

PLANNING COMMISSION MEETING AGENDA
FEBRUARY 25, 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

The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states 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 board/committee/commission.

a.	Request review and approval of a final plat, SUB24-12 , from KMR Development, LLC for Park View Estates, Section 10, Phase 1 creating 12 residential lots in the Small Lot Single-Family Residential (RSS) district in the area of property addressed as 4800 N. Rogers Drive.	Joshua Brown
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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 an application for a SHORT TERM RENTAL (STSR-0194) from Stacy Baker and Dublin Rentals for a property addressed as 5313 W. Country Club Drive, in the Large Lot Single-Family Residential (RSL) district.	Joshua Brown
b.	Receive public comment regarding a request from Lambert Properties, LLC and CSCM Properties, LLC for a Map Amendment (MA25-01) to rezone from Two-Family & Multi-Family (RTM) and Two-Family Residential (RT) to all Two-Family & Multi-Family (RTM) district for the properties addressed as 814, 816, 818 and 820 N. Lincoln Str., 822 and 824 N. Lincoln Str., and 1102, 1104, 1106, 1108 and 1110 W. Tyler Avenue.	Joshua Brown
c.	Receive public comment regarding a Text Amendment to	David Barth

	Stillwater City Code Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat, repealing all ordinances to the contrary; and providing for severability and declaring an emergency.	
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4. Meeting Summaries for Review and Possible Action:

a.	Regular meeting summary of December 17, 2024.
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5. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is March 4, 2025.
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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: February 25, 2025

Subject: Final Plat: Park View Estates Section 10, Phase 1

Purpose of Report: The applicant requests review and approval of a final plat, known as Parkview Estates Section 10, Phase 1. This plat consists of 12 lots at property located in the Park View Estates Subdivision along N Rogers Drive.

Background: The Park View Estates Section 10 preliminary plat was approved by Planning Commission on January 11, 2022, and has been granted two-12 month extensions. The most recent approval of the preliminary plat, which includes 37 residential lots, was extended by Planning Commission on January 7, 2025. The developer has since decided to plat Section 10 in two phases. The plat for Phase 1 includes 12 residential lots located along N Rogers Drive. Zoning for this development is Small Lot Single-Family Residential (RSS). Improvements for Phase 1 of Section 10 have recently been deemed by City Staff to be substantially complete.

Application Processing Information:

Applicant/Owner – KMR Development, LLC

Processing Track:

Submittal Date – December 22, 2023

Planning Commission – February 25, 2025

City Council – To be determined

Project/Site Design Data/Details:

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

Existing Use –Vacant land

Proposed Use – 12 Single-Family Residential Lots

Lot – Approximately 4 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.

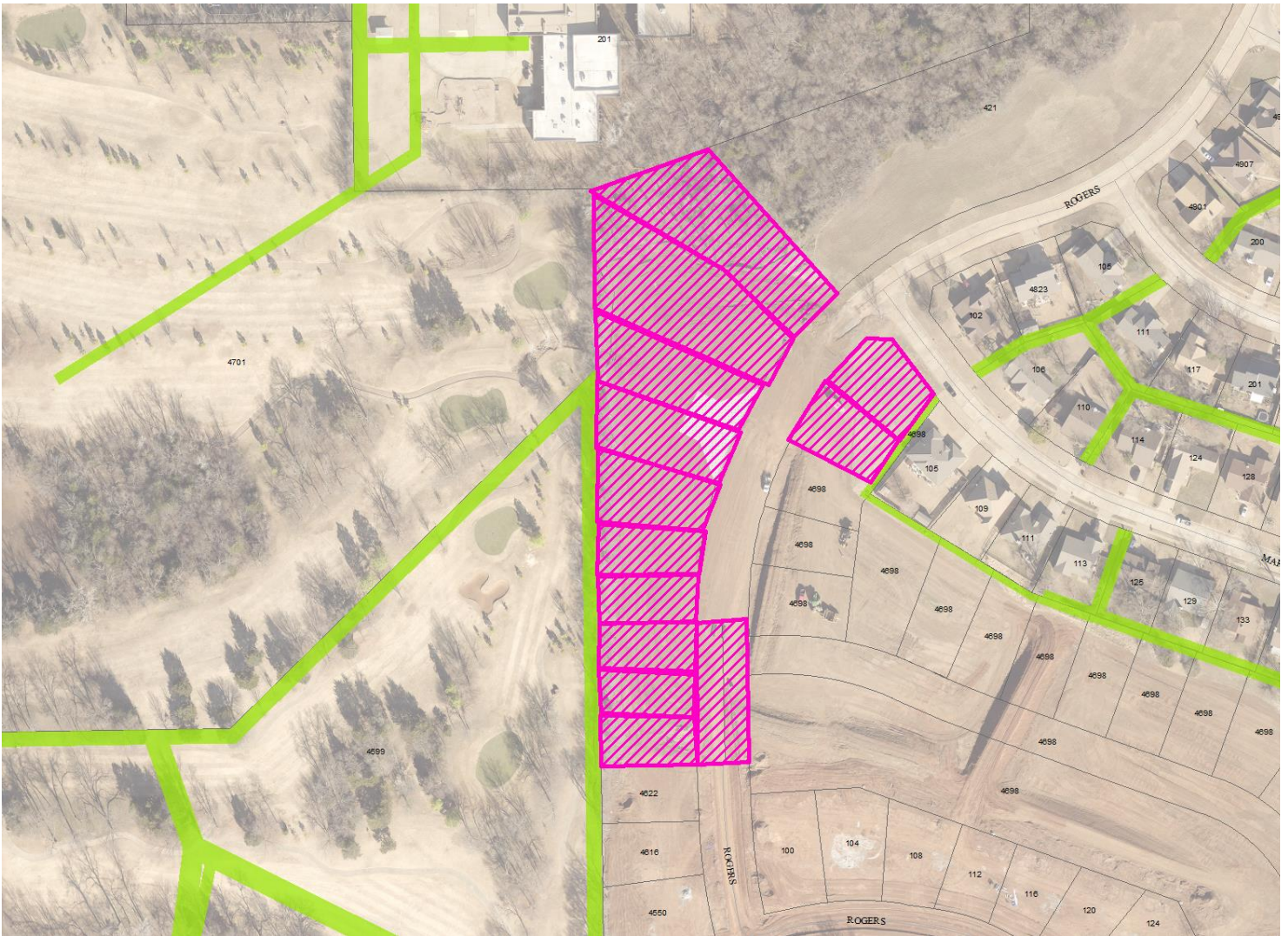
Findings:

1. The preliminary plat expiration date is January 7, 2026
2. The C3 Plan recommends low density uses at this location.

Alternatives:

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

Prepared by:	Josh Brown, Project Manager
Reviewed by:	Cindy Gibson, Administrative Services David Barth, Development Services Director
Date of Preparation:	February 6, 2025
Attachments:	Area Map, Approved Preliminary Plat, Final Plat
Map Designation:	NE



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Final Plat (SUB24-12)
Request: Final Plat for Parkview Estates, Sec. 10, Phase 1
Address: N Rogers Dr
Applicant: KMR Development / Jimbo Carnley

OWNER’S CERTIFICATE

STATE OF OKLAHOMA)
SS
COUNTY OF PAYNE)

KMR DEVELOPMENT, LLC, AN OKLAHOMA LIMITED LIABILITY COMPANY, IS THE OWNER OF THE PROPERTY DESCRIBED IN THE FINAL PLAT OF PARK VIEW ESTATES, SECTION 10 – PHASE 1, A SUBDIVISION OF PART OF THE NE/4, SECTION 35, TOWNSHIP 20 NORTH, RANGE 2 EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE OF OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT 1:
A TRACT OF LAND THAT IS PART OF THE NE/4, SECTION 35; TOWNSHIP 20 NORTH, RANGE 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 OF SAID NE/4; THENCE SOUTH 00°52'01" EAST ALONG THE EAST LINE OF SAID NE/4 FOR 610.00 FEET TO A FOUND 1/2" IRON PIN BEING THE POINT OF BEGINNING OF SAID TRACT OF LAND; THENCE NORTH 70°27'50" EAST FOR 163.46 FEET TO A FOUND 1/2" IRON PIN; THENCE SOUTH 41°59'56" EAST FOR 255.28 FEET TO A FOUND 1/2" IRON PIN ON THE WEST RIGHT OF WAY LINE OF NORTH ROGERS DRIVE; THENCE SOUTHERLY ALONG SAID RIGHT OF WAY LINE ON A CURVE TO THE LEFT HAVING A RADIUS OF 579.02 FEET, A CHORD BEARING OF SOUTH 23°35'04" WEST, AND A CHORD DISTANCE OF 478.70 FEET FOR AN ARC LENGTH OF 493.50 FEET; THENCE NORTH 89°10'02" EAST FOR 70.00 FEET; THENCE SOUTH 02°14'32" EAST FOR 184.71 FEET; THENCE SOUTH 88°48'55" WEST AND ALONG THE NORTH LINE LOT 1, BLOCK 1, PARK VIEW ESTATES, SECTION EIGHT, AN ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF FOR 199.08 FEET TO THE NORTHWEST CORNER OF SAID LOT 1 BEING A 1/2" IRON PIN ON THE WEST LINE OF SAID NE/4; THENCE NORTH 00°52'01" WEST ALONG SAID WEST LINE FOR 761.53 FEET TO THE POINT OF BEGINNING OF SAID TRACT OF LAND.
SAID TRACT OF LAND CONTAINS 3.654 ACRES, MORE OR LESS.

AND

TRACT 2:
A TRACT OF LAND THAT IS PART OF THE NE/4, SECTION 35; TOWNSHIP 20 NORTH, RANGE 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 OF SAID NE/4; THENCE NORTH 89°19'08" EAST ALONG THE NORTH LINE OF SAID NE/4 FOR 454.25 FEET; THENCE SOUTH 00°40'52" EAST FOR 895.64 FEET TO A FOUND 5/8" IRON PIN AT THE NORTHWEST CORNER OF LOT 3, PARKVIEW ESTATES, SECTION NINE, AN ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, SAID POINT BEING THE POINT OF BEGINNING OF SAID TRACT OF LAND; THENCE SOUTH 36°28'19" WEST FOR 140.07 FEET; THENCE NORTH 62°13'06" WEST FOR 127.71 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF NORTH ROGERS DRIVE; THENCE NORTHERLY ALONG SAID RIGHT OF WAY LINE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 509.02 FEET, A CHORD BEARING OF NORTH 36°48'11" EAST, AND A CHORD DISTANCE OF 170.54 FEET FOR AN ARC LENGTH OF 171.35 TO 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°46'41" EAST ALONG THE SOUTH RIGHT OF WAY LINE OF MARIE DRIVE FOR 33.85 FEET TO A FOUND 1/2" IRON PIN; THENCE SOUTH 36°45'47" EAST ALONG SAID SAID RIGHT OF WAY LINE FOR 88.54 FEET THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY LINE ON A CURVE TO THE LEFT HAVING RADIUS OF 535.20 FEET, A CHORD BEARING OF SOUTH 38°05'21" 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.
SAID TRACT OF LAND CONTAINS 0.496 ACRES, MORE OR LESS.

THE ABOVE LEGAL DESCRIPTIONS WERE PREPARED BY CLAYTON CANTRELL, OKLAHOMA PLS #1802, NOVEMBER 7, 2024.

THE OWNER HEREBY CERTIFIES THAT THE SUBJECT PROPERTY HAS BEEN SURVEYED, SUBDIVDED, AND PLATTED IN ACCORDANCE WITH ALL APPLICABLE LAWS, ORDINANCES, CODES AND REGULATION, AND DOES HEREBY DEDICATE ALL PUBLIC WAYS, STREETS, RIGHT-OF-WAY, PUBLIC AREAS, AND/OR EASEMENTS SHOWN ON THIS FINAL PLAT TO THE CITY OF STILLWATER
SUBSCRIBED THIS ____ DAY OF FEBRUARY, 2025.

JAMES R. CARNLEY III, MANAGING MEMBER

STATE OF OKLAHOMA)
SS
COUNTY OF PAYNE)

ON THIS ____ DAY OF FEBRUARY 2025, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, PERSONALLY APPEARED JAMES R. CARNLEY III, MANAGING MEMBER, TO ME KNOWN TO BE THE IDENTICAL PERSON (S) WHO SUBSCRIBED THE NAME OF THE MAKER THEREOF TO WITHIN AND FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS THEIR FREE AND VOLUNTARY ACT AND DEED, AND AS THEIR FREE AND VOLUNTARY ACT AND DEED, FOR THE USES AND PURPOSES THEREIN SET FORTH.
GIVEN UNDER MY HAND AND SEAL THE DAY AND YEAR LAST ABOVE WRITTEN.

