

PLANNING COMMISSION MEETING AGENDA

APRIL 1, 2025



723 S. Lewis Street, Room 1122

Stillwater, OK 74074

5:30 PM

Chair Jana Phillips, Vice-Chair Riley Williams, Commissioner Mike Shanahan, Commissioner Mark Prather, and Commissioner David Peters.

NOTE: Members of the Planning Commission and City Staff will gather prior to the regular meeting in Room 1121 beginning at 5:00 PM. No Planning Commission business will be discussed or otherwise acted upon at this time. This is not a closed session, and members of the public and press are welcome to attend.

1. Call Meeting to Order

2. Public Hearing

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

a.	Receive public comment on a Preliminary Plat named Greenheart Place, formerly known as Quail Meadows, creating 47 residential lots and one (1) outlot in the Small Lot Single-Family Residential (RSS) district with a Planned Unit Development (PUD) overlay.	Joshua Brown
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3. Meeting Summary for Review and Possible Action:

a.	Regular meeting summary of January 7, 2025.
b.	Regular meeting summary of January 28, 2025.
c.	Regular meeting summary of March 25, 2025.

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

a.	Next regular meeting is Tuesday, April 15th, 2025.
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5. 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: April 1, 2025

Subject: Preliminary Plat: Greenheart Place

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

Background:

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

This preliminary plat was initially approved in June of 2022, and extended by the Planning Commission in June of 2024. A revised preliminary plat was considered by the Planning Commission on January 7, 2025 and was approved with the following conditions:

- 1. Adjustments to drainage and utility easements on outlot A to make a specific sewer and water line easement as discussed in item 3. of staff findings which are:** #3 Outlot 'A' is labeled as a Drainage and Utility Easement. Drainage easement areas typically include drainage structures, and the City Code does not allow permanent structures within utility easements. Staff recommend that utility easements are separate from drainage easements, when possible.
- 2. Completion to close the easement discussed in item 4. of staff findings which is:** #4. A Right of Way and Easement (Book 879, Page 672) exists in the area of Lot 2, Block 6. A 30-foot Pipeline Easement (Book 897, Page 684) exists along the north boundary of Lot 1, Block 4.
- 3. Removal of additional lots 1, 2, and 3 due to concerns about the oil well.**

A revised preliminary plat has been submitted to address the conditions listed above.

1. Outlot 'A' has been labeled as a Drainage Easement only.
2. The developer has obtained a Termination and Release of Easement for the Right of Way and Easement (filed with the County in Book 879, Page 672).
3. Lot 1 in Block 6 remains and has been enlarged but is located away from the plugged oil well and outside of the Right of Way and Easement (Book 879 Page 672) that is to be abandoned.
4. Lots 2 and 3 in Block 6 have been relocated to the south end of the Hannington Lane cul-de-sac and relabeled as Lots 5 & 6 in Block 3.

Application Processing Information:

Owner – Seventh Chapter Land Trust

Applicant – Robert Pierce

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – November 12, 2024

Planning Commission – January 7, 2025, April 1, 2025

Project/Site Design Data/Details:

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

Existing Use –Undeveloped

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

Lot – 21.91 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has a street connection to Grandview Street to the west, and Krayler Avenue to the South.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: No transit service is available in the vicinity.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.

Applicable City Plans/Policies:

The C³ Plan: The Future Land Use Map predicts the use of this area as High Density Residential (10-3 & 10-4)

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends High Density Residential uses at this location.

Alternatives:

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

Recommendation: Staff recommends Alternative 1.

Prepared by:

Josh Brown, Development Coordinator

Reviewed by:

Cindy Gibson, Administrative Services Manager

David Barth, Development Services Director

Date of Preparation:

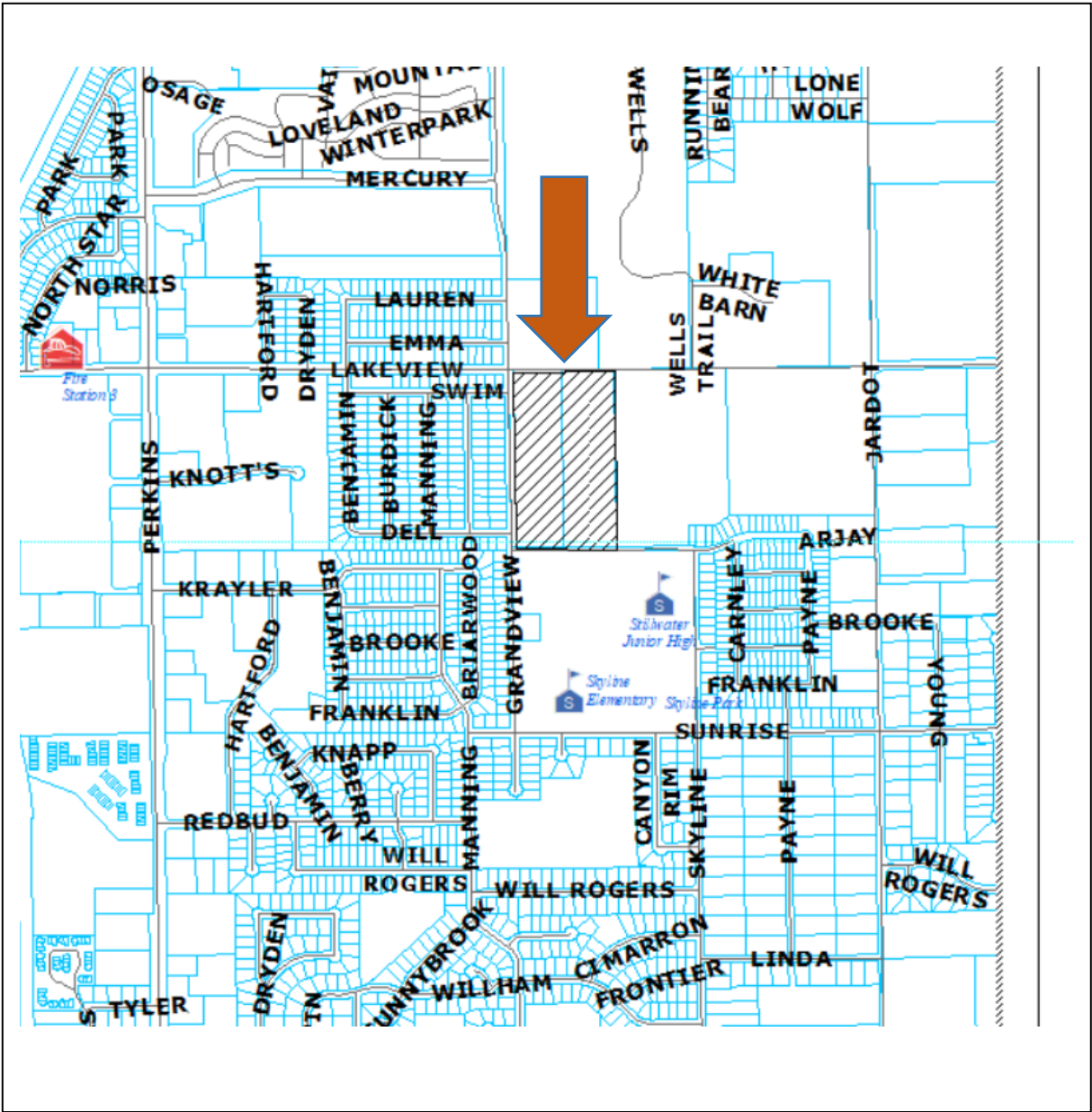
March 27, 2025

Attachments:

Area Map, Preliminary Plat

Map Designation:

NE



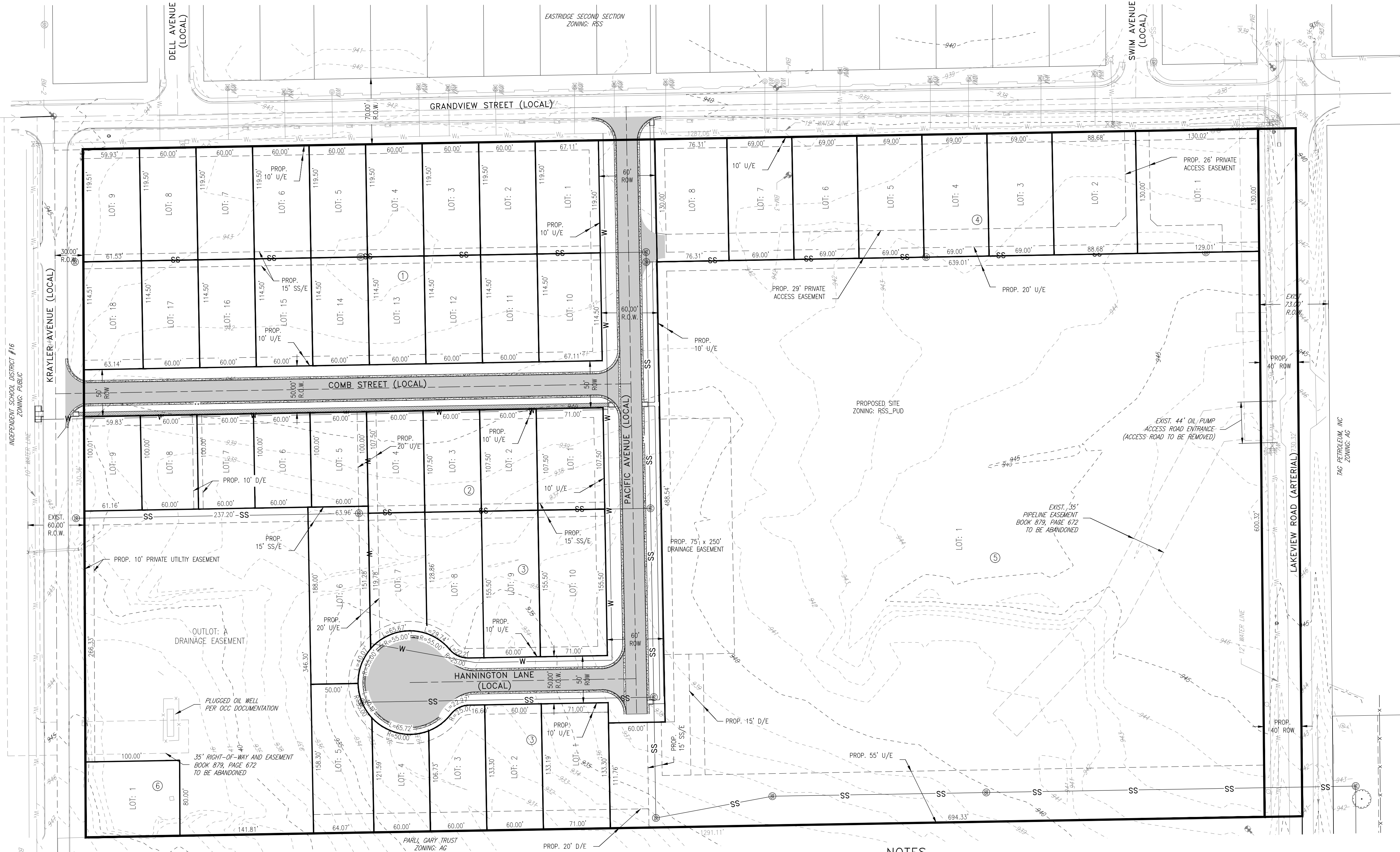
Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Preliminary Plat (SUB22-08) Greenheart Place
Request: To create 47 residential and lots and 1 outlot
Address: 1413 & 1599 E Lakeview Rd
Applicant: Bancroft Design

GREENHEART PLACE

PRELIMINARY PLAT

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



LEGAL DESCRIPTION

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

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

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

LESS AND EXCEPT

The West 35.00 feet of the above-mentioned tract

LESS AND EXCEPT

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

Book 2273 Page 555 and Book 366 Page 258

East Tract

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LESS AND EXCEPT

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

LEGEND

EXISTING CONTOUR	EXISTING FIRE HYDRANT
-OHTG- EXISTING OVERHEAD TELECOM	EXISTING GAS VALVE
-UGTC- EXISTING UNDERGROUND TELECOM	EXISTING GAS METER
-OHC- EXISTING OVERHEAD CABLE	EXISTING UTILITY POLE
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PROPOSED SANITARY MANHOLE	
PROPOSED OIL PIPELINE (TO BE RELOCATED BY OTHERS)	

NOTES

1. PROPOSED WATER LINES SHALL BE PUBLIC 6" LINES.
2. PROPOSED SANITARY SEWER LINES SHALL BE PUBLIC 8" LINES.
3. SIDEWALKS SHALL BE PROVIDED IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE. ALL SIDEWALKS SHALL BE 4' WIDE. PROPOSED SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF PUBLIC IMPROVEMENTS. FUTURE SIDEWALKS SHALL BE CONSTRUCTED AT THE TIME OF INDIVIDUAL LOTS.
4. THE RESTRICTED DRAINAGE EASEMENT IS PROVIDED FOR STORMWATER FLOW, AND THE AREA SHALL BE MAINTAINED BY THE PROPERTY OWNER IN ACCORDANCE WITH THE LAND DEVELOPMENT CODE.
5. THE OIL WELL THAT IS SHOWN IN OUTLOT A HAS BEEN PLUGGED AND ABANDONED. THE OKLAHOMA CORPORATION COMMISSION PLUGGING RECORD (OAC 165:10-21-36) HAS BEEN PROVIDED TO CITY OF STILLWATER STAFF. EXISTING OIL WELL APPURTENANCES AND LINES HAVE BEEN REMOVED. NO OTHER OIL WELLS ARE KNOWN TO EXIST ON THE SITE.
6. NO FEMA FLOODPLAIN IS PRESENT ON THE SITE. (FEMA FIRM PANEL 40119C0068F)

PLANNING COMMISSION APPROVAL

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

Chairman

ENGINEER:

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

OWNERS:

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



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

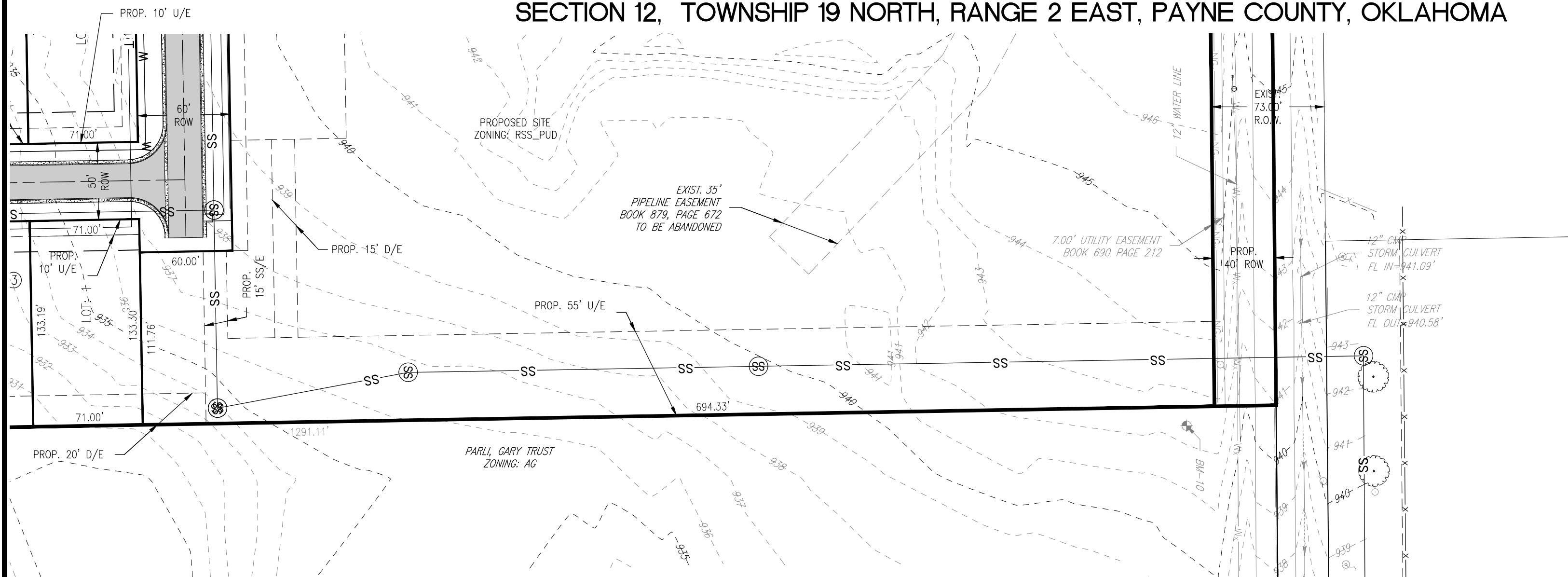
AARON FERGUSON, P.E. 30395

3/7/25
Date

File: C:\Civil 3D Projects\Quail Meadows 109372\03-DWG\01-Sheets\937205101.dwg Saved: 3/7/2025 1:28 PM By: AFERGUSON

GREENHEART PLACE PRELIMINARY PLAT

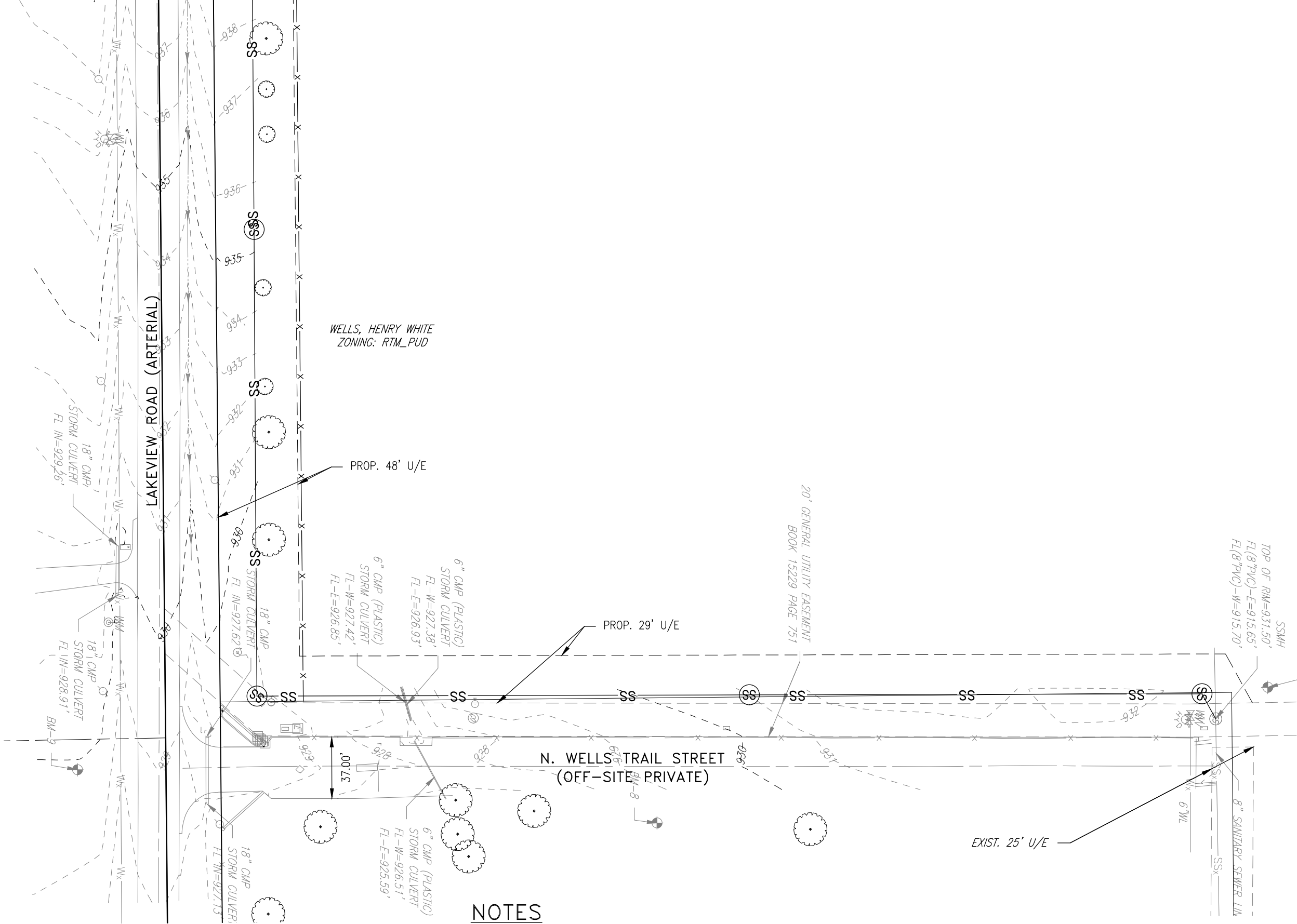
A TRACT OF LAND IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF
SECTION 12, TOWNSHIP 19 NORTH, RANGE 2 EAST, PAYNE COUNTY, OKLAHOMA



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

LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 2	7,633 S.F.
LOT 2, BLOCK 2	6,450 S.F.
LOT 3, BLOCK 2	6,450 S.F.
LOT 4, BLOCK 2	6,450 S.F.
LOT 5, BLOCK 2	6,000 S.F.
LOT 6, BLOCK 2	6,000 S.F.
LOT 7, BLOCK 2	6,000 S.F.
LOT 8, BLOCK 2	6,000 S.F.
LOT 9, BLOCK 2	6,117 S.F.
LOT 1, BLOCK 3	9,460 S.F.
LOT 2, BLOCK 3	7,995 S.F.
LOT 3, BLOCK 3	7,461 S.F.
LOT 4, BLOCK 3	6,453 S.F.
LOT 5, BLOCK 3	9,783 S.F.
LOT 6, BLOCK 3	11,673 S.F.
LOT 7, BLOCK 3	7,780 S.F.
LOT 8, BLOCK 3	8,810 S.F.
LOT 9, BLOCK 3	9,323 S.F.
LOT 10, BLOCK 3	11,040 S.F.

