STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF February 02, 2016
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA WAS POSTED January 28, 2016 IN THE MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT
Mike Buchert, Chair
Tray McCune, Member
Josh Marler, Member
Richard Krysiak, Member
Ariel Ross, Member
Brad Rickelman, Member

STAFF PRESENT
Paula Dennison, Dev. Services Dir.
Mike Beaty, Dev. Review Engineer
Angela McLaughlin, Economic Development Dir.
Aaron Baggarly, Planning Manager
Dennis McGrath, Deputy City Attorney
Tom Coots, Planner I
Patricia Evan, Planner II
Ashley Camren, Administrative Assistant

MEMBERS ABSENT
Dusty Lane, Vice-Chair

1. CALL MEETING TO ORDER.

Chair Buchert called the meeting to order at 5:30 PM.

Chair Buchert states that as long as there are no objections from the board members, he will skip to item 3. a.

3. LAND USE ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

   a. John Green, **SPECIFIC USE PERMIT (PZ-16-2048)**, requesting review and approval of a Specific Use Permit at property addressed 3014 S. Main Street to allow a Health Care and Social Assistance Use in the RTM zoning district. **Evans**

Chair Buchert states that due to additional statutory notice to property owners within a quarter mile, staff requests the item be postponed to Tuesday, February 16, 2016 and asks for a motion.

Commissioner Marler moved, Commissioner McCune seconded to postpone the Specific Use Permit to Tuesday, February 16, 2016.

Roll call:	Buchert	Lane	McCune	Marler	Krysiak	Ross	Rickelman
	Yes	Absent	Yes	Yes	Yes	Yes	Yes

Time: 1 minute

Chair Buchert states that as long as there are no objections, he will now skip to item 4. a.

4. PLANS/POLICIES/ORDINANCES FOR DISCUSSION:

   a. City of Stillwater, **LAND DEVELOPMENT CODE AMENDMENT (PZ-16-2051)**, requesting review and approval to amend Chapter 23, Article XXV, Appendix 1 Form Based Codes; specifically Article IV, Section 4.4.2(10) Garage Floor Clearance; Table 18 Public Frontage (Curb Radius); Tables 23 through 28 (Street Widths); and Table 24 (Parking Space Length).

Baggarly

Chair Buchert states that due to a need for further study, staff asks that the item be postponed to Tuesday, February 16, 2016 and asks for a motion.

Commissioner McCune moved, Commissioner Marler seconded to postpone the Text Amendment to Tuesday, February 16, 2016.

Roll call:	Buchert	Lane	McCune	Marler	Krysiak	Ross	Rickelman
	Yes	Absent	Yes	Yes	Yes	Yes	Yes

Time: 1 minute

2. MISCELLANEOUS ITEMS FROM STAFF FOR DISCUSSION AND POSSIBLE ACTION:

   a. Hear update on Economic Development Initiatives. **McLaughlin**

Angela McLaughlin, Economic Development Director, presents information and updates regarding Economic Development Initiatives.

Ms. McLaughlin asks if there are any questions for her; none respond.

   b. Presentation of Commercial Activities and Housing Starts 2014-2015. **Dennison**

Paula Dennison, Development Services Director, presents information regarding Commercial Activities and Housing Starts for 2014-2015.

Mrs. Dennison asks if there are any questions for her; none respond.

   c. Next Planning Commission meeting February 16, 2016.

Chair Buchert announces that if anyone in the audience were present for items 3. a. or 4. a., that both items had been postponed to February 16, 2016.

3. LAND USE ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

   b. Monopoly Brothers, **PRELIMINARY PLAT (PZ-15-2002)**, requesting review and approval of a Preliminary Plat of a 27 acre parcel addressed 1798 N Payne Street to create 133 residential lots. **Evans**

Chair Buchert announces that there is a sign-up sheet in order for the clerk to spell names correctly. He goes on to say that he will go down the sign-up sheet to allow those who signed up to speak first. He will then go on to allow anyone else in the audience who would like to speak a chance to do so. Chair Buchert states that each person who wishes to speak will have 5 minutes and asks that if a statement has been presented that it not be repeated by other speakers.

Patty Evans, Planner II, presents staff's report and findings.

Chair Buchert opens the public hearing and starts by calling names from the sign-up sheet for those that would like to speak in favor of the proposed Preliminary Plat.

Chair Buchert calls Josh Powers, who states that he no longer wishes to speak. Chair Buchert asks if there is anyone else that would like to speak in favor of the proposed Preliminary Plat; none respond.

Chair Buchert starts calling names from the sign-up sheet for those that would like to speak in opposition of the proposed Preliminary Plat and then allows those not signed up to speak as well.

The following come to speak in opposition of the proposed Preliminary Plat:

- Kenneth Alexander, 1109 Greystone
- Mathew Wyckoff, 1824 E Sunrise
- Beth Hawkins, 1804 E Sunrise
- Simon Ringsmith, 1705 E Linda Ln, offers a paper PowerPoint presentation to the Commissioners to look at while he speaks
- Mike Hubbard, 1523 N Skyline
- Rita Miller, 1523 N Skyline
- Linda Notareschi, 1223 N Payne

Concerns presented are related to:

- Water runoff and drainage
- Size of the lots and population density
- Traffic flow
- The quality and width of the roads already in the neighborhood and how they will be affected by the construction and added traffic
- Access in and out of the subdivision
- School zones
- Community and Neighborhood character and preservation
- Preservation of foliage and trees

Chair Buchert asks if there is anyone else who would like to speak in opposition of the proposed Preliminary Plat; none respond. Chair Buchert closes the public hearing and asks for staff to return and conclude their presentation.

Patty returns to the podium to address the concerns presented by those opposed to the proposed Preliminary Plat.

Patty states that it is the responsibility of the developer to improve the state of the sewer and water systems. She goes on to say that the preliminary drainage studies have been reviewed and approved and that a final drainage study will be required when the Final Plat is applied for and submitted for review. Patty states that very stringent codes and regulations must be met for the Final Plat to be approved and will also come back before the Planning Commission and then go before City Council for approval of the Final Plat.

Chair Buchert asks if a traffic study will be required with the Final Plat. Patty responds that a traffic study will be required for approval of the Final Plat and any improvements that need to be made due to the traffic study will be the responsibility of the developer.

Chair Buchert asks if there will be a water study required with the Final Plat. Patty responds that, yes, it will be required and if any improvements to the system need to be made that it will be the responsibility of the developer.

Chair Buchert asks for confirmation that a developer must complete all offsite improvements before building. Patty responds that they must be submitted and approved before the developer is allowed to commence with building.

Patty asks if there were anything she missed. Chair Buchert states that there was a concern about access to the neighborhood during construction.

Patty recommends that the City's Development Engineer come and speak in regards to this item but states that an Earth Change Permit will be obtained by the developer.

Mike Beaty, Development Review Engineer, comes to speak. He states that the developer will not be allowed to park their vehicles for extended times and completely block the right of way and block access.

Chair Buchert asks if while they are widening the street and doing those improvements, how access will be allowed there. Mike Beaty responds that, even while working, even though access will be limited, they will always be required to provide access in and out.

Mr. Beaty responds that access will have to be maintained. He goes on to say that the City's requirements are that the developer maintains access or temporary access while they are completing the improvement. He also states that most of the development will be completed on site, not offsite, that the developer will create a construction entrance and move their equipment onto the site.

Commissioner McCune asks what the recourse or process would be if a tenant was completely blocked.

Mr. Beaty responds that the citizen could speak with Development Services who would coordinate with Transportation and that the developer may have to provide an alternate access.

Chair Buchert asks if the commissioners have any other questions.

Commissioner Krysiak asks who makes the call as to whether a street is further degraded due to the development such as Payne Street which is already in disrepair.

Mr. Beaty responds that any construction activity that demolishes or destroys existing infrastructure will be documented during inspection processes and the developer is responsible to have it repaired. He goes on to say that currently Payne Street is in disrepair due to several factors such as poor drainage. He states that maintenance is the responsibility of the City of Stillwater; however, any further damage will be the responsibility of the developer. Mr. Beaty states that this will be documented throughout the process. He states that when accepting the developer's improvements, the City will make sure the existing infrastructure that they use to build their development will meet or exceed what was there before.

Patty returns to the podium and asks if there are any other questions; none respond.

Patty presents alternatives, which are:

1. Accept staff's findings and find that the proposed Skyline East Preliminary Plat meets the criteria, and approve the proposed Preliminary Plat as presented.
2. Find that additional information and/or discussion is needed prior to making a decision and either continue the consideration to a certain date, or table the consideration until additional information is available.
3. Find that the proposed Skyline East Preliminary Plat does not meet the review criteria and is not an appropriate use for the property, and deny the application.

Patty states that as this is a Preliminary Plat that the alternatives are not recommendations to City Council but rather a straight approval, denial or tabling consideration.

Commissioner Krysiak asks if the Final Plat will come back to the Planning Commission for approval.

Patty responds that the Final Plat will come back before the Planning Commission in which a recommendation will be made to the City Council.

Chair Buchert asks if there are any other questions; none respond.

Commissioner McCune states that he does not take developments such as this lightly. He goes on to say that his child goes to school in this neighborhood, and the drop off times for the grades as well as the different schools are staggered and helps greatly with traffic issues. Commissioner McCune states that he is in favor of the proposal.

Chair Buchert ask for any other discussion.

Commissioner Krysiak states that he has heard many of the concerns on studies for traffic and drainage. He states that, as he understands it, those studies will be submitted as part of the Final Plat which will address those concerns. Therefore, he is also in favor of the proposal as they will have another opportunity to review the Final Plat.

Commissioner Rickelman states that, at this time, he is in favor of proceeding with the proposal.

Commissioner Ross agrees. Chair Buchert asks for a motion.

Commissioner McCune moved, Commissioner Marler seconded to accept staff's findings and approve the proposed Preliminary Plat as presented.

Roll call:	Buchert	Lane	McCune	Marler	Krysiak	Ross	Rickelman
	Yes	Absent	Yes	Yes	Yes	Yes	Yes

Time: 1 hour 5 minutes

5. APPROVAL OF THE MEETING SUMMARY FOR DISCUSSION AND POSSIBLE ACTION:

   a. Approval of the regular meeting summary of December 15, 2015.

Commissioner McCune moved, Commissioner Marler seconded to approve the regular meeting summary of Tuesday, December 15, 2015.

Roll call:	Buchert	Lane	McCune	Marler	Krysiak	Ross	Rickelman
	Yes	Absent	Yes	Yes	Yes	Yes	Yes

Time: 1 minute

b. Approval of the regular meeting summary of January 19, 2016.

Commissioner McCune moved, Commissioner Ross seconded to approve the regular meeting summary of Tuesday, January 19, 2016.

Roll call:	Buchert	Lane	McCune	Marler	Krysiak	Ross	Rickelman
	Yes	Absent	Yes	Yes	Yes	Yes	Yes

Time: 1 minute

6. ADJOURNMENT.

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Marler, seconded by Commissioner McCune at approximately 6:39 PM on February 02, 2016 with all members present in agreement, the next regularly scheduled meeting will be held February 16, 2016 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 S. Lewis Street.

Prepared by – Ashley Camren, Administrative Assistant

Approved by - M Buchert
Chair, Stillwater Planning Commission