

PLANNING COMMISSION MEETING AGENDA

AUGUST 5, 2025



723 S. Lewis Street, Room 1122

Stillwater, OK 74074

5:30 PM

Chair Jana Phillips, Vice-Chair Riley Williams, Commissioner Mike Shanahan, Commissioner Mark Prather, and Commissioner David Peters.

NOTE: Members of the Planning Commission and City Staff will gather prior to the regular meeting in Room 1121 beginning at 5:00 PM. No Planning Commission business will be discussed or otherwise acted upon at this time. This is not a closed session, and members of the public and press are welcome to attend.

1. Call Meeting to Order

2. General Orders

The commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the commission unless the agenda entry specifically states no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the commission.

a.	Park Valley Land Fund, LLC, FINAL PLAT (SUB25-11) , consideration, discussion and possible action, including approval or denial of a final plat for Park Valley Addition, Section 3 on a portion of property addressed as 1823 W. 26th Avenue in the Small Lot Single-Family Residential (RSS) district.	Henry Bibelheimer
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3. Public Hearing

The Planning Commission will hear public comments, discuss, and take action including a vote or series of votes on each item unless otherwise indicated.

a.	Receive public comment regarding a PRELIMINARY PLAT (SUB24-09) at property addressed as 1500 E. Richmond Road in the Industrial General (IG) district.	Henry Bibelheimer
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4. Meeting Summary for Review and Possible Action

a.	Regular meeting minutes of June 24th, 2025.
b.	Regular meeting minutes of July 8th, 2025.
c.	Regular meeting minutes of July 15, 2025.

5. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is August 19th, 2025.
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6. Adjourn

On _____ at _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The Planning Commission may take action, including a vote or series of votes on all items listed on the agenda, unless the item specifically indicates that no action will be taken. The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Community Development Desk at least 48 hours prior to the meeting by calling 405.742.8220.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the Office of Community Development.

**REPORT TO:**

STILLWATER PLANNING COMMISSION

No. SUB25-11

ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: August 5, 2025**Subject:** Final Plat: Park Valley Addition, Section 3

Purpose of Report: The applicant requests review and approval of a final plat, known as Park Valley Section 3, to subdivide 14.85 acres into 77 single family lots and three (3) outlots.

Background: The development is located on the southeast corner of the intersection of South Western Road and West 26th Avenue. The Park Valley Addition Preliminary Plat was approved by Planning Commission on August 15th, 2023 with a 5-0 vote, and it proposed to subdivide 79.55 acres into 301 lots and eight (8) outlots. The Final Plat for Park Valley Addition, Section 1 was approved by City Council on September 11th, 2023, which subdivided 18.50 acres into 58 lots and three (3) outlots. The final plat for Park Valley Addition, Section 2 is currently on hold while improvements are being constructed. A traffic impact analysis concluded that a turn lane would be required to provide access to the site. This does not affect the approval of the final plat, but building permits will not be issued on the site until the turn lane is constructed and accepted. All other public improvements for Park Valley Addition, Section 3 are substantially complete, and are proposed to be accepted by City Council concurrently with the Park Valley Addition, Section 3 final plat.

Application Processing Information:

Applicant/Owner – Park Valley Fund, LLC

Processing Track:

Submittal Date – June 16, 2025

Planning Commission – August 5, 2025

City Council – September 8, 2025

Project/Site Design Data/Details:

Zoning –Small Lot Single-Family Residential District, Sec. 23-137

Existing Use –Vacant land

Proposed Use – 77 residential lots and 2 outlots

Lot – 14.85 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to South Western Road and West 26th Avenue
- Transit Facilities/Bike Lanes or Trails/Sidewalk. There is a bus stop along the OSU Transit Black Line a half mile north of the proposed project on the northeast corner of 19th and western. Sidewalks are proposed along western, and throughout the neighborhood for connectivity.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: Electric is available for the site.

Applicable City Plans/Policies:

The C³ Plan: Low-Density Residential (Page 10-8) is indicated on the Future Land Use Plan.

Findings:

1. The proposed final plat meets the subdivision and zoning requirements
2. The C3 Plan recommends low density uses at this location.
3. The proposed density is within the RSS zoning requirements.

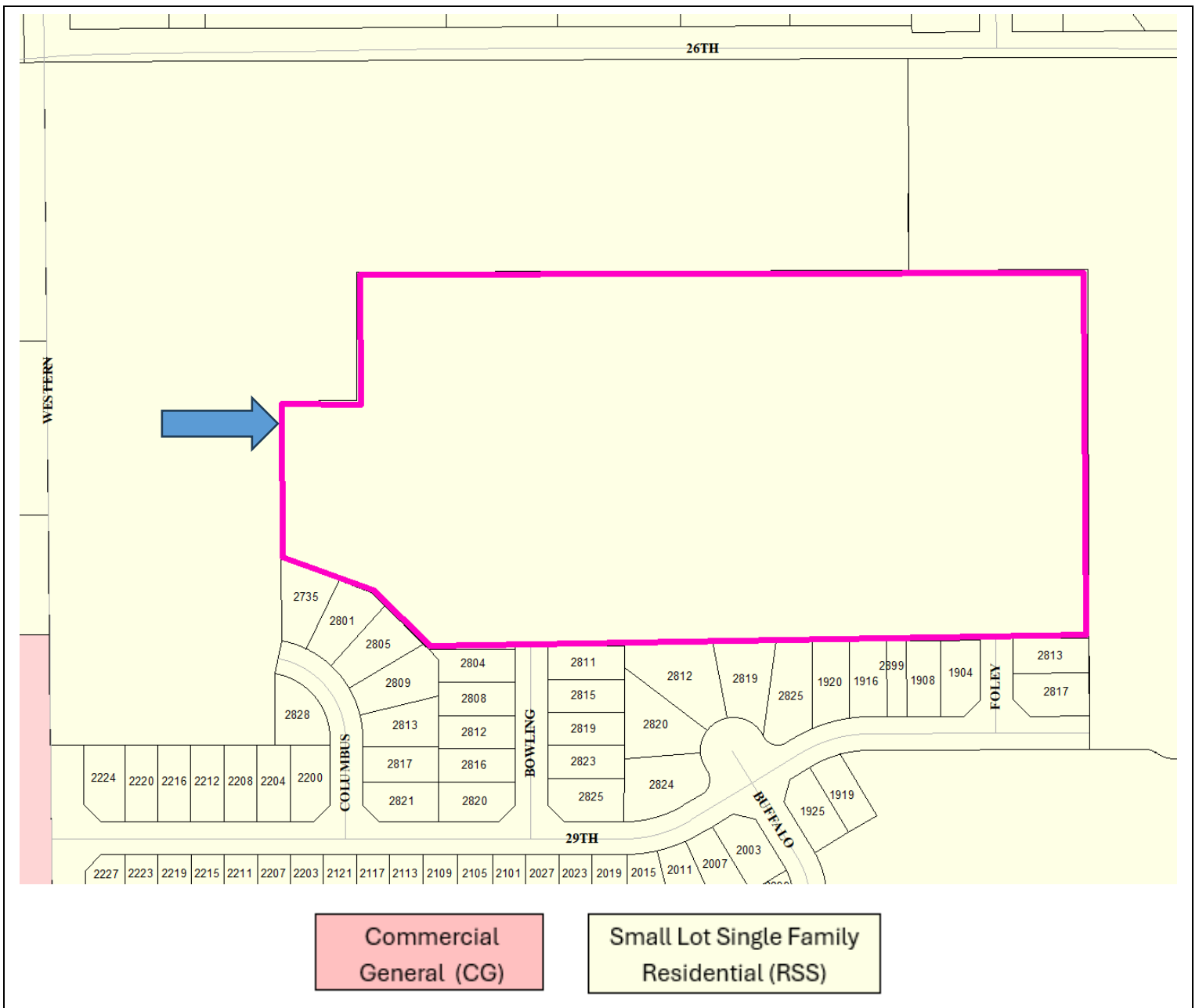
Alternatives:

1. Accept findings and approve the proposed final plat as presented.
2. Reject findings and deny the proposed final plat as presented.
3. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Staff's Recommendation:

- Approve the Final Plat for Park Valley Section 3 as presented.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	Joshua Brown, Project Manager David Barth, Development Services Director
Date of Preparation:	July 24, 2025
Attachments:	Area Map, Preliminary Plat
Map Designation:	SW



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Project Type: Final Plat (SUB25-11)
Request: Park Valley Section 3 Final Plat
Address: 1823 W 26TH AVE

FINAL PLAT
PARK VALLEY ADDITION SECTION 3
A PART OF THE S.W. 1/4, SECTION 27, T19N, R2E, I.M.
STILLWATER, PAYNE COUNTY, OKLAHOMA

COUNTY TREASURER'S CERTIFICATE

I, Carla Manning, hereby certify that I am the duly elected and acting County Treasurer of Payne County, State of Oklahoma, that the tax records of said County show all taxes paid for the year 20____ and all prior years on the land shown on the annexed plat of PARK VALLEY ADDITION SECTION 3, an addition to the City of Stillwater, Payne County, Oklahoma that the required statutory security has been deposited in the office of the County Treasurer, guaranteeing payment of current years taxes. IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Stillwater, Oklahoma on this _____ day of _____, 20____.

COUNTY TREASURER, Carla Manning

LICENSED LAND SURVEYOR

I, Troy Dee, do hereby certify that I am a Professional Land Surveyor in the State of Oklahoma, and that the Final Plat of PARK VALLEY ADDITION SECTION 3, an addition to the City of Stillwater, Oklahoma, consisting of two (2) sheets, represents a survey made under my supervision on the _____ day of _____, 20____ and that monuments shown thereon actually exist and their positions are correctly shown, that this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveyors as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors; and that said Final Plat complies with the requirements of Title 11 SECTION 61-108 of the Oklahoma State Statutes.

GOLDEN LAND SURVEYING, P.L.L.C.
4131 NW 122nd Street, Suite 100
Oklahoma City, OK. 73120
PHONE: (405) 849-6010

Troy Dee, LICENSED PROFESSIONAL LAND SURVEYOR No. 1745
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 7263 EXPIRES June 30, 2025

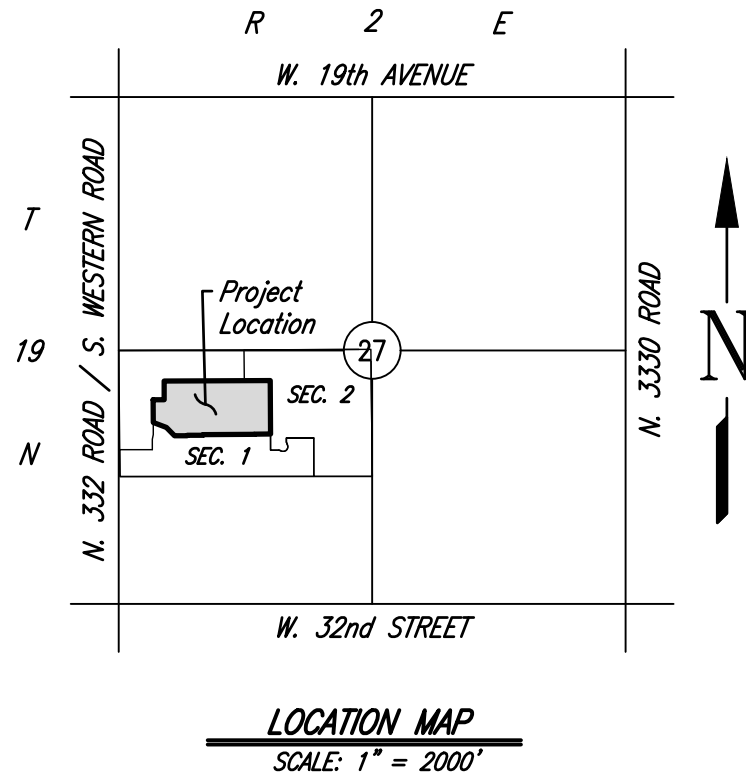
STATE OF OKLAHOMA s.s.
COUNTY OF OKLAHOMA