LOT TABLE	
LOT NUMBER	AREA
LOT 1, BLOCK 4	16,992 S.F.
LOT 2, BLOCK 4	11,440 S.F.
LOT 3, BLOCK 4	8,970 S.F.
LOT 4, BLOCK 4	8,970 S.F.
LOT 5, BLOCK 4	8,970 S.F.
LOT 6, BLOCK 4	8,970 S.F.
LOT 7, BLOCK 4	8,970 S.F.
LOT 8, BLOCK 4	9,920 S.F.
LOT 1, BLOCK 5	388,897 S.F.
LOT 1, BLOCK 6	8,000 S.F.
OUTLOT A	74,941 S.F.
TOTAL NUMBER OF LOTS	TOTAL SITE AREA
47	20.94 AC



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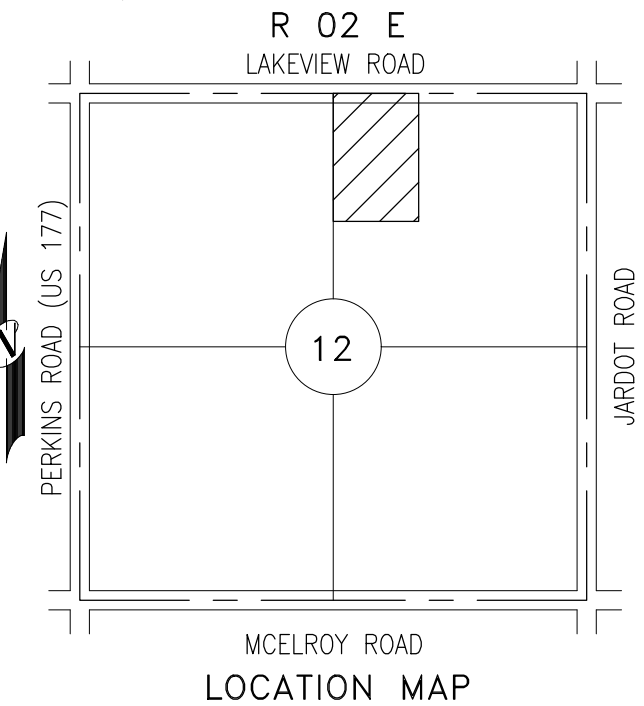
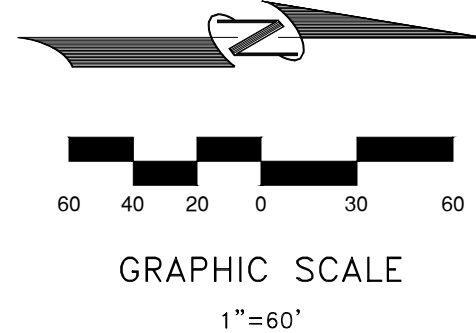
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OWNERS:
SEVENTH CHAPTER LAND TRUST
PO BOX 67514
LOS ANGELES, CA 90067



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

Aaron Ferguson 3/7/25
AARON FERGUSON, P.E. 30395 Date

BENCHMARK

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

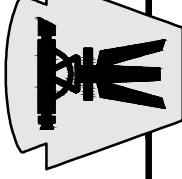
BM# 4. 1/2" REBAR W/ KEELS BM CAP:
ELEVATION=937.97; N: 418172.9460;
E: 2251096.3261

BM# 6. 1/2" REBAR W/ KEELS BM CAP:
ELEVATION=949.12; N: 418656.4169;
E: 2251963.2114

REVISIONS

REV	DATE	DESCRIPTION
1	4/20/22	REVISIONS DUE TO CITY COMMENTS
2	6/6/22	REVISIONS DUE TO CITY COMMENTS
3	1/20/23	ADDITIONAL LOTS AND EASEMENTS ADDED
4	3/7/25	REVISED LOT LAYOUT

Bancroft Design



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

GREENHEART PLACE
STILLWATER, OK

PRELIMINARY PLAT
(SHEET 2 OF 2)

DRAWN BY
KDH

DATE
02/25

SCALE
1"=60'

SHEET
CF101

Draft until approved at the next regular meeting:
STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF January 7th, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED January 3rd, 2025, 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

MEMBERS ABSENT

STAFF PRESENT

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

1. CALL MEETING TO ORDER.

2. GENERAL ORDERS

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

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents the item and states the applicant is requesting a second extension for a 12-month extension for the preliminary plat approval of Park View Estates, Section 10; and this extension is due to pending acceptance of public improvements such as water and sewer; and the plat was originally approved in January 2022 and had already been extended once in January 2024.

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

Mr. Stephen Gose, Gose and Associates, 113 E 8th Ave., comes to speak on the following:

- Reiterates that they are just finishing up some improvements with the preliminary plat.
- The final plat has been applied for and is just waiting for the approval on this one.
- This 12-month extension is just because they are running up on the date for the first 12 months.

Commissioner Shanahan asks where they are at with the improvements. Mr. Gose responds that all the improvements have been installed and they have submitted record drawings; elaborated on the delays, citing minor outstanding issues with water valve stabilization, erosion around pavement edges, and Tracer wire concerns that had since been resolved.

Chair Phillips invites staff back up to share findings and alternatives.

Diana Hood presents findings and alternatives, which are:

Findings:

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

Alternatives:

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

Commissioner Shannahan moves to grant the extension of the preliminary plat, Commissioner Prather Seconds.

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

Time: 7 minutes

3. PUBLIC HEARING

- a. Receive public comment regarding a request from Matt & Maria Clark and K-Life Ministries for a SPECIFIC USE PERMIT (SUP24-04) to allow for churches and other religious institutions at property addressed as 1307 N. Husband Street in the Small Lot Single Family Residential (RSS) district. (*Tabled from December 17th, 2024, meeting.*)

Chair Phillips noted there was a notice issue related to this item, which require rescheduling and therefore, no action was taken.

- b. Receive public comment regarding a request from Independent School District No. 16 and Bank SNB for a MAP AMENDMENT (MA24-15), to rezone 5021 N. Perkins Road from A (Agriculture), IL (Light Industrial), RSS (Small Lot Single-Family), O (Office), RTM (Two-Family and Multi-Family), and CG (Commercial General) to P (Public).

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents staff's report and asks if there are any questions for staff.

Commissioner Shanahan asks what is the rational of zoning CG to Public for this use and if that is due to it being owned by Stillwater public school. Ms. Hood explains that the Stillwater Public School is planning to expand the office building as well as add additional facilities for bus maintenance and rezoning to Public would allow for consistency across the whole lot while allowing for the proposed uses.

Chair Phillips asks what uses are allowed by right in the public zoning. Ms. Hood explains that public zoning is a little different than the other zoning districts as it does not have set uses, it allows for whatever City Council votes to be put in.

Chair Phillips asks if it is required to be zoned public if the school district is going to use it and if it is public can things go here that wouldn't usually go next to residential zoning. Ms. Hood states they will need to research if it is required; and as for uses, there is not a set list of uses-by-right for the public zoning, but screening requirements would be enforced where applicable.

Mrs. Kim Payne, Assistant City Attorney, advises that staff can research this further.

Chair Phillips requests to table this item until the next meeting.

Chair Phillips moves to table MA24-15 until the January 28th Planning Commission, Vice Chair Williams seconds.

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

Time: 9 minutes

- c. Receive public comment regarding a request from the City of Stillwater and Stillwater Regional Airport for a MAP AMENDMENT (MA24-17) to rezone from IL (Light Industrial) to P (Public) a portion of property addressed as 2020 W. Airport Road, said area, is also referred to as 3111 N. Hargis Road.

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, presents the staff's report and asks if there are any questions.

Commissioner Shanahan asks if this was the location decided on as a more viable location of the animal welfare as opposed to the northwest part of Boomer Lake. Ms. Hood responds yes.