MY COMMISSION EXPIRES 11/09/2026.
My COMMISSION NO. 18011428.

NOTARY PUBLIC

SURVEYOR’S CERTIFICATION

STATE OF OKLAHOMA)
SS
COUNTY OF PAYNE)

I, CLAYTON CANTRELL, A LICENSED PROFESSIONAL LAND SURVEYOR NO. 1802, IN THE STATE OF OKLAHOMA HEREBY CERTIFY THAT THE FINAL PLAT OF PARK VIEW ESTATES, SECTION 10 – PHASE 1, CORRECTLY REPRESENTS A CAREFUL SURVEY THEREOF MADE UNDER MY SUPERVISION AND ANY MONUMENTS SHOWN THEREON ACTUALLY EXIST AND RESPECTIVE POSITIONS ARE CORRECTLY SHOWN, THAT THIS SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYORS AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

DATE OF LAST SITE VISIT: OCTOBER 29, 2024.
WITNESS MY HAND AND SEAL THIS ____ DAY OF FEBRUARY, 2025.

CLAYTON CANTRELL
LICENSED PROFESSIONAL LAND SURVEYOR
OKLAHOMA NO. 1802

STATE OF OKLAHOMA)
SS
COUNTY OF PAYNE)

ON THIS ____ DAY OF FEBRUARY, 2025, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, PERSONALLY APPEARED CLAYTON CANTRELL, TO ME KNOWN TO BE THE IDENTICAL PERSON (S) WHO SUBSCRIBED THE NAME OF THE MAKER THEREOF TO WITHIN AND FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS THEIR FREE AND VOLUNTARY ACT AND DEED, AND AS THEIR FREE AND VOLUNTARY ACT AND DEED, FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND SEAL THE DAY AND YEAR LAST ABOVE WRITTEN.

MY COMMISSION EXPIRES 11/09/2026.
My COMMISSION NO. 18011428.

NOTARY PUBLIC

OWNERS NOTARY

SURVEYOR’S SEAL

SURVEYOR’S NOTARY

OWNER/DEVELOPER

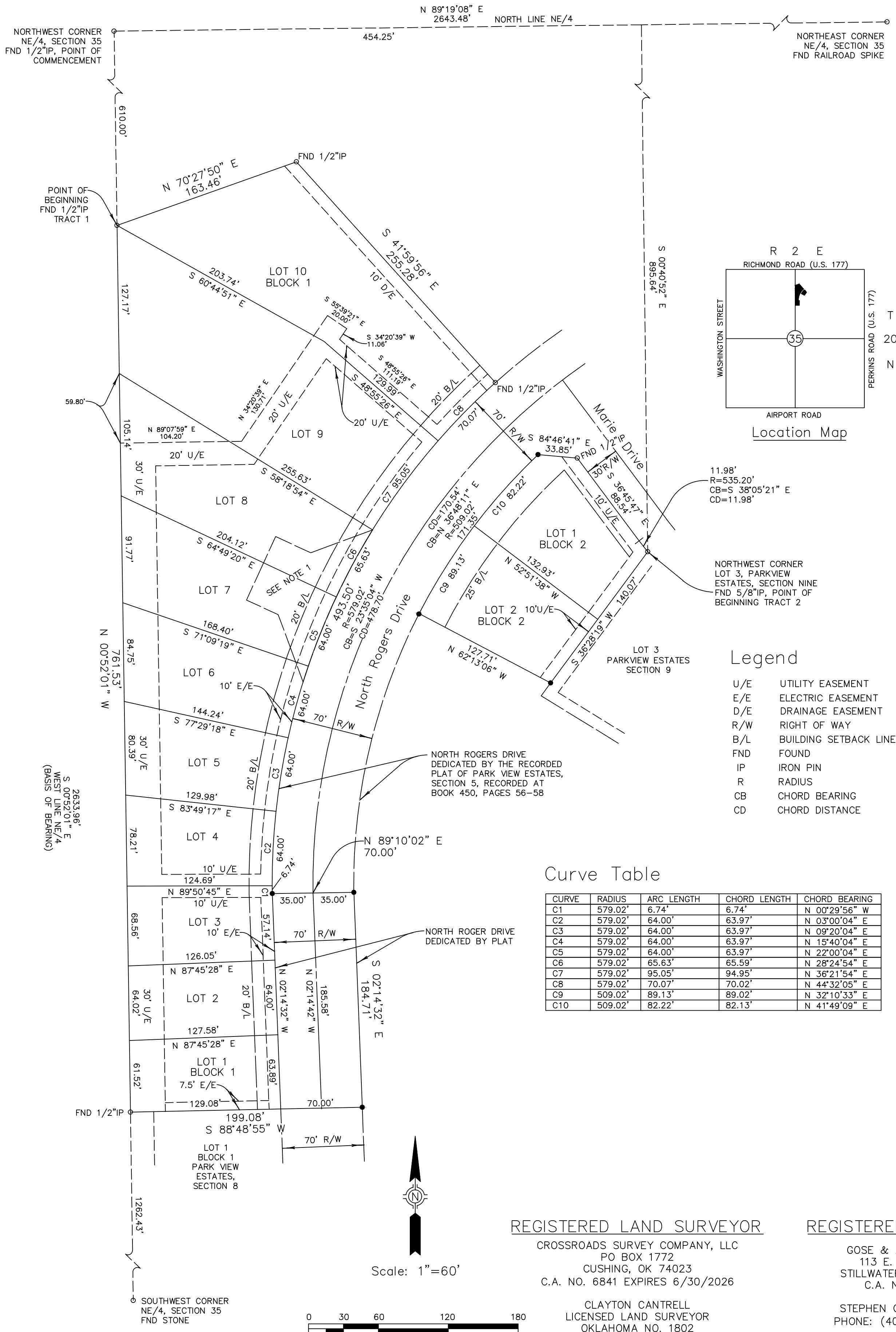
KMR DEVELOPMENT, LLC
P.O. BOX 9515
TULSA, OK 74157

Final Plat

of

PARK VIEW ESTATES SECTION 10 - PHASE 1

a Part of the NE/4
Section 35, T-20-N, R-2-E
Payne County, Oklahoma



COUNTY TREASURER’S CERTIFICATE

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM THE DULY ELECTED, QUALIFIED, AND ACTING COUNTY TREASURER OF PAYNE COUNTY, STATE OF OKLAHOMA, THAT THE TAX RECORD OF SAID COUNTY SHOWS ALL TAXES ARE PAID FOR THE YEAR 2024 AND ALL PRIOR YEARS ON THE LAND SHOWN AS PARK VIEW ESTATES, SECTION 10 PHASE 1, IN PAYNE COUNTY, OKLAHOMA, AND THAT THE REQUIRED STATUTORY SECURITY HAS BEEN DEPOSITED IN THE OFFICE OF THE COUNTY TREASURER GUARANTEEING PAYMENT OF THE CURRENT YEARS TAXES.

IN WITNESS WHEREOF, SAID TREASURER HAS CAUSED THIS INSTRUMENT TO BE EXECUTED AT STILLWATER, OKLAHOMA, ON THIS ____ DAY OF _____, 2025.

COUNTY TREASURER

CERTIFICATE OF PLANNING COMMISSION

I, CHAIR OF THE PLANNING COMMISSION OF THE CITY OF STILLWATER, OKLAHOMA, HEREBY CERTIFY THE SAID PLANNING COMMISSION DULY APPROVED THE FINAL PLAT OF PARK VIEW ESTATES, SECTION 10 – PHASE 1, CITY OF STILLWATER, OKLAHOMA, THIS ____ DAY OF _____, 2025.

CHAIR

CERTIFICATE OF CITY CLERK

I, CITY CLERK OF THE CITY OF STILLWATER, OKLAHOMA HEREBY CERTIFY THAT I HAVE EXAMINED THE RECORDS OF SAID CITY AND FIND THAT ALL DEFERRED PAYMENTS ON UNMATURED INSTALLMENTS UPON SPECIAL ASSESSMENTS HAVE BEEN PAID IN FULL AND THAT THERE ARE NO SPECIAL ASSESSMENT PROCEDURES NOW PENDING AGAINST THE LAND SHOWN ON THE FINAL PLAT OF PARK VIEW ESTATES, SECTION 10 – PHASE 1, CITY OF STILLWATER, OKLAHOMA, THIS ____ DAY OF _____, 2025.

CITY CLERK

ACCEPTANCE OF DEDICATION BY CITY COUNCIL

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, THAT THE DEDICATION SHOWN ON THE FINAL PLAT OF PARK VIEW ESTATES, SECTION 10 – PHASE 1, AN ADDITION TO THE CITY OF STILLWATER, OKLAHOMA IS HEREBY ACCEPTED.

ADOPTED BY THE COUNCIL OF THE CITY OF STILLWATER, THIS ____ DAY OF _____, 2025.

ATTEST:

CITY CLERK

MAYOR

Notes

- PORTION OF PROPERTY THAT HAS BEEN VACATED IN THE DISTRICT COURT OF PAYNE COUNTY, STATE OF OKLAHOMA, CASE NO. CJ–2024–282, FILED JUNE 11, 204 IN THE DISTRICT COURT OF PAYNE COUNTY, OKLAHOMA.
- THE BEARINGS SHOWN HEREON ARE BASED ON A BEARING OF SOUTH 00°52'01" EAST ALONG THE WEST LINE OF THE NE/4.
- SET 3/8" IRON PIN AT ALL LOT CORNERS UNLESS NOTED OTHERWISE.
- TRACT 1 CONTAINS 3.654 ACRES, MORE OR LESS.
TRACT 2 CONTAINS 0.496 ACRES, MORE OR LESS.

PAYNE COUNTY
TREASURER

CITY CLERK

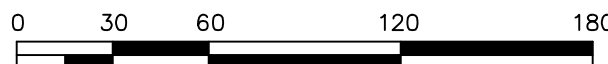
REGISTERED LAND SURVEYOR

CROSSROADS SURVEY COMPANY, LLC
PO BOX 1772
CUSHING, OK 74023
C.A. NO. 6841 EXPIRES 6/30/2026

REGISTERED ENGINEER

GOSE & ASSOCIATES
113 E. 8TH AVE
STILLWATER, OK 74074
C.A. NO. 1640

STEPHEN C. GOSE, P.E.
PHONE: (405) 743–4907



Scale: 1"=60'

MEMORANDUM

DATE: February 25, 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, objections(s) have been filed on STR application requests:

- **5313 W Country Club Drive** in the Large Lot Single-Family Residential (RSL) zoning 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: Dublin Rentals Mailing Address: P.O. Box 1441
Stillwater OK, 74076

Owner Contact Information: Phone: 405-162-0220 Email: garrettbaker69@gmail.com

Property Management Contact Name: _____
 Phone: _____ Email: _____

Property Street Address: 5313 W. Country Club Dr Stillwater, OK
74074

Zoning Classification: RSL Number of Bedrooms Offered for Rent: _____

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: [Signature] DATE: 1-2-25

Date Application Received: <u>1-2-25</u>	Application # <u>SR-0194</u>	Received by: <u>AL</u>
30-Day Objection Period: <u>2-5-25</u>	Objection Filed: ☐ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

Revised 7.19.2019

[Signature] 01/02/25



City of Stillwater

Customer Receipt

1/2/2025

R16152

Job ID: STR-0194 - \$100.00

5313 W COUNTRY CLUB

DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

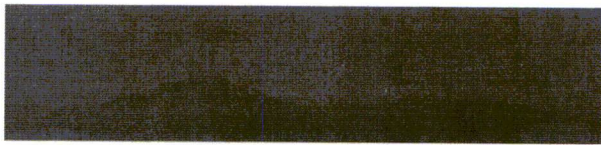
Total Paid EMV

10208600984

\$100.00

Signature for credit card

Thank you for your payment



Memo

To: City of Stillwater

From: Stacy Baker

cc:

Date: 1/2/2025

Re: AirBNB- 5313 W Country Club Stillwater, OK 74074

This memo serves as documentation that the home at 5313 W. Country Club Stillwater, OK 74074 has working smoke detectors, working carbon dioxide detector, and a fire extinguisher.