Before me, the undersigned, a Notary Public in and for said County and State on this _____ day, of _____, 20____, personally appeared Troy Dee to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____

NOTARY PUBLIC



OWNER'S CERTIFICATE AND DEDICATION
KNOW ALL MEN BY THESE PRESENTS:

That we the undersigned, IH DEVELOPMENT, L.L.C., an Oklahoma Limited Liability Company and IDEAL HOMES of NORMAN, L.P., an Oklahoma Limited Partnership, do hereby certify that we are the owners of and the only person or persons, corporation or corporations having any right, title or interest in the land shown on the annexed plat of PARK VALLEY ADDITION SECTION 3 a subdivision of a part of the S.W. 1/4, Section 27, T19N, R2E, I.M., of the Indian Meridian to Stillwater, Payne County, Oklahoma, and have caused the said premises to be surveyed and platted into lots, blocks, streets and easements as shown on said annexed plat, said annexed plat represents a correct survey of all property included therein and is hereby adopted as the plat of land under the name of PARK VALLEY ADDITION SECTION 1. IH DEVELOPMENT, L.L.C. and IDEAL HOMES of NORMAN, L.P., dedicates all streets and easements shown on said annexed plat to the public for public highways, streets and easements, for themselves, their successors and assigns forever and have caused the same to be released from all rights, easements and encumbrances except as shown on the Bonded Abstracter's Certificate.

In Witness Whereof the undersigned have caused this instrument to be executed this _____ day of _____, 20____.

IH DEVELOPMENT, L.L.C.
an Oklahoma Limited Liability Company

IDEAL HOMES of NORMAN, L.P.,
an Oklahoma Limited Partnership

Member

General Partner

STATE OF OKLAHOMA s.s.
COUNTY OF PAYNE

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20____ personally appeared _____ as Member of IH DEVELOPMENT, L.L.C., _____ as General Partner of IDEAL HOMES of NORMAN, L.P., to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed and as the free and voluntary act and deed of IH DEVELOPMENT, L.L.C., and IDEAL HOMES of NORMAN, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF APPROVAL

I, _____, Chairman of the Planning Commission of the City of Stillwater, Oklahoma, hereby certify that the said Planning Commission approved the final plat of PARK VALLEY ADDITION SECTION 3, Stillwater, Oklahoma, this _____ day of _____, 20____.

CHAIRMAN,

ACCEPTANCE OF DEDICATIONS

Be it resolved by the City Council of the City of Stillwater, Oklahoma that the dedications shown on the annexed plat of PARK VALLEY ADDITION SECTION 3, Stillwater, Oklahoma are hereby accepted.

Signed by the Mayor of the City of Stillwater, Oklahoma this _____ day of _____, 20____.

ATTEST: _____

CITY CLERK,

MAYOR,

SUB25-11

RECEIVED
By CGibson at 9:45 am, Jul 09, 2025

Date: July 8, 2025
SMC Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106
Ph.: (405) 232-7715
Oklahoma CA #464 Exp. 6/30/2027

PARK VALLEY ADDITION SECTION 3
FINAL PLAT
SHEET 1 OF 2

FINAL PLAT
PARK VALLEY ADDITION SECTION 3
A PART OF THE S.W. 1/4, SECTION 27, T19N, R2E, I.M.
STILLWATER, PAYNE COUNTY, OKLAHOMA

P.O.C.
N.E. COR., S.W. ¼,
SEC. 27, T9N, R2E, I.M.

SCALE: 1" = 60'
TOTAL LOTS = 77

- NOTES:
1. SET 1/2" IRON PINS WITH CA #7263 AT ALL PROPERTY CORNERS.
 2. TYPE OF CENTERLINE MONUMENTS SHALL BE AS FOLLOWS: MAG NAILS WITH SHINER FOR ASPHALT AND A CUT "X" FOR CONCRETE.
 3. EASEMENTS SHOWN HEREON BY SPECIFIC RECORDING INFORMATION, OR LYING OUTSIDE THE LIMITS OF THE AREA BEING PLATED ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE NOT DEDICATED PURSUANT TO THIS FINAL PLAT.
 4. THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.
 5. THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (NORTH ZONE) WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.
 6. COMMON AREA WILL BE OWNED AND MAINTAINED BY MANDATORY HOME OWNERS ASSOCIATION.

LEGAL DESCRIPTION:

A tract of land being a part of the Southwest Quarter (S.W. ¼), Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, being more particularly described as follows:

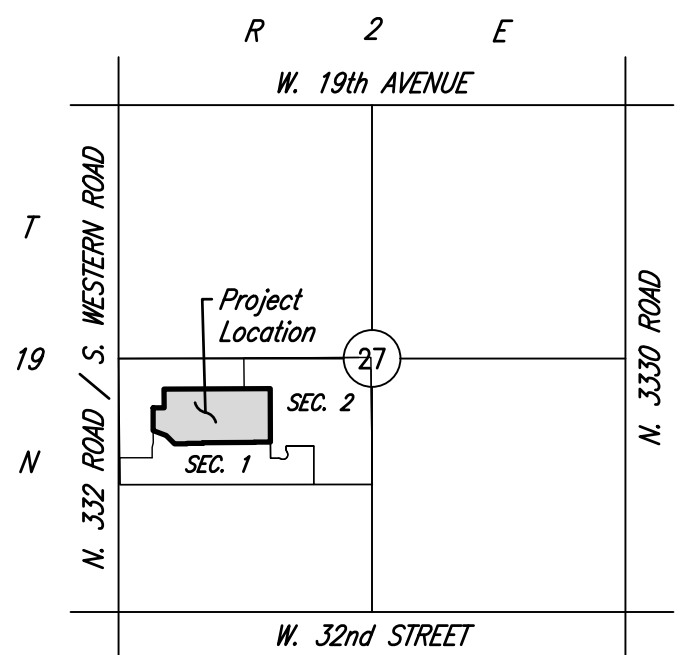
COMMENCING at the Northeast corner of said S.W. ¼, THENCE South 89°45'26" West along the north line of said S.W. ¼ a distance of 1322.91 feet; THENCE South 00°39'46" East a distance of 320.01 feet to the POINT OF BEGINNING;