Chair Phillips clarifies that difference of the Light Industrial (IL) zoning being darker blue and a light blue being Public (P). Ms. Hood elaborates on the two zonings and this request being on a specific area of the darker blue which is currently Light Industrial (IL); and it is being requested to rezone to the light blue which is Public (P).

Chair Phillips asks for a representative to speak.

Ms. Kellie Reed, Stillwater Regional Airport Director, comes forward.

Chair Phillips asks if there is an intent to keep the area that is zoned IL as part of the parcel. Ms. Reed confirms that the shape of the rest of the parcel and the zoning will remain the same they just plan to rezone this portion so that they can bring a vote forward to have an area to construct the proposed new Animal Welfare center. Ms. Reed shares that approval had been obtained from the FAA, and the Stillwater Regional Airport support the proposal.

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 to this item or ask any questions.

The following come to speak on the item:

Gary Cotton, 1215 W Osage Dr.

- concerns about potential noise and odors, citing the property's proximity to homes.

Tom Houston, 35 Liberty Cir.

- concerns about drainage and erosion from prior developments near the site and its potential impact on property.

Chair Phillips asks staff to return to address the concerns.

Ms. Hood states that the City Council still needs to designate this spot for the proposed animal welfare site; and explained that noise and drainage concerns would be addressed during the building permit stage.

Mr. David Barth, Development Services Director, states that there have not been any studies on odor or noise; this is just a map amendment; a city project still must follow drainage requirements so a study would be required; typically, these wouldn't come before the Planning Commission; and the future development would comply with engineering and environmental standards.

Chair Phillips closes the public hearing and asks for findings and alternatives.

Ms. Hood returns and presents staff findings and alternatives, which are:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Public zoning is near the subject area
3. The Comprehensive Plan calls for public uses in this area.

Alternatives:

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

Chair Phillips asks for Planning Commission discussion.

Vice-Chair Prather asks if this location will replace the existing location; Chair Phillips confirms.

Chair Phillips comments that the lot size of the property is larger than the existing site; there is substantial distance between the proposed site and the residential area; staff have done a great

job of addressing questions on how we are moving forward; and states there is still a public vote pending on this item.

Vice-Chair Williams states he believes this request to be an appropriate use for this property.

Vice Chair Williams moves to accept 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: 15 minutes

- d. Receive public comment regarding a request from Seventh Chapter Land Trust for a revised PRELIMINARY PLAT (SUB22-08) named Greenheart Place, creating 47 residential lots and one (1) outlot in the Small Lot Single-Family Residential district with a Planned Unit Development overlay (RSS-PUD) on properties currently addressed as 1413 and 1599 E. Lakeview Road.

Chair Phillips invites staff to present the item.

Diana Hood, Associate City Planner, introduces a request made for Greenheart Place, formerly known as Quail Meadows, proposed a revised preliminary plat with 47 residential lots and one outlot; and significant changes included the addition of three lots and modifications to drainage design.

Vice Chair Williams confirms that with the changes, they determined they could add three extra lots and still have enough drainage capacity in outlot A. Ms. Hood confirms and lets staff know the engineer with the project is present.

Commissioner Shanahan states he would like information how they came to the conclusion that they could add three extra lots in that drainage area; Chair Phillips states that would probably be best addressed by the engineer

Chair Phillips invites the applicant to answer questions.

Aaron Ferguson, Bancroft Design, 923 S. Lowry comes to speak on the following:

- Explains that this was previously accepted and then extended due to issues with sewer access that have since been resolved.
- Improvement plans have been submitted but have been on hold since they decided to add these three lots.
- He explains that the new lots were made possible by redesigning drainage areas, referenced as Outlot A.
- An abandoned oil well was located on outlot B had been plugged, and documentation was provided.
- Coordinating with City on what additional documents is needed to support that the easement has been vacated.

Chair Phillips asks if there are monitors on that well. Mr. Ferguson says he is unsure but believes it was plugged deep enough so that it can be built on top of.

Chair Phillips confirmed that there was documentation from the Oklahoma Corporation Commission confirming that. Mr. Ferguson says there is.

Mr. Ferguson continues that there is a revised detention analysis that has been submitted as well; reviewed the traffic impact analysis that was previously submitted and determined that it did not require any updates with the additional lots. Mr. Ferguson mentions that the analysis includes the sixteen (16) duplexes which are still a part of the proposal and a total of 40 single family homes were covered in the analysis and with the revised plat, there will be 38 single family homes, and 192 apartment units which have not yet been proposed, so they are still under the analysis calculation.

Chair Phillips confirms the number of single-family homes and duplexes. Mr. Ferguson advises there will be 16 duplexes and 38 single family homes.

Commissioner Prather asks if any of the lot sizes still comply with city standards. Mr. Ferguson says yes, the only other change to the plat was an additional drainage easement along lots 8 and 7 for a flume to carry water to the detention pond and had to increase the size of a few of the utility easements for the sewer going to the north.

Commissioner Prather asks if it is the intention for Pacific Avenue to continue to the south to connect to future infrastructure. Mr. Ferguson confirms that it is left open if anyone did want to develop there in the future.

Chair Phillips comments that there is not another north/south paved road immediately east of this plat; and asks the applicant to show the location of the capped oil well and the associated easements. Mr. Ferguson indicates on the plat the location.

Chair Phillips asks about a trail and if that is also an easement; Mr. Ferguson confirms that, yes, it is also part of the easement.

Chair Phillips confirms if this is part of the oil well easement that is to be abandoned; Mr. Ferguson confirms. Chair Phillips asks if it was for a well site or if it was just an access easement to the well; Mr. Ferguson says he believes it is just an access easement.

Chair Phillips asks if there are any further questions for the applicant; none respond.

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

Chair Phillips asks staff forward to present findings and alternatives.

Ms. Hood presents findings & alternatives:

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends High Density Residential uses at this location.

3. Outlot 'A' is labeled as a Drainage and Utility Easement. Drainage easement areas typically include drainage structures, and the City Code does not allow permanent structures within utility easements. Staff recommend that utility easements are separate from drainage easements, when possible.

4. A Right of Way and Easement (Book 879, Page 672) exists in the area of Lot 2, Block 6. A 30-foot Pipeline Easement (Book 897, Page 684) exists along the north boundary of Lot 1, Block 4.

5. A plugged oil well is shown along the north boundary of Lots 2 and 3 in Block 6. There are no proposed easements along the north boundary of Lots 2 and 3 in Block 6.

Alternatives:

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

Mr. David Barth, Development Services Director, comes back to explain some of the points of staff's findings and recommendation as they are more extensive than usual.

Mr. Barth brings up the maps again and points out the area that is outlot A and where it is currently labeled as a drainage and utility easement and there is a sewer line there as well; explains as is, the easement is just one gigantic area that is marked as utility, so if the developer builds a drainage or detention facility, there is nothing really to stop private utility contractors, like gas or fiber, from putting something through that detention facility.

Mr. Barth explains that the code does not say that you must, but the city is recommending that they dedicate the sewer line that is on the east side of the lots as well as the water line that's at the back of the Cul de sac in their own dedicated utility easement and then separate the rest as drainage.

Mr. Barth states that regarding the well, staff are unaware of any monitoring systems, but they did reach out to the Oklahoma Corporation Commission that did confirm that it was plugged 4 feet below the surface; and The staff's concern is that if someone goes to buy the house and then tries to put in a pool, if the oil easement is abandoned that could create a problem and believe requiring an easement over it would be helpful to protect future homeowners.

