

PLANNING COMMISSION MEETING AGENDA
JANUARY 7, 2025



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. General Orders

- a. Receive request from KMR Development, LLC, **PRELIMINARY PLAT (SUB21-13)**, for a 2nd twelve (12) month extension of the preliminary plat approval for Park View Estates which covers Phase 1 of Park View Estates, Section 10 pending substantial completion and acceptance of improvements and final plat. Diana Hood

3. Public Hearing

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

- a. Receive public comment regarding a request from Matt & Maria 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. *(Tabled from December 17th, 2024 meeting.)* Diana Hood
- b. Receive public comment regarding a request from Independent School District No. 16 and Bank SNB for a **MAP AMENDMENT (MA24-15)**, to rezone 5021 N. Perkins Road from A (Agriculture), IL (Light Industrial), RSS (Small Lot Single-Family), O (Office), RTM (Two-Family and Multi-Family), and CG (Commercial General) to P (Public). Diana Hood
- c. Receive public comment regarding a request from City of Stillwater and Stillwater Regional Airport for a **MAP AMENDMENT (MA24-17)** to rezone from IL (Light Industrial) to P (Public) a portion of property addressed as 2020 W. Airport Road, said area is also referred to as 3111 N. Hargis Road. Diana Hood
- d. Receive public comment regarding a request from Seventh Chapter Land Trust for a revised **PRELIMINARY PLAT (SUB22-08)** named Greenheart Place, creating 47 residential lots and one (1) outlot in the Small Lot Single-Family Residential district with a Planned Unit Development overlay (RSS-PUD) on properties currently addressed as 1413 and 1599 E. Lakeview Road. Diana Hood

4. Meeting Summary for Review and Possible Action:
 - a. Regular meeting minutes of November 5, 2024.
 - b. Regular meeting summary of December 3, 2024.
5. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:
 - a. Next regular meeting is January 28, 2025.
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: January 7, 2025

Subject: Preliminary Plat: Park View Estate Section 10

Purpose of Report: The applicant requests review and approval of a twelve month extension of the preliminary plat that consists of 37 lots at property currently addressed as 4698 North Rogers Drive.

Previous Meeting: [January 11, 2022 Planning Commission](#) (Report is hereto attached)
[January 9, 2024 Planning Commission](#) (Report is hereto attached)

Background:

Park View Estate Section 10 Preliminary Plat was approved by Planning Commission on January 11, 2022. Section 23-63.f. 3 and Section 23-63.g.1 states that if a final plat approval for any portion is not filed within two years of the date of the approved preliminary plat, it shall be considered disapproved unless the planning commission agrees to an extension of time prior to the expiration date.

Gose & Associates formally requested a twelve-month extension to the preliminary plat approval for Park View Estates, Section 10 on behalf of KMR Development, LLC last year due to the construction of improvements taking longer than anticipated. Planning Commission approved the twelve-month extension on January 9, 2024. Since that time, the developer has decided to split Section 10 into two phases. The required improvements for Phase 1 have been installed but are not yet ready for final acceptance.

Gose & Associates is requesting, on behalf KMR Development, LLC, a twelve-month extension to the preliminary plat for Park View Estates, Section 10, to allow time for the final completion and acceptance of the required improvements for Phase 1.

Application Processing Information:

Applicant/Owner – KMR Development, LLC

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – November 26, 2024

Planning Commission – January 7, 2025

Project/Site Design Data/Details:

Zoning –Small Lot Single-Family Residential District, Sec. 23-137

Existing Use –Vacant land

Proposed Use – 37 Single-Family Residential Lots

Lot – 11.6 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has street connectivity to Rogers Drive, which has connectivity to Richmond Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: There is transit service available via the Gray Route which can be accessed along Richmond Road. A trail connection at the

southern edge of the neighborhood provides access to the Boomer Lake area and the Kameoka Trail.

- 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 C³ Plan: Low-Density Residential (Page 10-8) is indicated on the Future Land Use Plan.

Findings:

1. The request for a time extension for the approved preliminary plat was received prior to the expiration date as set forth in Section 23-63.g.1 of the City Code
2. The approved preliminary plat was granted a twelve-month extension on January 9, 2024.
3. The C3 Plan recommends low density uses at this location.

Alternatives:

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

Prepared by:

Diana Hood, Associate City Planner

Reviewed by:

Joshua Brown, Project Manager
David Barth, Development Services Director

Date of Preparation:

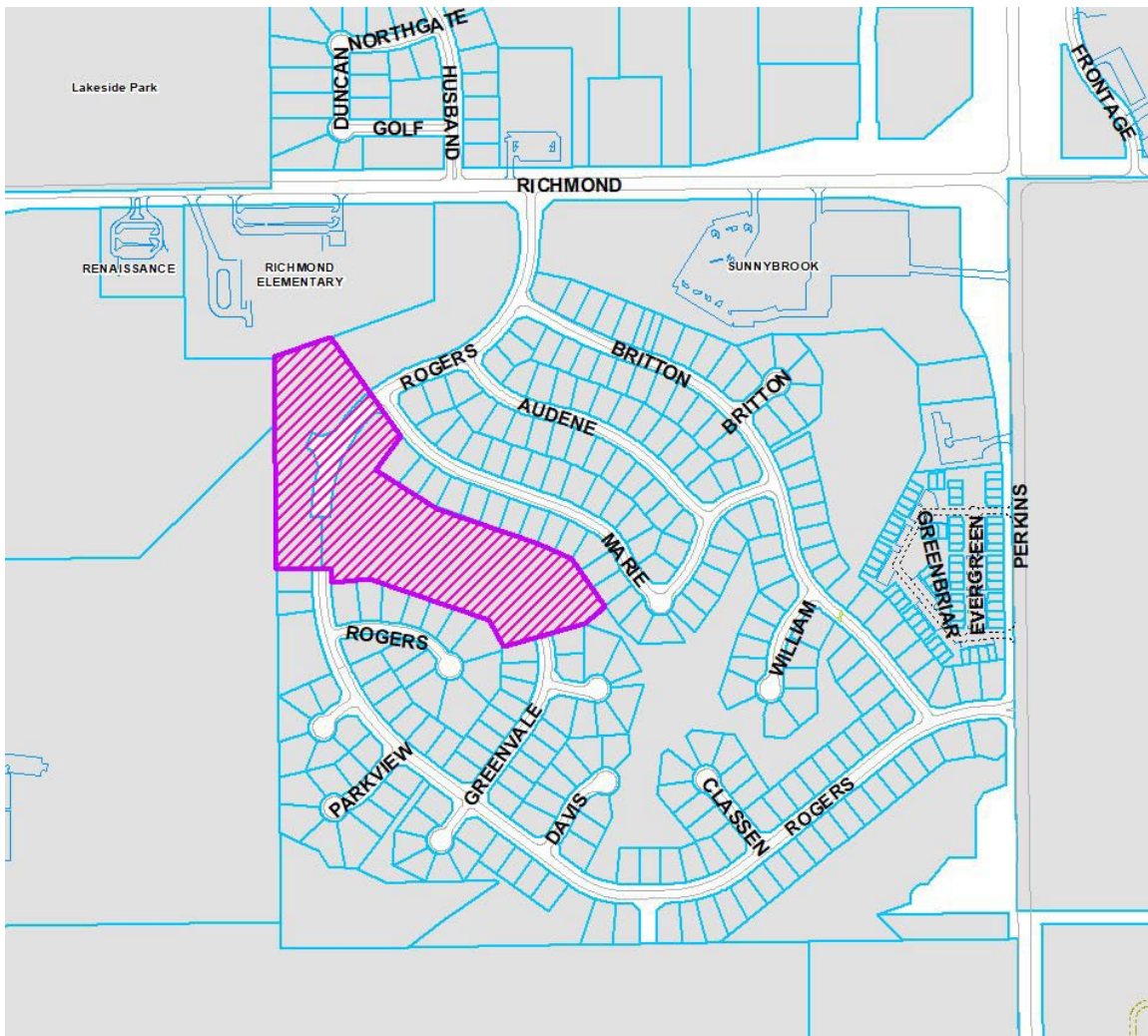
December 24, 2024

Attachments:

Area Map, Zoning Map, Letter of Extension Request, Approved Preliminary Plat, January 11, 2022 Planning Commission Report, January 9, 2024 Planning Commission Report

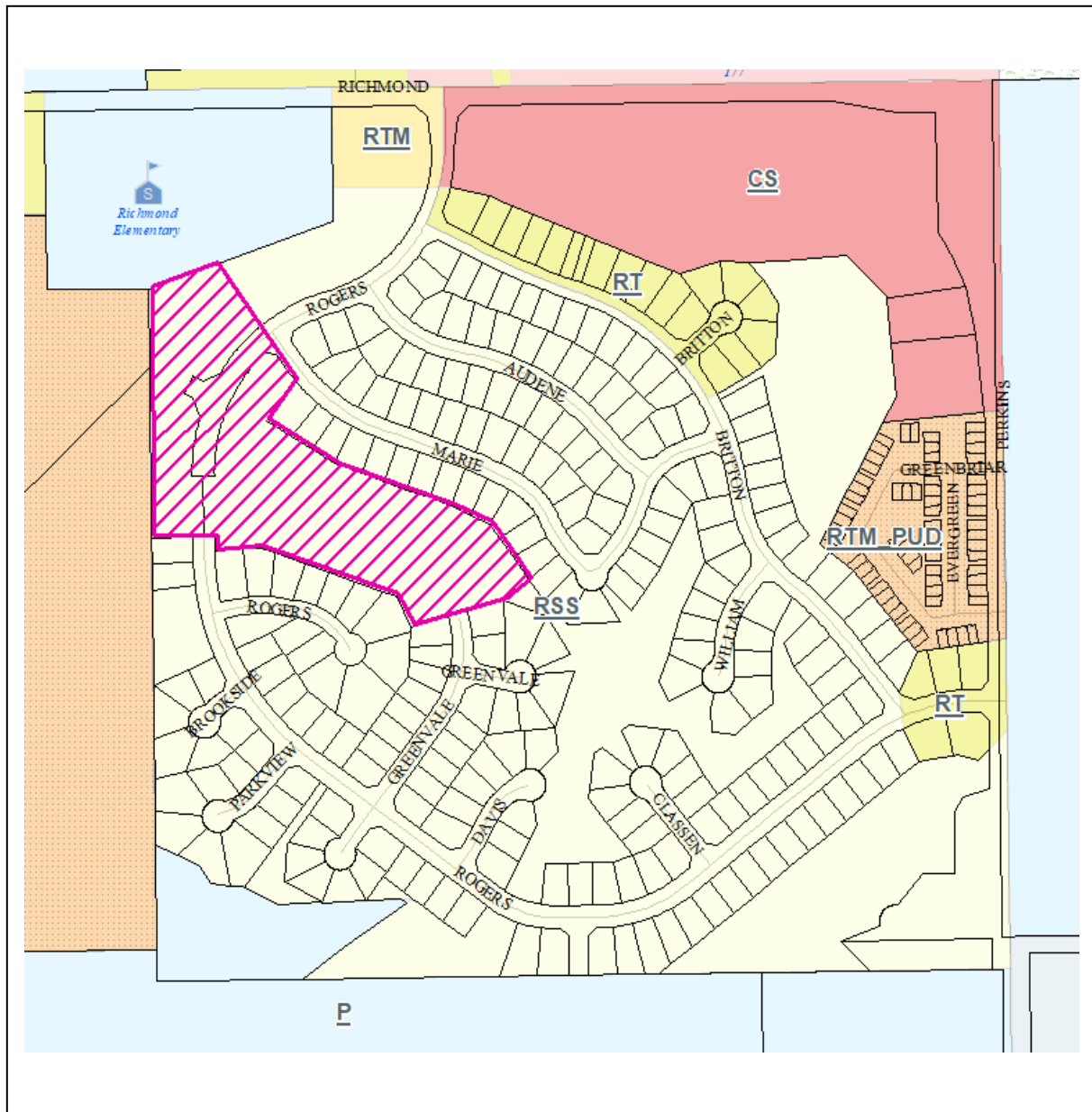
Map Designation:

NE



The City of
Stillwater
 OKLAHOMA

Project Type: Preliminary Plat (SUB21-13)
Request: To develop 37 residential lots named "Park View Estates – Section 10"
Address: 4698 N. Rogers Drive
Applicant: KMR Development, LLC. c/o Universal Surveying & Mapping, LLC.



The City of
Stillwater
 OKLAHOMA

Project Type: Preliminary Plat (SUB21-13)
Request: To develop 37 residential lots named "Park View Estates – Section 10"
Address: 4698 N. Rogers Drive
Applicant: KMR Development, LLC. c/o Universal Surveying & Mapping, LLC.



