

PLANNING COMMISSION MEETING AGENDA
AUGUST 19, 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 board/committee/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 board/committee/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 board/committee/commission.

a.	FINAL PLAT (SUB22-06), consideration, discussion and possible action, including approval or denial of a final plat for Frye Farms, Phase 2 on a portion of property addressed as 1998 W. 32nd Avenue in the Small Lot Single-Family Residential (RSS) district.	Henry Bibelheimer
----	---	-------------------

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 request for a Map Amendment (MA25-07) to rezone from Light Industrial (IL) to Commercial General (CG) property addressed as 1212 S. Perkins Road.	Henry Bibelheimer
b.	Receive public comment regarding a request for a Map Amendment (MA25-09) to rezone from Commercial General (CG) to Two-Family and Multi-Family (RTM) at property addressed as 4412 W. 6th Avenue.	Henry Bibelheimer

4. Meeting Summary for Review and Possible Action:

a.	Regular meeting summary of August 5th, 2025.
----	--

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

a.	Next regular meeting is September 9th, 2025.
----	--

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. SUB22-06

ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: August 19, 2025**Subject:** Final Plat: Frye Farms Phase 2

Purpose of Report: The applicant requests consideration and approval of a final plat located on the south side of the city at the northeast corner of Western Road and 32nd Avenue. The development proposes 77 single-family residential lots, and three (3) outlots.

Background: The property is currently undeveloped with Frye Farms Phase 1 located to the south. The property is zoned RSS, Small Lot Single-Family Residential. The preliminary plat was approved by the planning commission in February 2020. The final plat for Frye Farms Phase 1 was filed in November 2022.

A traffic impact analysis has been submitted to support the Frye Farms and Park Valley residential developments. The analysis recommended a turn lane onto Western Road be added for the neighborhoods. The proposed final plat for Frye Farms Phase 2 will be considered by City Council after the turn lane and all on-site public improvements are ready for acceptance.

Application Processing Information:

Applicant – OKC L Dev., LLC

Owner – OKC L Dev., LLC

Notice – No notice required per City Code

Processing Track:

Submittal Date – June 16, 2025

Planning Commission – August 19, 2025

City Council – To be determined

Project/Site Design Data/Details:

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

Existing Use –Vacant land

Proposed Use – 77 residential lots and 3 outlots

Lot – 21.25 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to Western Road, a minor arterial street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: OSU Transit service has a stop one mile to the north, close to the corner of West 19th Avenue and Western Road. Sidewalks shall be provided according to city code
- 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 is indicated on the Future Land Use Plan.

Findings:

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

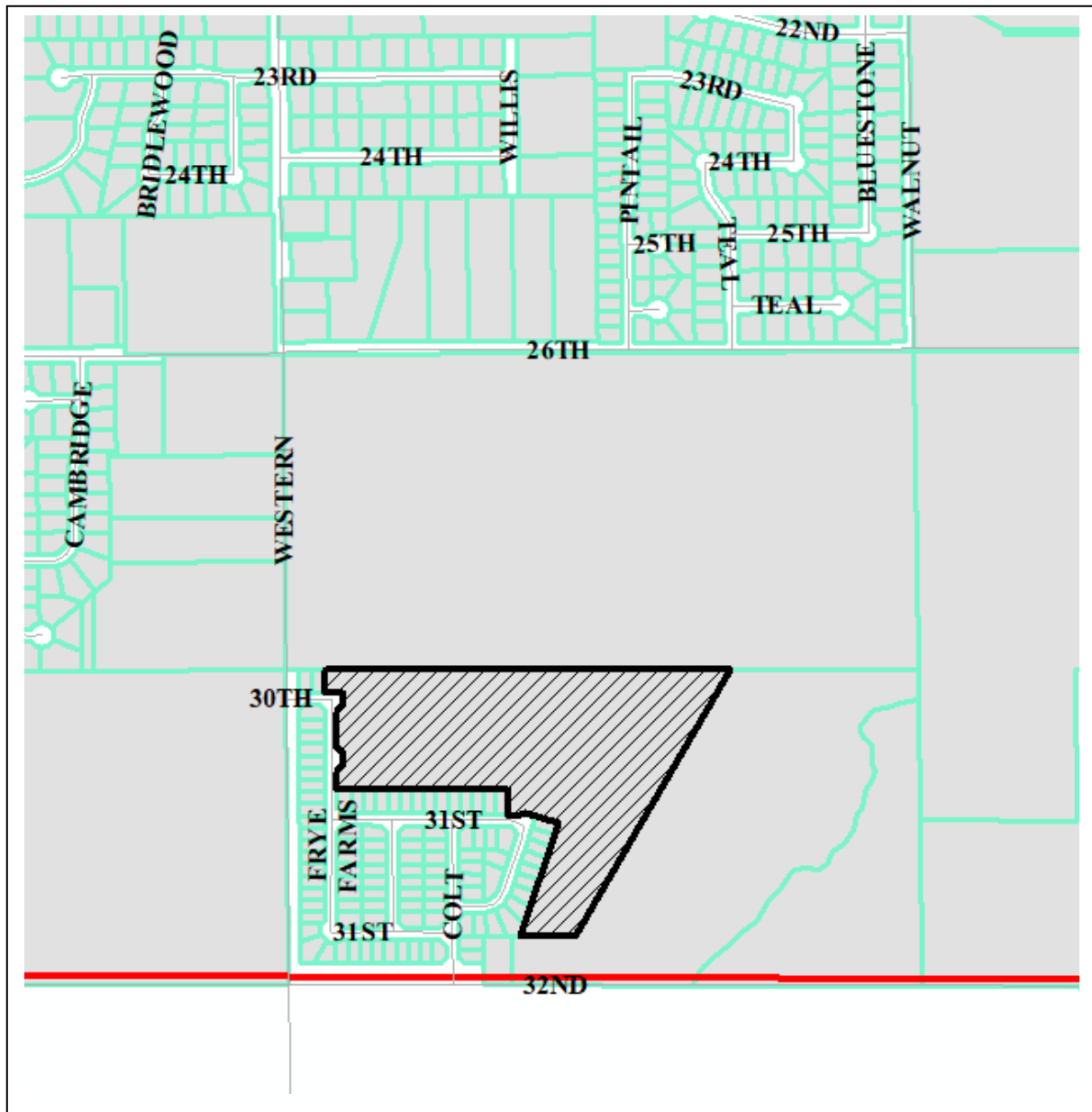
Alternatives:

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:

- Staff recommends Alternative No. 1.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	Joshua Brown, Project Manager Cindy Gibson, Administrative Services Manager David Barth, Development Services Director
Date of Preparation:	August 11, 2025
Attachments:	Area Map, Final Plat
Map Designation:	SW



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Final Plat (SUB22-06)
Request: Final Plat for 77 residential lots and 3 outlots named
 Frye Farms, Phase 2
Address: Part of 1998 W 32nd Ave

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That OKC L Dev., LLC, an Oklahoma limited liability company, does hereby certify that they are the owners of and the only persons, firms or corporation having any rights, title, or interest in and to the land shown on the annexed plat and that they have caused the same to be surveyed and platted, and that they hereby dedicate all the street rights-of-way and easements shown hereon to the public, for the purposes of streets, utilities, and drainage, for their heirs, executors, administrators, successors, and assign forever, and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abstractor's certificate.

IN WITNESS WHEREOF, the undersigned have caused this instrument to be executed this _____ day of _____, _____. Covenants, reservations, and restrictions for this addition are contained in a separate instrument.

OKC L Dev., LLC
an Oklahoma limited liability company

By: Lennar Homes of Oklahoma, LLC, a
Delaware limited liability company, its Agent
under that certain Power of Attorney, dated
effective February 21, 2025

By: U.S. Home, LLC,
a Delaware limited liability company
its general partner

By: _____
Name: _____
Title: _____

STATE OF ARKANSAS)
)SS:
COUNTY OF)

Before me, the undersigned Notary Public, in and for said County and State on this _____ day of _____, _____, personally appeared _____, to me known to be the identical person who executed the within and foregoing instrument, as a free and voluntary act and deed, for the uses and purposes herein set forth.

MY COMMISSION EXPIRES:

NOTARY PUBLIC, # _____

LEGAL DESCRIPTION

A tract of land situated within South Half (S/2) of the Southwest Quarter (SW/4) of Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian (I.M.), Payne County, Oklahoma, said tract being more particularly described as follows:

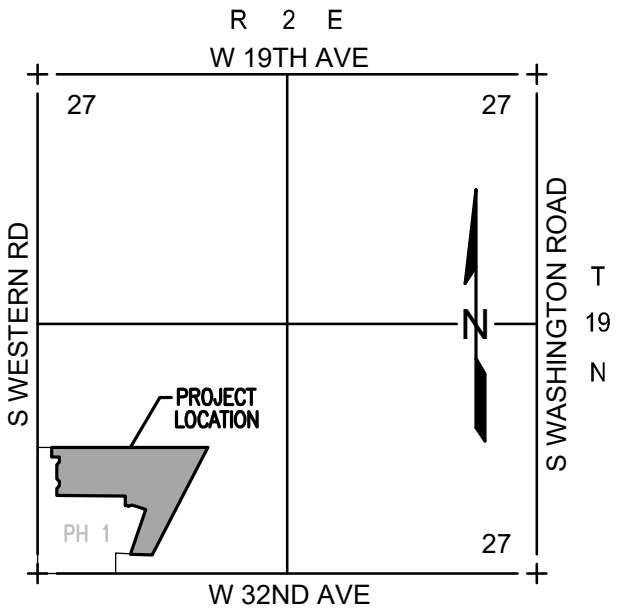
COMMENCING at the Southwest corner of said SW/4, thence
N00°37'14"W along the West line of said SW/4 a distance of 811.54 feet; thence
N89°22'46"E a distance of 209.69 feet to the POINT OF BEGINNING; thence

N00°08'50"E a distance of 75.00 feet; thence
N45°08'50"E a distance of 35.36 feet; thence
N00°08'50"E a distance of 50.00 feet; thence
N44°51'10"W a distance of 35.36 feet; thence
N00°08'50"E a distance of 150.00 feet; thence
N45°08'50"E a distance of 35.36 feet; thence
N00°08'50"E a distance of 50.00 feet; thence
N89°51'10"W a distance of 80.07 feet; thence
N00°08'50"E a distance of 100.35 feet to a point on the North line of said S/2; thence
N89°57'59"E along the North line of said S/2 a distance of 1621.79 feet; thence
S27°16'27"W a distance of 1256.23 feet; thence
N89°51'10"W a distance of 229.38 feet; thence
N18°37'15"E a distance of 498.55 feet; thence
N71°22'45"W a distance of 100.00 feet; thence
S18°37'15"W a distance of 1.30 feet; thence
N71°22'45"W a distance of 50.00 feet; thence

S63°37'15"W a distance of 35.36 feet; thence
N71°22'45"W a distance of 8.74 feet to a point of curvature to the left; thence
30.59 feet along the arc of said curve having a radius of 125.00 feet, subtended by a chord of 30.52 feet which bears N78°23'26"W; thence
N00°08'50"E a distance of 100.38 feet; thence
N89°51'10"W a distance of 710.00 feet to the POINT OF BEGINNING.

Said tract contains 925,690 Sq Ft or 21.25 Acres, more or less.

