

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF OCTOBER 7TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED October 3rd, 2025 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

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

STAFF PRESENT

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

MEMBERS ABSENT

Mark Prather, Member

Staff Absent

David Barth, Development Services Director

1. CALL MEETING TO ORDER.

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

2. Election of Chair.

Vice Chair Williams motions to re-elect Jana Phillips as Chair, Commissioner Shanahan seconds.

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

Time: 1 minute

3. Election of Vice-Chair.

Commissioner Shanahan motions to re-elect Riley Williams as Vice Chair, Chair Phillips seconds.

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

Time: 1 minute

4. 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.

Commissioner Shanahan inquires if this would this be a sidewalk to nowhere. Mr. Bibelheimer explains that there is a commercial development one lot north that will be required to build a sidewalk, but it

doesn't directly touch this property and there are sidewalks on the west side of Perkins, but no marked crosswalk at this location.

Chair Phillips asks if there are any crosswalks that access this property and what the speed limit is. Mr. Bibelheimer states there is not and the speed limit is 55mph.

Chair Phillips asks if there is still a mechanism to defer sidewalk construction until it connects, or to pay in-lieu. Mr. Bibelheimer explains there are no current in-lieu or deferral mechanism that is in use; and the only available relief is a permanent waiver for this development.

Chair Phillips inquires if the waiver will run with the owner, the zoning, or the development and what if the 10 acres is later platted/split. Mr. Bibelheimer explains that this waiver would apply to this single-family house on this tract; if later platted into multiple lots, sidewalks would be required with the plat, including along new internal streets and likely along Perkins; and if a second home later pulls a permit on a split with Perkins frontage, that lot would need its own exception.

Discussion is held about the different ways the lot could be divided and where future sidewalks could need to go.

Chair Phillips states that given the open questions, she'd prefer to table and get definitive answers.

Chair Phillips motions to table to the next PC date, October 21 with the following questions to research:

- 1. If split into multiple residential lots, what happens to the waiver?**
- 2. If split into commercial vs. residential, what happens?**
- 3. Does the waiver attach to ownership, zoning, platting, or this development only?**

Vice Chair Williams seconds the motion.

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

Time: 10 minutes

5. PUBLIC HEARING

- a. Receive public comment regarding a request for a Specific Use Permit (SUP25-04) to operate a Health Care & Social Assistance facility in the Commercial Shopping (CS) zoning district at property addressed as 1525 S. Western Road

Henry Bibelheimer, Senior Planner, presents the item.

Chair Phillips inquires what zoning would allow this by right and would this lot meet required parking. Mr. Bibelheimer and Joshua Brown, Development Coordinator, specifies parking is based on building square footage and will be verified at building permit; that no variances are granted by this SUP; building design can adjust to meet parking and there is a dental/eye office to the north; and they used a similar pathway of a specific use permit for the CS district.

Chair Phillips invites the applicant forward to present.

Mr. Jason Grayson, applicant, 3545 Valley Creek Rd. Edmond Ok., comes to speak on the following:

- Proposing a home dialysis training facility operated/owned by physicians.
- Patients will be trained to perform dialysis at home, reducing thrice-weekly travel to a dialysis center.

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 Health Care and Social Assistance in the RSS District with a specific use permit.
2. The proposed Kidney Dialysis Treatment Clinic aligns with the Comprehensive Plan, which calls for Commercial uses at the subject property location.

Alternatives:

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

Staff recommends Alternative 1.

Commissioner Peters motions to accept findings and recommend City Council approve the Specific Use Permit as presented. Commissioner Shanahan seconds.

Chair Phillips noted personal experience with dialysis and expressed support for the service.

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

Time: 7 minutes

- b. Receive public comment regarding an application for a Short Term Rental (STR-0217) for property addressed as 902 E. Lauren Lane in the Small Lot Single-Family Residential (RSS) district.

Henry Bibelheimer, Senior Planner, presents the item.

Commissioner Shanahan asks if there are any other STRs nearby. Mr. Bibelheimer responds that is unsure about that at this time.

Chair Phillips asks the applicant to come forward.

Mr. Brett Mroy, 4820 Country Club Ct., comes to speak on the following:

- Planning to use the property for family extended stays (grandparents for weeks) and short-term rental when not in family use.
- Is aware of a few other long term and short-term rental in the area.

Vice Chair Williams ask what they will be listing on, and what their requirements will be for the listing, and who will be maintaining it.

Mr. Mroy shares the following responses.

- Target market: Higher-end stays for visiting family, college events (games, graduation), adults.
- Occupancy: House set for max 6 (two bedrooms for couples; one room with twins for small kids).
- Parking: Two-car garage + two-car driveway.
- Policies: No parties; approval required via platform; responsive to noise complaints.
- Operations: Owner handles trash, cleaning service in place.
- Neighbors: Friendly with nearest neighbors; the objector appears to live near the outer edge of the 300-ft radius.

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 alternatives.

Mr. Bibelheimer present alternatives which are to approve, defer or deny the application.

Vice Chair Williams notes the applicant meets general criteria for a “good STR owner.”

Vice Chair Williams moves to approve the Short Term Rental as presented. Commissioner Shanahan seconds.

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

Time: 6 minutes

- c. Receive public comment regarding an application for a Short-Term Rental (STR-0218) for property addressed as 2614 N. Park Circle in the Small Lot Single-Family Residential (RSS) district.

Henry Bibelheimer, Senior Planner, presents the item.

Chair Phillips asks if there are any other STRs nearby. Mr. Bibelheimer responds that again, he is unsure about that currently, and shares at this time the City does not have a mapping system for short-term rentals.

Chair Phillips asks the applicant to come forward.

Darren Castle, 1721 S. Berkshire Dr., comes to speak on the following:

- Owned 5–6 years as a long-term rental.
- Converting to STR due to problem renters and to keep the property clean.
- Remodeled when it was purchased. updated condition (recent remodels).
- Platforms: Airbnb/VRBO.

- Occupancy: Three bedrooms; max 6 (two per room).
- Parking: Two-car garage + two-car driveway.
- Policies: No parties; owner is point of contact.
- Neighborhood care: Applicant maintains property; has even helped a neighbor with tree work to improve the fence line area.

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 alternatives.

Mr. Bibelheimer presents alternatives which are to approve, defer, or deny.

Commissioner Peters moves to approve the Short-Term Rental as presented. Vice Chair Williams seconds.

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

Time: 5 minutes

- d. Receive public comment regarding a text amendment (TXT25-05) to Chapter 23, "Land Development Code," Article V, "Use Categories and Limitations," Division 2, "Accessory Use Categories and Regulations," Section 23-105, "Sidewalk, street and parking lot table service areas"

Henry Bibelheimer, Senior Planner, presents the item.

Vice Chair Williams clarifies that the 6-foot sidewalk requirement would remain, it would just be after the café rather than between café and building. Mr. Bibelheimer confirms the same 6-foot minimum; and the location moves to the public-facing side.

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. A text amendment to the Land Development Code is needed to allow for sidewalk café development to align with best practices and the built environment.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends alternative number 1.

Chair Phillips notes that this corrects an awkward existing requirement. The new order—building, then café, then sidewalk—makes more sense for both the public way and business operations.

Commissioner Shanahan moves to approve the text amendment as presented. Chair Phillips seconds.

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

Time: 4 minutes

- e. Receive public comment regarding a text amendment (TXT25-06) to Chapter 23, "Land Development Code," Article I, "General Provisions", Section 23-7, "Definitions"; Article V, "Use Categories and Limitations", Division 1, "Generally", Section 23-96, "Definitions"; Article VI, "Land Use Classifications", Division 4, "Commercial Districts", Section 23-152, "CB Commercial Business District", Subsection (a) "Permitted by right"; Article XXIV, "Table of Uses", Section 23-435, "Created".

Henry Bibelheimer, Senior Planner, presents the item.

Mr. Bibelheimer adds a clarification that ownership form isn't a land use; zoning regulates the base use, for example: single-family, multifamily, commercial; whether the dwellings are owned (condos) or rented (apartments) doesn't change that base use; for example - an apartment building and a condo building are both regulated as multifamily and a neighborhood of rentals and a neighborhood of owned homes are both regulated as single-family.

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 proposed text amendment would remove Unit (Condominium) Ownership as a "use".
2. Unit (Condominium) Ownership will be allowed in any zoning district, if documents are submitted that show the unit ownership was established appropriately and follows all state laws.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends alternative number 1.

Vice-Chair Williams moves to approve the text amendment as presented. Commissioner Shanahan seconds.

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

Time: 4 minutes

6. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting summary of September 9, 2025.

Chair Phillips asks if there are any changes and/or edits; none respond.

Commissioner Peters moves to approve the minutes as submitted. Commissioner Shanahan seconds.

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

Time: 1 minute

- b. Regular meeting summary of September 16, 2025.

Chair Phillips asks if there are any changes and/or edits; none respond.

Commissioner Shanahan moves to approve the minutes as submitted. Commissioner Peters seconds.

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

Time: 1 minute

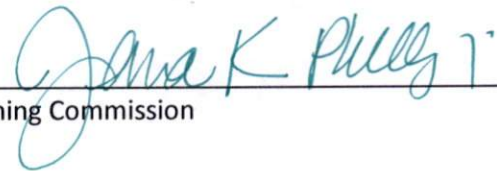
7. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is October 21st, 2025.

8. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Peters at approximately 6:13 PM on October 7th, 2025. The next regularly scheduled meeting will be held Tuesday, October 21st, 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