

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF DECEMBER 16TH, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED December 10th, 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 2nd, 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 6th 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 16th, 2025. The next regularly scheduled meeting will be held Tuesday, January 6th, 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