

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF SEPTEMBER 9TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED September 5th, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Mark Prather, Member
Mike Shanahan, Member
David Peters, Member

STAFF PRESENT

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

MEMBERS ABSENT

Jana Phillips, Chair
Riley Williams, Vice Chair

Staff Absent

1. CALL MEETING TO ORDER.

Commissioner Shanahan called the meeting to order at 5:30 p.m.

2. GENERAL ORDERS

- 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.

There is no action on this item.

3. PUBLIC HEARING

- 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. (Tabled from August 19th, 2025 meeting.).

This item was withdrawn by applicant.

- 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.

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

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Desiree Moritz, 1500 E. Richmond Rd., comes to speak on the following:

- Purchased and remodeled the home for use as an Airbnb.
- Noted three other STRs already exist on the street.
- Provided neighbors with personal phone numbers and arranged for local residents to monitor the property.
- Installed a noise monitor and four cameras to ensure compliance.
- Only pre-approves renters with five-star Airbnb reviews.

Commissioner Shanahan asked about rental limits and safeguards against local misuse. Mrs. Mortiz enforces a no-party policy, requires renters to be 25 years or older, and limits stays to two weeks.

Commissioner Prather asks if she will have a distance buffer to prevent parties. Mrs. Mortiz confirms they will not be renting to locals to prevent parties; and explained higher pricing and strict approval policies to discourage party use.

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in to speak in favor; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond. Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents alternatives:

1. Approve the Application.
2. Defer for additional discussion.
3. Deny the Application.

Commissioner Shanahan asks if there are any further questions for staff; none respond.

Commissioner Peters moves to approve the Short-Term Rental as presented. Commissioner Prather acknowledges that they did receive documentation that there was opposition to the STR but did not think the objections were applicable and seconds the motion.

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

Time: 7 minutes

- 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.

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

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Max Myers, representative of 1512 S. Surrey Drive, comes to speak on the following:

- Shares photos with the Planning Commission of the property.
- Applicants are long-term Stillwater residents (35+ years) and community members.
- The Jones' purchased the house adjacent to their residence to preserve and manage it.
- Plan to use it for family stays and as a 2–3 day Airbnb rental.
- Will enforce no-party policies and personally monitor the property.
- Two other STRs exist in the vicinity.

Commissioner Shanahan clarifies that the Jones' will continue to live in the adjacent residence and asks if they will have any other policies to prevent parties. Mr. Myer's confirms and states that if there are any parties they would be the first to know and the conditions of the Short Term Rental will be clearly posted.

Commissioner Shannahan asks if there is anyone else that would like to speak in favor.

Mr. Tom Dearing, 1614 Surrey Dr., comes to speak on the following:

- Lives across the street.
- Supports approval.
- Praised improvements to the property, and noted ample driveway parking (room for 6 cars).

Commissioner Shanahan asks if there is anyone that wishes to speak in opposition.

Mr. Stephen McGowen, 1511 South Ashton Avenue, comes to speak on the following:

- Opposed due to concerns such as
- Noise and traffic associated with STRs in a college town.
- STRs undermining single-family zoning intent.
- Potential long-term impacts on housing affordability and neighborhood character.
- If the residence move and the STR is transferred.

Mrs. Kim Payne, Assistant City Attorney clarifies that the STR can not transfer to the next property owner, they would need to reapply.

Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents alternatives:

1. Approve the Application.
2. Defer for additional discussion.
3. Deny the Application.

Discussion is held clarifying that the applicants living next door reduced concerns about noise.

Commissioner Prather moves to approve the Short-Term Rental as presented, Commissioner Peters seconds.

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

Time: 7 minutes

- 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

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

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Mrs. Katie Purdy, Gose & Associates, 113 E. 8th Avenue comes to the podium and states that the requested rezoning is to allow construction of an addition, which will include a kitchen; and this makes this dwelling become defined as a duplex.

Don Williams, Representative, C Star, 305 S. Duck Street comes to speak on the following:

- Mr. Williams brings the following plans to share with the Commissioners.
- Owner intends to live in one unit and lease the other.
- Believe site qualifies as good transition zoning due to proximity to hospital and busy street.
- Addition would maintain setbacks (6.5 ft from property line).

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in favor; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond.

Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents findings and alternatives:

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.

Commissioner Shanahan asks if there are any further questions for staff; none respond.

Commissioner Prather moves to accept the Map Amendment as presented, Commissioner Peters seconds.

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

Time: 8 minutes

- 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.

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

Commissioner Shanahan asks what requirements would be relieved by rezoning to Commercial General. Mr. Bibelheimer advises that the applicant is required to rezone the property to be one zoning district as it currently straddles two properties, but believes the applicant would be better to address why they chose one over the other.

Mrs. Katie Purdy, Gose & Associates at 113 E. 8th Avenue comes to speak on the following:

- Here to represent the property owner
- This property is a combination of two parcels which caused it to have a split zoning.
- Explained the need for consistent zoning across parcels for setbacks and development.
- CG zoning is more restrictive than current T5 zoning, but necessary for consolidation.

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in favor; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond.

Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents findings and alternatives:

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.

Commissioner Peters moves to accept the Map Amendment as presented, Commissioner Prather seconds.

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

Time: 6 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting minutes of August 19th, 2025.

Commissioner Shanahan asks if there are any changes and/or corrections; none respond.

Commissioner Prather moves to accept the minutes as presented, Commissioner Peters seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	Absent	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 September 16th, 2025.

6. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Peters at approximately 6:07 PM on September 9th, 2025. The next regularly scheduled meeting will be held Tuesday, September 16th, 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

