

**STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF SEPTEMBER 18, 2018  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED SEPTEMBER 13, 2018 IN THE  
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Brad Rickelman, Chair  
Dusty Lane, Member  
Mike Buchert, Member

STAFF PRESENT

Dennis McGrath, Assistant City Attorney  
Lanc Gross, Development Review Manager  
Patty Evans, Planner II  
Ashley Camren, Administrative Assistant

MEMBERS ABSENT

Ariel Ross, Vice-Chair  
Cindy Thielman-Braun, Member

1. CALL MEETING TO ORDER.

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

2. PUBLIC HEARINGS:

- a. Burr, Karen, **MAP AMENDMENT (MA18-06)**, requesting review and approval of a map amendment to rezone property addressed as 1504 W. 8<sup>th</sup> Avenue from RSS (Residential Single-Family Small-Lot) to O (Office) zoning district.

Lanc Gross, Development Review Manager, presents staff's report and findings.

Lanc asks if there are any questions for him; none respond.

Chair Rickelman opens the public hearing and asks if there is anyone who would like to speak in favor of the item.

Mrs. Karen Burr, Perkins, OK, comes to speak on the following:

- Applicant for the proposed Map Amendment.
- Advises the Planning Commissioners as to her plans for the property.

Commissioner Lane asks if Mrs. Burr has any specific plans for the property in regards to the Office zoning.

Mrs. Burr advises that they do not have any solid plans and that the property is not listed for sale at this time.

Chair Rickelman asks if there is anyone else who would like to speak in favor of the item; none respond.

Chair Rickelman asks if there is anyone who would like to speak in opposition of the item; none respond.  
Chair Rickelman closes the public hearing and asks for staff's alternatives.

Lanc presents alternatives, which are:

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 based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the proposed Map Amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Commissioner Lane asks if the property is rezoned if there will be any screening requirements at this time.

Lanc advises that no screening would be required at this time.

Commissioner Lane asks how long the structure on the property would be allowed to be used as residential before being required to conform to the Office zoning.

Lanc states that the property can be non-conforming for 1 year and then conform to the Office zoning.

Chair Rickelman and Commissioner Lane restate this to the applicant.

Chair Rickelman asks for any discussion among the Commissioners.

Commissioner Buchert asks if the applicant wants to continue to move forward with the application.

Patty Evans, Planner II, comes to the podium to advise that the property can go on as a non-conforming use unless it becomes vacant for 12 consecutive months at which time it would be required to conform to the Office zoning. Until that time the property can be used as a residence.

Commissioner Buchert asks for clarification and states that as long as the property is used as residence and does not go unoccupied for more than 12 months it can remain non-conforming forever.

Patty confirms.

Commissioner Buchert asks the applicant if she wishes to still move forward with the rezoning. Mrs. Burr starts to ask questions about the rezoning and conforming versus non-conforming use.

Attorney Dennis McGrath advises the Planning Commissioners that they cannot give any type of advice. The Commissioners can only vote on the alternatives presented by staff.

Commissioner Lane states he has no problem moving forward and states that the applicant will still have time to change her mind before the item goes before the City Council.

**Commissioner Buchert moved, Commissioner Lane seconded to accept findings and recommend that the City Council approve the proposed Map Amendment as presented.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Absent	Yes	Yes	Absent

*Time: 11 minutes*

- b. Rogers, Gary & Micki, **FINAL PLAT (SUB18-14)**, requesting review and approval of a Final Plat to replat property addressed as 700 E. Northgate Avenue in order to create 10 residential lots.

Lanc Gross, Development Review Manager, presents staff's report and findings.

Lanc asks if there are any questions for him; none respond.

Commissioner Lane asks staff what the water pressure requirement is for those of the public who may not know.

Lanc advises that it has to be between 30 and 40 psi.

Commissioner Lane states that the State requires 30 psi. Lanc confirms.

Chair Rickelman opens the public hearing and asks if there is anyone who would like to speak in favor of the item.

Mrs. Kelly Harris with Keystone Engineering, 923 S. Lowry, comes to speak on the following:

- Speaking on behalf of the applicant.
- Engineer for the project.
- Briefly advises the Planning Commissioners the reasons for the replat.
- Advises that individual booster pumps will be required on each lot.

Chair Rickelman asks if the individual booster pumps will be required at each lot to ensure they meet the minimum water pressure standard.

Mrs. Harris confirms and advises that this information will be provided to the City of Stillwater at the building permit stage of each house.

Chair Rickelman asks if there is anyone else who would like to speak in favor of the item; none respond.

Chair Rickelman asks if there is anyone who would like to speak in opposition of the item; none respond.  
Chair Rickelman closes the public hearing and asks for staff's alternatives.

Lanc presents alternatives, which are:

1. Accept findings and recommend that the City Council approve the Final Re-Plat as presented.
2. Find that the Final Re-Plat 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 Final Re-Plat.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Chair Rickelman asks if there are any questions for staff or discussion among the Planning Commissioners; none respond.

**Commissioner Lane moved, Commissioner Buchert seconded to accept findings and recommend that the City Council approve the Final Re-Plat as presented.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Absent	Yes	Yes	Absent

*Time: 5 minutes*

3. APPROVAL OF THE MEETING SUMMARY:

- a. Approval of the corrected meeting summary of August 07, 2018.

**Commissioner Buchert moved, Commissioner Lane seconded to approve the corrected meeting summary of August 07, 2018.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Absent	Yes	Yes	Absent

*Time: 1 minute*

- b. Approval of the regular meeting summary of September 11, 2018.

**Commissioner Lane moved, Commissioner Buchert seconded to approve the regular meeting summary of September 11, 2018.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Absent	Yes	Yes	Absent

*Time: 1 minute*

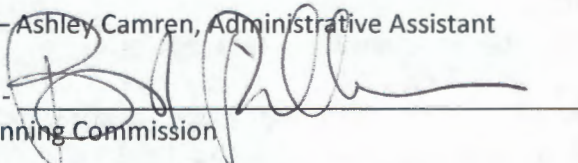
4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS, OR CITY ATTORNEY:

- a. Miscellaneous items from staff:  
i. Next Planning Commission meeting is October 02, 2018.

5. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Buchert, seconded by Commissioner Lane at approximately 5:47 p.m. on September 18, 2018 with all members present in agreement, the next regularly scheduled meeting will be held October 02, 2018 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 -   
Stillwater Planning Commission