

PLANNING COMMISSION MEETING AGENDA

JUNE 24, 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 regarding a request for a **Preliminary Plat (SUB25-05)** in the Public (P) zoning district at property addressed as 410 W. Franklin Ave. Henry Bibelheimer

b. Receive public comment regarding a request for a **Map Amendment (MA25-04)** to rezone property addressed as 320 S. Walnut Street from Small Lot Single-Family Residential (RSS) to Two-Family Residential (RT). Henry Bibelheimer

c. Receive public comment regarding a request for a **Specific Use Permit (SUP25-03)** for property addressed as 320 S. Walnut Street to allow townhomes in the Two-Family Residential (RT) district. Henry Bibelheimer

3. Meeting Summary for Review and Possible Action

a. Regular meeting summary of May 20th, 2025.

b. Regular meeting summary of June 3rd, 2025.

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

a. Next regular meeting is July 8th, 2025.

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: June 24, 2025

Subject: Preliminary Plat: SPS High School

Purpose of Report: The applicant requests review and approval of a preliminary plat to be known as Stillwater High School Addition, addressed at 410 N Franklin Dr. This is the location of the new High School building that is currently under construction.

Background:

Located on the northeast side of Stillwater, the property is zoned Public (P). The applicant is proposing 4 individual lots with access from West Franklin Drive and North Boomer Road. Lot 1 is approximately 26 acres and will be the site of the High School Campus. Lot 2 is nearly 2 acres and contains an existing building. Outlots A and B make up an additional 3.5 acres and are non-buildable lots comprised of a trail, drainage, and utility easement.

Application Processing Information:

Applicant/Owner – Independent School District No. 16

Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – April 7, 2025

Planning Commission – June 24, 2025

Project/Site Design Data/Details:

Zoning – Public, Sec. 23-171

Existing Use – Education

Proposed Use – 4 Public Lots

Lot – 31.22 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to West Franklin Drive and North Boomer Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: New sidewalks are located along the street frontages. The Blue Route and Green Route of the Oklahoma State University Transit Services, runs along North Boomer Road.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use for the subject property is Public.

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends Public uses at this location.
3. The proposed density is in alignment with the Public zoning requirements.

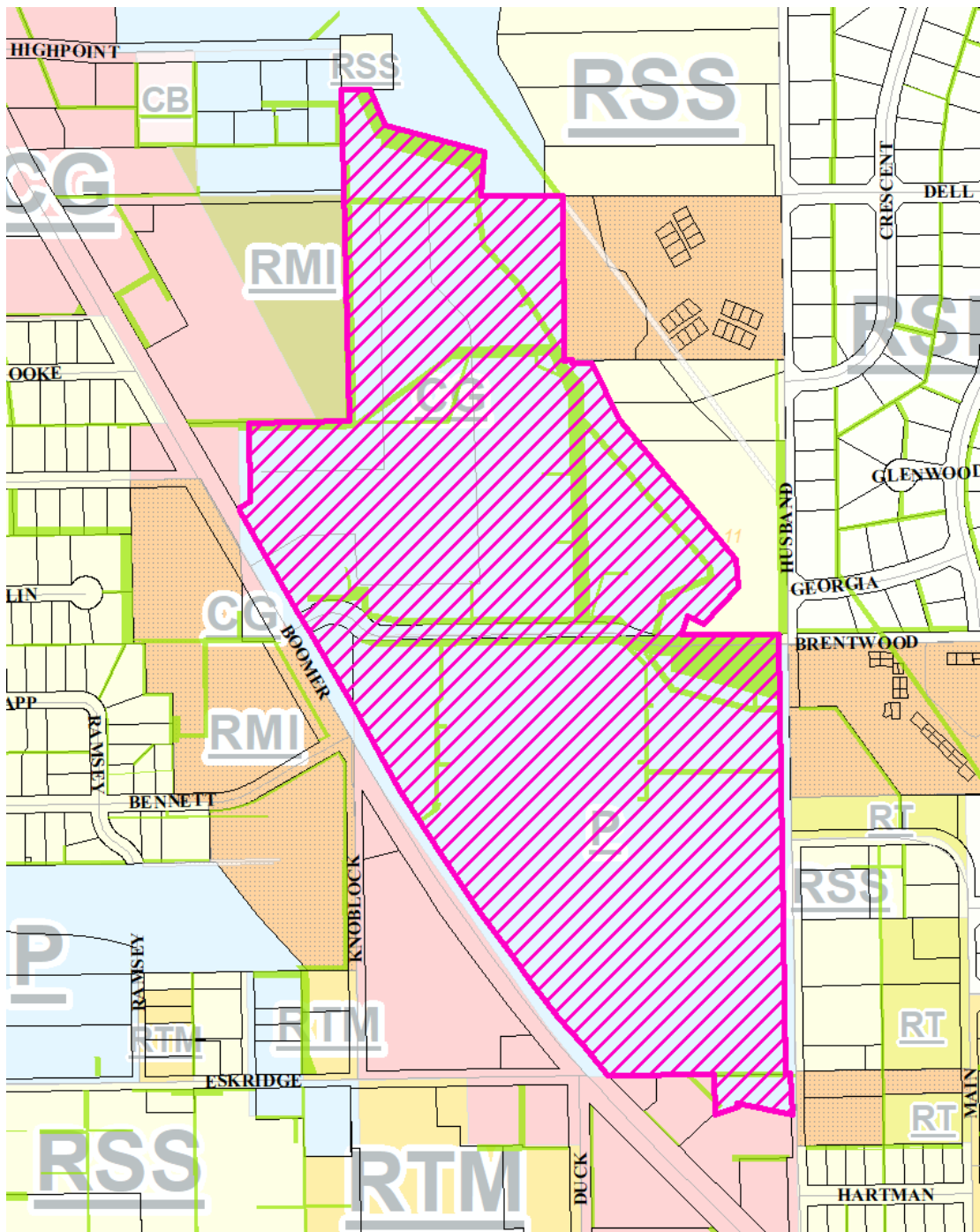
Alternatives:

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 approval of the preliminary plat as presented.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	David Barth, Development Services Director Joshua Brown, Project Coordinator
Date of Preparation:	May 13, 2025
Attachments:	Area Map, Preliminary Plat
Map Designation:	NE



(*the property is just Public (P) please disregard the (CG) in there)



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Preliminary Plat (SUB25-05)
Request: For a preliminary plat of Stillwater Highschool creating 3 lots
Address: 410 W Franklin

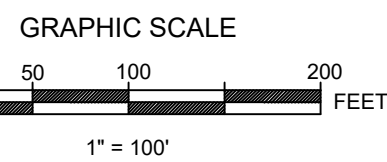
F:\00506008\39\CAD\SheetC-PREP\AT.dwg KATE PURDY 6/19/2025 11:56 AM EXESMT PROP - PROP KATE PURDY



A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

[illegible]

LOT AREA TABLE		
Lot	SF	ACRE
1	1,138,531	26.14
2	67,284	1.54
OUTLOT A	149,950	3.44
OUTLOT B	3,966	0.09
Total		31.22



ROW	RIGHT OF WAY
U/E	UTILITY EASEMENT
BSL	BUILDING SETBACK LINE
D/E	DRAINAGE EASEMENT
W/E	WATER EASEMENT
FH	FIRE HYDRANT
PSE	PRIVATE SANITARY SEWER EASEMENT
P/E	PEDESTRIAN EASEMENT
ESMT	EASEMENT
TRAIL	TRAIL EASEMENT

ENGINEER
GOSE & ASSOCIATES
113 E 8TH AVE.
STILLWATER, OK 74074
PHONE: (405) 743-4907

OWNER/DEVELOPER
INDEPENDENT SCHOOL
DISTRICT NO.16
314 S LEWIS ST
STILLWATER,OK 74074

SURVEYOR
UNIVERSAL SURVEYING &
MAPPING
216 W 6TH AVE
STILLWATER, OK 74074



LOCATION MAP

1. THE PROPERTY OWNER WILL COMPLY WITH ALL CITY ORDINANCES, REGULATIONS AND STANDARDS REGARDING MAINTENANCE, REPLACEMENT AND REPAIR OF DRAINAGE FACILITIES.
2. PROPERTY OWNER MAY REQUEST CLOSURE AND JUDICIAL VARIATION OF ANY EXISTING UTILITY, DRAINAGE, AND PEDESTRIAN EASEMENT RECORDED IN BOOK 698, PAGE 346, SHOWN ON EXHIBIT A AS RECORDED IN BOOK 695, PAGE 015, AND/OR THE EXISTING UTILITY EASEMENT RECORDED IN BOOK 444, PAGE 387. SAID EASEMENTS ARE ATTACHED HERETO.

I, STEPHEN C. GOSK, A LICENSED PROFESSIONAL ENGINEER, CERTIFY THAT I AM FAMILIAR WITH THE COMPREHENSIVE PLAN FROM THE CITY OF STILLWATER AND THIS PRELIMINARY PLAT, AND THAT I HAVE PREPARED THIS PLAT TO THE BEST OF MY ABILITY IN ACCORDANCE WITH SAID COMPREHENSIVE PLAN AND THE ORDINANCES GOVERNING THE SUBDIVISION OF LAND WITHIN THE CITY OF STILLWATER.

I, THE UNDERSIGNED CHAIR OF THE PLANNING COMMISSION OF THE CITY OF STILLWATER, COUNTY OF PAYNE, STATE OF OKLAHOMA, HEREBY CERTIFY THAT SAID COMMISSION DULY APPROVED THE ABOVE PRELIMINARY PLAT AT A MEETING OF THE COMMISSION ON THE _____ DAY OF _____, 2025.