Mr. Barth states that he is unsure if oil well closures are documented in a title, but easements would be something to consider; and the easements that are there and can be closed on the plat.

Commissioner Shanahan asks if there would be a plugged well on a lot meant for building a house. Ms. Payne confirms that that is correct and has been done before and is permitted.

Commissioner Shanahan is concerned as this puts buyers in a buyer beware situation and in past cases the Planning Commission has had reservations about that. Chair Phillips states that she shares those reservations.

Vice Chair Williams asks if they can require an easement that would state where that well is.

Chair Phillips states that it would prevent building on top of it but could still allow access but could restrict building in that area; continues that the OK Corp Commission would probably want monitoring wells to make sure that nothing leaks after a number of years; and they would need to allow for some kind of access.

Chair Phillips states that this is within walking distance of the elementary and middle school so there would be a lot of young families in this area, and this could be a potential health concern ;and share concern about having buildable lots.

Mr. Barth says there is currently a fence immediately around it but you could put an easement over that area but that doesn't address the concerns about the monitor.

Commissioner Prather asks if the property line is moved to the other side of the well would that make the lot size too small. Ms. Hood confirms that it would make it smaller than the minimum.

Chair Phillips asks if the easement that goes to the south of the oil well along the back of the lots was for a pipe or just access. Mr. Ferguson states he believes that it was just access and the larger one in the outlot was for the piping that is planned to be removed.

Chair Phillips asks if there is an adjacent tank battery. Mr. Furgeson says he does not believe so.

Commissioner Prather asks if the sewer easement is dedicated separately, does that challenge the math of the drainage area. Mr. Ferguson says it does not as they could also move the sewer line further to the west if needed.

Vice Chair Williams states he believes it's less about the ability to build on top of it but more that he wants any future owner to be aware it's there and then they can decide if they want to buy it and build there and how is the best way to make sure they are aware of that. Mr. Ferguson says that they could add a note on the final plat for future buyers.

Vice Chair Williams asks if it would go on the title. Mr. Ferguson says he does not know if it goes on the title, but it would be on the final plat for the lots.

Ms. Payne states she does not think a title attorney or would know how to look at the land records

Commissioner Prather asks if you could rotate the lots. Mr. Ferguson says that it would still be on the lots.

Vice-Chair Williams asks if the lots could be moved to the west. Mr. Ferguson says that's a low point so that would be where the pound is located.

Chair Phillips says that they could possibly put lots off the back of the cul de sac with earth work; if they could get some additional information on title work to show the well is there, she would be in favor of tabling this to be able to receive this information

Ms. Payne advises that they did try and research that and wasn't successful.

Mr. Ferguson states that the property owner is willing to add language to the plat that will be filed as record to disclose the well and its location.

Commissioner Shanahan asks if it is even a necessity for financial viability to even have this lot. Chair Phillips specifies it straddles two lots. Mr. Ferguson says they are having to extend the sewer line which is adding cost that this is helping offset costs.

Commissioner Prather asks if they could give up one lot and move one to the west. Mr. Ferguson says that they are running into issues with space for drainage there.

Commissioner Shanahan says he would hate to disapprove the plat based on necessity for additional housing in the area because of two lots but there is a degree of risk here that he wouldn't want to take.

Chair Phillips asks if there is a possibility of doing something off the cul de sac to increase lots. Mr. Ferguson responds that it could be looked at it.

Chair Phillips states she would be agreeable to approve this preliminary plat with the consideration of items noted in the findings, specifically item 3 and 4 addressing the drainage and utility easement separation and addressing the ROW and easement being closed as noted as discussed previously but not in favor of those three (3) lots and those would be the conditions for approval.

Chair Phillips moves to approve the Preliminary Plat with conditions, Commissioner Shanahan seconds with the conditions as follows:

- 1. Adjustments to drainage and utility easements on outlot A to make a specific sewer and water line easement as discussed in item 3. of staff findings which are: #3 Outlot 'A' is labeled as a Drainage and Utility Easement. Drainage easement areas typically include drainage structures, and the City Code does not allow permanent structures within utility easements. Staff recommend that utility easements are separate from drainage easements, when possible.**
- 2. Completion to close the easement discussed in item 4. of staff findings which is: #4. A Right of Way and Easement (Book 879, Page 672) exists in the area of Lot 2, Block 6. A 30-foot Pipeline Easement (Book 897, Page 684) exists along the north boundary of Lot 1, Block 4.**
- 3. Removal of additional lots 1, 2, and 3 due to concerns about the oil well.**

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

Time: 35 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. November 5, 2024, Regular Meeting Minutes

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

Commissioner Peters motions to approve, Vice Chair Williams seconded the November 4, 2024 meeting summary as presented.

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

Time: 1 minute

b. December 3, 2024, Regular Meeting Summary

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

Commissioner Prather motions to approve, Vice Chair Williams seconded the December 3, 2024 meeting summary as presented.

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

Time: 1 minute

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

The next regular meeting is scheduled for January 28, 2025.

6. ADJOURNMENT

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, Commissioner Prather seconded at approximately 6:37 PM on January 7th, 2025, the next regularly scheduled meeting will be held Tuesday, January 28th, 2025, at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Drafted by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Manager

Approved by - _____
Stillwater Planning Commission

Draft until approved at the next regular meeting:
STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF January 28th, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED January 24th, 2025, 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, Development Services Director
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services
Alexandria Maged, Administrative Assistant

MEMBERS ABSENT

Staff Absent

Diana Hood, Associate City Planner

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING

- a. Receive public comment regarding a request from Independent School District No. 16 and Bank SNB for a MAP AMENDMENT (MA24-15), to rezone 5021 N. Perkins Road from A (Agriculture), IL (Light Industrial), RSS (Small Lot Single-Family), O (Office), RTM (Two-Family and Multi-Family), and CG (Commercial General) to P (Public). Memo to withdraw.

Chair Phillips announces that item has been withdrawn via the applicant.

- b. SHORT TERM RENTAL (STR-0193), consideration, discussion and possible action, including recommending approval or denial of an application for a Short-Term Rental from John and Karen Parks for property addressed as 137 S. Monticello in the Small Lot Single-Family Residential (RSS) zoning district with the Westwood overlay.

Chair Phillips invites staff to present the item.

Joshua Brow, Project Manager, presents the Short-Term Rental and asks if there are any questions; none respond.

Chair Phillips invites the applicant forwarded.

Kathy Bab, 1615 E Pioneer Cleveland Oklahoma, property owner and

John Parks, 7820 Dry Bean Trail, Stillwater Oklahoma, contractor and property manager, come to speak.

Chair Phillips asks the applicant to tell them about the property and how it will be used.

Mrs. Bab says they had bought the property for their kids while they were in school and then had it as a long-term rental for other students; during this time, it fell into disrepair; did major renovations with Mr. Parks as the contractor; and it is now their intention to rent it as an Airbnb.

Mr. Parks states he and his wife are going to be the property managers; the rental will have a maximum of 8 people, quiet hours and no pets and smoking.

Commissioner Prather asks if it's a minimum stay Mrs. Bab says it will have a two (2) night minimum; their drive can comfortably fit five (5) large vehicles.

Commissioner Prather asks if they will restrict local people from renting it. Mrs. Bab says no, but there is a minimum age of 25 and Airbnb does a good job of vetting people and will filter out anyone who has had issues in the past.

Commissioner Prather asks if that's the platform they will be using. Mrs. Bab confirms and states that their target is Oklahoma State events.

