

PLANNING COMMISSION MEETING AGENDA

JANUARY 28, 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. 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 Independent Josh Brown 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). *Memo to withdraw.*
- b. **SHORT TERM RENTAL (STR-0193)**, consideration, discussion and Josh Brown possible action, including recommending approval or denial of an application for a Short Term Rental from John and Karen Parks for property addressed as 137 S. Monticello in the Small Lot Single-Family Residential (RSS) zoning district with the Westwood overlay.
- c. Receive public comment regarding a request from Stillwater Star Josh Brown West for a **MAP AMENDMENT (MA24-16)**, to rezone properties addressed as 5599 W. 6th Avenue, also referred to as 5499 W. 6th Avenue, from RTM (Two-Family and Multi-Family) and CG (Commercial General) to RTM (Two-Family and Multi-Family) district.
- d. Receive public comment regarding a request from Halle Josh Brown Properties, LLC, for a **SPECIFIC USE PERMIT (SUP24-06)**, to allow Vehicle & Equipment Sales & Service on a portion of property addressed 1600 N Perkins Rd. in the CS (Commercial Shopping) district.

3. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is February 4, 2025.
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4. Adjourn

On _____ at _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The Planning Commission may take action, including a vote or series of votes on all items listed on the agenda, unless the item specifically indicates that no action will be taken. The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Community Development Desk at least 48 hours prior to the meeting by calling 405.742.8220.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the Office of Community Development.

MEMORANDUM

DATE: January 21, 2025
HEARING DATE: January 28, 2025
TO: Stillwater Planning Commission
FROM: Joshua Brown, Development Services
Department
SUBJECT: Case # MA24-15:
Map Amendment for 5021 N. Perkins Road

Greetings,

On January 16th, staff received communication from the applicant's representative to withdraw this rezoning application.

No further action is needed.

MEMORANDUM

DATE: January 28, 2025
TO: Stillwater Planning Commission
FROM: Josh Brown, Project Manager
SUBJECT: Short-Term Rental (STR) Application Review

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, appeal(s) have been filed on STR application requests:

- **137 S. Monticello Drive** in the RSS zoned Westwood Overlay district.

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

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

	Application for RESIDENTIAL SHORT-TERM RENTAL
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Property Owner: Kathi Baab Mailing Address: 615 E Pioneer Dr.
Cleveland, OK 74020

Owner Contact Information: Phone: 918 269 5163 Email: baabkathi@gmail.com

Property Management Contact Name: John & Karen Parks
Phone: 405 338 8663 Email: Team@perfectklean.com

Property Street Address: 137 S Monticello Dr.

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

URL for an advertisement of the rental: _____

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

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
	Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission.	EMAIL TO FOLLOW
	Initial application fee of \$100.00. NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.	✓
	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	✓
	Floorplan depicting the location of: • Rooms provided for rent • Smoke detectors • Carbon monoxide detector • Fire extinguishers	✓
	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor (Payne County Assessor website)	✓
	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.	✓

APPLICANT SIGNATURE: Kathi Baab DATE: 12/02/2024

Date Application Received: <u>12-3-24</u>	Application # <u>STR-0193</u>	Received by: <u>AL</u>
30-Day Objection Period: <u>1-3-2025</u>	Objection Filed: ☒ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

Smoke Detectors are located in:

- Each of the four bedrooms
- Living Room
- Laundry Room
- Downstairs Hall
- Upstairs Hall

Carbon Monoxide detectors are located in:

- Living Room
- Downstairs Hall
- Upstairs Hall
- Bedroom closest to front door

Fire Extinguisher located in:

- Broom closet in kitchen

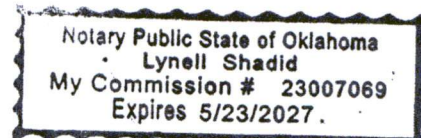
I hereby verify that the above information is true and correct.