**Gose &
Associates**
ENGINEERING • PLANNING • LAND SERVICES

November 26, 2024

Jacquelyn Porter, City Planner
Community Development Department
City of Stillwater
723 South Lewis Street
Stillwater, Oklahoma 74074

**RE: Request for Preliminary Plat Extension
Park View Estates, Section 10**

Dear Ms. Porter,

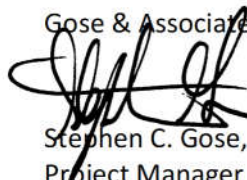
Please let this letter serve as a formal request for a 12-month extension to the Preliminary Plat approval for Park View Estates, Section 10 which was originally approved in January of 2022 with a 12-month extension granted January 9, 2023. Acceptance of the public improvements has taken longer than anticipated. Record drawings have been submitted and we are working through approvals with Mike Stephenson. The Final Plat for Section 10, Phase 1 was submitted November 11, 2024, and has a tentative Planning Commission hearing date of December 17, 2024 and City Council date of January 13, 2025.

Attached with this request is a current 300-foot property owner list.

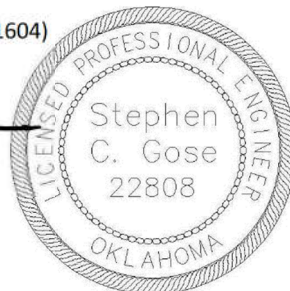
Should you have any questions please feel free to contact me at 405.743.4907

Sincerely,

Gose & Associates (CA 1604)



Stephen C. Gose, P.E.
Project Manager



Cc: Jimbo Carnley, KMR Development, LLC.

LEGAL DESCRIPTION:

TRACT 1

A part of the Northeast Quarter (NE/4) of Section Thirty-Five (35), Township Twenty (20) North, Range Two (2) East of the I.M., Payne County, Oklahoma, being more particularly described by Michael Spears on June 30, 2021, Licensed Professional Land Surveyor #1910, with a basis of bearing being the West line of the Northeast Quarter (NE/4) of said Section being South 00°52'01" East:

COMMENCING (P.O.C.) at the Northwest corner (NW/Cor) of the Northeast Quarter (NE/4) of said Section being a found 1/2" rebar; THENCE South 00°52'01" East along the west line of the Northeast Quarter of said Section, a distance of 610.00 feet to the Northwest corner (NW/Cor) of deed recorded at Book 1040, Page 994 filed in the office of the Payne County Clerk being a found 1/2" rebar with L.S. #151 cap;
THENCE North 70°27'50" East (previously described as North 70°14'07" East) along the north line of said Book 1040, Page 994, a distance of 163.46 feet;
THENCE South 41°59'56" East, a distance of 255.28 feet to the east line of said Book 1040, Page 994 being a set 1/2" rebar with C.A. #6858 cap;
THENCE along the east of line of said Book 1040, Page 994 along a curve to the left having a radius of 579.02 feet, a chord bearing of South 39°49'54" West and a chord length of 164.56 feet, a distance of 165.12 feet to a found 1/2" rebar;
THENCE South 69°42'41" West along the east line of said Book 1040, Page 994, a distance of 56.67 feet (previously described as 56.50 feet) to a found 1/2" rebar;
THENCE North 65°17'19" West along the east line of said Book 1040, Page 994, a distance of 33.13 feet to a found 1/2" rebar;
THENCE South 24°42'41" West along the east line of said Book 1040, Page 994, a distance of 60.00 feet to a found 1/2" rebar;
THENCE South 65°17'19" East along the east line of said Book 1040, Page 994, a distance of 30.00 feet to a set 1/2" rebar with C.A. #6858 cap;
THENCE South 20°17'19" East along the east line of said Book 1040, Page 994, a distance of 61.73 feet (previously described as 61.60 feet) to a found 1/2" rebar;
THENCE along the east of line of said Book 1040, Page 994 along a curve to the left having a radius of 579.02 feet, a chord bearing of South 08°17'07" West and a chord length of 183.51 feet, a distance of 184.29 feet to a found 1/2" rebar;
THENCE North 89°10'02" East (previously described as North 89°10'13" East) along the east line of said Book 1040, Page, a distance of 35.00 feet to a found 1/2" rebar;
THENCE South 02°14'32" East along the east line of said Book 1040, Page 994, a distance 184.93 feet (previously described as South 02°21'47" East, 185.24 feet) to a found 1/2" rebar;
THENCE South 88°48'55" West along the south line of said Book 1040, Page 994, a distance of 164.08 feet (previously described as South 88°53'37" East, 164.56 feet) to the West line of the Northeast Quarter (NE/4) of said Section, being the Southwest corner (SW/Cor) of said Book 1040, Page 994 also being a set 1/2" rebar with C.A. #6858 cap;
THENCE North 00°52'01" West (previously described as North) along the west line of the Northeast Quarter (NE/4) of said Section, a distance of 761.53 feet to the POINT OF BEGINNING (P.O.B.).

CONTAINING 146,941 SQUARE FEET OR 3.37 ACRES, MORE OR LESS.

AND

TRACT 2

A tract of land that is part of the Northeast Quarter (NE/4), Section Thirty-five (35); Township Twenty (20) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, according to the U.S. Government survey thereof, said tract of land being described as follows: Commencing at the Northwest corner (NW/Cor) of said Northeast Quarter (NE/4); Thence North 89°18'15" East along the North line of said Northeast Quarter (NE/4) for 454.25 feet; Thence South 00°41'45" East for 895.64 feet to the Northwest corner (NW/Cor) of Lot Three (3), Park View Estates, Section Nine (9), an addition to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof;
Thence South 36°27'26" West along the West line of said Lot Three (3) for 153.84 feet to the Southwest corner (SW/Cor) of said Lot Three (3); Thence, South 58°24'36" East along the South line of Park View Estates, Section Nine (9) for 251.36 feet to the Southeast corner (SE/Cor) of Lot One (1), Park View Estates, Section Nine (9);
Thence South 70°18'31" East for 90.01 feet to the Southwest corner (SW/Cor) of Lot Four (4), Block Twenty-four (24), Park View Estates Section Five (5), an addition to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof,
Thence South 70°13'04" East along the South line of said Block Twenty-four (24) for 297.26 feet to the Southwest corner (SW/Cor) of Lot Fifteen (15), Block Fifteen (15), Park View Estates, Section Three (3), an addition to the city of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof;
Thence South 64°11'02" East along the South line of said Block Fifteen (15) a measured distance of 136.93 feet (135.54' plat) to the Southwest corner (SW/Cor) of Lot Thirteen (13), Block Fifteen (15), Park View Estates, Section Three (3);
Thence South 36°06'14" East along the South line of said Block Fifteen (15) for 206.99 feet to the Southeast corner (SE/Cor) of Lot Eleven (11), Block Fifteen (15), Park View Estates, Section Three (3);
Thence South 51°29'33" West for 96.88 feet to the Northeast corner (NE/Cor) of Lot Twelve (12), Block Twenty-five (25), Section Six (6), Park View Estates;
Thence South 73°31'02" West along the North line of said Lot Twelve (12), Block Twenty-five (25), a westerly extension thereof, and along the North line of Lot Eight (8), Block Twenty-six (26), Section (3) 6, Park View Estates for 300.00 feet to the Northwest corner (NW/Cor) of said Lot Eight (8), Block Twenty-six (26), said point being an easterly corner of Lot Six (6), Block Two (2), Park View Estates, Section Eight (8), an addition to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof,
Thence North 25°27'26" West along the Easterly line of said Lot Six (6), Block Two (2) for 103.95 feet to a Northerly corner of Lot Six (6), Block Two (2);
Thence North 70°09'52" West along the North line of Lots Six (6), Seven (7), Eight (8), Nine (9), Ten (10) and Eleven (11), Block Two (2) for 450.04 feet to a Northerly corner of Lot Eleven (11), Block Two (2);
Thence South 86°57'33" West along the North line of Lots Eleven (11) and Twelve (12), Block Two (2) for 144.24 feet to the Northwest corner (NW/Cor) of said Lot Twelve (12), Block Two (2), said point being on the East right of way line of North Rogers Drive;
North 02°17'38" West along the East right of way line of North Rogers Drive for 42.60 feet to the Northerly termination of North Rogers Drive; Thence South 88°50'23 West along said Northerly termination for 35.03 feet to a found 1/2" iron pin being the Southeast corner (SE/Cor) of the property described in corrected warranty deed in favor of Sunnybrook Christian Church, Inc., recorded in Book 1040, Page 994 in the Office of the Payne County Clerk;
Thence North 02°17'12" West (measured) North 02°21'47" East (described) along the East line of the property described in said corrected warranty deed for 184.84 feet (measured) 185.24 feet (described) to a found 1/2" iron pin on the Southerly termination of North Rogers Drive;
Thence North 89°10'43" East along said Southerly termination for 35.00 feet to a found 1/2" iron pin;
Thence northerly and northeasterly along the East right of way line of North Rogers Drive on a curve to the right having a radius of 509.02 feet, a chord bearing of North 22°48'19 East, and a chord distance of 408.00 feet for an arc length of 419.80 feet to a found 1/2" iron pin at the intersection of the East right of way line of Rogers Drive and the South right of way line of East Marie Drive;
Thence South 84°47'34" East along the South right of way line of East Marie Drive for 33.85 feet to a found 1/2" iron pin;
Thence South 36°46'40" East along said right of way line for 88.54 feet to a point of curve;
Thence Southeasterly along said right of way line on a curve to the left having a radius of 535.20 feet, a chord bearing of South 38°06'14" East, and a chord distance of 11.98 feet for an arc length of 11.98 feet to the point of beginning of said tract of land.

CONTAINING 352,687 SQUARE FEET OR 8.10 ACRES, MORE OR LESS.

COMMISSION CERTIFICATION

Signed: *John K. Pharis*

Date: 1/11, 2022

PREPARER OF PRELIMINARY PLAT

Signed: *[Signature]*

Date: 12/11, 2021

PARK VIEW ESTATES SECTION 10
PRELIMINARY PLAT
KMR DEVELOPMENT, LLC
STILLWATER, OKLAHOMA



TRACT 1 LINE TABLE

Line #	Length	Direction
L1	163.46	N70° 27' 50"E
L2	255.28	S41° 59' 56"E
L3	56.67	S69° 42' 41"W
L4	33.13	N65° 17' 19"W
L5	60.00	S24° 42' 41"W
L6	30.00	S65° 17' 19"E
L7	61.73	S20° 17' 19"E
L8	35.00	N89° 10' 02"E
L9	184.93	S2° 14' 32"E
L10	164.08	S88° 48' 55"W
L11	761.53	N0° 52' 01"W

TRACT 1 CURVE TABLE

Curve #	Length	Radius	Chord Direction	Chord Length
C1	165.12	579.02	S39° 49' 54"W	164.56
C2	184.29	579.02	S8° 17' 07"W	183.51

