

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF October 18, 2022
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 13, 2022 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Chair
Brett Allred, Commissioner
Mike Shanahan, Member
Stephen Hallgren, Vice-Chair

STAFF PRESENT

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

MEMBERS ABSENT

Mark Prather, Member

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. MISCELLANEOUS ITEMS FOR THE COMMISSION FOR DISCUSSION AND POSSIBLE ACTION:

a. Election of Chair

Chair Phillips asks if there are any nominations.

Commissioner Shanahan motions to nominate Commissioner Phillips as Chair; Commissioner Hallgren seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	Allred
	YES	YES	YES	ABSENT	YES

Time: 1 minutes

b. Election of Vice-Chair

Vice-Chair Allred nominates Commissioner Shanahan. Commissioner Shanahan declines the nomination. Chair Phillips states that the motion dies due to lack of a second.

Vice-Chair Allred motions to nominate Commissioner Hallgren as Vice-Chair; Commissioner Shanahan seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	Allred
	YES	YES	YES	ABSENT	YES

Time: 1 minutes

3. GENERAL ORDERS:

- a. Hilltop Land Investments, LLC c/o Gose & Associates, **FINAL PLAT (SUB22-16)**, requesting review and approval of the final plat for Stillwater 74 creating 15 residential lots on property currently 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 item and asks if there are any questions for staff.

Chair Phillips asks about having structures in the floodplain. Ms. Porter explains that that would all be reviewed in the building permit phase. Chair Phillips asks if there is a possibility that a potential owner wouldn't know that information. Ms. Porter confirms.

Commissioner Hallgren asks about the City of Stillwater's ability to serve water, sewer, and electric. Ms. Porter explains that utilities will be up to the individual land owners since the City doesn't have water, sewer, or electric in the area.

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

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

- City of Stillwater Floodplain and Engineering Departments during discussions on the preliminary plat didn't see a problem with a culvert and crossing.
- Full review of structures in the floodplain will be a part of the permitting process.

Chair Phillips 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 to the item; none respond. Chair Phillips closes the public hearing and asks 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 industrial uses at this location. However, the city's current infrastructure is not available to sustain industrial uses.

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 discussion or a motion.

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

Roll call:	Phillips	Allred	Shanahan	Prather	Hallgren
	YES	YES	ABSTAIN	ABSENT	YES

Time: 11 minutes

4. PUBLIC HEARING:

- a. **SHORT TERM RENTAL (STR-0083)**, consideration, discussion, and possible action approving or denying the application for Short Term Rental from EC Lyons Properties, LLC (Caitlin Lyons), at property addressed as 2124 W. Sunset Dr., Stillwater, OK, in RSS (Small Lot Single-Family Residential) zoning.

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

Jacquelyn Porter, City Planner, presents the short term rental application and asks if there are any questions.

Commissioner Hallgren asks if the property will still have the same restrictions regardless if the short term rental is approved being that it is in the WestWood Overlay. Legal confirms.

Chair Phillips asks if the applicant or representative would like to speak.

Caitlin Lyons, 2124 W Sunset Dr. Stillwater, OK, speaks on the following:

- Previously ran a hospitality home for 9 years.
- As an Alumni from OSU they decided to purchase the property as a “second” home for them and their family.
- The plan is to use the house as a short term rental when they are not occupying it for games or other visits.
- Pictures of the house are provided to show the quality of the home and décor.

Chair Phillips asks if there are any questions for the applicant.

Commissioner Hallgren asks if the short term rental application only applies per owner and address.

Kim Payne, Legal Counsel, confirms the license is not transferable. Commissioner Hallgren asks the applicant if she is aware of the Westwood Overlay.

Ms. Lyons responds with the following:

- There are already other short term rentals in the Westwood Overlay District.
- The driveway can fit up to three cars, thus not causing parking issues on the street
- A rating system is used for selecting applicants who they feel are quality renters and intend on follow the rules.
- A local cleaning company is used for cleaning between renters.

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

Kevin Ewing, 2721 NW 206th St, Edmond, OK, comments that he is in the same position as the applicant in regards to wanting to come up for game days and having a place to stay. Mr. Ewing also comments that he drove from OKC to support the applicant as he may want to do the same with his property some-day.

Chair Phillips asks if there is anyone who would like to speak in opposition.

Ann Schlotthauer, 2127 W Sunset Dr, Stillwater, OK, speaks on the following:

- Concerned about how they intend to inforce the restrictions of only 3 unrelated people when the house is setup to sleep 6.
- A Short Term Rental goes against the Westwood overlay intentions.
- Parking enforcement is only available Mon-Fri 8am-5pm and is mostly needed on weekends.

Chair Phillips asks if there is anyone else who would like to speak in opposition; none respond. Chair Phillips closes the public hearing. Chair Phillips asks if the applicant or representative would like to address the concerns previously stated adding that she would also like to hear more about the platform.

Ms. Lyons says that her information is only from research since she has not operated a short term rental. Ms. Lyons explains the platform for the rental and the safeguards it provides, adding that there are already four other short term rentals in the Westwood Overlay district.

Chair Phillips asks if there are any further questions for the applicant; none respond. Chair Phillips asks for staff to present alternatives.

Ms. Porter presents the alternatives and asks if there are any questions for staff.

Commissioner Hallgren says he believes most of the violations are from the homeowners not short term rentals. Commissioner Hallgren adds that the City is of no help when it comes to helping prevent or take care of the violations.

Mrs. Payne explains that the City of Stillwater today had a meeting with the HOA today to help address the concerns. Mrs. Payne also explains that the zoning is RSS and any property within that zoning will have to abide by the same rules and that all complaints goes through the same process.

Chair Phillips and Commissioner Hallgren discuss the comments he made about long term rentals being more of an issue than short term renters or owners, summarizing that his comments are in favor of the item.

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

Vice-Chair Allred motions to approve the short term rental application as presented; Commissioner Hallgren seconds.

Roll call:	Phillips	Hallgren	Shanahan	Prather	Allred
	YES	YES	YES	ABSENT	YES

Time: 23 minutes

- b. Matthew McCubbin, **MAP AMENDMENT (MA22-15)**, requesting review and approval of a map amendment to rezone property addressed as 2817 E 6th Ave from Light Industrial (IL) to Commercial General (CG) zoning for a gym/fitness center.

Chair Phillips reads the items and asks staff to present.

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

Commissioner Hallgren asks if this is expanding the existing commercial general in that area. Ms. Porter confirms and explains that the property was previously commercial general and the applicant is asking to change back to that zoning to allow for a gym/fitness center.

Chair Phillips asks if there are any questions for staff; 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. The proposed Commercial General Zoning District is located nearby to the east.
3. The Comprehensive Plan calls for commercial uses in this area.

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.

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

Roll call:	Phillips	Hallgren	Shanahan	Prather	Allred
	YES	YES	YES	ABSENT	YES

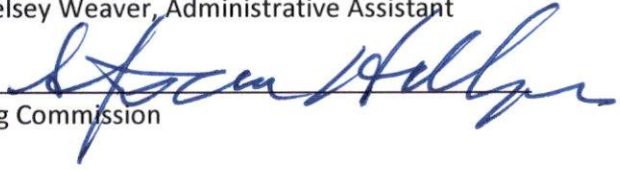
Time: 5 minutes

5. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
 - a. Next Planning Commission Meeting November 1st, 2022.
6. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice-Chair Allred, seconded by Commissioner Hallgren at approximately 6:10 p.m. on October 18, 2022, with all members present in agreement. The next regularly scheduled meeting will be held November 1, 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