CHAIRPERSON	DATE
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FLOOD STATEMENT:
SUBJECT PROPERTY LIES WITHIN
ZONE AE & X AS IDENTIFIED BY
F.E.M.A.# 40119C0068F DATED: 05/16/2007

Date of Meeting: June 24, 2025

Subject: Map Amendment: 320 South Walnut Street

Purpose of Report: The applicant, Series 7 of Gofourth Murray Properties, LLC., requests review and approval of a Map Amendment to rezone the property addressed and located as 320 South Walnut Street from Small lot Single Family Residential (RSS) to Two-Family Residential (RT) district.

Background: The subject property is just north of the northwest corner of South Walnut Street and West 4th Avenue. There is currently a single-family structure and accessory structure on the property. The applicant is requesting rezoning the property to RT to allow for the development of three townhomes on the property.

Townhomes are allowed with a Specific Use Permit in either the RSS or RT zoning district. The property is 0.31 acres and is currently zoned RSS. Per Sec. 23-132 of the Land Development Code, RSS zoning allows 8 units per acre and RT zoning allows 11 units per acre. Three townhomes on this property equates to 9.68 units per acre which is why the applicant is requesting to rezone the property from RSS to RT to increase the allowable density. The applicant is requesting a Specific Use Permit later on tonight's agenda that will potentially allow for townhomes on the property.

Application Processing Information:

Owner/Applicant – Series 7 of Gofourth Murray Properties, LLC.

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

Processing Track:

Submittal Date – May 19, 2025

Planning Commission – June 24, 2025

City Council – July 21, 2025

Project/Site Design Data/Details:

Zoning – Small Lot Single-Family Residential District (RSS), Section 23-137

Proposed Zoning – Two-Family Residential District (RT), Section 23-138

Existing Use –Single Family Structure with accessory structure

Proposed Use – Townhomes

Total Lot size – ~ 0.31 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to South Walnut Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the west side of South Walnut Street. OSU Transit Services – Purple Route currently runs along West 4th Avenue and has a stop at the intersection of South Walnut Street and West 4th Avenue.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.

- Electric: City electric is available

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use within this part of the community is Low-Density Residential (10-3) on the west side of South Walnut Street and High-Density Residential (10-3) on the east side of South Walnut Street. The comprehensive plan describes low density residential as:

"Within the Low-Density Residential category, conventional single-family detached dwellings, two-family units, and low-density multi-family are found with single-family representing the primary use. The gross density is up to twenty (20) dwelling units per

Discussion: The applicant requests review and approval of a Map Amendment to rezone the subject property from RSS to RT, and a Specific Use Permit to allow for townhomes. The current zoning of the property is RSS with similar zoning to the north, south, and west, with a Multi-Family Intermediate district (RMI) to the east. Westwood Overlay is located to the west of the subject property. Two-Family and Multi-Family (RTM) is located to the east and near the southeast corner of South Walnut Street and West 4th Avenue. Further to the east of South Walnut Street there are various high-density residential zonings.

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. RTM and RMI are located in the vicinity to the east and southeast with various high-density further east of the subject property.
3. The proposed townhomes align with the Comprehensive Plan, which calls for Low-Density Residential for the subject property location.

Alternatives:

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

Recommendation:

Staff recommends Alternative 1.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	David Barth, Development Services Director Joshua Brown, Development Coordinator Cindy Gibson, Administrative Services Manager
Date of Preparation:	June 18, 2025
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	NW

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

X Map Amendment
Planned Unit Development
Preliminary
Final
Subdivision
Amendment
AF Specific Use Permit
Annexation

SITE PLANS:

Minor Amendment
Final Drill Site Development Plan

SUBDIVISION:

Lot Split
Commercial Minor Subdivision
Minor Subdivision
Preliminary Plat
Final Plat

OTHER:

Closing
Improvement Plans
Drainage Plans/Study
Drilling Permit

COMMERCIAL USE-BY-RIGHT: Complete a Commercial Building Permit Application **AND** Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use: ~~Future residential use~~ Townhomes

Owner(s) of Property: Series 7 of Gofourth Murray Properties, LLC

Owner(s) Address: 311 S Duck St, Stillwater OK 74074

Owner(s) Phone/Fax/Email:

Applicant/Developer of Property: Same as above

Applicant/Developer Address:

Applicant/Developer Phone/Fax/Email:

Design Engineer address/phone/fax/email & Registration No.:

Bancroft Design / 923 S Lowry St / 405-743-3355 / CA #9205

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

Address or Description of Property to be Subdivided/Developed: 320 S Walnut Street / Classen Heights Addition Block 4, Lots 22-25

Original Tract Deed Book and Page Number: Book 2756 Page 717

Number of Acres in Development:

Number of Lots Created:

Current Zoning/Requested Zoning: Current: RSS Requested: ~~RW~~ RT AF

Reason for zoning request/use permit/map amendment (describe project):

~~Future residential use~~ An SUP is requested for townhomes in RT zoning

We understand that the lot does not meet the City Code lot size, but it does meet the lot dimension requirements. There is inconsistency in the code.

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Alan Ferguson 5/15/25
Applicant/Preparer Date

Alan Ferguson (Agent) 5/15/25
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

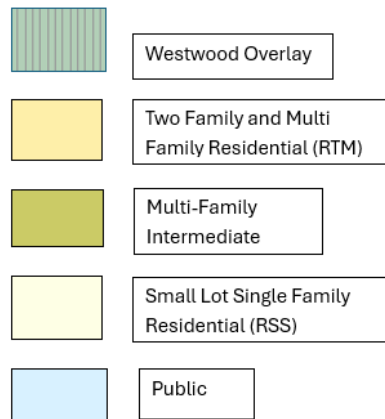
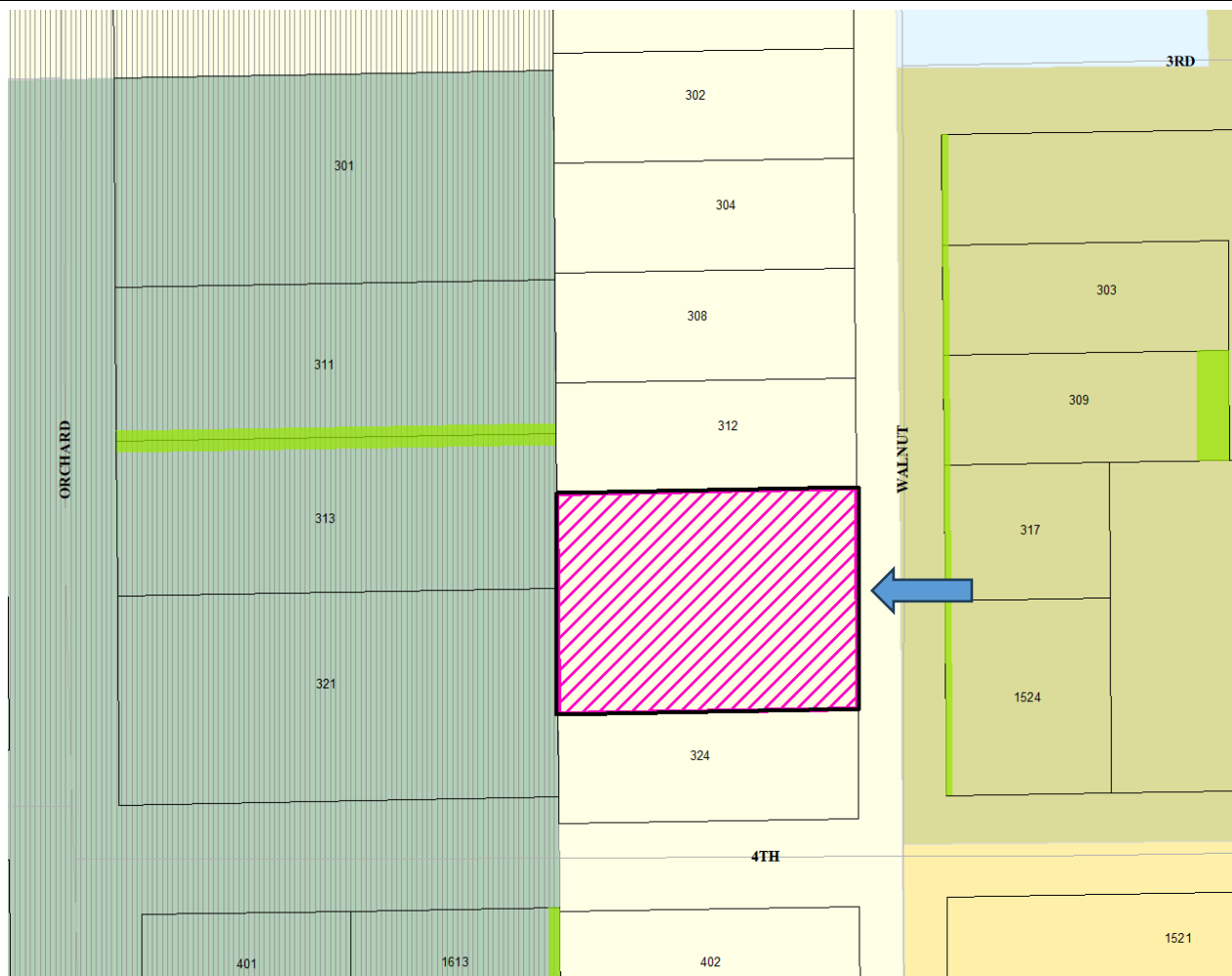
CASE NO#: _____

Submission Date: _____

Processing Tract: IRC _____, PC _____, CC _____

Approval Date: _____

Fees: _____ Number of Copies: _____



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA25-04)
Request: Rezone from Small Lot Single-Family Residential (RSS) to Multi-Family Intermediate (RMI)
Address: 320 S Walnut St.