Vice Chair Williams summarizes that this was a college rental and now they are trying to get a nicer clientele. Mrs. Bab confirms that that's what they're hoping for; plans to check in frequently; Mr. Parks will be available, and have a ring camera to make sure extra guests aren't coming in.

Vice Chair Williams asks if that means John will be able to get there quickly in emergencies. Mr. Park confirms the clients will have his number; also own a local cleaning service and will be cleaning the home as well; shares that the owner has done a really good job of revamping the house and making improvements to the property; and there will be emergency contacts available, and he is 10 mins away.

Chair Philips asks how long Mrs. Bab has owned the property. Mrs. Bab says since 2012.

Chair Phillips asks if she knows the amount of short- and long-term rentals in this area. Mrs. Bab says that there are a lot of rentals but not sure how many Airbnb's there are but she know there are some.

Chair Phillips asks if there are any further questions; 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 invites staff back up to present the findings and alternatives.

Joshua Brown presents alternatives.

Alternatives:

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

Commissioner Prather motions to approve the application, Commissioner Peters seconds.

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

Time: 8 minutes

- c. Receive public comment regarding a request from Stillwater Star West for a MAP AMENDMENT (MA24-16), to rezone properties addressed as 5599 W. 6th Avenue, also referred to as 5499 W. 6th Avenue, from RTM (Two-Family and Multi-Family) and CG (Commercial General) to RTM (Two-Family and Multi-Family) district.

Chair Phillips invites staff to present the item.

Joshua Brown, Project Manager, presents the item.

Chair Phillips asks about access to the right-of-way. Mr. Brown states that the applicant would be able to address that.

Chair Phillips invites the applicant forward to answer questions.

Mr. Aaron Ferguson, Bancroft Design 923 S Lowry, is here on behalf of the applicant and their request is to rezone the whole area to RTM which is close by; the access easement goes through the east of the O’Rielly’s parking lot; and there is a strip on the west side that is a utility easement.

Chair Phillips notes that she saw a communications cabinet there. Mr. Ferguson confirmed that they would have to work with utilities to work around that.

Chair Phillips asks if the easement makes this a non-conforming lot because access does not touch the main roadway. Mr. Ferguson responds that the property is connected to the main roadway and does have an access easement; not sure but does not believe it is non-

conforming; and states that if it was rezoned to all commercial, the access points would still be the same no matter what the lot was used for in the future.

Commissioner Prather asks for the details of having an access easement through another property. Mr. Ferguson explains it allows the accessing property to use that piece of property for access and the property owner with the agreement can't block it off.

Commissioner Prather asked, if that meant if homes go here, does that mean residents would be driving through the O'Rielly's parking lot. Mr. Ferguson confirms.

Vice Chair Williams asks if this is something O'Riley's would have agreed to at the time of their purchase. Mr. Ferguson confirms.

Chair Phillips asks if it is private access, whose responsibility is it to maintain it for emergency vehicle standards. Mr. Ferguson states that it is his understanding it would be O'Riley's responsibility.

Chair Phillips asks if O'Riley's is aware they would have to maintain it to emergency vehicle access standards. Mr. Ferguson responds yes, that it is part of the access easement agreement; and does not know all the specifics, believes the developer will collaborate with O'Rielly's but, as it stands, O'Rielly's is responsible.

Chair Phillips opens the hearing to the public and invites up anyone who would like to speak in favor of the item.

Mr. Don Williams, C-Star Construction Company at 301 S. Duck Street

- Here on behalf of the applicant, Star West
- Currently the two zonings straddle this lot behind O'Rielly's, and need to rezone for future development
- Plan is to make this a low-density project so the use for the access will not be very high.

Chair Phillips asks if Mr. Williams has any more information about the access easement as he was around when it was done. Mr. Williams references a similar project on Bourbon St. that uses a comparable access easement and explains this one will be set up very similarly and says it is a common practice.

Mr. Williams continues stating that they are typically designed so the entity that dedicates the access easement is required to maintain it in the absence of a homeowners association.

Chair Phillips clarifies that they are thinking Low-Density or R-2 for this area even though the Comprehensive Plan calls for Commercial. Mr. Williams responds yes, it'll be considerably less dense than a Commercial zoning and less dense than the R-3 which is behind it.

Mr. Williams states that the Low-Density works better here with the limited access; have met with the fire department about the access through the parking lot and it will become a designated fire lane; and it is a fire lane right now, but it is not designated.

Chair Phillips asks if he knows if the pavement that is there currently is rated to be a fire lane. Mr. Williams believes it is based on a conversation with Stillwater Fire and it is currently the fire lane for O’Rielly’s.

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

Chair Phillips asks for anyone in opposition or who has questions to come forward.

Becky Shirley, 5521 W 6th Ave. comes to speak on the following:

- Owns the property to the West that shares the Utility easement.
- Is concerned how the use of this easement would affect her and her property and if she would have any responsibility for maintenance as well.

Mrs. Kim Payne, Assistant City Attorney advises that her questions would better be answered by staff outside of the hearing.

Chair Phillips invites staff to present findings and alternatives.

Joshua Brown returns to the podium and presents findings and alternatives, which are:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. RTM zoning is located in the vicinity.
3. The Comprehensive Plan calls for commercial uses in this area.

Alternatives:

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

Commissioner Prather asks if it is in the commission’s purview to consider if access has been worked out with O’Riley’s.

Chair Phillips says she thinks so because if you’re going to rezone it to allow for a residential development the ability for that density to access it is a question; continues that she is a little torn that the Comprehensive plan does have this projected as Commercial, but there is a need in Stillwater for more affordable housing which this particular zoning would provide.

Commissioner Prather says he also believes it would be limited in which businesses would choose to go behind O’Rielly’s.

Commissioner Prather motions to accept the findings and recommend that the City Council approve the map amendment as presented, Commissioner Peters seconds.

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

Time: 21 minutes

- d. Receive public comment regarding a request from Halle Properties, LLC, for a SPECIFIC USE PERMIT (SUP24-06), to allow Vehicle & Equipment Sales & Service on a portion of property addressed 1600 N Perkins Rd. in the CS (Commercial Shopping) district.

Chair Phillips invites staff to present the item.

Joshua Brown, Project Manager, presents the item.

Chair Phillips asks if this business does not belong in a Commercial Shopping what zoning district is it allowed in. Mr. Brown responds that Commercial General would allow this use.

Chair Phillips invites the applicant up to present.

Mr. Juan Vazquez, Vazquez Engineering, 1919 S Charla Rd., Garland, Texas comes to speak on the following:

- Discount Tire a national chain.
- Only does tires and wheels.
- Everything is done in the building, nothing is done or stored outside.
- Has entered into an agreement with Lowe’s which is common.
- Open Mon- Friday 8am-6pm and 8am-5pm on Saturday. This ensures potential noise is kept to normal business hours and since Lowe’s is open for more hours and there are on a major road, this should not be a particularly big impact.
- There is a small distance buffer between them and the closest homes. There will also be trees and fences in between.

Commissioner Prather asks for clarification which way the business will face and when and where the impact wrenches will be in operation. Mr. Vazquez states that it will face the town homes; and the wrenches will go during their normal business hours, but they will all be in the building on the far side.

Chair Phillips opens the public hearing and invites anyone who would like to speak in favor of this item. None respond. She invites anyone who would like to speak in opposition.

Mr. Kenny Hallman, 307 W Burris Rd. comes to speak on the following:

- President of the HOA townhomes that it will be facing.
- Residents that do not work normal business hours or who have young children are concerned about the noise.
- Is concerned with the doors facing them directly that the sound will definitely travel.
- Is wondering if the building material will also affect the noise or if the building could be reoriented.

