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

MEMBERS PRESENT	STAFF PRESENT
Jana Phillips, Chair	Kim Payne. City Attorney
Riley Williams, Vice Chair	Jacquelyn Porter, City Planner
Mark Prather, Member	Diana Hood, Associate City Planner
David Peters, Member	Joshua Brown, Project Manager
	Cindy Gibson, Administrative Services
	Alexandria Maged, Administrative Assistant

MEMBERS ABSENT
Mike Shanahan, Member

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING:

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

Chair Phillips invites staff to present the item.

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

Chair Philips invites the applicants up to present.

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

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

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

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

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

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

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

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

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

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

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

Mrs. Kim Payne, Assistant City Attorney confirms.

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

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

Time: 12 minutes

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

Chair Phillips invites staff forward to address the next item.

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

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

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

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

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

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

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

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

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

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

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

Jacquelyn Porter presents the findings and alternatives which are:

Findings:

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

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

Alternatives:

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

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

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

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

Time: 10 minutes

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

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

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

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

Review items for PUD:

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

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

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

(1) Encourage diversified living environments, and accommodate a mixture of land uses that otherwise would not be allowed together on the same site;

(2) Permit flexibility within the development with respect to area and bulk standards to best utilize the physical features of a particular tract of land that would not be allowed under other circumstances;

(3) Provide and preserve meaningful open space, particularly where it is necessary or desirable for such common areas to be shared by more than one owner;

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

Alternatives:

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

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

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

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

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

Time: 5 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

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

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

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

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

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

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

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

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

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

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

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

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

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

Time: 5 minutes

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

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

5. ADJOURN

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

Drafted by – Alexandria Maged, Administrative Assistant
Reviewed by – Cindy Gibson, Administrative Manager

Approved by - Jason K Phillips
Stillwater Planning Commission