FINAL PLAT
OF
FRYE FARMS
PHASE 2
A PART OF THE SW/4 OF SECTION 27, T19N, R2E, I.M.
STILLWATER, PAYNE COUNTY, OKLAHOMA



LOCATION MAP
SCALE: 1" = 2000'

BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, a duly qualified and lawful bonded abstractor of titles, in and for the County of PAYNE, State of OKLAHOMA, hereby certifies that the records of said county show that the title to the land on the annexed plat is vested in OKC L Dev., LLC, an Oklahoma limited liability company, that on the _____ day of _____, _____ there are no actions pending or judgements of any nature in any court or on file with the clerk of any court in said county and state against said land, or the owners thereof, and that the taxes are paid for the year _____, and prior years, that there are no outstanding tax sales certificates against said land, and no tax deeds are issued to any one person, that there are no liens, mortgages or other encumbrances of any kind against the land included in the annexed plat, except mortgages, mineral rights, water rights, and easements of record previously reserved, excepted or granted.

IN WITNESS WHEREOF, said bonded abstractor has caused this instrument to be executed this _____ day of _____, _____.
OKLAHOMA ABSTRACT & TITLE COMPANY

ABSTRACTOR

COUNTY TREASURER'S CERTIFICATE

I, _____, do hereby certify that I am the duly elected, qualified and acting County Treasurer of PAYNE COUNTY, STATE OF OKLAHOMA, that the tax records of said County show all taxes are paid for the year _____, and prior years on the land shown on the annexed plat, that the required statutory security has been deposited in the office of the county treasurer, guaranteeing payment of the current years taxes.

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the CITY of _____, OKLAHOMA, this _____ day of _____, _____.

COUNTY TREASURER

ACCEPTANCE OF DEDICATION OF CITY COUNCIL

Be it resolved by the Council of the CITY of STILLWATER, OKLAHOMA, that the dedications shown on the annexed plat are hereby accepted, adopted by the Council of the CITY of STILLWATER, OKLAHOMA, this _____ day of _____, _____.

CITY CLERK

MAYOR

ATTEST:

CITY CLERK

MAYOR

CERTIFICATE OF CITY CLERK

I, _____, City Clerk of the CITY of STILLWATER, STATE OF OKLAHOMA, hereby certify that I have examined the records of said City and find that all deferred payments or unmatured installments upon special assessment have been paid in full and that there is no special assessment procedure now pending against the land shown on the annexed plat on this _____ day of _____, _____.

CITY CLERK

NOTES

- This plat of survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying 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 41-108 of the Oklahoma State Statutes.
- Monuments shall be as follows:
Magnetic Nail with Washer stamped "CTA CA973" for all Paved Surfaces or
3/8" Iron Rod with a Plastic Cap stamped "CTA CA973"
- Maintenance of the Common Areas and Islands/Medians in Public Rights-of-Way shall be the responsibility of the Property Owners and/or Property Owners Association. No structures, storage of material, grading, fill, or other obstructions, either temporary or permanent shall be placed within the drainage related common areas and/or drainage areas shown. Certain amenities such as, but not limited to, walks, benches, piers, and docks, shall be permitted if installed in a manner to meet the requirements specified above.
- A sidewalk is required on each lot where it abuts a local and/or a collector street. The sidewalk is required at the Building Permit Stage and must be installed prior to the issuance of a Certificate of Occupancy from the City of Stillwater for the applicable lot.
- Two 1½ inch caliper trees, or one 3-inch caliper tree, shall be planted in the front yard of all lots where the garage extends beyond the front wall of a residence, towards the street Right-of-Way.
- Any addresses shown on this plat were accurate at the time this plat was filed. Addresses are subject to change and should never be relied upon in place of legal description.

LAND SURVEYOR'S CERTIFICATE

I, LEE ALLEN SCHROEDER, do hereby certify that I am a LICENSED PROFESSIONAL LAND SURVEYOR, and that the annexed plat represents a survey made under my direction, and that the monuments noted hereon actually exist and their positions are correctly shown.

LEE ALLEN SCHROEDER, PLS 1502

STATE OF OKLAHOMA)
)SS:
COUNTY OF OKLAHOMA)

Before me, the undersigned Notary Public, in and for said County and State on this _____ day of _____, _____, personally appeared LEE ALLEN SCHROEDER, to me known to be the identical person who executed the within and foregoing instrument, as a free and voluntary act and deed, for the uses and purposes herein set forth.

MY COMMISSION EXPIRES:
February 06, 2027

NOTARY PUBLIC, #23001735

CITY PLANNING COMMISSION APPROVAL

I, _____, Planning Chair of the City of Stillwater, do certify that the Stillwater Planning Commission duly approved this plat on the _____ day of _____, _____.

CHAIR OF PLANNING COMMISSION

Owner's Notary
Seal

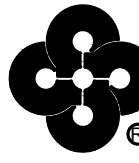
County Treasurer's
Seal

Bonded Abstractor's
Seal

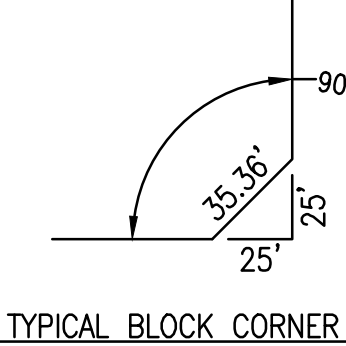
City Clerk
Seal

Land Surveyor's
Seal

Surveyor's Notary
Seal

FINAL PLAT FRYE FARMS PHASE 2	
 Crafton Tull architecture engineering surveying 405.787.6270 405.787.6276 www.craftontull.com	SHEET NO.: 1 OF 2 DATE: 06/18/25 PROJECT NO.: 20614600
CERTIFICATE OF AUTHORIZATION CA 973 (PESS) EXPIRES 6/30/2026	