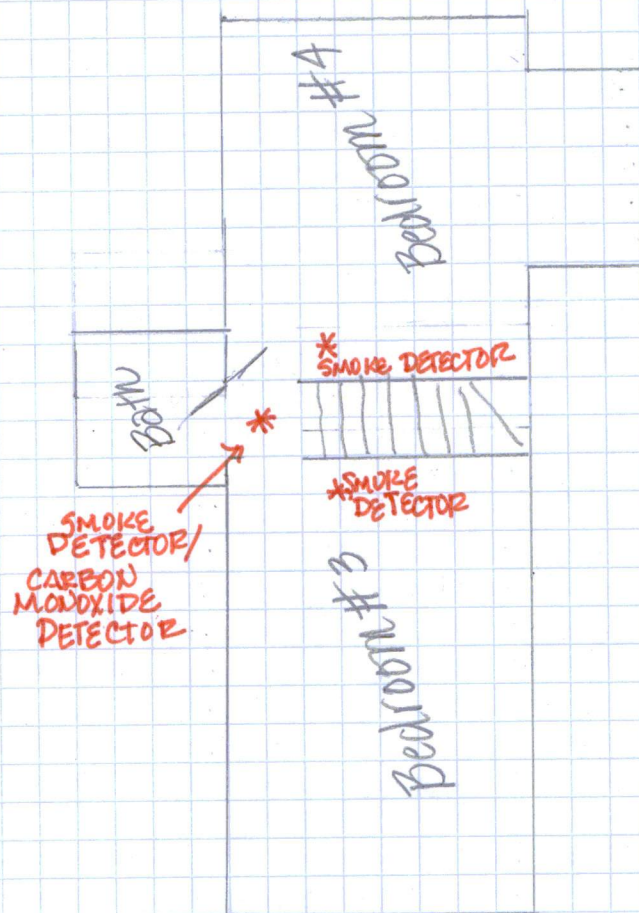
Kathi D. Baab

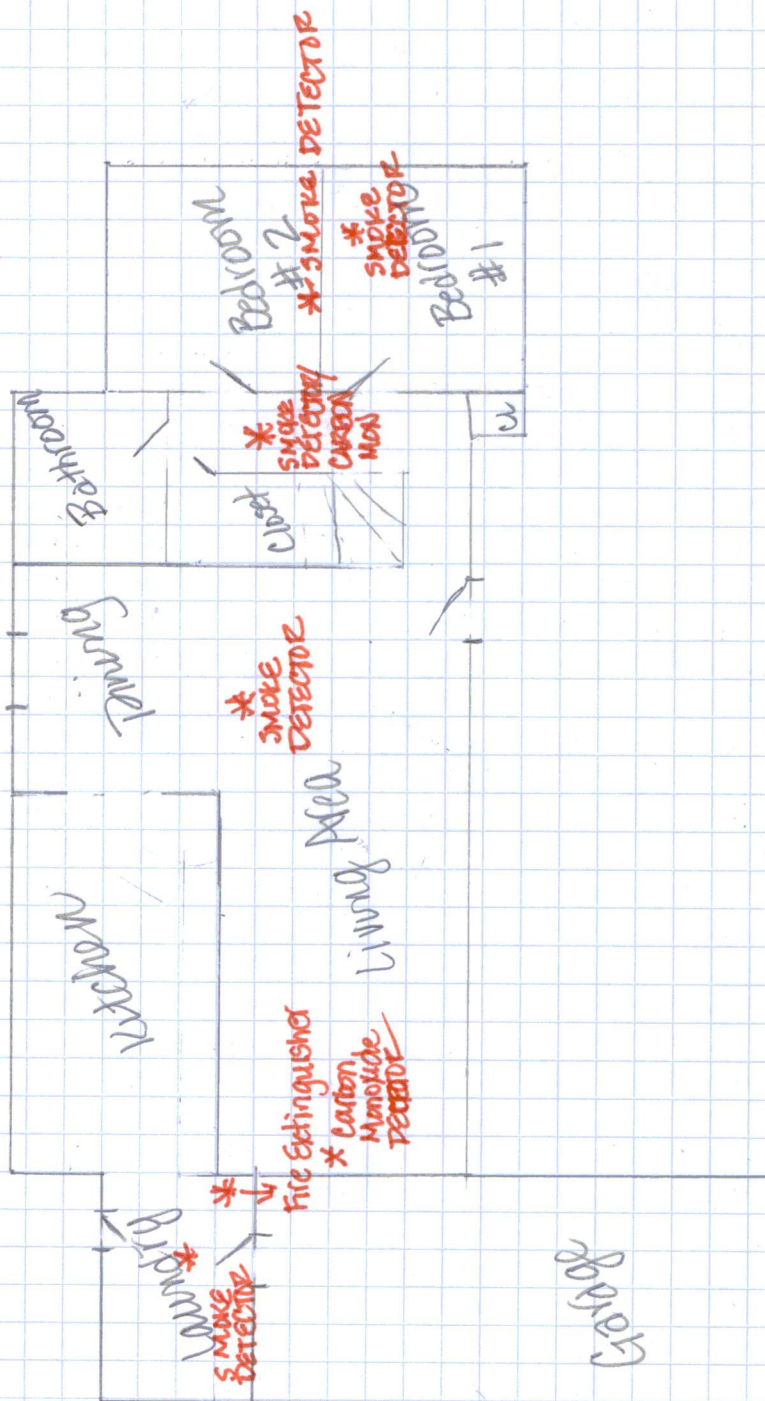
Kathi D. Baab, Owner/Landlord

Lynell Shadid
Notary Public

Commission Number 23007069
Commission Expires 05/23/2027









Payne County Oklahoma Assessor's Office

600026705
137 S Monticello Dr

Baab, Kathi D TTEE
615 E Pioneer Dr
Cleveland OK 74020-5173

2024 Market Value
\$341,130

KEY INFORMATION

Parcel ID	19N02E-15-3-SC602-003-0029		
Land Size	1.50000	Land Unit	Lot
Class	UR	School District	Stillwater Town (016T)
Exemption	-	Section	15
Township	19N	Range	02E
2024 Taxes	\$3,100		
Neighborhood	Stillwater OSU/Campus		
Legal Description	College Gdns Add 2nd Sec Blk 3 S/2 Lots 29 & 30 A		

2024 APPRAISAL DETAILS

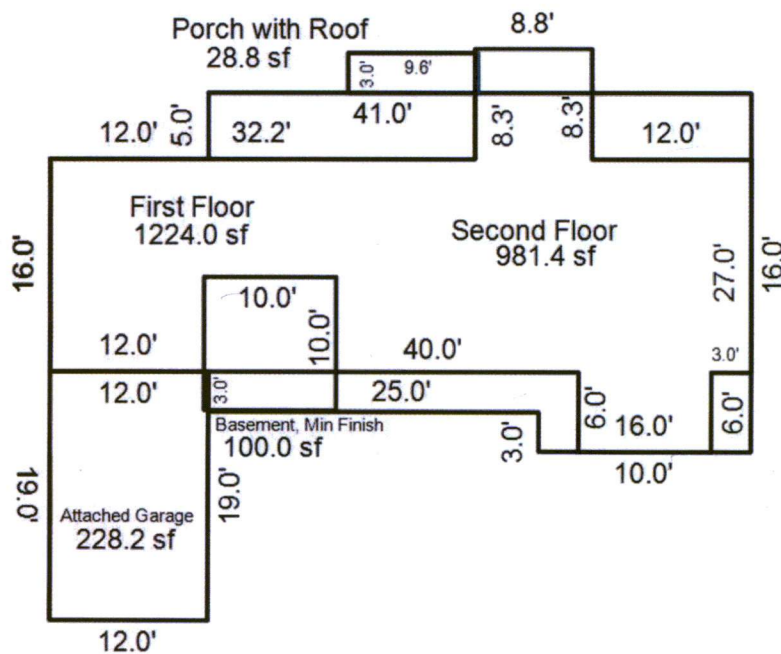
Land Value	\$60,000
Building Value	\$281,130
Misc Imp Value	\$0
Total Market Value	\$341,130