THENCE North 89°45'26" East a distance of 270.71 feet; THENCE South 00°14'34" East a distance of 557.00 feet to the Northeast corner of Lot 2, Block 6 of the filed final plat of PARK VALLEY ADDITION SECTION 1 (as filed in Book 2767, Page 228-229);

THENCE along the boundary of said final plat the following nine (9) courses:

- 1) South 89°45'26" West a distance of 165.07 feet;
- 2) South 00°14'34" East a distance of 3.00 feet;
- 3) South 89°45'26" West a distance of 537.92 feet;
- 4) South 00°02'47" East a distance of 7.15 feet;
- 5) South 89°57'13" West a distance of 165.00 feet;
- 6) South 00°02'47" East a distance of 5.00 feet;
- 7) South 89°57'13" West a distance of 130.59 feet;
- 8) North 45°02'47" West a distance of 122.10 feet;
- 9) North 69°06'26" West a distance of 146.15 feet;

THENCE North 00°14'34" West a distance of 236.80 feet; THENCE North 89°45'26" East a distance of 115.00 feet; THENCE North 00°14'34" West a distance of 195.00 feet; THENCE North 89°45'26" East a distance of 835.27 feet to the POINT OF BEGINNING. Said tract contains 14.85 acres, more or less.



LEGEND

- R.O.W. RIGHT OF WAY
P.O.C. POINT OF COMMENCEMENT
P.O.B. POINT OF BEGINNING
(N.R.) NON-RADIAL
U/E UTILITY EASEMENT
D/E DRAINAGE EASEMENT
SSW/E SANITARY SEWER EASEMENT
P/E PRIVATE EASEMENT
E/E ELECTRIC EASEMENT
B/L BUILDING SETBACK LINE
-1000- ADDRESSES

Date: July 8, 2025
SMC Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106
Ph.: (405)232-7715
Oklahoma CA #464 Exp. 6/30/2027

PARK VALLEY ADDITION SECTION 3
FINAL PLAT
SHEET 2 OF 2

CURVE TABLE

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING	CHORD LENGTH
C1	45°11'47"	100.00'	78.88'	41.62'	S 67°38'41" E	76.85'
C2	44°48'13"	100.00'	78.20'	41.22'	S 72°38'40" E	76.22'
C3	54°12'09"	25.00'	23.65'	12.79'	N 72°08'52" W	22.78'
C4	131°51'03"	50.00'	115.06'	111.91'	S 33°19'26" E	91.30'
C5	42°11'09"	25.00'	18.41'	9.64'	N 11°30'32" E	17.99'
C6	36°57'26"	25.00'	16.13'	8.35'	S 18°14'09" W	15.85'
C7	163°49'37"	50.00'	142.97'	351.91'	N 45°11'57" W	99.01'
C8	36°52'12"	25.00'	16.09'	8.33'	N 71°19'20" E	15.81'

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 89°57'13" W	9.92'
L2	N 21°29'39" E	20.00'
L3	N 44°51'20" E	35.42'
L4	S 45°08'40" E	35.29'
L5	N 45°14'34" W	35.36'
L6	N 44°45'26" E	35.36'
L7	N 45°14'34" W	35.36'
L8	S 44°45'26" W	35.36'
L9	N 45°14'34" E	35.36'
L10	N 52°20'30" E	7.92'



REPORT TO:

STILLWATER PLANNING COMMISSION No. **SUB24-09**

ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: August 5, 2025

Subject: Preliminary Plat: Richmond Road and Highway 177 Addition

Purpose of Report: The applicant requests review and approval of a Preliminary Plat, known as Richmond Road and Highway 177 Addition, to subdivide 202.284 acres into three (3) industrial lots.

Background: The development is located on the southwest corner of Richmond and Jardot Roads. The preliminary plat is for Lots 1, 2, and 7 of a proposed 8 lot development. This is proposed to be Phase 1 of a multi-phase project, and lots 3, 4, 5, 6, and 8 are proposed to be platted at a future date, once the location of internal infrastructure, such as a private road, is finalized.

Building permits have been approved for buildings on Lot 1 and Lot 2. These buildings meet all of the setback requirements of the Industrial General District (IG) from the proposed lot lines. A public waterline extension has been approved ending at a meter vault which is the demarcation point where the waterline transitions from public to private ownership. Private lines then continue throughout the development to serve all proposed lots. Private sanitary sewer is proposed to serve the development and tie into the public sanitary sewer main.

Application Processing Information:

Applicant/Owner – Chamber of Commerce of Stillwater and Commissioners of the Land Office
Notice – Letters mailed to property owners within 300 feet

Processing Track:

Submittal Date – September 18, 2024
Planning Commission – August 5, 2025

Project/Site Design Data/Details:

Zoning –Industrial General District, Sec. 23-161
Existing Use –Vacant land
Proposed Use – Industrial
Lot – 202.29 Acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to Richmond and Jardot Road
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available.

Applicable City Plans/Policies:

The C³ Plan: Industrial is indicated on the Future Land Use Plan.

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends Industrial uses at this location.
3. The proposed density is in alignment with the IG zoning requirements.

