

PLANNING COMMISSION MEETING AGENDA

MAY 6, 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. Consider a Form Based Code Alternative Compliance request for Joshua Brown a material design alternative use of cement board for siding, in the Form Based Code Transect 5 (T5) zoning at property addressed as 231 N. Husband Street.

3. Meeting Summary for Review and Possible Action

- a. Regular meeting summary of April 15, 2025.

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

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.

MEMORANDUM

DATE: May 6, 2025
TO: Stillwater Planning Commission
FROM: Josh Brown, Development Coordinator
SUBJECT: 231 N Husband Street - Form Based Code Area
Alternative Compliance Request

Riggins Ventures, LLC. is in the process of building a new multi-family development at 231 N Husband Street and is requesting to use fiber cement board siding as a facade material for the buildings.

City Code References

Chapter 23, Appendix I, Form Base Codes, Sec. 3.7., Architectural Provisions, 2. Materials

1. The primary exterior finish material on all facades shall be limited to brick, cast stone, stone, EIFS (Exterior Insulation Finishing Systems), stucco, architectural metal or other high-quality, long-lasting masonry material. Wood may be used as an accent material or trim.
2. Prohibited materials shall include all metal corrugated or ribbed steel panel pre-fabricated structures, plain concrete block, and corrugated fiberglass.

Section 23-449

The provisions of this article are not intended to prevent the use of an alternative design, method of construction or material not specifically prescribed herein. The planning commission may, upon written application, authorize the use of such alternative design, method of construction, or material, after consideration of the following factors:

- Consistency with adopted area plan;
- Compliance with applicable City Code requirements;
- The effect of the development on the neighborhood, traffic conditions, parking, public infrastructure, and public health and safety;
- Compatible construction and operation of the development with the neighborhood;
- Adequacy of public facilities serving the development; and
- The preservation of natural, scenic or historical sites and features.

Applicant's Request

The approved plans for the project show the facade material to be primarily brick. The developer is requesting to use fiber cement siding as an alternative facade material for the reasons stated in their alternative compliance letter. The proposed plan includes a mixture of brick and fiber cement board siding materials on the facade of the buildings.

Findings

1. Section 23-449 allows the planning commission to allow alternative materials in the Form Based Code area.
2. The original Form Based Codes adopted in 2015 allowed cement fiber board as façade material. The Form Based Code update in 2019 no longer included cement fiber board in the list of approved façade materials.
3. Cement fiber board is not listed in the code as a prohibited material.
4. Buildings adjacent to this project include various facade materials including brick, wood siding, and EIFS.

Alternatives

1. Accept findings and approve the use of fiber cement board siding as presented for alternative compliance to the Form Based Code.
2. Deny the request to use fiber cement siding.
3. Table the request to a future meeting.

Attachments – Alternative Compliance Letter, Plans – Building Elevations



April 22, 2025

David Barth, PE, Development Services Director
Development Services Department
City of Stillwater
723 South Lewis Street
Stillwater, Oklahoma 74074

**RE: Alternative Compliance Request
231 North Husband – Henderson Place**

Dear Mr. Barth,

This letter is intended as our Alternative Compliance Request for the proposed Henderson Place to be constructed at 231 North Husband. The project will consist of two (2) apartment buildings. A site plan for the project is included with this request.

The current primary finish material is requiring the following exceptions to the T5 Form Base Code.

From Chapter 23, Appendix I, Form Base Codes, Sec. 3.7.2., Materials

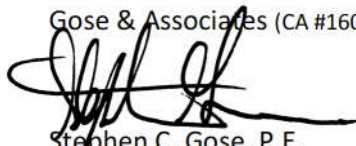
Architectural Provisions - Materials

1. The primary exterior finish material on all façades shall be limited to brick, cast stone, stone, EIFS (Exterior Insulation Finishing Systems), stucco, architectural metal or other high-quality, long-lasting masonry material. Wood may be used as an accent material or trim.
 - Based on current bricklayer availability with regard to both labor and equipment, the ability for this project to be completed on time with full brick has become undoable. The proposed façade plan reduces the amount of brick being used and proposes fiber cement siding as a high-quality long-lasting masonry material, as an alternative. See discussion on the following pages from the project designer regarding the desire to use this material.