SALES

SALE DATE	SALE PRICE	DEED BOOK	DEED PAGE	INSTRUMENT TYPE	GRANTOR
03/25/2013	\$229,000	2084	177	Warranty Deed	BEARD, JORDAN M
11/24/2009	\$229,000	1866	147	Warranty Deed	STROUKOFF, PETER & SUE E
05/22/2007	\$229,500	1712	104	Warranty Deed	GREG AVERY HOMES, INC
07/05/2006	\$140,000	1650	919	Warranty Deed	GALLUP, MARTHA J
04/12/2002	\$0	1358	502	Affadavit	GALLUP, LANNY W D & MARTHA J
11/10/1995	\$0	1085	565	Warranty Deed	GALLUP, LANNY W D
10/25/1993	\$0	1030	619	Assignment	GALLUP, IONE (LIFE EST)

BUILDING DETAILS

Type	Single-Family Residence	Style	1 1/2 Story Finished
Finished Living Area	2,205 sf	Basement	100 sf
Quality	Good	Condition	Good
Year Built	1935	Exterior Walls	Frame, Wood Shingle
Roof Cover	Composition Shingle	HVAC	Warmed & Cooled Air
Bedrooms	4	Full Bath	2
Half Bath	0	Garage Type	Attached Garage



IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Paving, Concrete	320	2007
Paving, Concrete	992	2007

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
No items to display					

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	-	-	College Gdns Add	\$60,000



Occupancy tax collection and remittance by Airbnb in Oklahoma

State of Oklahoma

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

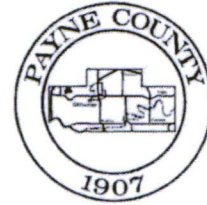
- Oklahoma Sales Tax: 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- Local Sales and Use Tax: The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any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

137 S. Monticello

Stillwater, OK 74074

Kathi Boob
12/03/2024

Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600026705
Address: 137 S Monticello Dr

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instruments filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

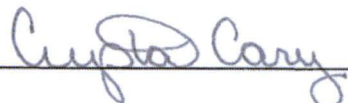
Lot Thirty A (30-A), and the Southerly Half of Twenty-nine (29), being more particularly described as follows: Beginning at the Southwest corner (SW/cor) of said Lot Twenty-nine (29); thence in a Northeasterly direction along the South Lot line of said Lot to the Southeast corner (SE/cor) of said Lot Twenty-nine (29); thence in a Northwesterly direction along the East Lot line of said Lot Twenty-nine (29) a distance of Twenty (20) feet to the center of the East Lot line of said Lot Twenty-nine (29); thence in a Southwesterly direction on a line half way between the North and South Lot lines of said Lot Twenty-nine (29) to a point on the West Lot line of said Lot Twenty-nine (29), Thirty (30) feet Northwest (in a Northwesterly direction) of the Southwest corner (SW/cor) of said Lot Twenty-nine (29); thence in a Southeasterly direction along the West Lot line of said Lot Twenty-nine (29) a distance of Thirty (30) feet to the Point of Beginning; all in Block Three (3), In SECOND SECTION OF COLLEGE GARDENS, an Addition to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

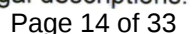
The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated this 3 day of December, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: 

315 W 6th Ave, Ste #102 • Stillwater, Oklahoma 74074 • 405-747-8300
www.paynecounty.org



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City of Stillwater

Customer Receipt

12/3/2024

R16023

Job ID: STR-0193 - \$100.00

137 S MONTICELLO DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

Total Paid CHECK

1038

\$100.00

Signature for credit card

Thank you for your payment

Teresa Kadavy

From: Robin Anderson <robinbear1956@sbcglobal.net>
Sent: Thursday, December 26, 2024 4:39 PM
To: Teresa Kadavy
Subject: Objection to short term rental

'24DEC27AM7:58

CITY CLERKS OFFICE

This email originated from an External Source. Please use proper judgement and Caution when opening attachments, clicking links, or responding to this email.

I object to short term rental at 137 S Monticello Dr. It is right next to my house and party houses are a big problem in my area let alone lack of care for those homes.

Robin and Michael Anderson
133 S. Monticello Dr.
Stillwater, Ok

Sent from my iPhone

Date of Meeting: January 28, 2025

Subject: Map Amendment: 5599 West 6th Avenue, also referred to as 5499 W. 6th Avenue

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 5599 W. 6th Avenue, also referred to as 5499 West 6th Avenue from Commercial General (CG) and Two-Family & Multi-Family (RTM) to Two-Family & Multi-Family (RTM). The City of Stillwater is the authority for issuing addresses within city limits and has assigned the address of 5599 W. 6th Avenue to this parcel. However, the Payne County Assessor reflects an address of 5499 W. 6th Avenue. The parcel has two zoning districts, and so the whole parcel is being rezoned from the CS and RTM to all RTM.

Background: The subject property is located on the west side of Stillwater. This property does not have street frontage but does have access off West 6th Avenue. The area is currently zoned Two-Family & Multi-Family (RTM) and Commercial General (CG). The applicant is requesting to rezone the area currently zoned Commercial General (CG) to Two-Family & Multi-Family (RTM). This rezoning would make the entire parcel RTM zoning.

Application Processing Information:

Applicant/Owner – Stillwater Star West, LLC.

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

Processing Track:

Submittal Date – December 3, 2024

Planning Commission – January 28, 2025

City Council – February 24, 2025

Project/Site Design Data/Details:

Zoning – Commercial General (CG), Sec. 23-153 and Two-Family and Multi-Family (RTM), Sec. 23-139

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

Existing Use – Vacant Lot

Proposed Use – Residential

Total Lot sizes –approx. 5.64 total acres, 2.04 proposed to be rezoned

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access off of West 6th Avenue
- Transit Facilities/Bike Lanes or Trails/Sidewalks: There aren't any OSU bus routes that run this far west. The only sidewalk in the area is located in front of O'Reily Auto Parts that sits in front of the subject property along 6th Avenue.
- 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.

Discussion: The applicant requests review and approval of a Map Amendment to rezone the property addressed as 5599 West 6th Avenue, also referred to as 5499 W. 6th Avenue from Commercial General (CG) and Two-Family and Multi-Family (RTM) to Two-Family & Multi-Family (RTM). The south half of this lot is currently zoned Two-Family & Multi-Family (RTM), Commercial General (CG) is located to the northwest, north, and east. O'Reily Auto Parts is located directly to the north, and Crosswinds subdivision is located directly to the south.

