

Draft until approved at the next regular meeting:
STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF October 19, 2021
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 18, 2021 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
 Brett Allred, Vice-Chair
 Mike Shanahan, Member
 Stephen Hallgren, Member

STAFF PRESENT

Brady Moore, Chief Performance Innovation Officer
 Jeff Mathews, Community Development Director
 Beth Ann Childs, Special Council
 Rian Harkins, Senior Planner
 Chelsey Jones, Administrative Assistant

MEMBERS ABSENT

Mark Prather

1. CALL MEETING TO ORDER.

Chair calls the meeting to order at 5:30 p.m. and explains the procedures and process for the meeting.

2. CONSENT DOCKET:

- a. Luxury Investment Properties, LLC, **FINAL PLAT (SUB21-12)**, requesting review and approval to create 8 residential lots at property addressed as 3098 E 4th Ave in the RT (Residential Two-Family) and RTM (Residential Two and Multi-Family) zoning districts. Harkins

Chair Phillips asks if there is a motion to approve the Consent Docket or remove any items.

Commissioner Shanahan moves to approve the Consent Docket; Vice-Chair Allred seconds the motion.

Roll call:	Phillips	Allred	Shanahan	Prather	Hallgren
	Yes	Yes	Yes	Absent	Yes

Time: 2 minutes

3. ITEMS REMOVED FROM CONSENT

4. PUBLIC HEARING:

- a. CB Enterprises, LLC c/o Keystone Engineering and Surveying, **SPECIFIC USE PERMIT (SUP21-21)**, requesting review and approval to allow accommodation use in an existing building (such as lodging on a transient basis, including hotels, motels, bed and breakfasts and shelters) at property addressed as 1514 W 4th Ave in the RMI (Multi-Family Intermediate Residential) zoning district. Harkins

Rian Harkins, Senior Planner, presents the Specific Use Permit and asks if there are any questions for staff.

Chair Phillips asks if there are any questions for staff; none respond. Chair Phillips opens the public hearing and asks if there is anyone who would like to speak in favor of the item.

Kelly Harris, Keystone Engineering, 923 S Lowry St, on behalf of the owners speaks on the following:

- Currently zoned RMI, and is a multi-family property.
- Only looking at the existing small structure that was previously used for laundry
- Owners would like to remodel it however since it is not attached to anything the City Code considers it a Single-Family Home which is not allowed in RMI
- With working with City Staff an accommodation use would fit the owner's needs and they would be able to rent it like an Air-BnB.

Commissioner Hallgren asks for verification on which building it would be. Mrs. Harris explains it is only the small structure and that they will not be changing the outside of the structure.

Chair Phillips asks if there is anyone else who would like to speak in favor; none respond. Chair Phillips asks if there is anyone who would like to speak in opposition; none respond. Chair Phillips closes the public hearing and asks staff to present findings and alternatives.

Mr. Harkins presents the findings and alternatives and asks if there are any questions; none respond.

Chair Phillips asks if there is any discussion or a motion.

Vice-Chair Allred motions based off the information provided by City Staff to accept the findings and recommend City Council approve the SUP as presented; Commissioner Shanahan seconds.

Roll call:	Phillips	Allred	Shanahan	Prather	Hallgren
	Yes	Yes	Yes	Absent	Yes

Time: 6 minutes

- b. Insignia Signs, **SPECIFIC USE PERMIT (SUP21-22)**, requesting review and approval to allow Electronic Message Center (EMC) sign adjacent to residential property at property addressed as 232 S Main St. in the CG (Commercial General) zoning district. **Harkins**

Rian Harkins, Senior Planner, presents the specific use permit applications and asks if there are any questions for staff.

Commissioner Shanahan asks what type of businesses are across the street mentioning it used to be a bank. Mr. Harkins responds affirmatively that it is a bank/retail/commercial type of operation and that it will remain. Mr. Harkins also explains that the SUP is only for the EMC sign.

Commissioner Hallgren asks about the photos of the signs and requests clarification if that is what is current and proposed. Mr. Harkins responds affirmatively that one of the pictures is the existing and the other is what the EMC sign is proposed to look like. Mr. Hallgren asks why the monument sign was included on the picture. Mr. Harkins says he believes it is so we can see all signs on the property and that the monument sign is allowed by code.

Chair Phillips asks if there are any other questions for staff; none respond. Chair Phillips opens the public hearing and asks if there is anyone who would like to speak in favor; none respond. Chair

Phillips asks if there is anyone who would like to speak in opposition; none respond. Chair Phillips closes the public hearing and asks staff to present findings and alternatives.

Mr. Harkins presents the findings and alternatives and asks if there are any questions for staff; none respond.

Chair Phillips asks if there is any discussion or a motion.

Vice-Chair Allred motions based off the information provided by City Staff to accept the findings and recommend City Council approve the SUP as presented; Commissioner Shanahan seconds.

Roll call:	Phillips	Allred	Shanahan	Prather	Hallgren
	Yes	Yes	Yes	Absent	Yes

Time: 6 minutes

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

- a. Next Planning Commission meeting November 2, 2021.

6. ADJOURN.

This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice-Chair Allred, seconded by Commissioner Hallgren at approximately 5:44 p.m. on October 19, 2021 with all members present in agreement. The next regularly scheduled meeting will be held November 2, 2021 at 5:30 p.m. in the City Council Hearing Room (Room 1122), Stillwater Municipal Building, 723 S. Lewis Street, Stillwater, OK.

Prepared by – Chelsey Jones, Administrative Assistant

Approved by - _____
Stillwater Planning Commission