Respectfully,

Stacy Baker

Stacy Baker

State of Oklahoma County of Payne
The foregoing instrument was acknowledged before
me this 2nd day of January, 20 25
by Stacy Baker
Virginia Marcum
Notary Name Here, Notary Public
My Commission Expires 05-31-26



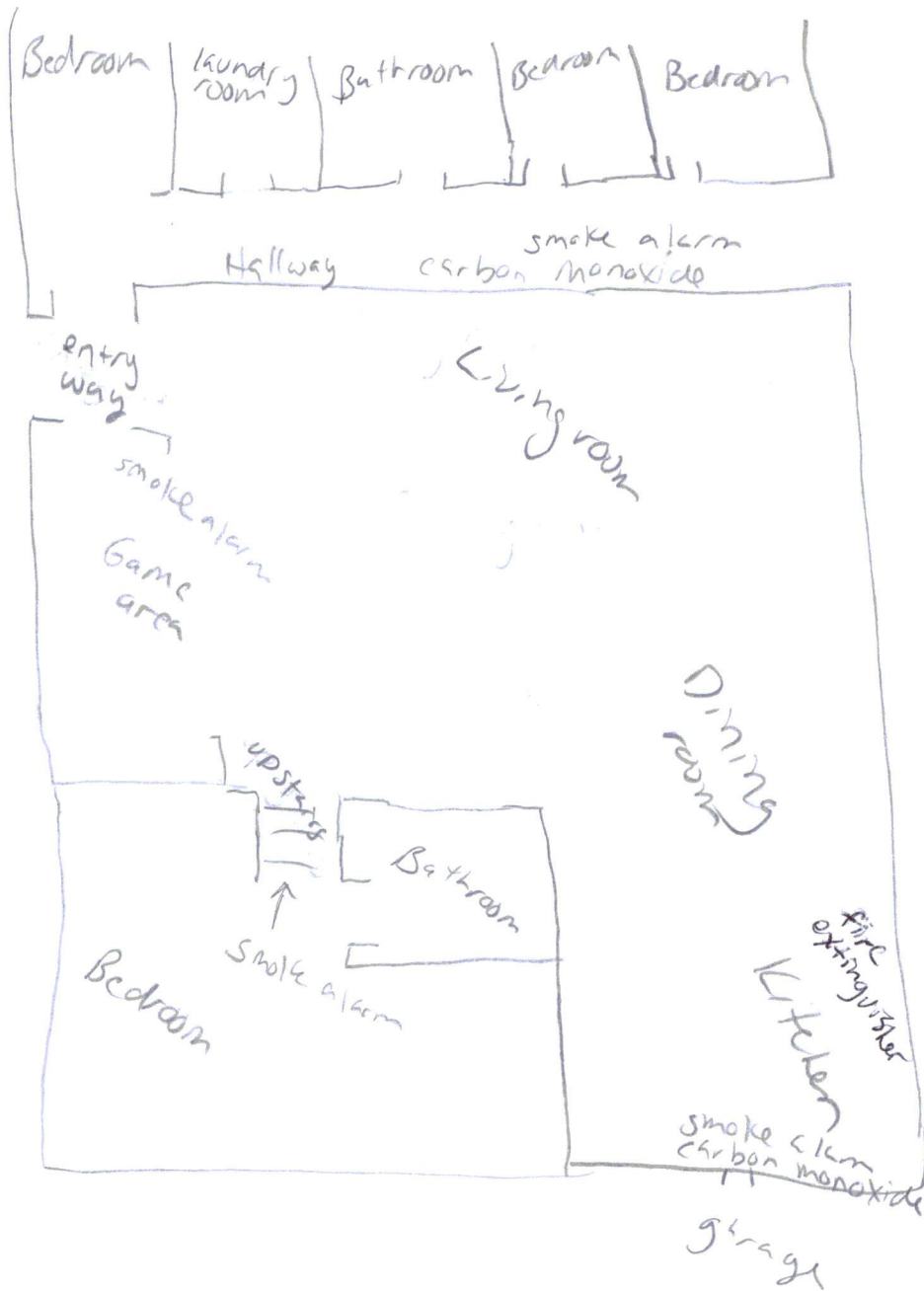


Exhibit to Deed**AFFIDAVIT OF LAND OR MINERAL OWNERSHIP: INDIVIDUAL**STATE OF OKLAHOMA)COUNTY OF PAYNE)

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

I-2024-007073 Book: 2813 pg: 463
 7/17/2024 3:37 PM pgs: 461 - 464
 Fees: \$24.00 Doc: \$331.50
 Glenna Craig, Payne County Clerk
 Payne County - State of Oklahoma

SS.

Before me, the undersigned Garrett Baker

(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states as of the date of this Affidavit:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.

2. I have personal knowledge of the statements made herein.

3. I am:

☒ a citizen of the United States; or☐ not a citizen of the United States, but an alien who is or shall become a bona fide resident of the State of Oklahoma.

4. I acquired title to the real property identified in the Deed to which this Affidavit is attached (the "Property").

5. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:

No alien or any person who is not a citizen of the United States shall acquire title to or own land in this state either directly or indirectly through a business entity or trust, except as hereinafter provided, but he or she shall have and enjoy in this state such rights as to personal property as are, or shall be accorded a citizen of the United States under the laws of the nation to which such alien belongs, or by the treaties of such nation with the United States, except as the same may be affected by the provisions of Section 121 et seq. of this title or the Constitution of this state. Provided, however, the requirements of this subsection shall not apply to a business entity that is engaged in regulated interstate commerce in accordance with federal law.

6. I acknowledge and understand that section 121 generally prohibits an alien or person who is not a citizen of the United States from acquiring title to or owning land in the State of Oklahoma. I further acknowledge and understand that section 121 does not prohibit an alien who is or who shall become a bona fide resident of the State of Oklahoma from acquiring title to or owning land in the State of Oklahoma.

7. I acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding source was used in the sale or transfer of the Property in violation of section 121 or any other state or federal law.

8. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject me to criminal prosecution for perjury and/or being liable for actual damages suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon such false statement.

FURTHER AFFIANT SAYETH NOT.

AFFIANT

Date

The foregoing instrument was subscribed and sworn to before me this 16th day of July, 2024, by Garrett Baker

NOTARY PUBLIC

My Commission Expires:

3/11/2024

My Commission Number:

22003472

Exhibit to Deed**AFFIDAVIT OF LAND OR MINERAL OWNERSHIP: INDIVIDUAL**STATE OF Oklahoma)COUNTY OF Payne)

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

SS.

I-2024-007073 Book: 2813 pg: 464
 7/17/2024 3:37 PM pgs: 461 - 464
 Fees: \$24.00 Doc: \$331.50
 Glenna Craig, Payne County Clerk
 Payne County - State of Oklahoma

Before me, the undersigned Stacy Baker

(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states as of the date of this Affidavit:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.
2. I have personal knowledge of the statements made herein.

3. I am:



a citizen of the United States; or



not a citizen of the United States, but an alien who is or shall become a bona fide resident of the State of Oklahoma.

4. I acquired title to the real property identified in the Deed to which this Affidavit is attached (the "Property").

5. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:

No alien or any person who is not a citizen of the United States shall acquire title to or own land in this state either directly or indirectly through a business entity or trust, except as hereinafter provided, but he or she shall have and enjoy in this state such rights as to personal property as are, or shall be accorded a citizen of the United States under the laws of the nation to which such alien belongs, or by the treaties of such nation with the United States, except as the same may be affected by the provisions of Section 121 et seq. of this title or the Constitution of this state. Provided, however, the requirements of this subsection shall not apply to a business entity that is engaged in regulated interstate commerce in accordance with federal law.

6. I acknowledge and understand that section 121 generally prohibits an alien or person who is not a citizen of the United States from acquiring title to or owning land in the State of Oklahoma. I further acknowledge and understand that section 121 does not prohibit an alien who is or who shall become a bona fide resident of the State of Oklahoma from acquiring title to or owning land in the State of Oklahoma.
7. I acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding source was used in the sale or transfer of the Property in violation of section 121 or any other state or federal law.
8. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject me to criminal prosecution for perjury and/or being liable for actual damages suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon such false statement.

FURTHER AFFIANT SAYETH NOT.

Stacy Baker

AFFIANT

7/16/2024
DateThe foregoing instrument was subscribed and sworn to before me this 16th day of July, 2024, by Stacy BakerHannah Howell

NOTARY PUBLIC

My Commission Expires: 3/11/2026My Commission Number: 22003472



I-2024-007073 Book: 2813 pg: 461
7/17/2024 3:37 PM pgs: 461 - 464
Fees: \$24.00 Doc: \$331.50
Glenna Craig, Payne County Clerk
Payne County - State of Oklahoma

RETURNED AT COUNTER

PERSONAL REPRESENTATIVE'S DEED

KNOW ALL MEN BY THESE PRESENTS:

THIS DEED is executed and delivered this 16th day of July, 2024, by KENNETH ALEXANDER (the "Grantor"), the duly appointed, qualified and acting Personal Representative of the Estate of MICHAEL JACKSON, deceased, with respect to the following:

A. On the 8th day of May, 2024, the District Court of Payne County, Oklahoma, entered its Order Authorizing the Sale of Property of the Estate (the "Order") in Case No. PB-2023-19, in the matter of the Estate of MICHAEL JACKSON, Deceased, authorizing Grantor to sell certain real property of the Estate of MICHAEL JACKSON, Deceased.

B. The Order, which is incorporated herein and made a part hereof for all purposes, is now on file and of record with the aforesaid Court.

C. Under and by virtue of the Order, Grantor is authorized to sell, transfer and convey to Garrett Baker and Stacy Baker, Husband and Wife, as joint tenants with right of survivorship ("Grantee"), P.O. Box 1441, Stillwater, Oklahoma 74076, the following described real property situated in the County of Payne, State of Oklahoma, to-wit:

Lot Five (5), in Block Three (3), STILLWATER GOLF AND COUNTRY CLUB ADDITION to the City of Stillwater, Payne County, State of Oklahoma, a/k/a 5313 West Country Club Drive, Stillwater, Oklahoma, according to the recorded plat thereof;

for the sum of \$221,000.00.

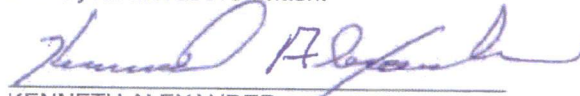
D. That under and by virtue of the Order aforesaid, title to the subject property through this sale or transaction is passed to the purchaser without further judicial authorization or a return of sale or confirmation of such sale or transaction by the Court.

NOW, THEREFORE, pursuant to the Order aforesaid and in consideration of the sum of \$221,000.00 and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, bargain, sell

and convey unto Grantee all the right, title, interest and Estate of MICHAEL JACKSON, deceased, at the time of said Decedent's death, and additionally all the right, title and interest and estate, by operation of law or otherwise, that it may have acquired, other than, or in addition to, that of the aforesaid estate, at the time of Decedent's death in and to the Property, together with the improvements thereon and the appurtenances thereunto belonging, LESS AND EXCEPT and subject to easements and rights of way of record, protective covenants of record, and any interest in and to oil, gas and other minerals therein and thereunder previously reserved or conveyed of record and all rights, interests and estates of whatsoever nature incident to or growing out of said outstanding minerals.

TO HAVE AND TO HOLD said described premises unto the Grantee, and to their successors and assigns forever.

EXECUTED and delivered the date and year first above written.



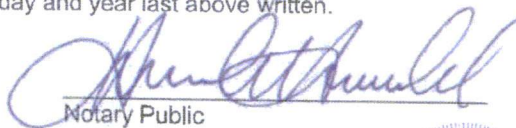
KENNETH ALEXANDER
Personal Representative of the Estate of
MICHAEL JACKSON, Deceased

STATE OF OKLAHOMA)
) SS.
COUNTY OF PAYNE)

I-2024-007073 Book: 2813 pg: 462
7/17/2024 3:37 PM pgs: 461 - 464
Fees: \$24.00 Doc: \$331.50
Glenna Craig, Payne County Clerk
Payne County - State of Oklahoma

Before me, the undersigned, a Notary Public in and for said County and State, on this 16th day of July, 2024, personally appeared KENNETH ALEXANDER, Personal Representative of the Estate of MICHAEL JACKSON, Deceased, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as Personal Representative, and acknowledged before me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such Estate for the uses and purposes therein set forth.

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


Notary Public

Return to: BAKER & IHRIG, P. O. Box 668, Stillwater, Oklahoma 74076

Community Escrow & Title Co.
623 S. Lewis
Stillwater, OK 74074
405-780-7196

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:

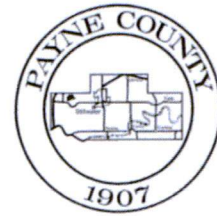
- Oklahoma Sales Tax: 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- Local Sales and Use Tax: The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any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

John B.

5313 W. Country Club Dr.
Stillwater, OK 74074

1-2-25

Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600024108
Address: 5313 W Country Club Dr
Stillwater, OK 74074

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 three hundred (300) feet of the following described property, to-wit:

Lot Five (5), in Block Three (3), STILLWATER GOLF AND COUNTRY CLUB ADDITION to the City of Stillwater, Payne County, State of Oklahoma, a/k/a 5313 West Club Drive, Stillwater, Oklahoma, according to the recorded plat thereof;

Attached you will find the current year's tax roll list of ownership that is within three hundred (300) 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 17 day of December, 2024.

PAYNE COUNTY ASSESSOR'S OFFICE

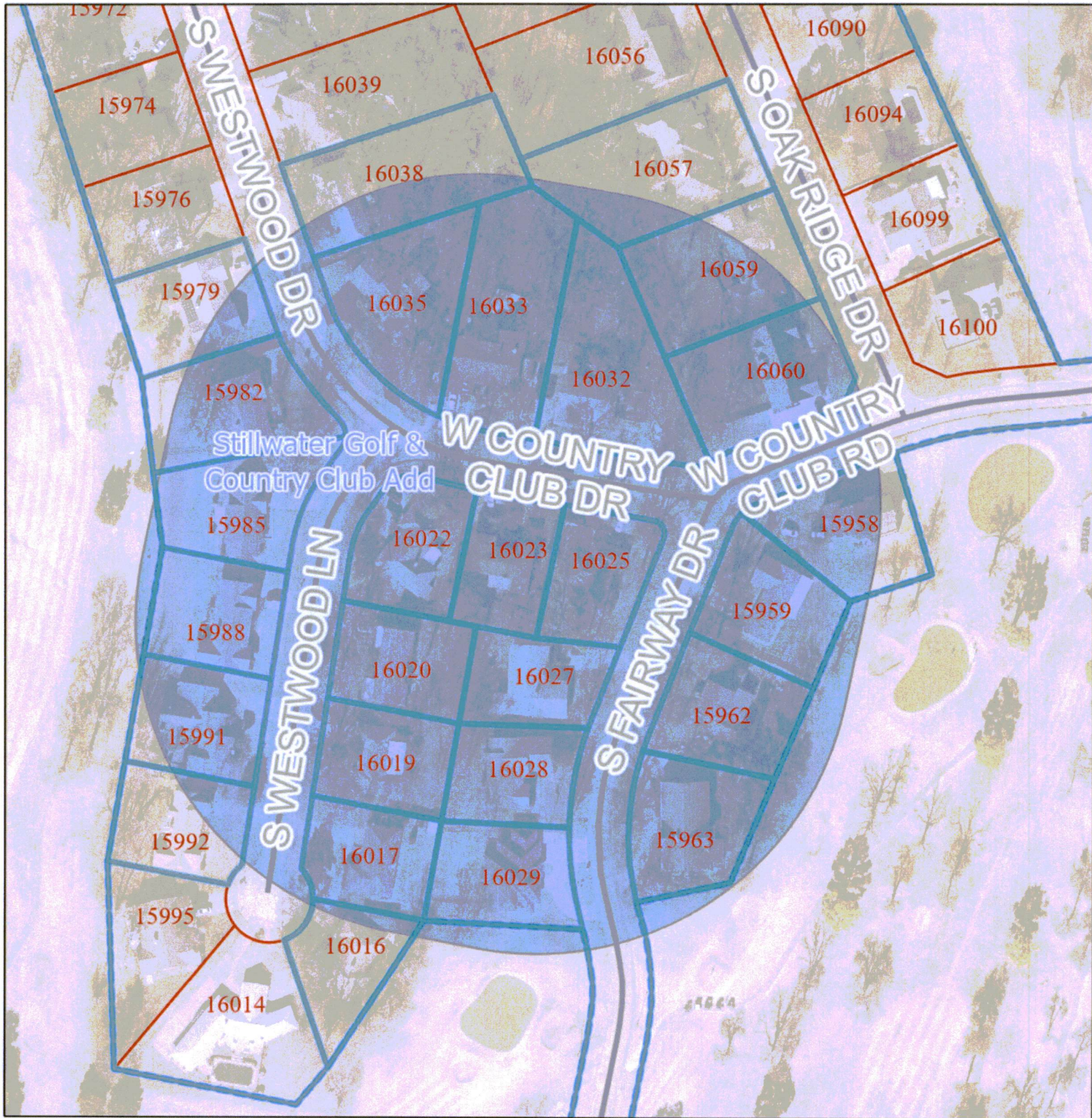
BY:

A handwritten signature in cursive script, appearing to read "Bruce Battle".



Payne County

300 FT BUFFER - 5313 W COUNTRY CLUB DR - STILLWATER, OK



- ROAD CENTERLINES
- SUBDIVISION
- PARCELS
- 300 FT BUFFER

Current Time: 12/17/2024 2:51 PM

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

ParcelID	Cadastral	Owner1	Mailing	City	State/Province	ZipCode	Country	PrimaryLocation	LegalDescription
600015992	SS735-003013-000000	Bond, Gary L & Sheila U Co-TTEE	6114 W Canterbury St	Stillwater OK	74074	US	1224 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 13	
600015991	SS735-003014-000000	Johnson, Robert L & Betty M Co-TTEE	1214 S Westwood Ln	Stillwater OK	74074	US	1214 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 14	
600015988	SS735-003015-000000	Foreman, Charles G & Mary C Co-TTEE	1210 S Westwood Ln	Stillwater OK	74074	US	1210 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 15	
600015985	SS735-003016-000000	Williams, Deborah J (TOD)	1202 S Westwood Ln	Stillwater OK	74074	US	1202 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 16	
600015982	SS735-003017-000000	Cohimia, Sandy TTEE	1124 Westwood Dr	Stillwater OK	74074	US	1124 S Westwood DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 17	
600015979	SS735-003018-000000	Boyd, John P & Saundra K	1116 Westwood Dr	Stillwater OK	74074	US	1116 S Westwood DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 18	
600015963	SS735-004001-000000	Westmoreland, Cathy S	16208 Old Olive Way	Edmond OK	73013	US	1223 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 4 Lot 1	
600015962	SS735-004002-000000	Cavins, Ruth G & Todd J	1213 S Fairway Dr	Stillwater OK	74074	US	1213 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 4 Lot 2	
600015959	SS735-004003-000000	Croston, Lisa	1201 S Fairway Dr	Stillwater OK	74074	US	1201 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 4 Lot 3	
600015958	SS735-004004-000000	Minges, Justin M	5223 W Country Club Dr	Stillwater OK	74074	US	5223 W Country Club DrStillwater, OK 74074	STW Golf & CC Add Bk 4 Lot 4	
600016060	SS735-002001-000000	Kessler, Michael P & Melissa D	1124 Oakridge Dr	Stillwater OK	74074	US	1124 S Oak Ridge DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 1	
600016059	SS735-002002-000000	Payne, Karel K TTEE	1116 Oakridge Dr	Stillwater OK	74074	US	1116 S Oak Ridge DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 2	
600016035	SS735-002013-000000	Watkins, George E Trustee Watkins, Ann D Trustee	1123 Westwood Dr	Stillwater OK	74074	US	1123 S Westwood DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 13	
600016033	SS735-002014-000000	Pritchett, Gloria	5324 W Country Club Dr	Stillwater OK	74074	US	5324 W Country Club DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 14	
600016029	SS735-003001-000000	Maculla, Robert C & Carol A	1222 S Fairway Dr	Stillwater OK	74074	US	1222 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 1	
600016028	SS735-003002-000000	Wanzor, Kynn & Carol Co-TTEE	1214 S Fairway Dr	Stillwater OK	74074	US	1214 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 2	
600016027	SS735-003003-000000	French, Donald P & Janice R	1210 S Fairway Dr	Stillwater OK	74074	US	1210 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 3	
600016025	SS735-003004-000000	Grissom, Carolyn L TTEE	1202 S Fairway Dr	Stillwater OK	74074	US	1202 S Fairway DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 4	
600016023	SS735-003005-000000	Baker, Garrett & Stacy	PO Box 1441	Stillwater OK	74076	US	5313 W Country Club DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 5	
600016022	SS735-003006-000000	Kessler, Craig M & Sara M	5323 W Country Club Dr	Stillwater OK	74074	US	5323 W Country Club DrStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 6	
600016020	SS735-003007-000000	Stein, Lorna R	1215 S Westwood Ln	Stillwater OK	74074	US	1215 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 7	
600016019	SS735-003008-000000	Rich, Karl & Magda	1221 S Westwood Ln	Stillwater OK	74074	US	1221 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 8	
600016016	SS735-003010-000000	McCormick, Robert L Jr & Peggy A Trustees	1309 S Westwood Ln	Stillwater OK	74074	US	1309 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 10	
600016057	SS735-002003-000000	Drake, Charles E & Phyllis	1102 Oakridge Dr	Stillwater OK	74074	US	1102 S Oak Ridge DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 3	
600016038	SS735-002012-000000	Doye, Damona G TTEE	1115 Westwood Dr	Stillwater OK	74074	US	1115 S Westwood DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 12	
600016032	SS735-002015-000000	Dieball, Kent J & Fugate, Tina G Co-TTEE	5302 W Country Club Dr	Stillwater OK	74074	US	5302 W Country Club DrStillwater, OK 74074	STW Golf & CC Add Bk 2 Lot 15	
600016017	SS735-003009-000000	McLaury, Wallace & Willene	1301 S Westwood Ln	Stillwater OK	74074	US	1301 S Westwood LnStillwater, OK 74074	STW Golf & CC Add Bk 3 Lot 9	
600009632	SZ999-19N02E-19A002	Stillwater Country Club Inc	5215 W Country Club Dr	Stillwater OK	74074	US	5215 W Country Club DrStillwater, OK 74074	Misc Tr-19-19N-02E A-2 (126acm/l) S/2 Ne/4 & Se/4 Less Trs	

Teresa Kadavy

STR-0194

From: Tina Fugate <tinagfugate@yahoo.com>
Sent: Monday, January 13, 2025 2:04 PM
To: Teresa Kadavy
Subject: Objection to Short Term Rental

'25JAN13PM2:18

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.

Tina Fugate & Kent Dieball
5302 W. Country Club Drive
Stillwater OK 74074
tinagfugate@yahoo.com
405-612-0293

January 13, 2025

Stillwater Planning Commission
723 S. Lewis St.
Stillwater, OK 74074

Subject: Opposition to Short-Term Rental Application in Country Club Neighborhood

Dear Members of the Planning Commission,

I am writing to formally express my opposition to the short-term rental application for 5313 W. Country Club Drive. As a resident of the Country Club neighborhood, I have significant concerns regarding the impact of this type of short-term rental on the safety, character, property values and livability of our community.

One concern is the potential for increased noise, safety and disruption. Short-term renters are often unfamiliar with the neighborhood and may not have the same vested interest in maintaining a peaceful and respectful environment as long-term residents. Our neighborhood contains a diversity of families, young families with small children to older retired residents. Having a short-term rental could result in disturbances late into the night or during hours when the neighborhood is typically quiet. We've seen similar issues in other communities, where the lack of accountability among transient renters leads to increased noise complaints, unsafe driving practices, parking issues and disturbances that affect the quality of life for permanent residents.

Another concern is the safety of the community. Short-term rentals, particularly when rented to individuals with no long-term ties to the area, can lead to a decrease in the sense of security and community cohesion. Neighbors who have lived in the area for years develop a familiarity with one another, and this contributes to a safer environment. With transient guests coming and going

frequently, it becomes much harder to maintain the close-knit, watchful atmosphere that is crucial to ensuring the safety and well-being of all residents.

I am concerned about the overall impact on the character and stability of our neighborhood. The Country Club neighborhood has long been known for its quiet, family-friendly environment. There are always kids playing outside, dog walkers or golfers headed to the golf course. Allowing short-term rentals could alter the character of the neighborhood and shift it from a residential area to one more suited for transient visitors, which may not align with the desires of those of us who live here year-round.

