

PLANNING COMMISSION MEETING AGENDA  
JANUARY 6, 2026



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

a.	Review and possible approval of an alternative compliance for building facade material/symmetry for property addressed as 229 S. Knoblock in the Form Based Code Transect 6 (T6) district.	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 listed as presented or as amended by the Planning Commission unless the agenda entry specifically states that no action will be taken.

a.	Receive public comment regarding a Text Amendment to Stillwater City Code 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; and Article VI, Land Use Classifications, Division 3, Residential Districts, Section 23-140, RMI (Multi-Family Intermediate) District, and Section 23-141 RMU (Multi-Family Urban) District.	Henry Bibelheimer
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- 4. Meeting Summary for Review and Possible Action

a.	Regular Meeting Summary of December 16, 2025.
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- 5. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:
- 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.

## MEMORANDUM

DATE: January 6, 2026  
TO: Stillwater Planning Commission  
FROM: Henry Bibelheimer, Senior Planner  
SUBJECT: 229 South Knoblock Street - Form Based Code Area  
Alternative Compliance Request  
FBC25-04

The Bank of Oklahoma is proposing to redevelop the property located at 229 South Knoblock Street. The proposed bank is allowed by right in Transect 6 (T-6) of the Corridor Redevelopment Area Planning District. As a part of the remodel of the existing structure, the applicant is proposing to remodel the exterior of the building, as shown in the conceptual exhibit. The existing windows on one side of the door are proposed to be replaced with an ATM and night drop.

### City Code References

Chapter 23, Appendix I, Form Base Codes, Sec. 3.7, Architectural Provisions, Table 4, Building Façade

Doors and windows on the primary frontage shall be symmetrical in design, blank walls are not allowed.

### Section 23-449

The provisions of this article are not intended to prevent the use of an alternative design, method of construction or material not specifically prescribed herein. The Planning Commission may, upon written application, authorize the use of such alternative design, method of construction, or material, after consideration of the following factors:

- Consistency with adopted area plan;
- Compliance with applicable City Code requirements;
- The effect of the development on the neighborhood, traffic conditions, parking, public infrastructure, and public health and safety;
- Compatible construction and operation of the development with the neighborhood;
- Adequacy of public facilities serving the development; and
- The preservation of natural, scenic or historical sites and features.

**Applicant’s Request**

To try to maintain a symmetrical design, the applicant positioned the entrance door centrally. One side of the building will serve as the storefront (North), while the other side is essentially a “blank wall” devoid of windows (South). In this South wall, we intend to install an ATM and a Night Drop, as illustrated. The placement of the ATM and Night Drop is offset due to the presence of a sprinkler system in the building, which features a remote FDC unit positioned one foot off the facade in the sidewalk. Additionally, we are collaborating with ATM maintenance clearance restrictions within the building.

**Findings**

1. Facades in Transect 6 are required to be symmetrical in design and not include any “Blank Walls”.
2. The existing building is symmetrical, with a central door and glass store front façade on both sides.
3. Section 23-449 allows the planning commission to allow alternative design in the Form Based Code area.

**Alternatives**

1. Accept findings and approve the façade/design as presented for alternative compliance with the Form Based Code.
2. Deny the request for an alternative design as presented.
3. Table the request to a future meeting.

**Attachments – Application, Letter of Justification, and Exhibits**

**CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT  
APPLICATION FOR REVIEW/ACTION IN THE FORM-BASED CODE AREA**

**Application Request:**

Alternative Compliance  
 Warrant

**NOTE:** COMMERCIAL USE-BY-RIGHT (CUBR) and Minor Site Plan Amendments are required for all development within this special overlay district.

Owner(s) of Property: Knoblock Holdings, LLC  
Owner(s) Address: 229 S. Knoblock St Stillwater, OK 74074  
Owner(s) Phone: 405-830-4155  
Owner(s) Email: justin.minges@yahoo.com  
Applicant/Developer of Property: Inventure - Tulsa  
Applicant/Developer Address: 508 S. Boston Tulsa, OK 74103  
Applicant/Developer Phone/Fax: 918.236.8832  
Applicant/Developer Email: Austin@inventure.design  
Design Engineer address/phone: Inventure  
508 S. Boston Tulsa, OK 74103

Design Engineer email: Austin@inventure.design

Surveyor address/phone and email: N/A

Address or Description of Property to be Developed: 229 S. Knoblock

Original Tract Deed Book and Page Number: \_\_\_\_\_

Reason for Alternative Compliance or Warrant request: Seeking approval of a facade with storefront on only one side of the entrance and an ATM and night drop on the opposite side.

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.

Austin Minges 11/21/25  
Applicant/Preparer Date

Justin Minges 11/21/25  
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

**For City of Stillwater Use Only:** CASE NO#: \_\_\_\_\_


**City of Stillwater**  
**Alternative Compliances/Warrants**  
**Chapter 23, Article 25 & Appendix I**

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

Because the uses/issues identified as requiring alternative compliance or warrants are less consistent with the intent of the development guidelines of Form-Based Code and the Redevelopment Corridor such issues shall be evaluated based upon their ability to be located in the Redevelopment Corridor. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	<b>For Alternative Compliance and Warrant Applications</b>	<b>JB</b>
X	COMPLETED APPLICATION FORM AND CHECKLIST	
	APPLICATION FEE: \$125.00	
	TYPED LEGAL DESCRIPTION EMAILED TO <a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a>	N/A
	COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS (IF APPLICABLE)	
N/A	A TYPEWRITTEN LIST, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, A LICENSED ABSTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY AND AN ELECTRONIC/DIGITAL COPY CAPABLE OF BEING REPRODUCED AS MAILING LABELS. THE OWNERSHIP LIST SHALL NOT HAVE BEEN PREPARED MORE THAN 30 DAYS PRIOR TO SUBMISSION OF APPLICATION.	N/A
X	Letter stating City's Code Section pertaining to request and explanation of scope of project.	JB
	<b>ALTERNATIVE COMPLIANCE REQUIREMENTS (AS WELL AS THOSE ABOVE)</b>	
X + Floor Plan	BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN REQUESTING ALTERNATIVE COMPLIANCE TO DESIGN STANDARDS (PROVIDE DRAWINGS OF: 1) DESIGN IF IN COMPLIANCE WITH ESTABLISHED; 2) DESIGNED WITH REQUESTED ALTERNATIVE COMPLIANCE.	JB
	LIST OF MATERIALS (IF REQUESTING NON-COMPLIANCE MATERIALS)	JB
	2 COPIES OF FULL-SIZED SITE PLANS, 1 (8.5X11) COPY, AND ONE DIGITAL SUBMISSION EMAILED TO <a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a> shall show the following:	N/A
	a. Dimensions of the site, including easements and rights-of-way, and location with respect to streets and adjacent properties;	
	b. Dimension of buildings and location with respect to property boundaries;	
	c. Location and type of existing and proposed outdoor features such as signs, fences, landscaping, or outdoor light fixtures;	
	d. Location, arrangement, and dimensions of off-street parking and loading spaces and access drives;	
	e. Any other physical features or characteristics which may be unique to the property or particular use proposed;	
	f. Location of existing and proposed public utilities	

**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.

 11/21/25  
Preparer's Signature Date

FORM AUTHORIZING OWNER'S REPRESENTATIVE TO SIGN DEVELOPMENT SERVICES  
APPLICATIONS ON BEHALF OF OWNER

If an owner wishes a representative to sign an application in his or her place, please complete this form, have it notarized and return it with the application to the Development Services Department.

Project Name: BOK Stillwater Branch Project Size/Acres: 3,480

I, Justin Minges OWNER of REAL property located at:  
(Print)

229 S. Knoblock St. Stillwater, OK 74074  
Address or Legal Description (Print) Stillwater, Oklahoma

Hereby authorize: BOKF, N.A.

Jason Dennis  
Name of authorized person (Print)

to sign the below applications related to the project, at the above location, on my behalf.

Applications: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER: [Signature]

Print name: Justin Minges Date: 11/18/2025

STATE OF OKLAHOMA )  
COUNTY OF Payne )§

The foregoing instrument was acknowledged before me on 11/18/2025 (date) by Justin Minges (name of signatory).



[Signature]  
NOTARY PUBLIC

SIGNATURE OF AUTHORIZED REPRESENTATIVE: [Signature]

Print name: Jason Dennis Date: 11/21/2025

STATE OF OKLAHOMA )  
COUNTY OF Tulsa )§

The foregoing instrument was acknowledged before me on 11/21/2025 (date) by \_\_\_\_\_ (name of signatory).



[Signature]  
NOTARY PUBLIC

November 21, 2025

Development Services,

FROM  
Austin Drumm  
Austin@inventure.design

The project scope encompasses the remodeling of the interior and exterior of an existing ice cream shop to conform to the design standards set forth by the Bank of Oklahoma (BOK). BOK's design standards requires the installation of an ATM and a night drop on the exterior of the building, which will be strategically positioned on the front facade.

TO  
Development Services  
City of Stillwater  
723 S. Lewis St  
Stillwater, Ok 74074  
405.742.8220  
[digitals@stillwater.org](mailto:digitals@stillwater.org)

For reference, the attached elevation provides a visual depiction of the building's structural components, which consist of a base, body, and cap. The project aligns with materiality requirements by utilizing brick or stucco/EIFS for the majority of the facade, complemented by wood and metal elements.

PROJECT NAME  
Bank of Oklahoma - Stillwater

To secure approval for this project, we are requesting a variance to the Stillwater City Code, specifically Chapter 23, Land Development, Article XXV - Corridor Redevelopment Area Planning District, Section 23-451 Transitional Structures, Appendix I - Form-Based Codes, Article II - General Provisions, Section 3.7.9 - Building Step-back Articulation Table 4. Design Standards for Transect 6. The precise verbiage that we are seeking approval for is as follows: "Building Facade: Doors and windows on the primary frontage shall be symmetrical in design, and blank walls are prohibited. There shall not be more than 25% of the lineal frontage on secondary frontages."

PROJECT LOCATION  
229 S. Knoblock  
Stillwater, OK

To maintain a symmetrical design, we have positioned the entrance door centrally. One side of the building will serve as the storefront (North), while the other side is essentially a "blank wall" devoid of windows (South). In this South wall, we intend to install an ATM and a Night Drop, as illustrated. The placement of the ATM and Night Drop is offset due to the presence of a sprinkler system in the building, which features a remote FDC unit positioned one foot off the facade in the sidewalk. Additionally, we are collaborating with ATM maintenance clearance restrictions within the building.

LEGAL DESCRIPTION  
College Addition  
Block 4 N-10'  
Lot 19 & S-15' Lot 20

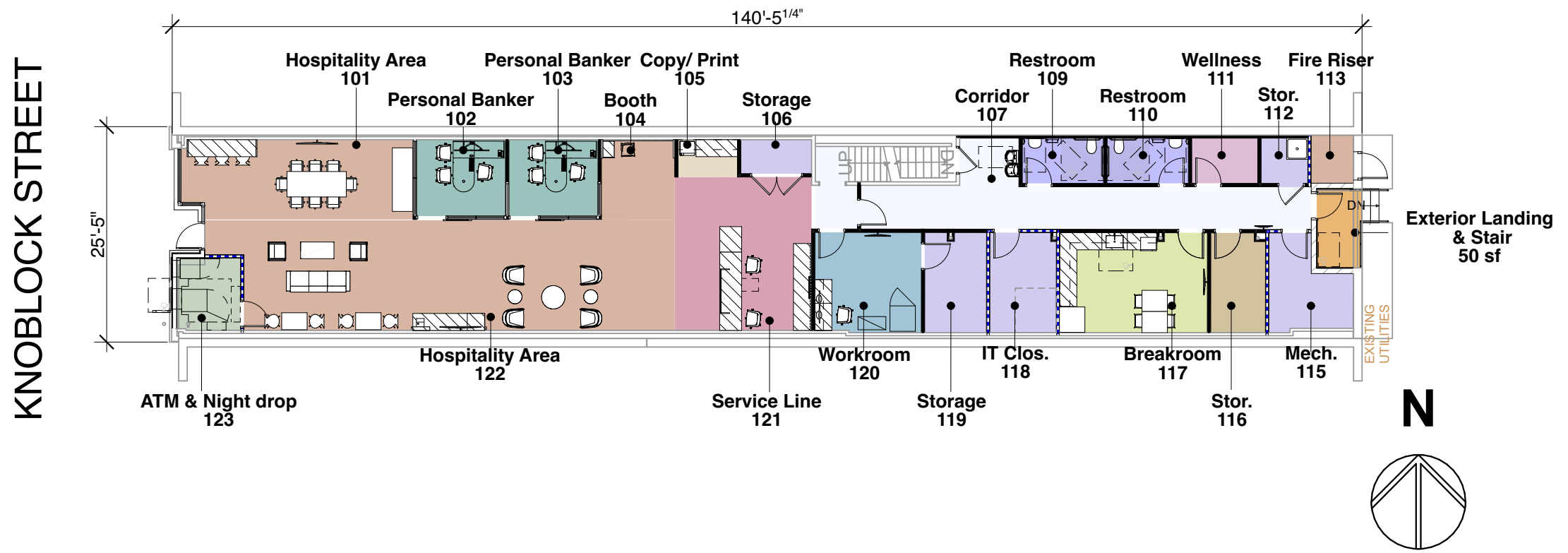
By accommodating this variance, we will provide a safe and convenient ATM and night drop location for businesses in the vicinity.

We have considered constructing a facade that conforms to zoning regulations, but this approach presents certain challenges. The substantial square footage required to build an accessible vestibule diminishes the program space that the bank intends to allocate to OSU students and clients. It also introduces security risks for patrons who desires to utilize the ATM after hours.

We appreciate your consideration and look forward to your approval.



Austin Drumm



**1 FLOOR PLAN**  
SCALE: 1/16" = 1'-0"



1 EXTERIOR ELEVATION - WEST  
SCALE: 1/4" = 1'-0"

**Date of Meeting:** January 6, 2026

**Subject:** Text Amendment 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; and Article VI, Land Use Classifications, Division 3, Residential Districts, Section 23-140, RMI (Multi-Family Intermediate) District, and Section 23-141 RMU (Multi-Family Urban) District.

**Purpose of Report:** City Staff request review and approval of the proposed text amendment 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; and Article VI, Land Use Classifications, Division 3, Residential Districts, Section 23-140, RMI (Multi-Family Intermediate) District, and Section 23-141 RMU (Multi-Family Urban) District.

**Background:**

Fraternity or Sorority house is currently defined in Section 23-7, general definitions, as:

*Fraternity or sorority house means any building occupied and maintained by a social association of college students and containing group living quarters wherein, for compensation and by prearrangement for definite periods; meals and/or lodging are provided exclusively for members of the organization and their guests.*

As a part of this text amendment, Fraternity or Sorority house will be moved to Section 23-96, Use Categories and Limitations Definitions, and the definition is proposed to be modified as follows:

*Fraternity or sorority house means any building occupied and maintained by a social association of college students that is affiliated with a university-recognized chapter of a fraternity or sorority and containing group living quarters wherein, for compensation and by prearrangement for definite periods; meals and/or lodging are provided exclusively for members of the organization and their guests.*

With a “Fraternity or Sorority house” now being defined as a use, Sections 23-140 and 23-141 are being modified to incorporate a fraternity or sorority house as an allowed use in both the RMI (Multi-Family Intermediate) and RMU (Multi-Family Urban) zoning districts.

Recent remodel or rebuilding of multiple fraternity and sorority houses has led to a number of Board of Adjustment variance requests to decrease the setback requirements. In some instances, existing fraternities and sororities in RMU do not meet current setback requirements. Civic Dynamics, our planning consultant, has done an analysis to show how other college towns regulate Greek houses, to see if we should modernize our regulations. Based on the results of the comparative analysis, staff chose to move forward with this proposed text amendment, which modifies the setback requirements for fraternity or sorority houses, while also incorporating design requirements to ensure a quality residential design and feel. Staff is working on an update to the Land Development Code and is proposing to move forward with this text amendment now, so that there is an adequate trial period where we can consider incorporating an update similar to this into the updated Land Development Code.

The proposed text amendment decreases side setbacks for fraternity or sorority houses in the RMU zoning district, that do not have a common boundary with a property in any single-family residential district or use, to 5 feet. This mirrors the requirements of the RMI zoning district, and exception 23-141.e.1 will still apply, which increases the side setback three feet for each story above the first story.

The proposed text amendment also modifies exception e.3 and adds in exceptions e.5, e.6 and e.7 into the RMI (23-140) and RMU (23-141) zoning district.

- e.3 provides the method for calculating density for residential structures not divided into dwelling units. Staff proposes to simplify this calculation to be each 4 beds = 1 dwelling unit.
- e.5 is intended to require a residential appearance and requires fraternity or sorority houses to include a front porch, incorporates requirements for the street facing facades, and increased landscaping requirements.
- e.6 limits the height of any portion of a fraternity or sorority house that is within 30 feet of a single-family zoning district, or use, to 2 stories.
- e.7 protects structures that were built before this code was updated.

**Application Processing Information:**

Applicant – City of Stillwater  
Notice – Notice in the NewsPress

**Processing Track:**

Planning Commission – January 6, 2026  
City Council – January 26, 2026

**Discussion:**

The proposed text amendment modifies the bulk regulations for Greek houses in our Land Development Code. The definition of Fraternity and Sorority House is being updated to include an affiliation with a university-recognized chapter of a fraternity or sorority, and the definition is being moved to the use definitions (23-96). The proposed text amendment is proposing a decrease in the side setback for fraternity or sorority houses in the RMU zoning district, while also incorporating design standards for fraternities and sororities in the RMI and RMU zoning districts.

**Findings:**

1. The proposed text amendment updates how the City regulates fraternity or sorority houses.
2. The proposed text amendment updates the definition of fraternity or sorority house and moves the definition to the use categories.
3. The side setback for fraternity and sorority houses in the RMU zoning district is proposed to be reduced to align with the side yard setback requirements in RMI.
4. Design standards for fraternity and sorority houses are proposed to be incorporated into the RMI and RMU district, to ensure a quality residential design.

**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.

Stalls recommends alternative number 1.

**Prepared by:** Henry Bibelheimer, Senior Planner  
**Reviewed by:** David Barth Development Services Director  
Josh Brown, Development Coordinator  
Cindy Gibson, Administrative Services Manager  
**Date of Preparation:** December 22, 2025  
**Attachments:** Draft Ordinance

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING STILLWATER CITY CODE 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"; AND ARTICLE VI, "LAND USE CLASSIFICATIONS," DIVISION 3, "RESIDENTIAL DISTRICTS," SECTION 23-140, "RMI (MULTI-FAMILY INTERMEDIATE) DISTRICT," AND SECTION 23-141 RMU (MULTI-FAMILY URBAN) DISTRICT REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

**SECTION 1:** That Stillwater City Code, Chapter 23, "Land Development Code", Article I, "General Provisions", Section 23-7, "Definitions", be amended to remove the definition of "Fraternity or sorority house" as follows:

**Sec. 23-7. - Definitions. (general)**

~~Fraternity or sorority house means any building occupied and maintained by a social association of college students and containing group living quarters wherein, for compensation and by prearrangement for definite periods; meals and/or lodging are provided exclusively for members of the organization and their guests.~~

**SECTION 2:** That Stillwater City Code, Chapter 23, "Land Development Code", Article V, "Use Categories and Limitations", Division 1, "Generally", Section 23-96, "Definitions", be amended to add the definition of "Fraternity or sorority house" as follows:

**Sec. 23-96. - Definitions. (Principal use category classification)**

Fraternity or sorority house means any building occupied and maintained by a social association of college students that is affiliated with a university-recognized chapter of a fraternity or sorority and containing group living quarters wherein, for compensation and by prearrangement for definite periods; meals and/or lodging are provided exclusively for members of the organization and their guests.

**SECTION 3:** That Stillwater City Code, Chapter 23, "Land Development Code", Article VI, "Land Use Classifications", Division 3, "Residential Districts", Section 23-140, "RMI (Multi-Family Intermediate) District", be amended as follows:

**Sec. 23-140. - RMI (Multi-Family Intermediate) District.**

a) *Permitted uses.* The following uses are permitted in the RMI Multi-Family Intermediate District:

- 1) Boarding house/rooming house.
- 2) Churches and religious institutions.
- 3) Free-standing self service facilities.
- 4) Multiple-family with a maximum gross density of 30 units per acre.

5) Parking lot/garages.

6) Townhome.

7) Two-family (duplex).

7)8) Fraternity or sorority house

- b) Specific use permit. The following uses are permitted by specific use permit in the RMI district:
- 1) Accommodation.
  - 2) Child and adult care services.
  - 3) Educational institutions.
  - 4) Health care and social assistance.
  - 5) Personal and laundry services.
  - 6) Telecommunications tower.
- c) Lot size requirements. The lot size requirements in the RMI district are as follows:
- 1) Minimum lot area: 15,000 square feet.
  - 2) Minimum lot width: 75 feet.
  - 3) Minimum lot depth: 130 feet.
- d) Bulk regulations. Bulk regulation requirements in the RMI district are as follows:
- 1) The maximum structure height as measured from the finished floor elevation of the first floor to the highest point of the roof: 50 feet.
  - 2) Setbacks. The following are the minimum required setbacks in the RMI district:
    - a) Minimum front yard:
      - (1) 20 feet from all property boundaries abutting a right-of-way or road/access easement.
      - (2) 10 feet from all property boundaries abutting an alley.
    - b) Minimum side yard:
      - (1) Residential structures: Five feet.
      - (2) All other permitted and specific use permit uses: 25 feet.
    - c) Minimum rear yard: 20 feet.
  - 3) Maximum lot coverage: 40 percent.
- e) Exceptions. The following are the exceptions in the RMI district.
- 1) For all structures, the minimum side yard for this district shall be increased an additional three feet for each adjacent story above the first story.
  - 2) Townhomes are exempt from the lot size and lot coverage requirements; any exterior building(s) shall have a minimum side setback of eight feet.
  - 3) Residential structures not divided into dwelling units shall have densities determined as:
    - ~~a) Each two sleeping rooms for single or double occupancy shall be deemed to constitute one dwelling unit; and~~
    - ~~b)a) Each four beds, in sleeping rooms that contain beds for more than two persons,~~ shall be deemed to constitute one dwelling unit.
- 4) More than one principal residential structure may be located on a lot.
- 5) A structure being built for a fraternity or sorority house shall be built to have a residential appearance, which shall include:
- a) Front porch
  - b) Street facing facades shall be constructed of masonry material (which can include brick, cast stone, stone, EIFS (Exterior Insulation Finishing Systems), and stucco) at least 50 percent of which shall be brick or stone
  - c) A landscape plan with at least one (1) tree and ten (10) shrubs per 30 feet of lineal frontage
    - (1) Corner lots shall provide landscaping both front yards.
    - (2) The landscaping shall be a minimum requirement for the lot, which can be clumped or spread throughout the parcel.

6) All fraternity and sorority houses shall have a maximum height of 2 stories for any portion of a structure that is within 30 feet of a single-family residential zoning district or use.

4)7) If a fraternity or sorority house is established in a structure prior to 2025, that structure may be rebuilt or enlarged without conforming to current RMI standards provided the new buildings setbacks are no closer to the property line than the original.

(Ord. No. 3180, § 5, 5-21-2012; Ord. No. 3216, § 2, 12-6-2012; Ord. No. 3221, § 11, 2-21-2013)

**SECTION 4: That Stillwater City Code, Chapter 23, “Land Development Code”, Article VI, “Land Use Classifications”, Division 3, “Residential Districts”, Section 23-141, “RMU (Multi-Family Urban) District”, be amended as follows:**

**Sec. 23-141. - RMU (Multi-Family Urban) District.**

a) *Permitted uses.* The following uses will be permitted by right in the RMU Multi-Family Urban District:

- 1) Boarding house/rooming house.
- 2) Churches and religious institutions.
- 3) Free-standing self service facilities.
- 4) Mixed-use.
- 5) Multiple-family with a maximum gross density of 50 units per acre.
- 6) Parking lot/garages.

6)7) Fraternity or sorority house

b) *Specific use permit.* The following uses are permitted by specific use permit in the RMU district:

- 1) Accommodation.
- 2) Child and adult care services.
- 3) Educational institutions.
- 4) Personal and laundry services.
- 5) Telecommunications tower.

c) *Lot size requirements.* Lot size requirements in the RMU district are as follows:

- 1) Minimum lot area: 10,000 square feet.
- 2) Minimum lot width: 60 feet.
- 3) Minimum lot depth: 130 feet.

d) *Bulk regulations.* Bulk regulation requirements in the RMU district are as follows:

1) The maximum structure height as measured from the finished floor elevation of the first floor to the highest point of the roof: 50 feet.

2) Setbacks. The following are the minimum required setbacks in the RMU district:

a) Minimum front yard:

- (1) 20 feet from all property boundaries abutting a right-of-way or road/access easement.
- (2) 10 feet from all property boundaries abutting an alley.

b) Minimum side yard:

(1) Residential structures: 15 feet.

(4)2) Fraternity or sorority houses: When a side yard has a common boundary with property in any single-family residential district or use, the minimum setback is 15 feet. When a side yard has a common boundary with property in any other district or use, the minimum setback is 5 feet.

(2)3) All other permitted and specific use permit uses: 25 feet.

c) Minimum rear yard: 30 feet.

3) Maximum lot coverage: 60 percent.

- e) *Exceptions.* The following are the exceptions in the RMU district:
- 1) For all structures, the minimum side yard for this district shall be increased an additional three feet for each adjacent story above the first story.
  - 2) Townhomes are exempt from the lot size and lot coverage requirements; any exterior building(s) shall have a minimum side setback of eight feet.
  - 3) Residential structures not divided into dwelling units shall have densities determined as:
    - ~~a) Each two sleeping rooms for single or double occupancy shall be deemed to constitute one dwelling unit; and~~
    - ~~b) a) Each four beds, in sleeping rooms that contain beds for more than two persons, shall be deemed to constitute one dwelling unit.~~
  - 4) More than one principal residential structure may be located on a lot.
  - 5) A structure being built for a fraternity or sorority house shall be built to have a residential appearance, which shall include:
    - a) Front porch
    - b) Street facing facades shall be constructed of masonry material (which can include brick, cast stone, stone, EIFS (Exterior Insulation Finishing Systems), and stucco) at least 50 percent of which shall be brick or stone
    - c) A landscape plan with at least one (1) tree and ten (10) shrubs per 30 feet of lineal frontage
      - (1) Corner lots shall provide landscaping both front yards.
      - (2) The landscaping shall be a minimum requirement for the lot, which can be clumped or spread throughout the parcel.
  - 6) All fraternity and sorority houses shall have a maximum height of 2 stories for any portion of a structure that is within 30 feet of a single-family residential zoning district or use.
  - 4)7) If a fraternity or sorority house is established in a structure prior to 2025, that structure may be rebuilt or enlarged without conforming to current RMU standards provided the new buildings setbacks are no closer to the property line than the original.

**SECTION 2: REPEALER.** All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION 3: SEVERABILITY.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
WILLIAM H. JOYCE, MAYOR

(SEAL)  
ATTEST:

\_\_\_\_\_

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
KIMBERLY CARNLEY, CITY ATTORNEY

First Reading:  
Second Reading:

DRAFT

STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF DECEMBER 16<sup>TH</sup>, 2025  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED December 10<sup>th</sup>, 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

MEMBERS ABSENT

STAFF PRESENT

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

Staff Absent

David Barth, Development Services Director

1. CALL MEETING TO ORDER.

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

2. PUBLIC HEARING

- a. Receive public comment regarding a request for a Preliminary Plat (SUB25-16) in the Small Lot Single-Family Residential (RSS) zoning district at property addressed as 5502 N. Perkins Road.

Mr. Henry Bibelheimer, Senior Planner, presents the item.

Mr. Bibelheimer noted that while the property was originally platted in 2005 as part of a nine-section development, the original preliminary plat had expired; the new proposal is substantially different from the 2005 version; specifically, while the zoning remains Small Lot Single Family Residential (RSS), the developer has increased lot sizes, thereby reducing the total number of lots from 111 to 66.

Commissioner Prather asked whether the proposed construction timelines align with the city's available infrastructure and utility capacity. Mr. Bibelheimer confirmed that these factors had been reviewed and deferred specific timeline details to the applicant.

Commissioner Prather inquired about the use of the six designated "outlots". Mr. Bibelheimer responds that the six designated "outlots" shown on the plat require an established Homeowners Association (HOA) for maintenance and they are typically utilized for drainage, open space, or neighborhood amenities.

Commissioner Prather questioned if a turn lane would be required on Perkins Road to accommodate the additional homes and Commissioner Shanahan inquired about what triggers a traffic study.

Mr. Bibelheimer clarified that under Chapter 23 of the Land Development Code, a traffic study is only triggered by 1,000 expected trips per day or 100 trips during a peak hour; and because this 66-lot development fell below those thresholds, a study was not required.

Chair Phillips invites the applicant up to present.

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

- Explained that the streets remain in the same locations as the 2005 plat, but Section 9 was modified to include larger lots (up to three acres) to preserve the heavily wooded nature of the area.
- Regarding the outlots, he specified that three are for detention ponds, one is for a utility easement, and two are dedicated green space.

Chair Phillips asks if there are any further questions for the applicant; none respond.

Chair Phillips opens the public hearing and invites anyone who would like to speak in favor; none respond.

Chair Phillips invites anyone who would like to speak in opposition; none respond. Chair Phillips invites staff back to present findings and alternatives.

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

Findings:

1. The proposed preliminary plat meets the subdivision and zoning requirements.
2. The C3 Plan recommends Low Density Residential uses at this location.
3. The proposed density is in alignment with the RSS zoning requirements.

Alternatives:

1. Accept findings and approve the proposed preliminary plat as presented.
2. Approve the proposed preliminary plat with conditions, noting what conditions should be met for the approval of the final plat.
3. Reject findings and deny the proposed preliminary plat as presented.
4. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

Staff Recommends Alternative 1

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

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

*Time: 9 minutes*

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting summary of December 2<sup>nd</sup>, 2025.

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

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

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
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	Yes	Yes	Yes	Yes	Yes
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*Time: 1 minute*

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

- a. Next Regular Meeting is January 6<sup>th</sup> 2025.

5. 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 December 16<sup>th</sup>, 2025. The next regularly scheduled meeting will be held Tuesday, January 6<sup>th</sup>, 2026, 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