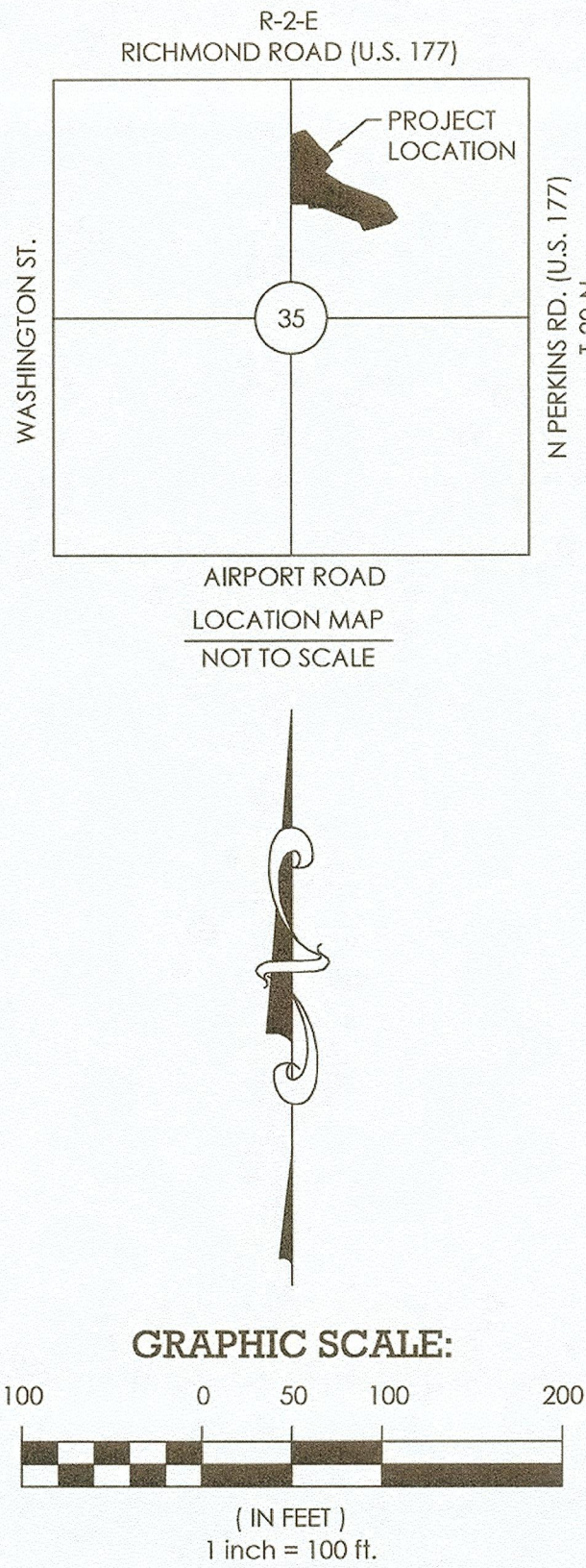
TRACT 2 LINE TABLE

Line #	Length	Direction
L12	153.84	S36° 27' 26"W
L13	251.36	S58° 24' 36"E
L14	90.01	S70° 18' 31"E
L15	297.26	S70° 13' 04"E
L16	136.93	S64° 11' 02"E
L17	206.99	S36° 06' 14"E
L18	96.88	S51° 29' 33"W
L19	300.00	S73° 31' 02"W
L20	103.95	N25° 27' 26"W
L21	450.04	N70° 09' 52"W
L22	144.24	S86° 57' 33"W

Line #	Length	Direction
L23	42.60	N2° 17' 38"W
L24	35.03	S88° 50' 23"W
L25	184.84	N2° 17' 12"W
L26	35.00	N89° 10' 43"E
L27	33.85	S84° 47' 34"E
L28	88.54	S36° 46' 40"E

TRACT 2 CURVE TABLE

Curve #	Length	Radius	Chord Direction	Chord Length
C4	419.80	509.02	N22° 48' 19"E	408.00
C5	11.98	535.20	S38° 06' 14"E	11.98



OWNER OF RECORD:

KMR DEVELOPMENT, LLC
PO BOX 1898
STILLWATER, OK 74076

SUBDIVIDER:

KMR DEVELOPMENT, LLC
PO BOX 1898
STILLWATER, OK 74076

ZONING: RSS

SMALL LOT
SINGLE FAMILY

FEMA 100-YEAR FLOODPLAIN

THE PROPOSED DEVELOPMENT IS IN ZONE X OF THE CITY OF STILLWATER (405380), AND IS NOT ADJACENT TO A FLOODPLAIN PER FIRM MAP: 40119C0046F WITH AN EFFECTIVE DATE OF 05.16.2007

BLOCK 1	
LOT #	AREA (SQ FT)
1	10,161
2	10,837
3	8,977
4	8,975
5	8,976
6	8,976
7	9,005
8	9,898
9	11,094
10	13,151
11	16,561
12	17,885
13	16,050
14	13,608
15	11,002
16	10,994
17	10,986
18	10,949
19	10,802
20	12,510
21	16,832

BLOCK 2	
LOT #	AREA (SQ FT)
1	11,846
2	9,239
3	10,046
4	10,278
5	11,321
6	8,060
7	8,116
8	8,301
9	8,989
10	9,755
11	11,288
12	13,758
13	14,162
14	27,775
15	9,844
16	26,205

SPECIAL NOTATION:

On January 11, 2022, the Stillwater Planning Commission granted a variance request to Chapter 23, Section 23-137(c) for the minimum lot width of 50' for Lot 14, Block 2 of Park View Estates, Section 10.

PARK VIEW ESTATES SECTION 10
PRELIMINARY PLAT
KMR DEVELOPMENT, LLC
STILLWATER, OKLAHOMA

REVISION

JOB NUMBER

301043

SHEET TITLE

PRELIMINARY PLAT

DATE

12/02/21

SHEET NUMBER

1

OF 01

	REPORT TO: STILLWATER PLANNING COMMISSION No. SUB21-13	
	ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT - STILLWATER, OKLAHOMA	

Date of Meeting: January 11, 2022

Subject: Preliminary Plat: Park View Estates, Section 10

Purpose of Report: The applicant requests review and approval of a preliminary plat located approximately one quarter mile southwest of the intersection of Perkins and Richmond Road.

Background: The property is located in the northeast quadrant of Stillwater. The property is currently zoned RSS Small Lot Single-Family Residential, and is adjacent to areas of RSS zoning that have previously been developed. Additionally, the area is adjacent to Richmond Elementary and a Multi-Family PUD that includes a golf course to the immediate west of the subject property. The applicant is proposing a preliminary plat that creates additional 37 lots on the site.

Application Processing Information:

Applicant/Owner – KMR Development, LLC

Notice – Letters mailed to property owners within 300 feet

Assigned Planner – Rian Harkins, Senior Planner

Processing Track:

Submittal Date – October 19, 2021

Planning Commission – December 7, 2021; tabled to January 11, 2022

Project/Site Design Data/Details:

Zoning –RSS Small Lot Single-Family, Sec. 23-137

Existing Use –Undeveloped

Proposed Use – Single-Family Residential

Lot – 11.6 acres

Adequate Public Facilities Findings/Improvements:

- **Streets/Traffic:** The property has street connectivity to Rogers Drive, which has connectivity to Richmond Road.
- **Transit Facilities/Bike Lanes or Trails/Sidewalks:** There is transit service available via the Gray Route which can be accessed along Richmond Road. A trail connection at the southern edge of the neighborhood provides access to the Boomer Lake area and the Kameoka Trail.
- **Water Service:** City water service is available.
- **Sanitary Sewer Service:** City sewer service is available.
- **Electric:** City electric service is available.
- **Engineering/Drainage:** Submitted and accepted by City Engineering.

Applicable City Plans/Policies:

The C³ Plan: Low Density Residential (Page 10-8) is the desired land use as shown on the Future Land Use Plan. This land use includes development with a potential density of up to 20 dwelling units per acre. The Comprehensive Plan also notes that public uses such as churches, schools, and parks may fit within this classification if they are neighborhood oriented could fit within this classification as well.

Discussion: The proposed plat will allow for 37 lots that connect to existing residential development and will complete the “build-out” of the development. The proposed lot layout would connect existing segments of Rogers Drive. The proposed development would extend the existing infrastructure already in place, and generally complete the infrastructure system found in the overall development.

Because of the drainage issues on the northwest edge of the proposed development, the applicant has requested an exception to the subdivision regulations, which is attached for your review. The exemption request deals with the required street frontage of Lot 14, Block 2. The exemption request will require a $\frac{3}{4}$ affirmative vote of the planning commission in order for approval, while the actual preliminary plat will only require a simple majority.

Additionally, Community Development and Engineering staff would like to see the following changes made to the preliminary plat (or in the improvement plans, as appropriate):

- Extend the sidewalk on the north side of Greenvale Circle to the end of the platted area.
- Lots 8/9, Lots 13/14, & Lots 14/15, all Block 2 – The sanitary sewer is not centered in the easement, and the easement width is not shown on Lots 9, 13, and 15. Please indicate the overall easement width (minimum 20 ft) and center the sewer within the easement.
- Reconstructing the existing sanitary sewer on the north side of Lots 11-21, Lot 1 to meet the needs of the proposed development rather than running two sewer lines in parallel.

Findings:

1. The proposed preliminary plat generally meets the subdivision and zoning requirements, but will require an exemption in order to have complete compliance.
2. Subdivisions over 30 lots are required by code to provide two points of access to the development.
3. The C3 Plan recommends low density residential uses at this location. In addition, the proposed development would tie-in to the existing residential to the east and south.
4. The proposed density is in alignment with the RSS zoning requirements.

Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Prepared by: Rian Harkins, Senior Planner
Reviewed by: Cindy Gibson, Administrative Services Manager
Jeff Mathews, Community Development Director.
Date of Preparation: November 22, 2021
Attachments: Area Map, Preliminary Plat, Preliminary Drainage Report, Variance
Exception Request, Objection Letter
Map Designation: NE

Date of Meeting: January 9, 2024

Subject: Preliminary Plat: Park View Estate Section 10

Purpose of Report: The applicant requests review and approval of a twelve month extension of the preliminary plat that consists of 37 lots at property currently addressed as 4698 North Rogers Drive.

Previous Meeting: [January 11, 2022 Planning Commission](#) (Report is hereto attached)

Background:

Park View Estate Section 10 Preliminary Plat was approved by Planning Commission on January 11, 2022. Section 23-63.f. 3 and Section 23-63.g.1 states that if a final plat approval for any portion is not filed within two years of the date of the approved preliminary plat, it shall be considered disapproved unless the planning commission agrees to an extension of time prior to the expiration date.

Gose & Associates has formally requested for a twelve month extension to the Preliminary Plat approval for Park View Estates, Section 10 on behalf of KMR Development, LLC.

Construction of improvements has taken longer than anticipated.

Application Processing Information:

Applicant/Owner – KMR Development, LLC

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – December 22, 2023

Planning Commission – January 9, 2024

Project/Site Design Data/Details:

Zoning –Small Lot Single-Family Residential District, Sec. 23-137

Existing Use –Vacant land

Proposed Use – 37 Single-Family Residential Lots

Lot – 11.6 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has street connectivity to Rogers Drive, which has connectivity to Richmond Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: There is transit service available via the Gray Route which can be accessed along Richmond Road. A trail connection at the southern edge of the neighborhood provides access to the Boomer Lake area and the Kameoka Trail.
- 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 C³ Plan: Low-Density Residential (Page 10-8) is indicated on the Future Land Use Plan.

Findings:

1. The request for extension to the approved preliminary plat prior to the expiration date to the Planning Commission is set forth by Section 23-63.g.1.
2. The preliminary plat expiration date is January 11, 2024.
3. The C3 Plan recommends low density uses at this location.

Alternatives:

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

Prepared by:

Diana Hood, Associate City Planner

Reviewed by:

Joshua Brown, Project Manager

Jeff Mathews, Community Development Director

Date of Preparation:

January 2, 2024

Attachments:

Area Map, Zoning Map, Letter of Extension Request, Approved Preliminary Plat, January 11, 2022 Planning Commission Report

Map Designation:

NE

MEMORANDUM

DATE: January 7, 2025
TO: Stillwater Planning Commission
FROM: Diana Hood, Associate Planner
SUBJECT: SUP24-04 – 1307 N. Husband Street

SUP24-04 was tabled at the previous Planning Commission meeting to January 7, 2025. However, due to a notice issue, staff will be requesting that no action be taken on the item at the January 7th meeting. The applicant has been informed that a new hearing date will be scheduled.

Date of Meeting: January 7, 2025

Subject: Map Amendment: 5021 North Perkins Road

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 5021 North Perkins Road from Agriculture (A), Light Industrial (IL), Small Lot Single-Family Residential (RSS), Office (O), Two-Family and Multi-Family (RTM), and Commercial General (CG) to Public (P).

Background: The subject property is located in the northeast area of Stillwater, with street frontage on North Perkins Road and East Richmond Avenue, as well as East Northgate Drive and Frontage Road. The area is currently zoned Agriculture (A) on the parcel of land closest to North Perkins Road, with the second parcel split up between Light Industrial (IL), Small Lot Single-Family Residential (RSS), Office (O), Two-Family and Multi-Family (RTM), and Commercial General (CG). The buildings on site are currently under renovation for support offices. The applicant is requesting to rezone the subject area to Public (P) for use as school support offices and transportation vehicle parking.

