

PLANNING COMMISSION MEETING AGENDA

APRIL 7, 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

The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the board/committee/commission.

a.	Consider request for a Final Plat (SUB22-04) named The Canyons, Sixth Section in the Small Lot Single-Family Residential (RSS) zoning district on a portion of land addressed as 5502 N. Perkins Road.	Henry Bibelheimer
b.	Consider request for a Final Plat (SUB22-13) named Park Valley Addition, Section 2 in the Small Lot Single-Family Residential (RSS) zoning district on a portion of property addressed as 1823 W. 26th Avenue.	Henry Bibelheimer

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 an application for a Short Term Rental (STR-0236) from Mojoe Stillwater Enterprises, LLC, David & Stacy Cole for a property addressed as 1618 W. Admiral Avenue in the Small Lot Single-Family Residential (RSS) zoning district.	Henry Bibelheimer
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4. Meeting Summary for Review and Possible Action

a.	Regular meeting summary of March 24th, 2026.
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5. Reports from Officers and Boards

a.	Next regular meeting is April 21st, 2026.
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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.



REPORT TO:
STILLWATER PLANNING COMMISSION No. SUB22-04

ISSUED BY THE COMMUNITY DEVELOPMENT DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: April 7, 2026

Subject: Final Plat: The Canyons, Sixth Section

Purpose of Report: The applicant requests review and approval of a final plat, known as The Canyons Sixth Section, to subdivide 24.95 acres into 60 single-family residential lots, and 2 outlots.

Background: The property is generally located south of East Burris Road and one quarter mile west of North Perkins Road. The Canyons preliminary plat was originally approved in June of 2017. The property is currently undeveloped. All public improvements for The Canyons Sixth Section are substantially complete and are proposed to be accepted by City Council concurrently with The Canyons Sixth Section final plat.

The property is zoned Small Lot Single-Family Residential (RSS), and the final plat meets all the requirements of the RSS zoning district.

Application Processing Information:

Applicant – Tradan Development, LLC.

Owner – Tradan Development, LLC and Ideal Homes of Norman, L.P.

Notice – No notice required per City Code

Processing Track:

Preliminary Plat Approval – June 6, 2017

Re-Submittal Date – September 3, 2025

Planning Commission – April 7, 2026

City Council – April 20, 2026

Project/Site Design Data/Details:

Zoning –RSS, Small Lot Single-Family, Sec. 23-137

Existing Use – Vacant/Agricultural

Proposed Use –Residential

Lot size – Approximately 24.95 acres

Parking – N/A

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to Burris Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: No transit services are available. Sidewalks shall be provided according to city code.
- Water Service: City water service is available
- Sanitary Sewer Service: City sewer service is available
- Electric: City electric service is available

Applicable City Plans/Policies:

The future land use map in Envision Stillwater 2045 Comprehensive Plan calls for Low-Density Residential in this area.

Discussion: The proposed plat will allow for 60 single-family residential lots in The Canyons subdivision located just off of Burris Road on the north side of Stillwater. The north and west boundaries of this final plat abut the extent of the City Limits. The area to be developed is surrounded by residential uses and the future seventh section of The Canyons.

Findings:

1. The proposed final plat meets all subdivision and zoning requirements
2. The proposed final plat contains 60 residential lots
3. Envision Stillwater 2045 recommends low density residential uses at this location
4. The proposed density is in alignment with RSS zoning requirements

Alternatives:

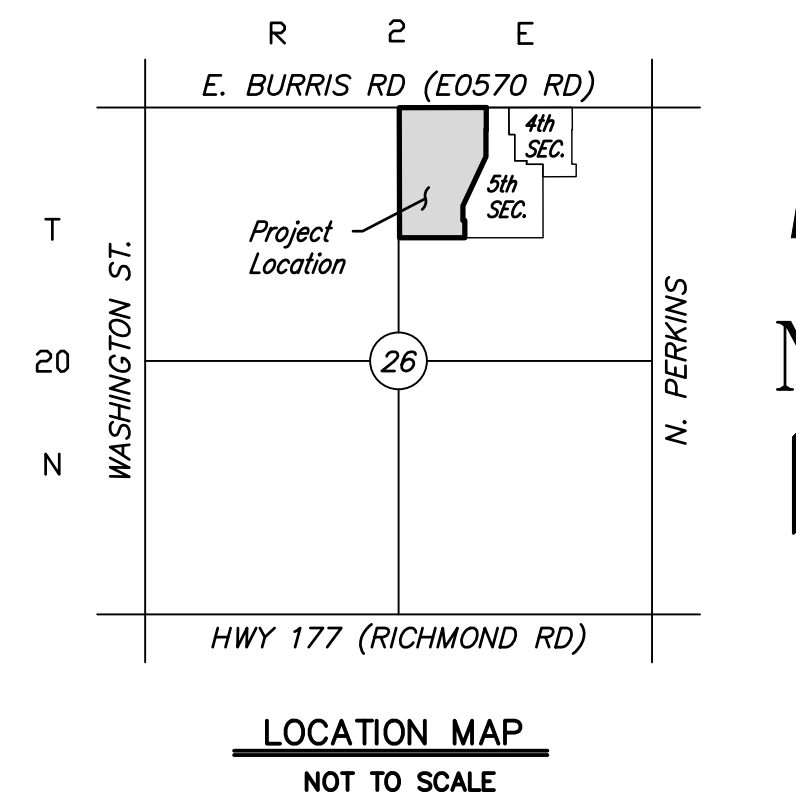
1. Accept findings and approve the proposed final plat as presented.
2. Reject findings and deny the proposed final plat as presented.
3. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within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

Staff's Recommendation:

Approve the Final Plat for The Canyons, Sixth Section as presented.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	Josh Brown, Development Coordinator Cindy Gibson, Administration Manager David Barth, Development Services Director
Date of Preparation:	April 1, 2026
Attachments:	Final Plat
Map Designation:	NE

FINAL PLAT
THE CANYONS, SIXTH SECTION
 A PART OF THE N.E. 1/4, SECTION 26, T20N, R2E, I.M.
 STILLWATER, PAYNE COUNTY, OKLAHOMA



OWNER'S CERTIFICATE AND DEDICATION
 KNOW ALL MEN BY THESE PRESENTS:

