



Together, Investing in Municipal Excellence

**STILLWATER (RE)INVESTMENT PLAN
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY
COMMITTEE
MEETING AGENDA
JANUARY 13, 2025**

723 S. Lewis Street, Room 1122 B
Stillwater, OK 74074
12:00 PM

1. Call Meeting to Order

2. General Orders

The TIF District #3 Implementation Policy Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the TIF District #3 Implementation Policy Committee unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the TIF District #3 Implementation Policy Committee.

a.	Approve November 18, 2024 meeting minutes	
b.	Consider application of Steve Green for Small Business Enhancement assistance in the amount of \$15,000 for improvements to include new signage, full-width canopy, ADA storefront entrance, and EIFS system facade at 918 & 920 S. Main Street.	Brady Moore
c.	Staff updates and discussion on items related to the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 (No Action Will Be Taken On This Item)	Brady Moore

3. Public Comment

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Committee at a regularly scheduled meeting on any item of business listed on the meeting agenda, provided they have submitted a written request prior to the meeting either online, at the Request to Speak form, or via the form found in the lobby outside the Council chambers prior meetings.

4. Adjourn

On January 10, 2025 at 10:15 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8243.

- 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 City Clerk's office.



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**STILLWATER (RE)INVESTMENT PLAN
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY
COMMITTEE
MEETING MINUTES
NOVEMBER 18, 2024**

723 S. Lewis Street, Room 1122 B
Stillwater, OK 74074
12:00 PM

Present: Jeremy Bale, John Killam, Devin Wanzor, Chris Reding, Kristie Newby (SPS)

Absent: Doug Major

Staff Present: Interim City Manager Brady Moore, Assistant City Manager and Finance Director Christy Cluck, Assistant City Attorney Ashlyn Garis and Clerk to Board Teresa Kadavy

1. Call Meeting to Order

Chair Bale called the meeting to order at 12:00 p.m.

2. General Orders

The TIF District #3 Implementation Policy Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the TIF District #3 Implementation Policy Committee unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the TIF District #3 Implementation Policy Committee.

a.	Approve minutes from June 10, 2024 meeting MOTION BY REDING, SECOND BY WANZOR TO APPROVE THE MEETING MINUTES FROM JUNE 10, 2024 AS PRESENTED. ROLL CALL: BALE-YEA, KILLAM-YEA, WANZOR-YEA, REDING-ABSTAIN, NEWBY-YEA. MOTION CARRIED WITH FOUR YEA VOTES AND ONE ABSTENTION.	Jeremy Bale
b.	Approve 2025 meeting schedule	Brady Moore

	MOTION BY WANZOR, SECOND BY KILLAM TO APPROVE THE 2025 MEETING SCHEDULE AS PRESENTED. ROLL CALL: BALE-YEA, KILLAM-YEA, WANZOR-YEA, REDING-YEA, NEWBY-YEA. MOTION CARRIED WITH FIVE YEA VOTES.	
c.	Consider application of Hazel Modella Art Gallery for Small Business Enhancement assistance in the amount of \$2,640.00 for improvements to include new exterior paint and art mural at 721 S. Main Street Interim City Manager Brady Moore gave a brief overview of the small business enhancement application submitted by Hazel Modella Art Gallery and he introduced Christina Elliott, board member at the Hazel Modella Art Gallery. Ms. Elliott reported that the Hazel Modella Gallery is a non-profit and has a 501(C)3 designation in Downtown Stillwater. Their mission is to provide art and culture and accessibility to those services for people in Stillwater and Payne County. The gallery is seeking assistance to help beautify their store front and that will also help to improve the beauty and culture of Downtown Stillwater. Ms. Elliott stated that they received a private donation to purchase the sign. She reported that the grant funds are needed to complete this project as the Art Gallery has exhausted all private donor funds as well as funds that were designated for the project. The funding will be used to hire a mural artist, clean out the store front porch and rehab the mural that is down low and extend the mural higher. Ms. Elliott answered the Committee's questions. MOTION BY KILLAM, SECOND BY REDING TO APPROVE THE SMALL BUSINESS ENHANCEMENT APPLICATION AS PRESENTED. ROLL CALL: BALE-YEA, KILLAM-YEA, WANZOR- YEA, REDING-YEA, NEWBY-YEA. MOTION CARRIED WITH FIVE YEA VOTES.	Brady Moore
d.	Staff updates and discussion on items related to the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 (No Action Will Be Taken On This Item) Interim City Manager Brady Moore gave an update on other projects related to the Stillwater (Re)Investment Plan Increment District #3.	Brady Moore

Brick Building, LLC-corner of 7th & Husband, is not moving forward and no Redevelopment Agreement was signed. The developer was unable to purchase the property from the landowner. Everyman-the outlook for this project moving forward does not look good. Center for Economic Development Law (CEDL) is reviewing all the agreements and details are being worked out. The owner is not in default as he has made his yearly pilot payment to the City and a payment for ad valorem tax. The City filed all liens on time so the City is protected. Two other businesses have filed liens against the property but they are in a position behind the City. Mr. Moore answered Committee's questions regarding this project. Convention Center-Maple & Duck, there is a new investor group that is OSU alumni and they very excited to be a part of this project. One of the struggles on financing for the project was the estimates for the required parking garage which was \$9 million. A new design is being looked at that would incorporate luxury townhomes on top of the parking garage. They have gone back to their architect to get a new rendering and scope of the project. Mr. Moore stated that this project will have to come back to this Committee and the SEDA Trustees. Parking on the south side of 10th Street-Gose & Associates was hired to do the full project management of this project. Bids were opened last week with a favorable bid from North Central Construction for \$70,248. Assistant City Manager and Finance Director Christy Cluck presented and discussed the TIF#3 Financial Report and Budget Report through October 31, 2024. Mr. Moore and Ms. Cluck answered the Committee's questions.	
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3. Public Comment
None.

