

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF December 6, 2022
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED December 2, 2022 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Stephen Hallgren, Vice-Chair
Mike Shanahan, Member
Mark Prather, Member

STAFF PRESENT

Jeff Mathews, Community Development Director
Jacquelyn Porter, City Planner
Kim Payne, Assistant Attorney
Diana Hood, Associate Planner
Chelsey Weaver, Administrative Assistant

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

Chair calls the meeting to order at 5:30 p.m.

2. PUBLIC HEARING:

- a. Baymere LLC, c/o Gose & Associates, **PRELIMINARY PLAT (SUB22-30)**, requesting review and approval of a preliminary plat to develop two (2) Office (O) lots and one (1) Commercial General (CG) Lot at property currently addressed as 1220 W 12th Ave, Stillwater, OK.

Chair Phillips reads the item and asks for staff to present.

Jacquelyn Porter, City Planner, presents the item explaining that it is only a minor amendment; however, as courtesy to the community it was brought before Planning Commission for public input.

Chair Phillips asks if there are any questions for staff.

Vice-Chair Hallgren asks about access. Ms. Porter explains that the access is off on 12th Ave which hammerheads at the end. Ms. Porter also explains that the structures will be residential in nature, meaning they will only be one story.

Chair Phillips asks for verification that the run-off is decreasing. Ms. Porter confirms. Vice-Chair Hallgren asks where the run-off will go. Ms. Porter says there has been a drainage study done with the PUD that was approved by staff and that the applicant could better explain.

Chair Phillips asks if the representative would like to speak.

Roger Gose, Gose & Associates, 113 E 8th Ave, Stillwater, OK, explains that they cannot increase run-off, the drainage is designed to meter out the water at a lower rate which will feed into a drainage pipe under 12th Ave into Stillwater Creek.

Chair Phillips asks if there are any questions for the applicant; none respond. Chair Phillips asks if there is anyone who would like to speak in favor of the item; none respond. Chair Phillips asks if there is anyone who would like to speak in opposition; none respond.

Chair Phillips explains that no action is needed on the item. Ms. Porter reads the findings.

3. GENERAL ORDERS:

- a. Baymere LLC, c/o Gose & Associates, **FINAL PLAT (SUB22-31)**, requesting review and approval of a final plat to develop two (2) Office (O) lots and one (1) Commercial General (CG) Lot at property currently addressed as 1220 W 12th Ave, Stillwater, OK.

Chair Phillips reads the item and asks for staff to present.

Jacquelyn Porter, City Planner, presents the item and asks if there are any questions. Chair Phillips asks if there are any questions for staff; none respond.

Chair Phillips explains that there has already been public hearing and commissioner discussion and asks if there is a motion.

Commissioner Prather motions to approve the final plat as presented; Vice-Chair Hallgren seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	VACANT
	YES	YES	YES	YES	VACANT

Time: 12 minutes

- b. Hilltop Land Investments, LLC c/o Gose & Associates, **FINAL PLAT (SUB22-16)**, requesting review and approval to correct the scrivener's error in the legal description on the not yet filed final plat for Stillwater 74, addressed as 1407 E Burris Rd, Stillwater, OK, in future Residential Single-Family Large Lot (RSL) zoning.

Chair Phillips reads the item and asks for staff to present.

Jacquelyn Porter, City Planner, presents the items and explains that the final plat had scriveners' errors which is why it is before the Commissioner's again.

Chair Phillips asks if there is a motion.

Vice-Chair Hallgren motions to approve the corrected final plat as presented; Commissioner Prather seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	VACANT
	YES	YES	ABSTAIN	YES	VACANT

Time: 3 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular Meeting Summary of November 1, 2022.

Chair Phillips asks if there are any corrections or a motion. Commissioner Prather comments that the first page lists him as Vice-Chair and that it needs to be corrected to Vice-Chair Hallgren.

Chair Phillips asks if there are any further corrections or if there is a motion.

Vice-Chair Hallgren motions to approve the meeting summary with the correction of Vice-Chair on the first page; Commissioner Shanahan seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	VACANT
	YES	YES	YES	YES	VACANT

Time: 2 minutes

5. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
- a. Next Planning Commission Meeting December 20, 2022.
6. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice-Chair Hallgren, seconded by Commissioner Shanahan at approximately 5:46 p.m. on December 6, 2022, with all members present in agreement. The next regularly scheduled meeting will be held December 20, 2022, at 5:30 p.m. in the City Council Hearing Room (Room 1122), Stillwater Municipal Building, 723 S. Lewis Street, Stillwater, OK.

Prepared by – Chelsey Weaver, Administrative Assistant

Approved by - 
Stillwater Planning Commission