That we the undersigned, **TRADAN DEVELOPMENT, L.L.C.**, an Oklahoma Limited Liability Company, and **IDEAL HOMES of NORMAN, L.P.**, an Oklahoma Limited Partnership, is the owner of the property described in this final plat of **THE CANYONS, SIXTH SECTION**, a subdivision of a part of the Northeast Quarter (N.E. 1/4), Section 26, Township 20 North (T20N), Range 2 East (R2E), of the Indian Meridian (I.M.), Payne County, State of Oklahoma, more particularly described as follows:

A tract of land being a part of the Northeast Quarter (NE 1/4), Section Twenty-Six (26), Township Twenty North (T20N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, being more particularly described as follows:

COMMENCING at the Northeast corner of said NE 1/4 of Section 26; THENCE South 89°52'38" West along the north line of said NE 1/4 a distance of 1745.53 feet to the Northwest corner of the filed final plat of **THE CANYONS, FIFTH SECTION** (as filed in Book 2503, Pages 651) and the POINT OF BEGINNING;

THENCE along the property line of said final plat the following seven (7) courses:

- 1) South 00°06'16" East a distance of 232.52 feet;
- 2) South 89°53'08" West a distance of 4.79 feet;
- 3) South 00°06'53" East a distance of 279.56 feet;
- 4) South 25°00'43" West a distance of 566.69 feet;
- 5) South 00°06'53" East a distance of 150.96 feet;
- 6) North 89°53'08" East a distance of 20.00 feet;
- 7) South 00°06'53" East a distance of 180.29 feet;

THENCE North 90°00'00" West a distance of 681.32 feet to a point on the West line of said N.E. 1/4; THENCE North 00°08'46" West along said West line a distance of 1354.91 feet to the Northwest corner of said NE 1/4; THENCE North 89°52'38" East along said North line a distance of 907.52 feet to the POINT OF BEGINNING.

Said tract contains 24.95 acres, more or less.

The owner hereby certifies that the subject property has been surveyed, subdivided, and platted in accordance with all applicable laws, ordinances, codes and regulations, and does hereby dedicate all public ways, streets, right-of-way, public areas, and/or easements shown on this final plat to the City of Stillwater, Oklahoma.

In Witness Whereof the undersigned have caused this instrument to be executed this _____ day of _____, 20__.

TRADAN DEVELOPMENT, L.L.C.
 an Oklahoma Limited Liability Company

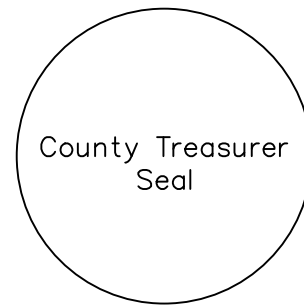
IDEAL HOMES of NORMAN, L.P.,
 an Oklahoma Limited Partnership

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...

COUNTY TREASURER'S CERTIFICATE

I, _____, hereby certify that I am the duly elected and acting County Treasurer of Payne County, State of Oklahoma, that the tax records of said County show all taxes paid for the year 20__, and all prior years on the land shown on the annexed plat of **THE CANYONS, SIXTH SECTION**, an addition to the City of Stillwater, Payne County, Oklahoma that the required statutory security has been deposited in the office of the County Treasurer, guaranteeing payment of current years taxes. IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Stillwater, Oklahoma on this _____ day of _____, 20__.



 COUNTY TREASURER,

LICENSED LAND SURVEYOR

I, **Troy Dee**, do hereby certify that I am a Professional Land Surveyor in the State of Oklahoma, and that the Final Plat of **THE CANYONS, SIXTH SECTION**, an addition to the City of Stillwater, Oklahoma, consisting of two (2) sheets, represents a survey made under my supervision on the _____ day of _____, 20__, and that monuments shown thereon actually exist and their positions are correctly shown, that this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveyors as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors; and that said Final Plat complies with the requirements of Title 11 SECTION 61-108 of the Oklahoma State Statutes.

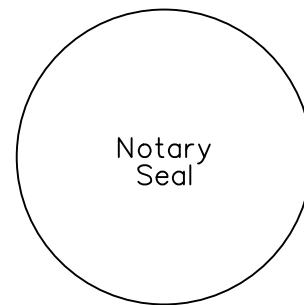


GOLDEN LAND SURVEYING, P.L.L.C.
 4131 NW 122nd ST, Suite 100
 Oklahoma City, OK. 73120
 PHONE: (405) 849-6010

 Troy Dee, LICENSED LAND SURVEYOR No. 1745
 OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 7263 EXPIRES June 30, 2027.

STATE OF OKLAHOMA s.s.
COUNTY OF OKLAHOMA

Before me, the undersigned, a Notary Public in and for said County and State on this _____ day, of _____, 20__, personally appeared **Troy Dee** to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.



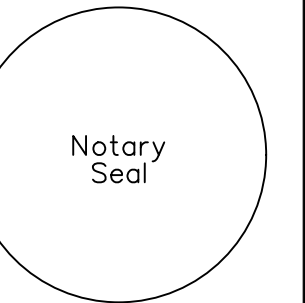
Given under my hand and seal the day and year last above written.

My Commission Expires: _____

 NOTARY PUBLIC

STATE OF OKLAHOMA s.s.
COUNTY OF Payne

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20__ personally appeared _____ as manager of **TRADAN DEVELOPMENT, L.L.C.**, an Oklahoma Limited Liability Company, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of **TRADAN DEVELOPMENT, L.L.C.**, for the uses and purposes therein set forth.

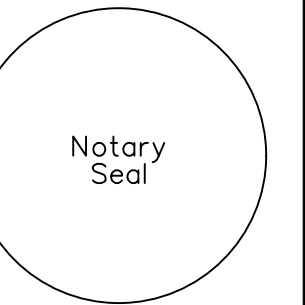


Given under my hand and seal the day and year last above written.
 My Commission Expires: _____

 NOTARY PUBLIC

STATE OF OKLAHOMA s.s.
COUNTY OF Payne

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20__ personally appeared _____ as manager of **IDEAL HOMES of NORMAN, L.P.**, an Oklahoma Limited Partnership, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of **IDEAL HOMES of NORMAN, L.P.**, for the uses and purposes therein set forth.

