

**STILLWATER PLANNING COMMISSION SUMMARY
SPECIAL MEETING OF August 4, 2020
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 31, 2020 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Mike Buchert, Chair
Brad Rickelman, Vice Chair
Mike Shanahan, Member
Vicky Jerome, Member
Brett Allred, Member

STAFF PRESENT

Dennis McGrath, Assistant City Attorney
Lanc Gross, Development Review Manager
Rian Harkins, Senior Planner
Cindy Gibson, Manager Administrative Services
Chelsey Jones, Administrative Assistant

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

Chair Buchert announces the beginning of the meeting, Ms. Jones took a verbal role call.

2. PUBLIC HEARINGS:

- a. **SHORT TERM RENTAL (STR-0038)**, review of application from Asya & Skye Cooley for a short term rental property at 1022 S Fairfield Dr. in the Residential Single Family Small Lot with Plan Development Overlay (RSS-PUD) zoning district. *Tabled from 07.07.2020 PC*

Chair Buchert says that the item has been withdrawn from the agenda and Planning Commission will move on to the next item.

3. PLANS, POLICIES AND ORDINANCES

- a. Text Amendment (**TXT20-01**) to Chapter 23, Land Development Code, Article XIII, Overlay Districts, Division 2 Special Purpose Overlay District, amending regulations for Section 23-270, Requirements, Section 23-273 Development Standards, and Section 23-274 Duration of Designation.

Chair Buchert reads the overview of TXT20-01 and asked staff to present.

Rian Harkins, Senior Planner presents staff report and comments that this is a text amendment to create a special purpose overlay district; currently, that part of the land development code is structured it applies only to an area within a designated business improvement district; this ammendment changes that and transforms it so it can be a little more useful without the BID designation; it was originally created to work downtown and this allows that to continue even if that BID is not in place; and it applies to specific blocks and other blocks can be added by action of Council if they decide to do that.

Mr. Harkins presented a map showing the area the overlay will apply to. Mr. Harkins said that this allows for additional economic options for bars and restaurants in these areas; at the present time the land development code under the special purpose overlay district allows for sidewalk dining with a permit, site plan, and approval by the city; this would expand that to allow street eateries, to allow restaurants and bars to use parking stalls that are leased from the city through a permit process to expand additional dining and sitting options for patrons; and the idea behind this is to give them some flexibility as they try and stay open and maintain distancing requirements.

Mr. Harkins presents slides with different examples of what the street eateries would look like, areas do have to be ADA accessible; and presents some of the text for the on street parking stalls with the possible language and asked if there were any questions.

Chair Buchert asked if there were any questions of staff.

Vice-Chair Rickelman comments that most of the parking downtown is angled parking and ask how are they going to square off and set them up. Mr. Harkins responds that an application and site plan will be required to be submitted; trying to leave some of it to the hands of business owners and not be too strict on how they handle this; and it may not be a case where they can fully square things off, they may just have to work with what they have.

Chair Buchert asks if there are any other questions.

Commissioner Shanahan asked if the permit process has been streamlined to reduce the concept to implementation process. Mr. Harkins responds that he hasn't done any since he's been on staff but it seems like it can go fairly quickly; the biggest hurdle would be having the insurance, the site plan, and knowing exactly how you plan to use that space; they would also need to know what materials they plan to use and how they plan to block it off; there is also the time it would take the business owner to put it in place; and a permit could be turned around fairly quickly if there is a good site plan, the insurance is in place, and they have a lease signed.

Commissioner Jerome comments that this is a good idea, however there are times even while we're shutdown with Covid that you go downtown and parking is very limited during the day on weekdays; and assumes that there is a study that is done to see how many of these you can allow.

Mr. Harkins responds that they have not done a full blown parking study to try and figure out what a limit would be; the last study that was done that included the downtown area was over a few years ago, possibly over 5; some of the data might still be active and applicable that we can go back to, but in terms of an analysis, in this case, no we did not; this is a case where we will just have to watch and see how many businesses want to do this; Oklahoma City has opened this possibility up in the last 30 days to the downtown area and in the last news report there were no takers; and it might be different here but we can't say with any certainty.

Commissioner Jerome asked if this was for a limited time; after 18 months say Covid is gone and they are able to fill the restaurants, will this be something that expires.

Mr. Harkins responds that the original amount of time that they put in the text amendment was until the end of the calendar year with the idea that this can be extended by council if need be or if desired; staff wants to see what a trial run would look like and if anybody would be interested; the idea of going to the

end of the calendar year is that it would get through all of the home footballs games, homecoming, and the holiday season; and that would give businesses in these blocks the most flexibility to do as they think is best for their business.

Chair Buchert comments that under this ordinance they could have set this up for weekend only and then open up the parking spaces during the week if that's what works best for the business. Mr. Harkins responds yes if they wanted to do that then they would just have to stipulate that on the permit.

Chair Buchert comments that if there is a major event like a football game they may want to do that to have the additional seating and then during the week want that additional parking space in front to get more people in. Mr. Harkins responds that is correct and if on Washington multiple business wanted to rope off part of the street they could still have traffic flow; and if they wanted to close it off Friday night, Saturday, and Saturday night and then open back up on Sunday that is something they could do as well.

Chair Buchert asked if there were any other questions from the Commissioners; none respond.

Chair Buchert opened the public hearing and asked if there was anybody that wanted to speak on the particular item; none respond. Chair Buchert closed the public hearing and asked staff to go over alternatives.

Mr. Harkins presented the findings and alternatives and asked if there were any questions.

Chair Buchert states that upon hearing no questions, asks for discussion or a motion.

Vice-Chair Rickelman moved to accept the findings, approve and send to the City Council, Commissioner Shanahan seconded.

Roll call:	Buchert	Rickelman	Shanahan	Jerome	Allred
	Yes	Yes	Yes	Yes	Yes

Time: 18 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular Meeting Summary of July 21, 2020

Chair Buchert asked if there were any corrections or is there a motion to approve.

Commissioner Shanahan moved to accept the summary, Vice-Chair Rickelman seconded.

Roll call:	Buchert	Rickelman	Shanahan	Jerome	Allred
	Yes	Yes	Yes	Yes	Yes

Time: 1 minutes

- b. Re-presentation of Special Meeting Summary of July 7, 2020 with staff correction

Chair Buchert asked if there were any other corrections or a motion.

Commissioner Shanahan moved to accept the summary, commissioner Jerome seconded.

Roll call:	Buchert	Rickelman	Shanahan	Jerome	Allred
	Yes	Yes	Yes	Yes	Yes

Time: 1 minutes

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

- a. Next Planning Commission meeting August 18, 2020.

6. ADJOURN.

This special meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Jerome, seconded by Commissioner Allred at approximately 5:50 p.m. on August 4, 2020 with all members present in agreement, the next regularly scheduled meeting will be held August 18, 2020 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 S. Lewis Street.

Prepared by – Chelsey Jones, Administrative Assistant

Approved by - [Approved by the Planning Commission on the 08/18/2020 Virtual Meeting](#)
Stillwater Planning Commission