Application Processing Information:

Applicant/Owner – Independent School District No. 16 / Bank SNB

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

Processing Track:

Submittal Date – November 25, 2024

Planning Commission – January 7, 2025

City Council – February 10, 2025

Project/Site Design Data/Details:

Zoning – Agriculture (A), Sec. 23-170; Light Industrial (IL), Sec. 23-160; Small Lot Single-Family Residential (RSS), Sec. 23-137; Office (O), Sec. 23-150; Two-Family and Multi-Family (RTM), Sec. 23-139; Commercial General (CG), Sec. 23-153

Proposed Zoning – Public (P), Sec. 23-171

Existing Use – Vacant Buildings

Proposed Use – Public for School Support Facility & Transportation Vehicle Parking

Total Lot sizes –approx. 4.596 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access off of North Perkins Road, East Richmond Road, East Northgate Drive, and Frontage Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Gray Route is the closest route that runs along North Perkins Road and turns West at the intersection of Richmond and Perkins, with a Bus stop near said intersection. There are no sidewalks in the area.
- 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 5021 North Perkins Road from Agriculture (A), Light Industrial (IL), Small Lot Single-Family (RSS), Office (O), Two-Family and Multi-Family (RTM), and Commercial General (CG) to Public (P). Agriculture (A) is located to the east and northeast, Commercial General (CG) is located to the west, Commercial Shopping (CS) is located to the southwest, with General Industrial (IG) located to the south and Small Lot Single-Family (RSS) located to the north. Sunnybrook Christian Church is located to the southwest, and the North Tower Park housing subdivision is located to the north.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. 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:	Diana Hood, Associate City Planner
Reviewed by:	Josh Brown, Project Manager David Barth, Development Services Director
Date of Preparation:	January 2, 2025
Attachments:	Application, Area Map
Map Designation:	NE

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

SUBDIVISION:

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

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study

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

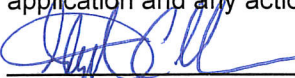
Title of Subdivision/Plan/Use: Stillwater Public Schools OES
Owner(s) of Property: Independent School District No. 16 / Bank SNB (lease-purchase)
Owner(s) Address: 314 S. Lewis St, Stillwater, OK 74074
Owner(s) Phone/Fax/Email: Bo Gamble / 405.707.5035, bgamble@stillwaterschools.com
Applicant/Developer of Property: same as owner
Applicant/Developer Address: _____
Applicant/Developer Phone/Fax/Email: _____
Design Engineer address/phone/fax/email & Registration No.: Gose & Associates (CA 1640)
Stephen C. Gose, P.E. (22808) 113 E. 8th, Stillwater, OK 74074 / 405.743.4907 / stephen@gose-associates.com
Surveyor address/phone/fax/email & Registration No.: _____

Address or Description of Property to be Subdivided/Developed: 5021 North Perkins Road
see attached legal - Lots 2, 3, 4 & 5, Northgate Commercial + miscellaneous tract

Original Tract Deed Book and Page Number: Book 2149, Page 381 & Book 2149, Page 383
Number of Acres in Development: 21.57
Number of Lots Created: no new lots created
Current Zoning/Requested Zoning: A, IL, RSS, O, RTM, CG -> Public (P)
Reason for zoning request/use permit/map amendment:
rezone multiple districts to public for use as public school support facility

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 11/22/24


Owner/Agent (with documentation) _____
Date 11/22/24

Applicant/Preparer _____
Date _____

Owner/Agent (with documentation) _____
Date _____

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____
Approval Date: _____

Processing Tract: IRC _____, PC _____, CC _____
Fees: _____ Number of Copies: _____

Application for Review/Action

Form Date: 04/15/2008
Revised: 04/2908; 05/02/08

**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.

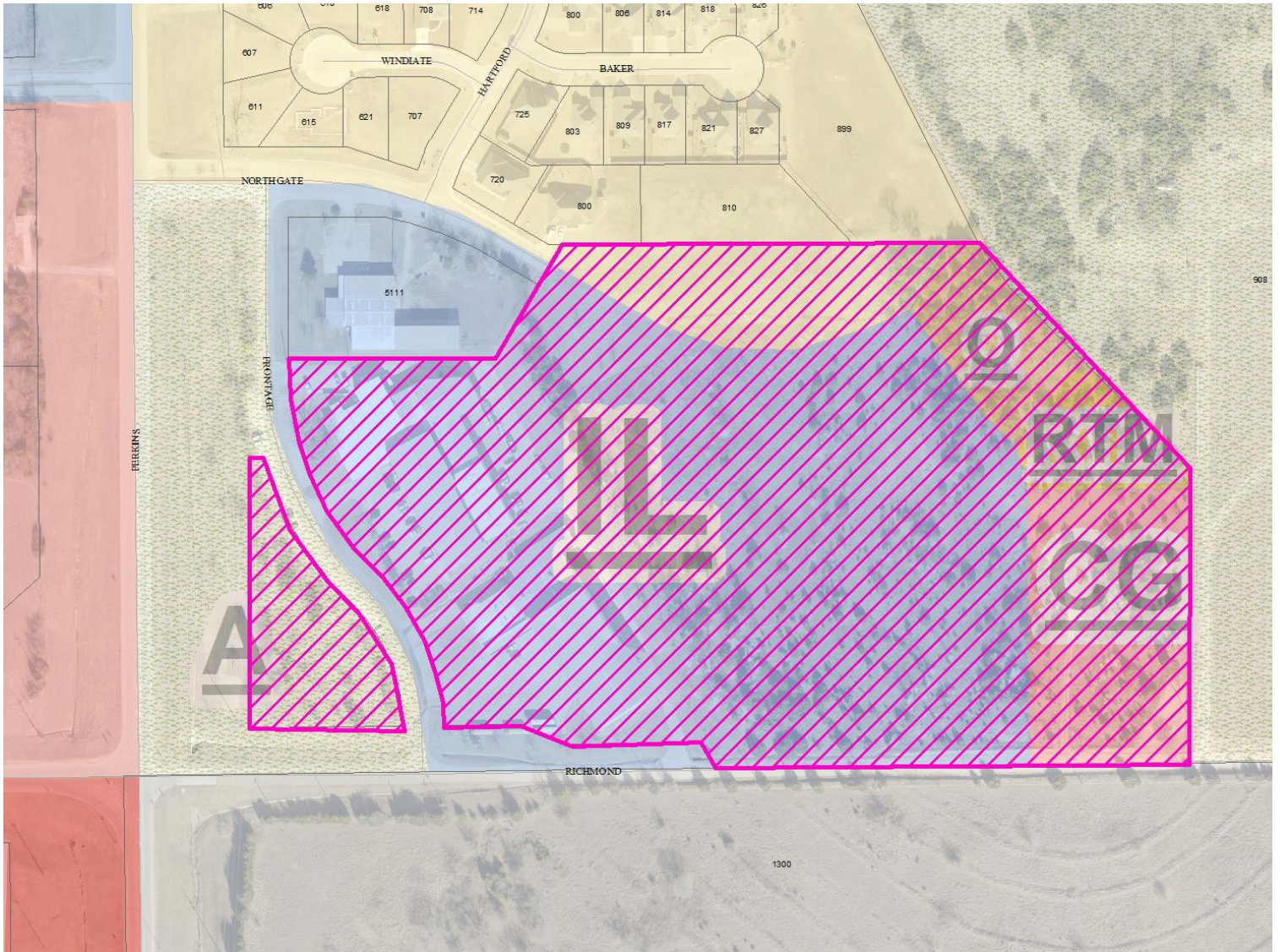
APPLICANT	REQUIREMENTS	CITY
	Section 23.58	
☒	COMPLETED APPLICATION FORM AND CHECKLIST	
☒	TYPED LEGAL DESCRIPTION SENT TO DIGITALS@STILLWATER.ORG	
\$294.00	FILING FEE OF \$250.00 PLUS \$2.00/ACRE	
☒	A TYPEWRITTEN LIST AND ELECTRONIC/DIGITAL COPY, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, LICENSED ABTRACTOR, 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

11/18/2024

Date



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-15)
Request: Rezone A, IL, RSS, O, RTM, CG ->Public (P)
Address: 5021 N Perkins Rd
Applicant: Gose & Associates o/b/o Stillwater Public School

Date of Meeting: January 7, 2025

Subject: Map Amendment: Rezone a portion of 2020 W. Airport Road with area addressed as 3111 North Hargis Road

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone a portion of the property addressed as 2020 W. Airport Road, more specifically the area addressed as 3111 North Hargis Road, from Light Industrial (IL) to Public (P).

Background: The subject property is located in the northwest area of Stillwater, with street frontage on North Hargis Road, which continues and becomes North Airport Industrial Access Road. The area is currently zoned Light Industrial (IL) with Public (P) zoning surrounding it on all sides. It is currently vacant, and the applicant is requesting to rezone the subject area to Public (P) for a future use as the proposed Animal Welfare location.

Application Processing Information:

Applicant/Owner – City of Stillwater / Stillwater Regional Airport

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

Processing Track:

Submittal Date – December 18, 2024

Planning Commission – January 7, 2025

City Council – January 27, 2025

Project/Site Design Data/Details:

Zoning – Light Industrial (IL), Sec. 23-160

Proposed Zoning – Public (P), Sec. 23-171

Existing Use – Vacant

Proposed Use – Proposed Animal Welfare facility

Total Lot sizes – approx. 6.8 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access off of North Hargis Road, also known as North Airport Industrial Access Road
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The OSU Blue Route is the closest route, which runs along North Hargis Road / North Airport Industrial Access Road, with the nearest bus stop at the intersection of Western Road and Lakeview Road. There are no sidewalks in the area.
- 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 Public (10-4).

Discussion: The applicant requests review and approval of a Map Amendment to rezone the area addressed as 3111 North Hargis Road from Light Industrial (IL) to Public (P). Public (P) zoning surrounds the subject area on all sides. Stillwater Regional Airport is located to the north, and the City Waste Management facility is directly to the south.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Public zoning is near the subject area
3. The Comprehensive Plan calls for public 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:	Diana Hood, Associate City Planner
Reviewed by:	Josh Brown, Project Manager David Barth, Development Services Director
Date of Preparation:	January 2, 2025
Attachments:	Application, Area Map
Map Designation:	NW

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

ZONING:

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

SITE PLANS:

☐ Minor Amendment
☐ Final Drill Site Development Plan

SUBDIVISION:

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

OTHER:

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

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

Title of Subdivision/Plan/Use: _____

Owner(s) of Property: City of Stillwater, OK / Stillwater Regional Airport

Owner(s) Address: 723 S. Lewis Street Stillwater, OK 74074

Owner(s) Phone/Fax/Email: 405 372 0025 / 405 372 7881

Applicant/Developer of Property: Stillwater Regional Airport / City of Stillwater

Applicant/Developer Address: 2020-1 W. Airport Road Stillwater, OK 74075

Applicant/Developer Phone/Fax/Email: 405 372 7881 kellie.reed@stillwaterok.gov

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

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

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

3111 N. Hargis - legal description hereto attached.

Original Tract Deed Book and Page Number: _____

Number of Acres in Development: 6.8 ac (m/l)

Number of Lots Created: _____

Current Zoning/Requested Zoning: From Light Industrial (IL) to Public (P)

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

Rezoned for future City facility(ies).

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.

Cindy Gibson 12.19.2024
Applicant/Preparer Date

Cheisty Deisher 12/19/24
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	Rec'd CJG
	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.	Rec'd CJG

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 _____

A tract of land in the West Half (W/2) of Section 3, T-19-N, R-2-E, I.M., Payne County, Oklahoma, said tract being more particularly described as follows: Starting at the SE/corner of the NW/4 of said Section 3; Thence West, along the South line of said NW/4, a distance of 637.7 feet to the POINT OF BEGINNING; Thence North 45 degrees 13 minutes 20 seconds West, a distance of 526.2 feet; Thence North 44 degrees 46 minutes 40 seconds East, a distance of 500.0 feet; Thence South 45 degrees 13 minutes 20 seconds East, a distance of 595.0 feet; Thence South 44 degrees 46 minutes 40 seconds West, a distance of 500.0 feet; Thence North 45 degrees 13 minutes 20 seconds West, a distance of 68.8 feet to the point of beginning. The above described tract of land contains 6.8 acres, more or less, and is subject to recorded easements and rights-of-way thereof.





Image © 2024 Airbus



Date of Meeting: January 7, 2025

Subject: Preliminary Plat: Greenheart Place

Purpose of Report: The applicant requests review and approval of a preliminary plat to be known as Greenheart Place, formerly known as Quail Meadows, at properties currently addressed as 1413 and 1599 E. Lakeview Road.

Background:

Located on the northeast side of Stillwater, the property is zoned Small Lot Single-Family with a PUD overlay. The applicant is proposing 47 residential lots and 1 outlot for drainage and a utility easement, with access to the subdivision being from East Krayler Avenue and North Grandview Street.

This plat was initially approved in June of 2022, and recently came back to the Planning Commission for an extension of the plat in June of 2024. Since then, there have been some changes to the design of the drainage outlot, and a few new buildable lots have been added.