Unfortunately the owners of this residence has been renting this house out for a couple months now before this application was filed. There has been issues with trash cans in front of our mailboxes that inhibits mail delivery. I am worried this is the beginning of the degradation of our neighborhood.

I respectfully request that the Planning Commission consider these concerns and deny the application for this short-term rental. The potential negative impact on the community's livability, safety, and long-term housing stability far outweighs any benefits that might come from renting to transient guests.

Thank you for your time and consideration.

Sincerely,

Tina Fugate and Kent Dieball

'25JAN27AM8:40

Teresa Kadavy

From: Gloria Pritchett <gjpritchett035@gmail.com>
Sent: Friday, January 24, 2025 1:13 PM
To: Teresa Kadavy
Subject: 5313 W Country Club Dr, Stillwater

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'm writing to object to the short term rental request on the above address in the Country Club. I own a home right across the street. I have had issues of trash blowing into my yard from this address already as well as having my home on the market for sale. I feel it will decrease the value of all homes in the area. Others may request short term rentals depreciating the value of homes nearby.

Please consider the homeowners objection to the short term rental at 5313 W Country Club Dr and any future request in our neighborhood.

Thank you,

Gloria Pritchett

Sent from my iPhone

'25JAN27AM8:40

Teresa Kadavy

From: Czech <boiirose@gmail.com>
Sent: Friday, January 24, 2025 1:05 PM
To: Teresa Kadavy
Cc: Lorna Stein
Subject: Objection to short term rental 5313 W Country Club Drive

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.

Dated January 24, 2025

Objection to short term rental 5313 W Country Club Drive

To Diana Hood, Associate City Planner,
City of Stillwater
Or any other interested party at City Planning

Dear Diana Hood,

There are 28 homes within 300 foot radius of the property at 5313 W Country Club Drive as well as the Stillwater Country Club.

OBJECTIONS

Dangerous for cart drivers since renters will not be aware of their use of streets.

Dangerous for cart riders since renters will likely not be as considerate.

Dangerous for cart driving minors who are not as vigilant, not having seen as many irregularities that auto drivers perform.

Dangerous for our walkers/ hikers since there are no sidewalks.

Dangerous for our several persons that push baby carriages in the street daily.

Dangerous for our numerous dog walkers.

Dangerous for our children riding bikes.

Dangerous for our children playing in street.

Additionally dangerous is the school bus stop within this 300 foot radius.

The particular angle of West Country Club Drive in this area is drastically affected by the setting sun, rendering a driver going west temporarily blinded. Even though the neighbors are mostly aware of this, there was a fatality caused by a car hitting someone since I have lived here at Oakridge and Country Club Drive since I have lived here. The driver was an able bodied middle aged male who is an extremely careful man who was blinded just a few seconds.

The property in question has already been using, possibly renting this home since I have seen several different cars in the driveway on weekends.

The trash cans on this property have been put out for pickup but not pulled back on property in timely fashion.

The trash cans remain all week in front of the property.

I didn't see any gate on south fence that surrounds the property so might not have an access to the egress area which means it is up to the three surrounding home owners to weed and clean up trash in this area.

Property values of the surrounding houses will likely go down due to short term rental in this area, and once started will cause more short term rental properties which will affect property values in all of Stillwater Country Club.

The neighbor directly across the street from (proposed) rental has been trying to sell her home at a fair price for the past year since she got married out of state. BUT since the (proposed) rental house was in such bad shape, needing new roof, even needing all new huge timber floor supports throughout, there were multiple dumpsters there at all times. Then the last two months with apparent renters in and out, and bright orange living room drapes and failed seal on windows currently still showing condensation, it remains difficult for her to promote her neighborhood.

There is nothing to prevent the owners from having a Country Club membership and lending their SCC number to their random "customers" for renumeration.

I just drove home after dark today and there was a deer running past the home. That would hardly be expected unless renters realized the golf course and woods surrounds that two block area of Fairway and Westwood.

Lorna Stein
1215 Westwood
Stillwater OK 74074
405 714 3866
Boiirose@gmail.com

Date of Meeting: February 25, 2025

Subject: Map Amendment: 814 & 822 N Lincoln Street and 1102 W Tyler Avenue

Purpose of Report: The applicant requests review and approval of a Map Amendment to rezone the properties addressed as 814 & 822 N Lincoln Street and 1102 W Tyler Avenue from Two-Family Residential (RT) to Two-Family & Multi-Family (RTM).

Background: The subject properties are located in the middle of Stillwater adjacent to the OSU campus. 814 and 822 N Lincoln Street are currently zoned Two-Family Residential (RT) and 1102 W Tyler Avenue is currently zoned Two-Family & Multi-Family Residential (RTM) and Two-Family Residential (RT). The applicant is requesting to rezone all areas within the subject properties currently zoned Two-Family Residential (RT) to Two-Family & Multi-Family (RTM).

Application Processing Information:

Applicant/Owner – Lambert Properties, LLC & CSCM Properties, LLC

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

Processing Track:

Submittal Date – January 9, 2025

Planning Commission – February 25, 2025

City Council – March 24, 2025

Project/Site Design Data/Details:

Zoning – Two-Family Residential (RT), Sec. 23-138 and Two-Family and Multi-Family (RTM), Sec. 23-139

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

Existing Use – Two-Family Duplexes

Proposed Use – Residential

Total Lot sizes –approx. 1 total acre

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The properties have access off of N Lincoln St and W Tyler Ave.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The Orange and Gold OSU bus routes serve this area. There are no sidewalks along the subject properties.
- 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 Low Density Residential.

Discussion: The applicant requests review and approval of a Map Amendment to rezone the properties addressed as 814 & 822 N Lincoln Street and 1102 W Tyler Avenue from Two-Family Residential (RT) to Two-Family & Multi-Family (RTM). 814 and 822 N Lincoln are surrounded by RTM zoning on all sides except to the west which is University (U) zoning. 1102 W Tyler currently has split zoning with the west half of the lot already zoned RTM and the east side zoned Two-Family Residential (RT). Large Lot Single-Family zoning borders 1102 W Tyler to the north. These properties are located near the northern boundary of the OSU campus. OSU student housing is immediately west of the subject properties.

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 low density residential uses in this area.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment is not an appropriate use for the property based upon the impacts to the surrounding vicinity and 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:	Cindy Gibson, Administrative Services David Barth, Development Services Director
Date of Preparation:	February 20, 2025
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	NW

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: Lambert Properties, LLC and CSCM Properties, LLC

Owner(s) Address: PO Box 1147, Stillwater, OK (Lambert) and 117 W McElroy Road, Stillwater, OK (CSCM)

Owner(s) Phone/Fax/Email: Lambert: lambertproperties704@gmail.com CSCM: cheryl@arc Realty OK, 405-880-7354

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 / aferguson@bancroft-design.com

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

Address or Description of Property to be Subdivided/Developed: See attached

Original Tract Deed Book and Page Number: See attached

Number of Acres in Development: _____

Number of Lots Created: _____

Current Zoning/Requested Zoning: Current: RTM and RT Requested: RTM (see attached)

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.

Caron Ferguson 1/9/25
Applicant/Preparer Date

Caron Ferguson (Agent) 1/9/25
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.

Claror Ferguson 1/9/25
Preparer's Signature Date

Aaron J. Ferguson

From: Aaron J. Ferguson
Sent: Thursday, January 9, 2025 11:35 AM
To: Aaron J. Ferguson
Subject: FW: FW: Lincoln/Tyler Properties

From: Cheryl Carpenter Martin <cherylcmartin1@gmail.com>
Sent: Wednesday, January 8, 2025 10:10 AM
To: Aaron J. Ferguson <aferguson@bancroft-design.com>
Cc: cheryl@arcrealtyok.com
Subject: Re: FW: Lincoln/Tyler Properties

Yes I approve

Cheryl Carpenter Martin
Broker/ Owner
ARC Realty OK
405-880-7354 mobile
405-338-9613 office
www.arcrealtyok.com

On Wed, Jan 8, 2025 at 9:34 AM Aaron J. Ferguson <aferguson@bancroft-design.com> wrote:

Cheryl, I've received approval from will Lambert. Can you also send me your approval to sign/submit forms to the City for this?

From: Kelly D. Harris <KHarris@bancroft-design.com>
Sent: Friday, January 3, 2025 10:04 AM
To: Aaron J. Ferguson <aferguson@bancroft-design.com>
Subject: FW: Lincoln/Tyler Properties

Kelly D Harris, PE

Bancroft Design

405-612-2769

From: Lambert Properties <lambertproperties704@gmail.com>
Sent: Friday, January 3, 2025 10:03 AM
To: Kelly D. Harris <KHarris@bancroft-design.com>
Cc: Cheryl Carpenter Martin <cherylmartin1@gmail.com>; Cheryl@arcrealtyok.com; Steve Carpenter <steve@thecarpenteragency.com>
Subject: Re: Lincoln/Tyler Properties

Hi Kelly

This is Will Lambert owner of Lambert Properties LLC. I own the 814-824 n Lincoln and 822-824 n Lincoln. Please consider this as my approval for you to move forward with the rezoning process as requested by Cheryl.

Thanks for your assistance let me know if you need anything else.

Will

On Jan 3, 2025, at 8:36 AM, Kelly D. Harris <KHarris@bancroft-design.com> wrote:

Cheryl-

I hope you had great holidays! We are working on this rezoning. Could you do a couple of things for me?

1. Please have land owners for all of the properties reply to this email, granting us permission to sign the city application forms as your agents.
2. Please let me know who you would like us to bill this to.

We will let you know when this is scheduled for the public meetings. Please let me know if you have any questions.

Thanks,

814-820 N Lincoln Street

Original Deed: Book 2787, Page 804

Current Zoning: RT

Proposed Zoning: RTM

Legal Description

Lot Forty-Four, HILLCREST HEIGHTS, being a subdivision of a part of the Southeast Quarter of Section 10, Township 19 North, Range 2 East of the Indian Meridian, in the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof AND Lot Forty-Five of the amended plat of Lots 35, 35, 40, 45, and 46, HILLCREST HEIGHTS, a subdivision of a part of the Southeast Quarter of Section 10, Township 10 North, Range 2 East of the Indian Meridian, in the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

822-824 N Lincoln St

Original Deed: Book 2323, Page 124

Current Zoning: RT

Proposed Zoning: RTM

Legal Description

Lot Forty-Six of the amended plat of Lots 34, 35, 40, 45, and 46 of Hillcrest Heights, being a subdivision of part of the Southeast Quarter of Section 10, Township 19 North, Range 2 East of the Indian Meridian, Payne County, Oklahoma, LESS AND EXCEPT a tract beginning at the extreme Northeast corner of said Lot 46, thence West on the North line of Lot 46 a distance of 60 feet, thence South to a point that intersects the East line of said Lot 46, thence Northeasterly along lot line having a radius of 109.3 feet to a point 4.73 feet south of the point of beginning, thence North 4.73 feet to the point of beginning.

1102-1104 W Tyler Ave

Original Deed: Book 2794, Page 372

Current Zoning: RTM and RT

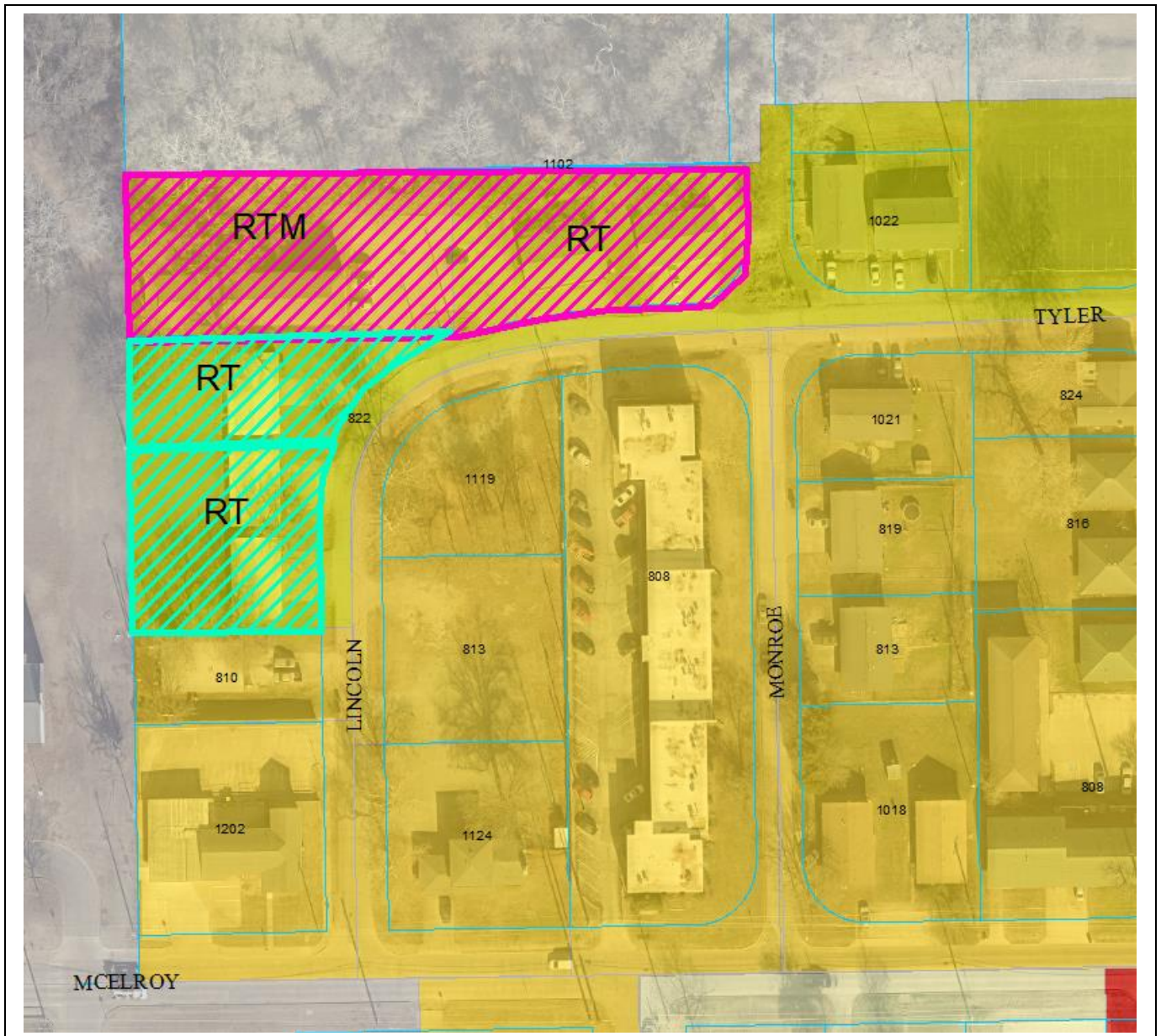
Proposed Zoning: RTM

Legal Description

Lot Thirty-Five, according to the Amended Plat of Lots Thirty-Four, Thirty-Five, Forty, Forty-Five, and Forty-Six, HILLCREST HEIGHTS, Payne County, State of Oklahoma, according to the recorded plat thereof.

And

A part of Lot Forty-Six, according to the Amended Plat of Lots Thirty-Four, Thirty-Five, Forty, Forty-Five, and Forty-Six, HILLCREST HEIGHTS, a subdivision of a part of the Southeast Quarter, of Section Ten, Township Nineteen North, Range Two East of the Indian Meridian, Payne County, State of Oklahoma, according to the recorded plat thereof, more particularly described as follows, to-wit: Beginning at the Northeast Corner of said Lot Forty-Six, thence South 4.73 feet; thence in a Southwesterly direction along a left curve of 459.27 feet radius, a distance of 20.12 feet; thence Southwesterly along a left curve of 109.3 feet radius, a distance of 50.4 feet to a point 148.72 feet East of the West line of said Lot Forty-Six; thence North 40.03 feet to the North line of said Lot Forty-Six; thence East 60 feet to the Point of Beginning.



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA25-01)
Request: Rezone 3 properties from RT and RTM to RTM
Address: 1102-1104 W Tyler Ave, 822-824 N Lincoln St, 814-820 N Lincoln St
Applicant: Bancroft Design o/b/o Lambert Properties & CSCM Properties

ZONING COMPARISON CHART		
	RT (Residential Two-family)	RTM (Residential Two-family and Multi-family)
Min Lot Size	7,500 square feet	20,000 square feet
Min Lot Width/Depth	60/100 feet	100/130 feet
Max Structure Height	35 feet	35 feet
Min Front Yard	20 feet/10 feet from alley	20 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	5 feet	5 feet
Commercial district	15 feet	15 feet
Industrial district	15 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	20 feet	20 feet
Max Lot Coverage	40 percent	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	Required for parking lots only
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Conventional single-family • Residential design manufactured home • <i>Two-family (duplex)</i>	• Boarding House/Rooming House • Church and Religions Institutions • Multiple-family with a maximum gross density of 20 units per acre • Townhome • <i>Two-family (duplex)</i>

Date of Meeting: February 25, 2025

Subject: Text Amendment to Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat

Purpose of Report: City staff requests review and approval of a text amendment to update City Code Chapter 23, " Land Development Code," Article XVI, "Use Categories And Limitations," Division 1, "Generally," Section 23-96, "Definitions," by adding the term "Subdivision Preparation and Requirements"; Division 2, "Major Subdivisions", Section 23-327, "Contents of the Final Plat."

Background: Paragraph (b).12 of Section 23-327 states that lots must be numbered consecutively on a final plat. In rare instances, there may be reason to allow lots to be numbered nonconsecutively, especially when large, complicated developments are platted and developed in multiple phases, or when it is important for a proposed plat to be consistent with prior action related to the development.

Application Processing Information:

Applicant – City of Stillwater

Notice – Newspaper of general circulation

Processing Track:

Planning Commission – February 25, 2025

City Council – March 10, 2025

Discussion: City staff recommends approval of a text amendment to the above referenced code section to allow the Development Services Director to permit final plats with lots numbered nonconsecutively. This text amendment is meant to provide flexibility while still adhering to a preference that all lots be numbered consecutively for routine platted subdivisions.

Findings:

1. A text amendment to the Land Development Code is needed to allow flexibility in numbering lots within a final plat.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Prepared by: David Barth, Development Services Director

Reviewed by: Cindy Gibson, Administrative Services

Date of Preparation: March 27, 2024

Attachments: Draft Ordinance

ORDINANCE NO. ____

“AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE XVI, SUBDIVISION PREPARATION AND REQUIREMENTS, DIVISION 2, MAJOR SUBDIVISIONS, SECTION 23-327, CONTENTS OF THE FINAL PLAT; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY”

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

1. **SECTION 1:** That Stillwater City Code, Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat, be amended to read as follows:

Sec. 23-327. Contents of the final plat.

- (a) A final plat shall be prepared for submission to the planning commission and city council for approval. All final plat applications shall include:
 - (1) Completed application and checklist on the appropriate form furnished by development services department;
 - (2) A nonrefundable application fee;
 - (3) Complete AutoCAD plan drawings for inclusion in GIS system;
 - (4) Six copies of the plat map, a 24-inch by 36-inch plat drawn at a scale of 50 or 100 feet to one inch;
 - (5) Final drainage study and drainage plan must be submitted no later than the final plat application submittal;
 - (6) Improvement plans must be submitted no later than the final plat application submittal;
 - (7) The area of each lot, outlot, and public ground in square feet rounded to the nearest square foot and in table format on a separate document.
- (b) The final plat shall show the following:
 - (1) The scale, north point and date.
 - (2) Title, including:
 - a. The name of subdivision with phase and section number. Amended final plats that have been previously approved shall have the phrase "replat of" before the subdivision name along with a description of the portion of the original plat being replatted.
 - b. The name of city, county, and state.
 - c. The location of the subdivision referenced to section, range, and township.
 - (3) The location and description of all section corners and permanent survey monuments in or near the tract to at least two of which the subdivision shall be referenced. Reference, based upon State Plane Oklahoma North with NAD83 datum, may be by separate digital submission once final plat is ready for recording.
 - (4) The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings dimensioned in degrees, minutes and seconds as hereafter specified.
 - (5) The boundary lines of the land being subdivided and the location of all subdivisions, and rights-of-way, immediately adjacent to the perimeter of the subdivision.
 - (6) The lines of all proposed rights-of-way and easements fully dimensioned by lengths and bearings.

- (7) All curves including rights-of-way and property lines shall be labeled with a number or alphabetical letter. The curve data labeled with matching numbers or alphabetical letters shall be shown on the plat in tabular form.
- (8) The full name of all proposed streets as defined in section 23-81.
- (9) The centerline and width of all rights-of-way.
- (10) The lines of all proposed lots fully dimensioned by lengths and bearings, except where a lot line is parallel with a block line, the bearing may be omitted.
- (11) The lines of all proposed outlots or public grounds fully dimensioned by lengths and bearings. Public grounds shall be labeled as such. Outlots shall be labeled with the word "Outlot" followed by a consecutive lettering system starting with the letter A.
- (12) Unless otherwise approved in writing by the Development Services Director, ~~t~~The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.
- (13) The location, width, and purpose (i.e., drainage, utility, pedestrian, etc.) of all proposed easements with dimensions to be dedicated with the plat.
- (14) Statement dedicating any right-of-way, easements, or land to be used for streets, alleys, ways, commons or other public areas to the "City of Stillwater, Oklahoma, a municipal corporation," in accordance with 11 O.S. § 41-109.
- (15) Signature blocks containing the following shall be included on the approved final plat prior to filing with the county clerk:
 - a. Signed owner's certificate and dedication.
 - b. Licensed professional engineer or registered land surveyor's certificate, signed and sealed.
 - c. Certificate for release of mortgage for any portion dedicated to the public.
 - e. Certification of planning commission approval.
 - f. Certification of city council approval.
 - g. County treasurer certificate.

SECTION 2: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 4: EMERGENCY CLAUSE. It being immediately necessary for the preservation of the public peace, health, safety, and welfare of the City of Stillwater and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2025.

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading:
Second Reading:

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF December 17th, 2024
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED December 12th, 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
David Peters, Member

STAFF PRESENT

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

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

2. GENERAL ORDERS

- 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. (Tabled from the December 3, 2024 meeting.)

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents the item. There are no questions for staff from the Commissioners.

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

Mr. Tim Morenc, 811 N Star Drive comes to the podium.

Chair Phillips explains that the Planning Commission had tabled this item, and another one on the agenda, at the previous meeting as the Commission would like to hear more about the applicant's intent for this rental. Chair Phillips states there was an objection letter submitted and asked if the applicant had seen it; Mr. Morenc confirmed.

Mr. Morenc states that he and his wife purchased both properties and had renovated them with the intent to rent them out for game days due to their close proximity to OSU.

Chair Phillips reads the concerns from the letter submitted; the citizens are concerned about the rentals becoming party houses, that strangers could throw debris into their yard where their pets are, and that there are already rentals in the area.

Mr. Morenc shares, to prevent parties, they have a maximum of 6 tenants per home and he has to approve the booking beforehand (no automatic bookings). For the pets, he states that the houses behind them are elevated and have an 8ft fence so it would be very difficult for guests to throw things over it or disturb the

neighbors' pets. Additionally, with the houses around them being rentals, he isn't sure if neighbors have had issues with them in the past, but he and his wife live in 811 N Star Dr. (the house next door) and are very quiet.

Vice Chair Williams asks the applicant if they are planning on continuing to live at that address and just rent it out occasionally. Mr. Morenc confirms they are going to stay at 811 and then take care of 801 from next door. He states that they also have a full-time rental on Preston Dr. He adds that when there is a big event at the school, they can rent both places out and stay elsewhere.

Vice Chair Williams asks if they have any policies for no parties or quiet hours. Mr. Morenc confirms that there are no parties, and they have quiet hours set as 10pm for weekdays and 12am on weekends. They also installed Ring cameras on the outside of the home.

Commissioner Prather asks if there is a minimum number of nights stay. Mr. Morenc says 2.

Vice Chair Williams asks if there is sufficient parking for both addresses. Mr. Morenc states 811 has room for 4 vehicles in the driveway and curb parking is allowed in front. 801 can fit 3 cars in the driveway and has parking on the front curb as well. He says that across the street there is also an open lot for a church so tenants could park there too.

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 anyone would like to speak in opposition; none respond. Chair Phillips closes the public hearing and invites staff back to present the alternatives.

Diana Hood 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 observes that given the applicant actually lives in 811 that is one of the best-case scenarios for short-term rentals.

Vice Chair Williams motions approve the short-term rental application as presented. Commissioner Prather seconds.

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

Time: 8 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. (Tabled from the December 3, 2024 meeting.)

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents the item. There are no questions for staff from the Commissioners.

Chair Phillips invites the applicant back up to present.

Mr. Tim Morenc, 811 N Star Drive the property in discussion is 801 N Star Dr. returns to the podium.

Chair Phillips asks if this property will be handled in the same way as was discussed for the previous item. Mr. Morenc confirms.

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 anyone would like to speak in opposition; none respond. Chair Phillips closes the public hearing and invites staff back to present the alternatives.

Diana Hood presents the alternatives to the commissioners which are:

Alternatives:

4. Approve the application.
5. Defer for additional discussion.
6. Deny the application.

Vice Chair Williams motions approve the short-term rental application as presented. Commissioner Peters seconds.

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

Time: 3 minutes

- c. Receive public comment regarding an objection to an application from Jeff and Sue Macumber for a SHORT TERM RENTAL (STR-0186), for discussion and possible action, including a recommendation of approval or denial of said application for property addressed as 1822 E. Krayler Avenue in the Small Lot Single-Family Residential (RSS) district.

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents the item.

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

Ms. Abbey Macumber, 800 E Hall of Fame Ave. comes to the podium.

Chair Phillips states that they did receive a letter from Mr. Macumber and confirms that the representative is the applicant's daughter.

Chair Phillips states that the information Mr. Macumber provided was very thorough and extensive. Ms. Macumber notes that he is a perfectionist.

Vice Chair Williams asks if she will be the one in town managing the property. Ms. Macumber confirms that she is no more than a 5-minute drive away and will be maintaining the house, taking out the trash, etc.

Chair Phillips reads off some of the rules in the letter sharing that the applicant says there is a no party rule, quiet time is 10pm, a 2-night minimum, ample parking in the garage, and street parking is discouraged.

Vice Chair Williams notes that the letter answers many questions he typically has, and he likes to know that there is someone in town to take care of any issue if it arises.

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 anyone would like to speak in opposition; none respond. Chair Phillips closes the public hearing and invites staff back to present the alternatives.

Diana Hood presents the alternatives to the commissioners which are:

Alternatives:

7. Approve the application.
8. Defer for additional discussion.
9. Deny the application.

Commissioner Prather motions approve the short-term rental application as presented. Commissioner Shanahan seconds.

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

Time: 4 minutes

- d. Receive public comment regarding a request from Pioneer Investment Group, LLC for a MAP AMENDMENT (MA24-14) to rezone property addressed as 3118-3124 E. 4th Avenue from Small Lot Single-Family (RSS) to Two-Family and Multi-Family (RTM) district. (Tabled from the December 3, 2024 meeting.).

Chair Phillips invites staff to present the item.

Jacquelyn Porter, City Planner, presents the item. There are no questions for staff from the Commissioners.

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

Mr. Blaine Ryder, 2520 S Durham Court comes to the podium.

Chair Phillips states that at the last Planning meeting some questions arose that they would like addressed such as the location of access, and if it would be off 3rd Ave., was one of them; and notes that the diagram the applicant has since submitted shows that they won't be adding additional driveways to 3rd Ave. Mr. Ryder confirms that they have existing private access and will be tying the drives into there.

Chair Phillips opens the public hearing and asks if anyone would like to speak in favor of the item.

Ms. Ashley Hernandez Torres, 3110 E 3rd Ave. comes to the podium and shares thanks the applicant for answering the question that she had brought up at the previous meeting; and her only other question at this time is what the construction timeline would be.

Chair Phillips asks if anyone would like to speak in opposition; none respond. Chair Phillips invites the applicant back up to respond to the question.

Mr. Ryder comes up and states they would like to start as soon as possible. Ms. Hernandez clarifies she would like to know the projected end date as well. Mr. Ryder hopes for 6 months at the fastest, a year at the slowest.

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. Two-Family and Multi-Family (RTM) is located to the south of the subject property.
3. The Comprehensive Plan calls for high density residential uses in this area.

Alternatives:

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

Vice Chair Williams moves to accept staff's findings and recommend that the City Council approve the Map Amendment as presented, Commissioner Shanahan seconds.

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

Time: 8 minutes

- e. 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) and Residential Two Family (RT) district

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents the item.

Chair Phillips clarifies what the surrounding zoning is. Ms. Hood specifies that it is partially RSS and partially RT.

Ms. Hood adds that there was an investigation done by code enforcement since the staff packet was published and it was determined that K-Life is not currently in business at this location. Chair Phillips asks about how they came to that conclusion as there are signs saying that they are currently conducting business there.

Ms. Hood specifies that the signs are meant as advertisement in anticipation of moving, but the business K-Life is not currently located there according to code enforcement.

Chair Phillips asks if they had pulled permits for the construction. Ms. Hood confirms that they did pull building permits.

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

Matt Clark, 5325 W Trenton Ct. Stillwater Ok, 74074

- Is the property owner who applied for the permits and has also brought a representative of K-life for the business side of the SUP.
- Has been in Stillwater for 10 years and is part of the community.
- Is aware of some of the complaints the Commission might hear having to do with building codes, noise, property value, etc. and he hopes to be able to address all those issues.
- Explains that the property had a very low property value when they first started looking at it.
- The property had squatters, homeless encampments in the backyard, and high schoolers using the shed that was there previously to smoke during the school day.
- The shed and decaying trees were a safety concern.
- Does not think the neighbors that have complained were aware of the state of the buildings and what they were being used for.
- Acknowledges that there has been a lot of noise with the current construction to rectify these issues.
- States that he and his wife were looking to revitalize and restore this property for the community. Their research shows that this property is the 11th deeded property in the state of Oklahoma, and they plan to keep it as a center piece of the Community.
- Held an open house in October for the neighbors, where they told the neighbors about the coming construction projects ahead of time.
- States they got all the required building permits before commencing.
- States that the materials they are using have all been used to increase safety and property value.
- Are closing off access from the Redbud Dr. and Main St. side of the property and are redirecting traffic to Husband St.
- Have already widened the access on Husband St.
- Plan to increase parking as well.
- Have removed every rotten tree on the property, installed new fencing, and plan to add additional fencing.
- Have landscaping plans. They plan to add a community sitting area with a dog walking station.
- States that K-life has other properties that they operate as rental/businesses and he and his wife are happy with the way they handle everything elsewhere.

Commissioner Prather asks if his family will live there. Mr. Clark says no, but there will be a K-life representative living on the top floor of the property.

Commissioner Prather asks what age group K-life is. Mr. Clark says the K-life rep will talk more about the business, but it's K-12 with college students as leaders.

Vice Chair Williams asks if most of the renovations were done on the home or the barn. Mr. Clark states that most of the renovations have been made on the home. The other building is a new structure, they planned to rehab the shed that was there, but it was not salvageable, and they rebuilt.

Chair Phillips asks if the upstairs is a rental what will the downstairs be. Mr. Clark says it will be for smaller gatherings such as bible study or coffee meet ups. He states that this will not be a childcare center, they do not meet every day of the week or operate all day. He states that any of the activities that involve a larger group would be less frequent and K-Life's activity schedules are posted online and open to the public.

Chair Phillips asks what specific hours they would be operating. Mr. Clark says smaller bible study is 7:30-8:30am at different frequencies. There are some after-school activities. In the future he also hopes to add extra activities after sports or events.

Chair Phillips asks if he knows the occupancy loads for the buildings. Mr. Clark says his contractor is here and might be able to help with that. He notes that it is approximately 3,500 square feet and they have large garage doors to allow easy in and out access. He says they have followed fire codes and never expects to exceed capacity relative to the size.

Chair Phillips asks how this building was permitted. Mr. Clark says it was permitted as a residential accessory, but non-dwelling unit.

Chair Phillips asks if the applicant is aware that getting this SUP would make the structure an assembly occupancy structure that would have different requirements. Mr. Clark says yes, he is aware after this step further requirements will need to be met, and they plan to meet all those legal obligations.

Chair Phillips asks how many people they have there today. Mr. Clark says currently there is no one in the large building as it is not yet completed.

Chair Phillips asks at their other location on Husband what is the largest capacity. Mr. Clark says their current building is about half the size and the most they have is about 40.

Commissioner Peters asks what the largest anticipated crowd would be at this location. Mr. Clark says it's hard to predict that, but he can't imagine it would ever be more than 60 and shares that it would be wonderful if they had so many people come out that they met max capacity. He states currently they expect the largest to be 40-50 people.

Commissioner Chair Phillips invites the co-applicant up to present as well.

Ms. Angie Ward, 1511 S Mansfield Dr. comes and speaks on the following:

- States that K-Life has been operating in Stillwater for 15 years.
- Have 75 OSU students operating as leaders and mentors in various capacities.
- K-life hosts small group study before school typically 10-12 students lead by 3-4 college students held between 7-7:30am.
- Club events are held 3 separate times based on age a week. They would be after school for an hour and a half around 7:00pm. Those events are typically 30 students.
- The traffic impact is projected to be minimal as it is scheduled before or after rush hours.
- The times are meant to be mindful of neighbors as people will be getting ready for work during the early meetings and the later one isn't too late either as they consider that these are school nights for students.
- Traffic has all been directed to the expanded driveway off Husband St., which eliminates the need for pick up lines.

- As most students will be dropped off, they don't anticipate any parking concerns but do have access to the parking lot at the high school if needed.
- The materials they have used in the buildings themselves are noise reducing.
- They are moving because their previous lease has ended, and they explored several properties, but they were not able to find anything else in town that provided a safe outdoor environment for kids to play while being affordable.
- Proximity to the high school is also very important to K-Life.

Chair Phillips brings up that there are 75 college volunteers and asks what type of staff they have to mentor/train the college volunteers. Ms. Ward says there are 2 full-time staff members, a director and a women's director and there are also board members with K-life that support them.

Chair Phillips asks where, and how often, do they meet. Ms. Ward says they meet in the downstairs area of the home monthly.

Commissioner Prather asks about what other meeting places they've been located at. Ms. Ward says they used to have a location off Main St.

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

Planning Commission Clerk, Alexandria Maged, explains there will be a 3-minute timer per speaker due to the size of the crowd and based upon the sign-in sheet.

The following come to speak and comments shared:

Chris Stockton, 3402 W 29th

- President of the board for K-Life.
- States that he has been involved in K-life since he was in high school.
- Is soon to be the president of United Way in Stillwater.
- Mentions this because a lot of their community outreach programs promote mental health for youth within the community and he feels this location, across from the high school, is very important for that outreach.
- Feels since they will be blocking off the Main St. entrance and the only access will be from the high school they won't be adding any more traffic.

Ronald Insilman, 1210 N Main St.

- Owns the property directly to the west and south.
- Before the applicants came and cleaned things up the high school kids would come leave their trash and paraphilia on their property.
- Feels the applicants have already improved the area drastically.
- One of the old trees fell and damaged their property and the previous owners never took care of it, but everything has now been taken care of.
- Feels the applicants really plan to take care of the Community.
- States, although the construction is noisy if someone else had some in and built residential houses the construction would still be noisy.

Blaine Rider, 2520 S Durham Ct.

- Is the general contractor.
- Apologies for the noise but assured everyone it is just standard construction.
- Has brought his kids over for bible study in the main building and emphasizes how positive he believes this is for the community.

Carter Roberson 1307 N Husband St.

- Is the one living on the second level of the home.
- Chapter Director of Stillwater K-Life.
- Safety is his number one priority.
- Was involved in the open house meeting.
- Hopes that K-life will be able to be here to positively affect people the way it's positively affected him.

Chair Phillips now asks if anyone would like to speak in opposition of the item.

Ron Clark, 102 Randolph Ct.

- Says he supports K-life's mission but is upset with the building.
- He has a picture of the barn structure that was erected that he passes around to the Commission.
- Questions about how they got permission prior to this SUP.
- He believes the building might negatively impact property values.
- Also believes in the future people will not want to buy his home because of the proximity.

Barbara Miller, 101 Randolph Ct.

- Started reaching out with questions about this project when landscaping started in September.
- Contacted City Staff and was told that the building was permitted.
- Contacted the City Manager and was told the building was allowed but they would need a specific use permit for how it would be used.
- City Management let her know that they had been in communication with the applicant and citizens would receive a notification letter when it was scheduled for public hearing.
- Her objections is to the fact that this was not sent to hearing until after the building was completed.
- She was informed that they could deny the SUP but the building would still be allowed to stay up.

Joan York, 111 E Redbud Dr.

- Is opposed as she believed this negatively impacts their residential neighborhood .
- Many of the homes in this neighborhood are \$300-500k homes built by the same builder with very similar facades.
- Believes the blue metal building's industrial look is out of place in the residential neighborhood.
- Believes Mr. Clark has been running the religious institution from the property the whole time and believes he knows the neighbors are opposed.
- Believes this sets a dangerous precedent for other commercial buildings in residential areas
- Does not think the neighborhood can take the traffic impact.
- Thinks the noise will be an issue.
- Believes these combined factors will negatively affect the neighbors quality of life.

Jacob Longan 107 Randolph Ct.

- States he is upset he did not receive a notice from the city.
- Says Main St. already has bad traffic.

- There's no sidewalk or street lights, the increased traffic will make this more unsafe.
- Thinks even if they block off the Main St. entrance people will still come around that way and drop off on the street.

Aleine Ackerson, 113 Randolph ct.

- Concerned about possible additional uses.
- The building is very large and sticks out.
- While talking to the applicant, Ms. Ackerson claims that they told her that they might rent the blue building out to other parties outside of K-life for activities and is concerned about what these might entail.

Rennee Rahule, 1315 N Husband.

- States that the benefit of K-life to the community as a whole is not the issue for them and they don't have anything against the organization but feels the building and location are what is not appropriate for the neighborhood.
- Wants to keep the tree lined older home residential feel of the neighborhood and is concerned about the developing commercial aesthetic of this project bringing their property value down.
- Is wondered if they got this SUP would they then be able to put other structures up on the property, would they be able to put up large signs or even a new church building.
- Says there have been activities at the building and sometimes there are 20-30 cars parked in the front yard.

Don Ruhle, 1350 N Husband

- Says although code enforcement investigation found that K-Life was not hosting activities at this location yet, they live across the street and have seen lots of activities and cars parked in front of their home.
- States that K-Life has sold tickets for parking for high school football games.
- States that the signs they already put up have blown over in the street and their yard .
- Is concerned about the capacity number for people being in the 400s for the barn structure and if there is anything if this is passed to stop them from having this many or from putting up additional structures that could fit more.
- Doesn't believe that they did pull all their permits, such as for the porch on the main house.

Mike Banks, 123 Randolph Ct.

- He is one of the original developers for the neighborhood and his family grew up down the street.
- He supports K-life as an organization.
- Would like to see some things change before the board considers granting anything.
- Would like to see that the traffic issue is addresses as well as the landscaping and fence put up because as the building exists now the Main St. drive is still in use and the building does not fit with the residential look of the neighborhood.

Andrew Doust, 120 Randolph Ct.

- Doesn't believe that the trees were all rotten.
- Is wondering why the building went up before the SUP was applied for .
- Is concerned that K-life's specific structure is "you make disciples to make disciples" so it's something that is structured to grow and is worried that there won't be regulation of this growth and this area is not suited for that.

- The building at the moment is very unaesthetic.

Linda Good, 114 Randolph Ct.

- Also concerned about the current aesthetic.
- Additionally, is concerned even if the drive is closed on Main St. the City still allows for street parking on that side, even though across the street has limited or no parking she thinks making no parking at all on North Main St. would help alleviate this.
- Says it was surprising that the City would allow a 3200ft building in a backyard even with a permit.

Kieth Good, 114 Randolph Ct.

- Points out that this large metal building does not have HVAC so when it gets hot the 12ft garage doors would have to be open and he anticipates that will cause noise issues.
- The High school's football games already cause noise issues so meetings after the games would just prolong that.
- Believes this would be a strain on City resources as neighbors would be calling the police with noise complaints.
- Says that there's no lighting on this part of Main St. so it makes a visibility and safety issues with after school and after games activities.

Chair Phillips closes the public hearing and invites staff back to address some of the questions first.

Jaquelyn Porter, City Planner, comes up to address some of the main concerns.

- For the concerns that neighbors were not notified of the initial building going up: The permit that was received was a Residential Accessory Permit for a barn.
- Anyone in these two zoning districts can build a residential accessory structure on their property and it does not require notice.
- The permit was reviewed and granted as such and it wasn't until neighbors began calling the city about the use that the need for the SUP was brought up and the city was not able to immediately request the project be paused based on hearsay.

Chair Phillips asks if with the Residential Accessory permit there was a size limit for the building. Ms. Porter says no, there is not a limit for the square footage. The only limit is that it can't be taller than the primary residential structure. Additionally, she notes that there are no requirements for the façade.

Mrs. Kim Payne, Assistant City Attorney, specifies that the barn building as it is permitted as a residential accessory structure is in full compliance with City Code. This review is for the specific use of the property location.

Ms. Porter confirms that even if the specific use permit is denied the structure is allowed to stay.

Chair Phillips asks if the building also meets all the setback requirements. Ms. Porter confirms that it meets all the setback requirements.

Chair Phillips asks if aesthetics are not regulated in this area. Ms. Porter also confirms.

Mrs. Payne advises that the commission can place conditions on the SUP including landscaping and parking.

Chair Phillips asks if Ms. Porter could clarify the notification process, which was also brought up; as she understands it, a building permit that is approved and meets all requirements does not require notification to the neighbors; however, when the SUP was applied for, that is what triggered the requirement for notification. Ms. Porter explains that with the SUPs, once staff receive the SUP application, which includes a certified list of property owners within a 300 ft buffer radius, they then send out notification within a specific window of the public hearing.

Chair Phillips advises that this buffer area can be smaller than people expect and that might be why some neighbors received notices, and some didn't.

Mrs. Payne reads off other questions for staff to answer regarding the City's ability to prohibit parking on Main St.; and the Commissioners are unable to regulate that as part of the conditions they can place, they can condition parking on the property, but neighbors would need to request changes to street parking through the city.

Chair Phillips clarifies that neighbors can contract the city to request no parking on one or both sides of the street, but the Commission can only consider parking on the property as part of their deliberations. Mrs. Payne confirms that is correct.

Chair Phillips asks staff about the use, as she believes this is more commercial use for the property and asks if the building might require re-evaluation for this use and if it is code compliant since it has no HVAC. Mrs. Payne clarifies this hearing is the permitting process to change the use.

Chair Phillips says if this is going to be a different use than it was originally permitted, how it was originally approved it has no HVAC. Mrs. Payne clarifies that it is not being permitted for Commercial use with this SUP it is being permitted as a religious institution.

Chair Phillips asks if that would still trigger the building to need to be rated for Assembly Occupancy. Mrs. Payne states they would need to verify this but as on right now the building is still being looked at as residential accessory.

Chair Phillips asks for specification on what requirements would need to be met as she is pretty sure changing the use would mean the building would need to meet Assembly Occupancy requirements that would require HVAC, toilets and energy code compliance.

Chair Phillips asks staff if they know what the current occupancy limit would be as they have heard/calculated different number and how many parking spaces would that require per city code. Mrs. Payne advises that staff will research questions further.

Ms. Porter responds that the building does have rest rooms just not HVAC.

Chair Phillips asks if whether the SUP would cover only the existing structures or would it also cover any other development and would it allow them to demo and put other structures in. Mrs. Payne responds that is correct, it is for the whole property.

Commissioner Prather asks if SUP comes for renewal. Ms. Porter states that they are renewed annually but it does not come back to planning commission. Mrs. Payne states that unless the use or owners change.

Chair Phillips says she did not think it was annual. Ms. Porter clarifies the annual renewal is administrative similar to a liquor license, the renewal is handled internally by staff.

Commissioner Prather says he was looking for if the SUP is permitted and then the neighbors' concerns are realized is there a way for them to log the complaints with the City and can the SUP be revoked. Mrs. Payne says they would need to do more research. Ms. Porter clarifies that complaints would go through PD if neighbors did have them.

Chair Phillips says she found that churches were exempt from noise ordinances in the code. Ms. Porter confirms and adds that per the Assembly Occupancy parking question, it is in Stillwater's Code they have Auditorium requirements, and it is one space per 6 seats, or 9 linear feet of fixed bench, or 45sqft of floor.

Chair Phillip asks if it would have to be hard scape or gravel for the parking requirements. Mrs. Payne responds that it would have to be researched.

Chair Phillips adds that if it does need to be paved, would the lot coverage trigger the need for additional run off mitigation or drainage. Ms. Porter says yes, if it exceeds the lot coverage.

Chair Phillips thinks that this needs to be looked at more and is leaning towards tabling this item until those questions can be answered.

Mrs. Payne summarizes some of the questions that the Commissioners would be looking to have answered if the item is tabled is.

- If there is a revokable process for the SUP.
- If Occupancy Permit Changes are required due to Assembly.
- Is paved parking currently required/ can it be a condition/ and what drainage requirements would be associated.

Chair Phillips adds that they want clarification on if there are any other associated occupancy requirements.

Commissioner Shanahan asks if there is a difference between Religious Institution and Commercial use for a SUP, such as is Commercial something that generates cash flow vs Institutional being nonprofit.

Ms. Porter confirms that they will research that as well and add the definitions to the next report.

Chair Phillips invites the applicant forward to further address and questions that have been brought up.

Mr. Clark returns and brings up some of the points.

- that when they purchased this property after it had been on the market for a while they had initially explored multiple opportunities for the property while going through the initial building permitting process. They filed all necessary building permits for the structures as they exist currently on the property.
- He understands some of the worries about safety and traffic flow but believes that if someone is parking or doing something wrong that that this can be addressed.
- As for the material and the color, although some might find it ugly they were trying to match the color of the house.
- The materials used allow for proper air flow and are fire resistant materials and included toilets.

- For the point that there might be additional use, that was brought up during the open house just to discuss ways the property could possibly be used. The context was that he would be open to letting the neighborhood use the property for family gatherings or weddings in their future.
- Is aware of the traffic that already exists on Main St. but does not believe they are inducing any more than already exists.
- He believes they have addressed the issue of increased traffic on main by closing it off and expanding the other entrance.
- Continues that the Main St. side will be fenced off as a portion of the property will be completely enclosed parents would not be able to drop their kids off on that side.
- Although he can't prevent anyone from parking on the street and climbing a fence, K-Life does give clear communication to parents as to where they should park or drive for pickups and drop-offs.
- Assures that as property owners they will hold anyone that uses this property responsible for following the rules and know that K-life will do the same.
- They specifically have not added additional hardscape to prevent any drainage issues.
- Although he does not know what the property will become if they do sell to someone else he plans to do everything legally and commits to being a good neighbor.

Commissioner Prather asks if there will be a fence between them and the property to the north. Mr. Clark says that most of the property to the north already has a fence, if there is any additional fencing required they would be happy to consider it and one of the neighbors has already sent a suggestion that they've reviewed and plan to keep the fencing in line with the rest of the neighborhood.

Commissioner Prather asks if the front of the building will be covered by a fence and if so, how tall that fence will be. Mr. Clark says since there is a drop from the property to Redbud they plan on addressing that with landscaping instead of a fence and plan to put in taller trees such as evergreens and crepe myrtle. Mr. Clark states they are taking input from neighbors on what kind of landscaping they put in as well.

Chair Phillips asks if the drive they will be closing on main is also one of the entrances for the duplexes. Mr. Clark says no, they have a separate curb cut to their drive and it hasn't been used for a number of years as access.

Chair Phillips asks if they plan to completely remove the curb cut. Mr. Clark states probably not as the main drive isn't paved so they plan on doing some landscaping all the way up to the curb cut. Mr. Clark also notes they will be adding some artificial grass in areas to keep it looking nice year-round and address some drainage issues.

Chair Phillips asks staff if since there is a different zoning on the front and back of the property there might be a requirement for drive access on both sides. Mrs. Payne advises that they can add that to the list to research.

Chair Phillips asks staff to present findings and alternatives.

Diana Hood presents the findings and alternatives to the commissioners which are:

Findings:

1. The Land Development Code allows church and other religious institutions in the Small Lot Single-Family (RSS) and Two-Family Residential (RT) zoning district with a Specific Use Permit.
2. The Comprehensive Plan calls for Low Density Residential uses at the property's location.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Specific Use Permit as

presented.

2. Find that the specific use permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the request.

3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Vice Chair Williams motions that additional information and discussion is needed and to table the request to the January 7th 2025 Planning Commission meeting. Commissioner Peters seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Yes	Yes	No	Yes	Yes

Time: 1 hour 50 minutes

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

- a. Next Planning Commission Meeting is January 7th 2025.

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Chair Phillips at approximately 7:46 PM on December 17th, 2024 - the next regularly scheduled meeting will be held Tuesday, January 7th, 2025 at 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