4. Adjourn

MOTION BY REDING, SECOND BY WANZOR TO ADJOURN THE NOVEMBER 18, 2024 REGULAR MEETING.

**ROLL CALL: BALE-YEA, KILLAM-YEA, WANZOR-YEA, REDING-YEA, NEWBY-YEA.
MOTION CARRIED WITH FIVE YEA VOTES.**

Meeting adjourned at 12:33 p.m.

Jeremy Bale, Chair

Teresa Kadavy, Clerk to Board

**CITY OF STILLWATER
TAX INCREMENT FINANCING DISTRICT #3
APPLICATION FOR SMALL BUSINESS ENHANCEMENT ASSISTANCE**

Submit application to the City of Stillwater City Clerk at 723 S. Lewis Street, Stillwater, Oklahoma.

Project Name 918-920

Applicant Steven Green

Project Address 918 S. Main

Telephone 405-612-8488 Email steve@leeglassco.com

Small Business Enhancement

Exterior building improvements

Assistance not to exceed 50% of the actual expenditure, up to \$15,000

Assistance is on a reimbursement basis upon completion of the project

Work to begin after

Total Project Cost \$ 49,652.71

Total Amount of Assistance Requested \$ 15,000.00

Targeted start date 3/1/2025 Targeted completion date 5/1/2025

Current owner of subject property J Steven Green and Beverly Green Hollingsworth

Planned Improvement Description Facade replacement with EIFS system,

New signage, full width canopy, new A.D.A entry and possible exterior lighting

Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits. Yes. Sidewalk closure and possibly electrical. Necessary permits will be acquired by McKee Construction

Are the proposed improvement visible to the general public from streets and sidewalks?

YES !

Do the improvements have a positive economic impact on your property and TIF area?

Yes, They will help beautify the front of the building and be consistent with other developments in the area

Is the property subject to any legal or governmental proceedings that could adversely affect the property or project? No

Project Budget

Design	\$ <u>360.00</u>
Third Party Labor	\$ <u>34,081.00</u>
Materials/Equipment	\$ <u>13,846.77</u>
Sales Tax	\$ <u>1,364.94</u>
Other	\$ <u>0</u>
Total Project Cost	\$ <u>49,652.71</u>

Application Attachments

1. Map showing the exact boundaries of the proposed development
2. Development design drawings
3. Construction estimates

Reimbursement Attachments Submitted Upon Completion of Project

1. Receipts for materials, third party labor and design
2. Before and after digital photos of the project
3. Certificate of Occupancy or completion, if applicable

OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All information, documentation, data, and materials submitted to Stillwater Economic Development Authority (SEDA) pursuant to this Application for Assistance are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. *et seq.* to ensure and facilitate the public's right of access to and review of government records. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access.

If you believe that any information you will or may submit to SEDA pursuant to this Application for Assistance is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Application for Assistance as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law. If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential.
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Please note that SEDA acknowledges that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Application for Assistance for evaluating the creditworthiness of the applicant or the purpose of allowing SEDA to determine if the applicant is qualified to contract with SEDA should be submitted in a separate envelope and marked as confidential financial information.

If the applicant fails to identify any records submitted as "Confidential" by placing them in the "Confidential" envelope AND if the Applicant fails to identify the specific state or federal law creating such privilege, SEDA will assume that said records are not confidential and are subject to public access.

Should an Open Records request be presented to SEDA requesting information identified as "Confidential", the applicant will be informed and is responsible for defending its position in District Court if necessary.

CERTIFICATION

I, J. Steven Green, as the Applicant and or authorized representative (circle one) seeking TIF Assistance, certify that all statements, documentation, and information provided in and attached are true and correct to the best of my knowledge and that unless identified as "CONFIDENTIAL", statements, documentation and information provided herein is subject to the Oklahoma Open Records Act. Dated this 1 day of 9, 2025.

J. Steven Green

Printed Name of Applicant and or Authorized Representative

J. Steven Green

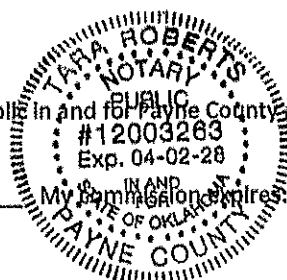
Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County, Oklahoma, on this 9th day of

January, 2025

Signature of notarial officer

Tara Roberts



My Commission Expires

04/02/2028

RE: Grant request for 918 and 920 South Main

Dear TIF Committee,

Background:

Our parents purchased the building(s) sometime in the 1970's. Upon the passing of our Father in 2021 and our Mother in 2024 my sister, Beverly and I have become the trustees of the estate.

It is my understanding that I should request a grant for each address (918/920) but many of the elements will tie together and coordinate with each other.

