



ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

#### **5. SWEARING-IN OF COUNCILOR WILLIAM JOYCE – JUDGE TANYA RAUN**

Judge Tanya Raun administered the oath of office to Councilor-Elect William H. Joyce.

#### **6. ELECTION OF VICE MAYOR**

MOTION BY COUNCILOR NAJERA, SECOND BY COUNCILOR ZANNOTTI TO NOMINATE VICE MAYOR DARLINGTON TO CONTINUE TO SERVE AS VICE MAYOR FOR THE STILLWATER CITY COUNCIL.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

#### **7. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

There were no public comments on agenda items not scheduled for public hearing.

#### **8. ITEMS REMOVED FROM THE CONSENT DOCKET**

None.

#### **9. PUBLIC HEARINGS**

- a. Receive public comment regarding a request from the OSU Foundation for a Map Amendment to rezone property located at 506, 510, 514, & 524 Lincoln Street from RTM, (Residential Two-Family & Multi-Family) to the O (Office) district (CC-16-47)

Development Review Manager Mike Beaty reported that applicant is requesting approval of a Map Amendment to rezone property addressed as 506, 510, 514 and 524 South Lincoln Street from RTM (Residential Two-Family and Multi-Family) to O (Office) district. Planning Commission findings are that Office is appropriate between residential areas and more intense commercial uses; the Comprehensive Plan does indicate that a portion of the subject properties is appropriate for commercial uses; the property east, across Lincoln Street, is already zoned O (Office); the proposed parking lot use will require approval of a Specific Use Permit; and the current property owner also owns the properties abutting to the west.

Mayor Noble opened the public hearing.

Aaron Hale, 4555 W. Memorial Road, Oklahoma City, representing the OSU Foundation, made himself available for questions. Discussion occurred regarding the need for additional parking and the direction of traffic on Lincoln Street.

Mayor Noble closed the public hearing.

The Planning Commission recommended 7-0 that City Council approve the proposed Map Amendment to rezone the subject property from RTM (Residential Two-Family and Multi-Family) to the O (Office) district and direct staff to prepare an ordinance.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO APPROVE THE PROPOSED MAP AMENDMENT TO REZONE THE PROPERTY LOCATED AT 506, 510, 514 AND 524 LINCOLN STREET FROM RTM (RESIDENTIAL TWO-FAMILY & MULTI-FAMILY) TO THE O (OFFICE) DISTRICT.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- b. Receive public comment regarding Text Amendments to the Land Development Code: Form Based Code (CC-16-46)

Development Services Director Paula Dennison reported that since the adoption of the Form Based Codes, some issues have been identified and the following changes proposed:

- Remove the curb radius standards which conflict with adopted City Design Standards.
- Revise the parking garage clearance height to reflect the minimum height requirement of 7 feet, 6 inches.
- Revise the parking reduction criteria for shared/mixed uses to promote proper number of spaces for residential development.
- Revise the minimum lane width in order to conform with the adopted 2009 International Fire code for fire apparatus access and conform with adopted City Design Standards.
- Establish new street concepts for the arrangement of bike lanes, sidewalks, vehicle lanes, and parking that reduce potential conflicts.
- Establish the process for bringing adjacent properties into the Form Based Codes area.

Discussion occurred regarding the progress of Form Based Codes and the reasons for the proposed changes.

Mayor Noble opened and closed the public hearing as no one was present for or against.

The Planning Commission voted 7-0 to recommend that the City Council approve the proposed Text Amendments with modifications.

MOTION BY COUNCILOR ZANNOTTI, SECOND BY VICE MAYOR DARLINGTON TO DIRECT STAFF TO PREPARE AN ORDINANCE WITH THE PROPOSED TEXT AMENDMENTS AS MODIFIED.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

## 10. GENERAL ORDERS

- a. Presentation of city special events process evaluation by OSU Industrial Engineering and Management students

Special Projects Director John McClenny stated that the City of Stillwater provides resources for approximately 120 special events during the year. These special events are not specifically budgeted, but resources are drawn from various departments. At the present time, there is no organized method for vetting the events and managing the resources needed to support the events. With the growth in the number of special events, a more efficient process is needed. Mr. McClenny introduced the Oklahoma State University School of Industrial Engineering and Management senior design team who prepared the project report, Megan Douglah, Jessica Robertson and Kimberly Sookbang. Ms. Robertson highlighted the problems identified for the City's special event process, their data collection

methods, surveys from past applicants, process recommendations, designated 5K routes, and a tiered cost recovery system. The senior design team made the following recommendations:

- Improve Process Flow
  - Designate Special Event Coordinator
  - Send application to the Office of the City Manager first
  - Have scheduled meetings for review
- Implement Designated 5K Routes
- Annual Budget and Fees
  - Create special event budget of \$150,000
  - \$50 application fee, \$75 late application fee
  - Tiered cost recovery system
- Recommendations for Later Implementation
  - Electronically submitted form
  - Electronic sign-off
  - Electronic community calendar
- Estimated Cost Recovery of \$28,357.07

Discussion occurred regarding the effect of special events on the City's resources, the cities used as benchmarks for the report, application of fees to non-profit organizations, a fixed 5K route, the comprehensiveness of the report and the time invested by the senior design team. Staff will bring a proposed special event policy to City Council at a later date.