Application Processing Information:

Owner – Seventh Chapter Land Trust

Applicant – Robert Pierce

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – November 12, 2024

Planning Commission – January 7, 2025

Project/Site Design Data/Details:

Zoning – Small Lot Single Family, Sec. 23-137 with PUD ORD. 3067

Existing Use –Undeveloped

Proposed Use – 47 residential lots and 1 outlot for drainage and utility easement

Lot – 21.91 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has a street connection to Grandview Street to the west, and Krayler Avenue to the South.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: No transit service is available in the vicinity.
- 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 C³ Plan: The Future Land Use Map predicts the use of this area as High Density Residential (10-3 & 10-4)

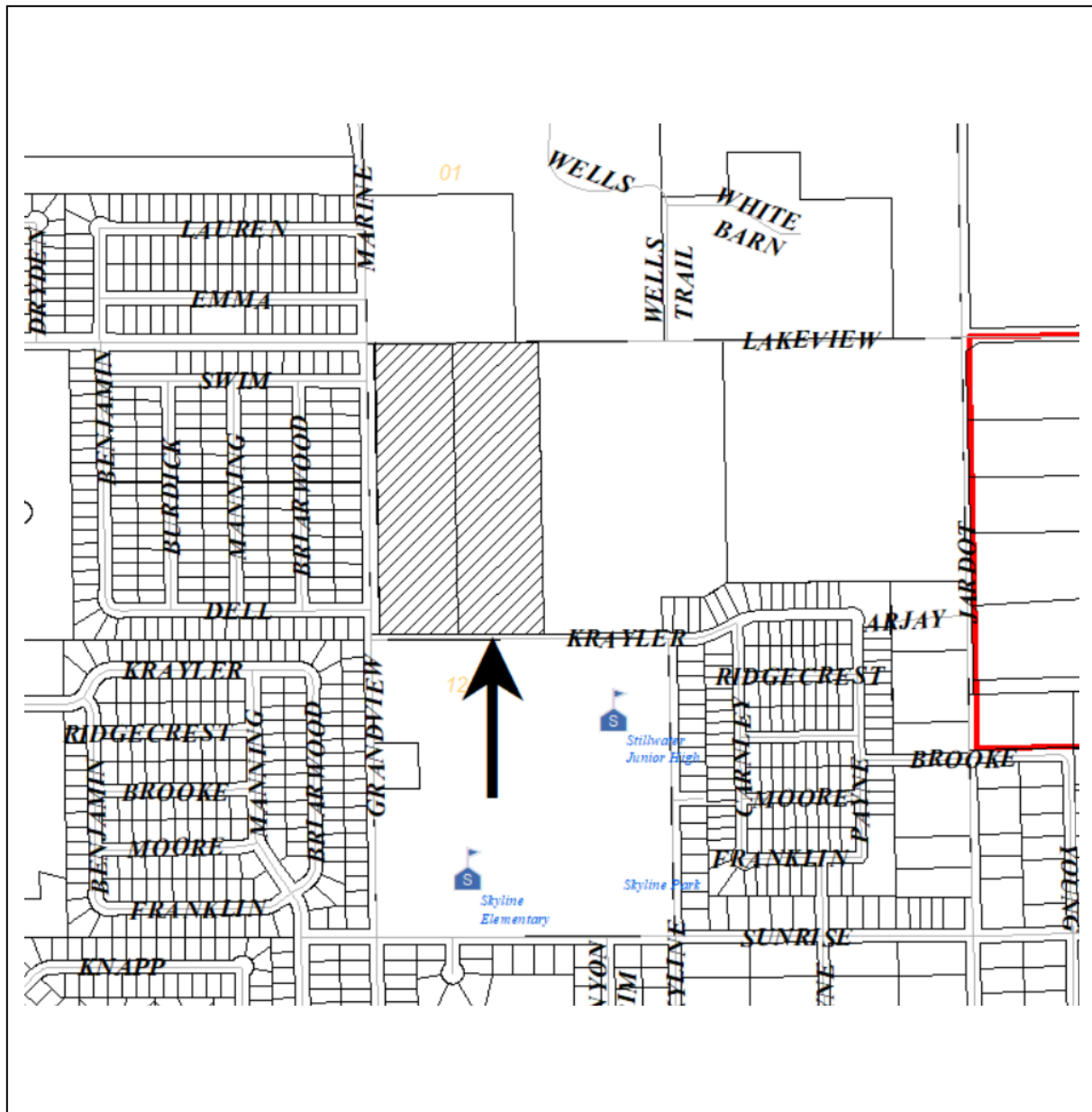
Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends High Density Residential uses at this location.
3. Outlot 'A' is labeled as a Drainage and Utility Easement. Drainage easement areas typically include drainage structures, and the City Code does not allow permanent structures within utility easements. Staff recommends that utility easements are separate from drainage easements, when possible.
4. A Right of Way and Easement (Book 879, Page 672) exists in the area of Lot 2, Block 6. A 30-foot Pipeline Easement (Book 897, Page 684) exists along the north boundary of Lot 1, Block 4.
5. A plugged oil well is shown along the north boundary of Lots 2 and 3 in Block 6. There are no proposed easements along the north boundary of Lots 2 and 3 in Block 6.

Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Prepared by:	Diana Hood, Associate City Planner
Reviewed by:	Joshua Brown, Project Manager David Barth, Development Services Director
Date of Preparation:	December 31, 2024
Attachments:	Area Map, Preliminary Plat with Lot Area Table
Map Designation:	NE



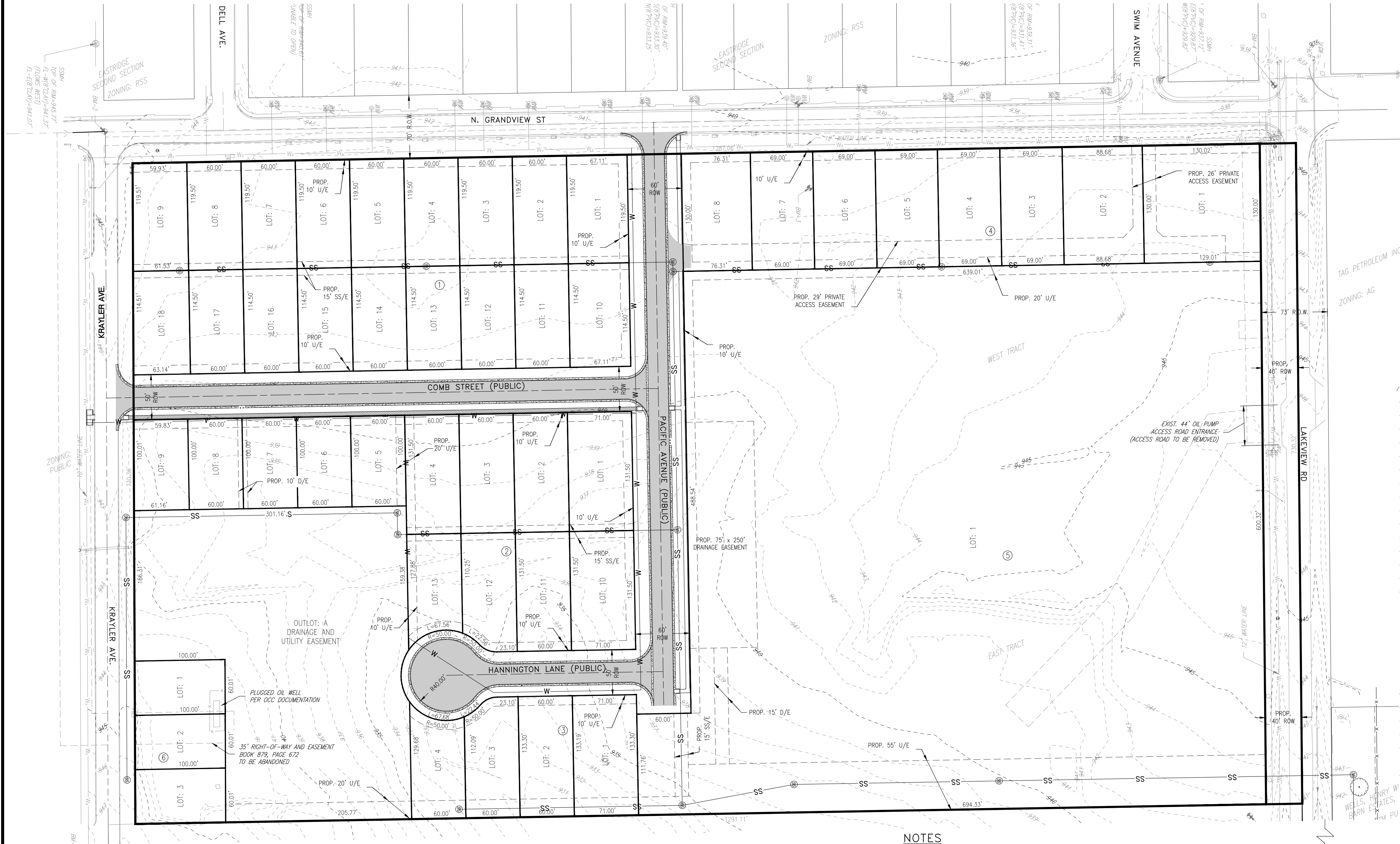
Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Preliminary Plat (SUB22-08) Quail Ridge
Request: To create 49 residential and lots and 1 outlot
Address: 1413 & 1599 E Lakeview Rd
Applicant: Robert Pierce c/o Keystone Engineering

GREENHEART PLACE

PRELIMINARY PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 19 NORTH, RANGE 2 EAST, PAYNE COUNTY, OKLAHOMA



LEGAL DESCRIPTION

Book 2254 Page 853, Book 2554 Page 558, Book 366 Page 258
West Tract

A tract of land in the NW/4 of the NE/4 of Section 12, Township 19 North, Range 2 East of the Indian Meridian, Payne County, Oklahoma, more particularly described as follows:

Beginning at the NW/Corner of Said NE/4 of Section 12; Thence South 89 degrees 47 minutes 53 seconds East, along the North line of said NE/4 a distance of 382.86 feet to a point; Thence South 00 degrees 15 minutes 47 seconds East, parallel to the West line of said NE/4 a distance of 1319.73 feet to a point on the South line of the aforementioned NE/4; Thence North 89 degrees 33 minutes 01 seconds West, along said line, a distance of 382.88 feet to the Southwest Corner of said NE/4; Thence North 00 degrees 15 minutes 47 seconds West, along the West line of the NE/4 a distance of 1318.35 feet to the Point of Beginning.

LESS AND EXCEPT

The West 35.00 feet of the above-mentioned tract

LESS AND EXCEPT

The South 30 feet of the NW/4 of the NE/4 of said Section 12

Book 2273 Page 555 and Book 366 Page 258

East Tract

A tract of land in the NW/4 of the NE/4 of Section 12, Township 19 North, Range 2 East of the Indian Meridian, Payne County, State of Oklahoma, more particularly described as follows:

Commencing at the NW/Corner of said NE/4 of Section 12; Thence South 89 degrees 47 minutes 53 seconds East, along the North line of said NE/4 a distance of 382.86 feet to the Point of Beginning; Thence South 89 degrees 47 minutes 53 seconds East, continuing along said North line, a distance of 382.46 feet to a point; Thence South 00 degrees 15 minutes 47 seconds East, along a line parallel to the West line of said NE/4 a distance of 1321.11 feet to a point on the South line of the NW/4 of the NE/4; Thence North 89 degrees 33 minutes 01 seconds West, along said line a distance of 382.48 feet to a point; Thence North 00 degrees 15 minutes 47 seconds West, along a line parallel to the aforementioned West line of said NE/4 a distance of 1319.73 feet to the Point of Beginning.

