

STILLWATER BOARD OF ADJUSTMENT  
 Regular MEETING OF October 2, 2025  
 IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
 LAW, THE AGENDA WAS POSTED September 30, 2025  
 IN THE MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

Members Present:  
 Bryan Landford-Loftis  
 Micah Sexton  
 Rob Lamecker

Staff Present:  
 Tammy Ewing, City Attorney  
 David Barth, Dev. Serv. Director  
 Joshua Brown, Development Coordinator  
 Henry Bibelheimer, Senior Planner  
 Ally Holle-Maged, Admin. Assistant

Members Absent:

Guests:

1. CALL MEETING TO ORDER.

Chair Langford-Loftis calls meeting to order at 5:37pm and explains the proceedings for the evening.

2. Election of Chair:

Chair Langford-Loftis asks for a nomination.

**Mr. Lamecker nominates Mr. Langford-Loftis as Chair, Mr. Sexton seconds.**

Roll Call:	Langford-Loftis	Sexton	Lamecker	Vacant	Vacant
	Yes	Yes	Yes		

*Time: 3 minutes*

3. Election of Vice Chair:

Chair Langford-Loftis asks for a nomination.

**Mr. Landford-Loftis nominates Mr. Sexton as Vice Chair. Mr. Langford-Loftis seconds.**

Roll Call:	Langford-Loftis	Sexton	Lamecker	Vacant	Vacant
	Yes	Yes	Yes		

*Time: 3 minutes*

4. General Orders:

- a. Discussion and possible action to adopt a Board of Adjustment policy regarding procedure and process for minor administrative variance(s).

Mr. Henry Bibelheimer, Senior Planner, presents staff report and comments that historically, prior to 2020, the Development Services Director could approve an administrative variance up to one foot, applying the same four variance standards required for Board of Adjustment variances; and in 2020, the code was amended to allow administrative variances up to three feet, but that provision had a sunset clause of 4 months; and recently, staff realized state law requires that authorization for administrative variances be set by Board of Adjustment policy, not solely in the land development code.

Mr. Bibelheimer states that staff is presenting this policy for board's adoption to allow the Development Services Director to approve a minor administrative variance of up to one foot or 10% of the required setback, whichever is greater, subject to the same variance criteria; in most typical residential setback situations (e.g., five-foot side setbacks), the practical cap would be one foot; the 10% prong mainly addresses larger setbacks (e.g., a 75-foot industrial setback abutting residential), where 10% would be 7.5 feet; those are uncommon; most cases presented are small, often less than one foot; and the policy also includes safeguards (e.g., no increases to allow lot coverage beyond code, stormwater considerations) to ensure no adverse impacts on neighbors or overall development.

Board discussion is held regarding the three-foot allowance that existed briefly in code but expired; the new policy would reduce that to one foot or 10%, whichever is greater and why 10%; provides limited flexibility where setbacks are unusually large; otherwise, one foot governs typical cases; and staff is comfortable with one foot as the standard, with the 10% backup only in larger-setback contexts.

Brief discussion is held about Process & transparency:

- An administrative hearing is required by statute; abutting property owners receive notice.
- The Development Services Director must make written findings under the same variance criteria; those orders (granting or denying) will be provided to board members for awareness.
- Appeals: If an administrative variance is denied, the applicant may appeal to the Board. If granted, it would come to the Board only if properly appealed (e.g., by an affected neighbor), consistent with standard appeal procedures.

Further discussion is held regarding the policy helping to address situations where a rezoning would cure lot coverage limits but introduces a minor setback nonconformity (e.g., three inches) under the new district; the approach: Planning Commission can recommend rezoning conditioned on securing the variance; and the Director could process an administrative variance contingent on rezoning approval by Council.

The Board of Adjustment oversight:

- To ensure ongoing oversight without overburdening Council, the Board discussed an annual review by the Board and a longer sunset to force periodic Council action only if changes are made or the sunset triggers.
- Notices of the Director's administrative hearings would not automatically be sent to board members to avoid complications if a case later appears before the Board, but decisions/orders will be shared.

Discussion is held regarding the fees and that until and/or unless a separate minor-variance fee is added to the City fee schedule, the standard variance fee applies, as staff time, noticing, and hearings are still required.

Ms. Tammy Ewing, Assistant City Attorney, added language that will be inserted verbatim and the document

will be provided for the Chair's signature and forwarded to City Council for policy approval.

**Mr. Lamecker moved, seconded by Vice-Chair Sexton to approve the policy regarding minor administrative variances as written on pages 4–5 of the packet, with the following additions:**

- **This policy will be reviewed annually by the Board of Adjustment beginning in 2026.**
- **In the event of no prior termination by the Board of Adjustment, the policy will terminate on December 31, 2030.**

Roll Call:	Langford-Loftis	Sexton	Lamecker	Vacant	Vacant
	Yes	Yes	Yes		

*Time: 40 minutes*

5. Miscellaneous Items from Staff, Board Members or City Attorney for Discussion and Possible Action:

- a. Next Board of Adjustment meeting Thursday, November 06, 2025.
- b. Members encouraged continued outreach; operating with only three members makes unanimous votes necessary and can be a heavy lift on complex or contentious items.

4. ADJOURNMENT.

This regular meeting of the Board of Adjustment adjourned at approximately 6:23 p.m.

Prepared by – Alexandria Holle-Maged, Administrative Assistant

Reviewed by – Cindy Gibson, Administrative Services Manager

Approved by:   
Stillwater Board of Adjustment