SUB22-06 Rec'd 06.18.2025



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	30.59'	125.00'	01°40'122"	N78° 23' 26"W	30.52'
C2	24.18'	75.00'	01°28'2825"	N09° 23' 03"E	24.08'
C3	32.24'	100.00'	01°28'2825"	N09° 36' 57"E	32.10'
C4	40.30'	125.00'	01°28'2825"	N09° 23' 03"E	40.13'
C5	40.30'	125.00'	01°28'2825"	S80° 36' 57"E	40.13'
C6	32.24'	100.00'	01°28'2825"	S80° 36' 57"E	32.10'
C7	24.18'	75.00'	01°28'2825"	S80° 36' 57"E	24.08'

P.O.B.	POINT OF BEGINNING
EX.	EXISTING
R/W	RIGHT-OF-WAY
BL	BUILDING LIMIT LINE
UE	UTILITY EASEMENT
DE	DRAINAGE EASEMENT
PDE	PRIVATE DRAINAGE EASEMENT
(NR)	NONRADIAL LINE

1. This plat of survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying 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 41-108 of the Oklahoma State Statutes.
2. Monuments shall be as follows:
Magnetic Nail with Washer stamped "CTA CA973" for all Paved Surfaces or
3/8" Iron Rod with a Plastic Cap stamped "CTA CA973"
3. Maintenance of the Common Areas and Islands/Medians in Public Rights-of-Way shall be the responsibility of the Property Owners and/or Property Owners Association. No structures, storage of material, grading, fill, or other obstructions, either temporary or permanent shall be placed within the drainage related common areas and/or drainage areas shown. Certain amenities such as, but not limited to, walks, benches, piers, and docks, shall be permitted if installed in a manner to meet the requirements specified above.
4. A sidewalk is required on each lot where it abuts a local and/or a collector street. The sidewalk is required at the Building Permit Stage and must be installed prior to the issuance of a Certificate of Occupancy from the City of Stillwater for the applicable lot.
5. Two 1½ inch caliper trees, or one 3-inch caliper tree, shall be planted in the front yard of all lots where the garage extends beyond the front wall of a residence, towards the street Right-of-Way.
6. Any addresses shown on this plat were accurate at the time this plat was filed. Addresses are subject to change and should never be relied upon in place of legal description.

FINAL PLAT FRYE FARMS PHASE 2	
300 Pointe Parkway Blvd. Tulsa, Oklahoma 74399	SHEET NO.: 2 OF 2 DATE: 06/18/25 PROJECT NO.: 20614600
 Crafton Tull architecture engineering surveying 405.787.6270 405.787.6276 www.craftontull.com	
CERTIFICATE OF AUTHORIZATION: CA 973 (PEAS) EXPIRES 6/30/2026	

Date of Meeting: August 19, 2025

Subject: Map Amendment: 1212 S. Perkins Road

Purpose of Report:

The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1212 S. Perkins Road from Light Industrial (IL) to Commercial General (CG).

Background:

The subject property is located on the south side of town on the west side of Perkins, between East 12th Avenue and East 13th Avenue. The tract is currently being used for a detail shop, and a Church/Religious Institution. Churches and Religious Institutions are not permitted in Light Industrial but are allowed by right in the Commercial General (CG) zoning district. Vehicle/Equipment Sales, Rental, and Service is allowed in both Light Industrial and Commercial General. The applicant is requesting to rezone the property to CG to bring the parcel into compliance with plans to continue the existing uses and potentially explore other commercial uses on the property in the future. If approved, any future development will align with the uses and design standards of the Commercial General zoning district.

The Comprehensive Plan designates the future land use of this property as Commercial. If the proposed Map Amendment were to be approved, it would bring the property into compliance with the Future Land Use Plan.

Application Processing Information:

Owner/Applicant – Kartiff Properties, LLC

Notice – Letters mailed to property owners within 300 feet, notice in the NewsPress and posted signage

Processing Track:

Submittal Date – July 7, 2025

Planning Commission – August 19, 2025

City Council – September 22, 2025

Project/Site Design Data/Details:

Zoning – Light Industrial (IL) Section 23-160

Proposed Zoning – Commercial General (CG) Section 23-153

Existing Use – Vehicle Service and Church/Religious Institution

Proposed Use – Vehicle Service and Church/Religious Institution

Total Lot size – ~ 1.3 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to East 13th Avenue and South Perkins Road

- Transit Facilities/Bike Lanes or Trails/Sidewalks: There are existing sidewalks along South Perkins Road and the scarlet OSU bus routes passes on the north side of the property at the intersection of South Perkins Road and East 12th Avenue.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.
- Electric: City electric is available

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use within this part of the community is Commercial. The proposed Map Amendment is consistent with the Future Land Use Map, and would bring the property into compliance.

Discussion:

The applicant requests review and approval of a Map Amendment to rezone the subject property from IL to CG, to allow for the existing commercial uses on the property to continue. Commercial General (CG) and Light Industrial (IL) are located north of the property. Small Lot Single Family Residential (RSS) is located to the east, west, and south of the property.

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. CG is located to the north of the property.
3. The Commercial General zoning district aligns with the desired Future Land Use Map within the Comprehensive Plan and would make the property compliant.

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.

Recommendation:

Staff recommends Alternative 1.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	Joshua Brown, Development Coordinator Cindy Gibson, Administrative Services Manager David Barth, Development Services Director
Date of Preparation:	August 11, 2025
Attachments:	Application, Area Map, Zoning Comparison Table
Map Designation:	SE

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

☒ Map Amendment
☐ Planned Unit Development
☐ Preliminary
☐ Final
☐ Subdivision
☐ Amendment
☐ Specific Use Permit
☐ Annexation

SITE PLANS:

☐ Minor Amendment
☐ Final Drill Site Development Plan

SUBDIVISION:

☐ Lot Split
☐ Commercial Minor Subdivision
☐ Minor Subdivision
☐ Preliminary Plat
☐ Final Plat

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study
☐ Drilling Permit

COMMERCIAL USE-BY-RIGHT: Complete a Commercial Building Permit Application **AND** Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use: _____
Owner(s) of Property: Kartiff Properties
Owner(s) Address: 4120 w Deer Crossing dr Stillwater, ok 74074
Owner(s) Phone/Fax/Email: 405-334-8498, kartiffproperties@gmail.com
Applicant/Developer of Property: Same
Applicant/Developer Address: _____
Applicant/Developer Phone/Fax/Email: _____
Design Engineer address/phone/fax/email & Registration No.: _____

Surveyor address/phone/fax/email & Registration No.: _____

Address or Description of Property to be Subdivided/Developed: 1212 s perkins rd.
Stillwater, Ok 74074

Original Tract Deed Book and Page Number: _____
Number of Acres in Development: _____
Number of Lots Created: _____
Current Zoning/Requested Zoning: Industrial Light/commercial general
Reason for zoning request/use permit/map amendment (describe project):
We would like to change our zoning from industrial light to commercial general
So that we can use the property for commercial business rather than industrial

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Applicant/Preparer _____ Date _____

[Signature] 7/2/25
Owner/Agent (with documentation) Date

Applicant/Preparer _____ Date _____

[Signature] 7/2/25
Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

CASE NO#: MA25-07

Submission Date: _____
Approval Date: _____

Processing Tract: IRC 7.23.25, PC 8.19.25, CC 9.22.25
Fees: _____ Number of Copies: _____

RECEIVED
By alexandria.maged at 10:37 am, Jul 07, 2025

**City of Stillwater
Map Amendment Checklist
Chapter 23, Article 3**

Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM
Per Resolution CC-2007-16

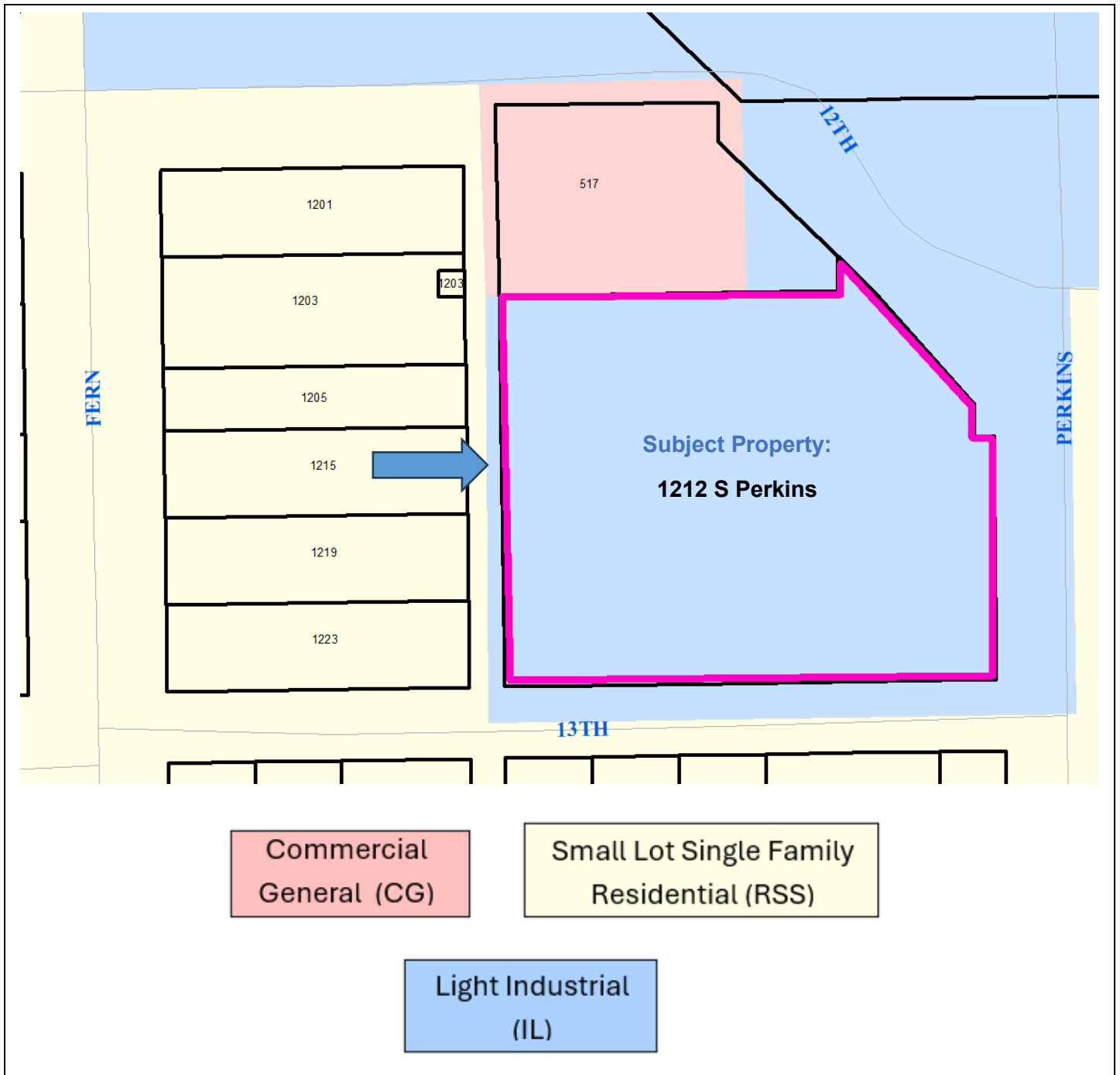
Zoning district boundaries created under the authority of the City of Stillwater may be amended to change the zoning classification on one or more properties by the City Council. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	Section 23.58	
✓	COMPLETED APPLICATION FORM AND CHECKLIST	JB
✓	TYPED LEGAL DESCRIPTION SENT TO DIGITALS@STILLWATER.ORG	On Cert Letter
	FILING FEE OF \$250.00 PLUS \$2.00/ACRE	
✓	A TYPEWRITTEN LIST AND ELECTRONIC/DIGITAL COPY, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, LICENSED ABTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT, OF ALL PROPERTY OWNERS WITHIN THREE HUNDRED (300) FEET OF THE SUBJECT PROPERTY. THE OWNERSHIP LIST SHALL HAVE BEEN PREPARED NO MORE THAN THIRTY (30) DAYS PRIOR TO SUBMISSION.	JB

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Preparer's Signature

Date



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MAP AMENDMENT (MA25-07)
Request: Rezone from Light Industrial (IL) to Commercial General (CG)
Address: 1212 S Perkins

ZONING COMPARISON CHART		
	IL (Industrial Light)	CG (Commercial General)
Lot Size	No min requirements	No min requirements
Max Structure Height	No max height	No max height
Min Front Yard	25 feet	25 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	30 feet	20 feet
Commercial district	15 feet	No min requirements
Industrial district	5 feet	No min requirements
Min Rear Yard - boundary with:		
Residential district	50 feet	20 feet
Any other district	25 feet	No min requirements
Lot Coverage	No max limit	50 percent
Landscaping/Screening (earth berms, shrubs, fences, man-made materials, trees)	No requirements	No requirements
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Accommodation • Animal & Pet Keeping Facility • <i>Beverage Services</i> • Computer & Electronic Products • Construction • Food, Beverage & Tobacco Product Manufacturing • <i>Food Services</i> • <i>Free-standing Self-Service</i> • <i>Information</i> • Miscellaneous Manufacturing • Oil & Gas Industry Services • <i>Parking Lots/Garages</i> • <i>Personal & Laundry Services</i> • <i>Personal Storage & Warehousing</i> • <i>Professional & Administrative Offices</i> • Public Administration & Service • <i>Research & Development</i> • Telecommunications Tower • <i>Transportation Activities</i> • <i>Utilities</i> • <i>Vehicle & Equipment Sales/Service</i> • Warehousing & Storage • <i>Wholesale & Retail Trade</i>	• Arts & Entertainment • Bed & Breakfast, Hotel, Motel • <i>Beverage Services</i> • Churches & Religious Institutions • Financial Institutions & Services • <i>Food Services</i> • <i>Free-Standing Self-Service</i> • Health Care & Social Assistance • <i>Information</i> • <i>Parking Lots/Garages</i> • <i>Personal & Laundry Services</i> • <i>Personal Storage & Warehousing</i> • <i>Professional & Administrative Offices</i> • Recreation • <i>Research & Development</i> • Retail Trade • <i>Transportation Activities</i> • <i>Utilities</i> • <i>Vehicle & Equipment Sales/Service</i> • <i>Wholesale Trade</i>

Date of Meeting: August 19, 2025

Subject: Map Amendment: 4412 W. 6th Avenue

Purpose of Report:

The applicant requests review and approval of a Map Amendment to rezone the property addressed as 4412 W 6th Avenue from Commercial General (CG) to Two-Family and Multi-Family District (RTM).

Background:

The subject property is located on the west side of town on the north side of 6th Avenue, half a mile east of North Country Club Road. The tract is currently vacant, and un-platted. The applicant is requesting to rezone the property to RTM for a potential two-family or multi-family construction project. If approved, all future development will be required to align with the uses and design standards of the RTM zoning district.

Application Processing Information:

Owner/Applicant – Bourbon Street Square, LLC

Notice – Letters mailed to property owners within 300 feet, notice in the NewsPress and posted signage

Processing Track:

Submittal Date – July 23, 2025

Planning Commission – August 19, 2025

City Council – September 22, 2025

Project/Site Design Data/Details:

Zoning – Commercial General (CG) Section 23-153

Proposed Zoning – Two-Family and Multi-Family District (RTM) Section 23-139

Existing Use –Vacant

Proposed Use – Two-Family or Multi-Family construction

Total Lot size – ~ 3.3 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to West 6th Avenue and C-Star Boulevard.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The brown and purple OSU lines have stops approximately a quarter mile west of the property. Sidewalks will be constructed as required by code.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.
- Electric: Electric is available

Applicable City Plans/Policies:

The Future Land Use Map within the Comprehensive Plan indicates that the desired land use within this part of the community is Commercial (10-4). The proposed Map Amendment is inconsistent with the Future Land Use Map.

Discussion:

The applicant requests review and approval of a Map Amendment to rezone the subject property from CG to RTM, to allow for a future two-family or multi-family residential construction. Commercial General (CG) is located to the north, south, east, and west of the property. RTM is located one property to the north. The property is immediately surrounded by commercial uses, with multi-family residential development one lot to the north and northwest of the tract.

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. RTM is located one lot to the north of the property.
3. The RTM zoning district does not align with the desired future land use set by the Comprehensive Plan.

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.

Recommendation:

Staff recommends Alternative 1.

