

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF November 1, 2022
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 27, 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

Kim Payne, Assistant City Attorney
Beth Anne Childs, Legal Counsel
Jacquelyn Porter, City Planner
Diana Hood, Associate Planner
Joshua Brown, Project Manager
Chelsey Weaver, Administrative Assistant

MEMBERS ABSENT

Vacant Seat

1. CALL MEETING TO ORDER.

Chair calls the meeting to order at 5:30 p.m. and explains the procedures and process for the meeting.

2. GENERAL ORDERS:

- a. CHC Management, LLC c/o Gose & Associates, **FINAL PLAT (SUB22-24)**, requesting review and approval of a Final Plat named Skyline East – Section 2 – Phase 4 to create 31 residential lots and 1 outlot on a portion of property addressed as 1798 N Payne St, Stillwater, OK, in Residential Single-Family Small Lot (RSS) zoning.

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

Chair Phillips asks if the applicant would like to come up and speak.

Stephen Gose, Gose & Associates, 113 E 8th Ave, Stillwater, OK, on behalf of the applicant says that Ms. Porter covered everything, there are 31 lots and an outlot and complies with the preliminary plat for which this is the last section.

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

Ms. Porter presents the findings and alternatives:

Findings:

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

Alternatives:

1. Accept findings and approve the proposed final plat as presented.

2. Reject findings and disapprove on grounds referring specifically to those parts of the Comprehensive Plan or ordinance with which the plat does not comply.
3. 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 45 days of the public hearing.

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

Chair Phillips 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; Vice-Chair Hallgren seconds.

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

Time: 7 minutes

3. PUBLIC HEARING:

- a. AM Financial, LLC c/o Keystone Engineering & Surveying, **MAP AMENDMENT (MA22-12)**, consideration, discussion, and possible action, including recommending approval or denial of a request to rezone properties currently addressed as 2318 & 2322 N Washington St, Stillwater, OK, from Residential Single-Family Small Lot (RSS) to Commercial General (CG) zoning.

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

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

Chair Phillips asks if the applicant would like to come up and speak.

Kelly Harris, Keystone Engineering & Surveying, 923 S Lowry St, Stillwater, OK, on behalf of the applicant, speaks on the following:

- Asking to rezone the two properties
- Existing CG directly to the south that can be extended north to these two properties.
- Surrounding properties are Residential Single-Family Small lot; however, they are being used as multi-family with multiple primary structures on a single lot.

Commissioner Hallgren asks if the surrounding properties being used as multi-family are nonconforming. Mrs. Harris and Chair Phillips comment that it is likely a grandfathered situation.

Commissioner Shanahan asks if the intension is to take advantage of the emerging cluster of commercial at that intersection. Mrs. Harris confirms.

Chair Phillips opens the public hearing and 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; none respond. Chair Phillips closes and public hearing and asks for staff to present the findings and alternatives.

Ms. Porter presents the findings and alternatives:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. The proposed Commercial General Zoning District is located nearby to the south.
3. The Comprehensive Plan calls for Low Density Residential at the properties 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.

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

Commissioner Shanahan motions to accept staff findings and recommend City Council approve the map amendment as presented; Vice-Chair Hallgren seconds.

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

Time: 7 minutes

- b. C6, LLC c/o Keystone Engineering & Surveying, **MAP AMENDMENT (MA22-13)**, consideration, discussion, and possible action, including recommending approval or denial of a request to rezone property currently addressed as 4703 N Washington St, Stillwater, OK, from Residential Single-Family Small Lot (RSS) to Residential Two-Family (RT) zoning.

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

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

Chair Phillips asks if the applicant would like to speak.

Aaron Ferguson, Keystone Engineering & Surveying, 923 S Lowry St, Stillwater, OK, on behalf of the applicant speaks on the following:

- The map amendment if approved will be followed by a preliminary plat.
- The intended use is to construct several duplexes.
- To the north is a mobile home park, to the south an apartment complex.
- This zoning would be conforming to the surrounding zonings of RTM and Commercial.

Commissioner Prather asks about the width of the access point to the sight. Mr. Ferguson says it's approximately 131 feet.

Chair Phillips opens the public hearing and 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; none respond. Chair Phillips closes the public hearing and asks for staff to present the findings and alternatives.

Ms. Hood presents the findings and alternatives:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Residential high density uses are located nearby to the north and south.
3. The Comprehensive Plan calls for Commercial and Low Density Residential at the property's 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.

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

Commissioner Prather motions to accept staff findings and recommend City Council approve the map amendment as presented; Vice-Chair Hallgren seconds.

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

Time: 5 minutes

- c. C6, LLC, c/o Keystone Engineering and Surveying, **Preliminary Plat (SUB22-23)**, requesting review and approval of a Preliminary Plat named Harper Heights to create eight residential lots currently addressed as 4703 N Washington St, Stillwater, OK, in proposed Residential Two-Family (RT) zoning.

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 for staff.

Vice-Chair Hallgren asks about the outlot labeled utilities at the end of the street. Ms. Porter says that it is a proposed drainage easement, Keystone Engineering can explain why it is labeled utilities. Ms. Porter says it will be dedicated to the City of Stillwater with the final plat. Ms. Porter asks if there are any further questions for staff.