LESS AND EXCEPT

The South 30 feet of the NW/4 of the NE/4 of said Section 12

LEGEND

EXISTING CONTOUR	EXISTING FIRE HYDRANT
EXISTING OVERHEAD TELECOM	EXISTING GAS VALVE
EXISTING UNDERGROUND TELECOM	EXISTING GAS METER
EXISTING OVERHEAD CABLE	EXISTING UTILITY POLE
EXISTING UNDERGROUND CABLE	EXISTING GUY ANCHOR
EXISTING OVERHEAD TELEPHONE	EXISTING LIGHT POLE
EXISTING UNDERGROUND TELEPHONE	EXISTING ELECTRIC DEVICE AS NOTED
EXISTING OVERHEAD FIBER	EXISTING ELECTRIC MANHOLE
EXISTING UNDERGROUND FIBER	EXISTING SANITARY MANHOLE
EXISTING OVERHEAD ELECTRIC	EXISTING SANITARY CLEANOUT
EXISTING UNDERGROUND ELECTRIC	EXISTING UTILITY MARKER
EXISTING WATER LINE	EXISTING UTILITY WARNING SIGN
EXISTING NATURAL GAS LINE	EXISTING POLE SIGN
EXISTING OIL PIPELINE	EXISTING STREET SIGN
EXISTING SANITARY SEWER LINE	EXISTING TRAFFIC SIGN
EXISTING FENCE	EXISTING MAILBOX
EXISTING TELECOM RISER	EXISTING TREE
EXISTING TELEPHONE MANHOLE	PROPOSED PUBLIC STREET PAVING
EXISTING CABLE MANHOLE	PROPOSED SIDEWALK
EXISTING FIBER MANHOLE	FUTURE SIDEWALK
EXISTING WATER METER	PROPOSED 5" MOUNTABLE CURB
EXISTING WATER VALVE	PROPOSED BLOCK NUMBER
PROPOSED UNDERGROUND TELECOM	
PROPOSED UNDERGROUND ELECTRIC	
PROPOSED WATER MAIN	
PROPOSED NATURAL GAS MAIN	
PROPOSED SANITARY MAIN	
PROPOSED SANITARY MANHOLE	
PROPOSED OIL PIPELINE (TO BE RELOCATED BY OTHERS)	

NOTES

- PROPOSED WATER LINES SHALL BE PUBLIC 6" LINES.
- PROPOSED SANITARY SEWER LINES SHALL BE PUBLIC 8" LINES.
- SIDEWALKS SHALL BE PROVIDED IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE. ALL SIDEWALKS SHALL BE 4' WIDE. PROPOSED SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF PUBLIC IMPROVEMENTS. FUTURE SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF INDIVIDUAL LOTS.
- THE RESTRICTED DRAINAGE EASEMENT IS PROVIDED FOR STORMWATER FLOW, AND THE AREA SHALL BE MAINTAINED BY THE PROPERTY OWNER IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE.
- THE OIL WELL THAT IS SHOWN IN LOTS 1 AND 2 OF BLOCK 6 HAS BEEN PLUGGED AND ABANDONED. THE OKLAHOMA CORPORATION COMMISSION PLUGGING RECORD (OAC 165:10-21-36) HAS BEEN PROVIDED TO CITY OF STILLWATER STAFF.

PLANNING COMMISSION APPROVAL

I, the undersigned, Chairman of the City Planning Commission of the City of Stillwater, County of Payne, State of Oklahoma, hereby certify that said commission duly approved the above plat of QUAIL MEADOWS at the meeting on the _____ day of _____, 20____.

Chairman

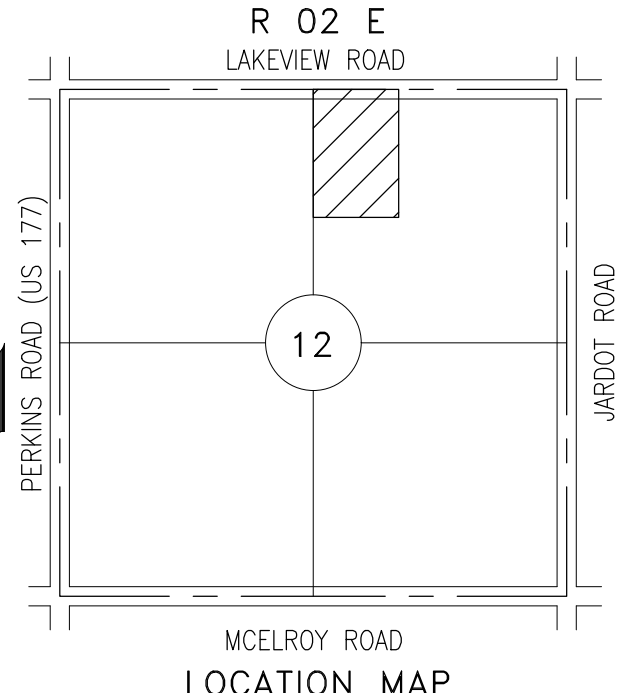
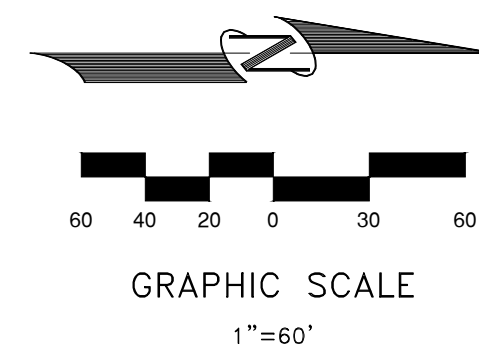
ENGINEER:
BANCROFT DESIGN
P.O. BOX 436
STILLWATER, OK 74076
CA #5877 Exp: 6/30/2026

OWNERS:
SEVENTH CHAPTER LAND TRUST
PO BOX 67514
LOS ANGELES, CA 90067



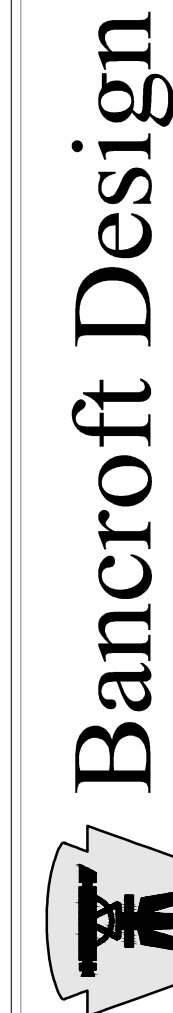
I, AARON FERGUSON, have to the best of my ability designed this Subdivision in accordance with the Comprehensive Plan of the City of Stillwater with which I am completely familiar and in accordance with the ordinances and regulations governing the subdivision of land.

Aaron Ferguson 1/4/25
AARON FERGUSON, P.E. 30395 Date



REVISIONS

REV	DATE	DESCRIPTION
1	4/20/22	REVISIONS DUE TO CITY COMMENTS
2	6/6/22	REVISIONS DUE TO CITY COMMENTS
3	11/07/24	ADDITIONAL LOTS AND EASEMENTS ADDED



923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OK 74076
PHONE: (405) 743-3355
CA #9205 EXP: 6/30/2026

QUAIL MEADOWS

STILLWATER, OK

PRELIMINARY PLAT
(SHEET 1 OF 2)

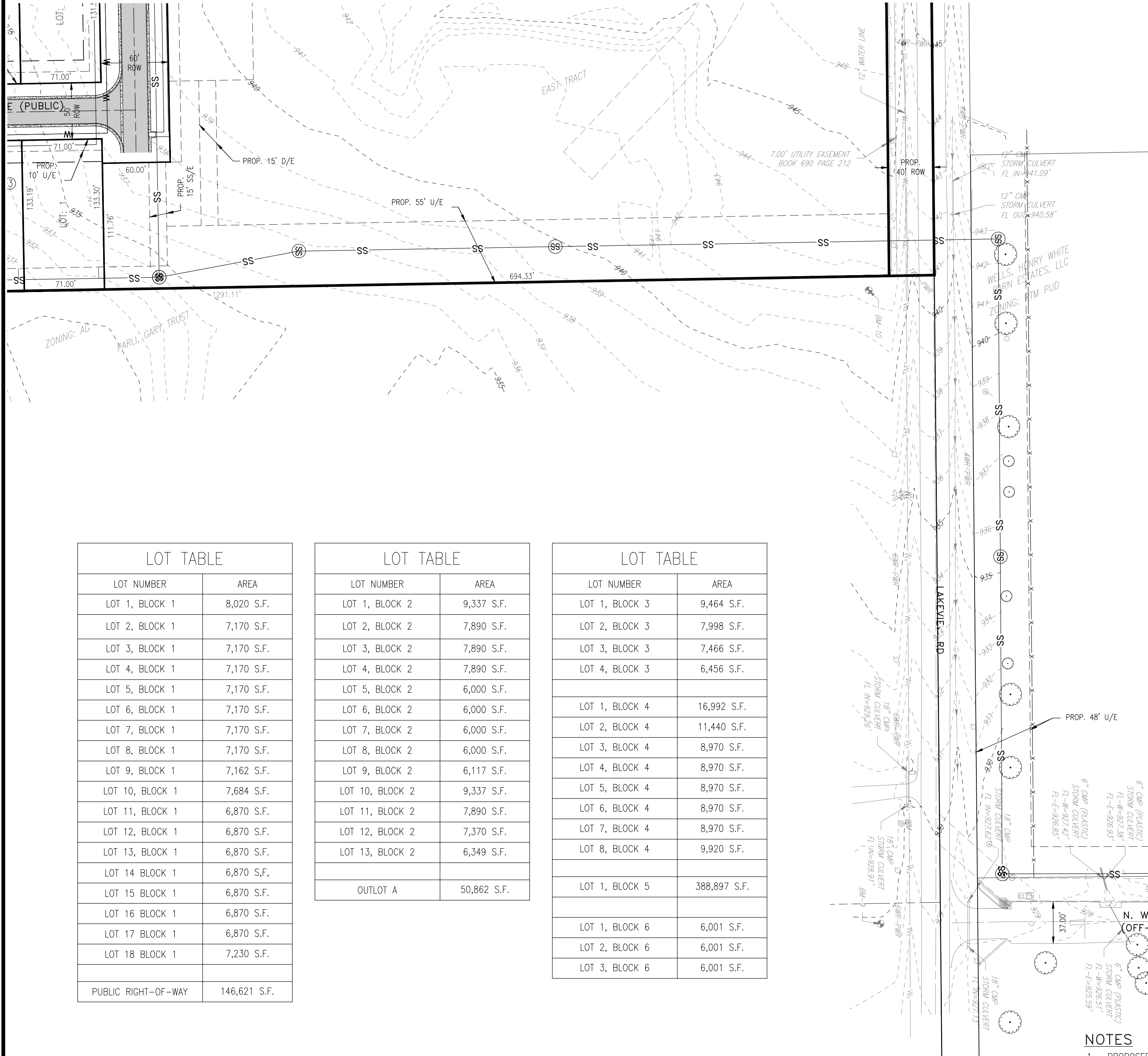
DRAWN BY	DATE
KDH	11/24
SCALE	SHEET
1"=60'	CF100

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GREENHEART PLACE

PRELIMINARY PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 12, TOWNSHIP 19 NORTH, RANGE 2 EAST, PAYNE COUNTY, OKLAHOMA



LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 1	8,020 S.F.
LOT 2, BLOCK 1	7,170 S.F.
LOT 3, BLOCK 1	7,170 S.F.
LOT 4, BLOCK 1	7,170 S.F.
LOT 5, BLOCK 1	7,170 S.F.
LOT 6, BLOCK 1	7,170 S.F.
LOT 7, BLOCK 1	7,170 S.F.
LOT 8, BLOCK 1	7,170 S.F.
LOT 9, BLOCK 1	7,162 S.F.
LOT 10, BLOCK 1	7,684 S.F.
LOT 11, BLOCK 1	6,870 S.F.
LOT 12, BLOCK 1	6,870 S.F.
LOT 13, BLOCK 1	6,870 S.F.
LOT 14 BLOCK 1	6,870 S.F.
LOT 15 BLOCK 1	6,870 S.F.
LOT 16 BLOCK 1	6,870 S.F.
LOT 17 BLOCK 1	6,870 S.F.
LOT 18 BLOCK 1	7,230 S.F.
PUBLIC RIGHT-OF-WAY	146,621 S.F.

LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 2	9,337 S.F.
LOT 2, BLOCK 2	7,890 S.F.
LOT 3, BLOCK 2	7,890 S.F.
LOT 4, BLOCK 2	7,890 S.F.
LOT 5, BLOCK 2	6,000 S.F.
LOT 6, BLOCK 2	6,000 S.F.
LOT 7, BLOCK 2	6,000 S.F.
LOT 8, BLOCK 2	6,000 S.F.
LOT 9, BLOCK 2	6,117 S.F.
LOT 10, BLOCK 2	9,337 S.F.
LOT 11, BLOCK 2	7,890 S.F.
LOT 12, BLOCK 2	7,370 S.F.
LOT 13, BLOCK 2	6,349 S.F.
OUTLOT A	50,862 S.F.

LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 3	9,464 S.F.
LOT 2, BLOCK 3	7,998 S.F.
LOT 3, BLOCK 3	7,466 S.F.
LOT 4, BLOCK 3	6,456 S.F.
LOT 1, BLOCK 4	16,992 S.F.
LOT 2, BLOCK 4	11,440 S.F.
LOT 3, BLOCK 4	8,970 S.F.
LOT 4, BLOCK 4	8,970 S.F.
LOT 5, BLOCK 4	8,970 S.F.
LOT 6, BLOCK 4	8,970 S.F.
LOT 7, BLOCK 4	8,970 S.F.
LOT 8, BLOCK 4	9,920 S.F.
LOT 1, BLOCK 5	388,897 S.F.
LOT 1, BLOCK 6	6,001 S.F.
LOT 2, BLOCK 6	6,001 S.F.
LOT 3, BLOCK 6	6,001 S.F.