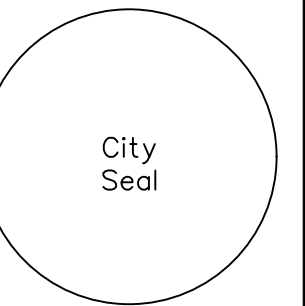


Given under my hand and seal the day and year last above written.
 My Commission Expires: _____

 NOTARY PUBLIC

CERTIFICATE OF APPROVAL

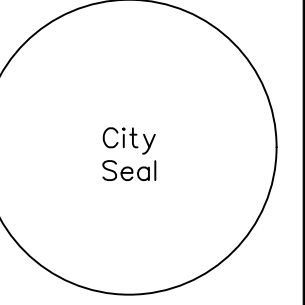
I, _____, Chairman of the Planning Commission of the City of Stillwater, Oklahoma, hereby certify that the said Planning Commission approved the final plat of **THE CANYONS, SIXTH SECTION**, Stillwater, Oklahoma, this _____ day of _____, 20__.



 CHAIRMAN,

ACCEPTANCE OF DEDICATIONS

Be it resolved by the City Council of the City of Stillwater, Oklahoma that the dedications shown on the annexed plat of **THE CANYONS, SIXTH SECTION**, Stillwater, Oklahoma are hereby accepted.
 Signed by the Mayor of the City of Stillwater, Oklahoma this _____ day of _____, 20__.



ATTEST: _____
 CITY CLERK,

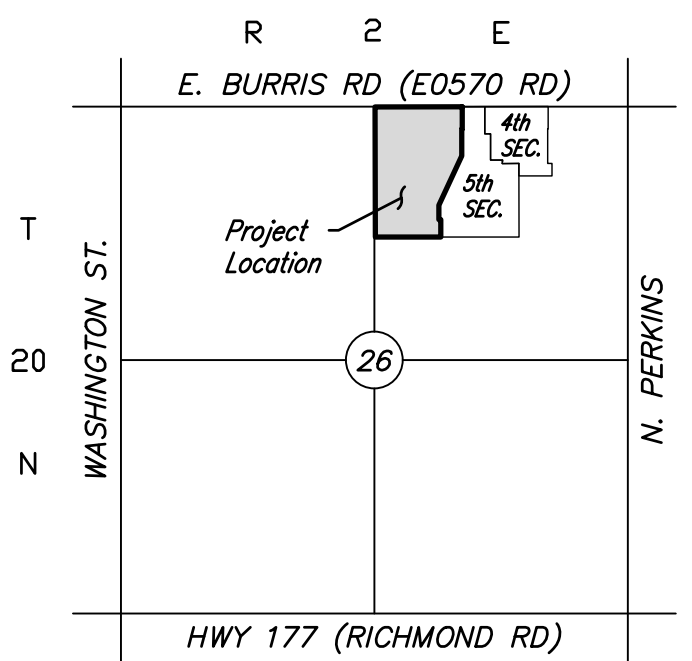
 MAYOR,

Date: March 9, 2026

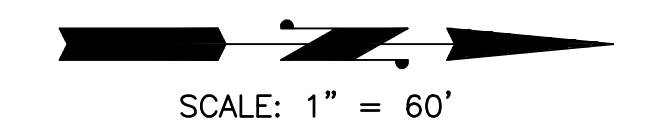
SMC Consulting Engineers, P.C.
 815 W. Main Street
 Oklahoma City, OK 73106
 Ph.: (405) 232-7715
 Oklahoma CA #464 Exp. 6/30/2027

THE CANYONS, SIXTH SECTION
 FINAL PLAT
 SHEET 1 OF 2

FINAL PLAT
THE CANYONS, SIXTH SECTION
 A PART OF THE N.E. 1/4, SECTION 26, T20N, R2E, I.M.
 STILLWATER, PAYNE COUNTY, OKLAHOMA