History:

We recently have done a remodel on the alley side of the building with the removal of overhead wires, some masonry and stucco work, a new door (920) and a fresh coat of paint.

We decided the front of the building also needed updating and that the mansard canopy on the front of the building needed to be removed. McKee Construction removed the roof canopy a couple of months ago and the cost associated with that is not included in this request.

Goal:

When we started the removal of the canopy our hope was that the existing brick covered the entire front of both buildings and that a window replacement would be the end of the project.

As you can see from the photos, what we had hoped was there, was not. The project turned into a much bigger project than we had anticipated. After discussion we felt like the most reasonable path was to use an EIFS system to update the front of the building. Along with using the EIFS system, we would like to add a modern canopy (similar to Hatch across the street) to shelter folks entering the building. Update the signage to something modern and changeable depending on the tenants needs. Update the front entry on 920 to better insulate and make the building more accessible as well as make the building more appealing. Currently we feel the canopy will be continuous across the front of 918 and 920.

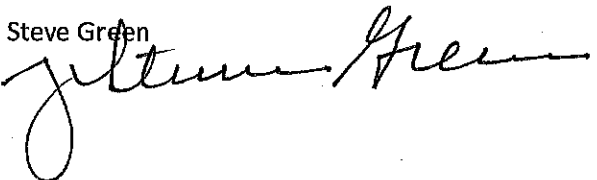
Lighting on the front of the building has been a question. After discussing the situation with the Contractor and electrician we all feel like we need to finish the major parts of the construction before we make a final decision on lighting. Our electrician has given us an estimate on doing lighting, but we are not certain it will be needed. The street lamp casts good light on the front of the building at night (see photo). The electrician is confident that any electrical work can be done after the façade has been completed, if it is needed.

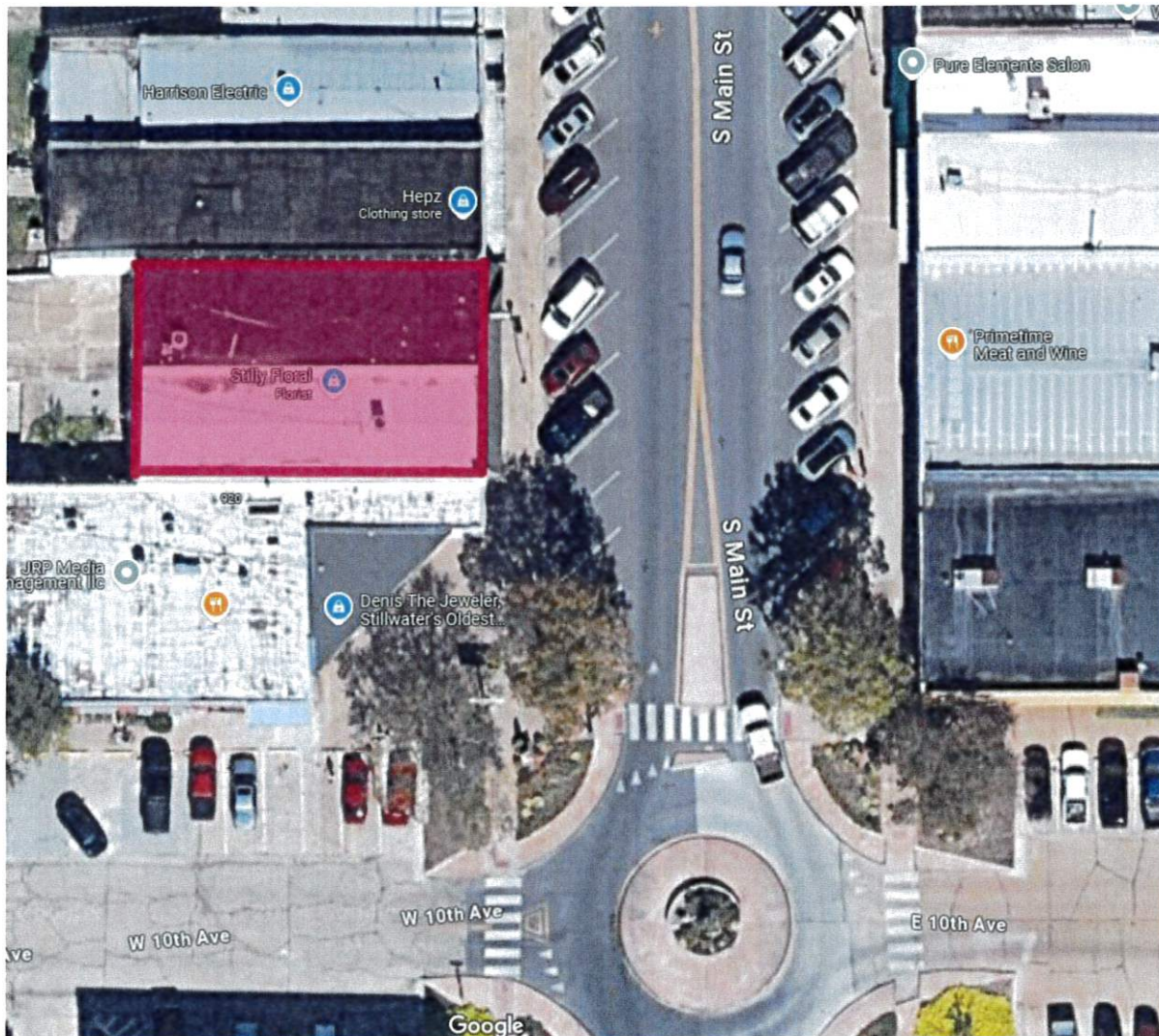
We are excited to help with the beautification of the south part of Main street and any financial help we receive will be greatly appreciated. With the surprise we received after removing the canopy, the cost of doing a full façade remodel has become more than we had expected.