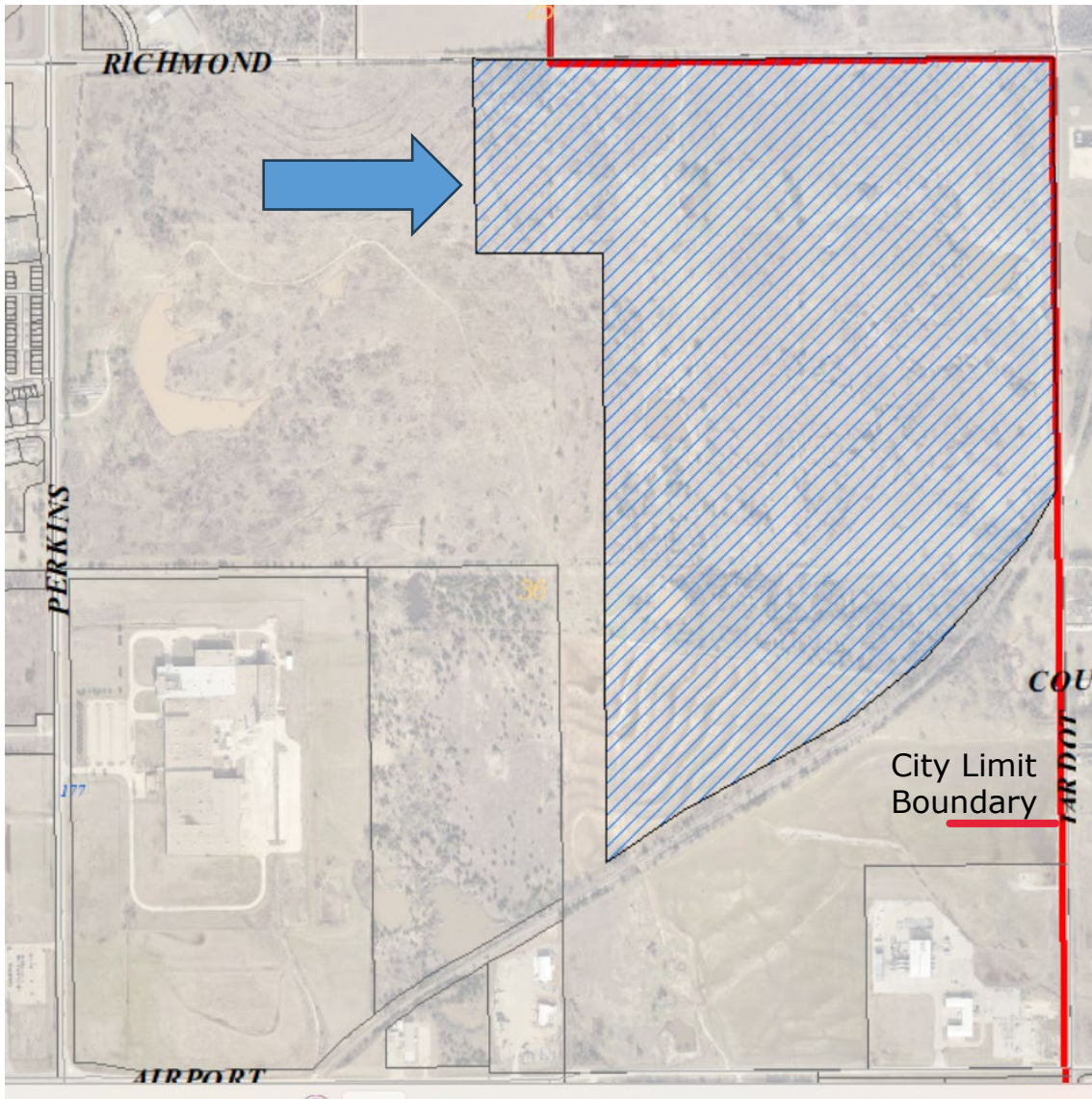
Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Staff's Recommendation:

- Approve the Preliminary Plat for Richmond Road and Highway 177 Addition as presented.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	Joshua Brown, Project Manager David Barth, Development Services Director
Date of Preparation:	July 24, 2025
Attachments:	Area Map, Preliminary Plat
Map Designation:	SW



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stillwaterok.gov

Project Type: SUB24-09

Request: Preliminary Plat – Richmond Road & Hwy. 177 Addition

Address: 1500 W. Richmond Road

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**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JUNE 24TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED June 20th 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member
David Peters, Member

MEMBERS ABSENT

Jana Phillips, Chair

STAFF PRESENT

Kim Payne, Assistant City Attorney
David Barth, Development Services Director
Henry Bibelheimer, Senior City Planner
Joshua Brown, Development Coordinator
Alexandria Holle-Maged, Administrative Assistant

Staff Absent

1. CALL MEETING TO ORDER.

Vice Chair Williams called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING

- a. Receive public comment regarding a request for a Preliminary Plat (SUB25-05) in the Public (P) zoning district at property addressed as 410 W. Franklin Ave

Vice Chair Williams Introduces the item and invites staff up to present.

Mr. Henry Bibelheimer, Senior Planner, present staff report; the site is zoned Public and includes residential uses to the east and south, a stadium to the south, and commercial areas to the west; the plat divides the site into Lot 1 (new high school), Lot 2 (virtual academy), and Outlots A & B (for Kameoka Trail, drainage, and utilities); and the preliminary plat includes dedication of new easements to replace outdated and unclear Mrs. Payne descriptions.

Mr. Bibelheimer asks if there are any questions; none respond.

Vice-Chair Williams asks for the applicant or their representative to come speak.

Mrs. Katie Purdy with Gose and Associates at 113 E. 8th Ave., comes to the podium and states:

- Representing Stillwater Public Schools, explained
- Lot 1 is for the new high school and Lot 2 is the virtual academy.
- Outlots A and B are to accommodate floodplain, utilities, and Kameoka Trail access.
- This plat will be vacating old easements and dedicating new ones which was necessary due to undefinable Mrs. Payne descriptions.

Commissioner Shanahan asks about which lots the Virtual Academy will be on. Mrs. Purdy reiterates that lot 2 is the only lot for the Virtual Academy as Lot 3 will be for drainage and Kameoka Trail.

Vice-Chair Williams asks if there are any further questions; none respond. Vice-Chair Williams opens the public hearing and asks if there is anyone that wishes to speak in favor or opposition.

Ms. Ruth Anne Lloyd, 18901 Chisum Rd., comes to speak on the following:

- Owner of 2000 & 2012 N. Boomer Rd
- 2012 N Boomer has been a liquor store since the 1970's, 2000 N Boomer has a newer restaurant
- Express concerned this plat and it's location may affect both locations compliance with state liquor laws, due to proximity to the school.
- Requested clarification or consideration for grandfathering existing liquor license.

Mrs. Kim Payne, Assistant City Attorney clarifies this is a matter under the jurisdiction of the Oklahoma ABLE Commission, and the City would not be able to grant exceptions.

Vice-Chair Williams asks if there are any further questions; none respond. Vice-Chair Williams closes the public hearing and asks for staff findings and alternatives.