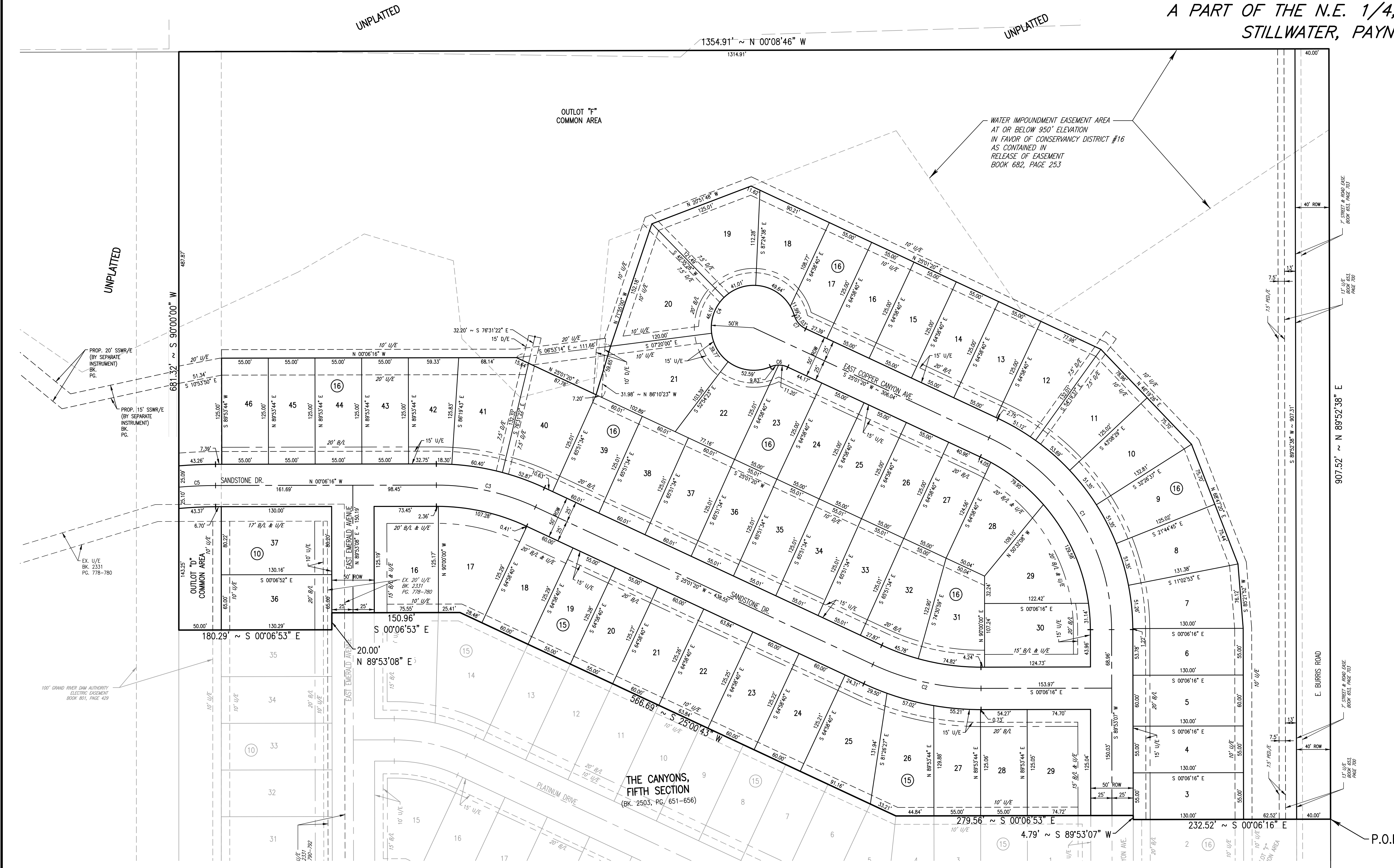


LOCATION MAP
NOT TO SCALE



Basis of Bearing for this plat is S 89°52'38" W as shown on the North Section line.

TOTAL LOTS = 60



CURVE TABLE

CURVE	BETA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD	BEARING	CHORD LENGTH
C1	64°51'47"	250.00	283.02	158.85	S 57°27'13" W	268.15	
C2	25°01'26"	300.00	131.58	166.88	N 12°21'33" E	139.51	
C3	25°07'56"	275.00	120.60	61.28	S 12°27'32" W	119.64	
C4	30°00'00"	50.00	261.80	28.87	S 64°38'40" E	50.00	
C5	45°7'49"	150.00	43.31	21.67	S 02°35'10" E	43.30	
C6	48°11'23"	25.00	21.03	11.18	S 00°55'38" W	20.41	
C7	48°11'23"	25.00	21.03	11.18	N 49°07'01" E	20.41	

NOTES:

- SET 1/2" IRON PINS WITH CA #7263 AT ALL PROPERTY CORNERS.
- TYPE OF CENTERLINE MONUMENTS SHALL BE AS FOLLOWS: MAG NAILS WITH SHINER FOR ASPHALT AND A CUT "X" FOR CONCRETE.
- EASEMENTS SHOWN HEREON BY SPECIFIC RECORDING INFORMATION, OR LYING OUTSIDE THE LIMITS OF THE AREA BEING PLATTED ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE NOT DEDICATED PURSUANT TO THIS FINAL PLAT.
- THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.
- COMMON AREA WILL BE OWNED AND MAINTAINED BY MANDATORY HOME OWNERS ASSOCIATION.

LEGEND

- R.O.W. RIGHT OF WAY
- U/E UTILITY EASEMENT
- D/E DRAINAGE EASEMENT
- SSWR/E SANITARY SEWER EASEMENT
- P/E PRIVATE EASEMENT
- E/E ELECTRIC EASEMENT
- B/L BUILDING SETBACK LINE

NOTES: THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET. THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (NORTH ZONE) WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

P.O.C.
N.E. COR., N.E. 1/4, SEC. 26,
T20N, R2E, I.M.

Date: March 9, 2026

SMC Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106
Ph: (405)232-7715
Oklahoma CA #464 Exp. 6/30/2027

THE CANYONS, SIXTH SECTION
FINAL PLAT
SHEET 2 OF 2



REPORT TO:
STILLWATER PLANNING COMMISSION No. SUB22-13
ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: April 7, 2026

Subject: Final Plat: Park Valley Addition, Section 2

Purpose of Report: The applicant requests review and approval of a final plat, known as Park Valley Addition Section 2, to subdivide 30.36 acres into 93 single family lots and 4 outlots.

Background: The development is generally located one-quarter mile east of South Western Road, and immediately south of 26th Avenue. The Park Valley Addition Preliminary Plat was approved by Planning Commission on August 15th, 2023, with a 5-0 vote, and it proposed to subdivide 79.55 acres into 301 residential lots and eight (8) outlots. The final plat for Sections 1 and 3 of the Park Valley Addition have been approved and filed. All public improvements for Park Valley Addition, Section 2 are substantially complete, and are proposed to be accepted by City Council concurrently with the Park Valley Addition, Section 2 final plat.

The property is zoned Small Lot Single-Family Residential (RSS), and the final plat meets all the requirements of the RSS zoning district.

Application Processing Information:

Applicant– Park Valley Fund, LLC

Owner – IH Development LLC, and Ideal Homes of Norman L.P.

Processing Track:

Re-Submittal Date – November 10, 2025

Planning Commission – April 7, 2026

City Council – April 20, 2026

Project/Site Design Data/Details:

Zoning –Small Lot Single-Family Residential District

Existing Use –Vacant land

Proposed Use – 93 residential lots and 4 outlots

Lot – 30.36 acres

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property has access to West 26th Avenue
- Transit Facilities/Bike Lanes or Trails/Sidewalk. There is a bus stop along the OSU Transit Black Line a half mile north of the proposed project on the northeast corner of 19th and western. Sidewalks are proposed throughout the neighborhood for connectivity.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: Electric will be served by CREC.

Applicable City Plans/Policies:

Low-Density Residential is indicated on the Future Land Use Plan in Envision Stillwater 2045 Comprehensive Plan.

Findings:

1. The proposed final plat meets the subdivision and zoning requirements
2. The proposed final plat contains 93 residential lots
3. The proposed density is within the RSS zoning requirements
4. Envision Stillwater 2045 recommends low density residential uses at this location

Alternatives:

1. Accept findings and approve the proposed final plat as presented.
2. Reject findings and deny the proposed final plat 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 Final Plat for Park Valley Addition Section 2 as presented.

