

**STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF APRIL 17, 2018  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED APRIL 13, 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  
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. LAND USE ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

- a. Stillwater First United Methodist church, **SPECIFIC USE PERMIT (SUP18-02)**, requesting review and approval of a Specific Use Permit to install a monument sign, with an electronic component, at property addressed as 400 W. 7<sup>th</sup> Avenue in the O-PUD (Office with a Planned Unit Development overlay) district.

Lanc Gross, Development Review Manager, presents staff's report and findings.

Lanc asks if there are any questions for him.

Chair Rickelman asks if he is correct when stating that if the address were not on the brick work at the bottom of the monument sign that the electronic message sign would be too large.

Lanc advises that it is correct.

Vice-Chair Ross asks if that means that the brick work is being considered as part of the overall area of the sign.

Chair Rickelman states that they are putting the address there in order to make the electronic message portion of the sign be in conformance.

Lanc advises that the maximum size can be forty (40) percent for an LED sign.

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.

Lanc presents alternatives, which are:

1. Accept findings and recommend that the City Council approve the proposed Specific Use Permit as presented.
2. Find that the Specific Use Permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the request.
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 Lane moved, Commissioner Buchert seconded to accept findings and recommend that the City Council approve the proposed Specific Use Permit as presented.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Yes	Yes	Yes	Yes

*Time: 5 minutes*

- b. Fountain Square Group, LLC, **FINAL PLAT (SUB18-05)**, requesting review and approval of a Final Plat on a portion of property addressed as 1409 S. Western Road in order to create 7 lots and 2 outlots in the Mr. Spencer (Commercial Shopping) zoning district.

Lanc Gross, Development Review Manager, presents staff's report and findings.

Lanc asks if there are any questions for him.

Commissioner Thielman-Braun asks about the floodplain issue and for further explanation and clarification.

Lanc states that the applicant will answer those questions.

Chair Rickelman states that when the preliminary plat came through the Planning Commission that some of the citizens voiced concerns regarding parking and traffic and asks if a traffic study was done.

Tom Coats, Planner I, comes to the podium and advises that doing a traffic study was discussed but in a worst case scenario a turn lane would be required and that one was already in existence. This made the traffic study unnecessary.

Commissioner Thielmann-Braun asks about some lots not having direct frontage on public streets and asks if there is some requirement for easements for those lots and parking.

Lanc advises that the three lots which do not front the street but there will be a private drive that will extend to connect to these lots.

Commissioner Thielman-Braun asks where parking will be for these three lots.

Lanc states that the engineer can answer that question.

Chair Rickelman opens the public hearing and asks if there is anyone who would like to speak in favor of the item.

Mrs. Kelly Harris of Keystone Engineering, 923 S. Lowry, comes to speak on the following:

- Speaking on behalf of the owner.
- Advises that on the second page of the Final Plat all the easements and private access is identified and most of these lots have a private access easement. There will be parking all along the frontages of the lots with the buildings set back.

Commissioner Thielman-Braun asks if each lot will "self-park" and meet whatever parking requirements are in place.

Mrs. Harris advises that they will be required to meet the parking requirements. Those will be looked at as each individual lot is developed.

Commissioner Lane asks if they have cross-access agreements. Mrs. Harris confirms.

Mrs. Harris states that the floodway will not be touched.

Commissioner Thielman-Braun asks if they are not using the floodway are they still going to be working in the 100 year floodplain.

Mrs. Harris states that the excess dirt which was removed from the pond on the property was used to elevate the building areas out of the floodplain.

Commissioner Thielman-Braun asks if they will be doing a letter to FEMA.

Mrs. Harris confirms and states that all required documents have been turned in to the City for acceptance and they submitted paperwork to FEMA and are currently going through that process.

Commissioner Thielman-Braun asks if the pond will remain as part of the detention system. Mrs. Harris confirms.

Commissioner Lane asks if it will handle the existing facilities as well as the future structures. Mrs. Harris confirms.

Chair Rickelman asks if there is anyone else who would like to speak in favor of the item; 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.

Lanc presents alternatives which are:

1. Accept findings and recommend that the City Council approve the proposed Final Plat as presented.
2. Find that the Final Plat does not conform to the approved preliminary plat or city codes. Specify deficiencies and table to a certain date.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date. However, action must be taken within 45 days of the public hearing.

Chair Rickelman asks if there are any questions for staff; none respond.

Chair Rickelman asks if there is any discussion; none respond.

**Commissioner Lane moved, Vice-Chair Ross seconded to accept findings and recommend that the City Council approve the proposed Final Plat as presented.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Yes	Yes	Yes	Yes

*Time: 9 minutes*

- c. City of Stillwater, **INCREMENT DISTRICT #3, STILLWATER, OKLAHOMA (AD18-01)**, conducting a public hearing and receiving public comment regarding the Stillwater (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan).

Mr. Dan Batchelor of The Center for Economic Development Law comes to the podium to provide a brief overview as to the inception of the Increment District #3 and how it has come before the Planning Commission for consideration and recommendation.

Ms. Lisa M. Harden of The Center for Economic Development Law presents staff's report and findings as well as further details regarding the Stillwater (Re)Investment Plan.

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

Chair Rickelman asks if there is anyone who would like to speak in opposition of the item; none respond. Chair Rickelman closes the public hearing.

**3. PLANS/POLICIES/PROCEDURES FOR DISCUSSION AND POSSIBLE ACTION:**

- a. **RESOLUTION PC-2018-01**, City of Stillwater, **INCREMENT DISTRICT #3, STILLWATER, OKLAHOMA (AD18-01)**, approval of Resolution PC-2018-01 determining that the Stillwater (Re)Investment Plan ( A Stillwater Downtown/Campus Link Project Plan) is in conformance with the Stillwater 2030 C<sup>3</sup> Comprehensive Plan, as amended from time to time, and recommending to the Stillwater City Council approval and adoption of the Stillwater (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan).

Commissioner Lane remarks on his general appreciation for all those involved and his favor of the Increment

District #3.

Commissioner Buchert states his appreciation to the newly appointed Mayor William Joyce as the Chair on the Increment District #3 Committee. He states that some kind of committee should remain to ensure the success of the future of the Increment District.

Commissioner Thielman-Braun asks who is responsible within the City of Stillwater for the prioritization of projects and the implementation.

Chair Rickelman states that it is not specified and that the C<sup>3</sup> Plan is for specific project and the Increment District is not specific in regards to projects.

Commissioner Buchert states that it is specific in the range of projects that can be done and those have to be in conformance with the Comprehensive Plan. Commissioner Buchert states that he has seen opportunities for economic development wasted due to no funding available to assist in that plan. He states that this will help in that area and provide the possibility for significant improvements in the future.

Chair Rickelman states that it doesn't have specific projects but that each of those would come back before the Planning Commission anyway.

Commissioner Thielman-Braun states that it is specifically prescribed in terms of boundaries for types of projects. Commissioner Thielman-Braun asks about the spending and taxing authority in terms of revenue streams or collecting or taxes as they accrue from the starting point and if another option such as bonds would still be available.

Commissioner Buchert states that it is standard to have both mechanisms so that if a project comes to fruition, and we need more than what is already accrued, we can borrow for future revenue and have that positive economic growth impact.

Commissioner Thielman-Braun asks if the general idea of the people behind this is that they want to focus on spending the revenues collected or if the overall plan will require the bonding to accomplish.

Commissioner Buchert states, as we do not currently know what will be implemented in the future, we will need this money in order to analyze what needs to be done. In terms of dictating what needs to be done this plan provides flexibility.

Commissioner Thielman-Braun states that, based on her observations in other jurisdictions in the past, she hopes the City of Stillwater works with the committees and uses their input as well as the Planning Commissions as this is a unique situation where the City of Stillwater will have money to implement plans. It is one thing to say how things are going to go but the opportunity to actually have the funds to implement the plan is great for a city. She hopes that it works as envisioned.

Commissioner Lane states with public-private partnerships that we do not currently know about, that this plan could push that over into fruition.

**Commissioner Buchert moved, Commissioner Thielman-Braun seconded to find that the proposed project plan is in conformance with the Stillwater 2030 C<sup>3</sup> Comprehensive Plan and recommend that the City**

**Council approve and adopt Resolution PC-2018-01.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Yes	Yes	Yes	Yes

*Time: 19 minutes*

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

- a. Approval of the regular meeting summary of March 27, 2018.

**Commissioner Buchert moved, Vice-Chair Ross seconded to approve the regular meeting summary of March 27, 2018.**

Roll call:	Rickelman	Ross	Lane	Buchert	Thielman-Braun
	Yes	Yes	Yes	Yes	Yes

*Time: 1 minute*

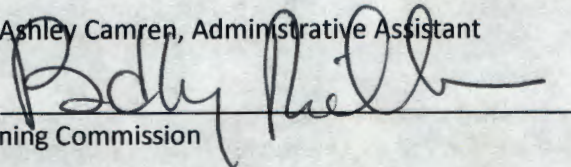
5. MISCELLANEOUS ITEMS FROM STAFF FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Planning Commission meeting May 01, 2018.

6. ADJOURNMENT

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Buchert, seconded by Commissioner Lane at approximately 6:04 p.m. on April 17, 2018 with all members present in agreement, the next regularly scheduled meeting will be held May 01, 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