- b. Consideration and possible approval of a resolution approving indebtedness of the Stillwater Economic Development Authority in an amount not to exceed \$3,400,000 in sales tax apportionment obligations; waiving competitive bidding of the sale of the revenue notes; approving assistance in development financing; authorizing pledge of apportioned sales tax increments; and other matters relating thereto

City Attorney John Dorman explained that when the development agreement for the Stillwater North Perkins TIF was approved, there was a provision that the City would issue tax apportionment notes to fund the City's portion of the project costs. Mr. Dorman stated that verification has been received from the developer, OK Stillwater Perkins LLC, that the first phase of the development has been completed, and per the contract the City is now obligated to make payments. The action will be taken by way of resolution; the first by City Council and the second by Stillwater Economic Development Authority (SEDA). This will allow SEDA to issue notes for the amount agreed to in the development agreement. Mr. Dorman said that OK Stillwater Perkins LLC has complied with all the development agreement requirements. Mr. Dorman recommended that both resolutions be approved.

- c. Transportation Alternatives Program (TAP) application associated with the 6<sup>th</sup> and Perkins Intersection project PW0F01 (CC-16-43)

Interim Transportation Director Sharla Lovern reported that during the work on the 6<sup>th</sup> and Perkins Intersection Project, pedestrians will have no safe access through the intersection. The Transportation and Stormwater Services Departments are requesting City Council's support for a resolution for an Oklahoma Department of Transportation Alternatives Program (TAP) application for sidewalk improvements for safe pedestrian access around this intersection during construction. The application consists of 2.6 miles of improved sidewalks in a loop that connects neighborhoods and citizens with critical services, job opportunities and shopping. Funding would not be awarded until August 2016. If TAP funds are not awarded to the City, other funding sources will be sought.

Staff recommends approval of the Resolution of Support, which would allow staff to complete the application for TAP funds and continue to support ODOT's request for pedestrian detour assistance.

The funding request for a 20% match would be a future City Council action item, should the City be awarded the TAP funding. Discussion occurred about why the proposed route was chosen and future action that may occur.

- d. Bid recommendation for the construction of partial connecting taxiway for RW 17-35 through Oklahoma Aeronautics Commission Grant SWO-16-FS, approve budget amendments allocating funds, and authorize Mayor to sign grant agreements, contracts, and related documents (CC-16-48)

Mayor Noble stated that City Council would be considering General Order Items d. and e.

Stillwater Regional Airport Director Gary Johnson recommended that City Council approve a construction contract with Contech Inc. in the amount of \$864,505, approve budget amendments allocating funds, and authorize the Mayor to sign grant agreements, contracts and related documents. Approval is subject to receipt of grant funding for the project from the Oklahoma Aeronautics Commission and Federal Aviation Administration. Mr. Johnson recommended approval of the intergovernmental agreement between the City of Stillwater and the Oklahoma Aeronautics Commission.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR NAJERA TO AWARD A CONTRACT FOR THE CONSTRUCTION OF A PARTIAL CONNECTING TAXIWAY AT STILLWATER REGIONAL AIRPORT FOR RUNWAY 17-35 TO CONTECH INC., IN THE AMOUNT OF \$864,505, SUBJECT TO THE RECEIPT OF OKLAHOMA AERONAUTICS COMMISSION GRANT #SWO-16-FS, AND TO APPROVE BUDGET AMENDMENTS ALLOCATING FUNDS, AND TO AUTHORIZE THE MAYOR TO SIGN GRANT AGREEMENTS, CONTRACTS AND RELATED DOCUMENTS, SUBJECT TO RECEIPT OF SAID GRANT.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- e. Approve Intergovernmental Agreement between City of Stillwater and Oklahoma Aeronautics Commission relating to funding for the construction project of partial connecting taxiway for RW 17-35 at Stillwater Regional Airport (CC-16-49)

MOTION BY COUNCILOR NAJERA, SECOND BY COUNCILOR ZANNOTTI TO APPROVE THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF STILLWATER AND OKLAHOMA AERONAUTICS COMMISSION RELATING TO FUNDING FOR THE CONSTRUCTION PROJECT OF PARTIAL CONNECTING TAXIWAY FOR RW 17-35 AT STILLWATER REGIONAL AIRPORT.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

## 11. RESOLUTIONS

- a. **RESOLUTION NO. CC-2016-12: A RESOLUTION OF THE CITY OF STILLWATER APPROVING INDEBTEDNESS OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY IN AN AMOUNT NOT TO EXCEED \$3,400,000.00 IN SALES TAX APPORTIONMENT OBLIGATIONS; WAIVING COMPETITIVE BIDDING OF THE SALE OF THE REVENUE NOTES; APPROVING ASSISTANCE IN DEVELOPMENT FINANCING; AUTHORIZING A PLEDGE OF APPORTIONED SALES TAX INCREMENTS; AND OTHER MATTERS RELATING THERETO**

MOTION BY COUNCILOR NAJERA, SECOND BY VICE MAYOR DARLINGTON TO APPROVE RESOLUTION NO. CC-2016-12 AS PRESENTED.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

- b. **RESOLUTION NO. CC-2016-13: A RESOLUTION AUTHORIZING SUBMITTAL OF A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT APPLICATION FOR IMPROVEMENT OF SIDEWALKS AND CROSSINGS ASSOCIATED WITH THE "6TH AND PERKINS CONSTRUCTION PEDESTRIAN DETOUR ROUTE" IN STILLWATER, OKLAHOMA**

MOTION BY COUNCILOR NAJERA, SECOND BY VICE MAYOR DARLINGTON TO APPROVE RESOLUTION NO. CC-2016-13 AS PRESENTED.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

## 12. ORDINANCES

None.

## 13. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager: Mr. McNickle congratulated Development Services Director Paula Dennison for receiving the 2016 Chapter President Leadership Award from the American Planning Association.
- c. Miscellaneous items from the City Council: Vice Mayor Darlington reminded residents of the Spring Household Hazardous Waste Event on April 23. Councilor Zannotti shared that this year's first Friday Food Trucks & Tunes was held in Downtown Stillwater and the event is held the third Friday of each month, April through August, and the Friday before each OSU home football game. Councilor Joyce announced OSU move-out assistance services offered by Waste Management May 1 through June 28.
- i) Discussion about scheduling items for upcoming meetings
- (1) \*Request by Councilor Najera to place Specific Use Permit application for property addressed as 3014 S. Main Street (CC-16-25, March 4, 2016) on May 2, 2016 agenda to resume discussion on fencing requirements and possible modification action.**

Vic Costa, 5011 Loper Avenue, Stillwater, thanked City Council for approving the Specific Use Permit (SUP) for the adult Teen Challenge ministry and requested that City Council consider an amendment to one of the conditions of the SUP, which is to provide a 6' privacy fence on the south and west property lines. The request is to provide an 8' privacy fence on the south property line, where apartments are located, and lift the requirement to place a fence on the west property line, which abuts an open field.

City Attorney Dorman stated that to amend the SUP, the process would need to be started again, with the cost going to the applicant. Councilor Najera expressed the desire to pay for any extra expenses there might be to amend the SUP. Mr. Dorman expressed a desire to have a meeting with all the parties involved to see if there is a way to comply with the current SUP.

MOTION BY COUNCILOR NAJERA, SECOND BY COUNCILOR JOYCE TO AUTHORIZE STAFF TO BEGIN THE PROCESS TO AMEND THE SPECIFIC USE PERMIT THAT IS IN PLACE, CONDUCT A MEETING WITH THE PARTIES ASSOCIATED WITH THE FENCING, AND BRING IT BACK FOR FUTURE CONSIDERATION, IF NECESSARY.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

#### **14. QUESTIONS & INQUIRIES**

None.

#### **15. APPOINTMENTS**

##### **a. Mayor appointments to City Council sub-committees**

MAYOR NOBLE NOMINATED COUNCILOR ZANNOTTI FOR THE STILLWATER ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

MAYOR NOBLE NOMINATED VICE MAYOR DARLINGTON FOR THE STILLWATER MEDICAL CENTER BOARD NOMINATING COMMITTEE.

MAYOR NOBLE NOMINATED COUNCILOR NAJERA FOR THE STILLWATER PUBLIC SCHOOLS COORDINATING COMMITTEE.

MAYOR NOBLE NOMINATED COUNCILOR ZANNOTTI AND COUNCILOR JOYCE FOR THE OSU STUDENT GOVERNMENT ASSOCIATION.

MAYOR NOBLE NOMINATED COUNCILOR ZANNOTTI AND COUNCILOR JOYCE FOR THE LAND DEVELOPMENT COMMITTEE.

MAYOR NOBLE NOMINATED COUNCILOR NAJERA FOR THE ADMINISTRATIVE REVIEW COMMITTEE.

MOTION BY MAYOR NOBLE, SECOND BY COUNCILOR NAJERA TO ACCEPT ALL THE NOMINATIONS.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

##### **b. Appointment to the West Tax Increment Financing District committee to replace Joe Weaver**

MOTION BY MAYOR NOBLE, SECOND BY COUNCILOR ZANNOTTI TO APPOINT COUNCILOR JOYCE TO THE WEST TAX INCREMENT FINANCING DISTRICT COMMITTEE TO REPLACE COUNCILOR WEAVER.

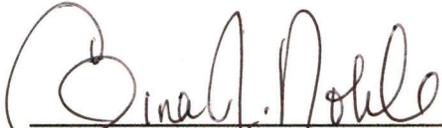
ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

#### **16. ADJOURN**

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO ADJOURN THE APRIL 18, 2016 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA, JOYCE-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The April 18, 2016 meeting of the Stillwater City Council adjourned at 6:50 p.m.

  
\_\_\_\_\_  
GINA J. NOBLE, MAYOR  
STILLWATER CITY COUNCIL

  
\_\_\_\_\_  
ELIZABETH CHRZ  
CITY CLERK