Prepared by:	Henry Bibelheimer, Senior Planner
Reviewed by:	Joshua Brown, Development Coordinator Cindy Gibson, Administrative Manager David Barth, Development Services Director
Date of Preparation:	March 31, 2026
Attachments:	Final Plat
Map Designation:	SW

FINAL PLAT
PARK VALLEY ADDITION SECTION 2
A PART OF THE S.W. 1/4, SECTION 27, T19N, R2E, I.M.
STILLWATER, PAYNE COUNTY, OKLAHOMA

COUNTY TREASURER'S CERTIFICATE

I, Lee Denney, hereby certify that I am the duly elected and acting County Treasurer of Payne County, State of Oklahoma, that the tax records of said County show all taxes paid for the year 20____ and all prior years on the land shown on the annexed plat of PARK VALLEY ADDITION SECTION 2, an addition to the City of Stillwater, Payne County, Oklahoma that the required statutory security has been deposited in the office of the County Treasurer, guaranteeing payment of current years taxes. IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Stillwater, Oklahoma on this _____ day of _____, 20____.

 COUNTY TREASURER, Lee Denney

LICENSED LAND SURVEYOR

I, Troy Dee, do hereby certify that I am a Professional Land Surveyor in the State of Oklahoma, and that the Final Plat of PARK VALLEY ADDITION SECTION 2, an addition to the City of Stillwater, Oklahoma, consisting of two (2) sheets, represents a survey made under my supervision on the _____ day of _____, 20____ and that monuments shown thereon actually exist and their positions are correctly shown, that this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveyors as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors; and that said Final Plat complies with the requirements of Title 11 SECTION 61-108 of the Oklahoma State Statutes.

GOLDEN LAND SURVEYING, P.L.L.C.
 920 N.W. 139th ST. Parkway
 Oklahoma City, OK. 73160
 PHONE: (405) 802-7883

 Troy Dee, LICENSED LAND SURVEYOR No. 1745
 OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 7263 EXPIRES June 30, 2027.

STATE OF OKLAHOMA s.s.
COUNTY OF OKLAHOMA

Before me, the undersigned, a Notary Public in and for said County and State on this _____ day, of _____, 20____, personally appeared Troy Dee to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____

 NOTARY PUBLIC

OWNER'S CERTIFICATE AND DEDICATION
KNOW ALL MEN BY THESE PRESENTS:

That we the undersigned, IH DEVELOPMENT, L.L.C., an Oklahoma Limited Liability Company and IDEAL HOMES of NORMAN, L.P., an Oklahoma Limited Partnership, do hereby certify that we are the owners of and the only person or persons, corporation or corporations having any right, title or interest in the land shown on the annexed plat of PARK VALLEY ADDITION SECTION 2 a subdivision of a part of the S.W. 1/4, Section 27, T19N, R2E, I.M., of the Indian Meridian to Stillwater, Payne County, Oklahoma, and have caused the said premises to be surveyed and platted into lots, blocks, streets and easements as shown on said annexed plat, said annexed plat represents a correct survey of all property included therein and is hereby adopted as the plat of land under the name of PARK VALLEY ADDITION SECTION 2. IH DEVELOPMENT, L.L.C. and IDEAL HOMES of NORMAN, L.P., dedicates all streets and easements shown on said annexed plat to the public for public highways, streets and easements, for themselves, their successors and assigns forever and have caused the same to be released from all rights, easements and encumbrances except as shown on the Bonded Abstracter's Certificate.

In Witness Whereof the undersigned have caused this instrument to be executed this _____ day of _____, 20____.

 IH DEVELOPMENT, L.L.C.
 an Oklahoma Limited Liability Company

 IDEAL HOMES of NORMAN, L.P.,
 an Oklahoma Limited Partnership

Member

General Partner

STATE OF OKLAHOMA s.s.
COUNTY OF PAYNE

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20____ personally appeared _____ as Member of IH DEVELOPMENT, L.L.C., _____ as General Partner of IDEAL HOMES of NORMAN, L.P., to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed and as the free and voluntary act and deed of IH DEVELOPMENT, L.L.C., and IDEAL HOMES of NORMAN, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires: _____

 NOTARY PUBLIC

CERTIFICATE OF APPROVAL

I, _____, Chairman of the Planning Commission of the City of Stillwater, Oklahoma, hereby certify that the said Planning Commission approved the final plat of PARK VALLEY ADDITION SECTION 2, Stillwater, Oklahoma, this _____ day of _____, 20____.

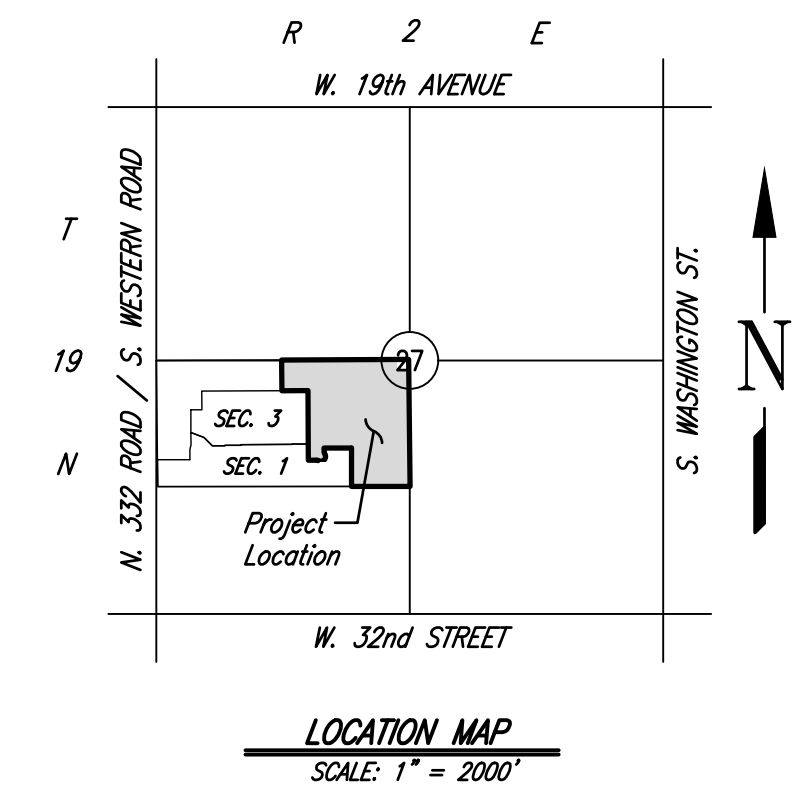
 CHAIRMAN,

ACCEPTANCE OF DEDICATIONS

Be it resolved by the City Council of the City of Stillwater, Oklahoma that the dedications shown on the annexed plat of PARK VALLEY ADDITION SECTION 2, Stillwater, Oklahoma are hereby accepted.
 Signed by the Mayor of the City of Stillwater, Oklahoma this _____ day of _____, 20____.