Mr. Bibelheimer returns and presents staff findings and alternatives, which are:

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends Public uses at this location.
3. The proposed density is in alignment with the Public zoning requirements.

Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Staff recommends approval of the preliminary plat as presented.

Vice-Chair Williams asks if there is any further discussion; none respond.

Commissioner Prather moved to accept the preliminary plat as presented, Commissioner Peters seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Abstain	Yes

Time: 9 minutes

- b. Receive public comment regarding a request for a Map Amendment (MA25-04) to rezone property addressed as 320 S. Walnut Street from Small Lot Single-Family Residential (RSS) to Two-Family Residential (RT)

Staff and applicant request to table this item until the July 8th, 2025 meeting.

Commissioner Peters moved to table the item to July 8th 2025, Commissioner Shanahan seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 1 minute

- c. Receive public comment regarding a request for a Specific Use Permit (SUP25-03) for property addressed as 320 S. Walnut Street to allow townhomes in the Two-Family Residential (RT) district.

Staff and applicant request to table this item until the July 8th, 2025 meeting.

Commissioner Peters moved to table the item to July 8th 2025, Commissioner Shanahan Seconds.

Roll Call:	Phillips	Shanahan	Prather	Williams	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 1 minute

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION:

- a. Regular meeting summary of May 20th, 2025.

Commissioner Peters moved to approve the minutes as presented, Commissioner Prather seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Abstain	yes

Time: 1 minute

- b. Regular meeting summary of June 3rd, 2025.

Vice Chair Williams moves to approve the minutes as presented, Commissioner Peters seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 1 minute

4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is July 8th 2025

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Peters at approximately 5:43

PM on June 24th, 2025. The next regularly scheduled meeting will be held Tuesday, July 8th 2025 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Alexandria Holle-Maged, Administrative Assistant
Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission

DRAFT

**STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JULY 8TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 3rd, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET**

MEMBERS PRESENT

Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member
David Peters, Member

STAFF PRESENT

Kim Payne, Assistant City Attorney
David Barth, Development Services Director
Henry Bibelheimer, Senior City Planner
Joshua Brown, Development Coordinator
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Jana Phillips, Chair

Staff Absent

1. CALL MEETING TO ORDER.

Vice Chair Williams called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING

- a. Receive public comment regarding a request for a Specific Use Permit (SUP24-01) for a medical marijuana dispensary in the Commercial Shopping (CS) district at property addressed as 209 N. Perkins Road.

Mr. Josh Brown, Development Coordinator, presents staff report and asks if there are any questions.

Vice Chair Williams asks if this is a new dispensary. Mr. Brown responds that it is an existing dispensary moving to this new location.

Vice-Chair Williams asks if there are any further questions for staff; none respond. Vice-Chair Williams asks the applicant or representative to come forward.

Mr. Brian Dowel, 209 S Perkins Rd., representative for Vice Dispensary comes to the podium and states that they have another location in town which will remain open and this will be a second location.

Mrs. Kim Payne, Assistant City Attorney asked for clarification that they are moving a existing license they have to this location because there is a moratorium on new dispensaries. Mr. Dowel confirms they have a location in Stillwater that is not moving but they have another location outside of Stillwater they are moving to this location.

Mrs. Payne reiterates that this is a transfer of an existing license and points out that the license included in the packet states that it expired but staff verified with OMMA it was actually valid though October.

Discussion is held regarding the moratorium; the state has put a moratorium on new licenses; it's been in effect since 2022; most of what the Planning Commission sees are licenses that businesses are transferring which are still valid as no new ones are being issued; and there is no known time frame for the moratorium.

Vice-Chair Williams asks if there are any further questions for the applicant; none respond. Vice Chair Williams opens the public hearing and asks if anyone would like to speak in favor or opposition; none respond. Vice-Chair Williams closes the public hearing and asks for staff findings and alternatives.

Mr. Brown returns to present findings and alternatives, which are:

Findings:

1. The Land Development Code allows medical marijuana dispensaries in the Commercial Shopping (CS) zoning district with a Specific Use Permit.
2. The Comprehensive Plan calls for Commercial uses at the property's location.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed specific use permit.
2. Accept findings and recommend that the City Council conditionally approve the proposed specific use permit subject to conditions being met which can include, but are not limited to:
3. 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.
4. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Staff recommends approval of this Specific Use Permit

Commissioner Peters moved, Commissioner Shanahan seconded to approve the Specific Use Permit as presented.

Roll Call:	Phillips	Shanahan	Prather	Williams	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 7 minutes

- b. Receive public comment regarding a Preliminary Plat (SUB25- 10) in the Small Lot Single-Family Residential zoning district with a Planned Unit Development overlay (RSS_PUD) at property addressed as 505 E. 18th Avenue.

Mr. Joshua Brown, Development Coordinator, presents the item and discusses the following points:

- Shows maps of the location and in relation to surrounding properties.
- Explains it is 15 lots and one (1) outlot.
- In April 2021, the preliminary PUD was approved by Planning Commission, and per Section 23.308, the preliminary PUD may serve as the project's preliminary plat, which is the case in this situation.
- In May of 2021, the PUD was approved by City Council, and then an ordinance passed in June of 2021 officially rezoning the property from light industrial to RSS, or small-lot single-family residential.
- Per Section 23.63.F.2, the preliminary plat — or preliminary PUD — shall expire two years from the date of approval unless a final plat of any portion is filed.
- That didn't occur and it's been four years; therefore, the preliminary plat has expired.
- The applicant seeks to move forward with the final plat because improvements are progressing.

Vice-Chair Williams asks if there are any questions for staff; none respond. Vice Chair Williams asks the applicant or representative to come forward.

Mr. Steven Gose of Gose & Associates, 113 E 8th St. comes to speak on the following:

- This project started this back in 2021.
- There were some off-site water improvements necessary that Habitat and the City partnered on to get a waterline in Fern upgraded and looped.
- The on-site improvements are done and where the homes go now has been graded.
- The sewer lines are stubbed up, and they're working on paving that parking area in the middle.
- Explains this has been on hold with Habitat for a variety of reasons but now that they're ready to start getting closer for those homes and they received some state funding for construction for a few of those homes, they're ready now to get the final plat approved.