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	RT (Residential Two-family)
Min Lot Size	5,000 square feet	7,500 square feet
Min Lot Width/Depth	50/100 feet	60/100 feet
Max Structure Height	35 feet	35 feet
Min Front Yard	20 feet/10 feet from alley	20 feet/10 feet from alley
Corner lot optional setback	Front: 20 feet Street Side: 15 feet	N/A
Min Side Yard - boundary with:		
Residential district	5 feet	5 feet
Commercial district	15 feet	15 feet
Industrial district	15 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	20 feet	20 feet
Max Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	No requirements
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• <i>Conventional single-family</i> • <i>Residential design manufactured home</i>	• <i>Conventional single-family</i> • <i>Residential design manufactured home</i> • Two-family (duplex)

Date of Meeting: June 24, 2025

Subject: Specific Use Permit: 320 South Walnut Street

Purpose of Report: The applicant, Series 7 of Gofourth Murray Properties, LLC., requests review and approval of a Specific Use Permit to allow townhomes at the property addressed and located as 320 South Walnut Street.

Background: The subject property is just north of the northwest corner of South Walnut Street and West 4th Avenue. There is currently a single-family structure and accessory structure on the property. The applicant is requesting a Specific Use Permit to allow townhomes at 320 South Walnut.

Townhomes are allowed with a Specific Use Permit in either the Small Lot Single-Family Residential (RSS) or Two-Family (RT) zoning district. The property is 0.31 acres, and the property owner is proposing three attached townhomes. This is a requested density of 9.68 units per acre.

The attached exhibits show the proposed townhomes, which are three attached dwelling units. The density limit will not allow more than three units on the property if the rezoning to RT is approved. The conceptual exhibits that were submitted for your consideration have not been through the review process, and if the Specific Use Permit is approved, the site will be required to meet all relevant city codes.

Application Processing Information:

Owner/Applicant – Series 7 of Gofourth Murray Properties, LLC.

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

Processing Track:

Submittal Date – May 19, 2025

Planning Commission – June 24, 2025

City Council – July 21, 2025

Project/Site Design Data/Details:

Zoning – Small Lot Single-Family Residential District (RSS), Section 23-137

Existing Use –Single Family Structure with accessory structure

Proposed Use – Townhomes

Total Lot size – ~ 0.31 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to South Walnut Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along the west side of South Walnut Street. OSU Transit Services – Purple Route currently runs along West 4th Avenue and has a stop at the intersection of South Walnut Street and West 4th Avenue.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.

- Electric: City electric is available

Discussion: The applicant requested, under the prior agenda item, approval of a Map Amendment to rezone the subject property from RSS to RT and now seeks approval a Specific Use Permit to allow for townhomes.

Findings:

1. The Land Development Code allows Townhomes in the Two-Family Residential District (RT), with a maximum density of 11 units per acre.
2. Two-Family and Multi-Family District (RTM) and Multi-Family Intermediate (RMI) are located in the vicinity to the east southeast along with various high-density further east of the subject property.
3. The proposed townhomes align with the Comprehensive Plan, which calls for Low-Density Residential for the subject property location.

Alternatives:

1. Accept findings and recommend that the City Council approve the 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 specific use permit.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Recommendation:

Staff recommends Alternative 1.

Prepared by:

Reviewed by:

Date of Preparation:

Attachments:

Map Designation:

Henry Bibelheimer, Senior Planner

David Barth, Development Services Director

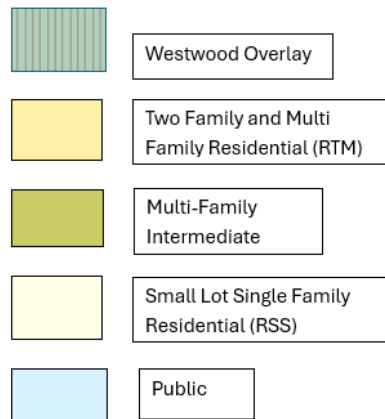
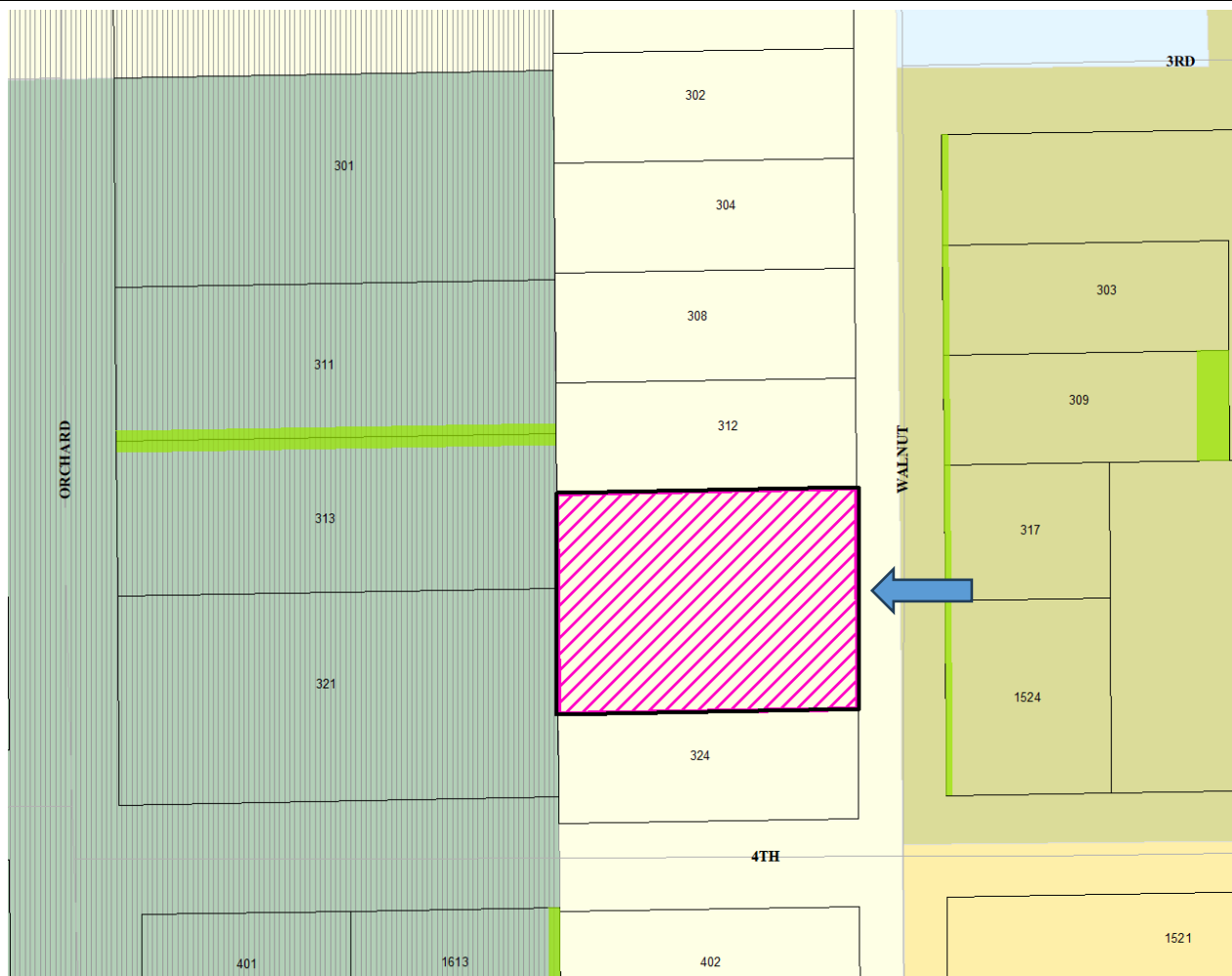
Joshua Brown, Development Coordinator

Cindy Gibson, Administrative Services Manager

June 18, 2025

Area Map, Application, Conceptual Exhibit, Conceptual Rendering

NW



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA25-04)
Request: Rezone from Small Lot Single-Family Residential (RSS) to Multi-Family Intermediate (RMI)
Address: 320 S Walnut St.

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

X Map Amendment
Planned Unit Development
Preliminary
Final
Subdivision
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SITE PLANS:

Minor Amendment
Final Drill Site Development Plan

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Commercial Minor Subdivision
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Drilling Permit

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Title of Subdivision/Plan/Use: ~~Future residential use~~ *Townhomes*

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Owner(s) Phone/Fax/Email:

Applicant/Developer of Property: Same as above

Applicant/Developer Address:

Applicant/Developer Phone/Fax/Email:

Design Engineer address/phone/fax/email & Registration No.:

Bancroft Design / 923 S Lowry St / 405-743-3355 / CA #9205

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

Address or Description of Property to be Subdivided/Developed: 320 S Walnut Street / Classen Heights Addition Block 4, Lots 22-25

Original Tract Deed Book and Page Number: Book 2756 Page 717

Number of Acres in Development:

Number of Lots Created:

Current Zoning/Requested Zoning: Current: RSS Requested: ~~RW~~ *RT AF*

Reason for zoning request/use permit/map amendment (describe project):

~~Future residential use~~ *An SUP is requested for townhomes in RT zoning*

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This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Alan Ferguson 5/15/25
Applicant/Preparer Date

Alan Ferguson (Agent) 5/15/25
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