Thank you for your time and consideration.

Sincerely,

Steve Green

A handwritten signature in black ink, appearing to read 'Steve Green', written over the printed name.



918-920 S. Main

**Estimate 24396-4**

Issue Date January 2, 2025

Expires February 1, 2025

PREPARED BY**Brett McKee**

McKee

(405) 372-7778

brett@mckeeok.com

PO Box 485, Stillwater, OK 74076

PREPARED FOR**Steve Green**

Green Family Trust

(405) 612-8488

steve@leeglassco.com

920 S Main St, Stillwater, OK 74074, USA

ESTIMATE DETAILS**920 W Main St**

920 S Main St, Stillwater, OK 74074, USA

Front Facade

DESCRIPTION**QTY****TOTAL****918 S. Main St.**

\$22,382.42

Pre-Construction

\$220.01

- permitting
- renderings, design, plans for permit/TIF

Frame/Prep

\$1,688.75

- flush up surface
- frame in holes
- apply moisture barrier
- provide frame blocking as needed
- prep surface for EIFS

Electrical

\$3,571.43

- 1 sign circuits on photo cell
- 3 uplight light fixtures mounted on awning switched with photo cell

EIFS

\$5,406.67

- per rendering provided by Owner. Crown detail at top

Roofing

\$1,100.00

- wall cap metal, prefinished to match EIFS

Signage

\$4,145.56

- Sign stand-offs - 2" cap
- 9/16" laminated glass w/polished edges

Awnings

\$6,250.00

- 1 metal flat awnings, approx 20' x 5'
- prefinished or galvaized finish

TOTAL**\$22,382.42**

**Estimate 24396-5**

Issue Date January 2, 2025

Expires February 1, 2025

PREPARED BY**Brett McKee**

McKee

(405) 372-7778

brett@mckeeok.com

PO Box 485, Stillwater, OK 74076

PREPARED FOR**Steve Green**

Green Family Trust

(405) 612-8488

steve@leeglassco.com

920 S Main St, Stillwater, OK 74074, USA

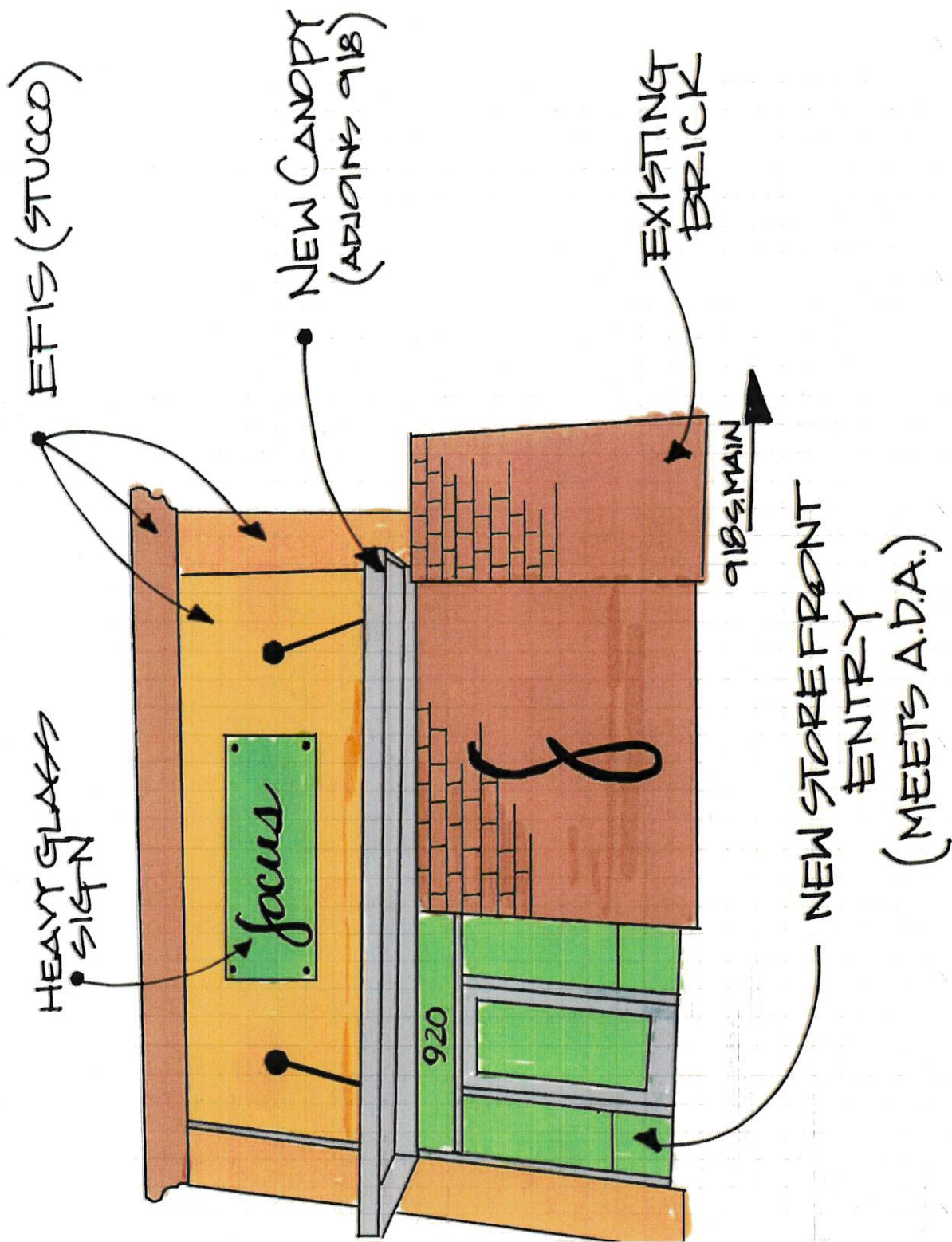
ESTIMATE DETAILS**920 W Main St**

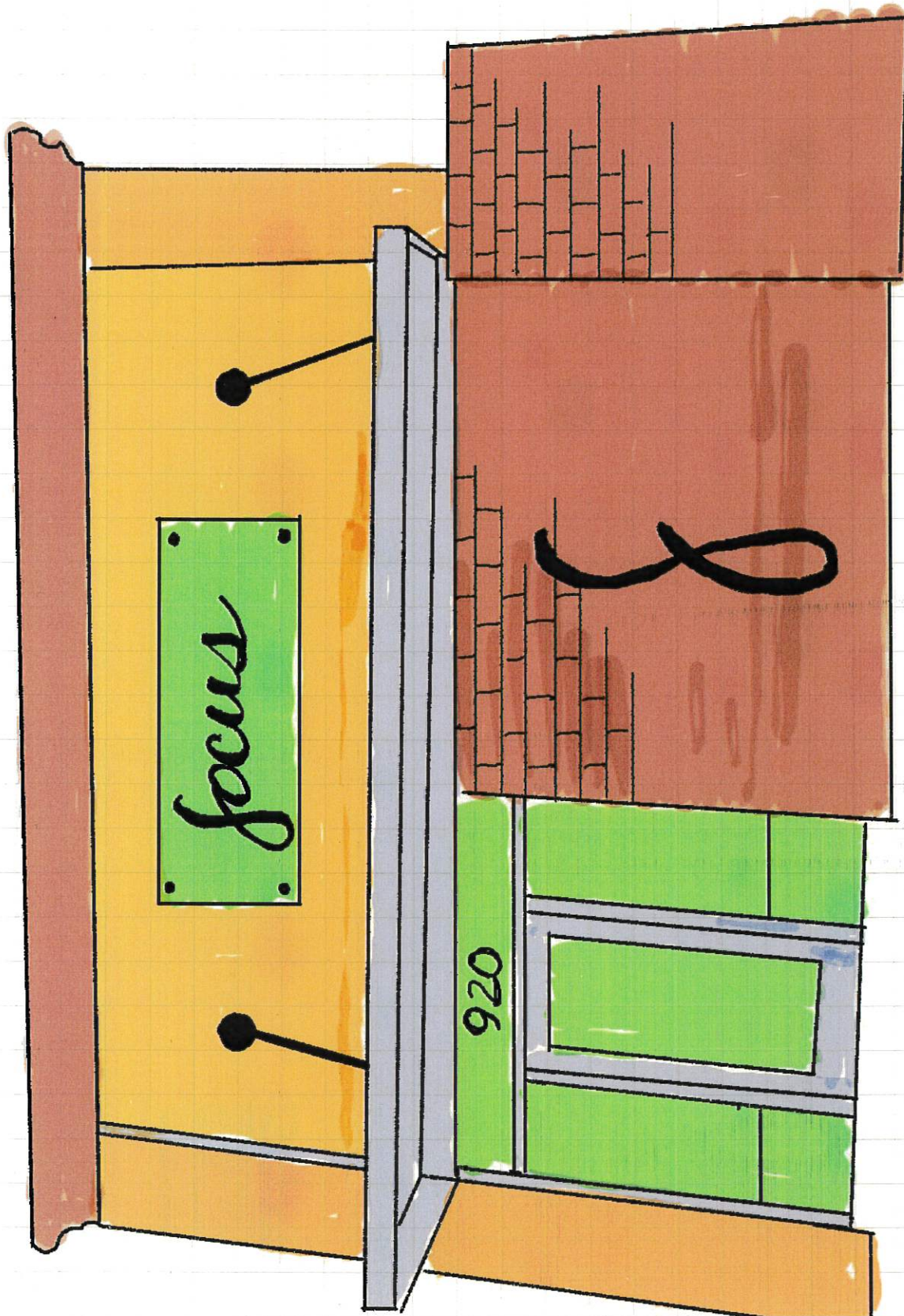
920 S Main St, Stillwater, OK 74074, USA

