

**STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF MAY 01, 2018  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED APRIL 27, 2018 IN THE  
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Brad Rickelman, Chair  
Ariel Ross, Vice-Chair  
Dusty Lane, Member  
Mike Buchert, Member  
Cindy Thielman-Braun, Member

STAFF PRESENT

Dennis McGrath, Assistant City Attorney  
Patrick Boulden, Special Assistant City Attorney  
Paula Dennison, Development Services Director  
Lanc Gross, Development Review Manager  
Tom Coots, Planner I  
Ashley Camren, Administrative Assistant

MEMBERS ABSENT

1. CALL MEETING TO ORDER.

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

2. MISCELLANEOUS ITEMS FROM BOARD FOR DISCUSSION:

- a. Mike Buchert, OSU Long Range Facilities Planning, to present an update on Oklahoma State University projects.

Mr. Buchert presents current and upcoming Oklahoma State University projects.

*Time: 25 minutes*

3. PLANS/POLICIES/ORDINANCES FOR DISCUSSION AND POSSIBLE ACTION:

- a. City of Stillwater, **TEXT AMENDMENT (TXT18-02)**, requesting review and approval of a Text Amendment to Chapter 23, Land Development Code, Article V, Section 23-96 & 23-113 regarding Telecommunication Towers and Small Cell Telecommunication Facilities.

Paula Dennison, Development Services Director, introduces Patrick Boulden, Special Assistant City Attorney.

Attorney Boulden presents staff's report.

Chair Rickelman asks if there are any questions from the Commission.

Commissioner Lane asks if the Planning Commission will see any of these small cell facilities or towers come before the Commission.

Attorney Boulden advises that the applications requiring a Special Exception would be heard before the Board of Adjustment, applications which would require a Specific Use Permit would be heard at Planning Commission and then go on to City Council, and then other applications would be by right.

Attorney Boulden goes on to say that many will go on current utility poles.

Commissioner Lane states that the equipment will be 17 cubic feet in size.

Attorney Boulden advises that anything greater than that will require a Special Exception as the size is regulated by Federal law as it requires environmental assessment among other requirements.

Commissioner Thielman-Braun asks what the City of Stillwater's position is on incorporating the small cells into existing structures, buildings, facades, etc.

Attorney Boulden states that protecting current facilities on private property, where the small cells would be permitted by right, and make sure that the equipment was not unsightly would be an important factor.

Commissioner Thielman-Braun asks how they are permitted by right on private properties.

Attorney Boulden advises that they are permitted by right but only in certain zoning areas.

Commissioner Buchert advises that the text speaks of the camouflage.

Commissioner Thielman-Braun states that many urban areas want or even require the camouflage, which is not necessarily good, but it tries to encourage co-location of existing structures so that a new structure wouldn't be added.

Commissioner Thielman-Braun asks about the setback and spacing requirements and quotes the text regarding special exception requirements and if that is only applicable in regards to public rights-of-way and easements and not when it is permitted by right.

Attorney Boulden confirms.

Commissioner Buchert asks if this has been sent out to the "industry" or any other public entities and if any comments have been made or if that process would take place in front of the City Council.

Attorney Boulden states that it could take place in front of the Planning Commission and the City Council but nothing has been sent out to industries. Discussions have taken place "behind the scenes" because municipalities have concerns with State legislation and what the State is doing and in that process many are aware that we are working on ordinances and other communities have already done ordinances.

Commissioner Buchert asks if any of the industries have asked for information on this ordinance.

Attorney Boulden states not to his knowledge.

Chair Rickelman asks if this will have any effect on existing cell towers and structures.

Attorney Boulden says it will only affect future structures and will not have much to do with macro towers at all.

Chair Rickelman opens the public hearing and asks if there is anyone who would like to speak in favor; none respond.

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

Paula presents alternatives, which are:

1. Accept findings and recommend that the City Council approve the text amendment as presented in the draft ordinance.
2. Accept findings and recommend that the City Council approve the text amendment with identified changes to the draft ordinance.
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; none respond.

**Commissioner Buchert moved, Commissioner Thielman-Braun seconded to accept findings and recommend that the City Council approve the text amendment as presented in the draft ordinance.**

<b>Roll call:</b>	<b>Rickelman</b>	<b>Ross</b>	<b>Lane</b>	<b>Buchert</b>	<b>Thielman-Braun</b>
	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

*Time: 28 minutes*

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

- a. Approval of the regular meeting summary of April 17, 2018.

**Commissioner Lane moved, Commissioner Buchert seconded to approve the regular meeting summary of April 17, 2018.**

<b>Roll call:</b>	<b>Rickelman</b>	<b>Ross</b>	<b>Lane</b>	<b>Buchert</b>	<b>Thielman-Braun</b>
	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

*Time: 1 minute*

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

- a. Next Planning Commission meeting May 15, 2018.

5. ADJOURNMENT

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Buchert, seconded by Commissioner Lane at approximately 6:24 p.m. on May 01, 2018 with all members present in agreement, the next regularly scheduled meeting will be held May 15, 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