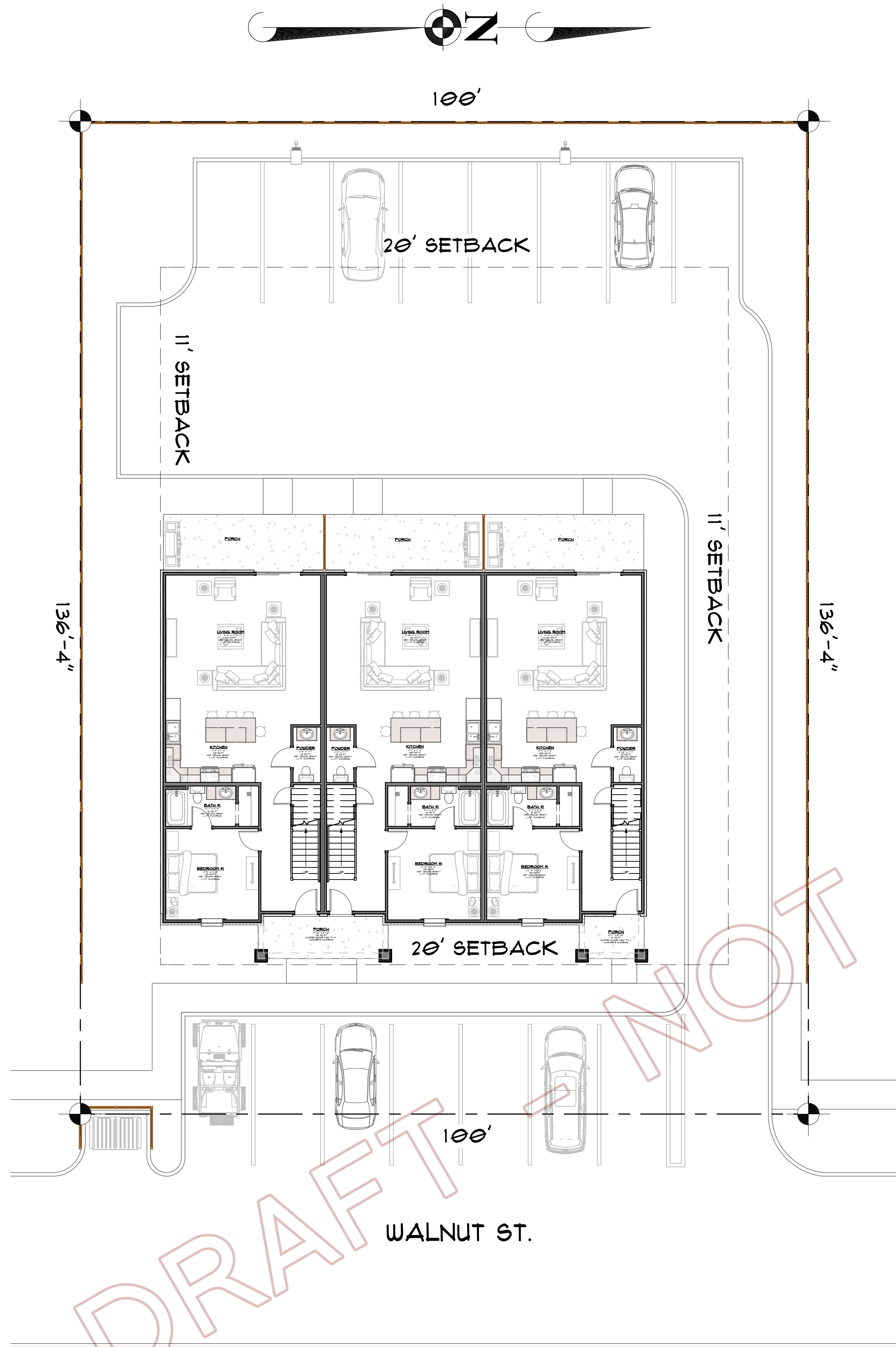
CASE NO#: _____

Submission Date: _____

Processing Tract: IRC _____, PC _____, CC _____

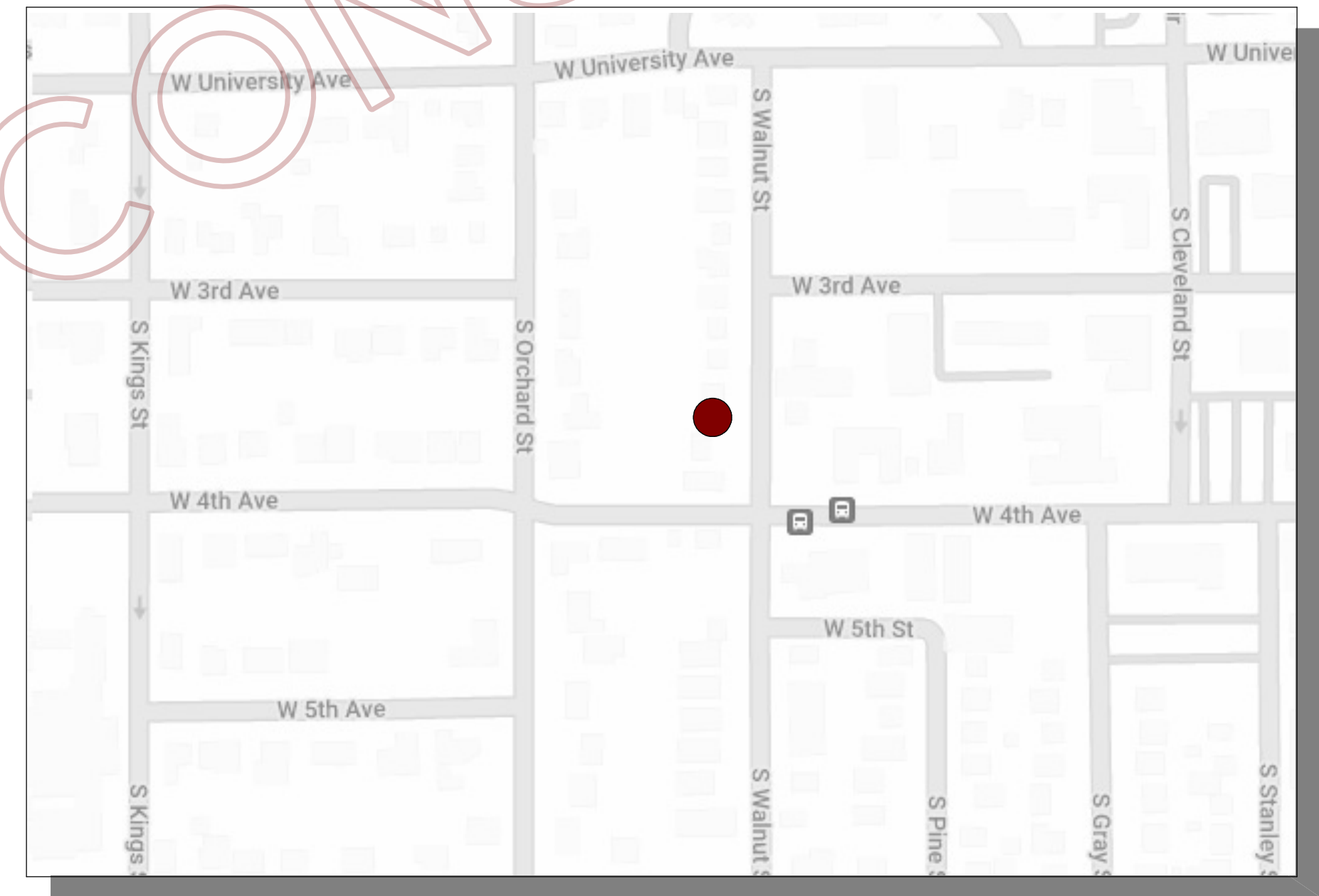
Approval Date: _____

Fees: _____ Number of Copies: _____



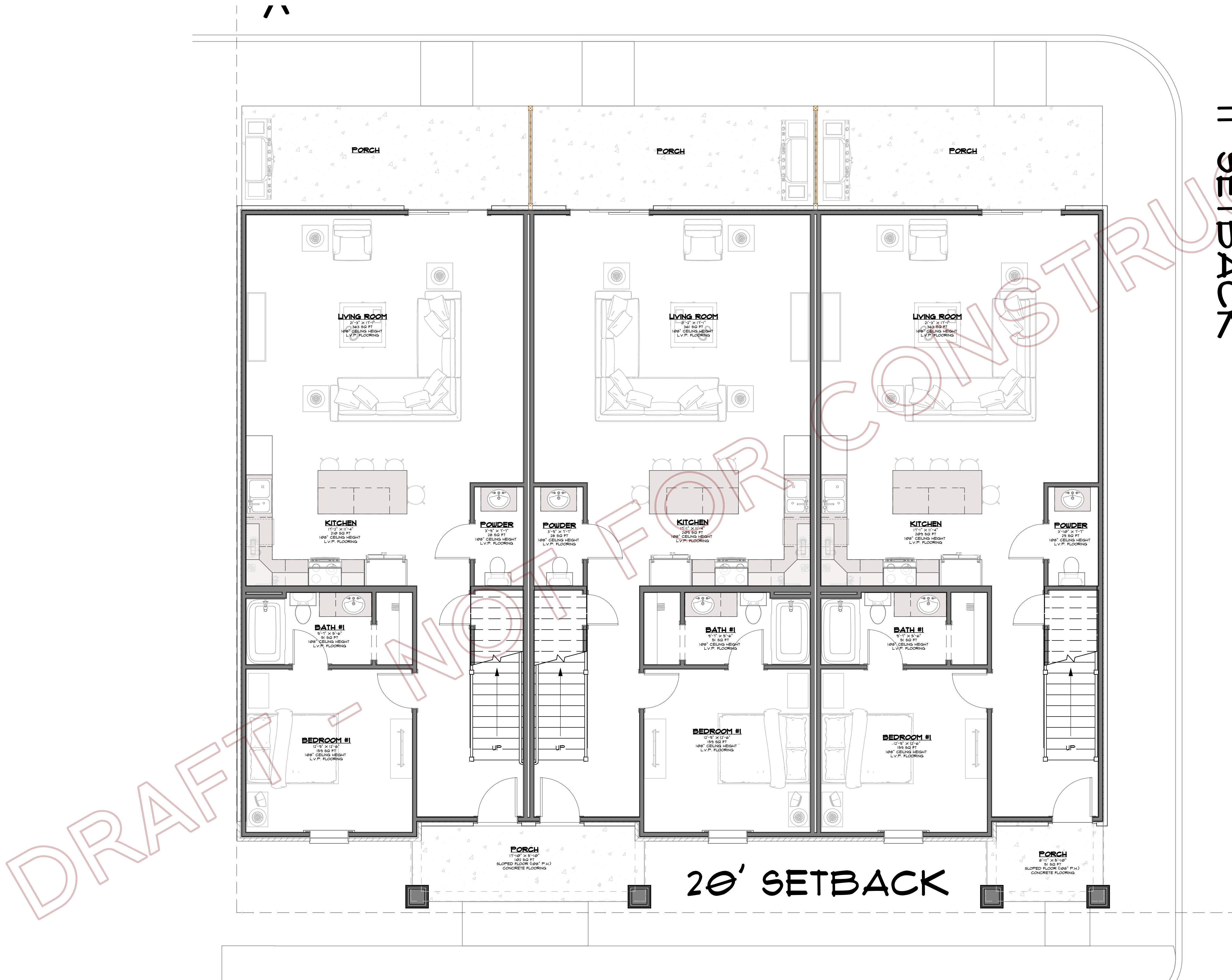
PLOT PLAN

SCALE: 1" = 10'-0"



VICINITY MAP

SCALE: N.T.S.



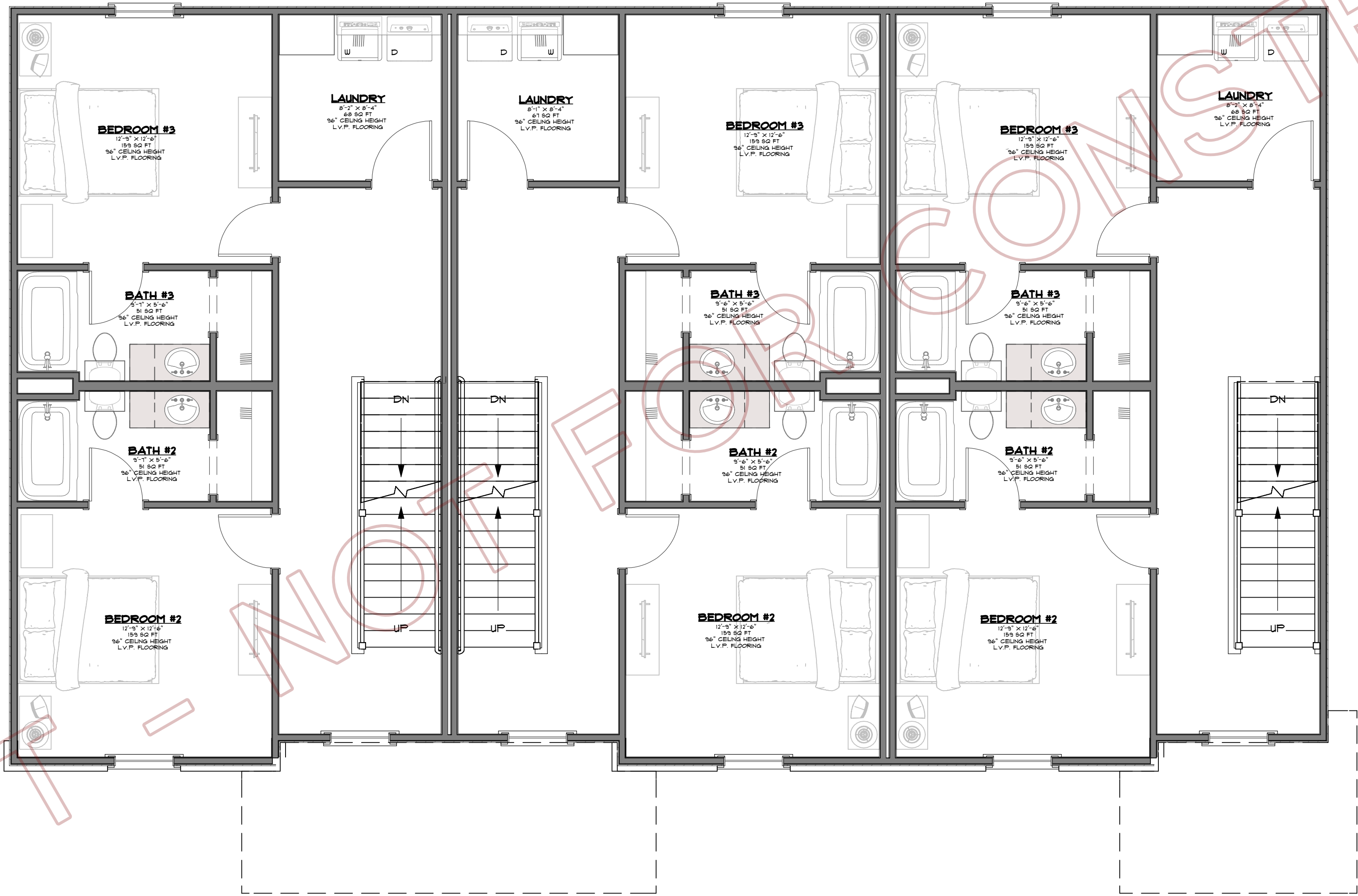
11
SEIDACK

1ST FLOOR PLAN

SCALE: 1/4" = 1'-0"

WWW.DESIGNERSINK.US

DRAFT - NOT FOR CONSTRUCTION

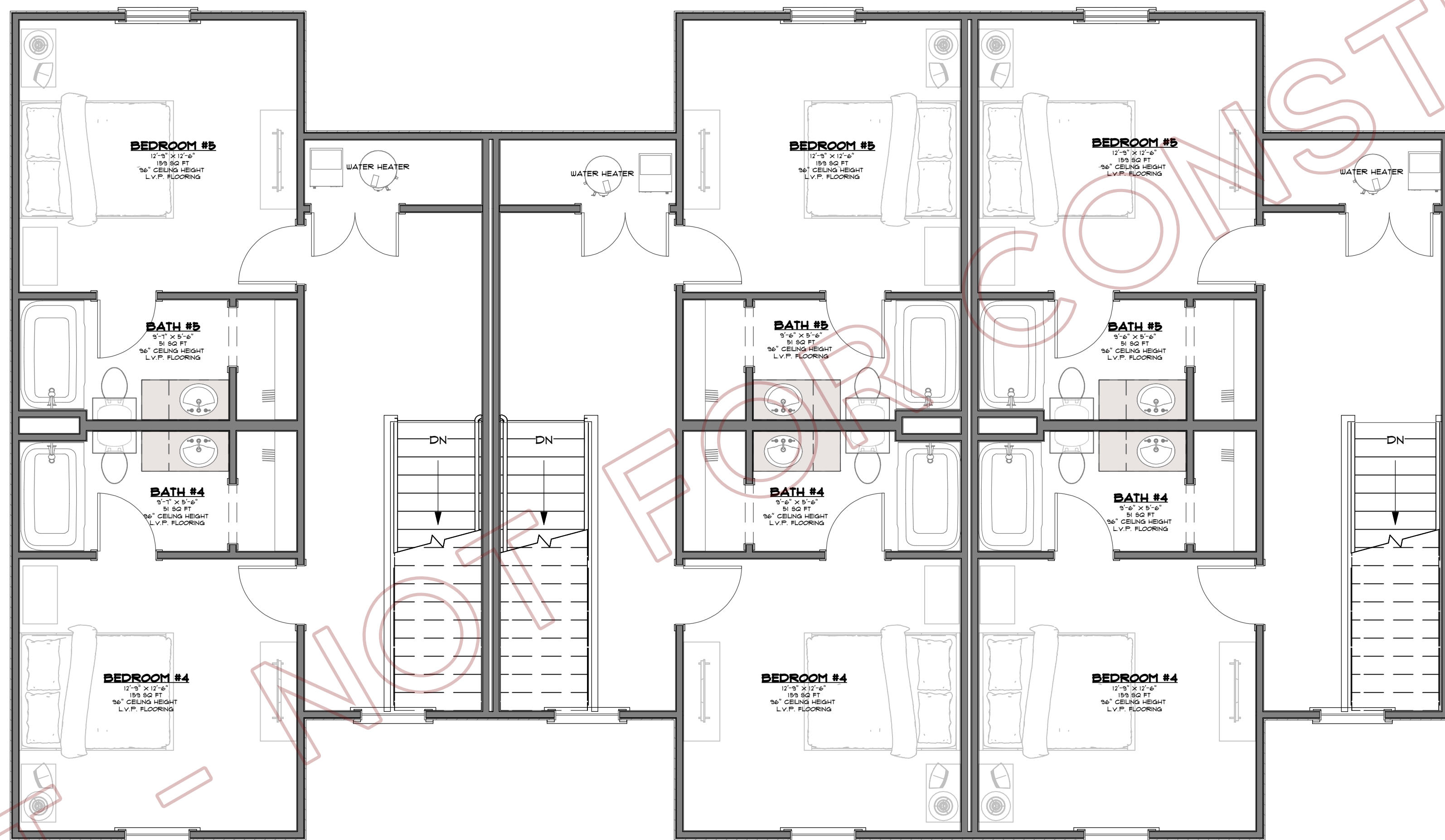


2ND FLOOR PLAN

SCALE: 1/4" = 1'-0"

WWW.DESIGNERSINK.US

DRAFT - NOT FOR CONSTRUCTION



3RD FLOOR PLAN

SCALE: 1/4" = 1'-0"

WWW.DESIGNERSINK.US

PLAN - 3RD FLOOR

REVISION
DATE
12/16/2024

SHEET #

1

320 South Walnut
STILLWATER, OKLAHOMA

DESIGNER: JEFF DILLON
DRAFTING BY: S. VANDEBURGH
CLIENT: GOFORTH/MURRAY

DESIGNER'S
INK
GRAPHIC & BUILDING DESIGNS, LLC



Draft until approved at the next regular meeting:

STILLWATER PLANNING COMMISSION SUMMARY

REGULAR MEETING OF MAY 20TH, 2025

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED May 16th, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Riley Williams, Vice Chair
Mark Prather, Member
David Peters, Member

MEMBERS ABSENT

Mike Shanahan, Member

STAFF PRESENT

Kim Payne, City Attorney
David Barth, Development Services Director
Henry Bibelheimer, Senior City Planner
Joshua Brown, Development Coordinator
Alexandria Holle-Maged, Administrative Assistant

Staff Absent

1. CALL MEETING TO ORDER.

- a. Chair Phillips called the meeting of the Stillwater Planning Commission to order at 5:30 p.m.

2. GENERAL ORDERS

- a. Receive public comment regarding a request for a Preliminary Plat (SUB25-05) to create 3 lots in the Public (P) zoning district at property addressed as 410 W. Franklin Ave.

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

- b. Receive public comment regarding a request for a Specific Use Permit (SUP24-04) to allow for churches and other religious institutions at property addressed as 1307 N. Husband Street in the Small Lot Single Family Residential (RSS) and Two-Family Residential (RT) district.

Mr. Henry Bibelheimer, Senior City Planner, presents the item clarifying the location of the subject property and the surrounding area; defines the request concerning churches and other religious institutions and explains that they are permitted in both zoning districts with a Specific Use Permit (SUP); explains the considerations for granting an SUP, including the possibility of placing conditions on the improvements and evaluating the effects on the character of the neighborhood; notes that the current setback requirement for the accessory building is 5 feet; however, if the SUP is granted, a 15-foot setback would be required, triggering the need for a variance.

Commissioner Prather inquires why the setback would change from 5 feet to 15 feet if the building has already been approved. Mrs. Payne advises that the original permit application submitted to the city was for a residential accessory structure; since the structure would now be used for a religious institution, it would no longer be classified as a residential accessory structure; therefore, it would need to comply with the regulations for religious institutions, which would trigger the 15-foot setback requirement.

Chair Phillips clarifies that, since the building is already constructed, the applicant would need to obtain a variance from the Board of Adjustment. Mrs. Payne confirms this and states that during the staff's findings

and alternatives section of the hearing, staff will include a recommendation that the Commission require this condition if they choose to approve the SUP.

Mr. Bibelheimer confirms that approval of a variance from the Board of Adjustment would be required if the SUP is approved.

Chair Phillips asks about the parking requirements if the SUP is approved. Mr. Bibelheimer states that for churches and religious institutions, the requirement is one parking space per 60 square feet; and based solely on the accessory structure, this would require 42 parking spaces.

Chair Phillips asks if the SUP also applies to the house on the property, would that space be factored into the parking requirement. Mr. Bibelheimer confirms that it would need to be factored in.

Chair Phillips clarifies that the parking requirement would apply to the total built square footage on the property. Mr. Bibelheimer confirms this.

Chair Phillips then asks whether the residential structure on the property would also need to be brought up to code for use as a religious institution. Mr. Bibelheimer explains that the renovations to the home were permitted and inspected as a residential structure and that it has not yet been inspected for compliance as a religious institution.

Mr. Bibelheimer also corrects his earlier statement regarding parking requirements, clarifying that it is one parking space per 60 square feet, not per 300 square feet.

Chair Phillips asks if the parking would need to be impervious. Mr. Bibelheimer confirms that it would.

Chair Phillips asks for confirmation on the total number of parking spaces required. Mrs. Payne advises that the current estimate is 42 spaces, but this number would be re-evaluated during the permitting process if the SUP is granted and the applicant proceeds with renovations to meet applicable building codes.

Mr. Bibelheimer further clarifies that for the residential structure on the property, only the square footage being used for religious activities would be considered when calculating parking requirements that the residential living quarters would not be included.

Chair Phillips asks if Mr. Bibelheimer knows the acreage of the property, noting that runoff needs to be considered if impervious surface area is increased. Mr. Bibelheimer responds that he does not know the acreage but confirms that a drainage study would be required if the SUP is granted.

Mrs. Payne advises that if the SUP is approved, the applicant would be required to comply with all applicable building codes for religious institutions.

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

Mr. Matt Clark, 5325 W. Trenton Ct., comes to speak on the following:

- Is the Property Owner
- States that they are applying for the specific use for the whole property.

- Plan on keeping the home primarily residential.
- Planning to get building permits and build the accessory structure up to assembly code if required
- If they are approved, they do plan to work through the Board of Adjustment to bring anything that does not comply into requirements.

Chair Phillips opens the public hearing and advises that citizens will be called up to speak from sign-up sheet and there will be a 5-minute limit per speaker. Chair Phillips 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.

The following come to speak in opposition:

- Barbara Miller, 101 Randolph Court
- Elaine Akerson, 113 Randolph Court
- Tom Hennessy, 124 E. Redbud Drive
- Ron and Linda Clark, Lives across the street
- Renee Rule, 1315 N. Husband
- Don Rule, Also 1315 N. Husband

The following are comments expressed:

- Concerned the applicant, Mr. Clark, made unverifiable promises about parking at the high school.
- Claims K-Life held events with up to 40 people at a previous, smaller location—raising doubts about promised quiet, indoor use.
- Notes lack of HVAC would force people outdoors.
- Says construction continued despite being told to pause, and Mr. Clark gave conflicting statements about future use (duplex housing vs. K-Life).
- Mentions illegal use of the property for events and a still-active promotional website.
- Criticizes property upkeep (e.g., 3-foot weeds).
- References similar noise issues from a K-Life facility in Prairie Village, KS.
- Incompatible use with a residential area.
- Argues occasional gatherings by homeowners differ from regular, large group events.
- Potential for K-Life to expand beyond its original scope.
- Cites exemption from noise ordinances for religious organizations as a burden on neighbors.
- Emphasizes the accessory building is more suited to commercial use and lacks safety considerations for public assembly.
- Does not believe that Mr. Clark has been a good neighbor due to the contradiction of actions and declining property maintenance.
- Submitted photos of overgrown and unmaintained landscaping. (pictured below)
- Stressed negative visual and neighborhood impact.
- Citizen asked whether the city could enforce landscaping or visual buffer requirements if the SUP is approved.
- Concerned about declining property value and visual impact.
- Commented the building would hurt resale value.
- Noted overgrown weeds and lack of upkeep.
- Opposes the SUP due to its disruption of a family-based, quiet neighborhood.
- Argues K-Life has held events without approval, violating zoning.
- Logged and submitted documentation to the city, including dates, photos, social media event promotions and observations.

- Describes the largest event they've held since the last hearing - stating there were 30 people with loud outdoor games and music on May 4th.
- Emphasizes that this is a concern, since at the last meeting K-Life stated they planned to have meetings this size 3-4 times a week.
- Reported multiple weekly events, including early morning or evening gatherings not visible to code enforcement as the main code enforcement staff are not there at these times.
- Cars parked in grass, property used as a meeting point for trips, and a large party occurred.
- Cited the zoning ordinance requiring SUPs to "integrate well" with surroundings—argues K-Life does not.

Mr. Clark returns to the podium to address questions and concerns:

- States that the accessory building is code-compliant.
- Believes since there is no HOA no landscaping ordinances apply.
- Property was previously neglected and occupied by squatters and believes that K-Life improved it.
- Argues community noise (OSU, high school) is normal and K-Life is no different.
- Believes this type of business integrating in a neighborhood is what Specific Use Permits are meant for.
- Denied holding assembly-size events post-December without approval.
- Claims weekly Bible studies (12–15 attendees) do not rise to level of "assembly."
- Blames current weed growth on seasonal issues and personal priorities.
- States commitment to following all codes and being a good neighbor, pending SUP approval.

Chair Phillips asked Mr. Clark to address the condition of the property, specifically the overgrown weeds visible in the photos shared and during her site visit earlier that day and questioned why the grass had not been mowed. Mr. Clark responded that the unmaintained grass was due to seasonal weather challenges and that mowing had not been a priority; and added that he and his family had been focused on other activities and acknowledged that upkeep of that portion of the property had not been top of mind.

Chair Phillips followed up, asking if maintaining the lawn had simply not been a priority. Mr. Clark confirmed that was the case, particularly for the small section of the property shown in the photos.

Commissioner Peters asked if the issue of tall weeds extended across the entire property or was isolated to a particular area. Mr. Clark replied that only certain sections had been neglected; and stated that they had mowed areas along North Husband, but the side along Redbud was more difficult to access due to slope and muddy conditions.

Commissioner Peters clarified that the photos were taken from the east side of the property, along Main and Redbud, which Mr. Clark confirmed.

Mrs. Payne, Sr. Assistant City Attorney, informed the commission that the City had received a formal complaint about the property the previous day; and Code Enforcement visited the site and posted a seven-day notice for compliance regarding the tall grass and weeds.

Chair Phillips then asked Mr. Clark to respond to a recurring concern mentioned during public comment regarding the understanding from the December meeting that no events would be held until the specific use permit (SUP) was decided. Mr. Clark said that was not his understanding; explained that he believed only events considered "assemblies" under city code were prohibited; since December, the only activities held at

the property were the same ones occurring before the hearing, namely small morning Bible studies with around 12 to 15 students.

Chair Phillips asked how Mr. Clark defined an “assembly size”. Mr. Clark replied that he had not been given a definitive number by the city, but knew that based on square footage, the building’s occupancy could be up to 199 people; however, he said the city had not specified what number of attendees constituted an “assembly”.

Chair Phillips noted that the assembly classification likely depended more on the nature of the activity than the number of attendees; and asked Mr. Clark to confirm that the gatherings held were for religious purposes. Mr. Clark affirmed that they were still holding activities and the activities, such as Bible studies, were indeed religious in nature.

Commissioner Peters shifted the discussion to parking and asked whether there was any on-street parking available on North Husband. Mr. Clark responded that he did not believe there was on-street parking available on either side of North Husband; added that Main Street also had limited or restricted parking; mentioned that if the SUP were approved, parking considerations would be taken to the Board of Adjustment, including potential shared use of the high school’s parking lot after hours.

Commissioner Peters then asked about sidewalks on the east side of Husband Street. Mr. Clark said he did not believe there was a sidewalk on their side of the street; and acknowledged there was sidewalk along the west side of Husband by the high school and possibly some on Redbud, but none on the east side adjacent to the property.

Chair Phillips confirmed that there were no sidewalks on the property’s side of North Husband, and Mr. Clark agreed.

Chair Phillips asks if there were any additional questions for the applicant; none respond.

Chair Phillips asked staff to respond to a public comment regarding landscaping and asks if staff could comment on the landscaping requirements that would apply if the specific use permit if granted. Mr. Henry Bibelheimer, Senior Planner, responded that if the SUP were approved, the site would be subject to commercial landscaping requirements; and explained that once a building permit was submitted to bring the site up to commercial standards, all landscaping provisions in the city code would apply.

Vice Chair Williams followed up by asking if the landscaping requirements would include screening or buffering, particularly on the north, south, and east sides of the property. Mr. Bibelheimer explained that the screening code is based on zoning, not use. Since both the subject property and surrounding parcels are zoned residential, a buffering fence would not be required; However, he added that the Commission could impose screening or landscaping as a condition of the SUP if they found it necessary to make the use appropriate for the neighborhood.

Mr. Bibelheimer also confirmed that the site is 1.8 acres, and that the photos and emails referenced by a public commenter were included in the agenda packet for review.

Chair Phillips then asked if there were any other questions for staff.

Vice Chair Williams asked if screening is based off zoning, but the setback change from 5 feet to 15 feet is that based on use. Mr. Bibelheimer confirmed that was correct.

Chair Phillips noted there were no additional speakers signed up to speak in favor of the item but asked one final time if anyone else wished to speak in support of the application none responded. Chair Phillips closes the public hearing.

Mr. Bibelheimer then presented staff's official findings and alternatives:

Findings:

1. The Land Development Code allows church and other religious institutions in the Small Lot Single Family Residential (RSS) and Two-Family Residential (RT) zoning district with a Specific Use Permit.
2. The Comprehensive Plan calls for Low Density Residential uses at the property's location.
3. The accessory structure was permitted/inspected as a Residential Accessory structure (metal barn). If the specific use permit is approved, it will change the applicable building and fire code requirements for all structures.
4. If the Specific Use Permit were to be approved, all applicable site design requirements from the Land Development Code, like parking and drainage requirements, will need to be met.
5. Changing the use will make the accessory structure non-conforming with the existing side yard setback to the south.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed specific use permit.
2. Accept findings and recommend that the City Council conditionally approve the proposed specific use permit subject to conditions being met which can include, but are not limited to:
 - a. A variance from the 15-foot side yard setback requirement being granted by the Board of Adjustment to allow for the existing accessory structure to be conforming.
3. 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.
4. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Mr. Bibelheimer states that staff's recommendation is that if they accept the Specific Use, they do so with conditions that the applicant will obtain a variance from the 15 foot side yard setback.

Chair Phillips asks for Planning Commission discussion and emphasized that public comments reflected a clear, consistent concern: that the proposed use did not fit the character of the neighborhood.

Chair Phillips states she believed they had effectively witnessed a "trial run" of the proposed use since activities at the site had continued and in her view, this trial revealed the incompatibility; described the neighborhood as quiet and residential, with occasional traffic and noise tied to the high school, but nothing of the frequency and density described by residents.

Chair Phillips notes the kind of activity we're seeing and the parking that would be required, really begins to change the character of the area; that once the site meets all commercial requirements, it starts to feel like spot zoning and a commercial pocket in the middle of a consistent residential area.

Chair Phillips states she had originally viewed the applicant's purchase of the previously abandoned property positively; however, in the months since, continued activity and deterioration of upkeep had made her question whether the applicant would be a responsible long-term neighbor; and she notes that this does not necessarily affect the land use decision, but it affects the character of the neighborhood.

Commissioner Prather states that the debate is between Option 2 (conditional approval) and Option 3 (denial), but was leaning toward denial; and added that if the commission did opt for approval, strong mitigating conditions would be needed such as perhaps including visual and sound buffers like fast-growing trees on the east side or along the north, near the Rule family's property.

Chair Phillips asked staff a clarifying question about whether religious institutions are exempt from the city's noise ordinance. Mrs. Payne confirms that they are exempt from the noise ordinance.

Vice Chair Williams asked whether the commission could impose noise restrictions through the SUP process. Mrs. Payne responded that under Section F of the Specific Use Permit ordinance, the commission may impose development standards, operational conditions, and other safeguards needed to protect the adjacent properties.

Vice Chair Williams noted that enforcement would still rely on neighbors reporting violations and code enforcement or police responding and often these events happen outside of business hours. Mrs. Payne shared that neighbors can still call the non-emergency police line in the evenings or on weekends.

Vice Chair Williams asked if the city had been made aware of continued use of the property since the December meeting. Mrs. Payne responds yes as the city received an email with complaints around May 8; those complaints included continued gatherings without an approved SUP; cars parked in the grass; and overgrown vegetation.

Mrs. Payne states that code enforcement had posted a 7-day notice on the property for the tall grass, but that cars parked in grass are not a violation of city code and the events themselves, however, were not permitted under the current zoning.

Commissioner Peters asked if right now, they're not supposed to be having any Bible studies at the property. Mrs. Payne clarified that is correct; and the property is currently zoned for single-family and two-family residential use, therefore, organized gatherings, especially recurring ones, are not allowed under that zoning.

Mrs. Payne states that a homeowner could certainly invite friends over occasionally, but promoting weekly events, especially those with dozens of attendees, exceeds the limitations of residential use.

Chair Phillips clarifies that's different from texting a few people to say, 'Come over for dinner or a Bible study, especially, when holding events multiple times a week and advertising them on social media then that's a different use.

Mrs. Payne agreed, emphasizing that this distinction is organized, advertised, recurring group events and that is what moved the activity out of compliance.

Chair Phillips moved to deny the Specific Use Permit, stating that it was not an appropriate use based on: Incompatibility with surrounding residential character; Increased density and frequency of use; Ongoing noise and parking issues; the burden on neighbors to report and monitor violations; and believes It just really changes the character of the neighborhood.

Vice Chair Williams seconded the motion and acknowledged the positive intentions of K-Life but emphasized that regardless of what K-Life represents, the question is does the land use fit and shared that he doesn't believe it does.

Chair Phillips motions deny the specific use permit, Vice Chair Williams seconds.

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

1 hour 1 minute

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION

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

Mrs. Ally Holle-Maged, Clerk, requested no action be taken on this item.

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

- a. Next Regular Meeting is June 3rd 2025.

3. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Prather at approximately 6:35 PM on May 20th, 2025 the next regularly scheduled meeting will be held Tuesday, June 3rd 2025 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Alexandria Holle-Maged, Administrative Assistant
Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission

Draft until approved at the next regular meeting:

STILLWATER PLANNING COMMISSION SUMMARY

REGULAR MEETING OF JUNE 3RD, 2025

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING

LAW, THE AGENDA WAS POSTED June 2nd 2025 IN THE

MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Riley Williams, Vice Chair

Mark Prather, Member

Mike Shanahan, Member

David Peters, Member

MEMBERS ABSENT

Jana Phillips, Chair

STAFF PRESENT

Tammy Ewing, City Attorney

David Barth, Development Services Director

Henry Bibelheimer, Senior City Planner

Joshua Brown, Development Coordinator

Alexandria Holle-Maged, Administrative Assistant

Staff Absent

1. CALL MEETING TO ORDER.

Riley Williams, Vice Chair, calls meeting to order at 5:30pm.

2. PUBLIC HEARING

- a. Receive public comment to establish a Planned Unit Development (PUD25-02) in Small Lot Single-Family Residential (RSS) zoning at property addressed as 1924 and 2002 E. McElroy Road.

Vice Chair Williams introduces the item and invites staff up to present.

Mr. Henry Bibelheimer, Sr. City Planner, presents the staff's report.

Mr. Bibelheimer explains that this is a request for a 42 lot PUD and goes over the location of the property, zoning, and relations to it's surroundings.

Mr. Bibelheimer continues by explaining the requested modifications to the land development code including adjustments to the minimum lot size requirements, bulk regulations of Sec23-137 (c) & (d), and parking sec 23-200; and discusses where accesses and streets will be located.

Mr. Bibelheimer discusses the regulations for the planned unit development zoning district:

1. Encourage diversified living environments, and accommodate a mixture of land uses that otherwise, would not be allowed together on the same site;
 - Staff believes the PUD does meet this item.
2. Permit flexibility within the development with respect to area and bulk standards to best utilize the physical features of a particular tract of land that would not be allowed under other circumstances;
 - Staff believes this is not relevant to this particular PUD
3. Provide and preserve meaningful open space, particularly where it is necessary or desirable for such common areas to be shared by more than one owner;
 - Staff believes the PUD does meet this item.

4. Encourage a more efficient use of land, public services, and natural resources than is generally achieved through conventional development;
 - Staff believes the PUD does meet this item.
5. Provide a smooth transition from surrounding densities, intensities, and uses with those proposed in the PUD;
 - Staff does have some concern about the transition to RSL to the north.
6. Encourage the provision of amenities beyond the minimum requirements of conventional development;
 - Staff believes the PUD does meet this item.
7. Encourage accessible and affordable housing.
 - Staff believes the PUD does meet this item.

Commissioner Shanahan asked for clarification on Item #7 from the PUD purpose list, specifically what was meant by "accessible." Mr. Bibelheimer replied that "accessible" was used in the staff report to refer to affordability, not ADA-style accessibility.

Commissioner Shanahan noted that the homes were listed in the upper-\$200K range for a 1,300square foot home and questioned if that could be considered affordable. Mr. Bibelheimer advised that the homes were proposed to be closer to 1,600sqft but the applicant could speak to the pricing more effectively.

Commissioner Prather inquired about what they mean by meaningful open space (Item #3). Mr. Bibelheimer responded that common areas were being provided beyond code requirements with two common areas, the largest being near the detention pond and then a secondary within the middle of the development labeled as "Phase 3."

Vice-Chair Williams asked whether PUDs had their own dimensional requirements or merely allowed flexibility from base zoning. Mr. Bibelheimer responded that a PUD primarily allows flexibility but does include certain limitations; for example, the proposed PUD reflects a gross density of 10.2 units per acre. Mr. Bibelheimer states that under Section 23.306(K) of the code, the maximum density permitted within a PUD is 12 units per acre and this demonstrates that while PUDs are flexible, they are not without regulatory limits.

Vice Chair Williams asked whether a PUD places limitations on minimum lot area, width, or depth. Mr. Bibelheimer responded that it does not; and similarly, no minimum setback standards are imposed by the PUD itself.

Vice Chair Williams then inquired about the side yard setback, which was listed as five feet "internal" and asked whether that referred to the distance from an interior wall to the property line. Mr. Bibelheimer clarified that it does not; instead, the five-foot setback applies to internal lots which are those situated between other residential lots rather than adjacent to a public street. Mr. Bibelheimer provides an example that within an "island" of houses surrounded by roads, the eastern setback of the westernmost lot would be considered internal, while the western side, being adjacent to the street, would follow standard street-facing setback rules.

Commissioner Prather asked when the development code was last updated. Mr. Bibelheimer estimated the last comprehensive update was around 2010.

Vice-Chair Williams asks if there are any more questions for staff; none respond. Vice-Chair Williams asks the applicant or their representative so speak.

Mr. Steven Gose of Gose & Associates, at 113 E. 8th Ave comes to speak on the following:

- 42 homes are proposed on 4.2 acres.
- Density of 10.2 units/acre (which falls between the base RSS allowance of 8 and the PUD max of 12)
- The development has 20 ft front and rear setbacks; 5 ft between buildings.
- Two access points on McElroy—one gated with call box, one for exit only with fire access.
- Propose a 6 ft wood fence and added trees on the west side after meeting with residents. Along the north side, a 6 ft chain link fence was planned to soften the view rather than enclose it.
- Explained the detention pond is planned to go in with Phase one to address drainage, from there they could phase out the streets.
- Addresses one of the concerns from the neighborhood meeting regarding an OG&E utility easements but the set back is behind that and they do plan on dedicating an additional 7 foot of right-of-way to make it a 40 ft right-of-way, currently it is 33ft.
- Discusses that a sidewalk would be added along McElroy, but none within the neighborhood.

Vice-Chair Williams asks if there will be no parking signs installed. Mr. Gose confirms that it will either have no street parking signs or they'll paint the fire lane curb red.

Commissioner Prater asks how wide the driveways will be. Mr. Gose reiterates they will be one car wide.

Mr. Gose states that in terms of the cost of the housing, the prices included in the staff report were just a note from the neighborhood meeting and the developer could elaborate.

Vice Chair Williams asks if an HOA would be responsible for the streets. Mr. Gose confirmed the HOA would maintain streets, and fire lanes would be enforced with curb paint or signage.

Vice Chair Williams asked about long-term ownership and rentals. Mr. Gose responds that homes would be permitted as single-family but could be rented; no owner-occupancy mandate would be imposed.

Vice Chair Williams asks why they went with the chain link fence on the north side. Mr. Gose explains with the solid fencing on the east and west side it started to feel more boxed in and this gives it a softer transition.

Mr. Safe Alusi, 2002 E McElroy, developer and property owner, comes to speak on the following:

- Has had the property for a few years now.
- Rezoned to RSS previously.
- Have delayed development for three years out of respect for the Roy family.
- Emphasized that the project aimed to provide “achievable” housing.
- That smaller lot development brings tax revenue and fits the housing needs of students and families.
- Trying to bring a nice, pretty gated community to the surrounding area.

Vice-Chair Williams opens the public hearing and asks if there is anyone that wishes to speak in favor or opposition.

The following come to speak in opposition:

Steve Fairbanks, 1724 E. McElroy

Jacqueline Morrison (Hooper), property owner to the east

Kathy Fairbanks, 1724 E. McElroy
Jen Sanders, 1702 E. McElroy
Larry Roy, speaking on behalf of his mother Jolene Roy at 1819 Linda Ave

The following comments are expressed:

- The PUD is inconsistent with surrounding homes and neighborhoods and he believes the RSS zoning is better suited for the area.
- Raised concerns about traffic on McElroy, lack of sidewalks, fire hazards, and insufficient parking.
- Questioned lawn maintenance history and management oversight.
- Opposed to architectural style, fence height, and economic benefits going out-of-town.
- Questioned use of local labor and materials.
- Opposed development as believes it is incompatible with the surrounding area and potentially unsafe.
- Expressed concern about traffic, children's safety, parking limitations, and privacy.
- Suggested higher fencing and questioned garage usage habits.
- Proposed keeping density to 8 units/acre to improve design flexibility.
- Believes a turn lane should be required.
- Requested clarification on setback distances to adjacent properties.
- Supported original RSS zoning but opposed the PUD.
- Cited incompatibility, potential property devaluation, and water runoff concerns.
- Disputed the claim that it would resemble Wedgewood.

Mr. Gose comes back up to address some concerns:

- In regard to infrastructure capacity, states that so far the city engineering review model showed no issues.
- For the sidewalks, they will be installing a sidewalk on McElroy along the property.
- For the setbacks, there will be 20–22 ft from the surround property lines.

Mr. Alusi also addresses some of the proposed questions.

- Shows the proposed architectural images to address the question on aesthetics.
- Highlighted his ties to Stillwater and stated there would be a use of local labor.
- Have looked at many different plans for the neighborhood and they have reduced density from earlier versions.
- Was a former firefighter/paramedic and fire safety has been seriously considered outlining that new construction fire standards are much higher than they used to be.
- Reiterated that these homes would be producing additional property tax for the city.
- Explained there would be HOA governance, and added value of gated design.
- Reiterated that they would be using local suppliers and labor.

Commissioner Prather asked for clarification on guest parking location per the discussed parking concerns. Mr. Gose shows on the map where the guest parking was located in Phase 1 near the detention and Phase 2 near the east side of the island.

Vice Chair Williams asked if there was a traffic study done on McElroy. Mr. Gose says they are significantly under the requirements to trigger a traffic study.

Vice Chair Williams asked if they considered the 32-unit density. Mr. Gose says they have looked at many different iterations for this site plan, this is what is most effective for the space.

Commissioner Peters observed that it is possible to put less units on it. Mr. Gose confirmed that there is only two houses currently but practically for the development, the economics of that do not work.

Vice Chair Williams brought up the point of fencing height and that residents asked for 7–8 ft fences). Mr. Alusi explained that as long as they didn't have to remove trees they could be flexible with the fence height.

Mr. Bibelheimer presents staff findings, alternatives, and recommendation.

Findings:

1. The proposed use of Conventional Single-Family is allowed by right in the RSS zoning district.
2. PUD-25-02 requests significant variations to the lot size requirements, to facilitate the increased density.
3. The Proposed Planned unit Development substantially meted the purpose of a PUD found in SEC.23-295
4. SEC.23-308 states that "The approved preliminary PUD may serve as the PUD preliminary plat."

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Planned Unit Development.
2. Accept findings and recommend that the City Council approve the proposed Planned Unit Development subject to specific conditions being met.
3. Find that the Planned Unit Development 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.
4. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Recommendation:

Based on the surrounding land uses, staff recommends approval of the proposed Planned Unit Development for Cowboy Landing.

Commissioner Prather voices concerns about density and parking.

Vice Chair Williams agreed but noted that the parking concerns would be something people would have to consider before deciding to move there.

Commissioner Prather says he likes the aesthetics.

Commissioner Peters says he agrees that there are a lot of nice features but believes the density is an issue.

Commissioner Shanahan says he too thinks scale is an issue here but needs to be balanced with the need for housing; that he has seen a few similar cases come though with similar issues and although there are some drawbacks, the Planning Commission needs to weigh the benefits; and continues that they should maybe consider additional requirements for additional screening/fencing.

Commissioner Prather says he does think this meets the seven (7) conditions of a PUD.

Commissioner Prather moved to recommend approval of the PUD to City Council with two conditions:

- 1. Fence on west side (wood) to be a minimum of 8 feet.**
- 2. Fence on east side to be a minimum of 7 feet**

Vice Chair Williams Seconds the motion.

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

Time: 1 hour 6 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION

- a. Regular meeting Summary of May 6th, 2025

Vice Chair Williams lists corrections to positions of the commissioners as well as one page 1, one of the dates from his talking point needs to be corrected from 2025 to 2015

Commissioner Peters moved to approve the minutes with corrections. Commissioner Peters seconds the motion.

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

Time: 2 minutes

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

- a. Next Regular Meeting is June 24th 2025

3. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Peters, seconded by Commissioner Shanahan at approximately 6:39 PM on June 6th, 2025 the next regularly scheduled meeting will be held Tuesday, June 24th 2025 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Alexandria Holle Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission