N Star Dr Stillwater, OK 74075	Redeemst 1st Sec Bk 2 Lot 2
600017305	SR340-002003-000000	Manson, Lance L	C/O Joyceanne Welsh	8 M 1st Ave	Iowa City	IA	52245	902 N Star Dr Stillwater, OK 74075	Redeemst 1st Sec Bk 2 Lot 3
600017304	SR340-002004-000000	Seakovich, Bethel L		824 N Star Dr	Stillwater	OK	74078	904 N Star Dr Stillwater, OK 74075	Redeemst 1st Sec Bk 2 Lot 4
600017303	SR340-002005-000000	Hessama Assembly of God, Inc		PO Box 2463	Stillwater	OK	74078	418 E McElroy Stillwater, OK 74075	Redeemst 1st Sec Bk 2 Lot 5 & Lot 8
600017301	SR340-002007-000000	Cole, Helen A TTEE		2429 Twin Ridge Dr	Edmond	OK	73034	812 N Star Dr Stillwater, OK 74075	Redeemst 1st Sec Bk 2 Lot 7
600017298	SR340-002001-000000	Conatser, Trinidad R & Carter, Quantal		505 E Highway Ave	Stillwater	OK	74075	503 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 1
600017296	SR340-002002-000000	Wash, Ronald E & Wilkins, Virginia		2331 N Star Dr	Sierra Vista	OK	74075	505 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 2
600017295	SR340-002003-000000	Wash, Ronald E & Wilkins, Virginia		2331 N Star Dr	Sierra Vista	OK	74075	505 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 3
600017290	SR340-002005-000000	Holman, Wella Mae (TOD)	C/O Craig Holleman	4876 Potomac Pkwy 2424 Ave	Sierra Vista	OK	74075	505 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 4
600017289	SR340-002006-000000	Holman, Wella Mae (TOD)		4876 Potomac Pkwy 2424 Ave	Sierra Vista	OK	74075	505 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 5
600017288	SR340-002007-000000	Wogan, Shinnere & Lewis		3478 Maple Ave	Sierra Vista	OK	74075	505 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 6
600017284	SR340-002008-000000	Allen, Gary D & Judy G TTEE		PO Box 317	Perkins	OK	74058	515 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 8
600017281	SR340-002009-000000	Jackson, Bruce W & Lavellefred (TOD)		518 E Highway Ave	Stillwater	OK	74078	518 E Highway Ave Stillwater, OK 74075	Redeemst 1st Sec (Repl Bk 3) Bk 3 Lot 9
600058645	52999-18602E-144013	724 N Perkins Rd, LLC		PO Box 1569	Stillwater	OK	74078	501 E McElroy Stillwater, OK 74075	Misc T1 14-194-02E A-13 (1.37acm) Bag 5075 & 220.69W Ne1/4, S-185.2' W-338' N-189' E-338' Pub Less T1 Bag 212, 227V & 4075 Ne1/4, S-12' W-51.41' N89+30W-286.88' E-338' Pub Bk 2550 Pg 617
600010844	52999-18602E-144016	Rucker Main Ventures, LLC		3 E Palmer Pl	Spring	TX	77381	403 E McElroy Stillwater, OK 74075	Misc T1 14-194-02E A-16 (7.2acm) Bag 1607E Inner N1/4 Sec 14 & E1/4 AdAST Rr Row S-235.5' E-167' N-235.5' W-167' Pub Less Street All N
600010790	52999-18602E-144020	724 N Perkins Rd, LLC		PO Box 1569	Stillwater	OK	74078	724 N Perkins Rd Stillwater, OK 74075	Misc T1 14-194-02E A-20 (7.2acm) Bag 62'S & 43'W Ne1/4, S-121' E-107' S-52' W-188.1' N-173.2' E-179.487' Pub
600010725	52999-18602E-144030	M Properties, LLC		PO Box 368	Stillwater	OK	74078	401 E McElroy Stillwater, OK 74075	Misc T1 14-194-02E A-30 (7.2acm) Bag Inner N1/4 Sec 14 & E1/4 AdAST Rr R/W- E-180.12' S-235.8' W-180.12' N-235.8' Pub Less Hwy On N

Payne County

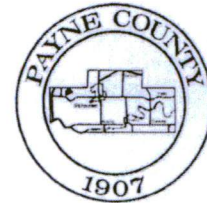
300' BUFFER

811 N Star Dr



This map is for assessment purposes only and is not intended for use in making conveyances or for preparing legal descriptions.

Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600017290
Address: 811 N Star Dr

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 Five (5), in Block Three (3), according to the Replat of Block Three (3), RIDGECREST ADDITION, FIRST SECTION 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 13 day of September, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: Crista Cary

City of Stillwater

Customer Receipt

9/16/2024

R15593

Job ID: STR-0182 - \$100.00

811 N STAR DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Job ID: STR-0183 - \$100.00

801 N STAR DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$200.00

Total Paid CHECK

1010

\$200.00

Signature for credit card

Thank you for your payment

STR-0182 + STR-0183

'24OCT17AM7:52

CITY CLERKS OFFICE

OBJECTION LETTER: Short Term rental at 801N Star Dr. and 811 N Star Dr

Hello City Clerk,

As the owners of the home whose backyard abuts to both 801 N Star Dr. and 811 N Star Dr. we have some serious concerns with both of those properties becoming short term rentals. Our concerns are based on the high potential for both properties to become party houses. We fear our dogs will be subjected to exuberant strangers tossing things into our yard at them. The fact two closely neighboring homes are intended as short term rentals exacerbates the likelihood large crowds will develop from larger groups renting both houses for events and these homes will be very disruptive in our quiet cul-de-sac.

We hope to be afforded the opportunity to discuss our objection to the short term rental at these locations at a public hearing.

Sincerely,

Lewis and Guin Wogan

509 E Highview Ave

Stillwater, OK 74075

MEMORANDUM

DATE: 11/20/2024
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:

- **801 North Star Drive** in the RSS 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: Tim Moranc Mailing Address: 801 N North Star
Stillwater OK 74075

Owner Contact Information: Phone: 9492288789 Email: Moranc28@gmail.com

Property Management Contact Name: Lori Moranc
 Phone: 9492312326 Email: LoriMoranc@gmail.com

Property Street Address: 801 N North Star Stillwater OK 74075

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

URL for an advertisement of the rental: TBD

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.	assessor ✓
	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: [Signature] DATE: 9-12-24

Date Application Received: <u>9-16-24</u>	Application # <u>STR-0183</u>	Received by: <u>JK</u>
30-Day Objection Period: _____ Objection Filed: ☐ YES ☐ NO PC Hearing Date: _____		
Approval Date: _____ Denial Date: _____		

I-2024-008885 Book: 2821 pg: 20
9/4/2024 3:51 PM pgs: 20 - 22
Fees: \$22.00 Doc: \$195.00
Glenna Craig, Payne County Clerk
Payne County - State of Oklahoma

RETURNED AT COUNTER

Return to:
OCTS
614 South West Street
Stillwater, OK 74074
File No.: 24-0996ESC



WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

THAT Melvin Headley and Daireth Jo Headley, husband and wife party/parties of the first part, in consideration of the sum of Ten and no/100 Dollars and other good and valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do/does hereby grant, bargain, sell and convey unto:

Tim Morenc
801 N Star Dr
Stillwater, OK 74075

party/parties of the second part, the following described real property and premises situated in Payne County, State of Oklahoma, to-wit:

Lot Six (6), Block Three (3), according to the REPLAT of Block Three (3), RIDGECREST ADDITION, FIRST 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, and to the heirs and assigns of the survivor, forever free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature, EXCEPT SUBJECT to easements, restrictions, covenants, zoning ordinances, and mineral reservations of record.

American Eagle
TITLE INSURANCE COMPANY

Signed and delivered this 29th day of August, 2024.

Melvin Headley
Melvin Headley
Daireth Jo Headley
Daireth Jo Headley

INDIVIDUAL ACKNOWLEDGMENT-OKLAHOMA FORM

STATE OF Mississippi

COUNTY OF Madison

On This 29th day of August, 2024, before me, the undersigned, a Notary Public in and for the County and State aforesaid, personally appeared Melvin Headley and Daireth Jo Headley, husband and wife to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

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

[Signature]
Notary Public



OAG 2024-1 - INDIVIDUAL

Exhibit to Deed

AFFIDAVIT OF LAND OWNERSHIP: INDIVIDUAL

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)
TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

Before me, the undersigned: Tim Morenc
(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 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.

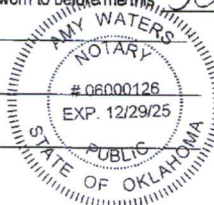
Tim Morenc
AFFIANT

8-30-24
Date

The foregoing instrument was subscribed and sworn to before me this 30th day of August, 2024,
by Tim Morenc

My Commission Expires: _____

My Commission Number: _____



[Signature]
NOTARY PUBLIC

NOTARY CERTIFICATION OF SAFETY EQUIPMENT

State of Oklahoma

County of Payne

I, Teresa Kadavy, a Notary Public in and for said county and state, do hereby certify that on this 16 of September, 2024, before me personally appeared Timothy Morenc, who is known to me (or satisfactorily proven) to be the person whose name is subscribed below.

Subject of Certification:

I certify that the following safety equipment has been installed and is operational in the property located at 801 N Star Drive Stillwater OK 74075:

1. Smoke Detectors:

- o Quantity: 2
- o Installation Date: August 2024
- o Functionality Test Date: August 2024

2. Carbon Monoxide Detectors:

- o Quantity: 1
- o Installation Date: August 2024
- o Functionality Test Date: 2024

3. Fire Extinguishers:

- o Quantity: 1
- o Installation Date: August 2024
- o Last Inspection Date: August 2024

Certification Statement:

I hereby declare that the above-mentioned safety equipment has been installed in compliance with all applicable safety codes and regulations, and that all equipment has been tested for functionality and is in proper working order.

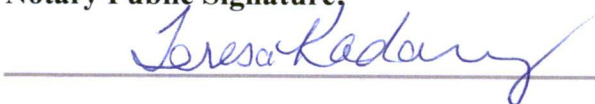
Timothy Morenc Signature



Date

9-16-24

Notary Public Signature:

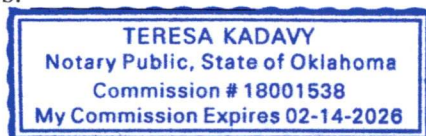


[Notary Name] _____

Notary Public for [State] _____

My commission expires:

[Notary Seal]



NOTARIZED STATEMENT OF PROMISE TO COLLECT TAX

State of Oklahoma
County of Payne

I, the undersigned, Timothy Morenc, acting as the authorized representative of **Blue Sky Investments LLC** (Business ID #DL269077), hereby declare and promise that **Blue Sky Investments LLC** will collect all applicable taxes, including but not limited to sales taxes, for the property located at:

Property Address:
801 N Star Drive
Stillwater, Oklahoma 74075

This statement is made in good faith, and Blue Sky Investments LLC acknowledges its responsibility to comply with all relevant federal, state, and local tax laws, ensuring that all taxes associated with the property are duly collected and remitted in a timely manner.

Authorized Representative's Signature:

[Authorized Representative's Full Name]

Timothy Morenc

[Title/Position] CEO

Blue Sky Investments LLC

Date: 9-16-24

Notary Public Acknowledgment:

On this 16 of September, 2024, before me, [Notary Name] Teresa Kadavy, a Notary Public in and for said state, personally appeared Timothy Morenc, known to me (or satisfactorily proven) to be the individual who executed the foregoing statement as the authorized representative of **Blue Sky Investments LLC**, and acknowledged that they executed the same for the purposes therein contained.

