

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF August 2, 2022
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 29, 2022 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

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

STAFF PRESENT

Kim Payne, Assistant City Attorney
Jacquelyn Porter, City Planner
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. and explains the procedures and process for the meeting.

2. PUBLIC HEARING:

- a. Text Amendment (**TXT22-01**) to Chapter 23, Land Development Code, Article VII, Signs, Division 2, District Sign Regulations, Section 23-197 through Section 23- 200.

Jacquelyn Porter, City Planner, presents the text amendment report and asks if there are any questions.

Chair Phillips asks why there needs to be a change to the already adequate sign section of the code; why the Board of Adjustment is granting so many variances for signs; and if this change will be limited to only corner buildings.

Kim Payne, Assistant City Attorney, and Ms. Porter explain that the change requested is so businesses can advertise on each side of their building to get more attention. Chair Phillips explains that she believes the code as written is helpful in keeping the community from being overrun by signs, four signs per building is too many, and that when there are too many signs people have a harder time focusing on what they are looking for making businesses actually harder to find.

The Commissioners and Mrs. Payne discuss how large the signs can be, what parts of the building they can be located on, who has access to the side wall if it is a shared building, what a shared wall is, and that they would like examples of situations where the Board of Adjustment has granted a variance for signs and the justification for that decision.

Ms. Porter explains that staff has looked at sign codes from other cities and blended some of the wording with the City of Stillwater's code. Chair Phillips requests examples of what cities have similar sign codes so that they can imagine what the change will look like. Chair Phillips also asks for specific recent BOA cases with minutes and pictures so that the Commissioners can see what type of variances are getting approved for signs and why the code is needing updated.

Chair Phillips asks if staff has a clear direction on what the Commissioners are asking for. Ms. Porter confirms that staff will provide more supporting documentation on why the request is being made with specific examples, pictures, and minutes from BOA.

Chair Phillips asks if there is a motion.

Vice-Chair Allred motions to table the item to September 20th, 2022; Commissioner Prather seconds.

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

Time: 14 minutes

- b. Text Amendment (TXT22-03) to Chapter 23, Land Development Code, Article V, Use Categories and Limitations, Division 4, Residential Short-Term Rental, Section 23-115.

Chair Phillips introduces the item and asks staff to present.

Jacquelyn Porter, City Planner, presents staff's report and asks if there are any questions.

Commissioner Shanahan asks when there will be a written procedures to address complaints. Ms. Porter explains that the process is on-going but there is not a definite time when it will be completed.

Kim Payne, Assistant City Attorney, clarifies that there is currently a process for addressing complaints as well as an appeal process if someone would like to appeal the Planning Commission's decision and that they are still working on the exact details.

Commissioner Prather asks if the eight zoning districts that are listed as not needing a license previously required a license. Ms. Porter explains that it wasn't defined in the original text and that this text amendment will clarify that a short term rental will be a use-by-right in those zoning districts which are higher intensity use areas.

Chair Phillips asks if there are any further questions for staff.

Commissioner Hallgren asks which of the zoning districts requires a SUP. Ms. Porter and Mrs. Payne explain that the short term rental processes is a license not a specific use permit and has its own process.

Chair Phillips seeing no further questions for staff asks if there is any discussion from the Commissioners.

Planning Commission discussion is held regarding the current code for short term; the text amendment adding in the zoning districts that previously weren't listed clarifying that it is a use-by-right when before it was just assumed; the application process for short term rentals; the complaint and appeal process; and that if there is more language that would like to be added to please share it with staff.

Ms. Porter presents the findings and alternatives

Findings:

1. A text amendment to the Land Development Code is needed to address the short-rental demands in the community.
2. Previously version of Residential Short-Term Rental section of the code was lacking clarity in defining use limitations in various zoning districts.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that the Text Amendment is appropriate for the Definition with identified amendments and recommend 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 future Planning Commission meeting.
4. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

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

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

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

Time: 21 minutes

3. PRESENTATION BY SPECIAL COUNSEL OF THE CITY ATTORNEY'S OFFICE REGARDING STATE STATUTES, THE STILLWATER CODE OF ORDINANCES, THE ZONING CODE, AND CASES OF INTEREST ON PLANNING AND ZONING MATTERS.

Kim Payne, Assistance City Attorney states that there is no presentation.

4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
 - a. Next Planning Commission Meeting August 16, 2022.
5. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Hallgren, seconded by Vice-Chair Allred at approximately 6:07 p.m. on August 2, 2022, with all members present in agreement. The next regularly scheduled meeting will be held August 16, 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