ATTEST: _____

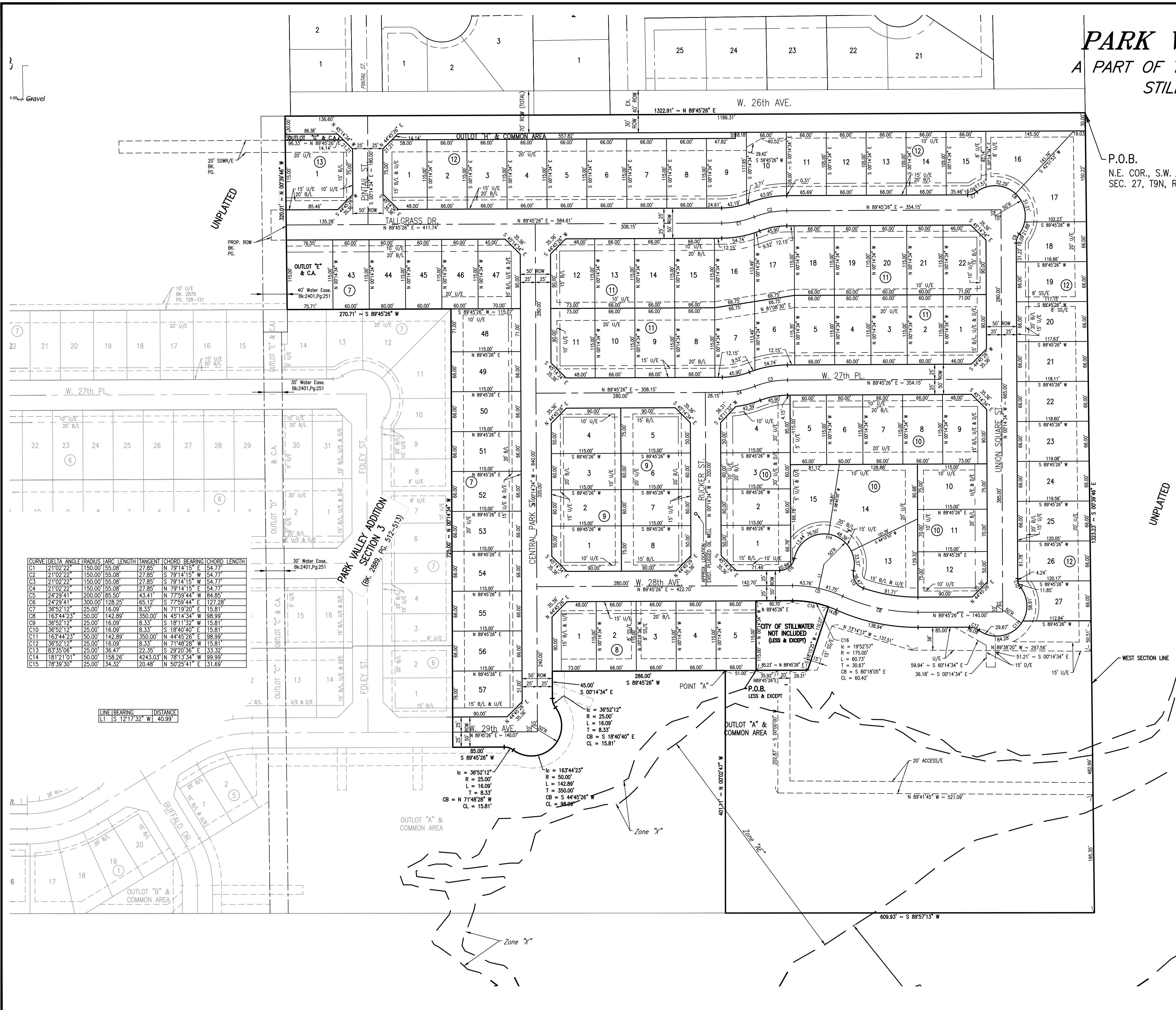
 CITY CLERK, MAYOR,



Date: March 10, 2026
 SMC Consulting Engineers, P.C.
 815 W. Main Street
 Oklahoma City, OK 73106
 Ph.: (405)232-7715
 Oklahoma CA #464 Exp. 6/30/2027

PARK VALLEY ADDITION SECTION 2
 FINAL PLAT
 SHEET 1 OF 2

FINAL PLAT
PARK VALLEY ADDITION SECTION 2
 A PART OF THE S.W. 1/4, SECTION 27, T19N, R2E, I.M.
 STILLWATER, PAYNE COUNTY, OKLAHOMA



P.O.B.
 N.E. COR., S.W. 1/4,
 SEC. 27, T19N, R2E, I.M.

SCALE: 1" = 80'
 TOTAL LOTS = 93

CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING	CHORD LENGTH
C1	21°02'22"	150.00'	55.08'	27.85'	N 79°14'15" E	54.77'
C2	21°02'22"	150.00'	55.08'	27.85'	S 79°14'15" W	54.77'
C3	21°02'22"	150.00'	55.08'	27.85'	S 79°14'15" W	54.77'
C4	21°02'22"	150.00'	55.08'	27.85'	N 79°14'15" E	54.77'
C5	24°29'41"	200.00'	85.50'	43.41'	N 77°59'44" W	84.85'
C6	24°29'41"	300.00'	128.25'	65.12'	S 77°59'44" E	127.28'
C7	36°52'12"	25.00'	16.09'	8.33'	N 71°19'20" E	15.81'
C8	163°44'23"	50.00'	142.89'	350.00'	N 45°14'34" W	98.99'
C9	36°52'12"	25.00'	16.09'	8.33'	S 18°11'32" W	15.81'
C10	36°52'12"	25.00'	16.09'	8.33'	S 18°40'40" E	15.81'
C11	163°44'23"	50.00'	142.89'	350.00'	N 44°45'26" E	98.99'
C12	36°52'12"	25.00'	16.09'	8.33'	N 71°48'28" W	15.81'
C13	83°35'06"	25.00'	36.47'	22.35'	S 29°20'36" E	33.32'
C14	181°21'01"	50.00'	158.26'	424.30'	N 78°13'34" W	99.99'
C15	176°38'30"	25.00'	34.32'	20.48'	N 57°25'41" E	51.69'

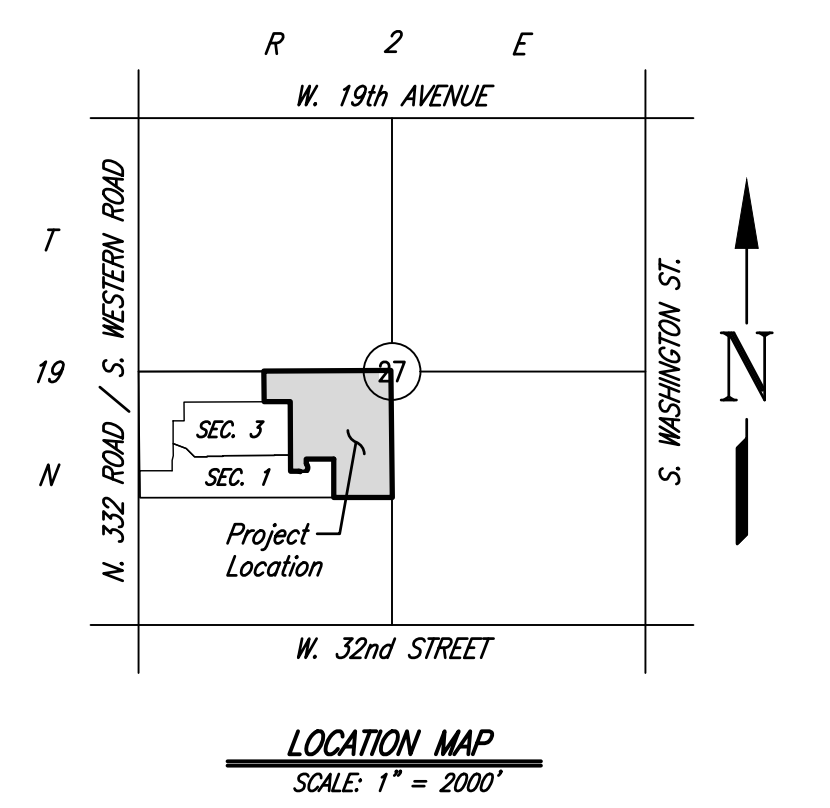
LINE BEARING	DISTANCE
LT	S 12°11'32" W 48.99'

- NOTES:
- SET 1/2" IRON PINS WITH CA #7263 AT ALL PROPERTY CORNERS.
 - TYPE OF CENTERLINE MONUMENTS SHALL BE AS FOLLOWS: MAG NAILS WITH SHINER FOR ASPHALT AND A CUT "X" FOR CONCRETE.
 - EASEMENTS SHOWN HEREON BY SPECIFIC RECORDING INFORMATION, OR LYING OUTSIDE THE LIMITS OF THE AREA BEING PLATTED ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE NOT DEDICATED PURSUANT TO THIS FINAL PLAT.
 - THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.
 - THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (NORTH ZONE) WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.
 - COMMON AREA WILL BE OWNED AND MAINTAINED BY MANDATORY HOME OWNERS ASSOCIATION.

LEGAL DESCRIPTION:
 A tract of land being a part of the Southwest Quarter (S.W. 1/4), Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, being more particularly described as follows:

BEGINNING at the Northeast corner of said S.W. 1/4;
 THENCE South 00°39'46" East along the East line of said S.W. 1/4 a distance of 1323.23 feet; THENCE South 89°57'13" West a distance of 609.93 feet; THENCE North 00°02'47" West a distance of 401.11 feet to POINT "A"; THENCE South 89°45'26" West a distance of 286.00 feet; THENCE South 00°14'34" East a distance of 45.00 feet to a point of curvature; THENCE around a curve to the left having a radius of 25.00 feet (said curve subtended by a chord which bears South 18°40'40" East, a distance of 15.81 feet) and an arc length of 16.09 feet to a point of reverse curvature; THENCE around a curve to the right having a radius of 50.00 feet (said curve subtended by a chord which bears South 44°45'26" West, a distance of 98.99 feet) and an arc length of 142.89 feet to a point of reverse curvature; THENCE around a curve to the left having a radius of 25.00 feet (said curve subtended by a chord which bears North 71°48'28" West, a distance of 15.81 feet) and an arc length of 16.09 feet; THENCE South 89°45'26" West a distance of 85.00 feet; THENCE North 00°14'34" West a distance of 725.00 feet; THENCE South 89°45'26" West a distance of 270.71 feet; THENCE North 00°39'46" West a distance of 320.01 feet; THENCE North 89°45'26" East a distance of 1322.91 feet to the POINT OF BEGINNING.

Said tract contains 30.36 acres, more or less.
LESS & EXCEPT:
 COMMENCING at said POINT "A"; THENCE North 89°45'26" East a distance of 51.00 feet to the POINT OF BEGINNING;
 THENCE North 00°14'34" West a distance of 115.00 feet; THENCE North 89°45'26" East a distance of 60.70 feet to a point of curvature; THENCE around a curve to the right having a radius of 175.00 feet (said curve subtended by a chord which bears South 80°18'05" East, a distance of 60.42 feet) and an arc length of 60.73 feet; THENCE South 18°15'25" West a distance of 110.27 feet; THENCE South 89°45'26" West a distance of 85.23 feet to the POINT OF BEGINNING.
 Said tract contains 0.27 acres, more or less.
 Total of said tract of land is 30.09 acres, more or less.