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. RTM zoning is located in the vicinity.
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 recommend the City Council disapprove 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:	Josh Brown, Project Manager
Reviewed by:	Diana Hood, Associate Planner David Barth, Development Services Director
Date of Preparation:	January 15, 2025
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	SW

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

ZONING:

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

SITE PLANS:

Minor Amendment
Final Drill Site Development Plan

SUBDIVISION:

Lot Split
Commercial Minor Subdivision
Minor Subdivision
Preliminary Plat
Final Plat

OTHER:

Closing
Improvement Plans
Drainage Plans/Study
Drilling Permit

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

Title of Subdivision/Plan/Use: Future residential use

Owner(s) of Property: Stillwater Star West, LLC

Owner(s) Address: 304 S Duck St, Stillwater OK 74074

Owner(s) Phone/Fax/Email: _____

Applicant/Developer of Property: Same as above

Applicant/Developer Address: _____

Applicant/Developer Phone/Fax/Email: _____

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

Bancroft Design / 923 S Lowry St / 405-743-3355 / CA #9205

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

Address or Description of Property to be Subdivided/Developed: 5499 W 6th Ave, legal description is attached

Original Tract Deed Book and Page Number: Book 2419, Page 666

Number of Acres in Development: 5.64 acres total, 2.04 to be rezoned

Number of Lots Created: _____

Current Zoning/Requested Zoning: Lot currently has 2 zonings - RTM and CG. We are requesting to zone the entire property RTM.

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

Future residential use

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Cecilia Ferguson 12/2/24
Applicant/Preparer Date

Cecilia Ferguson (Agent) 12/2/24
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: _____

Submission Date: _____

Processing Tract: IRC _____, PC _____, CC _____

Approval Date: _____

Fees: _____ Number of Copies: _____

**City of Stillwater
Map Amendment Checklist
Chapter 23, Article 3**

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

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

APPLICANT	REQUIREMENTS	CITY
	Section 23.58	
✓	COMPLETED APPLICATION FORM AND CHECKLIST	
✓	TYPED LEGAL DESCRIPTION SENT TO DIGITALS@STILLWATER.ORG	
✓	FILING FEE OF \$250.00 PLUS \$2.00/ACRE	
✓	A TYPEWRITTEN LIST AND ELECTRONIC/DIGITAL COPY, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, LICENSED ABTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT, OF ALL PROPERTY OWNERS WITHIN THREE HUNDRED (300) FEET OF THE SUBJECT PROPERTY. THE OWNERSHIP LIST SHALL HAVE BEEN PREPARED NO MORE THAN THIRTY (30) DAYS PRIOR TO SUBMISSION.	

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

 12/2/24
Preparer's Signature Date

Agent Letter

December 2, 2024

To whom it may concern,

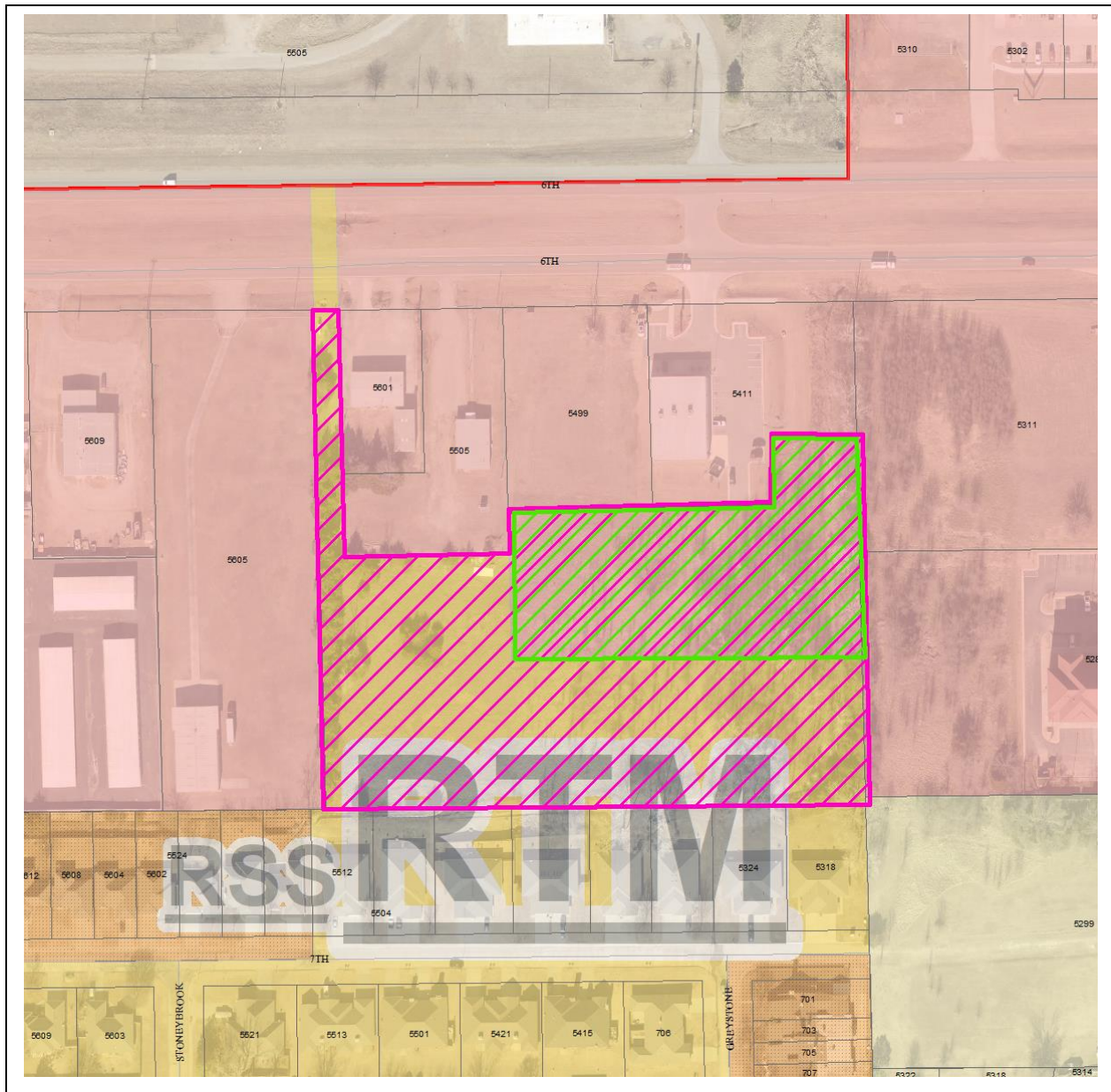
Please allow this letter to serve as authorization for any agents or employees of Bancroft Design, Inc. to sign and execute any documents for ~~Star Construction~~ on any necessary application documents going to the City of Stillwater, concerning our tract of land.

