

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF November 15, 2022
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED November 9, 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

Jacquelyn Porter, City Planner
Kim Payne, Assistant Attorney
Diana Hood, Associate Planner
Joshua Brown, Project Manager
Chelsey Weaver, Administrative Assistant

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

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

2. GENERAL ORDERS:

- a. JBJR, LLC c/o Keystone Engineering & Surveying, **FINAL PLAT (SUB22-26)**, requesting review and approval of a final plat, Teal Ridge Estates, Second Section, to develop 26 residential lots on a portion of the property currently addressed as 1940 W 26th Ave, Stillwater, OK, in Residential Single-Family Small Lot (RSS) zoning.

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

Jacquelyn Porter, City Planner, presents the item and asks if there are any questions for staff.

Commissioner Shanahan and Ms. Porter discuss the location of the outlot and its use for drainage.

Vice-Chair Hallgren asks about the drainage and sediment run-off during construction. Ms. Porter defers to the applicant.

Aaron Ferguson, Keystone Engineering, 923 S Lowry St, Stillwater, OK, explains that a drainage study has already been provided and approved and any run off during construction will be handled with the construction phase.

Staff, Chair Phillips, and Vice-Chair Phillips discuss the run-off and sediment running into the wetlands, concluding at this phase all drainage has been approved and anything further will be restricted by development processes.

Chair Phillips asks if there are any further questions for the applicant or staff; none respond. Chair Hallgren asks if there is any discussion or a motion.

Commissioner Prather motions to accept the findings and recommend City Council approve the final plat as presented; Commissioner Shanahan Seconds.

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

Time: 10 minutes

3. PUBLIC HEARING:

- a. C6, LLC, c/o Keystone Engineering and Surveying, **Preliminary Plat (SUB22-23)**, consideration, discussion, and possible action, including approval or denial of a Preliminary Plat, Harper Heights, to create eight residential lots on property currently addressed as 4703 N Washington St., Stillwater, OK, in proposed Residential Two-Family (RT) zoning

Chair Phillips reads the item and asks staff to present.

Jacquelyn Porter, City Planner presents the item and asks if there are any questions. The Commissioners ask for verification regarding the trash pickup since the wording from operations says "no issue with pick up" not "will pick up". Ms. Porter clarifies that operations will pick up each trash can from in front of each house and not on Washington St and that the private road repairs won't be COS responsibility.

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

Aaron Ferguson, Keystone Engineering, 923 S Lowry St, Stillwater, OK presents the following:

- 8 lots with an outlot for detention.
- There is a private drive for access which will be built to COS Standards.
- Trash carts will be in front of the house not lined up on Washington.

Commissioner Prather expresses concern over the developer changing his mind and not letting the trash trucks come down the private road. Mr. Ferguson explains that there will be an HOA that is in charge of maintenance for the road. Mr. Ferguson also explains he previously worked for the COS and it wasn't uncommon for the HOA to call the Engineering Department to come out and help come up with a plan for the HOA to fix it. Chair Phillips states that the HOA can only repair the road as long as they are active.

Chair Phillips and Mr. Ferguson discuss who owns the road and land under it concluding that the property owner will own the parts of road in front of their house; however, the HOA will be responsible for maintaining it.

Kim Payne, Assistant Attorney explains the only variables the Commission can deny on.

Chair Phillips asks if there are any further questions for the applicant; none respond. Chair Phillips opens the public hearing and asks if there is anyone else 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 closes the public hearing and asks staff to present the findings and alternatives.

Ms. Porter presents the findings and alternatives and asks if there are any questions; none respond.

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends commercial and low residential uses at this location.

Alternatives:

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

Chair Phillips asks if there is any discussion or a motion.

Vice-Chair Hallgren motions to accept findings and approve the preliminary plat as presented; Commissioner Shanahan seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	VACANT
	NO	YES	YES	YES	

Time: 21 minutes

- b. Matthew H. & Joyelle M Beeby c/o Gose & Associates, SPECIFIC USE PERMIT (SUP22-10), consideration, discussion, and possible action, including recommending approval or denial of Specific Use Permit to allow for the construction of Townhomes at property addressed as 2010 W Admiral Ave, Stillwater, OK, in Residential Single-Family Small Lot (RSS) zoning.

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

Jacquelyn Porter, City Planner, presents the item and asks if there are any questions.

Vice-Chair Hallgren and Chair Phillips asks to verify if the existing condition is vacant or RSS. Ms. Porter explains it is RSS that was an error in the report. Ms. Porter also answers Chair Phillips questions regarding the hatched area on the area map in the packet explaining it is the Westwood Overlay District that this property is not a part of.

Vice-Chair Hallgren and Ms. Porter discuss the SUP and how a change of ownership would require a new SUP come before the Planning Commission which could be denied.

