

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF OCTOBER 21ST, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 15th, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

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

STAFF PRESENT

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

MEMBERS ABSENT

Staff Absent

1. CALL MEETING TO ORDER.

Chair Phillips called the meeting to order at 5:30 pm and explains the proceedings for the evening.

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.

Henry Bibelheimer, Senior Planner, presents the item.

Vice Chair Williams confirmed the exception is only for this residence and that later adjacent sidewalks would not trigger construction here, absent of new development. Mrs. Kim Payne, Assistant City Attorney confirms.

Mrs. Payne noted the motion can clarify that the exception applies only to the single-family residence identified in the application.

Commissioner Prather asked why staffs recommended to approve. Mr. Bibelheimer clarified that staff believed this met the requirements for undue burden as there were no sidewalks or plans to add sidewalks in the immediate vicinity; and there is also a sidewalk on the west side of Perkins Rd.

Chair Phillips asks the applicant to come forward.

Mrs. Cathy Kent, 5823 N Perkins Rd., comes to speak on the following:

- Purchased the 10-acre property ~2–3 years ago; building one home near the rear of the tract; frontage not utilized.
- Adjacent tracts to south (~30 acres) and north are undeveloped; corridor is high-traffic/low-density and not pedestrian-oriented.

- The cost of an isolated sidewalk segment would be burdensome.
- No plans to develop/subdivide; use is one single-family home.

Chair Phillips invites staff back to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives, which are:

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.

Vice Chair Williams agree that this meets the requirements for being considered an undue burden.

Vice Chair Williams motions to approve the Special Exception as presented. Commissioner Prather Seconds.

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

Time: 8 minutes

3. PUBLIC HEARING

- a. Receive public comment regarding a request for a Form-Base Code Warrant (FBC25-02) to allow a duplex in the Transect 5 (T5) zoning district at property addressed as 230 N. Duncan St.

Henry Bibelheimer, Senior Planner, presents the item.

Chair Phillips asked about the intent of the FBC (walkability/activation) and how a 15-ft maximum setback supports that; asked whether rear-alley access was anticipated. Mr. Bibelheimer states that the intent is consistent with street activation/walkability; rear-alley parking is a common aim in such overlays; this site has no alley, necessitating a creative solution; and warrant only approves the use as all FBC standards (façade, transparency, materials, etc.) apply at building permit review.

Chair Phillips invites the applicant or representative up to present.

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

- The overhang solution is a practical way to meet parking and setback simultaneously and would likely be needed for any dwelling here under T-5.

Mr. Dusty Lane, Heritage Construction, 306 E. Harned Ave., comes to speak on the following:

- Plans front green space/landscaping between driveways and at sides.
- Was a Commissioner on Planning Commission when the FBC was passed and believes this meets the goals of the T5 zoning.
- Anticipates materials that satisfy FBC character and transparency (e.g., stone base/columns, siding mix, glazed garage doors, articulated cornice/fascia).
- Replacing an uninhabited single-family with a duplex better matches T-5 density goals.

Commissioner Prather comments the original anti-front-parking intent may be softened by the overhang solution; and expressed no objection given site constraints and evolving practice.

Chair Phillips opens the public hearing and asks if anyone wishes to speak in favor of the item; none respond. Chair Phillips asks if anyone would like to speak in opposition to the item; none respond. Chair Phillips closes the public hearing and invites staff to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives, which are:

Findings:

1. The Land Development Code allows a residential two-family use in the Transect 5 zone with a warrant.
2. The Comprehensive Plan calls for Medium Density at the property's location.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed warrant as presented.
2. Find that the warrant is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the request.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Staff's Recommendation: Approve the warrant request to construct a duplex at 230 N. Duncan Street.

Chair Phillips asked whether glazing/transparency and façade mix would still be enforced.

Mr. Bibelheimer confirms that all other building requirements would still need to be met.

Commissioner Prather moves to approve the Warrant as presented. Commissioner Peters seconds.

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

Time: 8 minutes

- b. Receive public comment regarding a request for a Map Amendment (MA25-11) to rezone property addressed as 214 S. Cleveland Street from Multi-Family Intermediate (RMI) to Multi-Family Urban (RMU). (Applicant withdraws request.)

Applicant has withdrawn the request; no action taken.

- c. Receive public comment for a Preliminary Plat (SUB25-13) in the Small Lot Single-Family Residential (RSS) district at property addressed as 2002 E. McElroy Road.

Applicant sent in a request to table this item to the next scheduled Planning Commission on 11/4/25.

Vice Chair Williams motions to table the item. Commissioner Peters seconds.

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

Time: 2 minutes

4. FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting summary of October 7th, 2025.

Chair Phillips asks if there are any changes and/or edits.

Vice Chair Williams clarifies that he is the one that had abstained on the voting for the minutes of September 9th and September 16th.

Commissioner Peters moves to approve the minutes with corrections. Vice Chair Williams seconds.

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

Time: 2 minutes

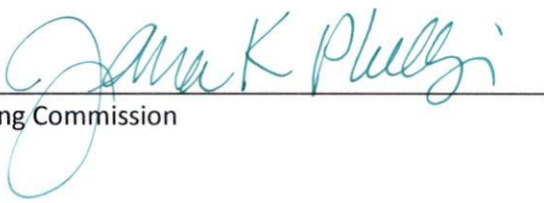
5. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is November 4th, 2025.

6. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Prather at approximately 5:57 PM on October 21st, 2025. The next regularly scheduled meeting will be held Tuesday, November 4th, 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