Should you have any questions please feel free to contact me at 405.743.4907

Sincerely,

Gose & Associates (CA #1604)



Stephen C. Gose, P.E.
Project Manager

Design and Performance Rationale for Fiber Cement Siding

Materials referenced in descriptions below :

- Hardie® Plank
- Hardie® Panel
- Hardie® Shingle
- Hardie® Trim Batten Boards
- Hardie® Trim

1. Meets the Intent of “High-Quality, Long-Lasting” Materials (3.7.1.2.1)



Fiber cement siding aligns with the city’s intent to permit only durable, high-quality materials. It typically carries a 30-year limited warranty and regularly performs well for 40 to 50 years or more when properly installed and maintained. The material is engineered to resist fire, moisture, pests, and rot, making it exceptionally resilient in urban climates. Unlike masonry, which can be costly and labor-intensive to repair when damaged, fiber cement siding allows for targeted, straightforward replacement of individual boards or panels. This ease of maintenance

can extend the functional lifespan of the building envelope and help preserve a consistent appearance over time, further supporting the long-term durability goals of the code.

2. Supports Urban Design and Architectural Character

Lap and panel siding systems have a long-standing presence in American urban architecture, particularly in walkable, human-scaled neighborhoods where texture, rhythm, and articulation contribute to the character of the street. From early 20th-century residential blocks to mixed-use main streets, these materials have played a key role in shaping cohesive and approachable urban environments. Fiber cement continues this tradition while offering enhanced durability, fire resistance, and low-maintenance performance. It allows for traditional detailing—such as water



tables, trim bands, and varied siding orientations—that reinforce scale and hierarchy across the façade. Its versatility supports both historic and contemporary design expressions, making it an ideal material for infill, adaptive reuse, or new development seeking to contribute meaningfully to the architectural context. In doing so, it delivers a high level of design richness without sacrificing longevity or resilience.

3. Visual Quality and Unified Material Expression



Fiber cement siding supports a unified material expression that is both visually rich and architecturally refined. Its range of patterns and profiles, including lap, panel, shake, and board-and-batten—combined with changes in orientation and thoughtful trim articulation, allows a single material to generate rhythm, scale, and variation across a building façade. This flexibility allows for façades that are layered and dynamic, yet

cohesive due to the consistent material palette. Through strategic shifts in pattern, shadow line, and proportion, fiber cement can meet the design goals typically achieved through the combination of multiple materials.

Conclusion

This alternative compliance request seeks approval for material that fulfills the performance and aesthetic goals of the code while allowing for thoughtful, contextual design. Fiber cement siding offers proven longevity, ease of maintenance, and architectural flexibility, making it a strong choice for quality development within Transect 5.

NOTE : ALL FIRST FLOOR WINDOW AND DOORS HEADS TO BE 8'-0" ABV FLOOR

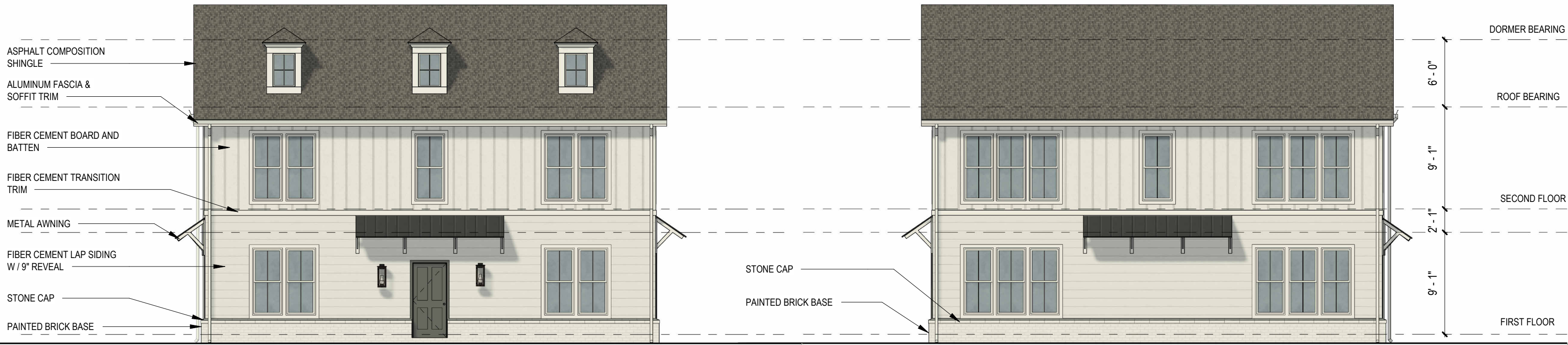
NOTE : ALL SECOND FLOOR WINDOW HEADS TO BE 7'-0" ABV FLOOR UNLESS NOTED OTHERWISE



① FRONT ELEVATION
1/8" = 1'-0"



② REAR ELEVATION
1/8" = 1'-0"



④ HUSBAND STREET ELEVATION
1/8" = 1'-0"

③ HOKE STREET ELEVATION
1/8" = 1'-0"

**DOUGLAS DESIGN
STUDIO, LLC**

RESIDENTIAL DESIGNER

100 W. CENTER STREET
SUITE 300
FAYETTEVILLE, AR 72701

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CODES.

