

**STILLWATER PLANNING COMMISSION SUMMARY
SPECIAL MEETING OF January 5, 2021
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED January 4, 2021 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Brad Rickelman, Chair
Mike Shanahan, Member
Brett Allred, Member

STAFF PRESENT

Dennis McGrath, Assistant City Attorney
Beth Ann Childs, Special Council
Lanc Gross, Development Review Manager
Rian Harkins, Senior Planner
Zachery Henson, Stormwater Program Manager
Chelsey Jones, Administrative Assistant

MEMBERS ABSENT

Jana Phillips, Vice-Chair
Vicky Jerome, Member

1. CALL MEETING TO ORDER.
2. CONSENT DOCKET:
 - a. CHC Management, LLC, **FINAL PLAT (SUB20-22)**, requesting review and approval of the final plat for Skyline East, 2nd Section Phase 1 creating 69 residential lots with one (1) outlot at property currently addressed as 1798 N. Payne Street in the Residential Single Family Small Lot (RSS) district. Harkins

Chair Rickelman read the introduction for SUB20-22 and explained the process for the consent docket.

Commissioner Shanahan motioned to remove the final plat from the consent docket; Commissioner Allred seconded.

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

Time: 2 minutes

3. ITEMS REMOVED FROM CONSENT:
 - a. CHC Management, LLC, **FINAL PLAT (SUB20-22)**, requesting review and approval of the final plat for Skyline East, 2nd Section Phase 1 creating 69 residential lots with one (1) outlot at property currently addressed as 1798 N. Payne Street in the Residential Single Family Small Lot (RSS) district. Harkins

Chair Rickelman asked for staff to present.

Mr. Harkins, Senior Planner explained the final plat and states that they have met the first two conditions, however, they have left out the Brooke connection to Jardot and have verbally stated that it will be in the second phase of the development and asked if there were any questions for staff.

Commissioner Shanahan states that he didn't have any questions but that he commended staff on their research.

Chair Rickelman opened the public hearing and asked for the applicant or agent to present.

Stephen Gose, Gose and Associates 113 E 8th Ave comments that they are in general conformance with the code and commented on the Brooke entrance right now being used for construction purposes to keep their large trucks off of the main road until the second phase when it will be finished.

Commissioner Shanahan asked if there was a time frame for phase two. Mr. Gose responds that they intended to start phase two immediately after phase one is finished. Commissioner Shanahan asked if it would be fairly soon after phase one and Mr. Gose said yes, right after its finished.

Chair Rickelman asked if there was anyone that would like to speak in favor of the item; none respond. Chair Rickelman asked if there was anyone that would like to speak in opposition of the item; none respond. Chair Rickelman closed the public hearing and asked for staff's findings and alternatives.

Mr. Harkins presented the findings and alternatives saying that their recommendation would be to postpone until they showed that the final plat has the Jardot connection and if they were to proceed that they give a timeline so that there is not a long delay. Mr. Harkins asked if there were any questions for staff.

Chair Rickelman asked if there was any commissioner discussion and or a a motion.

Commissioner Shanahan states that he would be favorable to approve with conditions; and the conditions being that it would be contingent upon either a written agreement or that they modify the final plat to show that connection to Jardot. Chair Rickelman states that when they have conditions they have reason why. Commissioner Shanahan said that at the moment, they only have a verbal agreement.

Mr. Gose said that it is in written in staff comments and responses and that the connection is shown on the approved preliminary plat. Commissioner Shanahan states that he finds that acceptable.

Commissioner Allred asked legal how they could hold their feet to the fire about making sure that the Brooke connection gets completed in a timely manner.

Beth Ann Childs, Outside Council commented that she would have Mr. Harkins explain further.

Mr. Harkins states that they have written and verbal on the preliminary plat but that they recommended that they show it in this phase of the final plat or at least have something in writing.

Mr. Gose responds that the problem with a timeline is the condition of the economy, that it could crash next month and that they can't promise to put in a road if there is no money to build it; it is in writing and on record in the comment response letter that the Jardot access will be on the second phase of the final plat; they have also submitted in writing the preliminary plat with phase lines showing the access; they

could potentially withhold a C/O on a house until the road is approved; and they have met all of the conditional requirements with the road to Jardot as part of the project.

Chair Rickelman states that they have had multi-stage projects in the past that they have not placed these type of requirements on.

Commissioner Allred states that he agrees and that they can't put a specific timeline but would like to know other options as to how to hold them to finishing it.

Commissioner Shanahan states that he viewed the final plat on a small scale and that he couldn't tell that the extension had been included but that if it had then as part of the drawing, that is a written agreement.

Mrs. Childs comments that they have some hold as far as it being in the approved preliminary plat and that they have a verbal agreement; and there are also other things that the city can do to make sure that they finish that connection.

Mr. Harkins states that based on the discussion and written communication, they believe that they can make that work.

Commissioner Allred motioned to approve the final plat as presented; Commissioner Shanahan seconded.

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

Time: 18 minutes

4. PUBLIC HEARINGS:

- a. Marie & Thomas Everett, **Specific Use Permit (SUP20-08)**, requesting review and approval of a specific use permit to allow a medical marijuana grow facility at property addressed as 4818 N. Washington St in Agriculture (A) zoning district. **(Deferred from the December 1, 2020 meeting.)**

Mr. Harkins states that they had a written request from the applicant to defer this item to the February 2, 2021 Planning Commission meeting so that they would have time to have conversations with the neighborhood. Mr. Harkins also mentioned that they do not have a copy of their OMMA license or a copy of their application for such license and that staff would support the deferral.

Chair Rickelman, Commissioner Shanahan, and Commissioner Allred were all in agreeance that more time to talk to the community would be very beneficial.

Commissioner Allred asked if it would be an appropriate time to make a motion, Chair Rickelman asked legal if it was ok to bypass the public hearing.

Beth Ann Childs, Outside Council agreed that it would be better not to open the public hearing as to let the applicant have time to address some of the problems they are having with the neighborhood.

Commissioner Allred motioned to defer SUP20-08 to the February 2, 2021 Planning Commission meeting; Commissioner Shanahan seconded.

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

Time: 4 minutes

5. PLANS, POLICIES AND ORDINANCES FOR PUBLIC HEARING, DISCUSSIN AND POSSIBLE ACTION:

- b. Text Amendment (**TXT20-05**) to Chapter 23, Land Development Code, Article XVIII, Flood Hazard Regulation, Section 23-374 Provisions for flood hazard reduction within the Land Development Code.

Zachery Henson, Stormwater Programs Manager states that the change in code comes after review and recommendation from their regional CRS person; and staff have been in discussions with a Community Ratings System Specialist in preparation for the City's CRS 5-years cycle verification visit in 2021.

Mr. Henson comments on the following:

- The City of Stillwater is currently a Class 7.
- The CRS program has added an new Class 8 freeboard prerequisite for 2021 and the city must meet all of those requirements to maintain it's current Class 7 designation and this text amendment allows that.
- If they do not meet the Class 8 freeboard prerequisite the city could drop to a Class 9 and the discount would drop from 15% to 5% on flood insurance policy premiums.

Commissioner Allred asked what level they want to be in.

Mr. Henson responds that they want to be in the lower levels and that a 1 is the best and 10 is the worst; for each class that you move up, for the most part you get an additional 5% discount. Commissioner Allred asked Mr. Henson if he knew what they have been in the past. Mr. Henson responds that to his knowledge that they have not been higher than a 7.

Commissioner Allred asked about CRS. Mr. Henson explained that it is a voluntary program that the city participates in and that there is a board that follows the national flood insurance policy program which is mandatory that they participate in; CRS goes above and beyond that so for every base standard that they exceed that is required by the NFIP, they get points and the more points they get, the better the ranking and discounts they get.

Commission Shanahan asked for clarification on the scale of ranking. Mr. Henson states that the more points you get awarded the higher you move up on their scale so the lower your class number would be so if they were to move up on the scale they would be a class 6.

Chair Rickelman said that he had no questions.

Mr. Henson states that this will effect the mechanical in the flood zone and that they are already enforcing it but that this will tweak that language to make sure that they meet their requirements.

Commissioner Shanahan asked what the current date is of their floodplain maps. Mr. Henson responds 2007.

Commissioner Allred asked how often the inspections are. Mr. Henderson said that they renew every year but that at the 5 year mark, which will be 2021, that they come in person and inspect everything.

Chair Rickelman asked if there were any further questions or if there was a motion.

Commissioner Allred motioned to approve; Commissioner Shanahan seconded.

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

Time: 9 minutes

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

- a. Next Planning Commission meeting January 19, 2021.

7. ADJOURN.

This special meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Allred at approximately 6:04 p.m. on January 5, 2021 with all members present in agreement, the next regularly scheduled meeting will be held January 19, 2021 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 Planning Commission at the 03.02.2021 virtual meeting.](#)
Stillwater Planning Commission