Prepared by:

Henry Bibelheimer, Senior Planner

Reviewed by:

Joshua Brown, Development Coordinator

Cindy Gibson, Administrative Services Manager

David Barth, Development Services Director

Date of Preparation:

August 11, 2025

Attachments:

Application, Area Map, Zoning Comparison Table

Map Designation:

SE

CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

☒ Map Amendment
☐ Planned Unit Development
☐ Preliminary
☐ Final
☐ Subdivision
☐ Amendment
☐ Specific Use Permit
☐ Annexation

SITE PLANS:

☐ Minor Amendment

SUBDIVISION:

☐ ~~DO NOT USE~~ Lot Split
☐ Commercial Minor Subdivision
☐ Minor Subdivision
☐ Preliminary Plat
☐ Final Plat

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study

COMMERCIAL USE-BY-RIGHT: Complete a Commercial Building Permit Application **AND** Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use: 4412 West 6th Avenue
Owner(s) of Property: Bourbon Street Square, LLC - Howard Aufleger Managing Member
Owner(s) Address: 304 South Duck Street, Stillwater, OK 74074
Owner(s) Phone/Fax/Email: Don@c-star.com 580.767.9060
Applicant/Developer of Property: Same as owner
Applicant/Developer Address: _____
Applicant/Developer Phone/Fax/Email: _____
Design Engineer address/phone/fax/email & Registration No.: Gose & Associates (CA 1640)
Stephen C. Gose, P.E. (22808) 113 E. 8th, Stillwater, OK 74074 / 405.743.4907 / stephen@gose-associates.com
Surveyor address/phone/fax/email & Registration No.: _____

Address or Description of Property to be Subdivided/Developed: 4412 West 6th Avenue

Original Tract Deed Book and Page Number B 2489 P 264
Number of Acres in Development: 3.34
Number of Lots Created: N/A
Current Zoning/Requested Zoning: CG (Commercial General) - RTM (Two-family and Multi-Family District)
Reason for zoning request/use permit/map amendment:
To allow for two-family or multi-family construction.

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

[Signature] 07/22/2025
Applicant/Preparer Date

[Signature] 7-21-25
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only:

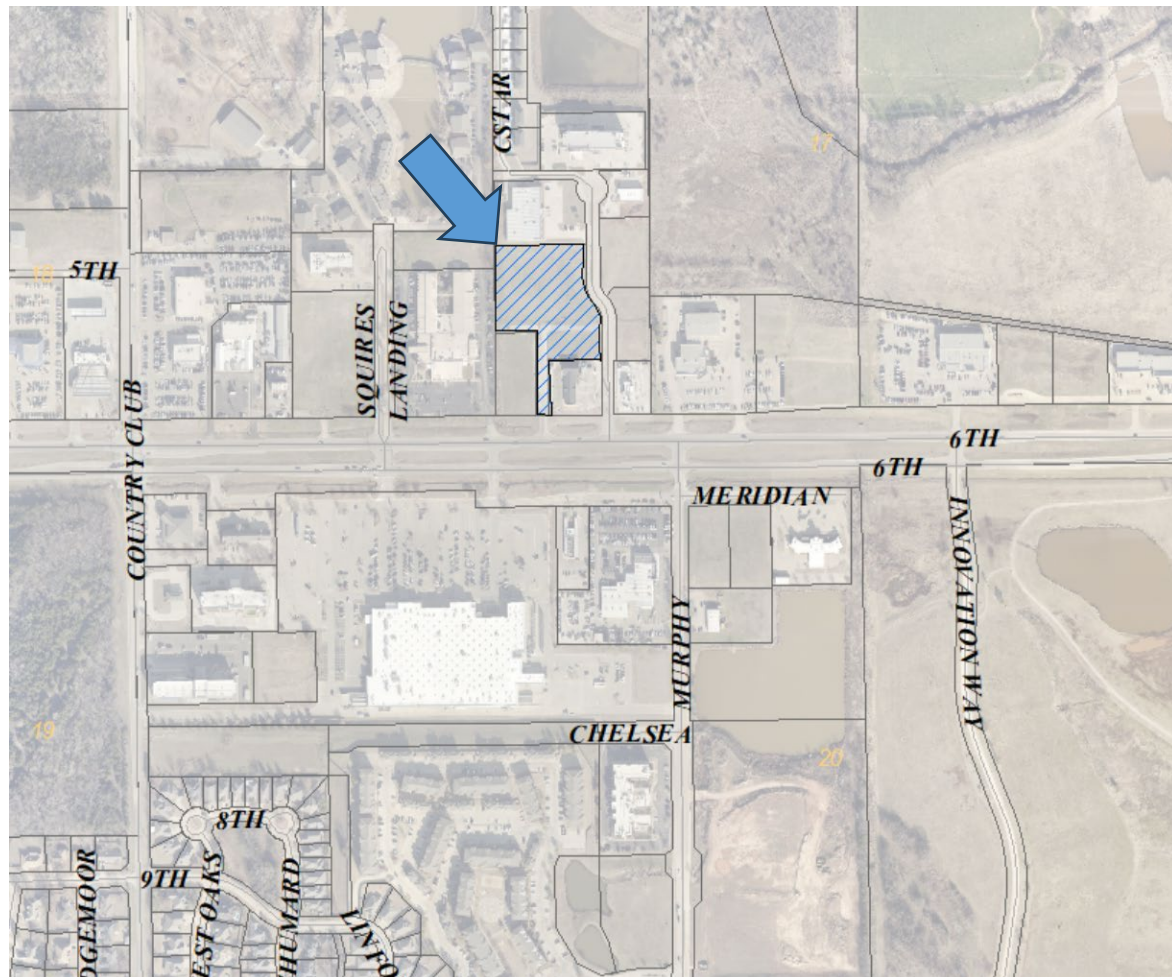
CASE NO#: _____

Submission Date: _____
Approval Date: _____

Processing Tract: IRC _____, PC _____, CC _____
Fees: _____ Number of Copies: _____

Application for Review/Action

Form Date: 04/15/2008
Revised: 04/29/08; 05/02/08



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MA25-09
Request: Rezone from Commercial General (CG) to Two-Family & Multi-Family Residential (RTM)
Address: 4412 W. 6th Avenue