CSTAR CONSTRUCTION, LLC

Don Williams 12-2-24
Owner Signature Date

Don Williams, Mgr.

Don Williams 12-2-24
Owner Name (Print) Date



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA24-16)
Request: Rezone portion of property highlighted in green from CG to match rest of property zoned RTM
Address: 5599 W 6th *also referred to as 5499
Applicant: Bancroft o/b/o Stillwater Star West

ZONING COMPARISON CHART		
	CG (Commercial General)	RTM (Residential Two-family and Multi-family)
Min Lot Size	No min requirements	20,000 square feet
Min Lot Width/Depth	No min requirements	100/130 feet
Max Structure Height	No max height	35 feet
Min Front Yard	25 feet	20 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	20 feet	5 feet
Commercial district	No min requirements	15 feet
Industrial district	No min requirements	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	No min requirements	20 feet
Max Lot Coverage	50 percent	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3- feet tall and 40% opaque up to 5-feet tall • Arts & Entertainment • Bed & Breakfast, Hotel, Motel • Beverage Services • <i>Churches & Religious Institutions</i> • Financial Institutions & Services • Food Services • Free-Standing Self-Service • Health Care & Social Assistance • Information • Parking Lots/Garages • Personal & Laundry Services • Personal Storage & Warehousing • Professional & Administrative Offices • Recreation • Research & Development • Retail Trade • Transportation Activities • Utilities • Vehicle & Equipment Sales/Service • Wholesale Trade	Required for parking lots only • Boarding House/Rooming House • <i>Church and Religions Institutions</i> • Multiple-family with a maximum gross density of 20 units per acre • Townhome • Two-family (duplex)
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)		

Date of Meeting: January 28, 2025

Subject: Specific Use Permit: 1600 North Perkins Road

Purpose of Report: The applicant requests review and approval of a Specific Use Permit to allow for vehicle and equipment sales and service in the Commercial Shopping (CS) zoning district at the property addressed as 1600 North Perkins Road.

Background: The property is in the northern portion of Stillwater, on the same lot as Lowe's. The applicant is seeking this SUP to allow construction of a Direct Discount Tire store. This portion of the lot is currently vacant.

Application Processing Information:

Owner/Applicant – Lowe's Home Centers, LLC / Halle Properties, LLC

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

Processing Track:

Submittal Date – December 2, 2023

Planning Commission – January 28, 2025

City Council – February 24, 2025

Project/Site Design Data/Details:

Zoning – Commercial Shopping, Sec. 23-151

Existing Use – Vacant area of a commercial lot

Proposed Use – Direct Discount Tire Store

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of Perkins Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: OSU Transit Services – The Gray and Green Routes have stops in the area on North Perkins Road. Sidewalks are currently available along North Perkins Road, directly in front of the property.
- 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 within this part of the community is Commercial (10-4).

Discussion: The applicant requests review and approval of a Specific Use Permit to allow for vehicle and equipment sales and service in the Commercial Shopping (CS) zoning district at the property to be addressed as 1600 North Perkins Road. The subject property is located on the vacant south portion of the same lot as Lowe's at 1616 N. Perkins Road. The applicant is seeking this SUP to allow construction of a Direct Discount Tire store. Large Lot Single-Family (RSL) is located directly

to the west, Commercial Shopping (CS) is located to the north and east, and Residential Two-Family & Multi-Family (RTM) is located to the south.

Findings:

1. The Land Development Code allows vehicle and equipment sales and service in the Commercial Shopping (CS) zoning district with a Specific Use Permit.
2. 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.

Prepared by: Josh Brown, Project Manager
Reviewed by: Diana Hood, Associate City Planner
David Barth, Development Services Director

Date of Preparation: January 15, 2025
Attachments: Application, Area Map. Site Plan,
Map Designation: NE

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

ZONING:

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

SUBDIVISION:

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

OTHER:

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

SITE PLANS:

- ☐ Minor Amendment
☐ Final Drill Site Dev. Plan

Title of Subdivision/Plan/Use: Discount Tire
 Owner(s) of Property: ~~Lowe's Home Centers, Inc.~~ Lowe's Home Centers, LLC.
 Owner(s) Address: 1000 Lowes Blvd., Mooresville NC 28117-8520
 Owner(s) Phone/Fax/Email: 214-491-7835 kk.yeow@lowes.com
 Applicant/Developer of Property: Halle Properties, LLC
 Applicant/Developer Address: 20225 N. Scottsdale Road, Scottsdale, AZ 85255
 Applicant/Developer Phone/Fax/Email: 480-708-2513 jonathan.strawther@discounttire.com
 Design Engineer address/phone/fax/email & Registration No.: Vasquez Engineering, LLC - 1919 S. Shiloh Road
Suite 440, Garland, TX 75042; 972-278-2948; jvasquez@vasquezengineering.com; Juan Vasquez, P.E.; PE#21243

Surveyor address/phone/fax/email & Registration No.: Cowan Group Engineering - 7100 N. Classen, Suite 500
Oklahoma City, OK 73116; 405-463-3369; Randall A. Mansfield, PLS No. 1613

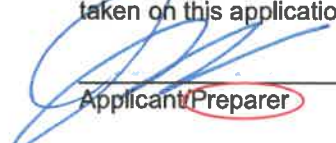
Address or Description of Property to be Subdivided/Developed: 0.847 acres located at 1616 N. Perkins Road

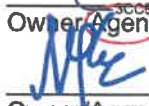
Original Tract Deed Book and Page Number: Book 1068, Pages 165, 168 & 171
 Number of Acres in Development: 0.847
 Number of Lots Created: N/A
 Current Zoning/Requested Zoning: CS
 Reason for zoning request/use permit/map amendment (describe project):

Special Use Permit request for the development a new 7,020 SF Retail Tire Store

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 11/2/24

Signed by:
April Miller Duncan 11/1/2024
 Owner Agent (with documentation) Date

 Construction Manager, 11.13.24
 Owner Agent (with documentation) Date

For City of Stillwater Use Only: CASE NO#: SUP24-06
 Submission Date: 12.02.2024 Processing Tract: IRC 12.31.24, PC 01.28.25, CC 02.24.25
 Approval Date: _____ Fees: _____ Number of Copies: _____

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

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

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

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

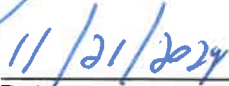
**City of Stillwater
Specific Use Permit (SUP)
Chapter 23, Article 7, Division 7**

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

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.



Preparer's Signature



Date



October 31, 2024

City of Stillwater
Community Development
901 Cates Street
Stillwater, OK 74074

**Re: Discount Tire Development
1616 N. Perkins Road, Stillwater, OK**

Dear Community Development Department

Please accept this letter as our authorization as the owner of the property to allow Halle Properties, LLC to submit development applications as maybe required for the development of a new Discount Tire Retail store to be located within the Lowe's development at 1616 N. Perkins Road.

Witness my hand this 21st day of November, 2024.

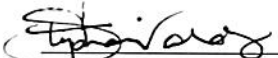
Lowe's Home Centers, LLC

By:  

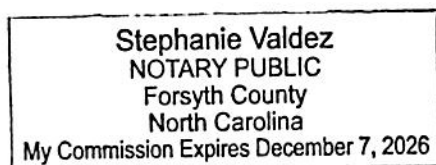
State of North Carolina
County of Jredell:

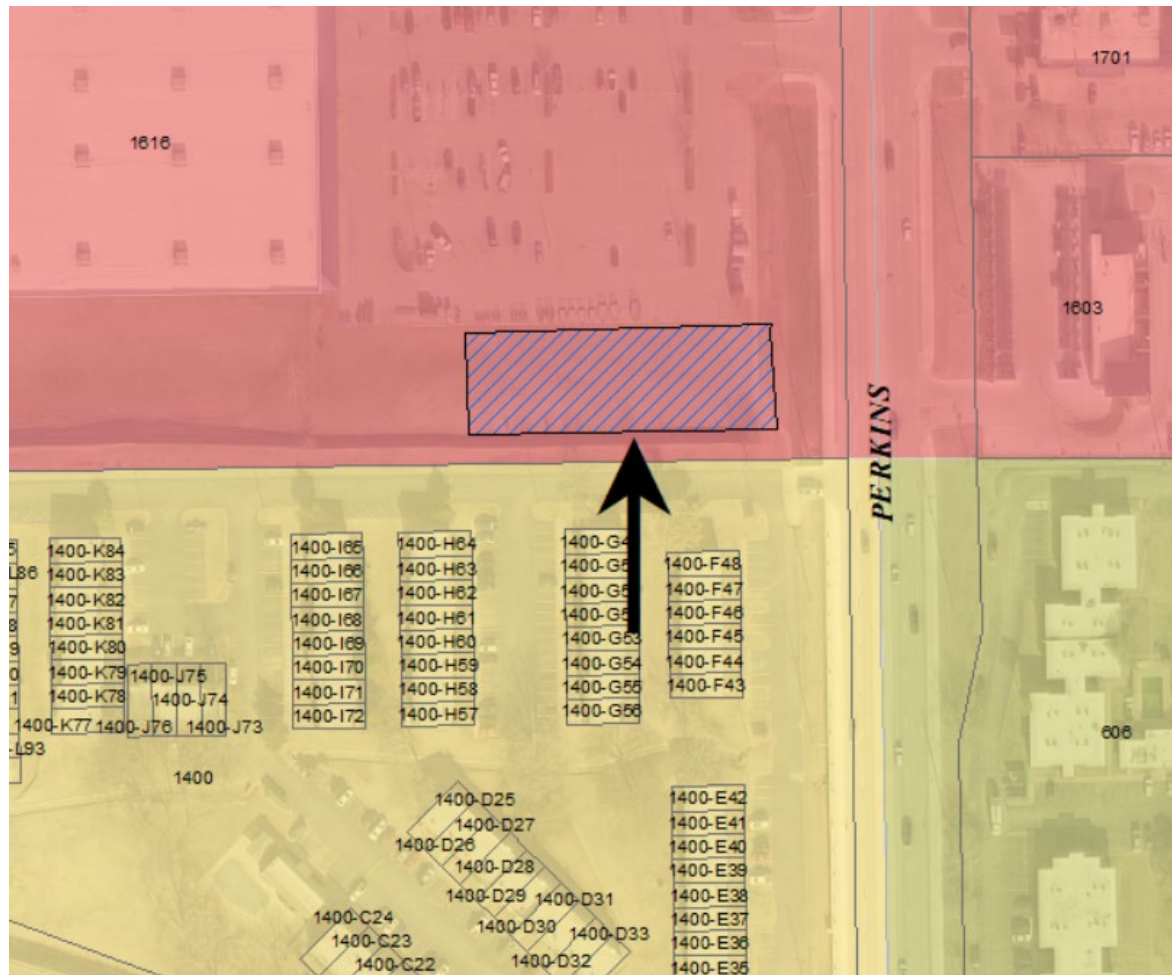
Before me, the undersigned authority, a notary public in for said county and state, on this day personally appeared Richard Goodman, known to me to be the person or persons whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity herein stated.

Given under my hand and seal of office, this 21st day of November 2024.