Notary Public Signature:

Teresa Kadavy

[Notary Name]

Notary Public for [State]

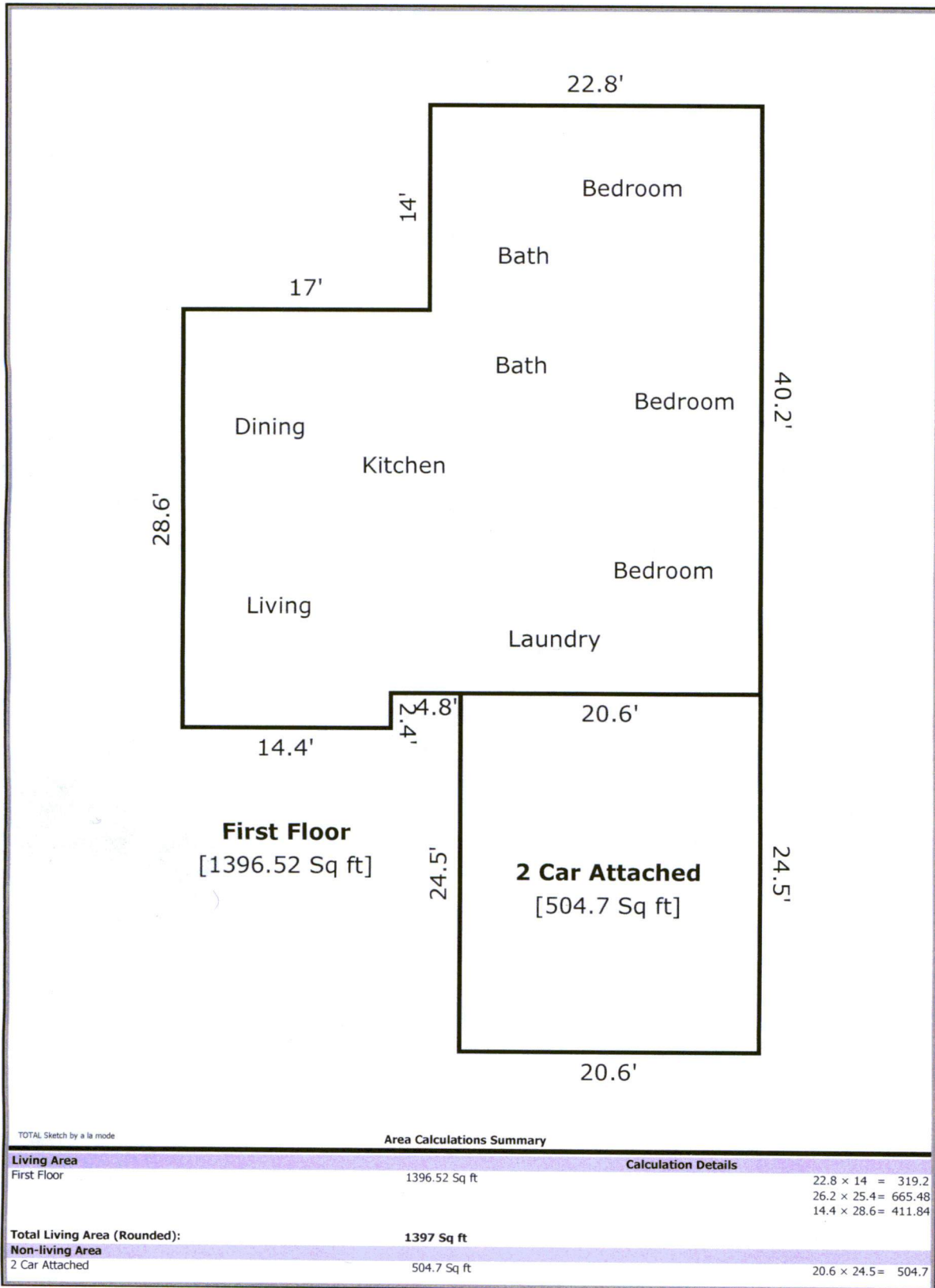
My commission expires: [Expiration Date]

[Notary Seal]



Building Sketch

Borrower	Tim Morenc					
Property Address	801 N Star Dr					
City	Stillwater	County	Payne	State	OK	Zip Code 74075
Lender/Client	Exchange Bank & Trust Company					

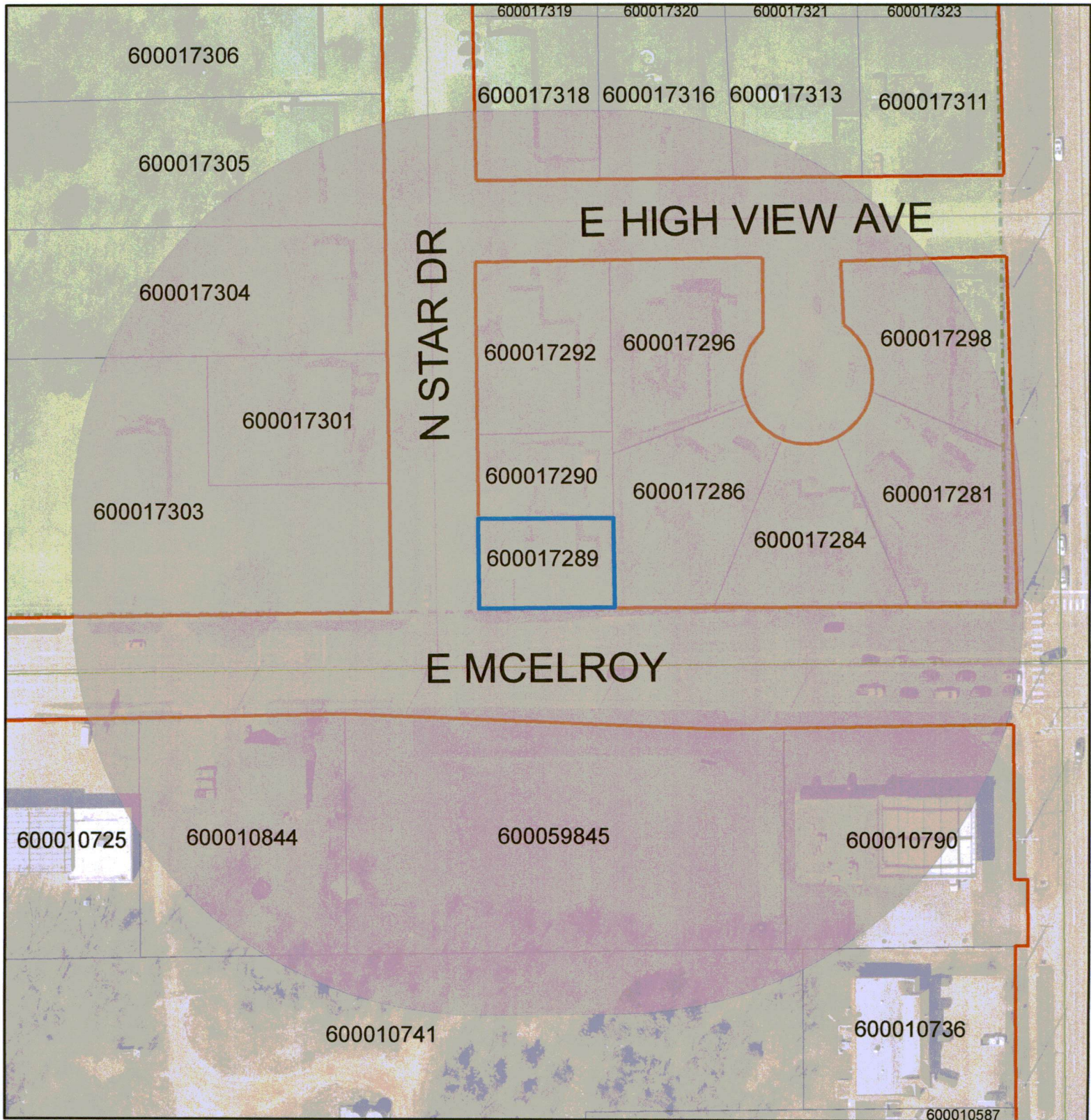
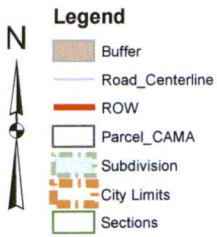


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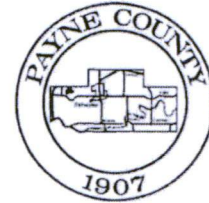
Payne County

300' BUFFER

801 N Star Dr



Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600017289
Address: 801 N Star Dr

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:

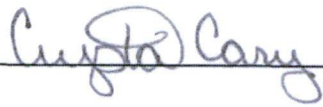
Lot Six (6), Block Three (3), according to the REPLAT of Block Three (3), RIDGECREST ADDITION, FIRST SECTION, to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

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 13 day of September, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: 

City of Stillwater

Customer Receipt

9/16/2024

R15593

Job ID: STR-0182 - \$100.00
811 N STAR DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00
NEW

Job ID: STR-0183 - \$100.00
801 N STAR DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00
NEW

Tender Detail:

Total Tendered: \$200.00

Total Paid CHECK

1010

\$200.00

Signature for credit card

Thank you for your payment

STR-0182 + STR-0183

'24OCT17AM7:52

CITY CLERKS OFFICE

OBJECTION LETTER: Short Term rental at 801N Star Dr. and 811 N Star Dr

Hello City Clerk,

As the owners of the home whose backyard abuts to both 801 N Star Dr. and 811 N Star Dr. we have some serious concerns with both of those properties becoming short term rentals. Our concerns are based on the high potential for both properties to become party houses. We fear our dogs will be subjected to exuberant strangers tossing things into our yard at them. The fact two closely neighboring homes are intended as short term rentals exacerbates the likelihood large crowds will develop from larger groups renting both houses for events and these homes will be very disruptive in our quiet cul-de-sac.

We hope to be afforded the opportunity to discuss our objection to the short term rental at these locations at a public hearing.

Sincerely,

Lewis and Guin Wogan

509 E Highview Ave

Stillwater, OK 74075

MEMORANDUM

DATE: 12/17/2024
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:

- **1822 East Krayler Avenue** in the RSS 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.

December 2, 2024

To Planning Commission Members,

I am writing this letter because I am understanding that my Short-Term Rental Permit is being evaluated due to an “objection”. I placed a call to get clarification on the process and the way I understood is there will be a conversation on December 17th to make a final decision on my permit. I have watched a few of your recent meetings via You Tube so I can understand what you might ask of me. I will be unable to attend this December 17th meeting due to my work schedule; see I am a Firefighter here in California and will be on a 96-hour shift.

I want to take some time to explain my position on this investment house that I have purchased in your city. I have a daughter that is a sophomore at OSU (who will be a co-host for this house), and we have fallen in love with your town every time we visit. But I will say that we cannot afford to pay for a hotel to visit as often as we would like, so we decided to invest in a house that could be rented out as a Short-Term Rental to help offset these costs. This would allow us to utilize the house to visit anytime we like without paying for a hotel. We chose this neighborhood because some of our friends bought a house a few doors down for their kids (who attend OSU) and they advised that it was a great quiet neighborhood. I am not new to rentals; see I have owned a long-term rental here in Visalia for 19 years.

We have spent a lot of time and money preparing this house for Air BnB. We have studied all of Stillwater’s rules for Short-Term rentals as well as Air BnB’s rules for renting. I do have a listing prepared for Air BnB but currently have all the days blacked out until you approve this permit. As of now I only intend to rent via Air BnB and no other platform. This is a 1400 square foot house with 3 bedrooms and 2 bathrooms which we have set up to sleep a maximum of 8 people. The couch has a hide-bed. This will not be the first or only house in this neighborhood that will be a short-term rental (2 currently) and quite a few of them are long term rentals with college kids in them.

We have prepared this house to be a very classy house for families and/or parents to rent when visiting their children at OSU. Now I know that there will be more than just parents wanting to rent this house but I do have control who rents this house because I have “turned on” the setting that allows me to evaluate each and every potential guests and confirm their reason or intent for staying in my house as well as confirm that they understand the house rules, Air BnB rules, as well as the Cities rules, all before I allow the booking to take place. There will be a two-night minimum stay for this house on all bookings and I hope to attract families that will stay close to a week while visiting (fingers crossed).

Our house rules that are clearly stated on our Air BnB page as well as our Welcome Binder state the following:

- No Smoking inside
- No Parties
- No Pets
- Quiet Time is 10pm

I will attach a copy of our “Welcome Binder” for you to review. I have every intention to take this very seriously.

As I stated earlier, my daughter will be a co-host with my wife and myself. Not only will she be available to assist with booking and checking in on guests during their stay, but she will be keeping the mail checked, the garbage can taken to and from the curb, and assist with any minor maintenance and problems that arise.

My Yard Care and House Maintenance is completed by my next-door neighbor, John Mahoney (Mahoney and Sons LLC). This is my way of having buy-in to the neighborhood and John has every reason to make sure the house looks good because he has to live next to it. John has also agreed to be my eyes and ears for the house when people are staying. If any rules are not followed or there are any problems, he will be my first contact to help remedy before it becomes a problem for the neighborhood.

Cleaning of the house is to be done by Pristine Cleaning Concepts. I have already had them provide a deep cleaning since I completed furnishing the house. They are a local company from Stillwater that provides cleaning for Air BnB houses. I can say I was very impressed with their plan to care for my house. They take pictures prior to every cleaning so they can report any damage or faults to me so I can have them repaired immediately as well as hold any guests accountable if needed. Their goal is to always make sure my house looks perfect, so every guest has a great stay.

We know that parking can always be a question when it comes to rental houses. Our house has a 2-car garage as well as parking for 2 cars in the driveway. Otherwise, there is public parking on the street. Ultimately guests are asked to park in front of our house only and respect the neighbors and with all of their decisions.

I understand that builder has sent a letter to object to this permit, but I want to assure you that this house will in now way deter people from wanting to buy or live in this neighborhood. As long as I keep the rules strictly enforced (I assure you that I plan on enforcing them) and I keep the house clean and orderly there will be no reason for anyone to dislike this house existing. See there are multiple houses on this street within a "baseballs throw" that are being currently rented out to multiple college students which will invite more cars and parties than this house will invite. See this is a college town and I don't have a problem with kids renting the homes, I just want you to understand that I do not want that for my house. I want to be able to live in it when we visit. To address the comment "...Home Creations and its affiliates formally object to the proposed change in zoning status" – I am not requesting a change in the zoning status, but just asking for a permit to operate within the rules of the current zoning status of RSS and follow all the City of Stillwater's rules.

There is one question that I am not sure how to answer... "How long do I plan on keeping this house as a short-term rental?" What I can say is that I am keeping my options open (as any investor should). If/when my daughter is complete with college I would re-evaluate the scenario of short-term rental, long-term rental, or let me daughter move in if she decides to stay in Stillwater long term after college. But I can say that I do intend to maintain ownership of this house long-term.

We hope this has answered any/all questions about this permit process. If you do have further questions or suggestions, I would love to hear from you so we can have a great working relationship going into the future. If you want to call during this meeting, please do. Just understand that if I do not answer that means I am out on a 911 call and will return your call asap.

559-799-5974

ffmacumber@hotmail.com

Sincerely,

Jeff Macumber

'24NOV4AM8:53

CITY CLERKS OFFICE

Home Creations

2252 N. Broadway St.
Moore, Ok, 73160

November 1, 2024

City of Stillwater
Planning Commission
cityclerk@stillwater.org

RE: Application #STR-0186 Macumber Residence at 1822 E. Krayler Ave

Dear Stillwater Planning Commission,

Regarding the above-referenced application received on October 14, 2024 for the purpose of establishing a short-term rental at 1822 E. Krayler Avenue, Home Creations and its affiliates formally object to the proposed change in zoning status.

Home Creations and its affiliate, CFH Skyline LLC, having built single-family homes within the notice area, strongly believe that the presence of a short-term rental will have an adverse impact on the appeal of the other homes, both sold and unsold, for those long-term residents who seek to preserve a sense of community.

A short-term rental attracts more transient or temporary occupants whose use of the property will likely diverge from the interests of the non-rental property owners. For example, potentially disruptive and noisy parties with large numbers of non-residential patrons would be both a nuisance and pose potential security concerns for other residents.

Our concerns are based on the knowledge gained in over 40 years of experience building and developing communities throughout Oklahoma. We believe the proposed zoning change would fundamentally affect the value of other parcels in the area and recommend that the commission allow long-term rentals only rather than short-term rentals.

We appreciate your attention and humbly request that the Commission deny approval of the applicant's re-zoning request.

Sincerely,

Mohammad Farzaneh
Chairman
Home Creations
CFH Skyline LLC

Jalal Farzaneh
President
Home Creations
CFH Skyline LLC



Mac's Cozy Farmhouse

CONTENTS

1. Welcome Message

2. Emergency Contacts

3. House Rules

4. House Guide

5. Places to Visit

6. Places to Eat

7. Checkout

8. Additional Instructions



WELCOME

Welcome to our house and it is our pleasure to host you. We hope that you enjoy your stay and that it is as comfortable for you as it is for us. This is a great little town with lots of good reasons to visit and enjoy what it has to offer.

Please take the time to review this welcome binder to read the rules of the house as well as learn about some places that we enjoy to visit and frequent. We hope that you like them as much as we do.

If there is anything we can assist you with please do not hesitate to call or message us.

Enjoy your stay,

The Macumber's

EMERGENCY CONTACTS

- **Your hosts:**
 - Jeff Macumber (559) 799-5974
 - Suzanne Macumber (559) 786-4617
 - Abby Macumber (559) 754-4987
- **Medical Emergencies**
 - Dial 911 for emergency
 - Stillwater Medical Urgent Care and Occupational Medicine
 - 518 E. Lakeview Road, Stillwater, OK 74075
 - www.stillwater-medical.org
 - (405) 533-8990
 - Stillwater Medical Center
 - 1323 W. 6th Avenue, Stillwater, OK 74075
 - www.stillwater-medical.org
 - (405) 784-5842
- **Pharmacy**
 - Walmart Pharmacy
 - 2315 N. Perkins Road, Stillwater, OK 74075
 - (405) 564-7115
 - CVS Pharmacy
 - 101 E. Hall of Fame Avenue, Stillwater, OK 74075
 - (405) 707-0287
- **Fire and Police Department**
 - 911 for any Emergencies

HOUSE RULES



- **No Smoking**

- Please do not smoke inside the house or garage. Please smoke outside if you feel the need and discard the butts appropriately.



- **No Parties**

- No parties what so ever are permitted on the premises.



- **No Pets**

- No pets are allowed – no exceptions.



- **Quiet Time is 10 pm**

- Please respect the neighbors and the beautiful quiet neighborhood.

- **Please enjoy yourself**

- Please enjoy your stay, your family, and our house.
- Thank you in advance for leaving the place in the same condition as you found it.

HOUSE GUIDE

Please get comfortable in the house. The following are ways you can make your stay comfortable with some directions on how they operate.

- **Temperature / Thermostat**
 - There is a Nest Thermostat in the hallway next to the bathroom.
 - Feel free to adjust the temperature to your liking.
- **Televisions**
 - These are Roku smart TV's
 - Please choose your checkout date and then log into your Roku Account.
 - If you do not have a Roku account, it is free to create one and then you can log into any of your apps as you would at home.
 - The last section of this binder will have guided directions on how to connect to the Roku account
- **Wifi**
 - Feel free to log into unlimited wifi
 - Network: MyOptimum 3d18b1
 - Password: indigo-801-439
- **Trash**
 - Place bagged trash in the City Blue Trash Can in the garage at the end of your stay
 - For longer stays the City's garbage collection day is Monday morning. Please roll the "Trash" and "Recycle" cans out to the curb for pick up (place 5' apart). Please return them to the garage after they have been emptied by the City.
- **The Coffee maker is a Kurig.**
 - It can brew a pot, a single cup, or ice coffee
 - There are directions on a page following the Roku directions
 - Please enjoy the provided coffee or feel free to purchase your own if you have specific tastes
- **BBQ Grill**
 - There is a BBQ Grill in the garage for use.
 - DO NOT BBQ INSIDE THE GARAGE. Please roll the BBQ out front for your safety
 - Propane – The Blue Rhino propane tank can be exchanged at Lowes (1.5 miles away) if you use up the propane and need more.
- **Parking**
 - Please park in the driveway or garage before using the street (streets are very narrow)

PLACES TO VISIT

- **OSU Boone Pickens Stadium**



- **3 mile drive (700 W. Hall of Fame Drive, Stillwater, OK 74075)**

- **Parks**

- **Boomer Lake Park (Fishing, Boating, Disc Golf, and Walking Trails)**



- **2 mile drive (2310 E. Lakeview Road, Stillwater, OK 74075)**

- **Skyline Park (Community Park with a playground)**

- **1620 N. Skyline Street, Stillwater, OK 74075**

- **Botanical Garden at OSU (Walking Trail through Botanical Gardens)**



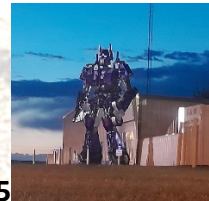
- **3300 W. 6th Street, Stillwater, OK 74075**

- **Sunset Viewpoint**



- **N. Western Road, Stillwater, OK 74075**
- **View a beautiful Stillwater sunset**

- **Optimus Prime and Bumblebee Statues (if you're a Transformer fan)**



- **Optimus– 2201 E. 6th Avenue, Stillwater, OK 74075**



- **Bumblebee – 5104 W. 6th Avenue, Stillwater, OK 74075**

PLACES TO EAT

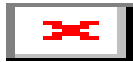
(A few of our favorites)

- **Breakfast**



○

– 902 S. Main Street, Stillwater, OK 74075



○

– 811 W. 6th Avenue, Stillwater, OK 74075



○

– 211 E. McElroy Road, Stillwater, OK 74075

- **Lunch / Dinner**



○

– 2000 N. Perkins Road, Stillwater, OK 74075



○

– 230 S. Knoblock Street, Stillwater, OK 74075



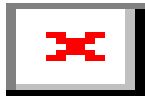
○

– 5302 W. 6th Avenue, Stillwater, OK 74075



○

– 501 W. Elm Avenue, Stillwater, OK 74075



○

– 520 W. Elm Avenue, Stillwater, OK 74075

CHECK OUT

1. Checkout Time is 11 a.m.

2. Strip the Beds

- a. That were used and leave the sheets on the floor

3. Dirty Towels

- a. Place dirty towels in the washer but no need to start it

4. Dishes

- a. Place dirty dishes in the dishwasher and start before you leave

5. Trash

- a. Place trash / recycles in the City bins in the garage

Date of Meeting: December 17, 2024

Subject: Map Amendment: 3118-3124 East 4th Avenue

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 3118-3124 E. 4th Avenue from Small Lot Single-Family (RSS) to Two-Family and Multi-Family (RTM).

Background: The subject property is located in the northeast area of Stillwater, with three street frontages along East 3rd Avenue, South Mockingbird Lane, and East 4th Avenue. The subject property is currently zoned Small Lot Single-Family (RSS) with single multifamily structure (quadplex), with frontage on East 4th Avenue and parking/access off South Mockingbird Lane. The applicant is requesting to rezone to Two-Family and Multi-Family (RTM) to allow for the use to add two new duplex structures north of the existing quadplex.

Application Processing Information:

Applicant/Owner – Pioneer Investment Group, LLC

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

Processing Track:

Submittal Date – October 22, 2024

Planning Commission – December 3, 2024 tabled to December 17, 2024

City Council – January 13, 2025

Project/Site Design Data/Details:

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

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

Existing Use –Multifamily Residential structure, Quadplex

Proposed Use – Adding two duplex to property

Total Lot sizes –approx. 0.66 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access off of East 3rd Avenue, South Mockingbird Lane, and East 4th Avenue.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Red Route is the closest route that runs along East 6th Avenue with the closest stop being near Mockingbird Estates. Sidewalks are located on the south side of East 4th Avenue and the West side of South Mockingbird Lane.
- 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 High Density Residential (10-3).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 3118-3124 East 4th Avenue from Small Lot Single-Family (RSS) to Two-Family and Multi-Family (RTM). Small Lot Single-Family (RSS) is located to the north, east, and a portion to the northwest of the subject property, and Two-Family Residential (RT) is located to the southwest of the subject property, with Two-Family and Multi-Family (RTM) to the south at Saddle Creek Apartments.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Two-Family and Multi-Family (RTM) is located to the south of the subject property.
3. The Comprehensive Plan calls for high density residential uses in this area.

Alternatives:

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

Prepared by:	Jacquelyn Porter, City Planner
Reviewed by:	Diana Hood, Associate City Planner Josh Brown, Project Manager Jeff Mathews, Community Development Director
Date of Preparation:	November 22, 2024
Attachments:	Application, Area Map, Zoning Comparison Table, Driveway, Walkways and House Elevations
Map Designation:	NE

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: Brush Creek Meadow
Owner(s) of Property: Pioneer Investment Group, LLC
Owner(s) Address: 4024 W 44th St, Stillwater, OK 74074
Owner(s) Phone/Fax/Email: 405-747-5079
Applicant/Developer of Property: Pioneer Investment Group, LLC
Applicant/Developer Address: 4024 W 44th St, Stillwater, OK 74074
Applicant/Developer Phone/Fax/Email: 405-747-5079
Design Engineer address/phone/fax/email & Registration No.: Kevin Walthall

Surveyor address/phone/fax/email & Registration No.: Clayton Cantrell - Crossroads Survey Company, LLC
104 W Broadway St., Cushing, OK 74023, 918-225-0345

Address or Description of Property to be Subdivided/Developed: _____
3118-3124 E 4th Ave., Stillwater, OK 74074

Original Tract Deed Book and Page Number: Deed Book 2652 and Deed Page 413
Number of Acres in Development: Approximately 0.66
Number of Lots Created: _____
Current Zoning/Requested Zoning: RSS / RTM
Reason for zoning request/use permit/map amendment (describe project):
Would like to build two new duplexes on the land immediately north of our existing
quadplex. Rezoning to RTM would allow for us to add the two new structures.

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.

 10/21/24
Applicant/Preparer Date

 10/21/24
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.

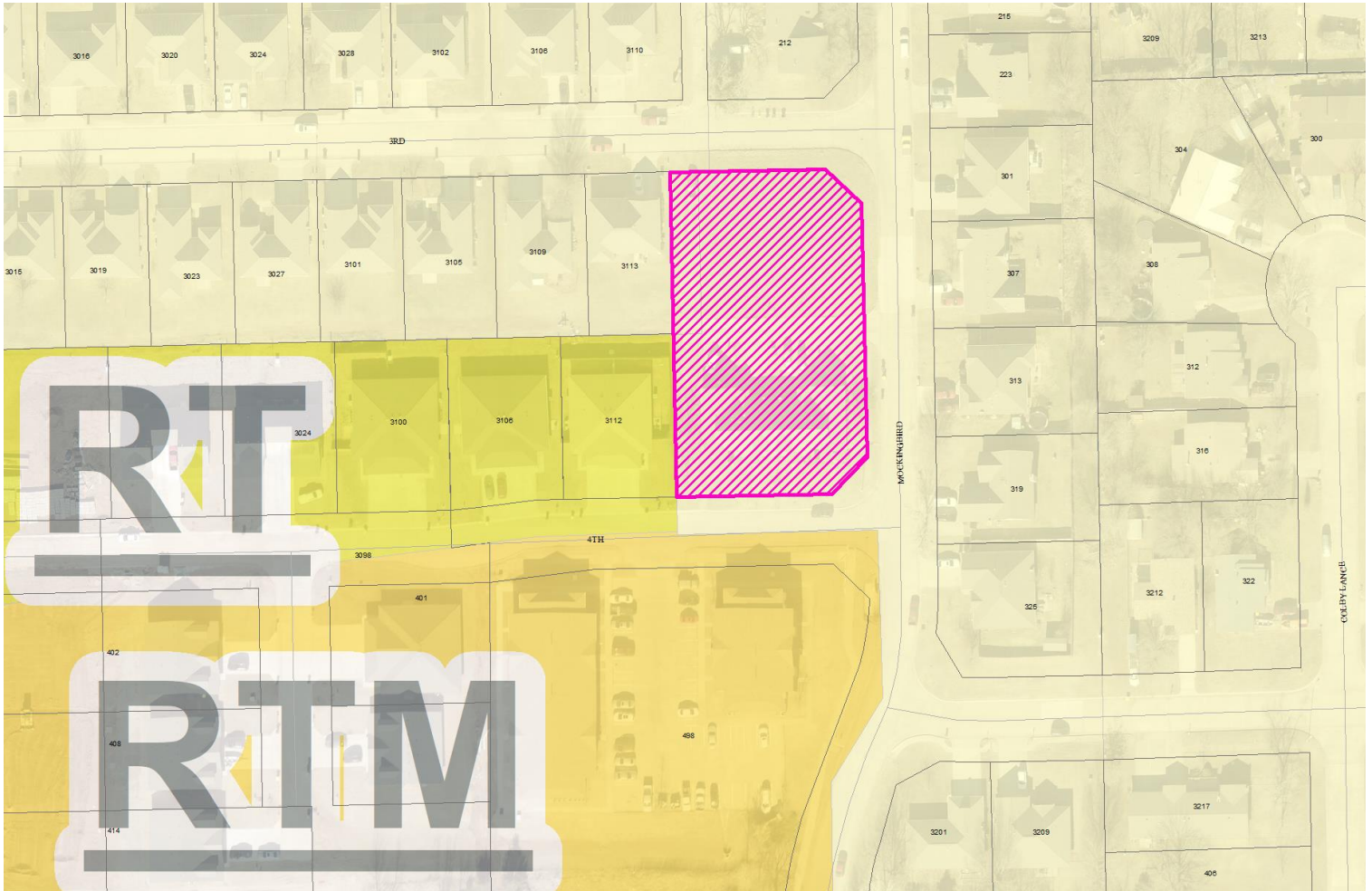
APPLICANT	REQUIREMENTS	CITY
	Section 23.58	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	TYPED LEGAL DESCRIPTION SENT TO DIGITALS@STILLWATER.ORG	
	FILING FEE OF \$250.00 PLUS \$2.00/ACRE	
	A TYPEWRITTEN LIST AND ELECTRONIC/DIGITAL COPY, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, LICENSED ABTRACTOR, ATTORNEY, 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.


Preparer's Signature

10/21/24

Date

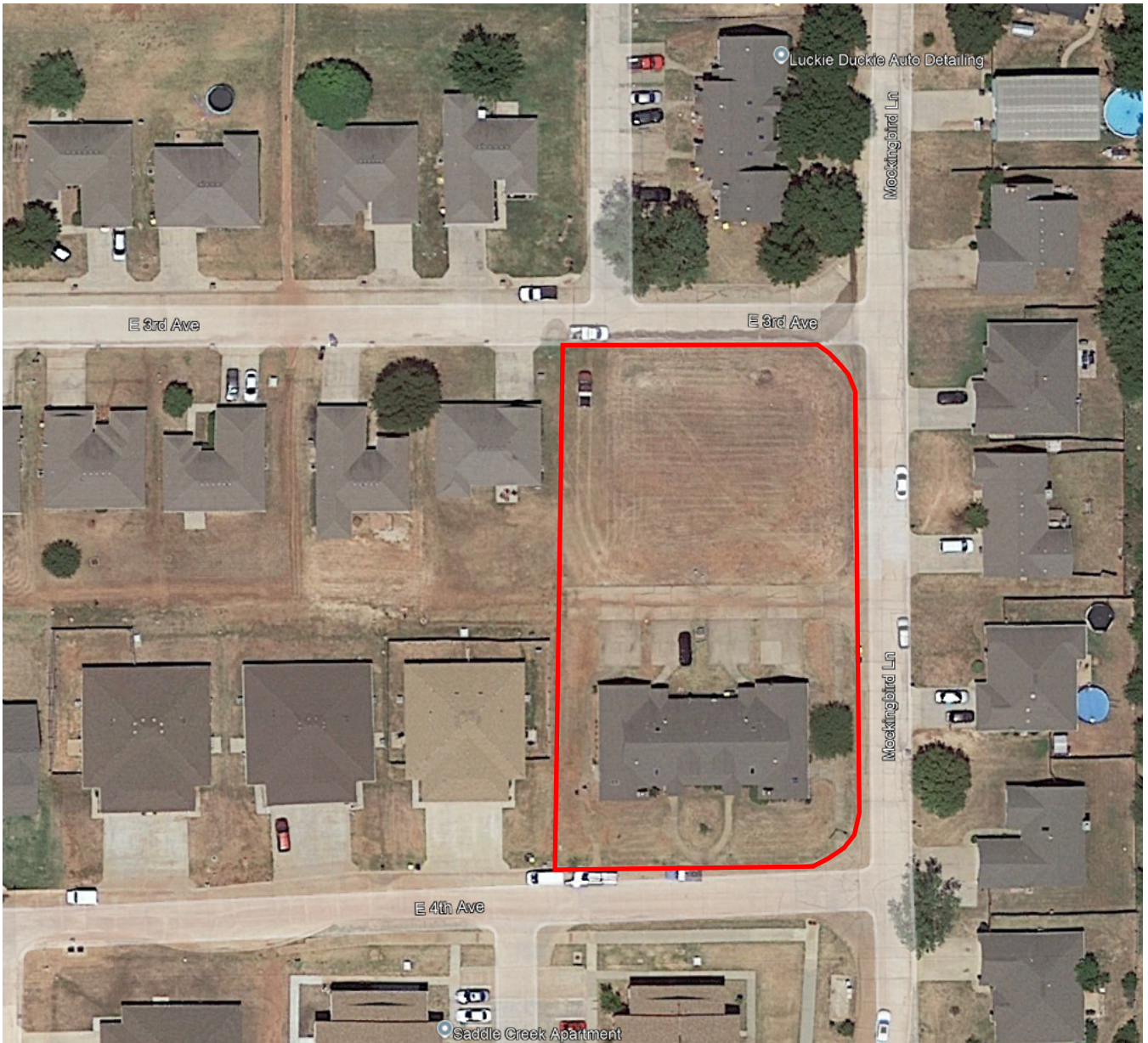


Stillwater. OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-14)
Request: Rezone from RSS to RTM
Address: 3124 E 4TH AVE
Applicant: Pioneer Investment Group, LLC



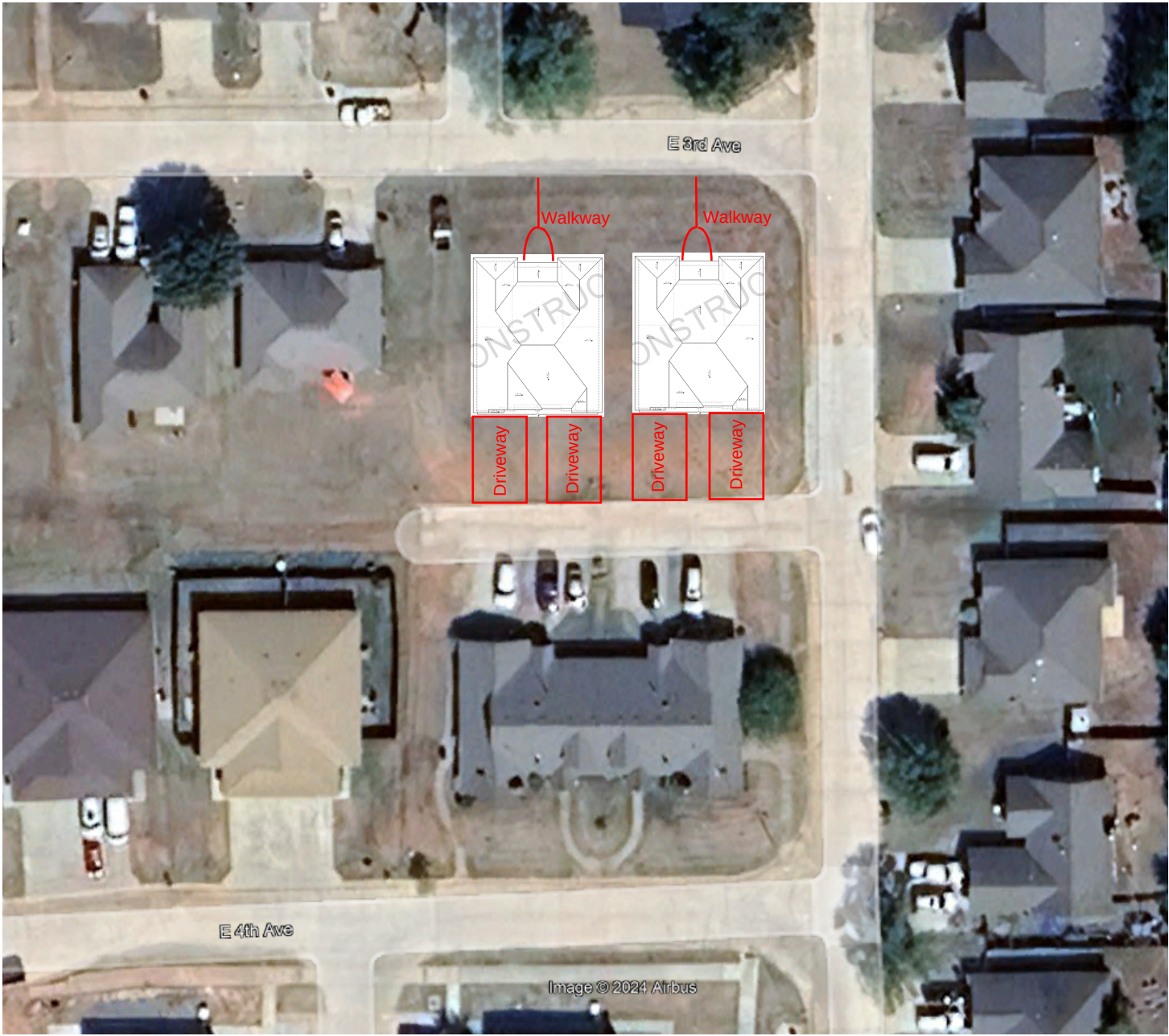
SE/4 of SECTION 18,
T 19 N - R 03 W
PAYNE COUNTY, OKLAHOMA



SE/4 SEC. 18
PIONEER INVESTMENT GROUP, LLC

Existing Lot
REZONE from RSS to RTM

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)



GENERAL NOTES:

DISCLAIMER - THIS CONSTRUCTION DOCUMENTS ARE INTENDED TO ASSIST YOU AND INFORM YOU THROUGH THE CONSTRUCTION OF THE PROJECT. THESE PLANS ARE INTENDED AS A GUIDE TO PROFESSIONAL CONTRACTORS AND ARE NOT INTENDED TO BE A SET OF STEP BY STEP INSTRUCTIONS. THEREFORE, IF YOU ARE PLANNING TO BUILD THIS PROJECT WITHOUT THE SERVICES OF A PROFESSIONAL BUILDER, WE SUGGEST YOU BECOME THOROUGHLY FAMILIAR WITH READING CONSTRUCTION DOCUMENTS OR CONSIDER HIRING A CONSTRUCTION CONSULTANT. IF YOU SHOULD HAVE ANY QUESTIONS REGARDING THE CONSTRUCTION PLANS, PLEASE CONTACT US BEFORE BEGINNING CONSTRUCTION.

DESIGNER'S
ONTROL OVER THE ACTUAL CONSTRUCTION, MATERIAL SELECTION, CONTRACTOR SELECTION, BUILDING SITE, OR WEATHER / SOIL CONDITIONS, DESIGNER'S INK ASSUMES NO RESPONSIBILITY FOR ANY DAMAGES INCLUDING BUT NOT LIMITED TO ANY DEFICIENCIES, OMISSIONS, OR ERRORS AND / OR OMISSIONS IN THE DIMENSIONS OR DRAWINGS CONTAINED IN THESE CONSTRUCTION DOCUMENTS. ANY ERRORS SHALL BE BROUGHT TO THE ATTENTION OF DESIGNER'S INK PRIOR TO CONSTRUCTION COMMENCING. PROCEEDING WITH CONSTRUCTION CONSTITUTES THE ACCEPTANCE OF THESE CONSTRUCTION DOCUMENTS "AS-IS" AND ANY DISCREPANCIES, ERRORS AND/OR OMISSIONS BECOME THE SOLE RESPONSIBILITY OF THE CLIENT.

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 MATERIALS ARE ORDERED OR CONSTRUCTION BEGINS.

INSTALLATION - IT IS THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR OR 3RD PARTY 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.

INSULATION - ALL WALLS AND CEILINGS ARE TO BE PROPERLY INSULATED TO MEET OR EXCEED THE RECOMMENDATIONS OF THE US DEPARTMENT OF ENERGY FOR THE ZONE WHERE THE BUILDING WILL BE CONSTRUCTED.

ALTERATIONS - THESE PLANS ARE A REPRESENTATION OF THE REQUIREMENTS OF THE CLIENT. ANY ALTERATIONS TO THE PLANS BY THE CONTRACTORS SHALL BE APPROVED BY THE CLIENT 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 BUILDING CODES. STRUCTURAL ENGINEERING AND LICENSED ARCHITECTURAL SERVICES ARE NOT PROVIDED BY DESIGNER'S INK GRAPHIC & BUILDING DESIGNS, LLC. THESE PLANS HAVE NOT BE REVIEWED BY A CERTIFIED STRUCTURAL ENGINEER OR LICENSED ARCHITECT UNLESS THEIR PROFESSIONAL STAMP IS PRESENT ON THE PLANS. IT IS THE CLIENT'S RESPONSIBILITY TO OBTAIN ANY STAMPS REQUIRED BY THEIR LOCAL PERMITTING AGENCY.

SITE PREPARATION - OWNER / CONTRACTOR IS TO CONDUCT SOIL TESTS & DIG TEST HOLES TO DETERMINE SOIL TYPE & DRAINAGE PROPERTIES OF SITE. A SURFACE DRAINAGE PATTERN SHOULD BE ESTABLISHED WHICH WILL DRAIN THE ENTIRE AREA AND DIRECT WATER AWAY FROM THE HOUSE AND NOT HAVE A NEGATIVE IMPACT ON SURROUNDING PROPERTY. DRIVEWAYS & WALKWAYS SHOULD BE SET LOW ENOUGH TO AVOID INTERFERENCE WITH THE DRAINAGE PATTERN. THE FINISHED GRADE WILL BE SLOPED AWAY FROM THE FOUNDATION WALL OF HOUSE. WHERE THE DRAINAGE SLOPE AROUND THE HOUSE MEETS A REVERSE SLOPE, A GENTLY SLOPING DITCH WILL BE USED TO CARRY SURFACE WATER AWAY. IF A WELL IS USED TO SUPPLY WATER FOR THE HOUSE, ALL SURFACE DRAINAGE MUST BE DIRECTED AWAY FROM WELL TO AVOID CONTAMINATION OF WATER SUPPLY.

THE CONTRACTOR SHALL VERIFY LOCATIONS OF SITE UTILITIES, REQUIREMENTS AND CONNECTIONS FEES. THE GENERAL CONTRACTOR WILL VERIFY ALL PROPERTY LINES AND SETBACK REQUIREMENTS BEFORE CONSTRUCTION BEGINS.

FOUNDATION - NO FOOTINGS SHALL BE POURED ON LOOSE OR UNSUITABLE SOIL, IN WATER, OR ON FROZEN GROUND. ALL FOOTINGS MUST CONFORM TO APPLICABLE CODES REGARDING FROST PROTECTION. THE FOUNDATION PLAN SHOWN IS A LAYOUT ONLY. STRUCTURAL SPECIFICATIONS SHOULD BE DONE BY A LICENSED ENGINEER FROM THE LOCAL AREA OF THE PROJECT TAKING INTO CONSIDERATION SOIL TESTING, SLOPES, LOADS AND SITE CONDITIONS.

WALLS - EXTERIORS WALLS ARE 2"x4" WOOD STUDS @ 16" O.C. INTERIOR WALLS ARE 2"x4" WOOD STUDS @ 16" O.C. UNLESS OTHERWISE INDICATED OR REQUIRED FOR STRUCTURAL INTEGRITY OR PLUMBING.

BRICK VENEER - CONTROL JOINTS SHALL BE USED AS RECOMMENDED BY THE BRICK MANUFACTURER. STEEL LINTELS TO BE INSTALLED OVER ALL DOORS, WINDOWS, AND OPENINGS WITH BRICK ABOVE.

FIRE RESISTIVE MATERIALS - PROVIDE FIRE RESISTIVE MATERIALS WHERE REQUIRED BY CODE, INCLUDING BUT NOT LIMITED TO FIRESTOPPING AT PENETRATIONS. USE PROPERLY SEALED 5/8" DRYWALL ON WALLS AND CEILINGS TO SEPARATE THE GARAGE FROM THE DWELLING. FIREBLOCKING SHALL BE PROVIDED TO CUT OFF ALL CONCEALED DRAFT OPENINGS (BOTH VERTICAL AND HORIZONTAL) AND TO FORM AN EFFECTIVE FIRE BARRIER BETWEEN STORIES, AND BETWEEN A TOP STORY AND ROOF SPACE.

THERMAL & MOISTURE CONTROL - THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THERMAL & MOISTURE CONTROL STRATEGIES INCLUDING PROPER VENTING OF THE ROOF AND ATTIC SPACE.

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 CLIENT.

MEASUREMENTS - THE GENERAL CONTRACTOR WILL VERIFY ALL ON-SITE MEASUREMENTS, AND THOSE MEASUREMENTS WILL OVERRULE THE MEASUREMENTS LISTED ON THE DRAWINGS. WHEN MEASUREMENTS ARE PROVIDED BY THE CLIENT, DESIGNER'S INK IS NOT RESPONSIBLE FOR THEIR ACCURACY.

DRAINAGE - THE GENERAL CONTRACTOR WILL ENSURE THAT THE FINISHED GRADE SLOPES AWAY FROM THE STRUCTURE SUFFICIENTLY TO PREVENT WATER STANDING OR FLOWING INTO THE STRUCTURE OR ADJACENT PROPERTY. DRAINAGE SHALL BE PROPERLY TRANSFERRED INTO THE EXISTING LOT SURFACE WATER DRAINING SYSTEM. ANY AREA DIRECTLY IMPACTED BY THE PROJECT SHALL BE MODIFIED TO RESTORE EXISTING SURFACE WATER DRAINAGE.

GENERAL NOTES:

COVENANTS / LOCAL CODES - THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL SUBDIVISION COVENANT RULES AND REGULATIONS ARE FOLLOWED. THE GENERAL CONTRACTOR WILL BE RESPONSIBLE FOR APPLYING, OBTAINING AND PAYING FOR REQUIRED PERMITS AND FEES BEFORE CONSTRUCTION BEGINS (AS REQUIRED BY LAW).

DIMENSIONS - ALL DIMENSIONS ARE TO THE CENTER OF INTERIOR WALL STUDS, THE OUTSIDE OF EXTERIOR WALL STUDS, CENTERLINE OF COLUMNS, DOORS AND WINDOWS, OR FACE OF CONCRETE. DOORS AND CASED OPENINGS WITHOUT DIMENSIONS ARE TO BE 4" FROM THE FRAMING OF THE ADJACENT WALL OR CENTERED BETWEEN WALLS.

PRESSURE TREATED WOOD - ALL WOOD IN DIRECT CONTACT WITH CONCRETE OR EXPOSED TO WEATHER SHALL BE PRESSURE TREATED WITH AN APPROVED PRESERVATIVE. FASTENERS FOR PRESSURE TREATED WOOD SHALL BE HOT DIPPED GALVANIZED STEEL, STAINLESS STEEL, SILICONE BRONZE OR COPPER.

PERMITS / INSPECTIONS - THE GENERAL CONTRACTOR WILL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AS REQUIRED AS WELL AS ENSURING ALL REQUIRED INSPECTIONS ARE COMPLETED AND PASSED DURING CONSTRUCTION. THE OWNER / CONTRACTOR IS TO ENSURE ALL CONSTRUCTION IS DONE IN ACCORDANCE WITH THE FINAL MUNICIPALITY APPROVED & PERMITTED DRAWINGS AND JOB SITE WORKING DRAWINGS ARE TO BE STAMPED AS APPROVED BY THE MUNICIPALITY (WHERE REQUIRED).

ADDRESS MARKING - THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ENSURING A HOUSE NUMBER IS DISPLAYED IN A PROMINENT MANNER SO IT IS READILY VISIBLE TO ENABLE EMERGENCY VEHICLES TO LOCATE THE RESIDENCE PER THE OWNER'S SPECIFICATIONS.

DOORS AND WINDOWS - DOOR AND WINDOW CONTRACTOR TO VERIFY SIZES, LOCATIONS AND STYLES AS SPECIFIED AND GRAPHICALLY REPRESENTED ON PLANS & ELEVATIONS. IT IS THE RESPONSIBILITY OF THE WINDOW CONTRACTOR TO ENSURE THAT ALL DOORS AND WINDOWS MEET APPLICABLE CODES AND REQUIREMENTS (INCLUDING TEMPERED GLASS REQUIREMENTS) AND COORDINATE WITH ALL SUBCONTRACTORS FOR ROUGH OPENING REQUIREMENTS. OWNER TO HAVE THE FINAL SELECTION APPROVAL ON STYLES, TYPES AND MATERIALS OF ALL WINDOWS AND DOORS.

ALL BEDROOM ESCAPE OR RESCUE WINDOWS SHALL HAVE A MINIMUM NET CLEAR OPENABLE AREA OF 5.1 SQUARE FEET. THE MINIMUM NET CLEAR OPENABLE HEIGHT DIMENSION SHALL BE 24 INCHES. THE MINIMUM NET CLEAR OPENABLE WIDTH DIMENSION SHALL BE 20 INCHES. WHEN WINDOWS ARE PROVIDED AS A MEANS OF ESCAPE OR RESCUE, THEY SHALL HAVE A FINISHED SILL HEIGHT OF NOT MORE THAN 44 INCHES ABOVE THE FINISHED FLOOR.

TEMPERED GLASS IS REQUIRED IN ALL HAZARDOUS AREAS (R308.4) AND WITH ALL GLASS WITHIN 18 INCHES OF THE FINISHED FLOOR PER R308.4.3 AND IN ANY GLASS SWINGING, SLIDING AND BI-FOLD DOORS (R308.4.1)

AREA CALCULATIONS:

UNIT "A"
1ST FLOOR SQUARE FOOTAGE (HEATED) - **686 SQ. FT.**
2ND FLOOR SQUARE FOOTAGE (HEATED) - **819 SQ. FT.**
TOTAL UNIT HEATED SQUARE FOOTAGE - 1505 SQ. FT.

UNIT "B"
1ST FLOOR SQUARE FOOTAGE (HEATED) - **686 SQ. FT.**
2ND FLOOR SQUARE FOOTAGE (HEATED) - **866 SQ. FT.**
TOTAL UNIT HEATED SQUARE FOOTAGE - 1552 SQ. FT.

TOTAL BUILDING HEATED SQUARE FOOTAGE - 3117 SQ. FT.

FRONT PORCH SQUARE FOOTAGE (UNHEATED) - **26 SQ. FT.**
BACK PORCHES SQUARE FOOTAGE (UNHEATED) - **94 SQ. FT.**
GARAGE/MECH. SQUARE FOOTAGE (UNHEATED) - **210 SQ. FT.**
(EA X2)

TOTAL UNHEATED SQUARE FOOTAGE - 660 SQ. FT.

TOTAL BUILDING SQUARE FOOTAGE - 3743 SQ. FT.

INDEX

NUMBER	TITLE
1	TITLE PAGE
2	GENERAL NOTES / INDEX
3	GENERAL NOTES
4	PLOT PLAN / VICINITY MAP
5	PLAN - FOUNDATION
6	PLAN - 1ST & 2ND FLOORS
7	EXTERIOR ELEVATIONS
8	ROOF LAYOUT PLAN
9	ELECTRICAL NOTES & PLANS

NOTE:

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

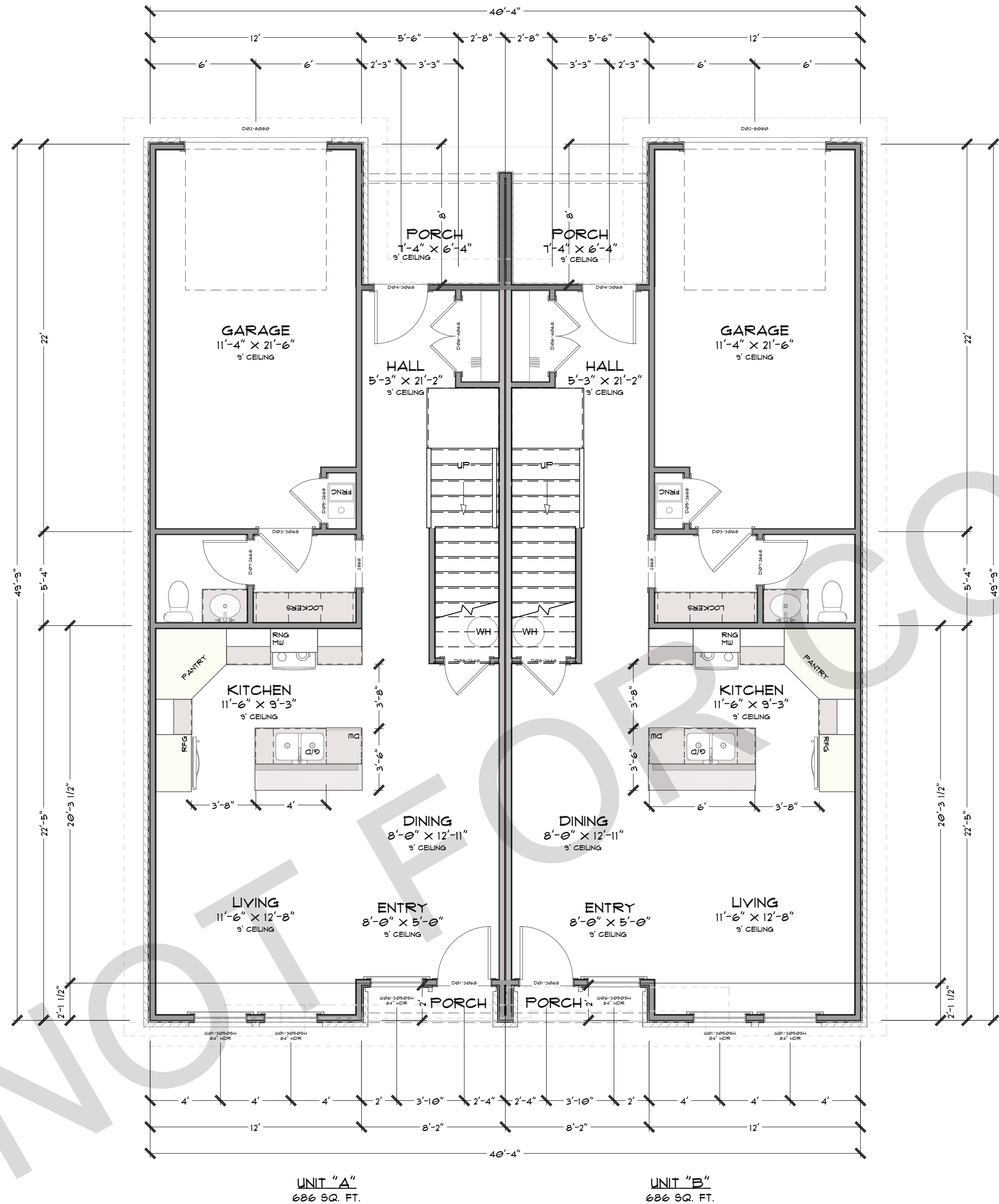
UNIT "A" DOOR SCHEDULE									
NUMBER	QTY	ROOM NAME	FLOOR	TYPE	EX/IN	SIZE	HINGE SIDE	WIDTH	HEIGHT
D01	1	ENTRY/PORCH	1	HINGED	EX	3'0"0"	R	36"	8'0"
D02	1	GARAGE	1	HINGED	EX	8'0"0"	R	36"	8'0"
D03	1	GARAGE/MUD	1	HINGED	EX	3'0"0"	R	36"	8'0"
D04	1	HALL/PORCH	1	HINGED	EX	3'0"0"	R	36"	8'0"
D05	1	GARAGE/GARAGE	1	HINGED	IN	2'6"0"	L	36"	8'0"
D06	1	HALL/COATS	1	DOUBLE HINGED	IN	4'0"0"	L/R	48"	8'0"
D07	1	MUD/PUDR	1	HINGED	IN	2'6"0"	R	36"	8'0"
D08	1	STORAGE/MECH/DINING	1	HINGED	IN	2'6"0"	R	36"	8'0"
D09	1	LANDING/BEDROOM 1	2	HINGED	IN	2'6"0"	R	36"	8'0"
D10	1	CLOSET/BEDROOM 1	2	HINGED	IN	2'6"0"	R	36"	8'0"
D11	1	BATH 1/BEDROOM 1	2	HINGED	IN	2'6"0"	L	36"	8'0"
D12	1	UNEN/BATH 1	2	HINGED	IN	1'6"0"	R	18"	8'0"
D13	1	BEDROOM 2/LANDING	2	HINGED	IN	2'6"0"	R	36"	8'0"
D14	1	BEDROOM 2/CLOSET	2	DOUBLE HINGED	IN	4'0"0"	L/R	48"	8'0"
D15	1	BATH 2/BEDROOM 2	2	HINGED	IN	2'6"0"	R	36"	8'0"
D16	1	BATH 2/BATH 2	2	HINGED	IN	2'4"0"	R	28"	8'0"
D17	1	BEDROOM 3/BATH 2	2	HINGED	IN	2'6"0"	R	36"	8'0"
D18	1	BEDROOM 3/CLOSET	2	DOUBLE HINGED	IN	4'0"0"	L/R	48"	8'0"
D19	1	BEDROOM 3/LANDING	2	HINGED	IN	2'6"0"	L	36"	8'0"
D20	1	LAUNDRY/LANDING	2	DOUBLE HINGED	IN	5'0"0"	L/R	60"	8'0"
D21	1	UNEN/LANDING	2	HINGED	IN	1'6"0"	L	18"	8'0"

UNIT "B" DOOR SCHEDULE									
NUMBER	QTY	ROOM NAME	FLOOR	TYPE	EX/IN	SIZE	HINGE SIDE	WIDTH	HEIGHT
D01	1	ENTRY/PORCH	1	HINGED	EX	3'0"0"	L	36"	8'0"
D02	1	GARAGE	1	HINGED	EX	8'0"0"	L	36"	8'0"
D03	1	GARAGE/MUD	1	HINGED	EX	3'0"0"	L	36"	8'0"
D04	1	HALL/PORCH	1	HINGED	EX	3'0"0"	L	36"	8'0"
D05	1	GARAGE/GARAGE	1	HINGED	IN	2'6"0"	R	36"	8'0"
D06	1	HALL/COATS	1	DOUBLE HINGED	IN	4'0"0"	L/R	48"	8'0"
D07	1	MUD/PUDR	1	HINGED	IN	2'6"0"	L	36"	8'0"
D08	1	STORAGE/MECH/DINING	1	HINGED	IN	2'6"0"	R	36"	8'0"
D09	1	LANDING/BEDROOM 1	2	HINGED	IN	2'6"0"	L	36"	8'0"
D10	1	BEDROOM 1/CLOSET	2	HINGED	IN	2'6"0"	L	36"	8'0"
D11	1	BEDROOM 1/BATH 1	2	HINGED	IN	2'6"0"	R	36"	8'0"
D12	1	UNEN/BATH 1	2	HINGED	IN	1'6"0"	L	18"	8'0"
D13	1	LANDING/BEDROOM 2	2	HINGED	IN	2'6"0"	L	36"	8'0"
D14	1	BEDROOM 2/CLOSET	2	DOUBLE HINGED	IN	4'0"0"	L/R	48"	8'0"
D15	1	BATH 2/BEDROOM 2	2	HINGED	IN	2'6"0"	L	36"	8'0"
D16	1	BATH 2/BATH 2	2	HINGED	IN	2'4"0"	R	28"	8'0"
D17	1	BEDROOM 3/BATH 2	2	HINGED	IN	2'6"0"	R	36"	8'0"
D18	1	BEDROOM 3/CLOSET	2	DOUBLE HINGED	IN	4'0"0"	L/R	48"	8'0"
D19	1	LANDING/BEDROOM 3	2	HINGED	IN	2'6"0"	R	36"	8'0"
D20	1	LAUNDRY/LANDING	2	DOUBLE HINGED	IN	5'0"0"	L/R	60"	8'0"
D21	1	LANDING/UNEN	2	HINGED	IN	1'6"0"	R	18"	8'0"

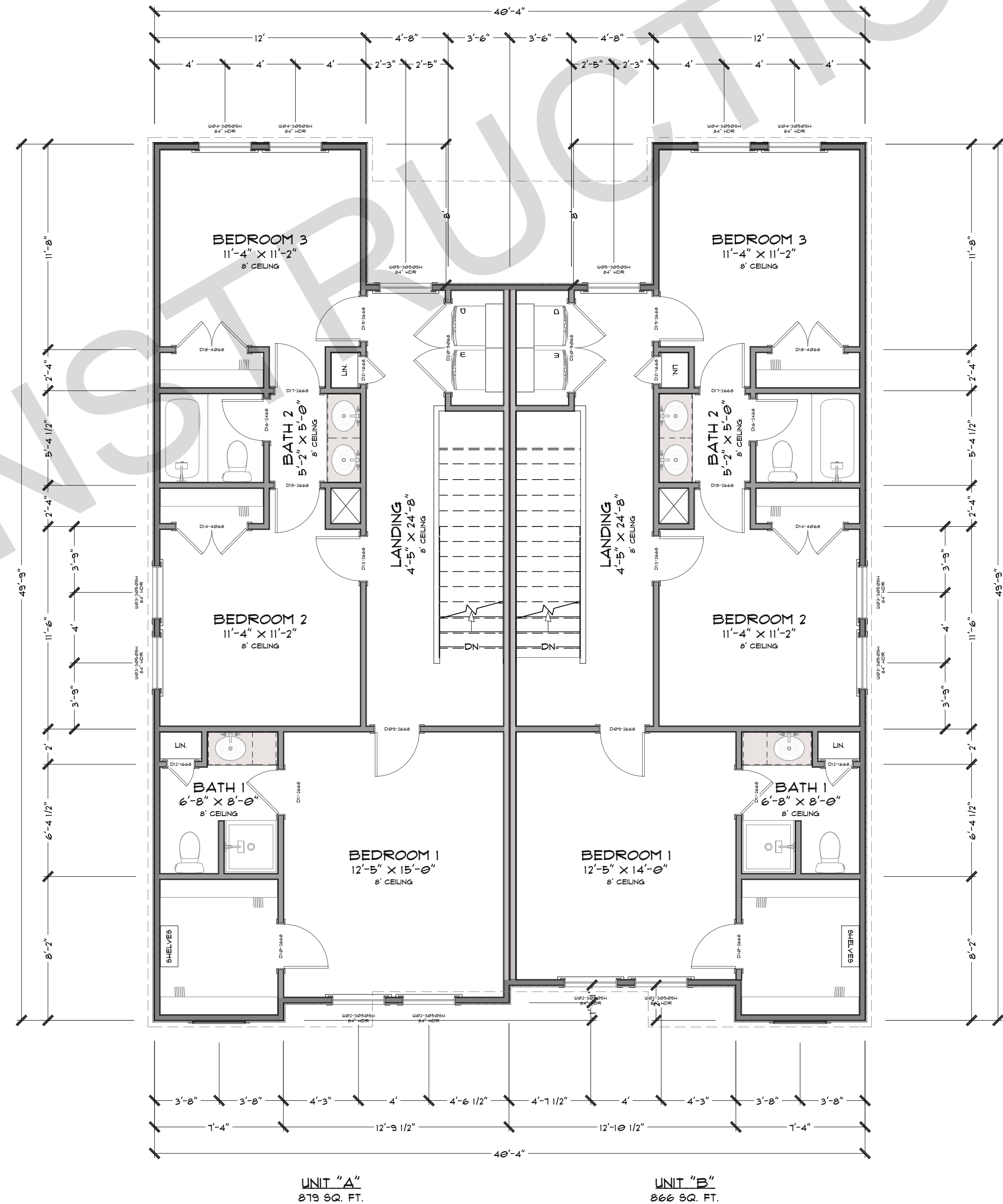
UNIT "A" WINDOW SCHEDULE									
NUMBER	QTY	ROOM NAME	FLOOR	TYPE	SIZE	WIDTH	HEIGHT	BOTTOM EGRESS	TEMPERED
W01	2	LIVING	1	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W02	2	BEDROOM 1	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W03	2	BEDROOM 2	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W04	2	BEDROOM 3	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W05	1	LANDING	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W06	1	ENTRY/PORCH	1	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES

UNIT "B" WINDOW SCHEDULE									
NUMBER	QTY	ROOM NAME	FLOOR	TYPE	SIZE	WIDTH	HEIGHT	BOTTOM EGRESS	TEMPERED
W01	2	LIVING	1	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W02	2	BEDROOM 1	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W03	2	BEDROOM 2	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W04	2	BEDROOM 3	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W05	1	LANDING	2	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES
W06	1	ENTRY/PORCH	1	SINGLE HUNG	3'0"0"	36"	6'0"	24"	YES

SCHEDULES



UNIT "A"
686 SQ. FT.
1ST FLOOR PLAN
SCALE: 1/4" = 1'-0"

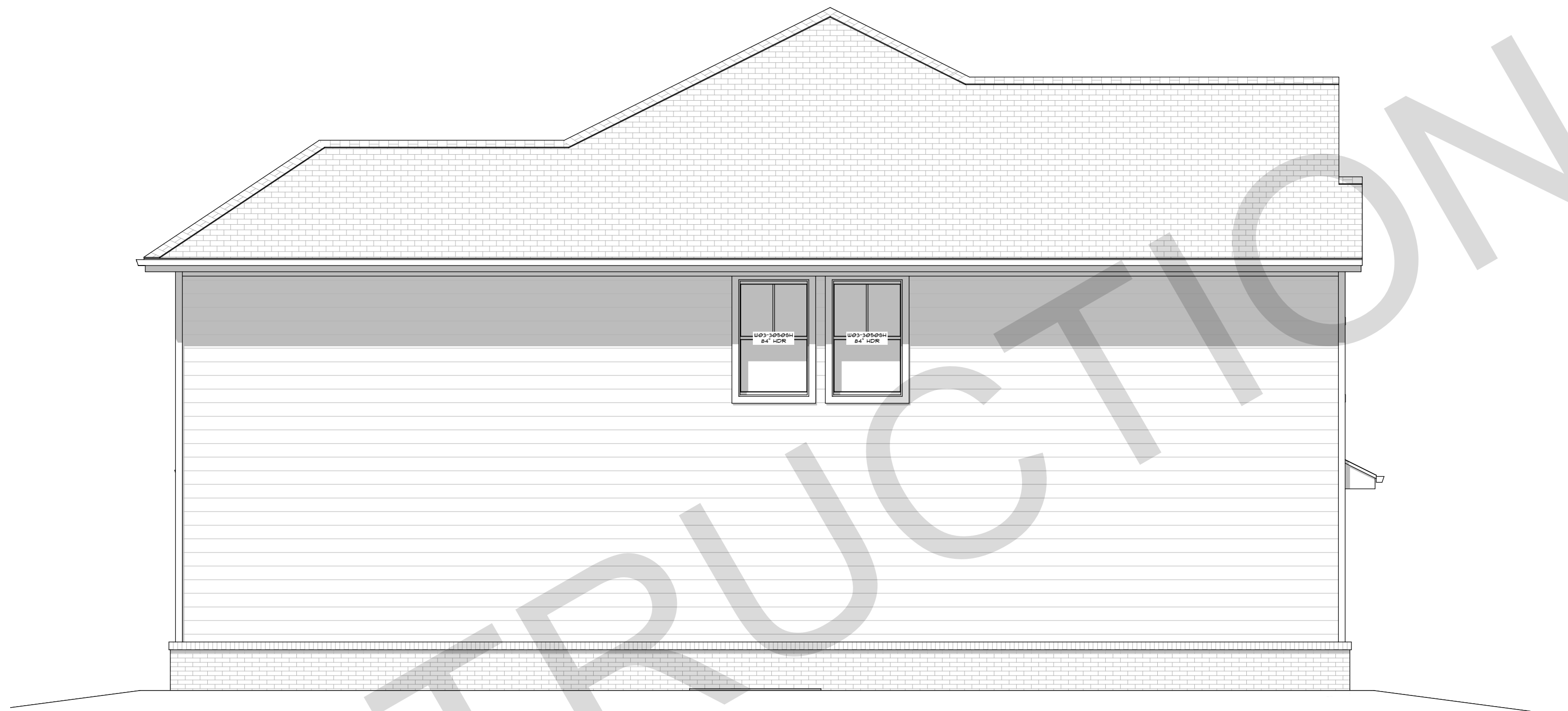


UNIT "A"
819 SQ. FT.
2ND FLOOR PLAN
SCALE: 1/4" = 1'-0"



FRONT ELEVATION

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



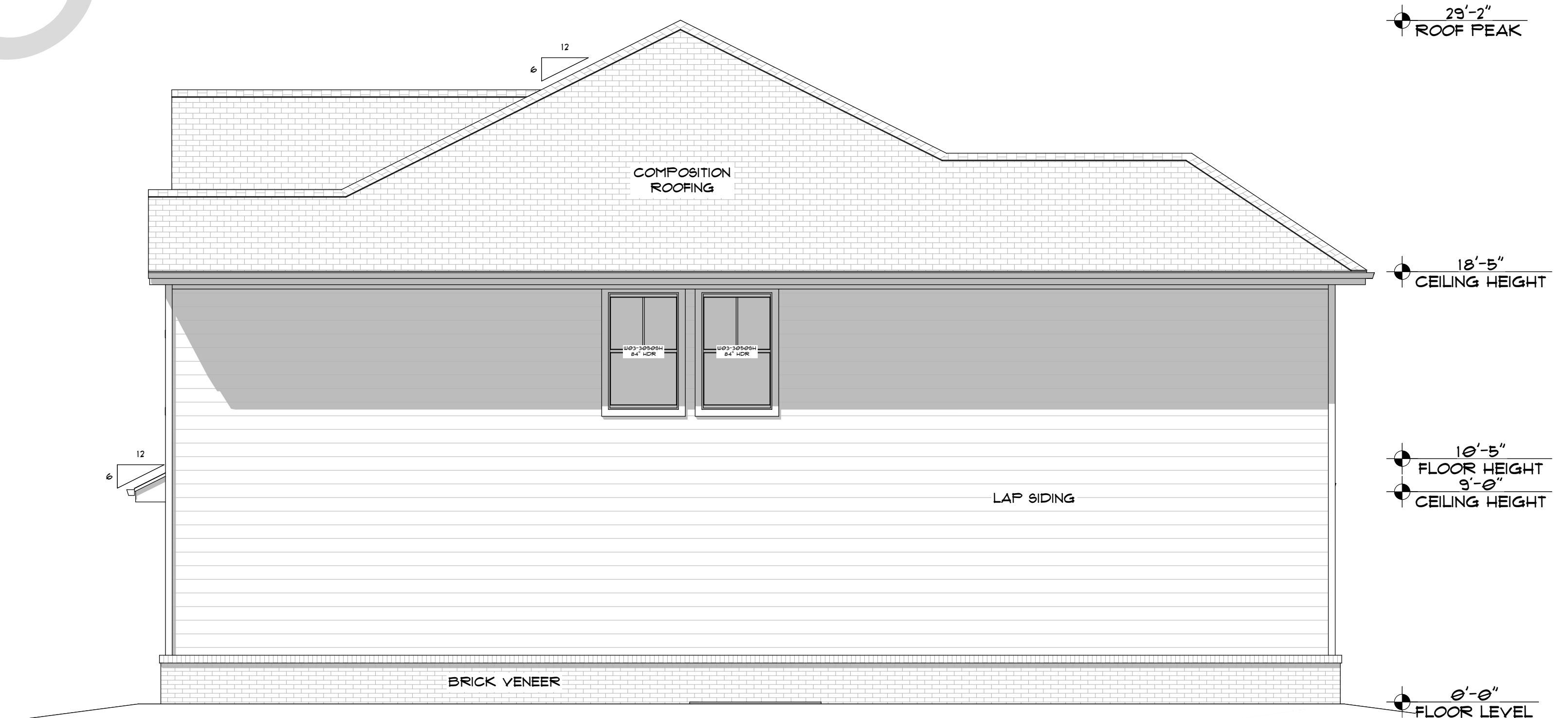
SIDE ELEVATION

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



REAR ELEVATION

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



SIDE ELEVATION

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

ROOF NOTES:

MATERIALS - THE OWNER WILL SELECT THE ROOFING MATERIALS USED INCLUDING STYLE AND COLOR.

GUTTER / DOWNSPOUTS - GUTTERS AND DOWNSPOUTS SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. THE STYLE AND COLOR WILL BE CHOSEN BY THE OWNER. THE DOWNSPOUTS LOCATIONS WILL BE DETERMINED ON SITE BY THE GENERAL CONTRACTOR TO WORK WITHIN THE OVERALL SITE DRAINAGE SYSTEM DEVELOPED FOR THE SITE.

SHEATHING - ALL ROOF SHEATHING AND SUB-FLOORING SHALL BE INSTALLED WITH FACE GRAIN PERPENDICULAR TO SUPPORTS, EXCEPT AS INDICATED ON THE DRAWINGS. ROOF SHEATHING SHALL EITHER BE BLOCKED, TONGUE-AND-GROOVE, OR HAVE EDGES SUPPORTED BY PLYCLIPS. SHEAR WALL SHEATHING SHALL BE BLOCKED WITH 2X FRAMING AT ALL PANEL EDGES. NAILING NOT SPECIFICALLY IDENTIFIED ON THE DRAWINGS TO CONFORM WITH IRC TABLE R602.3(1).

VENTILATION - ATTIC SHALL HAVE VENTILATION EQUAL TO 1 SQUARE FOOT PER 150 SQUARE FEET OF ATTIC SPACE. VENTILATION SHALL BE PROTECTED FROM SNOW AND RAIN AND SHALL BE COVERED WITH GALVANIZED WIRE SCREEN. OPENING SHALL BE LOCATED TO PROVIDE CROSS VENTILATION. IF SPRAY FOAM IS USED IN THE ATTIC SPACE, VENTILATION AND ANTI-CONDENSATIONS MEASURES WILL BE TAKEN PER THE MANUFACTURER'S SPECIFICATIONS.

ICE BARRIER - ROOFING REQUIRES AN ICE BARRIER THAT CONSISTS OF AT LEAST TWO LAYERS OF UNDERLAYMENT CEMENTED TOGETHER OR OF A SELF-ADHERING POLYMER MODIFIED BITUMEN SHEET USED IN LIEU OF NORMAL UNDERLAYMENT AND EXTEND FROM THE EAVES EDGE TO A POINT AT LEAST 24 INCHES INSIDE THE EXTERIOR WALL LINE OF THE BUILDING.

METAL ROOFING - METAL ROOFING SHALL BE APPLIED TO SOLID SHEATHING. METAL ROOFING OVER STRUCTURAL DECKING SHALL COMPLY WITH TABLE IRC R905.10.3. THE MINIMUM SLOPE FOR STANDING SEAM METAL ROOFING SYSTEMS IS PER IRC R905.10.2. INSTALL IN ACCORDANCE WITH IRC R905.

SLOPE - THE ROOFING CONTRACTOR WILL INSTALL ROOFING MATERIAL PER MANUFACTURER'S SPECIFICATIONS AND USE ONLY MATERIALS ALLOWED FOR THE SPECIFIED SLOPE.

FLASHING - CORROSION-RESISTANT METAL OF .019 INCH NOMINAL THICKNESS OR MINERAL SURFACE ROLL ROOFING WEIGHING A MINIMUM OF 11 LBS. OVER 100 SQ. FT. SHALL BE USED AS REQUIRED. VALLEY LINING SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTALLATION INSTRUCTIONS BEFORE APPLYING ROOFING MATERIAL FOLLOWING IRC R905.2.2.

ENGINEERING - ROOF STRUCTURES SHALL BE SPECIFIED AND ENGINEERED BY THE TRUSS MANUFACTURER.

ROOF DATA:

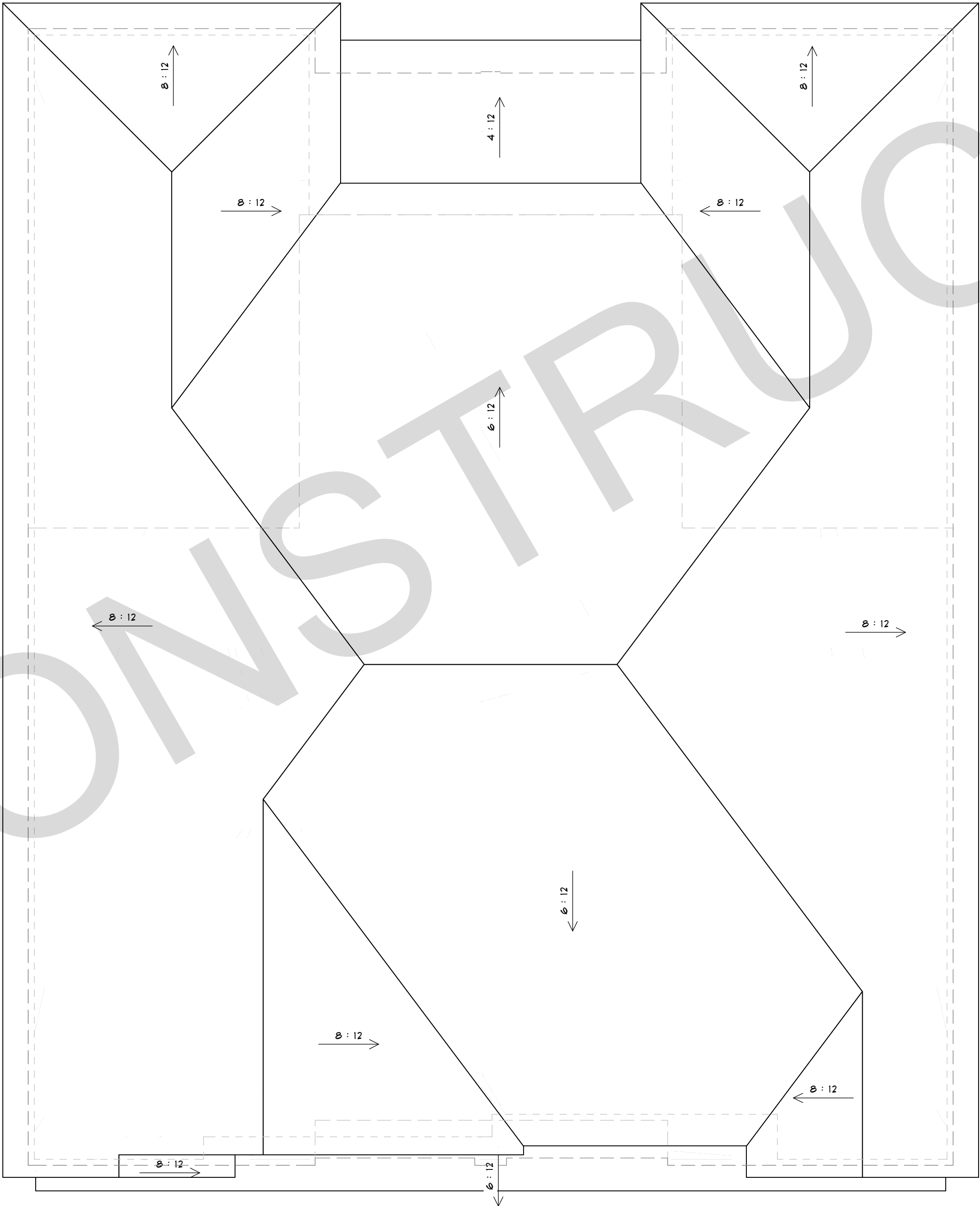
MATERIALS:

ASPHALT SHINGLE ROOF (AREA) - 2132 SQ. FT.

TOTAL ROOF AREA - 2132 SQ. FT.

ROOF OVERHANG - 1'-6" EAVE SOFFIT TYP.
1'-0" GABLE SOFFIT TYP.

RIDGE VENTS WHERE APPLICABLE. POWERED ATTIC VENTS PER OWNER'S SPECS. GUTTER AND DOWNSPOUTS AS REQUIRED (TYP.)



ROOF LAYOUT PLAN

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

Date of Meeting: December 17, 2024

Subject: Specific Use Permit: 1307 North Husband Street

Purpose of Report: The applicant requests the review and approval of a Specific Use Permit to allow for churches and other religious institutions in the Small Lot Single Family Residential (RSS) and Two-Family Residential (RT) zoning districts at the property addressed as 1307 North Husband Street.

Background: The property is located in the Northeast portion of Stillwater. The applicant and property owner would like to utilize the existing property and buildings on the subject property to host ministry related indoor & outdoor activities. Churches and other religious institutions in RSS and RT require a Specific Use Permit.

The subject property has frontage on North Husband Street and North Main Street. A single family structure has access off North Husband Street on the west portion of the property and the shop is located closer to North Main Street on the east portion of the property.

Planning Staff, at the time of this report, has not received any complaints or concerns since the notification was mailed to the property owners. The K-Life Ministry has begun operating prior to the approval of this SUP.

Application Processing Information:

Owner/Applicant – Matt & Maria Clark & K-Life Ministries (Chris Stockton)

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

Processing Track:

Submittal Date – November 6, 2023

Planning Commission – December 17, 2024

City Council – January 27, 2025

Project/Site Design Data/Details:

Zoning – Small Lot Single-Family Residential District, Section 23-137 Two-Family Residential District, Section 23-138

Existing Use – Single family home with a shop building

Proposed Use – Church and other religious institution

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of North Main Street and North Husband Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the west side of North Husband Street. OSU Transit Services – The Blue and Green Route has stops to the south near the intersection North Boomer Road and North Husband Street.
- 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).

Discussion: The applicant is requesting a Specific Use Permit to allow for churches and other religious institutions. The subject property has two zoning districts with the west portion zoned Small Lot Single Family Residential (RSS) and Two-Family Residential (RT) to the east. Stillwater High School is located to the west of the subject property across Husband Street, zoned Public (P). RSS zoning district is located to the north and south of the west portion of subject property, with the RT zoned east portion of the property having similar zoning to the north and south, and Large Lot Single Family Residential is located to the east across Main Street.

Findings:

1. The Land Development Code allows church and other religious institutions in the Small Lot Single Family Residential (RSS) and Two-Family Residential (RT) zoning district with a Specific Use Permit.
2. The Comprehensive Plan calls for Low Density Residential uses 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:	Jaquelyn Porter, City Planner
Reviewed by:	Jeff Mathews, Community Development Director Joshua Brown, Project Manager Diana Hood, Associate City Planner
Date of Preparation:	December 9, 2024
Attachments:	Application, Site Plan, Drainage Plan
Map Designation:	NE

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

ZONING:

- ☐ Map Amendment
☐ Planned Unit Dev.
 ☐ Preliminary
 ☐ Final
 ☐ Subdivision
 ☐ Amendment
☒ Specific Use Permit
☐ Annexation

SUBDIVISION:

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

OTHER:

- ☐ Closing
☐ Drainage Plans/Study
☐ Drilling Permit
☐ Improvement Plans
☐ Right-of-Way Agreement
☐ Small Business Permit
☐ Text Amendment

SITE PLANS:

- ☐ Minor Amendment
☐ Final Drill Site Dev. Plan

Title of Subdivision/Plan/Use: _____

Owner(s) of Property: Matt & Maria Clark

* Owner(s) Address: 1307 N. Husband St. Stillwater, OK 74075

Owner(s) Phone/Fax/Email: (405) 640-3491 matt@sdgmgmt.com

Applicant/Developer of Property: Matt & Maria Clark & K-Life Ministries (Chris Stockton)

Applicant/Developer Address: 1307 N. Husband St. Stillwater, OK 74075

Applicant/Developer Phone/Fax/Email: (405) 640-3491 & (580) 736-0582 matt@sdgmgmt.com

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

Surveyor address/phone/fax/email & Registration No.: N/A

* Address or Description of Property to be Subdivided/Developed: utilize existing property & buildings to host ministry related indoor & outdoor activities

Original Tract Deed Book and Page Number: N/A

Number of Acres in Development: N/A

Number of Lots Created: N/A

Current Zoning/Requested Zoning: Residential

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

Ensure the use of property to host ministry & community related events follows proper ordinance guidelines and serves as a great neighbor.

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.

Chris Stockton 11-6-24
Applicant/Preparer Date

[Signature] 11/5/24
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Maria Clark 11-5-24
Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____

Processing Tract: IRC 11/20, PC 12/17, CC 11/27

Approval Date: _____

Fees: _____

Number of Copies: _____

**City of Stillwater
Specific Use Permit (SUP)
Chapter 23, Article 6, Division 7**

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

Because the uses identified as requiring specific use permits are more intense or have a greater impact than those permitted by right, such uses shall be evaluated based upon their ability to locate next to less intensive uses. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	Section 23-180	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	FILING FEE: NEW CONSTRUCTION @ \$350.00 PLUS \$0.01/SQ FOOT OF BUILDING OR EXISTING BUILDING @ \$250.00 SHALL BE PAID UPON VERIFICATION OF COMPLETE SUBMITTAL.	
	* A TYPEWRITTEN LIST, CERTIFIED BY A LICENSED ABTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY AND AN ELECTRONIC/DIGITAL COPY CAPABLE OF BEING REPRODUCED AS MAILING LABELS. THE OWNERSHIP LIST SHALL NOT HAVE BEEN PREPARED MORE THAN 30 DAYS PRIOR TO SUBMISSION OF APPLICATION.	
	* TYPED LEGAL DESCRIPTION EMAILED TO DIGITALS@STILLWATER.ORG	
	COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS	
	* BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN ABUTTING A RESIDENTIAL DISTRICT.	
	ELECTRONIC PDF DRAWING, 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. Number of residential dwelling units, if any, per structure;	
	f. Any other physical features or characteristics which may be unique to the property or particular use proposed;	
	g. Existing use of abutting/adjoining properties	
	h. Existing zoning of the subject property and the abutting/adjoining properties;	
	i. Location of existing and proposed public utilities	
	j. Distance from any public place as defined in Oklahoma Administrative Code Title 310, Chapter 681 (Per Ordinance No. 3416)	
	COPY OF OKLAHOMA STATE DEPARTMENT OF HEALTH MEDICAL MARIJUANA LICENSE FOR ☐ COMMERCIAL GROWER ☐ PROCESSING/MANUFACTURING ☐ DISPENSARY/RETAIL (PER ORDINANCE NO. 3416)	
	FINAL DRAINAGE STUDY AND FINAL DRAINAGE PLAN (ARTICLE 19)	

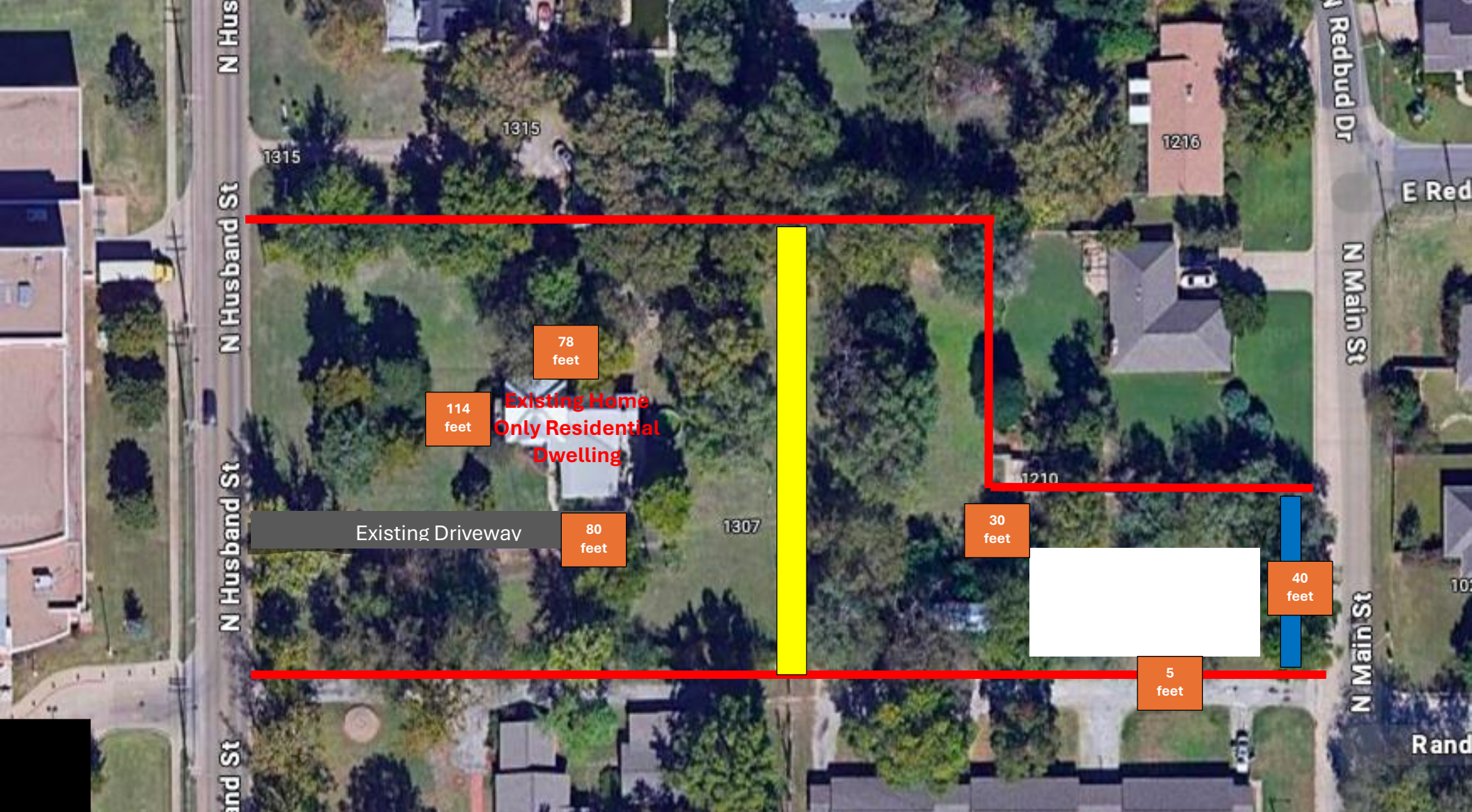
City of Stillwater
Specific Use Permit (SUP)
Chapter 23, Article 7, Division 7

INFORMATIONAL	
Required fire flows. Appendix B (2009 IFC)	
Hydrant spacing Section 507.5 and Appendix C (2009 IFC)	
Sprinkler requirements, Section 903 (IFC)	
Annual Inspections will occur to verify continual compliance with the conditions of approval of the SUP	

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

11/5/2024
Date



Existing & Ready for Use

Red – Boundary of Property

Gray – Existing Driveway

Dwelling – Existing Home

White – Metal Barn (Non-Residential)

Orange Boxes – Dimensions from Building to Property Line

Yellow – Sewer, & Electrical Easement

Blue – Water Easement