Commissioner Prather asks for some clarification on some of the addresses as it varies in the packet. Mr. Gose clarifies that the 18th Avenue address is the Habitat office, which was the original address and the 19th address is where the actual plat is going to be.

Commissioner Prather asks if anything has changed from the original submittal. Mr. Gose says everything is the same except the title which says preliminary site plan and preliminary plat.

Vice Chair Williams opens the public hearing and asks if anyone would like to speak in favor or opposition; none respond.

Vice-Chair Williams closes the public hearing and asks for findings and alternatives.

Mr. Brown returns to present findings and alternatives, which are:

Findings:

1. The proposed preliminary plat matches the preliminary plat/PUD which was approved in 2021.
2. The Comprehensive Plan recommends Low Density Residential uses at this location.
3. The proposed density is in alignment with the RSS-PUD zoning requirements.

Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Staff recommends approval of the preliminary plat as presented.

Commissioner Prather moved to accept the preliminary plat as presented, Commissioner Shanahan seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 7 minutes

- c. Receive public comment regarding a request for a Map Amendment (MA25-04) to rezone property addressed as 320 S. Walnut Street from Small Lot Single-Family Residential (RSS) to Two-Family Residential (RT). (Tabled from the June 24th, 2025 meeting.

Mr. Joshua Brown, Development Coordinator, presents the item and discusses the following points:

- Shows pictures of the subject property, surrounding area and zoning.
- Shares a definition taken directly from the comprehensive plan: it states that “within the low-density residential category, conventional single-family detached dwellings, two-family units, and low-density multifamily are found — with single-family being the primary.”
- The gross density allows for up to 20 dwelling units per acre this proposal is 9.68 dwelling units per acre, three townhomes, three units.
- In August 2024, the Planning Commission heard a map amendment which proposed to rezone this property from RSS to RTM, the Planning Commission recommended denial of that request with a 5-to-0 vote.
- The map amendment was then withdrawn by the applicant before being heard by the City Council.
- This request was tabled from the June 24th, 2025 meeting.

Commissioner Shanahan asks Mr. Brown to refresh them on the reasons the previous item was denied. Mr. Brown explains that RTM is the most intensive multifamily zoning district and the Planning Commissioners previously felt that that was too intense for being next to the RSS Westwood Overlay. Mr. Brown states that staff believes this zoning is a better step down transition.

Vice Chair Williams adds that at the previous meeting the developer did not have a plan for what would be constructed.

Vice-Chair Williams asks if there are any further questions for staff; none respond. Vice Chair Williams invites the applicant forward to present.

Mr. Aaron Ferguson of Bancroft Design, 923 S. Lowry, comes to speak on the following:

- They have looked at a couple different zoning options, and the developer looked at a couple different ideas on what he wants to do with the property.
- States that the property meets the dimension requirements for RTM and RMI.
- Continues that Initially they looked at rezoning to RMI, but even though it meets the code dimension requirements, it doesn't meet the code overall area requirements for those zonings.
- Are requesting to rezone to RT because it gives more flexibility on the specific use of townhomes.
- There are apartments across the street and just down the street, so they believe this is in line with those uses.
- That staff had a couple issues with parking and with the dumpster location but thinks those have been resolved to staff satisfaction.

Vice Chair Williams clarifies that the next item on the agenda is the applicant applying for a Specific Use Permit to construct town homes. Mr. Ferguson confirms, and states there is a site plan included.

Vice-Chair Williams asks if there are any further questions; none respond. Vice Chair Williams opens the public hearing and asks if anyone would like to speak in favor or opposition; none respond. Vice-Chair Williams closes the public hearing and asks for findings and alternatives.

Mr. Brown first clarifies that townhomes are allowed in RSS and RT with a SUP; the reason for the RT request is the density requirements; believes in RSS it is 8 units per acre, and then in RT it is 11 units per acre; and the applicant is proposing 9.68.

Mr. Brown presents findings and alternatives, which are:

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. RTM and RMI are located in the vicinity to the east and southeast with various high-density further east of the subject property.
3. The proposed townhomes align with the Comprehensive Plan, which calls for Low-Density Residential for the subject property location.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment 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 map amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Staff recommends Alternative 1.

Vice Chair Williams says he believes this zoning is better than what was previously presented as it allows for more of a transition zoning.

Commissioner Shanahan moved to accept findings and recommend that the City Council approve the proposed map amendment as presented , Commissioner Prather seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 10 minutes

- d. Receive public comment regarding a request for a Specific Use Permit (SUP25-03) for property addressed as 320 S. Walnut Street to allow townhomes in the Two-Family Residential (RT) district. (Tabled from the June 24th, 2025 meeting.)

Mr. Brown, Development Coordinator, presents staff report and discusses the following points:

- Shows the item and reiterates this is in relation to the previous site.
- There is a conceptual site plan and it does meet all setbacks.
- The dumpster is located within the property line.
- The parking actually is still in the right-of-way along the street.
- That request has been submitted to the Engineering Department for review, and then it will go down to City Manager's Office for approval.

Commissioner Prather asks for clarification about the parking being in the right-of-way. Mr. Brown confirms and shows that the dashed lined on the map is the property line; continues that they do exceed parking

requirements as it is proposed where 9 were required and the project has 8 on the property and 7 in front of the building; however, the request to utilize the public right-of-way will still need to be approved.

Mr. David Barth, Development Service Director, comes to clarify that you are allowed to use on-street parking to count towards the parking; however, there is the need to have two on-street parking spaces to one space on the property to meet requirements.

Further discussion is held regarding parking, parking requirements, if not approved by City Manager's office, design modification to the site would be required to match the number of units to parking requirements; request is to allow townhomes, not necessarily the quantity of townhomes; and there being no code limit to the number of bedrooms per unit.

Vice-Chair Williams asks if there are any further questions for staff; none respond. Vice-Chair Williams asks the applicant to speak.

Mr. Aaron Ferguson with Bancroft Design, 923 S. Lowry, comes to speak on the following:

- Here on behalf of the applicant.
- Believes the Planning Commission has heard pretty much most of it right now.
- Asks if there are any questions to the townhomes.

