

PLANNING COMMISSION MEETING AGENDA
SEPTEMBER 9, 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.	Special Exception Request to the Planning Commission, (SEPC25-01) , consideration, discussion and possible action to Chapter 23, Section 23-356.d for Sidewalk Requirements at property addressed as 5823 N. Perkins Road.	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 request for a Map Amendment (MA25-09) to rezone property addressed as 4412 W. 6th Avenue from Commercial General (CG) to Two-Family and Multi-Family (RTM) district. <i>(Tabled from August 19th, 2025 meeting.)</i>	Henry Bibelheimer
b.	Receive public comment regarding an application for a Short Term Rental (STR-0212) from Clint and Deserae Moritz for a property addressed as 1004 N. Dryden Circle, in the Small Lot Single-Family Residential (RSS) district.	Henry Bibelheimer
c.	Receive public comment regarding an application for a Short Term Rental (STR-0215) from Robert P. & Annette I. Jones for a property addressed as 1512 S. Surrey Drive, in the Small Lot Single-Family Residential (RSS) district.	Henry Bibelheimer

d.	Receive public comment regarding a request for a Map Amendment (MA25-08) to rezone property addressed as 1421 W. 8th Avenue from Small Lot Single-Family Residential (RSS) to Two-Family Residential (RT) district.	Henry Bibelheimer
e.	Receive public comment regarding a request for a MAP AMENDMENT (MA25-10) , to remove property addressed as 517 S. West Street from the Corridor Redevelopment Area Planning District and zone as Commercial General (CG) district.	Henry Bibelheimer

4. Meeting Summary for Review and Possible Action:

a.	Regular meeting minutes of August 19th, 2025.
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5. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is September 16th, 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 Development Services 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 Development Services.



REPORT TO:

STILLWATER PLANNING COMMISSION

No. SEPC25-01

ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: September 9, 2025

Subject: Special Exception to alleviate sidewalk requirements for single family residences.

Purpose of Report: The applicant requests review and approval of a special exception to alleviate the sidewalk requirement of a six-foot sidewalk along the frontage of their property.

Background: Staff received an application for a new single-family residence at 5823 N Perkins Road at the beginning of August. During the review staff commented that per Sec. 23-356(d) of the Land Development Code a 6ft. sidewalk is required along the 328.75 ft frontage of the property. This would be approximately 220 square yards of sidewalk, which could cost between \$20,000 and \$30,000 to construct.

Sec. 23-64(b) of the Land Development Code states that if a single-family residence is proposed on an unplatted tract larger than 2.5 acres, the Planning Commission may waive any or all of the subdivision requirements it may deem necessary to avoid substantial hardship or inequity.

Application Processing Information:

Applicant/Owner – Alan and Cathy Kindt

Processing Track:

Submittal Date – August 27, 2025

Planning Commission – September 9, 2025

Project/Site Design Data/Details:

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

Existing Use –Vacant land

Proposed Use – Single-Family Residence

Lot – 10 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to North Perkins Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalk. There isn't an OSU bus route that runs this far north. Sidewalks are currently located along Perkins Road to the west in The Canyons subdivision.
- Water Service: City water service is not currently available.
- Sanitary Sewer Service: City sewer service is not currently available.
- Electric: Electric is not currently available for the site.

Applicable City Plans/Policies:

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

Findings:

1. City code states that any new development is required to build sidewalks when located on an arterial street.
2. Perkins Road at this location is categorized as a minor arterial street.
3. There is currently a sidewalk along Perkins Road to the west.
4. The C3 Plan recommends high density uses at this location.

Alternatives:

1. Accept findings and approve the special exception request as presented.
2. Reject findings and deny the special exception request 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 special exception request as presented.

Prepared by:

Josh Brown, Development Coordinator

Reviewed by:

Henry Bibelheimer, Senior Planner
David Barth, Development Services Director

Date of Preparation:

August 27, 2025

Attachments:

Application with Letter to the Planning Commission

Map Designation:

NE

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

SUBDIVISION:

☐ Commercial Minor Subdivision
☐ Minor Subdivision &/Or Lot
Combination
☐ Preliminary Plat
☐ Final Plat

OTHER:

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

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

Title of Subdivision/Plan/Use: Re: SER25-0068, 5823 N Perkins Rd,
Owner(s) of Property: Alan & Cathy Kindt
Owner(s) Address: 1409 N Arrington Ct Stillwater, OK 74075
Owner(s) Phone/Fax/Email: (580) 695-1605
Applicant/Developer of Property: Self developed - Single family home
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: 5823 N. Perkins Rd. Stillwater, OK 74075

Original Tract Deed Book and Page Number: Book 2670, Page 292
Number of Acres in Development: 10 acres
Number of Lots Created: N/A
Current Zoning/Requested Zoning: Residential
Reason for zoning request/use permit/map amendment (describe project): Develop area for a single family home.

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.

Cathy Kindt 8/26/2025
Applicant/Preparer Date

C. Kindt 8-26-25
Applicant/Preparer Date

Owner/Agent (with documentation) Date

Owner/Agent (with documentation) Date

For City of Stillwater Use Only: CASE NO#: _____

Submission Date: _____

August 26, 2025

Re: SFR25-0068, 5823 N Perkins Rd.,

Attention Stillwater Planning Commission,

Pursuant to Sec. 23-356(d), we are required to provide plans to place a 6ft sidewalk in front of our property located at 5823 N. Perkins Rd., Stillwater, OK 74075. This is an undeveloped area for a sidewalk component. This area is a 10 acre tract that will be used as a single family development. Due to the structure and size of the lot, this will create a hardship if the sidewalk is required.

We are requesting this requirement be alleviated by the Stillwater Planning Commission.

Please feel free to contact me with any questions or concerns.

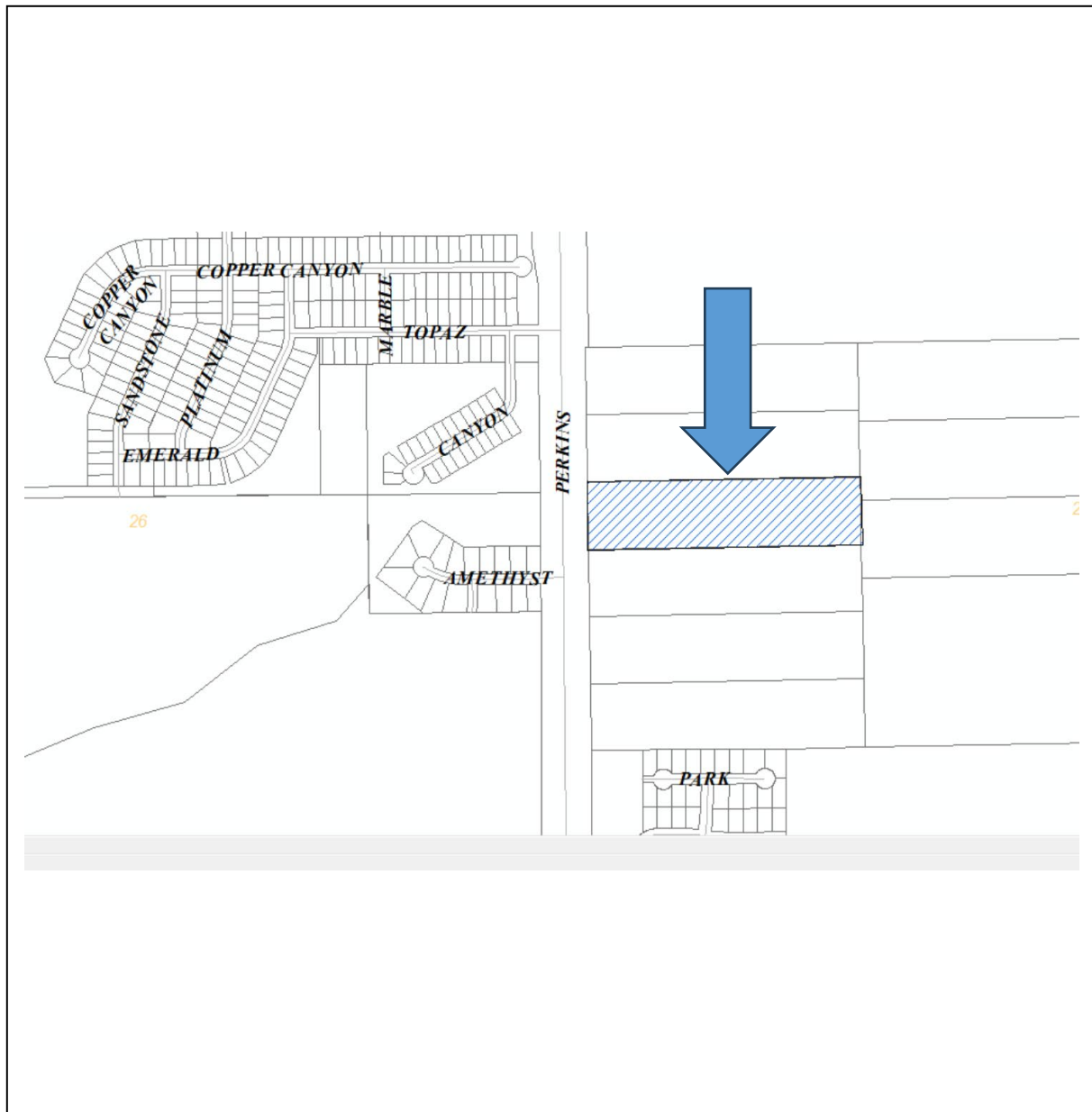
Sincerely,

A handwritten signature in black ink, appearing to be 'C. Kindt', with a long horizontal flourish extending to the right.

Cathy Kindt

Cell # (580) 695-1605

cathykindtaprn@gmail.com



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: SEPC25-01
Request: Sp. Exception to Planning Commission to Ch. 23, Sec. 23-356.d for sidewalk requirements
Address: 5823 N. Perkins Road

Date of Meeting: September 9, 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:

The applicant is requesting alternative number 3, that Planning Commission table MA25-09 until October 7th, 2025.

Prepared by:

Reviewed by:

Date of Preparation:

Attachments:

Map Designation:

Henry Bibelheimer, Senior Planner

Joshua Brown, Development Coordinator

Cindy Gibson, Administrative Services Manager

David Barth, Development Services Director

September 2, 2025

Application, Area Map, Zoning Comparison Table

SE

MEMORANDUM

DATE: September 9, 2025
TO: Stillwater Planning Commission
FROM: David Barth, Director
Development Services
SUBJECT: Map Amendment for 4412 West 6th

The applicant is requesting that the Map Amendment (MA25-09) to rezone property addressed as 4412 West 6th from Commercial General (CG) to Two-Family and Multi-Family District (RTM) be tabled until October 7th, 2025.

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:

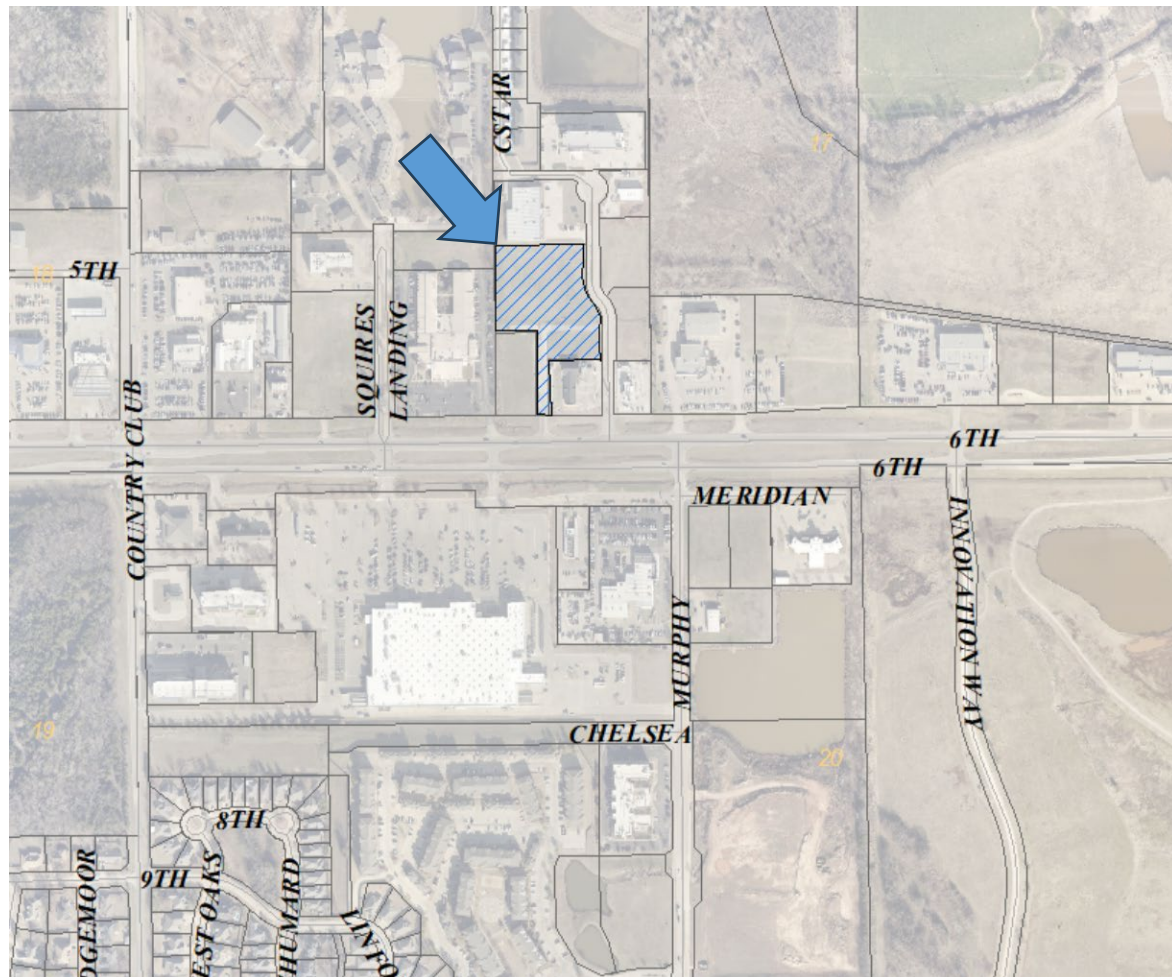
CASE NO#: _____

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

ZONING COMPARISON CHART		
	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)		

MEMORANDUM

DATE: September 9, 2025
TO: Stillwater Planning Commission
FROM: Josh Brown, Development Coordinator
SUBJECT: Short-Term Rental (STR) Application Review – 1004 N. Dryden Circle

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, objections(s) have been filed on STR application requests:

- **1004 N. Dryden Circle** in the Small Lot Single-Family Residential (RSS) zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.

	Application for RESIDENTIAL SHORT-TERM RENTAL
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Property Owner: Clint & Deserae Moritz Mailing Address: 4717 E Wild Turkey
Stillwater OK 74015

Owner Contact Information: Phone: 405 714 7545 Email: deseraemoritz@gmail.com

Property Management Contact Name: Same as above

Phone: " " Email: " "

Property Street Address: 1004^N Dryden Cir Stillwater OK 74014

Zoning Classification: RSS Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. _____

Required documents to be submitted with the residential short-term rental application.

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
	Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission.	
	Initial application fee of \$100.00. NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.	
	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	
	Floorplan depicting the location of: • Rooms provided for rent • Smoke detectors • Carbon monoxide detector • Fire extinguishers	
	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor (Payne County Assessor website)	
	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.	

APPLICANT SIGNATURE: 

DATE: 7-11-25

Date Application Received: <u>7-10-25</u>	Application # <u>STR-0212</u>	Received by: <u>JK</u>
30-Day Objection Period: <u>8-18-25</u>	Objection Filed: ☐ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

City of Stillwater

*****Customer Receipt*****

7/10/2025

R17469

Job ID: STR-0212 - \$100.00

1004 N DRYDEN CIR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

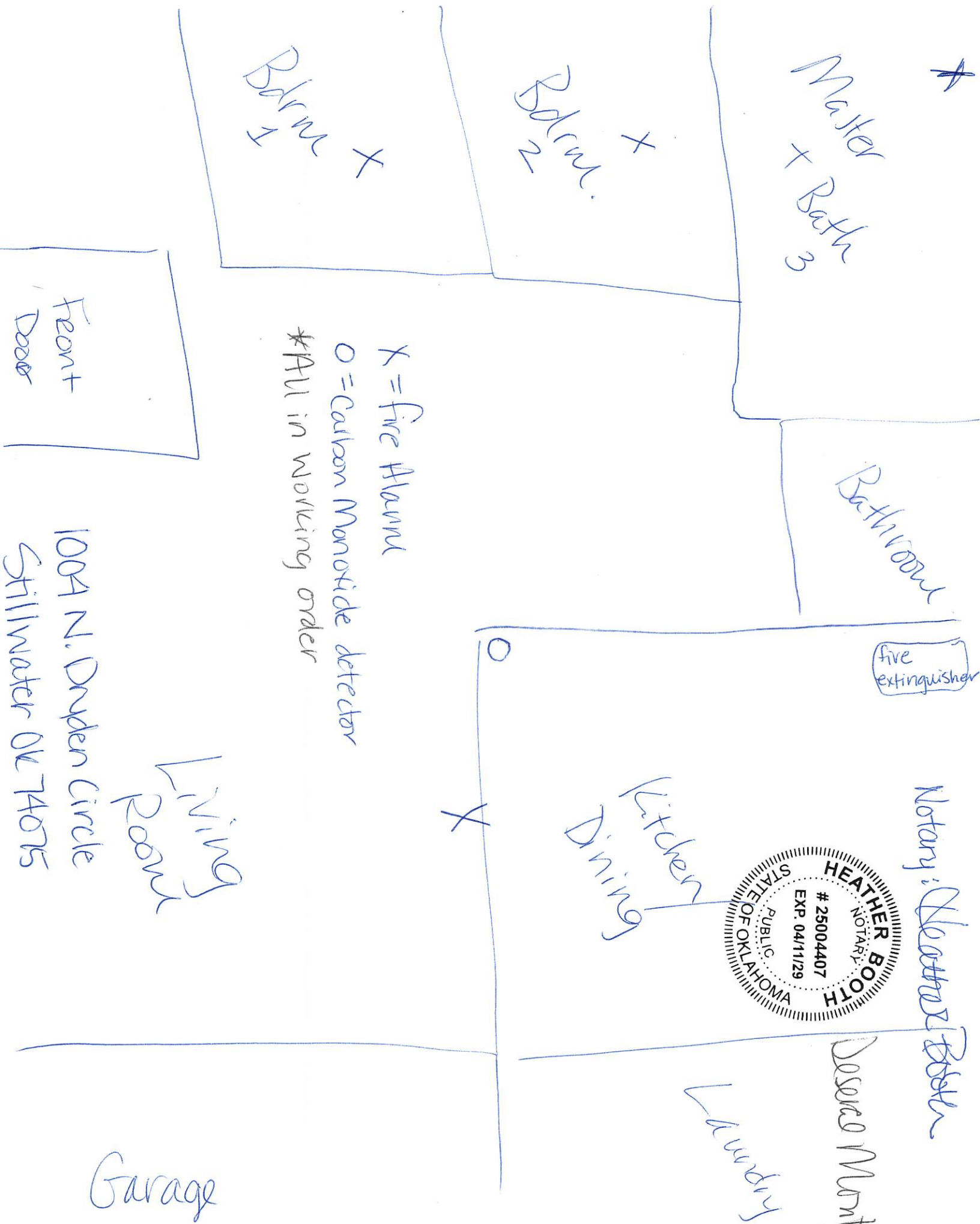
Total Paid EMV

10582473737

\$100.00

Signature for credit card

Thank you for your payment



Address of Air BNB Rental:

1004 Dryden Cir. Stillwater OK. 74075

Occupancy tax collection and remittance by Airbnb in Oklahoma

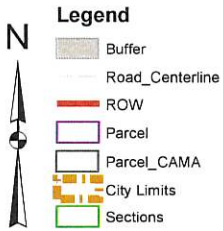
State of Oklahoma

Guests who book Airbnb listings that are located in the State of Oklahoma will pay the following taxes as part of their reservation:

- Oklahoma Sales Tax: 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- Local Sales and Use Tax: The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- State-Administered Local Lodging Tax: The local lodging tax rates vary by city and county. The rate is typically 5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.

Deserae Moritz

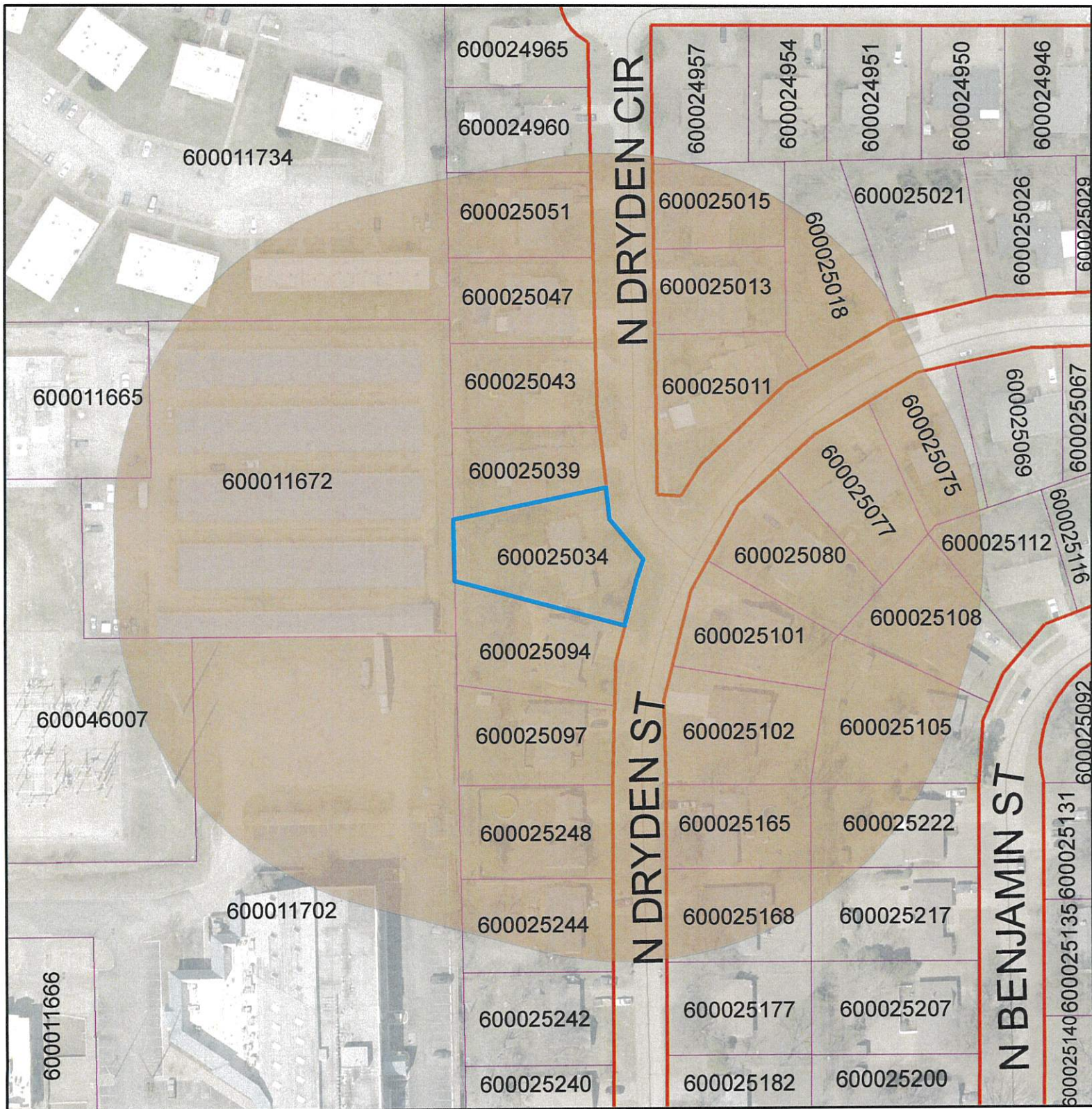
Deserae Moritz 7-11-25



Payne County

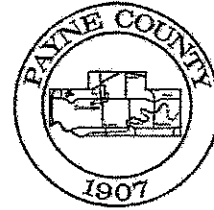
300' BUFFER

1004 N Dryden Cir



This map is for assessment purposes only and is not intended for use in making conveyances or for preparing legal descriptions.

Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600025034
Address: 1004 N Dryden Cir

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instrument filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

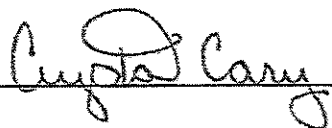
Lot 37-A, in Block One (1), in the REPLAT of a portion of FIRST SECTION BROOKHART ADDITION to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded Plat and Dedication filed November 5, 1971, and recorded in Book 190 Misc Page 131.

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

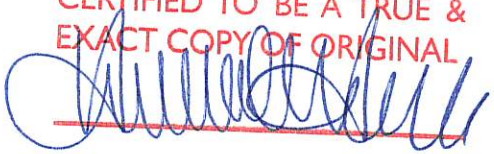
The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated this 10 day of July, 2025.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: 

CERTIFIED TO BE A TRUE &
EXACT COPY OF ORIGINAL



After Recording return to:
Apex Title & Closing Services, LLC
903 S. Main St., Stillwater, Oklahoma 74074

Mail Tax Statement: 1004 N. Dryden Circle, Stillwater, OK 74075

Documentary Stamps: \$307.50

WARRANTY DEED

(OKLAHOMA STATUTORY FORM)

File No.: 25197439

That **B & N Rentals, LLC, an Oklahoma limited liability company**, party(ies) of the first part, in consideration of the sum of TEN & NO/100 Dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey the SURFACE INTEREST ONLY unto **Clint Aaron Mortiz and Deserae Dawn Mortiz, Trustees of The Moritz Family Trust, dated May 6, 2011**, party(ies) of the second part, the following described real property and premises situated in **Payne County, State of OK**, to wit:

Lot 37-A, in Block 1, in the REPLAT of a portion of FIRST SECTION BROOKHART ADDITION to the City of Stillwater, Payne County, Oklahoma, according to the recorded Plat and Dedication filed on November 5, 1971 and recorded in Book 190 Misc, Page 131.

Property Address: **1004 North Dryden Circle, Stillwater, OK 74075**

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said party(ies) of the second part, and to the heirs, successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature. EXCEPT covenants, conditions, easements, restrictions and mineral conveyances of record.

Signed and delivered this 9th day of July, 2025

B & N Rentals, LLC, an Oklahoma limited liability company

BY: [Signature]
Bradford Phillips, Manager

STATE OF OKLAHOMA) ss.

COUNTY OF PAYNE)

9th Before me, the undersigned, a Notary Public, in and for said County and State, on this the 9th day of July, 2025, personally appeared Bradford Phillips, as Manager, of B & N Rentals, LLC, an Oklahoma limited liability company, who acknowledged to me that he/she executed the above and foregoing in his/her official capacity thereof; the same as his/her free and voluntary act and deed for the uses and purposes therein set forth.

In witness whereof, I hereunto set my hand and affixed my notarial seal the date and year last above written.

[Signature]
Notary Public

My Commission Expires:

Company: Apex Title & Closing Services, LLC

Tax ID #: 25034

File/Insured by: Apex Title & Closing Services, LLC/ Stewart Title Guaranty Company



Exhibit to Deed

AFFIDAVIT OF LAND OR MINERAL OWNERSHIP: BUSINESS OR TRUST

STATE OF OKLAHOMA)
)
COUNTY OF PAYNE) ss.

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

Before me, the undersigned Deserae Dawn Moritz
(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.
2. I am a/an Trustee (role, such as titled officer or trustee) of
The Moritz Family Trust, dated May 6, 2011 (legal name, along with any trade or
fictitious names, of business, trust, or other legal entity) (referred to herein as the "Entity"). I am duly authorized
to record this Affidavit on behalf of the Entity, which is taking title to the real property identified in the Deed
to which this Affidavit is attached (the "Property"), and to bind the Entity for the consequences of any false
statements in this Affidavit.
3. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:
No alien or any person who is not a citizen of the United States or foreign government adversary
shall acquire title to or own land in this state either directly or indirectly through a business entity,
trust, or foreign government enterprise, except as hereinafter provided, but they shall have and
enjoy in this state such rights as to personal property as are, or shall be, accorded a citizen of the
United States under the laws of the nation to which such alien belongs, or by the treaties of such
nation with the United States, except as the same may be affected by the provisions of Section 121
et seq. of this title or the Constitution of this state. Provided, however, the requirements of this
subsection shall not apply to a business entity that is engaged in regulated interstate commerce or
has a national security agreement with the Committee on Foreign Investment in the United States
(CFIUS) in accordance with federal law.
4. The Entity acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding
source was used in the sale or transfer of the Property in violation of 60 O.S. § 121 or any other state or federal law.
5. If the Entity is a trust, its grantor(s), trustees and all direct and contingent beneficiaries are United States citizens or
bona fide residents of the State of Oklahoma. If the Entity is a business, its direct and indirect owner(s) is/are United
States citizens(s) or bona fide residents of the State of Oklahoma.
6. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject
me to criminal prosecution for perjury and/or subject me and/or the Entity to being liable for actual damages
suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon
such false statement.

FURTHER AFFIANT SAYETH NOT.

[Signature]
AFFIANT, individually and as authorized agent of the Entity

7-9-25
Date

The foregoing instrument was subscribed and sworn to before me this 9th day of July
2025 by Deserae Dawn Moritz.

[Signature]
NOTARY PUBLIC

My Commission Expires: 3/11/2026
My Commission Number: 22003472



'25 JUL 28 AM 7:59

Teresa Kadavy

From: Lisa Miller <lisamiller1123@gmail.com>
Sent: Monday, July 28, 2025 7:06 AM
To: Teresa Kadavy
Subject: Objection to Application #STR-0212

CITY CLERKS OFFICE

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

We have an objection to the above short term rental. We live at 1016 N. Dryden Cir and do not want this for our neighborhood. There is not enough parking and we have many children in this area.

We feel that it would be disruptive to our neighborhood as we are family oriented.

Lisa Miller

Teresa Kadavy

From: Vanessa Rodriguez <vanessahrod@gmail.com>
Sent: Saturday, July 19, 2025 11:08 AM
To: Teresa Kadavy
Subject: Objection to Short-Term Rental Application at 1004 N Dryden Circle.

CITY CLERKS OFFICE

STR-0212

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

City Planning Department-Development Services
Stillwater OK

Subject: Objection to Short-Term Rental Application at 1004 N Dryden Circle.

To Whom It May Concern,

I am writing to formally object to the short-term rental application submitted for the property located at 1004 N Dryden Circle. As a long-time resident of Dryden Circle, I am deeply concerned about the impact that a transient rental property may have on the safety, stability, and character of our community.

Our neighborhood is home to many families with young children who regularly play outside and walk to and from school. Introducing a short-term rental into this environment raises serious concerns, as it would bring a constant flow of unfamiliar individuals in and out of the area. This creates uncertainty and potential safety issues for residents—particularly for families with children—who rely on the predictability and trust built within a permanent community.

The presence of a short-term rental could also contribute to increased noise, traffic, and a general lack of accountability from temporary tenants who may not share the same respect for the neighborhood as long-term residents do.

For these reasons, I respectfully urge the city to deny the short-term rental application for 1004 N Dryden Circle in the interest of preserving the safety, character, and integrity of our neighborhood.

Thank you for your time and attention to this matter.

Sincerely,
Vanessa Rodriguez

MEMORANDUM

DATE: September 9, 2025
TO: Stillwater Planning Commission
FROM: Josh Brown, Development Coordinator
SUBJECT: Short-Term Rental (STR) Application Review – 1512 S. Surrey Drive

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, objections(s) have been filed on STR application requests:

- **1512 S. Surrey Drive** in the Small Lot Single-Family Residential (RSS) zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.

	Application for RESIDENTIAL SHORT-TERM RENTAL
---	--

Property Owner: Robert P. Jones & Annette I. Jones Mailing Address: 1524 S. Surrey Dr. Stillwater OK 74074

Owner Contact Information: Phone: 405-312-0823 Email: paul83stwr@gmail.com

Property Management Contact Name: NA
Phone: _____ Email: _____

Property Street Address: 1512 S. Surrey Dr, Stillwater, OK 74074

Zoning Classification: R65 Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. www.airbnb.com

Required documents to be submitted with the residential short-term rental application.

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
	Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission.	EMAIL TO FOLLOW
	Initial application fee of \$100.00. NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.	✓
	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	✓
	Floorplan depicting the location of: - Rooms provided for rent - Smoke detectors - Carbon monoxide detector - Fire extinguishers	✓
	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor (Payne County Assessor website)	✓
	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.	✓

APPLICANT SIGNATURE: Robert Paul Jones DATE: 07-21-25
7/21/25

Date Application Received: <u>7-21-25</u>	Application # <u>STR-0215</u>	Received by: <u>AL</u>
30-Day Objection Period: <u>8-22-25</u>	Objection Filed: ☐ YES ☐ NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

City of Stillwater

Customer Receipt

7/21/2025

R17536

Job ID: STR-0215 - \$100.00
1512 S SURREY DR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00
NEW

Tender Detail:

Total Tendered: \$100.00

Total Paid CHECK

1163

\$100.00

Signature for credit card

Thank you for your payment

AFFIDAVIT

I, Robert Paul Jones, of Stillwater, in Payne County, Oklahoma, verify that working smoke detectors, a working carbon monoxide detector, and a functioning fire extinguisher is located at 1512 S. Surrey Drive in Stillwater, Oklahoma.

Executed this 21st day of July, 2025.

Robert Paul Jones

Robert Paul Jones

NOTARY ACKNOWLEDGMENT

STATE OF Oklahoma,

COUNTY OF Payne, ss:

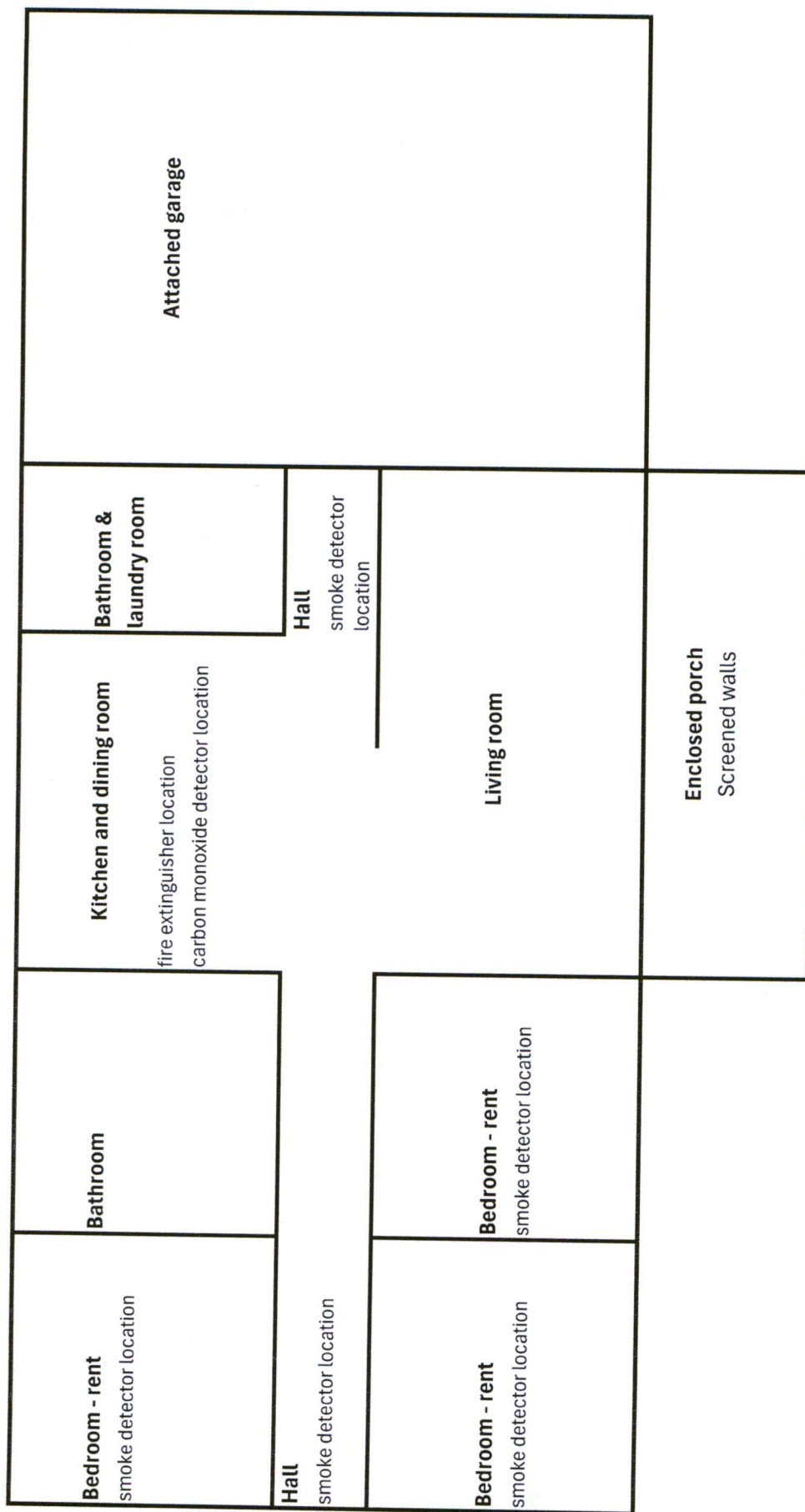
Sworn to and subscribed before me, this 21 day of July, 2025.

Annette Turley

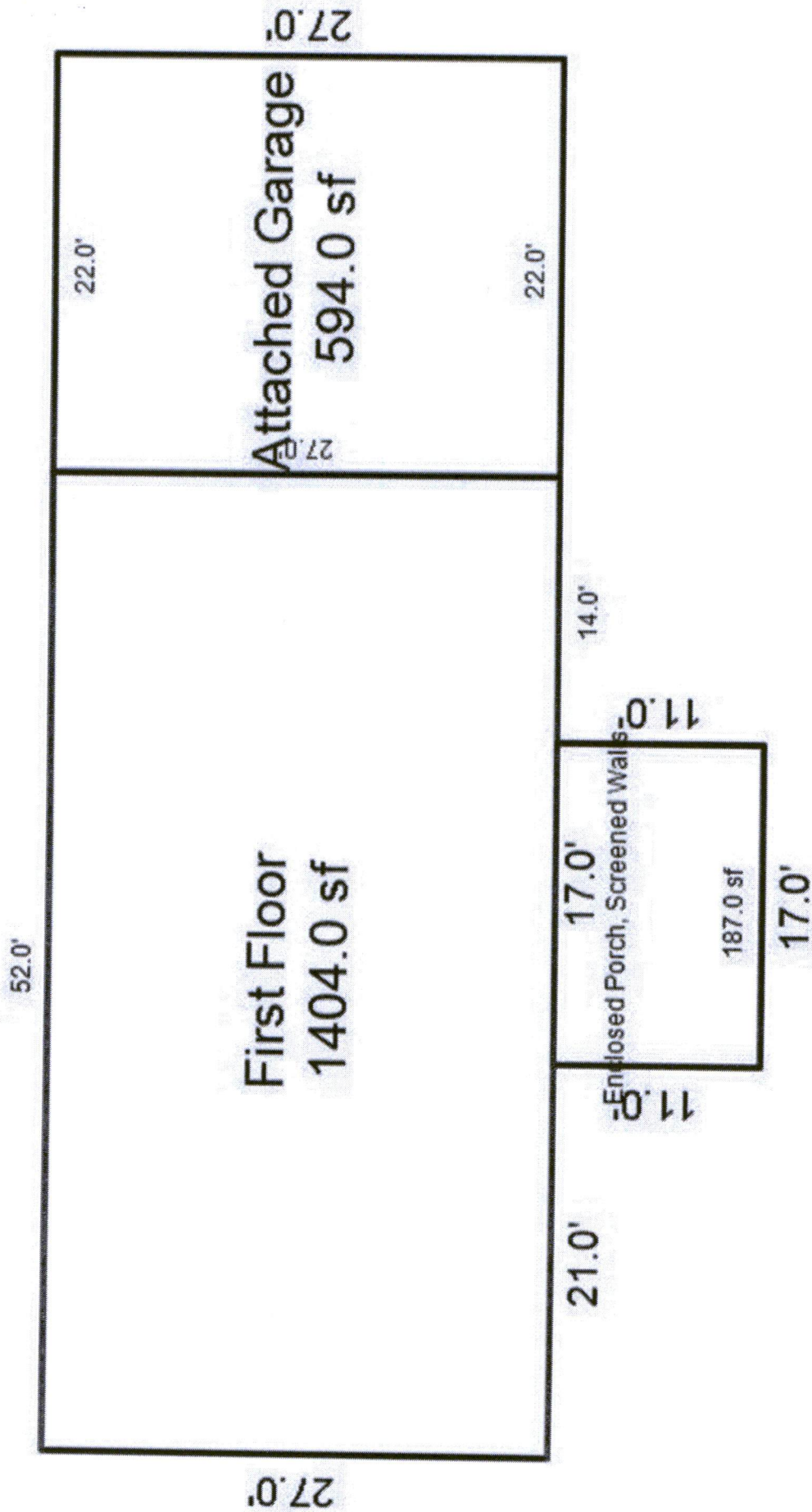
Notary Public

My commission expires: 3/22/28





1512 S. Surrey Dr. floor plan
 including smoke detector locations
 carbon monoxide detector location
 fire extinguisher location





Payne County Oklahoma Assessor's Office

Payne County Oklahoma Assessor's Office

600014006
1512 S Surrey Dr

Jones, Robert P & Annette I
1524 S Surrey Dr
Stillwater OK 74074-1848

2025 Market Value
\$194,680

KEY INFORMATION

Parcel ID	19N02E-21-2-SS800-005-0007		
Land Size	1.00000	Land Unit	Lot
Class	UR	School District	Stillwater Town (016T)
Exemption	-	Section	21
Township	19N	Range	02E
Neighborhood	Stillwater Southwest		
Legal Description	Surrey Hills Est Blk 5 Lot 7		

2025 APPRAISAL DETAILS

Land Value	\$35,000
Building Value	\$155,770
Misc Imp Value	\$3,910
Total Market Value	\$194,680

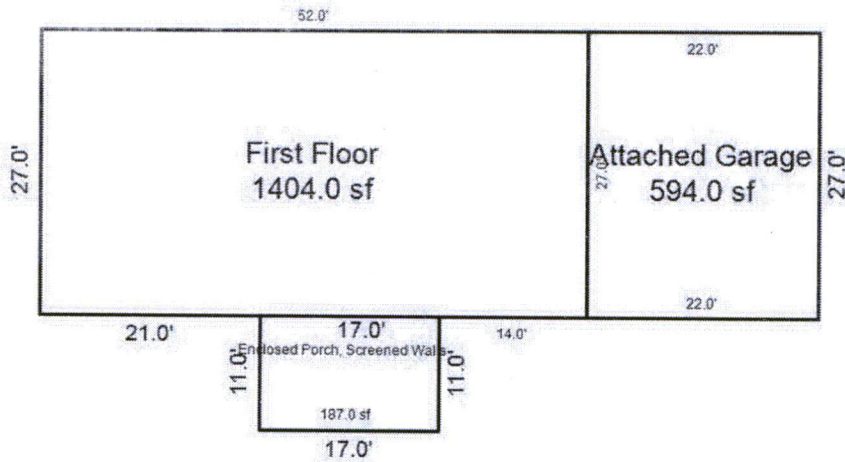
SALES

SALE DATE	SALE PRICE	DEED BOOK	DEED PAGE	INSTRUMENT TYPE	GRANTOR
11/27/2024	\$105,000	2833	463	Warranty Deed	TAYLOR, JOYCE L
04/30/2008	\$125,000	1772	850	Warranty Deed	HOUCK, M KENT & BARBARA L
06/17/2004	\$87,500	1512	839	Warranty Deed	WHITE, GENE P & MARIKAY D
02/14/2001	\$0	1290	861	Quit Claim Deed	SELL, BENJAMIN D & WHITE,
06/29/2000	\$84,000	1263	6	Warranty Deed	HOUCK, KENT & BARBARA L
11/30/1999	\$0	1137	772	Decree	HAMPTON, JOHN D
11/12/1999	\$80,000	1239	465	Personal Rep Deed	BANCFIRST SUCC TTEE OF JOHN

BUILDING DETAILS

BUILDING (1) - 1512 S SURREY DR

Type	Single-Family Residence	Style	One Story
Finished Living Area	1,404 sf	Basement	-
Quality	Average	Condition	Average
Year Built	1967	Exterior Walls	Veneer, Brick
Roof Cover	Composition Shingle	HVAC	Warmed & Cooled Air
Bedrooms	3	Full Bath	1
Half Bath	1	Garage Type	Attached Garage



MISC IMPROVEMENTS

IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Paving, Concrete	144	1967
Paving, Concrete	1490	1967

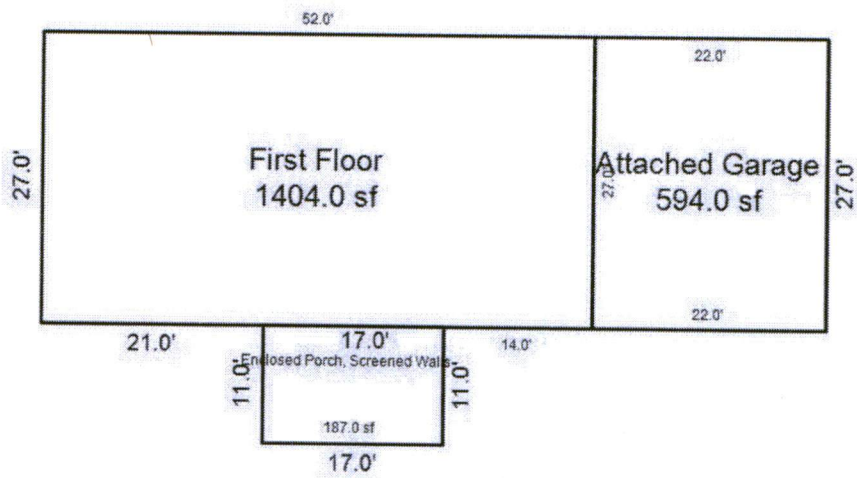
YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
Cellar/Flat/Under Garage	1	2015	-	-	-

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	101	206	Surrey Hills	\$35,000





Data last updated: 07/17/2025

RETURNED AT COUNTER

Return to:
OCTS
614 South West Street
Stillwater, OK 74074
File No.: 24-1225ESC



JOINT TENANCY WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

THAT Joyce L. Taylor, a single person party/parties of the first part, in consideration of the sum of Ten and no/100 Dollars and other good and valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do/does hereby grant, bargain, sell and convey unto:

Robert Paul Jones and Annette Ilene Jones

1524 S Surrey Dr
Stillwater, OK 74074

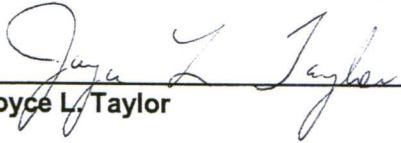
as joint tenants and not as tenants in common, with the right of survivorship, the whole estate to vest in the survivor, parties of the second part, the following described real property and premises situated in Payne County, State of Oklahoma, to-wit:

Lot Seven (7), in Block Five (5), SURREY HILLS ESTATES, being a part of the West Half (W/2) of the Southwest Quarter (SW/4) of the Southeast Quarter (SE/4) of Section Twenty-one (21), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, according to the recorded plat thereof.

together with all the improvements thereon and the appurtenances thereunto belonging and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, and to the heirs and assigns of the survivor, forever free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature, **EXCEPT SUBJECT** to easements, restrictions, covenants, zoning ordinances, and mineral reservations of record.

Signed and delivered this **27th day of November, 2024.**



Joyce L. Taylor

INDIVIDUAL ACKNOWLEDGMENT-OKLAHOMA FORM

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

On this **27th day of November, 2024**, before me, the undersigned, a Notary Public in and for the County and State aforesaid personally appeared **Joyce L. Taylor, a single person** to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their 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.





Notary Public

American Eagle
TITLE INSURANCE COMPANY

OAG 2024-1 - INDIVIDUAL

Exhibit to Deed

AFFIDAVIT OF LAND OWNERSHIP: INDIVIDUAL

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

Before me, the undersigned: Robert Paul Jones
(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states as of the date of this Affidavit:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.
2. I have personal knowledge of the statements made herein.
3. I am:
☒ a citizen of the United States; or
☐ not a citizen of the United States, but an alien who is a bona fide resident of the State of Oklahoma.
4. I acquired title to the real property identified in the Deed to which this Affidavit is attached (the "Property").
5. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:
No alien or any person who is not a citizen of the United States shall acquire title to or own land in this state either directly or indirectly through a business entity or trust, except as hereinafter provided, but he or she shall have and enjoy in this state such rights as to personal property as are, or shall be accorded a citizen of the United States under the laws of the nation to which such alien belongs, or by the treaties of such nation with the United States, except as the same may be affected by the provisions of Section 121 et seq. of this title or the Constitution of this state. Provided, however, the requirements of this subsection shall not apply to a business entity that is engaged in regulated interstate commerce in accordance with federal law.
6. I acknowledge and understand that section 121 generally prohibits an alien or person who is not a citizen of the United States from acquiring title to or owning land in the State of Oklahoma. I further acknowledge and understand that section 121 does not prohibit an alien who is or who shall become a bona fide resident of the State of Oklahoma from acquiring title to or owning land in the State of Oklahoma.
7. I acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding source was used in the sale or transfer of the Property in violation of section 121 or any other state or federal law.
8. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject me to criminal prosecution for perjury and/or being liable for actual damages suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon such false statement.

OAG 2024-1 - INDIVIDUAL

FURTHER AFFIANT SAYETH NOT

Robert Paul Jones
AFFIANT

Date 11/27/24

The foregoing instrument was subscribed and sworn to before me this 27 day of Nov,
20 24, by Robert Paul Jones.

My Commission Expires: _____

Victoria Wackerly
NOTARY PUBLIC

My Commission Number: _____



OAG 2024-1 – INDIVIDUAL

Exhibit to Deed

AFFIDAVIT OF LAND OWNERSHIP: INDIVIDUAL

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

TO: THE ATTORNEY GENERAL OF THE STATE OF OKLAHOMA

Before me, the undersigned: Annette Ilene Jones
(list legal name and any aliases) (the "Affiant"), who, having been first duly sworn, deposes and states as of the date of this Affidavit:

1. I am eighteen (18) years of age or older and have personal knowledge of the statements made herein.
2. I have personal knowledge of the statements made herein.
3. I am:
☒ a citizen of the United States; or
☐ not a citizen of the United States, but an alien who is a bona fide resident of the State of Oklahoma.
4. I acquired title to the real property identified in the Deed to which this Affidavit is attached (the "Property").
5. This Affidavit is executed in accordance with and pursuant to 60 O.S. § 121, which provides in part as follows:
No alien or any person who is not a citizen of the United States shall acquire title to or own land in this state either directly or indirectly through a business entity or trust, except as hereinafter provided, but he or she shall have and enjoy in this state such rights as to personal property as are, or shall be accorded a citizen of the United States under the laws of the nation to which such alien belongs, or by the treaties of such nation with the United States, except as the same may be affected by the provisions of Section 121 et seq. of this title or the Constitution of this state. Provided, however, the requirements of this subsection shall not apply to a business entity that is engaged in regulated interstate commerce in accordance with federal law.
6. I acknowledge and understand that section 121 generally prohibits an alien or person who is not a citizen of the United States from acquiring title to or owning land in the State of Oklahoma. I further acknowledge and understand that section 121 does not prohibit an alien who is or who shall become a bona fide resident of the State of Oklahoma from acquiring title to or owning land in the State of Oklahoma.
7. I acquired title to the Property in compliance with the requirements of 60 O.S. § 121 and no funding source was used in the sale or transfer of the Property in violation of section 121 or any other state or federal law.
8. I acknowledge and understand that making or causing to be made a false statement in this affidavit may subject me to criminal prosecution for perjury and/or being liable for actual damages suffered or incurred by any person or other entity as a result or consequence of the making of or reliance upon such false statement.

OAG 2024-1 – INDIVIDUAL

FURTHER AFFIANT SAYETH NOT.

Annette Ilene Jones
AFFIANT

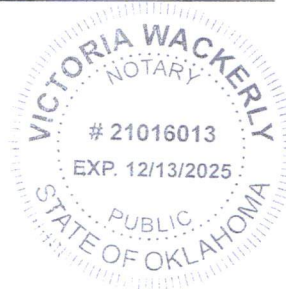
11/27/24
Date

The foregoing instrument was subscribed and sworn to before me this 27 day of Nov,
20 24, by Annette Ilene Jones.

My Commission Expires: _____

[Signature]
NOTARY PUBLIC

My Commission Number: _____



Occupancy tax collection and remittance by Airbnb in Oklahoma

State of Oklahoma

Guests who book Airbnb listings that are located in the State of Oklahoma will pay the following taxes as part of their reservation:

- Oklahoma Sales Tax: 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- Local Sales and Use Tax: The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- State-Administered Local Lodging Tax: The local lodging tax rates vary by city and county. The rate is typically 5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.

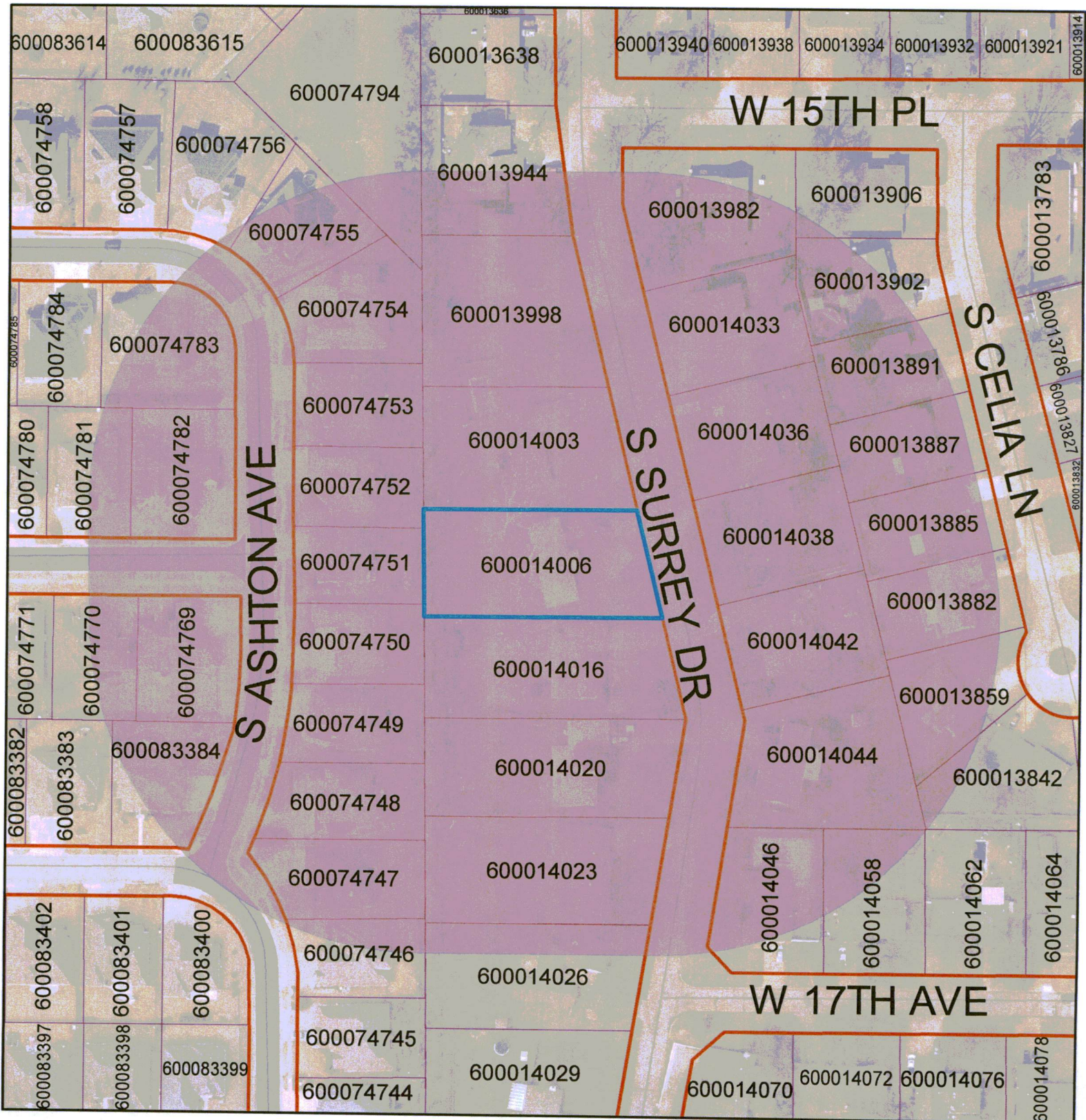
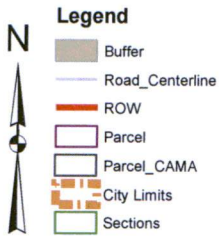
1512 S. Surrey Dr.
Stillwater, OK 74074

Robert Pease  7-21-25
Annulifon 7/21/25

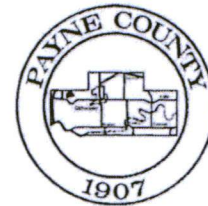
Payne County

300' BUFFER

1512 S Surrey Dr



Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600014006
Address: 1512 S Surrey Dr

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instrument filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

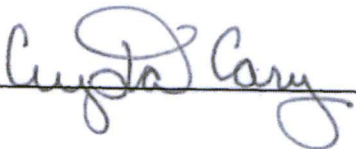
Lot Seven (7), in Block Five (5), SURREY HILLS ESTATES, being a part of the West Half (W/2) of the Southwest Quarter (SW/4) of the Southeast Quarter (SE/4) of Section Twenty-one (21), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, according to the recorded plat thereof.

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated this 21 day of July, 2025.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: 

ParcelID	Cadastral	Owner1	Mailing	City	State	ZipCode	PrimaryLoc	LegalDescr
600013842	SS802-008008-000000	Shields, David A & Deborah K	919 S Acom Ln	Stillwater	OK	74074	1624 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 8
600013859	SS802-008007-000000	Rice, Terri L Family Trust	PO Box 157	Sunnett	TX	79083	1620 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 7
600013882	SS802-008006-000000	Pinski, Mary S TTEE	1612 S Celia Ln	Stillwater	OK	74074	1612 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 6
600013885	SS802-008005-000000	Aufleger, Cheryl L (Cooke)	1608 S Celia Ln	Stillwater	OK	74074	1608 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 5
600013897	SS802-008004-000000	Dalton, John (TOD)	1602 S Celia Ln	Stillwater	OK	74074	1602 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 4
600013898	SS802-008003-000000	Huff, Timothy T & Crystal S	1524 S Celia Ln	Stillwater	OK	74074	1524 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 3
600013902	SS802-008002-000000	Chamberlin, Kelly & Timothy K	1520 S Celia Ln	Stillwater	OK	74074	1520 S Celia LnStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 2
600013906	SS802-008001-000000	Morris, Lemac G	2823 W 15th Ave	Stillwater	OK	74074	2823 W 15th AveStillwater, OK 74074	Surrey Hills Est 2nd Bldg 8 Lot 1
600013944	SS802-006002-000000	Harwood, Steven D & Shari L	1428 S Surrey Dr	Stillwater	OK	74074	1428 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 2
600013982	SS802-004010-000000	Dykes, Kevin R & Erin L	2911 W 15th Ave	Stillwater	OK	74074	2911 W 15th AveStillwater, OK 74074	Surrey Hills Est 2nd Bldg 4 Lot 10
600014003	SS800-005008-000000	Walker, Jacob D & Sarah J	1432 S Surrey Dr	Stillwater	OK	74074	1432 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 2
600014006	SS800-005007-000000	Zemp, Jeremy W & Amanda M	1502 S Surrey Dr	Stillwater	OK	74074	1502 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014038	SS800-004008-000000	Jones, Robert P & Annette I	1524 S Surrey Dr	Stillwater	OK	74074	1524 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014020	SS800-005005-000000	Jones, Robert P & Annette I	1524 S Surrey Dr	Stillwater	OK	74074	1524 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014023	SS800-005004-000000	Sexton, Paul D & Judith G	1602 S Surrey Dr	Stillwater	OK	74074	1602 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014026	SS800-005003-000000	Gann, Mitch	1612 S Surrey Dr	Stillwater	OK	74074	1612 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014033	SS800-004009-000000	Saatkamp, James B & Marie H TTEE	1624 S Surrey Dr	Stillwater	OK	74074	1624 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014036	SS800-004008-000000	Marshall, Justin W & Marjorie B	1503 S Surrey Dr	Stillwater	OK	74074	1503 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014038	SS800-004007-000000	Stone, Bethany K & Brown, Josh	1507 S Surrey Dr	Stillwater	OK	74074	1507 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014042	SS800-004006-000000	Barnes, Robert	3202 Live Oak Ln	Stillwater	OK	74075	1511 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014044	SS800-004005-000000	Dearinger, John Thomas & Kathy Jo TTEE	1621 S Surrey Dr	Stillwater	OK	74074	1621 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014046	SS800-004004-000000	Derner, Stephanie & Breshsars, Nathan	20731 Sweetstone Grove Ln	Cypress	TX	77433	1623 S Surrey DrStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014058	SS800-004003-000000	Nunez, Abraham Josue	2818 W 17th Ave	Stillwater	OK	74074	2818 W 17th AveStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600014062	SS800-004002-000000	Peacock, Kathleen S(TOD)	2812 W 17th Ave	Stillwater	OK	74074	2812 W 17th AveStillwater, OK 74074	Surrey Hills Est 2nd Bldg 6 Lot 1
600063384	SB216-015007-000000	Kennedy, Richard L & Paula J	3008 W Cypress Mill Ave	Stillwater	OK	74074	3008 W Cypress Mill AveStillwater, OK 74074	Berry Crk, 5th Sec Bldg 15 Lot 7
600074782	SB214-013007-000000	Haygood, Christopher D	1520 S Ashton Ave	Stillwater	OK	74074	1520 S Ashton AveStillwater, OK 74074	Berry Crk, 5th Sec Bldg 15 Lot 6
600074783	SB214-013008-000000	Yang, Chulho & Soomae Lee	1525 S Culpepper Dr	Stillwater	OK	74074	1525 S Culpepper DrStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 13 Lot 8
600074781	SB214-013006-000000	Ruby, Steven M & Lacy A	1519 S Culpepper Dr	Stillwater	OK	74074	1519 S Culpepper DrStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 13 Lot 7
600074769	SB214-012001-000000	Dubbell, Elizabeth C & Beck, William T	1528 S Culpepper Dr	Stillwater	OK	74074	1528 S Culpepper DrStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 13 Lot 6
600074756	SB214-010017-000000	Scharf, Garrett W & Costa, Ana P T	1507 S Ashton Ave	Stillwater	OK	74074	1507 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 12 Lot 2
600074755	SB214-010016-000000	McGowan, Steven & Dia	1511 S Ashton Ave	Stillwater	OK	74074	1511 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 12 Lot 1
600074754	SB214-010015-000000	Hewitt, Charles R III & Hewitt, Tyler C	1517 S Ashton Ave	Stillwater	OK	74074	1517 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 17
600074753	SB214-010014-000000	Wilson, Ricky L & Mary K	1527 S Ashton Ave	Stillwater	OK	74074	1527 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 16
600074752	SB214-010013-000000	Billings, Scott A & Dairde	1601 S Ashton Ave	Stillwater	OK	74074	1601 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 15
600074751	SB214-010012-000000	Billings, Rodney W & Judith O TTEE	1607 S Ashton Ave	Stillwater	OK	74074	1607 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 14
600074749	SB214-010011-000000	Song, Zhiying & Hui Li	1613 S Ashton Ave	Stillwater	OK	74074	1613 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 13
600074748	SB214-010010-000000	Levings, Travis A & Julie G	1619 S Ashton Ave	Stillwater	OK	74074	1619 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 12
600074747	SB214-010009-000000	Beeby, Darla J TTEE 1/2 Int & Beeby, George C TTEE 1/2 Int	1623 S Ashton Ave	Stillwater	OK	74074	1623 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 11
600074746	SB214-010008-000000	Lacy, Robin Hood & Betty Lou Co-TTEE	1703 S Ashton Ave	Stillwater	OK	74074	1703 S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 10
600074745	SB214-010007-000000	Phillips, Doris I & Phillips, Christopher & Brandon Co-TTEE	PO Box 2341	Stillwater	OK	74076	S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 9
600074794	SB214-00000E-OUTLOT	Berry Creek Community Association		Stillwater	OK	74076	S Ashton AveStillwater, OK 74074	Berry Crk, 3rd Sec Bldg 10 Lot 8

Teresa Kadavy

From: Steven McGowen <steven.mcgowen@icloud.com>
Sent: Thursday, August 7, 2025 9:10 PM
To: Teresa Kadavy
Subject: Subject: Opposition to Short-Term Rental Application STR-0215 Near 1511 S. Ashton Ave.

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

Dear City Clerk,

I am writing as a homeowner at 1511 S Ashton Avenue to express my strong opposition to the application for a short-term rental at 1512 S. Surrey Drive (application number STR-0215), located within approximately 300 feet of my home.

One of the main reasons my family and I chose to purchase our home here was the quiet, stable character of this neighborhood. It is a well-kept, peaceful area where neighbors know one another and where there is a mutual respect for maintaining a calm, safe environment. We intentionally selected this location to distance ourselves from the noise, traffic, and late-night activity often associated with the college lifestyle that is prevalent in other parts of the city.

Introducing a short-term rental so close to our home jeopardizes those qualities. My concerns include:

1. Noise and Disturbances

In a college town, short-term rentals can attract weekend gatherings, game-day parties, and large groups of transient guests. Given the proximity, even moderate noise will carry easily into nearby homes, particularly at night, undermining the quiet enjoyment we and our neighbors have come to expect.

2. Parking and Traffic Congestion

This residential area has limited on-street parking. Short-term guests often bring multiple vehicles, creating congestion, blocking driveways, and posing safety risks for children, pedestrians, and cyclists.

3. Impact on Neighborhood Character

The stable, long-term residency in our neighborhood fosters a strong sense of community and informal security. A constant turnover of unfamiliar guests erodes that trust and changes the environment from a neighborhood to a transient lodging zone.

4. Potential Effect on Property Values

Many prospective buyers specifically seek neighborhoods without nearby short-term rentals due to the risks of noise, safety concerns, and inconsistent upkeep. This can diminish the desirability and value of properties in the area.

For these reasons, I urge the city to deny this application in order to preserve the quality of life and property values in our community.

Thank you for your attention to this matter and for your commitment to protecting the residential character of Stillwater's neighborhoods.

Sincerely,

Steven and Dia McGowen
1511 S. Ashton Ave.
Stillwater, OK 74074
steven.mcgowen@icloud.com / 580-273-3854

Date of Meeting: September 9, 2025

Subject: Map Amendment: 1421 W. 8th Avenue

Purpose of Report:

The applicant requests review and approval of a Map Amendment to rezone the property addressed as 1421 W. 8th Avenue from Small Lot Single Family Residential (RSS) to Two-Family Residential (RT).

Background:

The subject property is located on the south side of town on the southeast corner of Gray Street and 8th Avenue at 1421 West 8th Avenue. The tract currently has a single-family house on the property and is platted as Block 9 Lots 26-28 of Berry's Addition. The applicant is requesting to rezone the property to build a duplex. A duplex is not allowed in RSS and is allowed by right in the RT zoning district. If approved, all future development will be required to align with the uses and design standards of the RT zoning district.

Application Processing Information:

Owner/Applicant – Emmaus Energy, 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 – September 9, 2025

City Council – October 6, 2025

Project/Site Design Data/Details:

Zoning – Small Lot Single Family Residential (RSS)

Proposed Zoning – Two-Family Residential (RT)

Existing Use –Single Family Residential

Proposed Use – Two-Family Residential

Total Lot size – ~ 0.25 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to West 8th Avenue and South Gray Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: The brown OSU line has stops approximately two blocks to the west, and one block to the north. Sidewalks are on the north side of the property and will be constructed as required by code.
- 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 inconsistent with the Future Land Use Map.

Discussion:

The applicant requests review and approval of a Map Amendment to rezone the subject property from RSS to RT, to allow for a future two-family project. Office (O) is located to the west of the property, Public (P) is located to the north, and RT is located two blocks to the southeast of the property. The property has RSS located to the south and east.

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. A Duplex is allowed by right in the Two-Family Residential (RT) zoning district.
3. The RT 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:

September 3, 2025

Attachments:

Application, Area Map, Zoning Comparison Table

Map Designation:

SW

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

ZONING:

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

SUBDIVISION:

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

OTHER:

☐ Closing
☐ Improvement Plans
☐ Drainage Plans/Study

SITE PLANS:

☐ Minor Amendment

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

Title of Subdivision/Plan/Use: 1421 WEST 8TH
Owner(s) of Property: EMMAUS ENERGY LLC
Owner(s) Address: 7134 South Yale Avenue, Tulsa OK 74136
Owner(s) Phone/Fax/Email: mbrown@emmausenergy.com 918.629.6469
Applicant/Developer of Property: DON WILLIAMS
Applicant/Developer Address: 304 South Duck Street, Stillwater, OK 74074
Applicant/Developer Phone/Fax/Email: Don@c-star.com 580.767.9060
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: 1421 WEST 8TH, STILLWATER

Original Tract Deed Book and Page Number: B 2868 P 320
Number of Acres in Development: 0.25
Number of Lots Created: N/A
Current Zoning/Requested Zoning: RSS (Residential Single Family) - RT (Two-family Residential)
Reason for zoning request/use permit/map amendment:
To allow for construction of a duplex on the property.

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] 7/17/2025
Applicant/Preparer Date
[Signature] 07/21/2025
Applicant/Preparer Date

[Signature] 7/17/2025
Owner/Agent (with documentation) Date
[Signature] _____
Owner/Agent (with documentation) Date

For City of Stillwater Use Only: CASE NO#: _____

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

Application for Review/Action

Form Date: 04/15/2008
Revised: 04/2908; 05/02/08

RECEIVED
By alexandria.maged at 1:53 pm, Jul 23, 2025

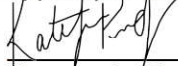
**City of Stillwater
Map Amendment Checklist
Chapter 23, Article 3**

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	JB
\$252.00	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

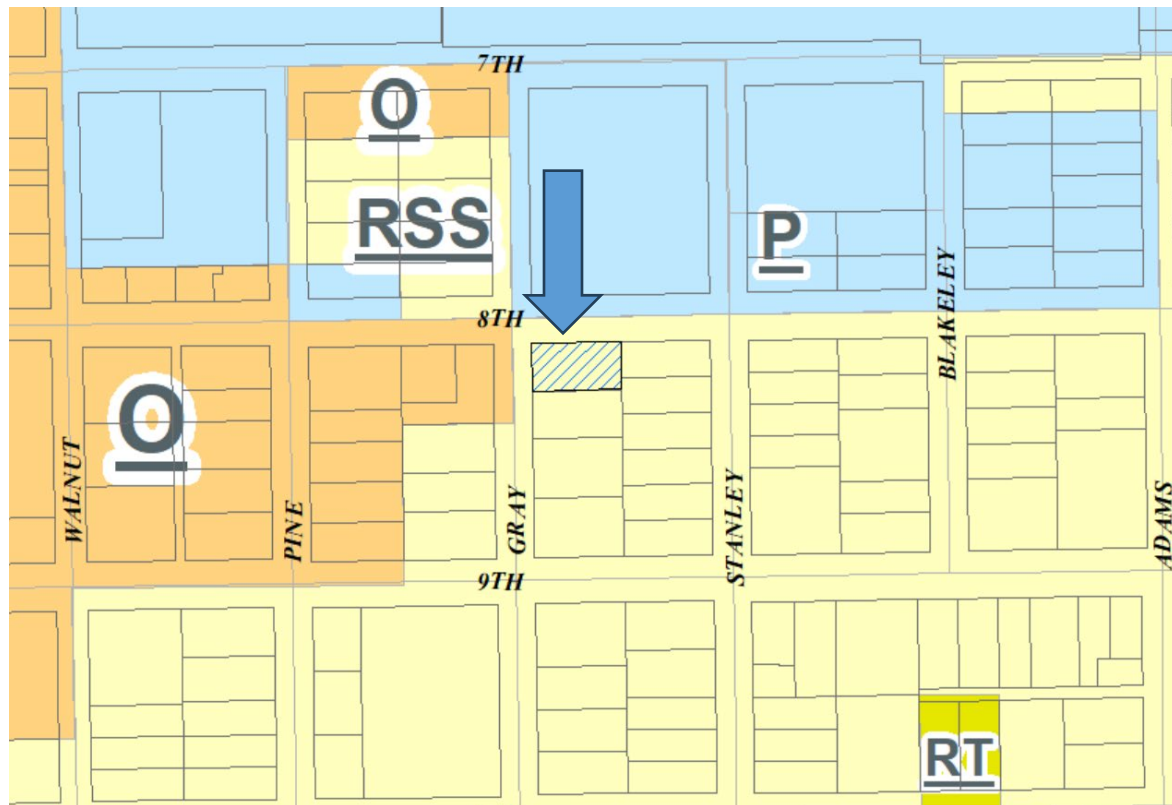
Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.



Preparer's Signature

07/17/2025

Date



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MA25-08
Request: Rezone from RSS to RT
Address: 1421 W. 8th Avenue

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	RT (Residential Two-family)
Min Lot Size	5,000 square feet	7,500 square feet
Min Lot Width/Depth	50/100 feet	60/100 feet
Max Structure Height	35 feet	35 feet
Min Front Yard	20 feet/10 feet from alley	20 feet/10 feet from alley
Corner lot optional setback	Front: 20 feet Street Side: 15 feet	N/A
Min Side Yard - boundary with:		
Residential district	5 feet	5 feet
Commercial district	15 feet	15 feet
Industrial district	15 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	20 feet	20 feet
Max Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	No requirements
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• <i>Conventional single-family</i> • <i>Residential design manufactured home</i>	• <i>Conventional single-family</i> • <i>Residential design manufactured home</i> • Two-family (duplex)

Date of Meeting: September 9, 2025

Subject: Map Amendment: 517 S West Street

Purpose of Report:

The applicant requests review and approval of a Map Amendment to remove the property from the Corridor Redevelopment Area Planning District, and zone as Commercial General (CG) the property addressed as 517 S West Street.

Background:

The subject property is located on the west side of town east of West Street and just north of 6th Avenue at 517 S West Street. The tract is currently vacant and is platted as Block 26 Lots 16-17 of College Addition.

The applicant has requested to consolidate this property with the tract to the south to develop a coffee shop. A coffee shop is permitted by right in The Corridor Redevelopment Area Planning District, Transect 5 as well as the Commercial General zoning district (CG). The property to the south is zoned Commercial General (CG). To consolidate the two lots, the properties must have the same zoning district. Before the property can be zoned CG, it must be removed from the Corridor Redevelopment Area Planning District, Transect 5 (T-5). This is why the applicant is requesting to remove the tract from the Corridor Redevelopment Area Planning District and zone the property CG. This will allow the applicant to consolidate this lot with the vacant lot on the northeast corner of West 6th Avenue and South West Street, for a future commercial development. If approved, all future development will be required to align with the uses and design standards of the CG zoning district.

Application Processing Information:

Owner/Applicant – Build It, LLC.

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

Processing Track:

Submittal Date – July 29, 2025

Planning Commission – September 9, 2025

City Council – October 6, 2025

Project/Site Design Data/Details:

Zoning – Corridor Redevelopment Area Planning District, Transect 5 (T-5)

Proposed Zoning – Commercial General (CG)

Existing Use – Vacant

Proposed Use – Coffee Shop

Total Lot size – ~ 0.16 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to South West Street and West 6th Avenue.

- Transit Facilities/Bike Lanes or Trails/Sidewalks: The green OSU line has one stop approximately two blocks to the east, and the green and red lines have a stop two blocks to the west. Sidewalks are on the south and west side of the property and will be constructed as required by code.
- 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 Low Density Residential. 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 to CG, to allow for the development of a Coffee Shop. CG is located to the south of the property. The Corridor Redevelopment Area Planning District, Transect-5 is located on the north, east, and west of the subject property.

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. A coffee shop is allowed in The Corridor Redevelopment Area Planning District, Transect-5 and the Commercial General zoning district.
3. A rezoning is required so that the lot can be consolidated with the property to the south to support the development of a coffee shop.
4. The CG 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:

Reviewed by:

Date of Preparation:

Attachments:

Map Designation:

Henry Bibelheimer, Senior Planner
Joshua Brown, Development Coordinator
Cindy Gibson, Administrative Services Manager
David Barth, Development Services Director
September 3, 2025
Application, Area Map, Zoning Comparison Table
SW

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:

☐ 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: Proposed Restaurant
Owner(s) of Property: Build It, LLC
Owner(s) Address: 1030 E. 13th Street Cushing, Oklahoma 74023
Owner(s) Phone/Fax/Email: 405-880-3226 / geoff@dunkintheatre.com
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: 517 South West Street

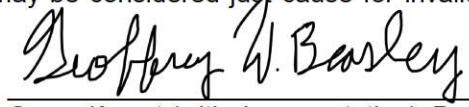
Original Tract Deed Book and Page Number: Book 2876 Page 668
Number of Acres in Development: 0.40 acres
Number of Lots Created: 1
Current Zoning/Requested Zoning: T5 (Transect 5) to CG (Commercial General)
Reason for zoning request/use permit/map amendment:
Rezone property to allow for Commercial General uses.

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.

 07/25/2025
Applicant/Preparer Date

Applicant/Preparer Date


Owner/Agent (with documentation) Date
Geoffrey W. Beasley, Manager, Build IT, LLC
Owner/Agent (with documentation) Date

For City of Stillwater Use Only: CASE NO#: MA25-10

Submission Date: 07.29.2025 Processing Tract: IRC08.13.25, PC _____, CC _____
Approval Date: _____ Fees: _____ Number of Copies: _____

Application for Review/Action

RECEIVED
By CGibson at 9:16 am, Jul 29, 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

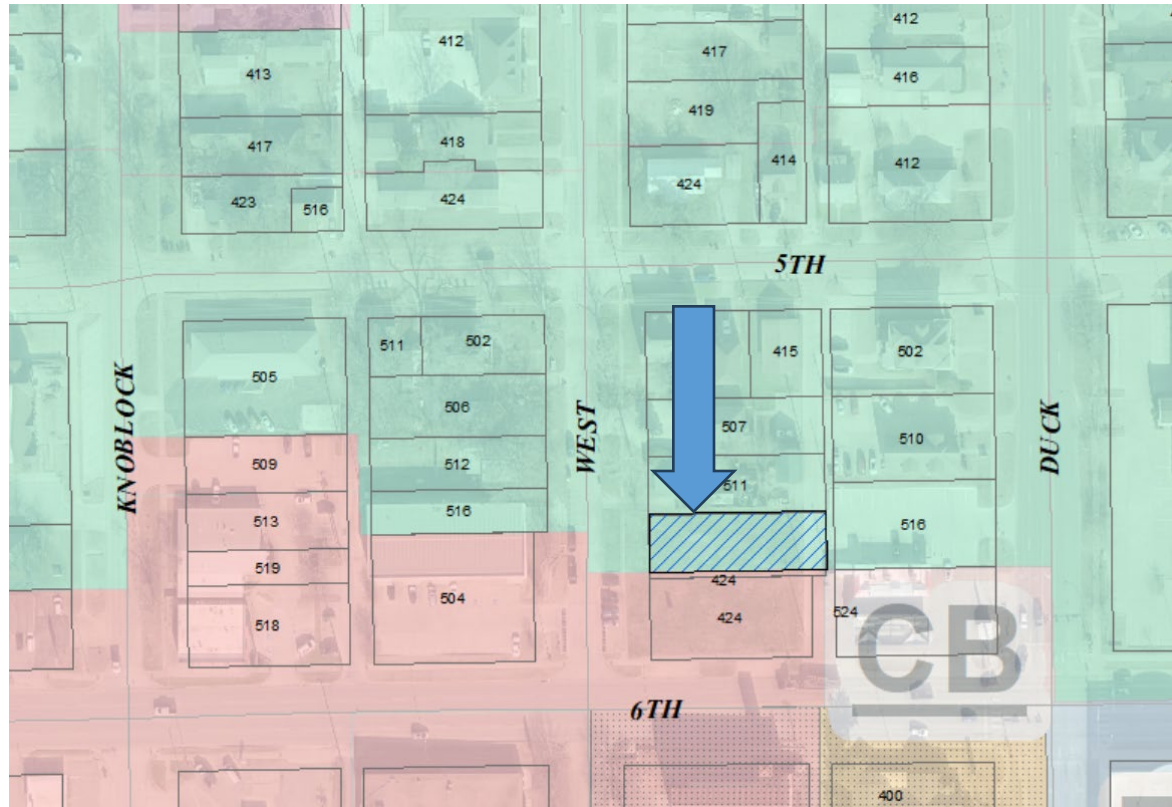
Zoning district boundaries created under the authority of the City of Stillwater may be amended to change the zoning classification on one or more properties by the City Council. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

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	Section 23.58	
X	COMPLETED APPLICATION FORM AND CHECKLIST	JB
X	TYPED LEGAL DESCRIPTION SENT TO DIGITALS@STILLWATER.ORG	JB
\$252.00	FILING FEE OF \$250.00 PLUS \$2.00/ACRE	
X	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

07/21/2025
Date



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: MA25-10

Request: Rezone from T5 to CG

Address: 517 S. West Street

ZONING COMPARISON CHART		
	T5	CG (Commercial General)
Min Lot Size	No min requirements	No min requirements
Min Lot Width/Depth	No min requirements	No min requirements
Max Structure Height	5-story max, 2-story min	No max height
Min Front Yard	5 feet	25 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	No min requirements	20 feet
Commercial district	No min requirements	20 feet
Industrial district	No min requirements	20 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	20 feet	No min requirements
Max Lot Coverage	80 percent	50 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	Foundation plantings, planters, trees and groundcover (grass, or any ornamental cover), at least 10% of the private realm shall be landscaped. • Live/Work Unit • Accessory Unit • Residential Multi-Family • Mixed Use Residential • Hotel • Inn • Short-Term Rental • Restaurant, Deli/Coffee Shop • Bank • Retail/Commercial • Office • Bar/Tavern/Nightclub • Medical Marijuana Dispensary • Library • Religious Assembly • Arts and Culture • Education • Government • Outdoor Recreation • Indoor Recreation • Medical Marijuana Processing • Medical Marijuana Commercial Grower, Indoor Only	No requirements • Arts & Entertainment • <i>Bed & Breakfast, Hotel, Motel</i> • <i>Beverage Services</i> • Churches & Religious Institutions • <i>Financial Institutions & Services</i> • <i>Food Services</i> • <i>Free-Standing Self-Service</i> • Health Care & Social Assistance • <i>Information</i> • Parking Lots/Garages • <i>Personal & Laundry Services</i> • <i>Personal Storage & Warehousing</i> • <i>Professional & Administrative Offices</i> • Recreation • Research & Development • <i>Retail Trade</i> • Transportation Activities • Utilities • Vehicle & Equipment Sales/Service • Wholesale Trade
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)		

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• Movie Theater• Outdoor Auditorium• Parking Structure• Surface Parking | |
|--|--|--|

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF AUGUST 19TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED August 14th, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
Riley Williams, Vice Chair
Mark Prather, 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
Cindy Gibson, Administrative Manager

MEMBERS ABSENT

Mike Shanahan, Member

Staff Absent

1. CALL MEETING TO ORDER.

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

2. GENERAL ORDERS

- 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.

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

Commissioner Prather asked how many homes in total were platted between 26th Avenue and 32nd Avenue with the addition of this phase; Mr. Bibelheimer did not have an exact number but estimated over 400 homes.

Chair Phillips asks if there are any additional questions for staff; none respond. Chair Phillips asks if the applicant was present or would like to speak; none respond. Chair Phillips invites staff to present findings and alternatives.

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

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

Commissioner Peters moves to approve the final plat as presented Vice Chair Williams seconds.

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

Time: 3 minutes

3. PUBLIC HEARING

- 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.

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

Chair Phillips asks if there are any further questions for staff; none respond. Chair Phillips asks if there is an applicant or representative that would like to share any additional information; the applicant states they do not have any additional information.

Chair Phillips asks if the commissioners have any additional 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 ; 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 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.

Staff's recommendation is Alternative 1 which is to approve the proposed Map Amendment as presented.

Commissioner Prather moves to approve the map amendment as presented, Vice Chair Williams seconds.

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

Time: 4 minutes

- 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, Senior Planner, states that the applicant has requested to table this item to a date certain, September 9th, 2025.

Vice Chair Williams moves table the map amendment to the September 9th, 2025 Planning Commission, Commissioner Peters seconds.

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

Time: 1 minute

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

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

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

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

Time: 2 minutes

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

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Peters at approximately 5:40 PM on August 19th, 2025. The next regularly scheduled meeting will be held Tuesday, September 9th, 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