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

Aaron Ferguson, Keystone Engineering & Surveying, 923 S Lowry St, Stillwater, OK, on behalf of the applicant speaks on the following:

- 8 lot development with 1 outlot that also serves as a drainage and utility easement on the east side.
- The utility/drainage easement will be for any private utilities that need to use it such as electric

or gas.

- They will be connecting to public sewer & water.
- The number of lots doesn't require a TIA or more than one access point.

Vice-Chair Hallgren asks if the outlot can also be used as a turnaround. Mr. Ferguson confirms that is part of the purpose.

Chair Phillips asks about the capacity of the private drive and if it will be able to withstand trash, fire, and other emergency vehicles to access the lots. Mr. Ferguson explains that the road will be built to City of Stillwater standards; however, the current intension is to have the trash cans pulled up to Washington St for pickup. Mr. Ferguson continues saying that if the developer wants to and the City of Stillwater trash trucks are will to use the private road, the carts could be pulled to the front of the lots with the outlot being the turnaround.

The Commissioners discuss the private drive and how it will affect the trash pickup service:

- A public street would allow the City of Stillwater has access up and down it.
- Glad the sidewalks are called out.
- The private drive will require an access easement to each of the lots in order for bank loans.
- Public streets are City of Stillwater maintained while private streets have to be maintained by the homeowners.
- Not all private streets are built to City of Stillwater standards; however the intention is that this one will be due to City requirements.
- On public streets the trash truck would be able to go down the street and use the turnaround at the end.
- Private streets have to give permission for the trash trucks to use it since it is privately maintained unless there is another agreement.

Kelly Harris, Keystone Engineering & Surveying, 923 S Lowry St, Stillwater, OK, speaks on the following:

- The private street proposed is 27 feet wide which will accommodate parking on one side of the road for residential subdivision areas.
- The road is wide enough for the trash trucks to enter, turn around, and exit.
- The intent if the homeowners do want to bring their trash to the front would be to place the trash into a dumpster at the front of Washington St, not (16) individual blue carts.
- The property width doesn't allow enough space to grant a public right-of-way and still meet City of Stillwater bulk standards for the intended use of the property, which is why the proposed street is private.

Chair Phillips opens the public hearing and asks if there is anyone who would like to speak in favor; 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 for staff to present the findings and alternatives.

Ms. Porter adds that Berry Creek Gardens has a private street that the City of Stillwater trash trucks do use.

Ms. Porter presents the findings and alternatives:

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

The Commissioners discuss further about the trash pickup and the maintenance of the road being a possible burden on the future homeowners. Staff and Legal inform the Commissioners that the item can be tabled to a date certain so that City Staff can get more information on trash pickup options.

Chair Phillips asks if there is a motion to table.

Commissioner Shanahan motions to table the item until the November 15, 2022 Planning Commission meeting in order to get feedback from Waste Management; Commissioner Prather Seconds.

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

Time: 19 minutes

- d. Renkids, LLC c/o Gose & Associates, **MAP AMENDMENT (MA22-14)**, consideration, discussion, and possible action, including recommending approval or denial of a request to rezone properties addressed as 2000 & 2100 S Sangre Rd, Stillwater, OK, from Residential Single-Family Small Lot (RSS) and Residential Two-Family (RT) to Office (O) zoning.

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

Jacquelyn Porter, City Planner, presents the items and asks staff if there are any questions. Vice-Chair Hallgren asks about The Renaissance School, how long it had been there, and how it ended up as a legal nonconforming use. Staff and Legal explain that there are many ways it is possible including change in code, an SUP, or a rezoning.

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

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

- The school was built in 2004 and he's not sure what the zoning was or if they had an SUP.
- Parking in the area is very limited which often causes staff to park in the neighborhood and walk across the street.
- There were a couple of letters of support from the neighborhood and residence since the parking issue causes congestion in the neighborhood.

- This rezoning would continue the zoning from the bank all the way down to the middle school office.
- Low density residential allows for neighborhood scale retail or office type spaces.
- There is a large drainage channel on the west side of the majority of the 2000 S Sangre Rd lot creating a buffer to the single family zoning to the west.

Chair Phillips asks if there are any questions for the applicant; none respond. Chair Phillips opens the public hearing and asks if there is anyone who would like to speak in favor; 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 for staff to present the findings and alternatives.

Ms. Porter presents the findings and alternatives:

Findings:

1. The Land Development Code allows for rezoning of land via Map Amendments.
2. Office Zoning is located nearby to the north of the subject properties.
3. The Comprehensive Plan calls for Low Density Residential at the properties' 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.

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

Chair Phillips reads the letters of support from the HOA and a resident of the neighborhood expressing their issues with the parking in the area and their support of the rezoning since other options have not helped. The Commissioners discuss their own experiences with parking in that area and agree that a parking lot would be helpful.

Chair Phillips asks if there is a motion.

Vice-Chair Hallgren motions to accept staff findings and recommend the City Council approve the map amendment as presented; Commissioner Prather seconds.

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

Time: 10 minutes

3. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
 - a. Next Planning Commission Meeting November 15th, 2022.
4. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Vice-Chair Hallgren at approximately 6:19 p.m. on November 1, 2022, with all members present in agreement. The next regularly scheduled meeting will be held November 15, 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