HENDERSON TOWNHOUSES

BUILDING B
231 NORTH HUSBAND STREET,
STILLWATER, OKLAHOMA

11/01/2024

ELEVATIONS

A2.0

REVISIONS

REVISION A : 2.13.25

REVISION B : 4.14.25

NOTE : ALL FIRST FLOOR WINDOW AND DOORS HEADS TO BE 8'-0" ABV FLOOR

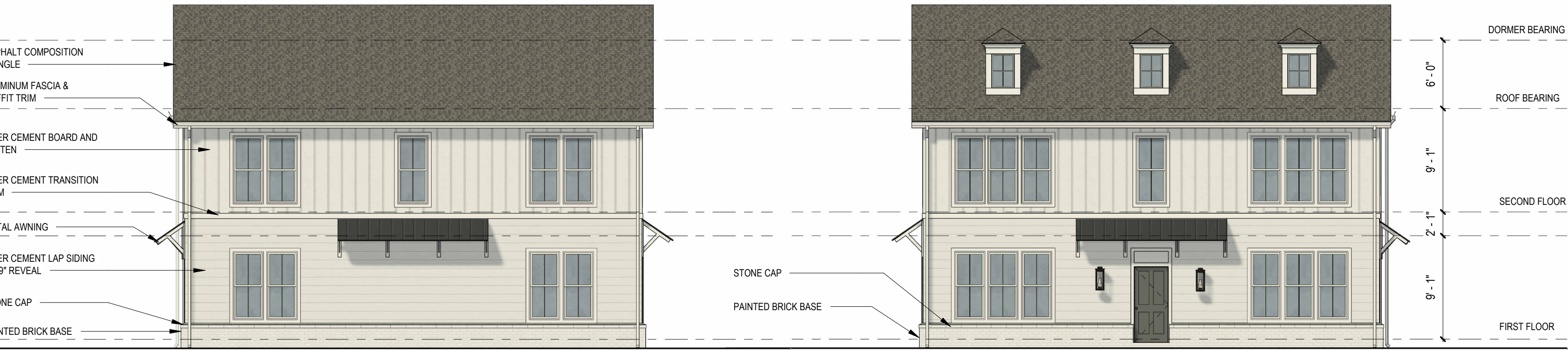
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1 FRONT ELEVATION
1/8" = 1'-0"



2 REAR ELEVATION
1/8" = 1'-0"



3 HOKE STREET ELEVATION
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4 HUSBAND STREET ELEVATION
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HENDERSON TOWNHOUSES

BUILDING A
231 NORTH HUSBAND STREET,
STILLWATER, OKLAHOMA

11/01/2024

ELEVATIONS

A2.0

REVISIONS

REVISION A : 2.13.25

REVISION B : 4.14.25

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF APRIL 15, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED April 11, 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

Riley Williams, Vice Chair

STAFF PRESENT

Kim Payne, City Attorney
David Barth, Development Services Director
Joshua Brown, Development Coordinator
Alexandria Maged, Administrative Assistant

Staff Absent

1. CALL MEETING TO ORDER.

Chair Phillips calls the meeting to order at 5:30pm

2. PUBLIC HEARING

- a. Receive public comment regarding a request for a **MAP AMENDMENT (MA25-02)**, to rezone property addressed as 818 E. Krayler Avenue from Commercial Shopping (CS) and Two-Family & Multi-Family (RTM) to Small Lot Single-Family Residential (RSS) district.

Mrs. Kim Payne, Assistant City Attorney advised that no action is to be taken on this item.

Time: 1 minute

- b. Receive public comment regarding a **MAP AMENDMENT (MA25-03)** to rezone properties addressed as 1017 and 1023 S. Husband Street from Two-Family Residential (RT) to Commercial Business (CB) district.

Mr. Joshua Brown, Development Coordinator, presents staff's report and outlines:

- The applicant requests review and approval of a Map Amendment to rezone the properties addressed as 1017 & 1023 S Husband Street from Two-Family Residential (RT) to Commercial Business (CB).
- RT zoning is located to the south, west, and north up to 10th Avenue. CB zoning is located to the east and extends north and south along the South Main Street Commercial Corridor.
- The Future Land Use Map within the Comprehensive Plan indicates that the desired land use for the subject property is Commercial.

Mr. Brown asks if there are any questions; none respond.

Chair Phillips invites the applicant to come forward and present.

Mr. Cory Williams, 621 S Husband, Applicant/Developer, comes to speak on the following:

- Explains that he is requesting Commercial zoning in a primarily residential area due to the wording of the current code.
- There is no existing section of the code that accommodates the type of redevelopment they are proposing.
- Elaborates that the plan is to build 13 single-family residences and notes that the development would be similar to The Lark in downtown Edmond.
- He is planning a pocket community, which in this case would be a zero-lot-line, walkable neighborhood featuring a pocket park.
- He adds that the current City Code does not address this type of development. Although a Planned Unit Development (PUD) is typically used, it is not feasible here because the lot is less than one acre.

Mr. Williams presents plans, to the Planning Commission, for what is planned to be built; explains that he has been working to create more living spaces around downtown Stillwater since 2008; believes the development of strip malls and big-box stores in other parts of town has drawn business away from the downtown area, and that adding more housing nearby will help restore vibrancy to the area; and adds that he has made significant investments in other homes near the proposed property, despite the risks involved due to the poor condition of the buildings.

Commissioner Peters clarifies that the zoning must be changed to Commercial Business in order to build residential homes. Mr. Williams confirms that the current code does not include a section that allows for the type of development being proposed, but hopeful that an update will be made soon.

Commissioner Shanahan notes that this is the kind of development that should be considered in future code revisions under the new Comprehensive Plan. Mr. Williams agrees and states supports for the idea, believes walkable communities with increased density, without stacking residents vertically, are beneficial.

Vice Chair Williams asks, since the current code does not explicitly support the proposed development, what led them to select Commercial Business zoning. Mr. Williams explains that their engineer, Mr. Gose, recommended Commercial Business because it serves as a "catch-all" category within the code.

Mr. Williams adds that they plan to address parking needs by creating spaces in the alley, installing diagonal parking along 11th Avenue, and adding parallel parking on Husband Street; and references *The Lark* and *The Ember* in west Edmond as examples of similar walkable community developments that they aim to emulate.

Chair Phillips states that she has a question for the engineer, Mr. Gose.

Steven Gose, of Gose & Associates, 113 E 8th Ave., introduces himself for the record.

Chair Phillips clarifies that the lot sizes being considered are just under half an acre, which would not qualify for a Planned Unit Development (PUD), as PUDs require a minimum of one acre. Mr. Gose confirms this.

Chair Phillips asks if there were any other factors that influenced his recommendation to apply for Commercial Business zoning. Mr. Gose explains that, according to the zoning district comparison table, Commercial

Business zoning allows for zero setbacks, greater flexibility in parking, and a broader range of permitted uses; and while it doesn't specifically list single-family homes, it does allow for condominium ownership.

Chair Phillips seeks confirmation that condominium ownership is allowed under Commercial Business zoning. Mr. Gose affirms this; and mentions that both he and Chair Phillips serve on the advisory committee for the upcoming code revisions, where options such as overlay districts are being considered to better accommodate non-standard zoning requests, particularly for infill development.

Chair Phillips notes that Commercial Business zoning includes buffer requirements when adjacent to residential zones and asks whether there is an intent to construct those required buffers. Mr. Gose responds that this is indeed the intent; and if complications arise, they will consider seeking a variance from the Board of Adjustment but their preference is to include screening for safety and privacy.

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 then asks if anyone would like to speak in opposition of the item or if anyone has any questions.

Ms. Sharron Hoaker, of 3220 W. Old Forest Dr., introduces herself for the record; and expresses concern and requests clarification regarding the number of units and the number of lots involved in the project; and also asks how many stories the homes will have.

Mrs. Hoaker presents a notice for the public hearing, which shows two highlighted parcels.

Mr. Williams comes back to the podium and refers to the previously provided images to explain that the project involves two parcels containing a total of six lots, where they intend to build 13 two-story single-family residences; shows the original 25-foot-wide lots, noting that each parcel consists of combined lots, which together form a single address.

