

**STILLWATER PLANNING COMMISSION SUMMARY
SPECIAL MEETING OF September 15, 2020
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED September 11, 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

STAFF PRESENT

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

MEMBERS ABSENT

Brett Allred, Member

1. CALL MEETING TO ORDER.

Vice-Chair Rickelman called the meeting to order, Ms. Jones took a verbal role call. Due to technical difficulties Chair Buchert couldn't be heard but could be seen. Also due to technical difficulties Commissioner Allred was not able to be seen or heard, however he could hear the meeting. Dennis McGrath, Assistant City Attorney asked Mrs. Harris if she would like to continue the meeting with only three Commissioners available. Mrs. Harris said that three would be fine with her.

2. PUBLIC HEARINGS:

- a. The Sticks, LLC, **FINAL PLAT (SUB20-13)**, requesting review and approval of the final plat to create a residential subdivision creating 19 lots and two (2) outlots at 821 N. Main Street in the Residential Single Family Small Lot (RSS) district. **Harkins**

Vice-Chair Rickelman introduced SUB20-13 and asked for comments from staff.

Lanc Gross, Development Review Manager explained the final plat and its location.

Chair Buchert said that he was now able to join the meeting. Mr. McGrath asked if Mr. Gross was able to hear him and verified that Mr. Harkins had joined the meeting as well. Mr. McGrath asked for staff to continue.

Mr. Gross said that they were at the public hearing portion and he believed Mrs. Harris was in the meeting.

Kelly Harris, Keystone Engineering:

- 19 Lots
- In line with the approved preliminary plat
- Improvement plans have been accepted
- Drainage study has been accepted

- Fire truck turn-around has been addressed
- All Staff have signed off on the project.

Vice-Chair Rickelman asked if the Commission had any questions.

Commissioner Shanahan said that he had questions for staff but maybe Mrs. Harris could answer them; regarding the public facilities the streets and traffic after driving through for the second time of the land development and noted that in the discussion paragraph in staff's write up that it should be noted that Tyler Ave and Lewis St do not meet City of Stillwater Standards, what will be done to rectify that to bring them up to standard? Mrs. Harris responds no, not as part of the project and as that was discussed at the preliminary plat stage as well and it was determined by city staff that that was not a requirement of the project.

Commissioner Shanahan asked staff how the improvements will be financed, if it will fall on the property owners that abut on the development. Mr. Harkins responds yes it will, those will have to be done because they are outside of the development and an additional right-of-way will be needed particularly along Lewis; and the adjacent property owners as they are at the time that any petition to do improvements would be requested those property owners adjacent to those streets will pay.

Commissioner Shanahan asked if the property owners would be aware of that. Mr. Harkins comments that they would be at the time that they would make the petition request to do improvements, however, at the present time they are not, per city policy. Mr. Harkins explains that the boundaries of the plat are at the right-of-way which would exclude the street; any of those exterior streets would have to be improved at the petition request of adjacent property owners however many there are at that time; and potentially any property owners of these new proposed lots would be part of that petition process.

Commissioner Shanahan states that potentially also we could have substandard streets for "x" amount of time. Mr. Harkins responded that is correct.

Commissioner Shanahan asked what the drainage that has been submitted and approved was. Mr. Harkins responds that there is surface runoff and there an outlet that is a access utility and drainage easement to the southeast corner of the property to help accommodate some of that.

Commissioner Shanahan asked if it was just some of it, not quantified. Mr. Harkins responds that it was included in their drainage study and engineering felt the drainage study that was submitted, with the drainage system put in place, would be adequate to sustain surface runoff.

Commissioner Shanahan thanked Mr. Harkins.

Vice-Chair Rickelman asked if there were any other questions for the applicant or related with that to the staff; none respond. Vice-Chair Rickelman asked if there was anyone that would like to speak in favor of the application; none respond. Vice-Chair Rickelman asked if there was anyone who would like to speak in opposition to the application; none respond. Vice-Chair Rickelman closed the public hearing and asked for staff recommendation.

Mr. Harkins presented the recommendations and alternatives and asked if there were any questions of staff.

Vice-Chair Rickelman said hearing no questions of staff it is now open for discussion or a motion.

Chair Buchert made the motion to approve the final plat as presented, Commissioner Jerome seconded.

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

Time: 14 minutes

3. PLANS, POLICIES AND ORDINANCES FOR PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION:

- a. Text Amendment (**TX20-03**) to Chapter 23, Land Development Code, Article V, Use Categories and Limitations, Division 1, Generally, Section 23-137 RSS Small Lot Single Family Residential, and Section 23-153 CG Commercial General District.

Vice-Chair Rickelman introduced the text amendment and asked that staff to present.

Mr. Harkins comments that as businesses have continued to re-open in the community, City Staff have been in discussion with current and potential property owners about redevelopment possibilities in the western half of the community, particularly commercial redevelopment along arterial streets. Mr. Harkins further comments that during the course of these discussions, City Staff became aware of numerous definitions that should be included in the development code to help further clarify and define various land uses; and additionally, staff have been in discussions with one of the cemeteries' in the community regarding potential expansion, only to discover their non-conforming status to be an issue preventing said expansion. Mr. Harkins asked if there were any questions of staff.

Vice-Chair Rickelman asked if the incidental accessory uses would be for storage or an office not for bodies. Mr. Harkins responds yes but those are accessory uses to the primary use so to have one there has to be the other within that zoning classification.

Vice-Chair Rickelman asked what about an apartment like hotel entails. Mr. Harkins responds that it is like a general housing type of category that can be structured somewhere in between a dorm and a multi-family type of dwelling, has some flexibility built in for common areas as well as how they structure the number of occupants within a mix of potential occupancy loads within each dwelling area within the structure.

Vice-Chair Rickelman asked if it is a co-op or a fraternity or sorority. Mr. Harkins responds no not in those senses but could be more like live / work type units could be some general type of student housing but not full blown multi-family units; and some of the common areas would be joint facilities of recreational or cooking type of things.

Vice-Chair Rickelman asked if there were any other questions of staff; none respond. Vice-Chair Rickelman opened the public hearing and asked if there was anyone who would like to speak in favor; none respond. Vice-Chair Rickelman asked if there was anyone who wanted to speak in opposition; none respond. Vice-Chair Rickelman closed the public hearing and asked for staff recommendations.

Mr. Harkins presented the findings and alternatives and asked if there were any questions of staff; none respond.

Vice-Chair Rickelman asked if there are any recommendations, comments, or a motion.

Chair Buchert moved to accept findings and recommend that the City Council approve the proposed text amendment as presented, Commissioner Shanahan seconded.

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

Time: 7 minutes

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

- a. Next Planning Commission meeting October 6, 2020.

5. ADJOURN.

This special meeting of the Stillwater Planning Commission was called for adjournment by Chair Buchert, seconded by Commissioner Jerome at approximately 5:53 p.m. on September 15, 2020 with all members present in agreement, the next regularly scheduled meeting will be held October 6, 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 10/06/2020 Virtual Meeting](#)
Stillwater Planning Commission