ENGINEER:
BANCROFT DESIGN
P.O. BOX 436
STILLWATER, OK 74076
CA #5877 Exp: 6/30/2026

OWNERS:
SEVENTH CHAPTER LAND TRUST
PO BOX 67514
LOS ANGELES, CA 90067



I, AARON FERGUSON, have to the best of my ability designed this Subdivision in accordance with the Comprehensive Plan of the City of Stillwater with which I am completely familiar and in accordance with the ordinances and regulations governing the subdivision of land.

Aaron Ferguson, P.E. 30395 Date 1/4/25

NOTES

1. PROPOSED WATER LINES SHALL BE PUBLIC 6" LINES.
2. PROPOSED SANITARY SEWER LINES SHALL BE PUBLIC 8" LINES.
3. SIDEWALKS SHALL BE PROVIDED IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE. ALL SIDEWALKS SHALL BE 4' WIDE. PROPOSED SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF PUBLIC IMPROVEMENTS. FUTURE SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF INDIVIDUAL LOTS.
4. THE RESTRICTED DRAINAGE EASEMENT IS PROVIDED FOR STORMWATER FLOW, AND THE AREA SHALL BE MAINTAINED BY THE PROPERTY OWNER IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE.
5. THE OIL WELL THAT IS SHOWN IN LOTS 1 AND 2 OF BLOCK 6 HAS BEEN PLUGGED AND ABANDONED. THE OKLAHOMA CORPORATION COMMISSION PLUGGING RECORD (OAC 165:10-21-36) HAS BEEN PROVIDED TO CITY OF STILLWATER STAFF. EXISTING OIL WELL APPURTENANCES AND LINES HAVE BEEN REMOVED.

LEGAL DESCRIPTION

Book 2254 Page 853, Book 2554 Page 558, Book 366 Page 258
West Tract

A tract of land in the NW/4 of the NE/4 of Section 12, Township 19 North, Range 2 East of the Indian Meridian, Payne County, Oklahoma, more particularly described as follows:

Beginning at the NW/Corner of Said NE/4 of Section 12; Thence South 89 degrees 47 minutes 53 seconds East, along the North line of said NE/4 a distance of 382.86 feet to a point; Thence South 00 degrees 15 minutes 47 seconds East, parallel to the West line of said NE/4 a distance of 1319.73 feet to a point on the South line of the aforementioned NE/4; Thence North 89 degrees 33 minutes 01 seconds West, along said line, a distance of 382.88 feet to the Southwest Corner of said NE/4; Thence North 00 degrees 15 minutes 47 seconds West, along the West line of the NE/4 a distance of 1318.35 feet to the Point of Beginning.

LESS AND EXCEPT

The West 35.00 feet of the above-mentioned tract

LESS AND EXCEPT

The South 30 feet of the NW/4 of the NE/4 of said Section 12

Book 2273 Page 555 and Book 366 Page 258

East Tract

A tract of land in the NW/4 of the NE/4 of Section 12, Township 19 North, Range 2 East of the Indian Meridian, Payne County, State of Oklahoma, more particularly described as follows:

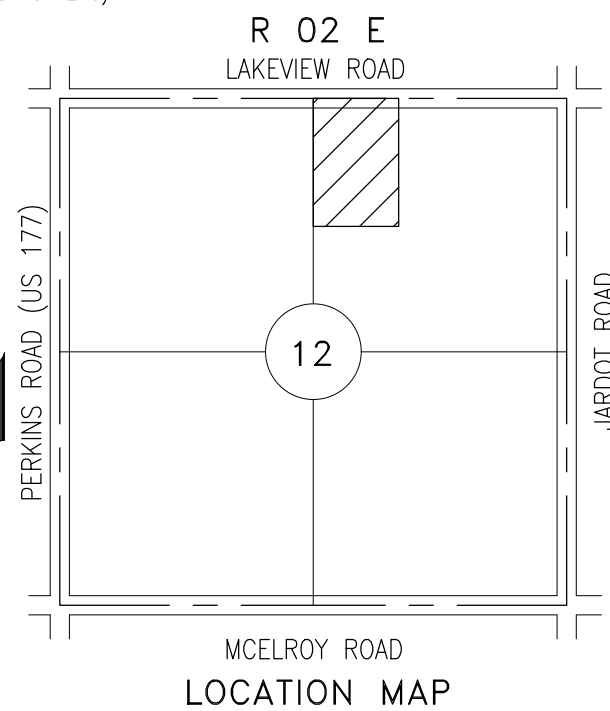
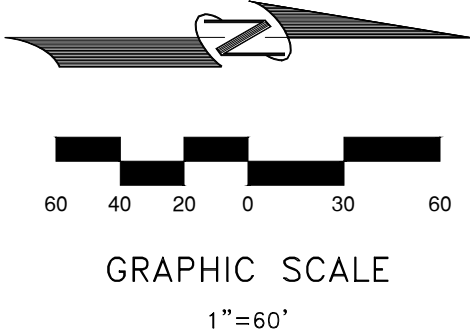
Commencing at the NW/Corner of said NE/4 of Section 12; Thence South 89 degrees 47 minutes 53 seconds East, along the North line of said NE/4 a distance of 382.86 feet to the Point of Beginning; Thence South 89 degrees 47 minutes 53 seconds East, continuing along said North line, a distance of 382.46 feet to a point; Thence South 00 degrees 15 minutes 47 seconds East, along a line parallel to the West line of said NE/4 a distance of 1321.11 feet to a point on the South line of the NW/4 of the NE/4; Thence North 89 degrees 33 minutes 01 seconds West, along said line a distance of 382.48 feet to a point; Thence North 00 degrees 15 minutes 47 seconds West, along a line parallel to the aforementioned West line of said NE/4 a distance of 1319.73 feet to the Point of Beginning.

LESS AND EXCEPT

The South 30 feet of the NW/4 of the NE/4 of said Section 12

LEGEND

EXISTING CONTOUR	EXISTING FIRE HYDRANT
-OHTC- EXISTING OVERHEAD TELECOM	EXISTING GAS VALVE
-UGTC- EXISTING UNDERGROUND TELECOM	EXISTING GAS METER
-OHC- EXISTING OVERHEAD CABLE	EXISTING UTILITY POLE
-UGC- EXISTING UNDERGROUND CABLE	EXISTING GUY ANCHOR
-OHT- EXISTING OVERHEAD TELEPHONE	EXISTING LIGHT POLE
-UGT- EXISTING UNDERGROUND TELEPHONE	EXISTING ELECTRIC DEVICE AS NOTED
-OHF- EXISTING OVERHEAD FIBER	EXISTING ELECTRIC MANHOLE
-UGF- EXISTING UNDERGROUND FIBER	EXISTING SANITARY MANHOLE
-OHE- EXISTING OVERHEAD ELECTRIC	EXISTING SANITARY CLEANOUT
-UGE- EXISTING UNDERGROUND ELECTRIC	EXISTING UTILITY MARKER
-W- EXISTING WATER LINE	EXISTING UTILITY WARNING SIGN
-NG- EXISTING NATURAL GAS LINE	EXISTING POLE SIGN
-OIL- EXISTING OIL PIPELINE	EXISTING STREET SIGN
-SS- EXISTING SANITARY SEWER LINE	EXISTING TRAFFIC SIGN
-X- EXISTING FENCE	EXISTING MAILBOX
EXISTING TELECOM RISER	EXISTING TREE
EXISTING TELEPHONE MANHOLE	PROPOSED PUBLIC STREET PAVING
EXISTING CABLE MANHOLE	PROPOSED SIDEWALK
EXISTING FIBER MANHOLE	FUTURE SIDEWALK
EXISTING WATER METER	PROPOSED 5" MOUNTABLE CURB
EXISTING WATER VALVE	PROPOSED BLOCK NUMBER
UGT- PROPOSED UNDERGROUND TELECOM	
UGE- PROPOSED UNDERGROUND ELECTRIC	
W- PROPOSED WATER MAIN	
G- PROPOSED NATURAL GAS MAIN	
SS- PROPOSED SANITARY MAIN	
SM- PROPOSED SANITARY MANHOLE	
O- PROPOSED OIL PIPELINE (TO BE RELOCATED BY OTHERS)	



BENCHMARK

BM# 2. CHISELED "X". ELEVATION=945.48
N: 416878.9203; E: 2251149.4536

BM# 4. 1/2" REBAR W/ KEELS BM CAP.
ELEVATION=937.97; N: 418172.9460;
E: 2251096.3261

BM# 6. 1/2" REBAR W/ KEELS BM CAP.
ELEVATION=949.12; N: 418856.4169;
E: 2251963.2114

REVISIONS

REV	DATE	DESCRIPTION
1	4/20/22	REVISIONS DUE TO CITY COMMENTS
2	6/6/22	REVISIONS DUE TO CITY COMMENTS
3	11/07/24	ADDITIONAL LOTS AND EASEMENTS ADDED

Bancroft Design

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

PHONE: (405) 743-3355
CA #9205 EXP: 6/30/2026

QUAIL MEADOWS

STILLWATER, OK

PRELIMINARY PLAT
(SHEET 2 OF 2)

DRAWN BY
KDH

DATE
11/24

SCALE
1"=60'

SHEET
CF101

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**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF NOVEMBER 5TH, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 30th, 2024, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

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

STAFF PRESENT

Kim Payne, City Attorney
Jacquelyn Porter, City Planner
Diana Hood, Associate City Planner
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services
Alexandria Maged, Administrative Assistant

MEMBERS ABSENT

Mike Shanahan, Member

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING:

- a. Receive public comment regarding an objection to an application from David and Stacy Cole for a SHORT-TERM RENTAL (STR-0181), for discussion and possible action, including recommendation approval or denial of said application for property addressed as 142 S. Redwood Drive in the Single Family Small Lot Residential (RSS) with the Westwood Overlay district.

Chair Phillips invites staff to present the item.

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

Chair Phillips invites the applicants up to present.

David and Stacy Cole, 2212 W Vicksburg St. Broken Arrow OK,

- Shares additional paperwork and photos regarding improvements they've made to the home.
- Subject property has been in the family for 40 years.
- Has always been a rental.
- Up until now, they had not made improvements as they were renting to college kids.
- Have 5 years of experience with short-term rental with another one in New Mexico that they have managed by a company.
- This one would be managed by a company as well.
- Have recently invested in improvements and would like to make it a short-term rental to hopefully better preserve the property.
- Have a local maintenance manager that can be at the property within 10 minutes and have also hired a local cleaning company to do both the interior and exterior of the home.
- Aiming to rent to families.
- Will have rules such as no large parties, two days minimum, age minimum and no pets or smoking.

- The management company has a screening option for guests.
- Installed multiple cameras that they can monitor 24/7 by phone
- Aware of the Westwood overlay district and have forwarded it to the management company. The management company believes they can work within these rules.
- The driveway is 75ft long, additionally, there is a parking pad which should be able to handle at least 5 vehicles.

Commissioner Prather compliments the applicant on their preparations and asks if the management company only handles the bookings or if they have a local presence and can also assist with any concerns. Mrs. Cole says their Maintenance Manager will also be taking care of local check-ins and Mr. Cole says the company does have a call line.

Commissioner Prather asks about the property in New Mexico and if they use the same management company. Mr. Cole says they use a local one in New Mexico and they also have someone who's just down the road.

Commissioner Prather says he knows they said no parties, but will they have a guest limit. Mr. Cole responds 6-8 people as there are three (3) bedrooms and could put additional beds in the basement, if needed.

Commissioner Prather asks where eight (8) people would park if there are only 5 parking spaces. Mr. Cole says they can fit more cars, they would just need to stack them in the drive but between the drive and the pad there should be enough parking as street parking is not allowed.

Chair Phillips asks if there are additional questions for staff; none respond. Chair Phillips opens the public hearing and asks if anyone would like to speak in favor of the item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition; none respond. Chair Phillips closes the public hearing and asks for alternatives.

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

1. Approve the application.
2. Defer for additional discussion.
3. Deny the application.

Vice Chair Williams points out that the applicant did a particularly good job of addressing all the concerns the commission typically has; does note though that this is in the Westwood Overlay District and asks if they can conditionally approve this item with the stipulation that the applicant must obey the Westwood Overlay policies.