Mrs. Hoaker asks whether these are standard lots. Chair Phillips explains that they are standard for the time period in which that part of town was platted.

Mrs. Hoaker follows up by asking if they are considered standard residential lots. Chair Phillips confirms that they are standard for residential lots in that area.

Mrs. Hoaker then asks for clarification on the total combined dimensions. Mr. Williams responds that the total area is 100 feet by 140 feet.

Mrs. Hoaker questions how 13 units can fit on that space. Mr. Williams states that the plans he brought are drawn to scale.

Mrs. Hoaker comments that the houses must be very small. Mr. Williams responds that the units will range from approximately 900 to 1,300 square feet.

Mrs. Hoaker asks how many stories each home will have. Mr. Williams replies that each will be two stories. Mrs. Hoaker then inquires whether the development will encroach onto the street or stay within the standard buildable area.

Chair Phillips asks if anyone else in the audience has questions.

Ms. Jannett Rogers, 1006 S. Husband, introduces herself for the record.

Mrs. Rogers asks whether the property will be accessible via the alleyway.

Chair Phillips again asks if anyone else in the audience has questions; none respond. Chair Phillips invites the applicant back to the podium to address any remaining questions.

Mr. Williams responds that they will not be narrowing the roadway along Husband Street, as they plan to use inset parallel parking; explains that during a pre-development meeting, Stillwater Public Safety reviewed their plans to ensure that fire trucks and other emergency vehicles could still deploy their outriggers; adds that although "No Parking" signs were recently placed on the east side of the street, they are working with the city to remove those signs to accommodate the new development; and the inset parking will be within the existing right-of-way and will not reduce the road's width.

Chair Phillips revisits the earlier question regarding lot sizes for clarification.

Mr. Gose comes forward to explain that there are six originally platted lots, each 25 feet wide; addressing the alley access concern, the alley access is allowed and even encouraged in higher-density areas of town; adds that they've worked on other nearby redevelopment projects where alleys were upgraded for improved access and safety.

Chair Phillips asks him to confirm the number of units and their number of stories. Mr. Gose confirms that the plan includes 13 two-story unit; clarifies that none of the proposed structures will cross property lines or extend into the right-of-way on 11th Street or Husband Street; adds that Commercial Business zoning allows them to build up to the lot lines; In contrast, a standard residential subdivision would typically include 50–60 foot-wide rights-of-way and 50x100-foot lots.

Mrs. Hoaker returns to the podium and asks whether "no setback" means they can build right up to the cars parked along the street. Chair Phillips responds that the setback extends only to the edge of the public right-of-way, not to where vehicles are parked.

Mr. Gose elaborates, explaining that a 100-foot right-of-way includes a 50-foot half-width; of that, 13 feet is allocated for half the street and 18 feet for parking, totaling 31 feet; this leaves 19 feet between the parking area and the property line; and a six-foot sidewalk is typically included within that space.

Mrs. Hoaker asks if a sidewalk will still be included. Mr. Gose replies that, yes, there will be sidewalks on both street frontages.

Chair Phillips asks if there are further questions; none respond.

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

Joshua Brown presents findings and alternatives:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. CB zoning is adjacent to the two properties to the east.
3. The Comprehensive Plan calls for commercial uses in this area.

Alternatives and Recommendation:

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.

Joshuan states that staff's recommendation is to accept findings and recommend that the City Council approve the proposed map amendment as presented.

Chair Phillips asks for Planning Commission discussion.

Vice Chair Williams states he thinks this is a positive project that fits the area; and that this sounds like the best zoning for the proposed use and the comprehensive plan calls for this zoning in the area.

Vice Chair Williams moves to accept the Map Amendment as presented; Commissioner Peters seconds the motion.

Chair Phillips echoes the sentiments and adds that with a PUD not being applicable to this property this would be the best proposed zoning for the property.

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

Time: 27 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular meeting summary of April 1st, 2025.

Commission Shanahan makes a correction on page one, "where" is corrected to "were".

Commissioner Shanahan moves to accept the minutes as with the minor correction; Vice Chair Williams seconds the motion.

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

Time: 2 minutes

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

- a. Next Planning Commission Meeting is May 6th, 2025.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Peters at approximately 6:01 PM on April 15, 2025, and the next regularly scheduled meeting will be held Tuesday, May 6, 2025 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Alexandria Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Services

Approved by - _____
Stillwater Planning Commission