Front Facade

DESCRIPTION	QTY	TOTAL
920 S. Main St.		\$27,270.29
Frame/Prep		\$1,688.75
• flush up surface • frame in holes • apply moisture barrier • provide frame blocking as needed • prep surface for EIFS		
Pre-Construction		\$220.01
• permitting • renderings, design, plans for permit/TIF		
Electrical		\$3,571.43
• 1 sign circuits on photo cell • 3 uplight light fixtures mounted on awning switched with photo cell		
EIFS		\$5,406.67
• per rendering provided by Owner. Crown detail at top		
Roofing		\$1,100.00
• wall cap metal, prefinished to match EIFS		
Storefront		\$9,033.43
• Kawneer medium stile & storefront framing • 1" Solar Ban Low-E tempered • Dorma Closer • NGP 101VDKB 36" sweep		
Awnings		\$6,250.00
• 1 metal flat awnings, approx 20' x 5' • prefinished or galvaized finish		
TOTAL		\$27,270.29

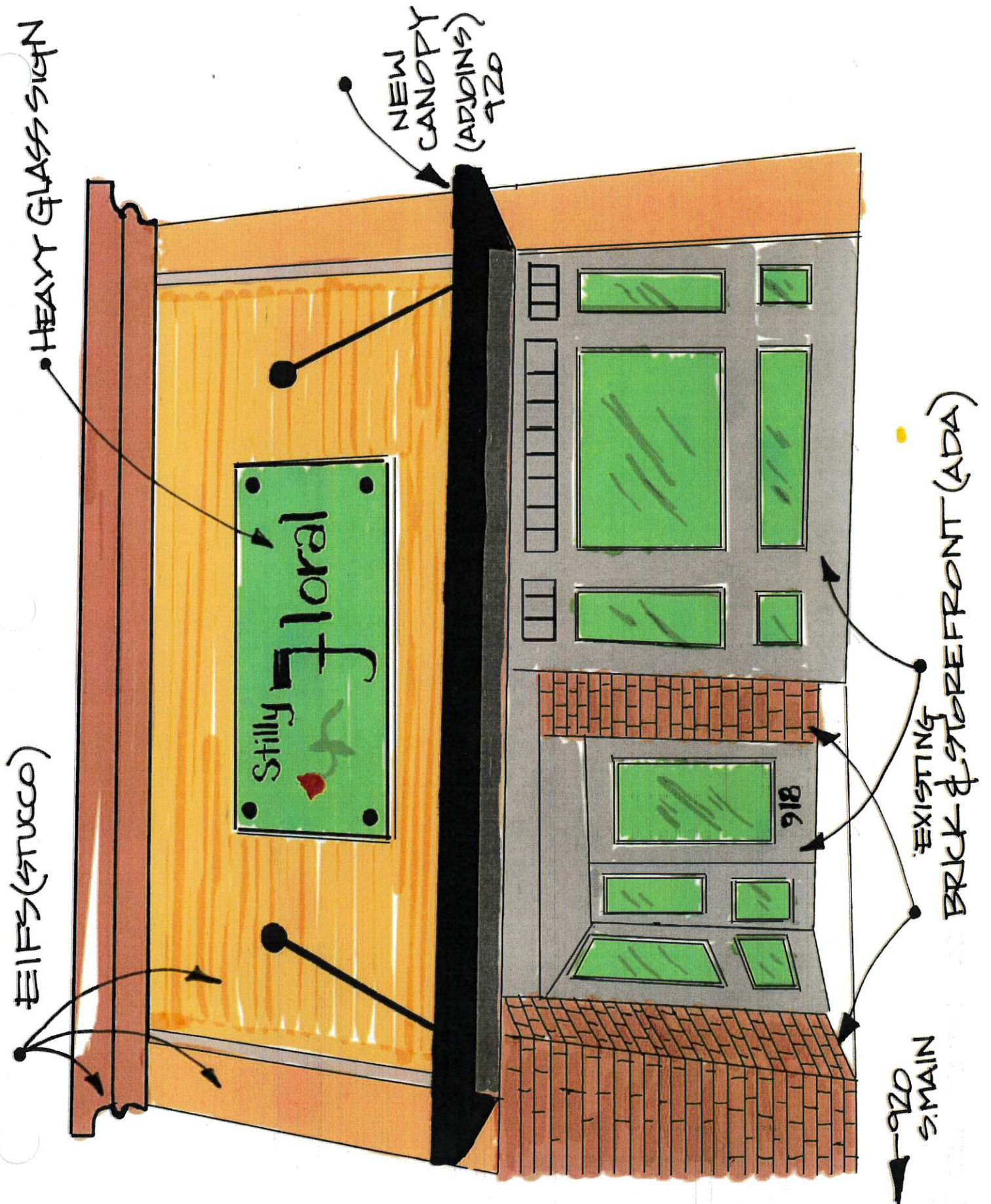
Any rot or other unforeseen items will immediately be communicated to Owner and adjusted with a Change Order





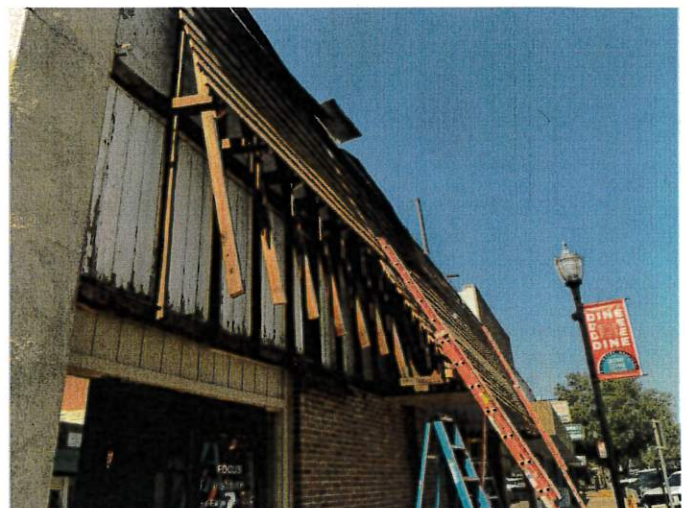
RENDERING OF PROPOSED FINISHED DETAIL -WITH EIFS, CANOPY AND SIGN-
AGE AND STOREFRONT ENTRANCE

