

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF September 21, 2021
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED September 17, 2021, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Jana Phillips, Vice-Chair
Mike Shanahan, Member
Brett Allred, Member

STAFF PRESENT

Lanc Gross, Development Review Manager
Cindy Gibson, Manager Administrative Services

MEMBERS ABSENT

Mark Prather, Member
Stephen Hallgren, Member

1. CALL MEETING TO ORDER.

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

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

- a. Election of Chair
- b. Election of Vice-Chair

Vice-Chair Phillips explains that the commissioners can either choose to vote on the positions now, or wait until they have full seats.

Commissioner Shanahan says he thinks they should wait until they have a full commission. Commissioner Allred agreed with Commissioner Shanahan. Vice-Chair Phillips asks if they need to have a motion to table the elections until the next meeting. Cindy Gibson, Manager Administrative Services confirms that a motion is needed.

Commissioner Shanahan motions to table PC Chair and Vice-Chair elections until the October 5, 2021, Planning Commission meeting; Commissioner Allred seconds the motion.

Roll call:	Phillips	Shanahan	Allred	Prather	Hallgren
	Yes	Yes	Yes	Absent	Absent

Time: 2 minutes

3. PUBLIC HEARINGS:

- a. Hewber Dender, LLC & Ozsol, LLC c/o Gose & Associates, **MAP AMENDMENT (MA21-10)**, requesting review and approval to rezone from current RSS (Residential Single-Family Small Lot) to CG (Commercial General) at property addressed as 1320/1402/1412/1424 W Lakeview Rd in RSS (Residential Single-Family Small Lot) zoning district. Harkins

Vice-Chair Phillips introduces MA21-10.

Lanc Gross, Development Review Manager, informs the planning commissioners that the applicant has requested to defer the item until November 16, 2021.

Vice-Chair Phillips asks if the planning commission needs to table the item until November 16, 2021, Planning Commission meeting. Cindy Gibson, Manager Administrative Services, confirms an action must be made since public notice was provided.

Vice-Chair Phillips asks if there is a motion.

Commissioner Allred motions to table MA21-10 until November 16, 2021, Planning Commission meeting; Commissioner Shanahan seconds the motion.

Roll call:	Phillips	Shanahan	Allred	Prather	Hallgren
	Yes	Yes	Yes	Absent	Absent

Time: 1 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:
 - a. Regular Meeting Summary of September 7, 2021

Vice-Chair Phillips asks if there are any comments or questions for the September 7, 2021, regular meeting summary. Commissioner Shanahan responds there are none.

Vice-Chair Phillips, Commissioner Shanahan, Commissioner Allred, and Cindy Gibson, Manager Administrative Services, discuss if it is allowed for a commissioner to make a motion or vote on a meeting summary for a meeting they were not present at. The commissioners and Mrs. Gibson agree if a commissioner is not at a meeting they can't motion to approve a meeting summary; however, they can vote to approve if they agree with the wording.

Commissioner Shanahan motions to accept the Regular Meeting Summary of September 7, 2021; Vice-Chair Phillips seconds the motion.

Roll call:	Phillips	Shanahan	Allred	Prather	Hallgren
	Yes	Yes	Yes	Absent	Absent

Time: 4 minutes

5. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY:
 - a. Next Planning Commission meeting October 5, 2021.

Cindy Gibson, Manager Administrative Services, says that the next regular scheduled meeting is October 5, 2021. Mrs. Gibson also says that there have been two new planning commissioners appointed by the City Council and that their formal introduction will be on the October 5, 2021, Planning Commission agenda.

Commissioner Allred asks Lanc Gross, Development Review Manager, if staff has started advertising public notice on social media to go along with the mailings, newspaper postings, and signs. Mr. Goss says he doesn't believe so and refers to Cindy Gibson, Manager Administrative Services, for confirmation. Mrs. Gibson states that statutory requirements do not cover electronic notification. Mrs. Gibson also confirmed that the legal requirements of posting in the paper for general circulation and the 300 ft. property owner letters are met, and that the agenda is also posted online the week before.

Commissioner Allred asks Mrs. Gibson if it would be appropriate if the City of Stillwater posted on social media information about meeting dates, times, and agendas. Mrs. Gibson says that is a good question that Mr. Gross can take to the Development Services Interim Director, City Manager, and Marketing Director to see if they can incorporate some of that. Commissioner Allred mentions that it would be more efficient if the City advertised on social media since so many people at this time use it for information. Vice-Chair Phillips agrees that it would be a good idea and says that it would also reach a different range than the newspaper does.

6. ADJOURN.

Vice-Chair Phillips asks if there are any other items from planning commissioners or staff; none respond. Vice-Chair Phillips asks if there is a motion to adjourn.

This special meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Allred at approximately 5:40 p.m. on September 21, 2021, with all members present in agreement. The next regularly scheduled meeting will be held October 5, 2021, 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 Jones, Administrative Assistant

Approved by - 
Stillwater Planning Commission