	CG (Commercial General)	RTM (Residential Two-family and Multi-family)
Min Lot Size	No min requirements	20,000 square feet
Min Lot Width/Depth	No min requirements	100/130 feet
Max Structure Height	No max height	35 feet
Min Front Yard	25 feet/10 feet from alley	20 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	20 feet	5 feet
Commercial district	No min requirements	15 feet
Industrial district	No min requirements	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	No min requirements	20 feet
Max Lot Coverage	50 percent	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3- feet tall and 40% opaque up to 5-feet tall • Arts & Entertainment • Bed & Breakfast, Hotel, Motel • Beverage Services • <i>Churches & Religious Institutions</i> • Financial Institutions & Services • Food Services • Free-Standing Self-Service • Health Care & Social Assistance • Information • Parking Lots/Garages • Personal & Laundry Services • Personal Storage & Warehousing • Professional & Administrative Offices • Recreation • Research & Development • Retail Trade • Transportation Activities • Utilities • Vehicle & Equipment Sales/Service • Wholesale Trade	Required for parking lots only • Boarding House/Rooming House • <i>Church and Religions Institutions</i> • Multiple-family with a maximum gross density of 20 units per acre • Townhome • Two-family (duplex)
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)		

Draft until approved at the next regular meeting.

STILLWATER PLANNING COMMISSION SUMMARY

REGULAR MEETING OF AUGUST 5TH, 2025

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED August 4th, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
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

Staff Absent

1. CALL MEETING TO ORDER.

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

2. GENERAL ORDERS

- 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.

Mr. Henry Bibelheimer, Senior Planner, presents staff report and asks if there are any questions.

Chair Phillips asks if there are any questions from the Planning Commission; none respond.

Chair Phillips confirmed that no public hearing was required for this item since it was a final plat and invites staff back up to address any questions; none respond.

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

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 is Alternative 1 which is to approve the proposed final plat as presented.

Commissioner Prather moves to approve the final plat as presented Commissioner Shanahan seconds.

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

Time: 4 minutes

3. PUBLIC HEARING

- a. Receive public comment regarding a PRELIMINARY PLAT (SUB24-09) at property addressed as 1500 E. Richmond Road in the Industrial General (IG) district.

Mr. Henry Bibelheimer, Senior Planner, presents staff's report and asks if there are any questions.

Commissioner Shanahan confirms this is part of the Data Center Project; Mr. Bibelheimer confirms

Chair Phillips asks if there are any further questions for staff; none respond. Chair Phillips invites the applicant up to present.

Mr. Chip Parks, Ollson Engineering comes to answer any questions
Commissioner Shanahan inquired about who would be responsible for the roads going into the data center. Mr. Parks confirmed that the client will be responsible for improvements to Richmond Road from Perkins Road to the site entrance; and these improvements will include upgrading the road surface to concrete and enhancing access for construction and future facility traffic.

Chair Phillips asks if there are further questions; none respond.

Chair Phillips opens the public hearing and asks if there is anyone that wishes to speak in to speak in favor; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition and states the Planning Commission did receive a request to speak

Ms. Crystal Hayes, PO Box 324, expressed strong opposition to development of Lot 7, citing its location at her driveway entrance; raised concerns over increased traffic, safety hazards, dust, speed limit compliance, and the presence of drones over her property; also questioned the change in address from 1300 to 1500 East Richmond Road; and requested that the project proceed fairly and transparently. Ms. Hayes emphasized her long-term commitment to her property and her intent to remain there and invites the Planning Commission to come visit the site to see what is being constructed.

Mr. David Winslow, 2221 E 25th St., Tulsa, OK, representing the Winslow Family Trust, identified an error in the project plat, noting the land his trust owns was incorrectly labeled as belonging to other parties; and requested that ownership records and notifications be corrected to reflect accurate information.

Chair Phillips asks if there is anyone else to speak; none respond. Chair Phillips asks the applicant to come forward to address issues.

Mr. David Barth, Development Services Director, addressed the concerns raised; confirmed the ownership labeling error will be corrected on all official documents; and reiterated that Lot 7 is outside the incentive district and designated for the OG&E substation, not for commercial or industrial buildings; lots 1 and 2 are within the tax incentive district

Mr. Barth also explained that Richmond Road will be rebuilt to modern standards from Perkins to Jardot, and that residents will receive prior notice before any work affects their driveways or access points; the drives within the project will be private and under security access; clarified that the address is officially 1500 East Richmond Road due to the primary access point being located there rather than on Airport Road; addresses within the project will come later; explained that mass grading is occurring across the entire site for drainage system installation, building pad preparation, and temporary construction facilities, even though only Lots 1, 2, and 7 are being platted at this stage; there will be a turn lane off of N. Perkins Road into some office space during the construction; regarding drone concerns, he noted that drone operation is regulated by the FAA and not the city; construction-related drones are likely documenting project progress, not surveilling residents; and continues to address the concerns about Mrs. Hayes' driveway, stating that it will be redone to City Standards and notification will be given to the resident before construction commences.

Chair Phillips asks if there are any further questions; none respond. Chair Phillips closes the public hear and asks for staff to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives, which are:

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 is Alternative #1 to accept findings and approve the preliminary plat as presented.

Commissioner Prather moves to approve the preliminary plat as presented, Vice Chair Williams seconds.

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

Time: 20 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting minutes of June 24th, 2025.

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

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

Time: 2 minutes

- b. Regular meeting minutes of July 8th, 2025.

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

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

Time: 2 minutes

- c. Regular meeting minutes of July 15th, 2025.

Commissioner Peters moves to approve the minutes as presented, Commissioner Shanahan seconds.

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

Time: 2 minutes

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

- a. Next Regular Meeting is August 19th, 2025.

6. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Peters at approximately 6:00 PM on August 5th, 2025. The next regularly scheduled meeting will be held Tuesday, August 19th, 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