Chair Phillips asks about the density and if this SUP is asking to approve a multi-family in a single-family zoning. Ms. Porter explains that while everything is still in a conceptual plan, there would be 5 units, each sharing walls with the connecting unit, which is designed for a single family. Ms. Porter also explains that all bulk standards will still have to be met per the RSS zoning.

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

Chair Phillips asks the applicant to speak.

Stephen Gose, Gose & Associates, 113 E 8th Ave, Stillwater, OK, speaks on behalf of the applicant about the following:

- Proposing 5 doors on what is currently 6 lots.
- If the current house was demoed there could be 6 homes built in its place.
- Will be following the bulk standards.
- The rendering show the 3 story structure staying under 35ft.
- There will be parking in the rear.
- Instead of up to 6 driveways there will only be two.

Chair Phillips and Mr. Gose discuss that there are 6 lots that are currently addressed under 1 address; however, addresses and be added by the COS GIS Department.

Mr. Gose explains that while the traffic will increase from what is there now, it won't be a significant increase and not more than 6 houses would be.

Chair Phillips asks if there have been recent buildings that were higher density near there. Mr. Gose confirms that there have been some two story homes build near this area.

The Commissioners, applicant, and staff discuss the amount of impervious area, and lot coverage concluding that in this zoning lot coverage is not restricted and that COS Stormwater Department would be the ones who would regulate impervious area.

Commissioner Prather asks about the side yard setbacks. Mr. Gose explains there is 8 feet for fire protection and the drive is even about 16 ft off the property line.

Vice-Chair Hallgren asks about parking. Mr. Gose says there are 15 on the surface and 10 within the structure, 2 under each unit.

Vice-Chair Hallgren, Mr. Gose, Kim Payne and Chair Phillips discuss the possible increase in traffic from what is existing comparing it to the possibility of 6 individual lots with drives and the likelihood that anyone would even build a house on a 25ft lot.

Chair Phillips asks if there are any more questions; none respond. Chair Phillips opens the public hearing asks if there is anyone else who would like to speak in favor; none respond. Chair Phillips asks if there is anyone who would like to speak in opposition.

Susan Hofska, local property owner, and Thomas Kiser, 5405 N Hunters Rdg, Stillwater, OK, come to speak on the following:

- Doesn't agree with the density this would allow in the area.
- Worried about traffic increase.
- Parking on the street will be increased creating safety issues.
- Paving the entire lot and not landscaping the area with be out of fit for the surrounding area.
- The lots in the area are too small to build a house on, almost all the houses in the area are built on at least 2 lots.
- Five Three-Story structures doesn't fit the neighborhood.

Chair Phillips asks if there is anyone else who would like to speak in opposition; none respond. Chair Phillips closes the public hearing and asks staff to present the findings and alternatives.

Findings:

1. The Land Development Code allows for this use of a townhome in RSS zoning district with an SUP.
2. The C3 Plan indicated the desire for Low Density Residential in this area.
3. Development will be required to meet RSS bulk standards.

Alternatives:

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

Chair Phillips asks if there are any questions for staff. Commissioner Shanahan asks for clarification on the Westwood Overlay boundaries. Chair Phillips explains the boundary lines.

Vice-Chair Hallgren asks how low density is defined. Ms. Porter says that the comprehensive plan says no more than 20 dwelling units per acre. Vice-Chair Hallgren says by Stillwater definition it is below maximum density.

Chair Phillips asks if there are any further questions; none respond. Chair Phillips asks if there is any discussion or a motion.

Vice-Chair Hallgren explains while the applicant is correct that the design is unique, it is too unique for the area. Commissioner Shanahan explains his surprise about how much density this development would be and the possible cons increase in traffic. Commissioner Shanahan also states that there is no way at this time to judge the impact of runoff. Vice-Chair Hallgren agrees that changing from 80% pervious surface to 10% pervious surface is for sure going to increase runoff. Commissioner Prather agrees that the citizen concerns are very valid, even if you provide parking in the back that doesn't mean it will prevent parking on the street.

Vice-Chair Hallgren says he agrees with the other Commissioners that high density is good in some areas it doesn't seem fit for this area. Mr. Gose explains that the location is within walking distance of campus. Chair Phillips agrees with Commissioner Shanahan that it seems out of Character for the neighborhood.

Chair Phillips asks if there is a motion.

Vice-Chair Phillips motions to find that the specific use permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity with concerns of traffic impact and stormwater run-off and do not recommend that the City Council approve the request; Commissioner Shanahan seconds.

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

Time: 47 minutes

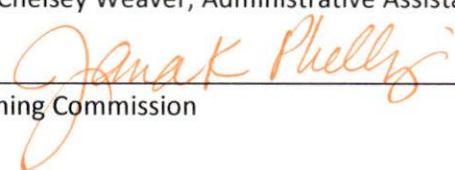
4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Planning Commission Meeting December 6, 2022.

5. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice-Chair Hallgren, seconded by Commissioner Prather at approximately 6:39 p.m. on November 15, 2022, with all members present in agreement. The next regularly scheduled meeting will be held December 6, 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