Vice-Chair Williams asks if there any plans for screening. Mr. Ferguson responses that there is requirements for screening in the city code; at this point, the architect has only given a conceptual site plan.

Discussion is held about potentially making screening a requirement; presumes questions or issues were addressed for those that previously came to speak at the last meeting; the Westwood neighborhood being very conscientious about their area; there being similar types of complexes on S. Walnut; some two-story and some three-story units; multiple apartment complexes in the area; and noted issue previously expressed was to have someone looking down on them and the conceptual drawing showing a three-story unit – other three story units are across the road.

Vice-Chair Williams asks if there are any further questions; none respond. Vice-Chair Williams opens the public hearing and asks if there is anyone else that wishes to speak in favor of this item; none respond. Vice-Chair Williams asks if there is anyone that wishes to speak in opposition of this time; none respond.

Vice-Chair Williams closes the public hearing and asks for staff to present findings and alternatives.

Mr. Brown returns to present findings and alternatives, which are:

Findings:

1. The Land Development Code allows Townhomes in the RSS or RT Districts.
2. Two-Family and Multi-Family District (RTM) and Multi-Family Intermediate (RMI) are located in the vicinity to the east and southeast along with various high-density further east of the subject property.
3. The proposed townhomes align with the Comprehensive Plan, which calls for Low-Density Residential for the subject property location.

Alternatives:

1. Accept findings and recommend that the City Council approve the 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 specific use permit.

3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Staff recommends Alternative 1.

Vice-Chair Williams asks if there are any questions or comments.

Commissioner Prather moved to accept Alternative 1 to accept findings and recommend that the City Council approve the specific use permit as presented.

Vice-Chair Williams states he would like to add a screening requirement as parking in the rear of the development.

Discussion is held regarding conditions that can be placed on the Specific Use Permit such as the use, lot sizes, setbacks, height limits — is what you were speaking of — lighting, signage, landscaping, parking and loading capability, land use density, and other standard requirements; landscaping can be considered view blocking; placing conditions on this now or later; this item would not come back to Planning Commission if City Council approved the Specific Use; and the motion dies for lack of a second.

Vice-Chair Williams moved to accept Alternative 1 to accept findings and recommend that the City Council approve the specific use permit with the stipulation of a minimum fix (6) foot opaque fence be placed on the west side of the property.

Further discussion is held regarding the number of occupants in this three (3) story building with five (5) bedrooms; there being no code restriction for number of unrelated occupants outside of the Westwood Overlay district; potentially placing a restriction on the building height but not wanting to place that restriction on the developer; no one here this evening to speak in opposition of the use, height or occupant number; this location being seen as a transition; express concern on the number of occupants, parking and the impact on the surrounding neighbors; there being 15 parking spaces proposed for this development; only way to limit the number of occupants is to not approve the request.

Vice-Chair Williams moved to accept Alternative 1 to accept findings and recommend that the City Council approve the specific use permit with the stipulation of a minimum fix (6) foot opaque fence be placed on the west side of the property, Commissioner Prather seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Yes	No

Time: 19 minutes

3. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is July 15th 2025

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Peters at approximately 6:15 PM on July 8th, 2025. The

next regularly scheduled meeting will be held Tuesday, July 15th 2025 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by – Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission

DRAFT

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JULY 15TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 10th, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member
David Peters, Member

STAFF PRESENT

Kim Payne, Assistant City Attorney
David Barth, Development Services Director
Henry Bibelheimer, Senior City Planner
Joshua Brown, Development Coordinator
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Jana Phillips, Chair

Staff Absent

1. CALL MEETING TO ORDER.

Vice Chair Williams called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING

- a. Receive public comment regarding a request for a Map Amendment (MA25-05) to rezone from Small Lot Single-Family Residential (RSS) and Agriculture (A) to Agriculture (A) property addressed as 624 W. 22nd Avenue.

Mr. Henry Bibelheimer, Senior Planner, presents staff report and discusses the following points:

- The property is currently split-zoned: the northern portion is Agriculture, and the southern portion (fronting 22nd Ave.) is RSS.
- The applicant wishes to rezone the RSS portion to Agriculture to construct a barn/accessory structure.
- A barn as a standalone structure is not permitted in RSS zoning without a primary residential structure.
- The property is surrounded by floodplain on most sides, and the applicant seeks to place the barn on higher ground outside the flood zone.
- The Future Land Use Map (FLUM) designates the area for Agricultural or Low-Density Residential use.

Vice-Chair Williams asks for clarification that only the southern portion is RSS and would be subject to the zoning change; Mr. Bibelheimer confirms.

Vice-Chair Williams asks the applicant or representative to speak.

Mr. Scott Larson, 621 W. 22nd Avenue, comes to speak on the following:

- Stated he had owned the property for a couple of years and made improvements to the neglected land.
- Doesn't want to place a building in the 100 year flood zone.
- Does not intend to build a home there but would like to place a barn for storage of a tractor and collector vehicles.

- Enjoys the property and believes it would enhance the property.

Vice-Chair Williams asks if there any questions for the applicant, none respond. Vice-Chair Williams opens the public hearing and asks if there is anyone that wishes to speak in to in favor or opposition of this item; none respond. Vice-Chair Williams closes the public hearing and asks for staff findings and alternatives.

Mr. Bibelheimer returns to the podium and presents findings and alternatives, which are:

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. A is located in the vicinity to the west, north, and east of the property which also has A zoning on it already.
3. The applicant's desire to build a barn now before a residential structure is only allowed in the A zoning district.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment 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 map amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Staff recommends Alternative 1.

Vice-Chair Williams asks for Planning Commission discussion. Commissioners expressed consensus that the request was straightforward and reasonable.

Commissioner Prather moves to approve map amendment as presented Commissioner Shanahan seconds

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Yes	Yes	Yes	Yes

Time: 6 minutes

1. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is August 5th 2025

2. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Peters, seconded by Commissioner Shanahan at approximately 5:38 PM on July 15th, 2025. The next regularly scheduled meeting will be held Tuesday, August 5th 2025 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by Alexandria Holle-Maged, Administrative Assistant
Reviewed by Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission