

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

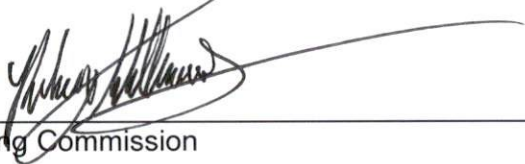
4. MISCELLANEOUS

- 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