COLORS IN THE RENDERING ARE NOT THE ACTUAL COLORS OF THE FINISHED
PRODUCT



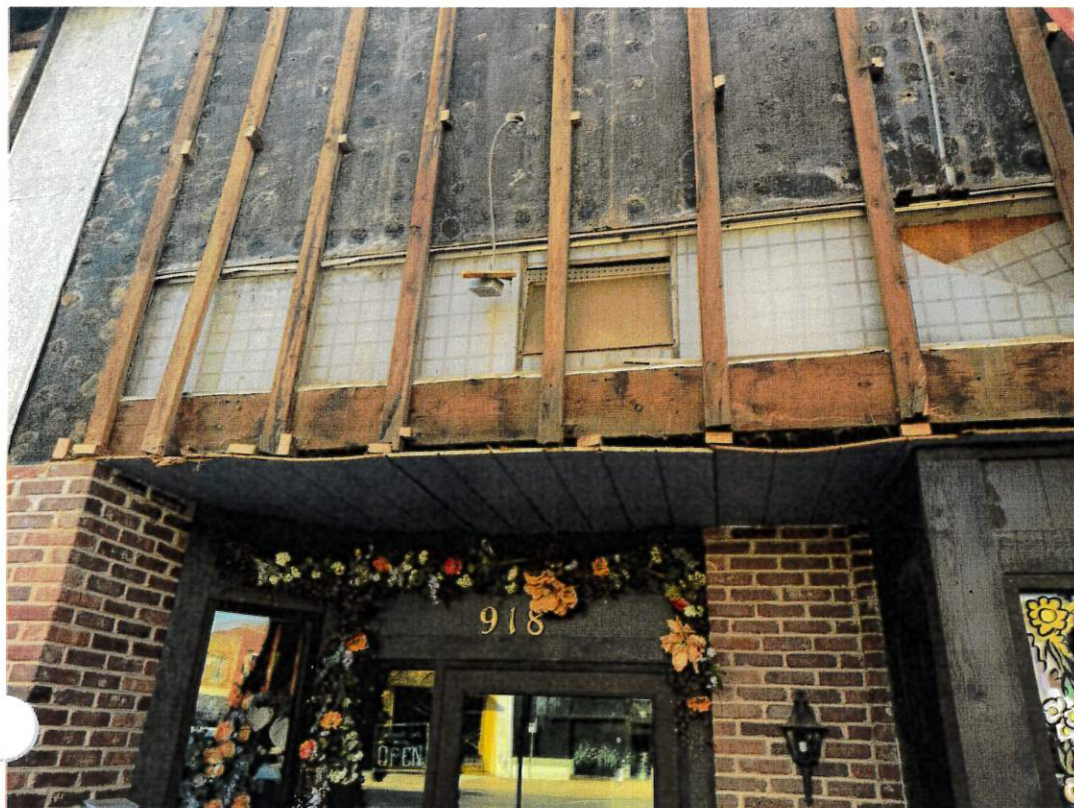


REMOVAL OF THE MANSARD CANOPY





920 AFTER THE
REMOVAL OF
THE MANSARD
CANOPY



918 AFTER THE
REMOVAL OF
THE MANSARD
CANOPY



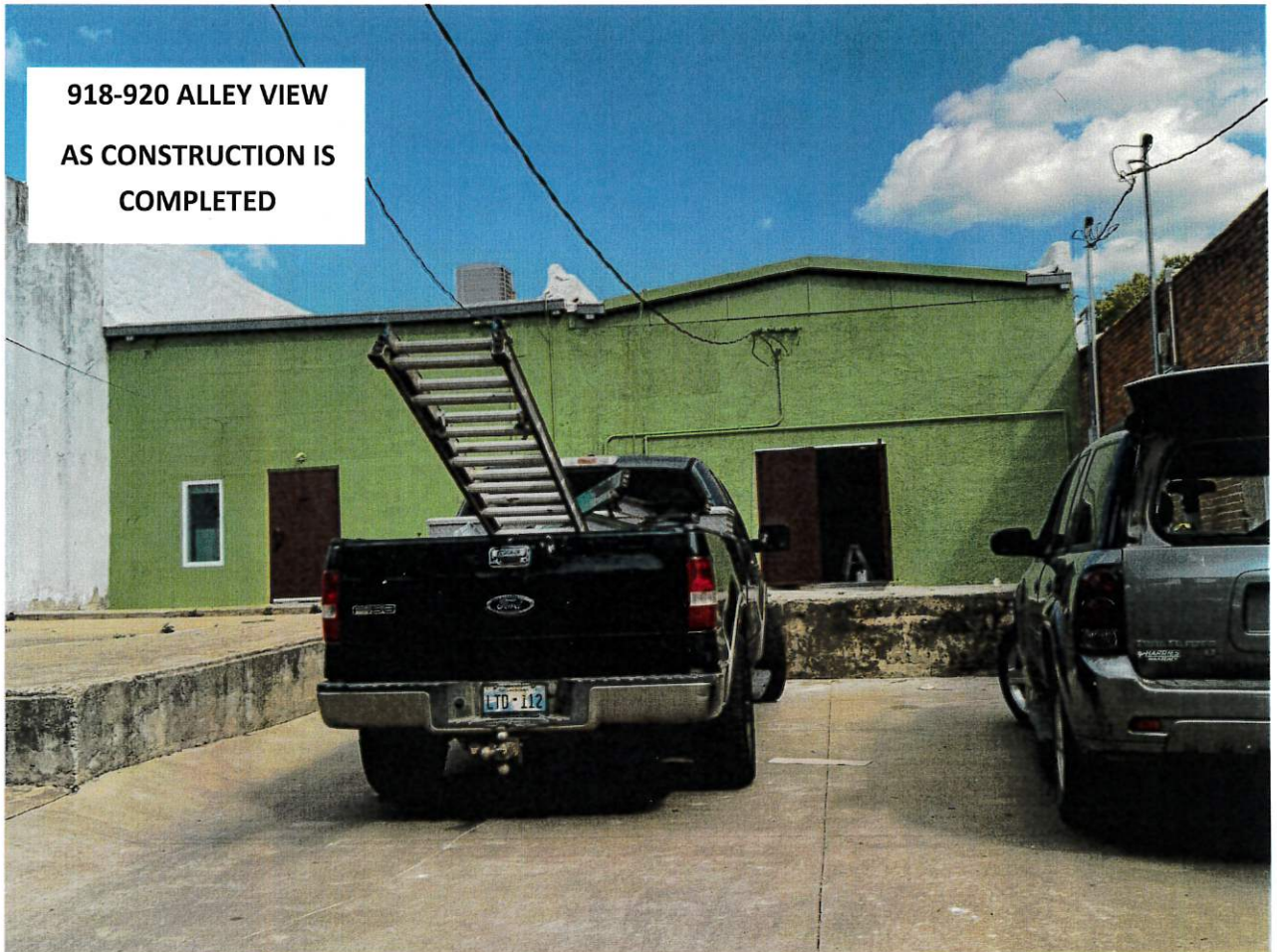
918 AND 920 AFTER THE REMOVAL OF
THE MANSARD CANOPY



**Night time view of the street light casting
on the front of the building, hopefully
eliminating the need for exterior electrical
work.**



**918-920 ALLEY VIEW
AS REMODEL STARTS**



**918-920 ALLEY VIEW
AS CONSTRUCTION IS
COMPLETED**

Exterior Insulation and Finish Systems (EIFS)

EIFS are durable, energy efficient and versatile designs that produce high performing insulated wall systems for residential and commercial buildings in both new construction and retrofit projects.

[Find Systems](#)

[Find Products](#)

[Get Expert Advice](#)

[Why EIFS with Stone Wool?](#)

Share [in](#) [f](#) [X](#)

A building's façade is normally the largest surface area between its internal and external environment - where a great amount of heat loss can occur. Thermal insulation of the external walls from the outside



Exterior Insulation and Finish Systems (EIFS) are non-load bearing exterior wall cladding solutions that incorporate exterior continuous insulation, with a cladding that allows architects and contractors added design flexibility and a variety of aesthetic finishes, while helping to meet increasingly more stringent energy codes.

Consisting of a WRB, insulation board, fiberglass mesh, reinforced base coat, and a finish coat, EIFS assemblies must meet stringent test standards for compliance with the appropriate building codes and standards in the U.S. and Canadian markets. Installation of these systems shall be in accordance with the EIFS manufacturer's instructions.

ROCKWOOL is a proud member of both the EIFS Industry Members Association (EIMA) and the EIFS Council of Canada.

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- [Local Law 126 and Stone Wool Insulation](#)
- [Installation](#)
- [FAQ](#)
- [Systems with ROCKWOOL Insulation](#)
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Planning Review –Steve Green Project – 918 & 920 S. Main Street – Small Business Enhancement

1. Is the proposed development within the TIF #3 project area? **__Yes**
2. Does the proposed development follow City of Stillwater
 - a. Design and density standards **__Exterior Design meets Wayfinding Program recommendations. Density is not applicable.**
 - b. Comprehensive plan **__Meets “Benefits of Redevelopment” Section 8-3 of the C³ Plan.**
 - c. Downtown plan **__ Yes, the proposed design meets and exceeds Façade Improvements & Design Guidelines for Downtown Buildings.**
 - d. Special area plans **__N/A**
 - e. Zoning requirements **__ Zoned CB – Commercial Business, which is appropriate for this project.**
3. Are the hard construction costs reasonable? **__The cost estimates provided with the application appear to be reasonable; however, without remodel/construction plans submitted for review, these costs cannot be confirmed by the City.**
4. Permits required? **__ Yes, any building/structural work, trades work, signage, ADA, sidewalk work requires permits. Applicant will need to contact Community Development for submittal of plans for permit approval.**
5. Fees required **__Yes, permits have associated fees required; contact Community Development for a breakdown of fees for the intended work.**

RETURN TO CITY CLERK