Chair Phillips asks the applicant back up to address the questions.

Ms. Vazquez notes that the building is a masonry building; the bays are facing, that is the only configuration they could make the site work; have been working on this layout for over a year, and this is the only way they can make it work for them and for Lowe's as Lowe's has requirements of where they can lay out their site as well.

Chair Phillips asks if the techs are driving the cars in and out of the bays. Mr. Vazquez says typically people drive their own cars in and out, since they just change tires, it is usually fast.

Chris Phillips notes that if it was flipped, they would have people pulling out into a through drive lane which could risk collisions. Mr. Vazquez confirms it's to reduce traffic impact.

Chair Phillips asks if it is standard practice for the doors to be up or down. Mr. Vazquez says they are open while they are working.

Commissioner Prather says he sees there is an existing 8ft wood fence and a retaining wall and asks if the retaining wall already exists and how tall will that be. Mr. Vazquez responds that it does not yet exist and will probably be 3-4 ft tall to address grading issues; states that they can only control what they put up on their property, but they would be agreeable to replacing the 8 ft wood fence with an 8 foot masonry wall to mitigate noise; and shares that they do this often for residential areas and it dampens the sounds.

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

Joshua Brown presents findings and alternatives, which are:

Findings:

1. The Land Development Code allows vehicle and equipment sales and service in the Commercial Shopping (CS) zoning district with a Specific Use Permit.
2. The Comprehensive Plan calls for Commercial uses at the property's location.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed specific use permit as presented.
2. Find that the specific use permit is not an appropriate use for the property based upon the

impacts to the surrounding vicinity and do not recommend that the City Council approve the request.

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

Mrs. Kim Payne, Assistant City Attorney advises that they can also approve with conditions.

Chair Phillips motions to approve the SUP with the conditions that an 8 foot high masonry wall be put in place to abate sound. Vice Chair Williams seconds.

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

Time: 16 minutes

3. MISCELLANEOUS

- a. Next Regular meeting is February 4, 2025

4. ADJOURNMENT

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Peters at approximately 6:17 PM on January 28th, 2025, the next regularly scheduled meeting will be held Tuesday, February 4th, 2025, at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Drafted by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Manager

Approved by - _____
Stillwater Planning Commission

Draft until approved at the next regular meeting:
STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF March 25, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED March 24, 2025, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

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

STAFF PRESENT

Kim Payne, City Attorney
David Barth, Development Services Director
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services

MEMBERS ABSENT

David Peters, Member

Staff Absent

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING

- a. Receive public comment regarding an application for a **SHORT TERM RENTAL (STR-0199)** from Jeff Black with Black Properties, for a property addressed as 135 S. Orchard Street, in the Small Lot Single-Family Residential (RSS) within the Westwood Overlay zoning district.

Joshua Brown, Development Services presents staff's report and asks if there are any questions for staff; none respond.

Chair Phillips asks for the applicant to come forward to speak.

Mr. Jeff Black states he is the property owner and comes to speak on the following:

- This house has been in his family for 50 years
- Using one of the online rental platforms for screening for families
- No party policy
- No parking on the street
- Nice circle driveway
- Wants to respect the neighbors
- Believes there is another Air BnB next door
- Asks if there are any questions

Commissioner Shanahan asks about the property having been used as a residence in the past; Mr. Black responds that it has been rented out for the last 15 years and had tried to screen for tenants who are respectful.

Commissioner Shanahan asked about the number of occupants; Mr. Black responds that it would follow the Westwood overlay requirements and maybe three (3) families or only rent out four (4) of the five (5) bedrooms.

Chair Phillips asks about age limit and what the minimum number of nights stay would be; Mr. Black responds yes, there will be an age limit and a two (2) night stay as the target market is for events in Stillwater such as the recent bike event, graduations, OSU and other city events.

Commissioner Prather recommends that, in the registration of the rental, to include a distance from Stillwater requirement as the Planning Commission has discovered this deters parties.

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 ask for alternatives.

Mr. Brown returns and presents alternatives, which are:

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

Vice-Chair Williams speaks on the benefit of having an age limit, no party, not living in town, and managing the property from within Stillwater being a good representation of what the Planning Commission looks for in a short term rental.

Commissioner Williams moved to approve the short-term rental application as presented; Commissioner Shanahan seconded.

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

Time: 10 minutes

- b. Receive public comment regarding a Text Amendment to Chapter 23, Land Development Code, Article III, Land Development Process, Section 23-63, Plat/Subdivision Approval Process; Repealing all ordinances to the contrary; and providing for severability.

David Barth, Development Services Director presents staff's report and asks if there are any questions; 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 ask for staff's findings and alternatives.

Mr. Barth presents alternatives and staff's recommendation which are:

Alternatives:

1. Recommend 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.

Staff Recommendation: Staff recommends Alternative 1.

Vice-Chair Williams moved, Commissioner Shanahan seconded to approve and recommend the City Council to approve the proposed text amendment as presented.

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

Time: 4 minutes

- c. Receive public comments for a Text Amendment to Chapter 23, Land Development Code, Article XVII, Required Improvements, Division 3, Improvements, Section 357, Water Distribution System, Subsection (e) and Section 358, Sanitary Sewer Collection System, Subsection (e); Chapter 41, Utilities, Article IV, Water Service, Division 1, Section 41-113, Tie-On Charge, Subsection (b) and Division 5, Service Extensions, Section 41-244, Lease-Purchase Agreement; Chapter 41, Utilities, Article V, Sewers and Sewage Disposal, Division 11, Sewer Main Extensions, Section 41-590, Payment of Costs and Section 41-591, Lease-Purchase Agreement; and adding Chapter 41, Utilities, Article IV, Water Service, Division 5, Service Extensions, Section 41-245, Payment of Costs; Repealing all ordinances to the contrary; and providing for severability.

David Barth, Development Services Director, presents staff's report and asks if there are any questions.

Discussion is held regarding the definition of a "main" line versus a "service" line; water having a minimum size requirement of six (6) inches and sanitary sewer having a minimum size requirement of eight (8) inches; the lease purchase being a mechanism for the developer to recoup some of the costs of installation over the agreement term; how the charges are calculated when someone connects; text amendment allows the developer to install but the City to accept easement and infrastructure upon completion; and having proper access to maintain the infrastructure that City's is responsible for.

Chair Phillips asks if there are any further questions for staff; 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 ask for staff's alternatives.

Mr. Barth presents alternatives and staff's recommendation, which are:

Alternatives:

4. Recommend the City Council approve the proposed Text Amendment as presented.
5. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
6. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Staff Recommendation: Staff recommends Alternative 1.

Commissioner Prather moved, Vice-Chair Williams seconded to approve and recommend the City Council to approve the proposed text amendment as presented.

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

Time: 12 minutes

3. MEETING SUMMARIES FOR REVIEW AND POSSIBLE ACTION:

- a. Regular meeting of February 25, 2025.

Chair Phillips asks if there are any changes, editions or corrections; none respond.

Vice-Chair Williams moved, Commissioner Prather seconded to approve the February 25, 2025 as presented.

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

Time: 1 minute

4. MISCELLANEOUS

- a. Next Regular meeting is April 1, 2025

5. ADJOURNMENT

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Prather at approximately 5:58 PM on March 25, 2025, the next regularly scheduled meeting will be held Tuesday, April 1, 2025, at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Cindy Gibson, Administrative Manager

Approved by - _____
Stillwater Planning Commission