Notary Public

December 7, 2026
My Commission Expires

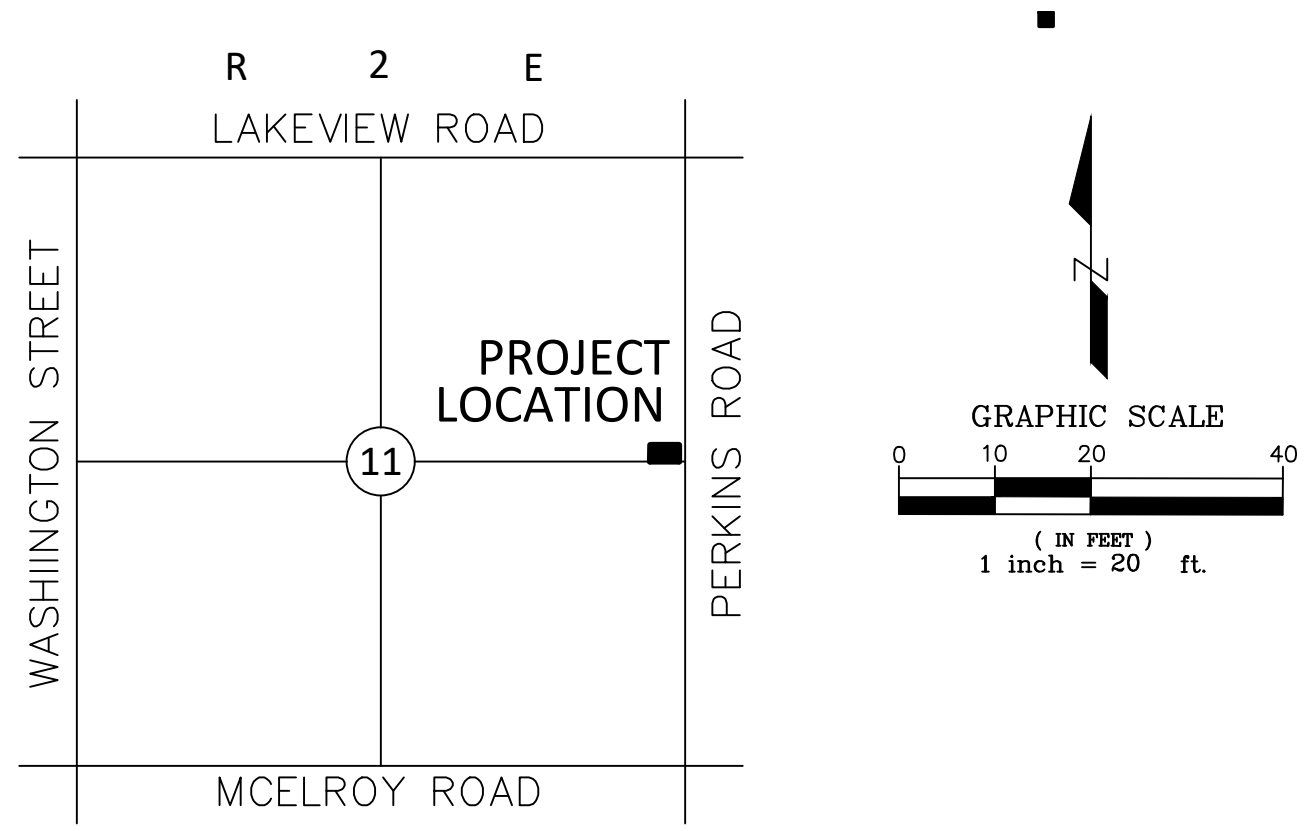
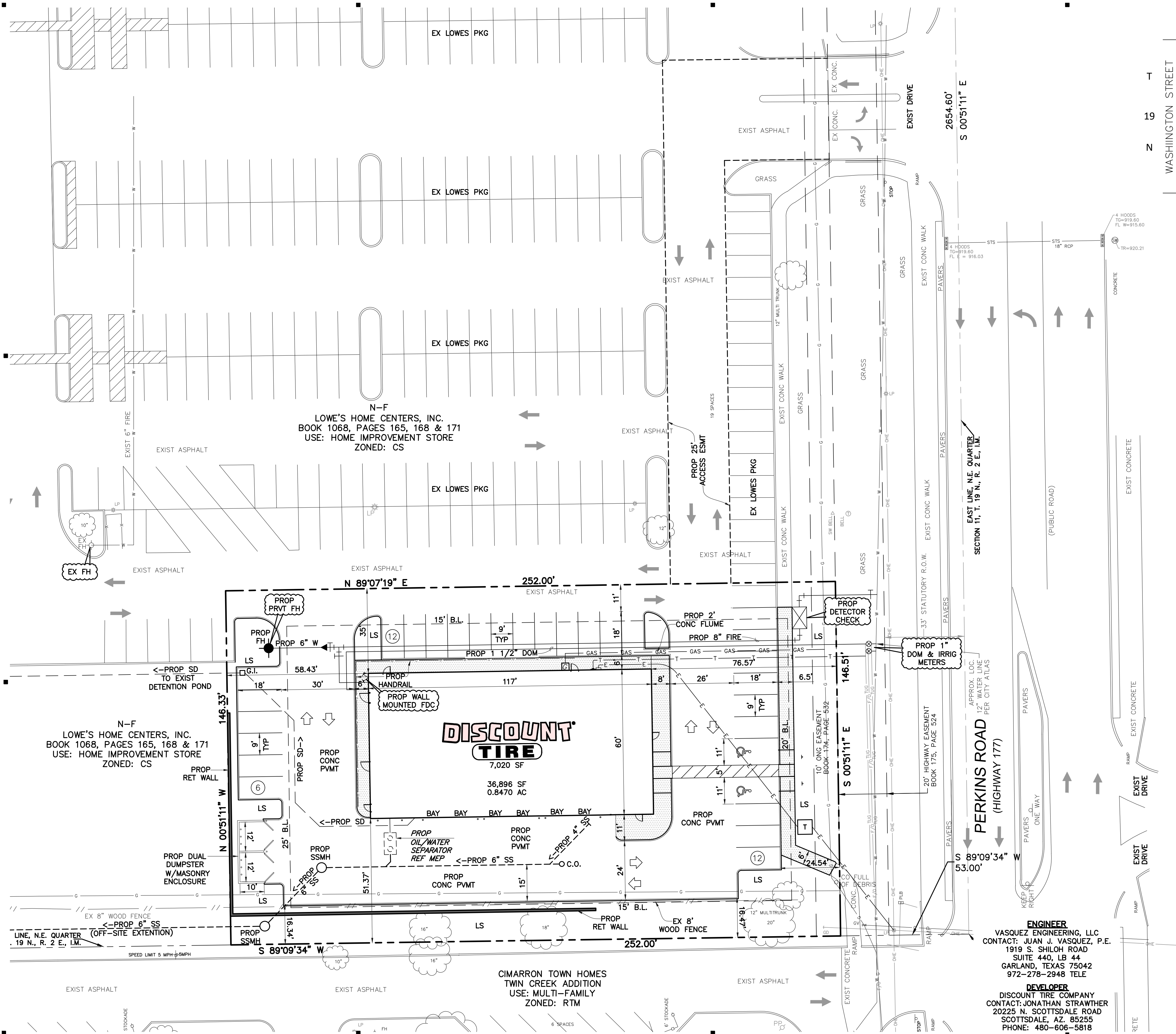