Mrs. Kim Payne, Assistant City Attorney confirms.

Vice Chair Williams motions to approve the short-term rental, with the stipulation that they abide by the Westwood Overlay District Policies, Commissioner Prather seconds.

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

Time: 12 minutes

- b. Receive public comment regarding a request from WARGO, LLC for a MAP AMENDMENT (MA24-12) to rezone property addressed as 1324 E. 6th Avenue from Commercial General (CG) to Commercial Shopping (CS) district.

Chair Phillips invites staff forward to address the next item.

Jaquelyn Porter, City Planner, presents the item and advises that this is in conjunction with the next item on the agenda.

Ms. Porter shares that there was a town hall meeting held on October 29th at the Stillwater Chamber of Commerce conference room; there was a notification that went out to the property owners within 300ft; there were 6 individuals that attended the meeting; and there with no objections to the proposed use, just questions for clarification.

Chair Phillips asks if there are any further questions for staff; none respond. Chair Phillips asks the applicant or representative to come forward.

Mr. Stephen Gose, Gose and Associates, 113 E 8th Ave.

- Are rezoning to CS because it allows multifamily as well as the use of the existing laundry and office and with the PUD they would not need to tear down and move buildings.
- As the buildings exist now, they do not meet the current setback requirements as they were built before the current code.

Commissioner Prather clarifies that they are just doing remodels of the current buildings, not building anything new. Mr. Gose confirms that they will just be remodeling the interiors, aesthetically updating the exterior, redoing the roofs, repaving and stripping the parking lot, and adding some fencing.

Commissioner Prather asks if the motel is in use today. Mr. Gose says no it is not functioning as a hotel today.

Commissioner Prather asks if they are trying to target an annual lease or more short term. Mr. Gose says they are targeting an annual lease with some flexibility for 6-month leases as the applicant has income restrictions, credit score requirements and a vetting system.

Vice Chair Williams asks about what kind of credit checks they will be using and if that is applicable to the use. Mrs. Payne advises they are just approving the zoning district uses for this property, that information is not applicable.

Chair Phillips asks if there are any further questions for Mr. Gose; none respond.

Chair Phillips opens the public hearing and asks if there is anyone that wishes to speak in favor of this item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition of this item; none respond. Chair Phillips closes the public hearing and invites staff back up to present the findings and alternatives.

Jacquelyn Porter presents the findings and alternatives which are:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.

2. The Comprehensive Plan calls for commercial use at the property's location.

Alternatives:

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

Vice Chair Williams says he thinks this would be a good use for the property, seeing something that has been deteriorating being remodeled and restored is a good thing. Commissioner Prather agrees.

Vice Chair Williams motions to accept the findings and recommend that the City Council approve the proposed Map Amendment as presented; Commissioner Peters seconds the motion.

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

Time: 10 minutes

- c. Receive public comment regarding a request from WARGO, LLC for a PLANNED UNIT DEVELOPMENT (PUD24-01) to allow conversion of an existing motel structure to a multifamily family district with a laundry facility and office at property addressed as 1324 E. 6th Avenue.

Chair Phillips introduces the item as it is in conjunction with the previous item they move to the public hearing portion.

Chair Phillips opens the public hearing asks if there is anyone that wishes to speak in favor of this item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition; none respond. Chair Phillips closes the public hearing and invites staff back up to present the findings and alternatives.

Jacquelyn Porter states that with a PUD instead of findings you have review items and alternatives.

Review items for PUD:

1. Whether the proposed PUD is consistent with the comprehensive plan;
2. Whether the proposed PUD is compatible with the existing and expected development of surrounding areas; and
3. Whether the proposed PUD is consistent with the stated purposes and standards of Article XV: Planned Unit Developments.

Sec. 23-295. - Purpose of planned unit developments.

The regulations for the planned unit development zoning district are designed to:

- (1) Encourage diversified living environments, and accommodate a mixture of land uses that otherwise would not be allowed together on the same site;
- (2) Permit flexibility within the development with respect to area and bulk standards to best utilize the physical features of a particular tract of land that would not be allowed under other circumstances;
- (3) Provide and preserve meaningful open space, particularly where it is necessary or desirable for such common areas to be shared by more than one owner;

- (4) Encourage a more efficient use of land, public services, and natural resources than is generally achieved through conventional development;
- (5) Provide a smooth transition from surrounding densities, intensities, and uses with those proposed in the PUD;
- (6) Encourage the provision of amenities beyond the minimum requirements of conventional development;
- (7) Encourage accessible and affordable housing.

Alternatives:

1. Accept findings of reviewed items and recommend that the City Council approve the proposed Preliminary Planned Unit Development amendment as presented.
2. Find that the Preliminary Planned Unit Development is not an appropriate 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.

Chair Phillips asks regarding the alternatives, it states that there is a preliminary PUD so she's wondering if this will come back to the Commission.

Mrs. Payne advises that this is a preliminary PUD but the final is administrative and it will not come back to the commission unless there are substantial changes made.

Vice Chair Williams motions to accept the findings and recommend that the city council approve the Preliminary PUD as presented; Commissioner Prather seconds the motion.

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

Time: 5 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular meeting summary of June 25th, 2024.

Chair Phillips has a correction that one of the Citizens that came up to present last name is spelled incorrectly. Chair Phillips asks if there is a motion to approve the minutes with the listed corrections.

Commissioner Peters moves to approve with correction as noted, Vice Chair Williams Seconds

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

- b. Regular meeting summary of August 6th, 2024.

Chair Phillips asks if there are any changes and/or corrections; none respond.

Commissioner Peter motions to approve as submitted, Vice Chair Williams Seconds.

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

c. Regular meeting summary of October 1st, 2024.

There is a quick motion and a second to approve the minutes as presented, however, Commissioner Prather has the correction that he was mistakenly marked in attendance on the voting. The Commission votes to disapprove the minutes as presented.

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

Commissioner Prather makes a motion to approve the minutes with the correction to his attendance, Vice Chair Williams Seconds.

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

Time: 5 minutes

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

a. Next Planning Commission Meeting is November 19th 2024.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, Commissioner Peters seconded at approximately 6:00 PM on November 5th, 2024, the next regularly scheduled meeting will be held Tuesday, November 19th, 2024 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Drafted by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Manager

Approved by - _____
Stillwater Planning Commission

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF DECEMBER 3RD, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED November 26th, 2024, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

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

MEMBERS ABSENT

David Peters, Member

STAFF PRESENT

Kim Payne, City Attorney
Jacquelyn Porter, City Planner
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services
Alexandria Maged, Administrative Assistant
Staff Absent
Diana Hood, Associate City Planner

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING:

- a. Receive public comment regarding an objection to an application 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.

Chair Phillips introduces the item and asks for staff presentation.

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

Chair Phillips invites the applicant or their representative up to present; none respond.

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

Jacquelyn Porter presents the alternatives to the commissioners which are:

Alternatives:

1. Approve the application.
2. Defer for additional discussion.
3. Deny the application.

Vice Chair Williams states that he thinks it would be in the best interest to defer for additional discussion and request the applicant come to present the specifics of how they will be operating a short-term rental at this location.

**Vice Chair Williams motions to differ to the next Planning Commission meeting of December 17th, 2024.
Commissioner Shanahan seconds.**

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

Time: 4 minutes

- b. Receive public comment regarding an objection to an application 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.

Chair Phillips introduces the item and asks for staff presentation.

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

Chair Phillips invites the applicant or their representative up to present; none respond.

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

Jacquelyn Porter presents the alternatives to the commissioners which are:

Alternatives:

1. Approve the application.
2. Defer for additional discussion.
3. Deny the application.

Vice Chair Williams motions to differ to the next Planning Commission meeting of December 17th, 2024. Commissioner Shanahan seconds.

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

Time: 2 minutes

- c. Receive public comment regarding a request from Josh Wilson for Blue Sky Buds LLC, d/b/a/ BRIXX Cultivation for a SPECIFIC USE PERMIT (SUP23-07) to allow a medical marijuana dispensary at property addressed as 121 S. Main Street in the Commercial General (CG) district.

Chair Phillips introduces the item and asks for staff presentation.

Jacquelyn Porter, City Planner, presents the item and asks if there are any questions.

Chair Phillips asks for clarification of what happens to the existing specific use permit for the previous address. Mrs. Kim Payne, Assistant City Attorney clarifies that once the owner or use for the building changes the specific use permit is no longer active.

Chair Phillips invites the applicant or their representative up to present.

Mr. Josh Willson, 505 W 58th St., Stillwater comes to the podium to answer questions.

Chair Philips asks if it's the applicant's intent to keep the second location open when the address being applied for opens. Mr. Wilson says no, they plan to close the first location; and at most, they would both be open for a month while transitioning.

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

Jacquelyn Porter presents the findings and alternatives, which are:

Findings:

1. The Land Development Code allows a Medical Marijuana Dispensary in the Commercial General (CG) zoning district with a Specific Use Permit.
2. The change in business location requires a new Specific Use Permit, per Sec. 23-180 of the Land Development Code.
3. The Comprehensive Plan calls for Commercial 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.

Vice Chair Williams motions to accept the findings and approve the specific use permit as presented, Commissioner Shanahan seconds.

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

Time: 6 minutes

- d. Receive public comment regarding a request from Jason Johnson for a MAP AMENDMENT (MA24-13) to rezone property addressed as 701 W. Highpoint Drive from Commercial General (CG) to Commercial Business (CB) district.

Chair Phillips introduces the item and asks for staff presentation.

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

Chair Philips invites the applicant or their representative up to present.

Mr. Stephen Gose, Gose & Associates, 113 E 8th comes to the podium:

- Explains that the client is looking to purchase these apartments and convert them to owner occupied condos.
- This is the only zoning district in the code that allows owner occupied condos.

Commissioner Williams asks if the client is looking to purchase these lots or has purchased these lots. Mr. Gose says their client has a contract that is contingent on this rezoning.

Chair Phillips notes that the maximum lot coverage in CB is 100% and there are no setback requirements if the surrounding lots are CG, which they are, so they could build all the way to the property lines. Mr. Gose said yes if the current project is torn down, yes in this zoning that could happen as there are not setbacks or parking requirements; however, that is not what their client is looking to do, they are hoping to convert the existing to unit ownership.

Chair Phillips asks if there are further questions for Mr. Gose; none respond.

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

Jacquelyn Porter presents the findings and alternatives to the commissioners which are:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Condominiums are only allowed in Commercial Business (CB) zoning district as a permitted use by right.
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

Commissioner Prather motions to accept the findings and approve the Map Amendment as presented, Vice Chair Williams seconds.

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

Time: 7 minutes

- e. 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

Chair Phillips introduces the item and asks for staff presentation.

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

Chair Phillips invites the applicant or their representative up to present; none respond.

Chair Phillips opens the public hearing and asks if there is anyone that wishes to speak in favor of the item.

Ms. Ashley Hernandez Torez, 3110 E 3th comes to speak:

- Lives north of the lot.
- Is not in favor or opposed to it, at this time, but would like to have further discussion with the applicant.
- Has concerns about the location of the parking/drive.
- Has some additional questions about, if this is a larger construction project, how that would affect their neighborhood such as if there were nails in the road that damaged tires or how quiet hours would be affected.

Mrs. Payne states that she can answer the last point; if there were damages that would be a civil matter between the citizen and the developer; the developer would also have to follow the hours stated in the City's Disturbing the Peace code; the only exception to that would be if it was a really hot summer and they needed a special permit to do an early morning pour for concrete, but that is rare.

Chair Phillips asks if anyone else would like to speak in favor or opposition; none respond.

Chair Phillips closes the public hearing and invites staff back to present the findings and alternatives.

Jacquelyn Porter presents the findings and alternatives to the commissioners which are:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Condominiums are only allowed in Commercial Business (CB) zoning district as a permitted use by right.
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

Commissioner Prather motions to differ to the next Planning Commission meeting of December 17th, 2024. Vice Chair Williams seconds.

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

Time: 8 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Accept the October 28th, 2024 City Council and Planning Commission Joint Study Session Special Meeting minutes.

Chair Phillips asks if there are any questions, comments or suggested edits; none respond.

Commissioner Shanahan motions to approve the minutes as presented. Vice Chair Prather seconds.

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

Time: 2 minutes

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

- a. Next Planning Commission Meeting is December 17th 2024.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, Commissioner Shanahan at approximately 5:57 PM on December 3rd, 2024 the next regularly scheduled meeting will be held Tuesday, December 17th, 2024 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Drafted by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Manager

Approved by - _____
Stillwater Planning Commission