Stillwater OKLAHOMA
stillwaterok.gov

Project Type: SUP24-06
Request: Specific Use Permit
Address: Portion of 1616 N. Perkins Road
Applicant: Vasquez Engineering obo Halle Properties, LLC

[illegible]



LOCATION MAP
NTS

EXISTING	LEGEND	PROPOSED
---	PROPERTY LINE	---
---	PAVEMENT	---
---	WALK	---
---	PARKING COUNT	(12)
---	OVERHEAD ELECTRIC	E
---	WATER	PROP 8" FIRE
---	SANITARY SEWER	PROP 6" SS
---	STORM SEWER	PROP SD->
---	GAS	GAS
---	TELEPHONE	T
---	COMMUNICATION	---
---	GRATE INLET	G.I.
---	SAN. SEWER MANHOLE	SSMH
---	SAN. SEWER CLEANOUT	C.O.
---	STORM SEWER MANHOLE	---
---	FIRE HYDRANT	---
---	WATER METER	---
---	WATER VALVE	---
---	FIRE DEPT. CONN	---
---	DETECTOR CHECK	---
---	RETAINING WALL	---
---	TREE	---
---	TRANSFORMER	T
---	LIGHT POLE	---

NOTES

- BOUNDARY & TOPOGRAPHIC BASED ON SURVEY BY COWAN GROUP ENGINEERING, DATED 05-01-2024.
- REFERENCE ARCHITECT PLANS FOR EXACT BUILDING DIMENSIONS.
- ALL DIMENSIONS ARE TO EDGE OF PAVEMENT, FACE OF BUILDING OR FACE OF CURB, UNLESS OTHERWISE NOTED.
- ALL RADII NOT LISTED ARE 2' FACE OF CURB.
- SEE SITE ENGINEERING PLANS FOR DIMENSIONAL CONTROL, PAVING DESIGN, GRADING & DRAINAGE DESIGN, EROSION CONTROL AND UTILITY DESIGN.
- SEE LANDSCAPE PLANS FOR SITE LANDSCAPING DESIGN.

SITE SUMMARY TABLE

Site Address	1616 N. PERKINS ROAD
County	PAYNE
Project Name	DISCOUNT TIRE - STILLWATER
Zoning District	CS
Proposed use	RETAIL TIRE STORE
Site Area:	0.8470 Acres 36,896 S.F.
Building Area	7,020 S.F.
Building Height:	1 STORY: 26'
Floor Area Ratio:	7,020 S.F. / 36,896 = 1:19.0
Lot Coverage:	7,020 / 36,896 = 19.0%
Parking Required:	1SPC/EMPLOYEE+1SPC/400SF DISPLAY AREA
	10 (EMPLOYEES) + 1,500SF/400 = 14 SPACES
Parking Provided:	STANDARD (9'X18')
	= 28 SPACES
	ACCESSIBLE (11'X18')
	= 2 SPACES
	TOTAL
	= 30 SPACES
Impervious Area:	29,217 S.F.
Impervious Area Ratio:	29,217 S.F. / 36,896 = 79.19%
Pervious Area Ratio:	7,679 S.F. / 36,896 = 20.81%

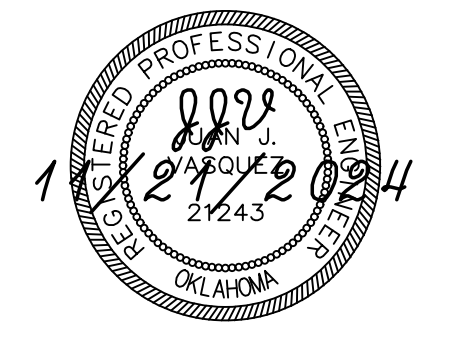
ENGINEER
VASQUEZ ENGINEERING, LLC
CONTACT: JUAN J. VASQUEZ, P.E.
1919 S. SHILOH ROAD
SUITE 440, LB 44
GARLAND, TEXAS 75042
972-278-2948 TELE

DEVELOPER
DISCOUNT TIRE COMPANY
CONTACT: JONATHAN STRAWTHER
20225 N. SCOTTSDALE ROAD
SCOTTSDALE, AZ. 85255
PHONE: 480-606-5818

CONSTRUCTION DOCUMENT

NO.	REVISIONS DESCRIPTION	DATE
500.219		JOB NO.
11/21/2024		DATE
J.J.V.		DRAWN BY
J.J.V.		CHECKED BY

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY JUAN J. VASQUEZ, P.E. 21243, ON 11/21/2024



SITE PLAN

SP1

DISCOUNT TIRE
1616 N. PERKINS ROAD
STILLWATER, OK

VASQUEZ ENGINEERING L.L.C.
1919 S. Shilo Road
Suite 440, LB 44
Garland, Texas 75042
Ph: 972-278-2948
CA NO. 5898; EXP 6/30/2025