- LEGEND**
- R.O.W. RIGHT OF WAY
 - U/E UTILITY EASEMENT
 - D/E DRAINAGE EASEMENT
 - SSWR/E SANITARY SEWER EASEMENT
 - P/E PRIVATE EASEMENT
 - E/E ELECTRIC EASEMENT
 - B/L BUILDING SETBACK LINE
 - 1000- ADDRESSES
- Date: March 10, 2026
 SMC Consulting Engineers, P.C.
 815 W. Main Street
 Oklahoma City, OK 73106
 Ph.: (405)232-7715
 Oklahoma CA #464 Exp. 6/30/2027

MEMORANDUM

DATE: March 24, 2026
TO: Stillwater Planning Commission
FROM: Josh Brown, Development Coordinator
SUBJECT: Short-Term Rental (STR-0236) Application Review – 1618 W
Admiral Avenue

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, objections(s) have been filed on STR application requests:

- **1618 W Admiral Avenue** in the Small Lot Single-Family Residential (RSS) zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.

STR-0236

<p>The City of</p> <h1>Stillwater</h1> <p>OKLAHOMA</p>	<p>Application for RESIDENTIAL SHORT-TERM RENTAL</p>
--------------------------------------------------------	----------------------------------------------------------

MAJDE STILLWATER ENTERPRISES LLC 2212 W. VICKSBURG ST
 Property Owner: DAVID AND STACY COLE Mailing Address: BROKEN ARROW OK 74011

Owner Contact Information: Phone: 918-629-6323 Email: STACYCOLE216@ICLOUD.COM

Property Management Contact Name: EVOLUE STEVEN
 Phone: 920-707-3438 Email: STEVEN.REAZA@EVOLUE.COM

Property Street Address: 1618 W. ADMIRAL AVE STILLWATER OK 74074

Zoning Classification: RSS Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. NOT LISTED UNTIL PERMIT APPROVED

Required documents to be submitted with the residential short-term rental application.

SUBMITTED BY APPLICANT	DOCUMENT	VERIFIED BY CITY
	Completed Application form	
	Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission.	
	Initial application fee of \$100.00. NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.	
✓	Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.	
✓	Floorplan depicting the location of: <ul style="list-style-type: none"> • Rooms provided for rent • Smoke detectors • Carbon monoxide detector • Fire extinguishers 	
✓	Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor (Payne County Assessor website)	
✓	Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.	

APPLICANT SIGNATURE: 

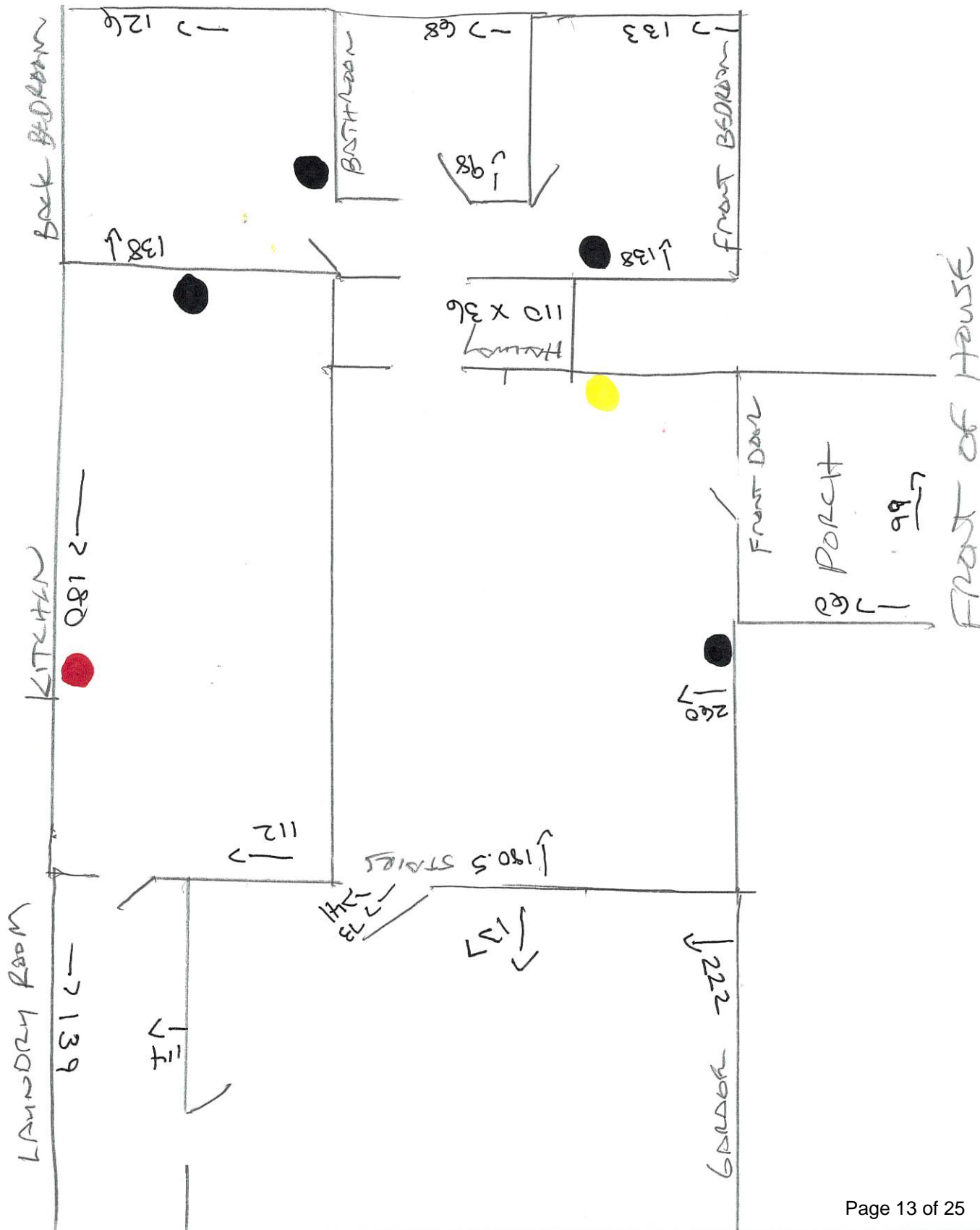
DATE: 2.27.26

Date Application Received: <u>3-2-26</u>	Application # <u>STR-0236</u>	Received by: <u>AF</u>
30-Day Objection Period: _____	Objection Filed: <input type="checkbox"/> YES <input type="checkbox"/> NO	PC Hearing Date: _____
Approval Date: _____	Denial Date: _____	

1618 W. ADMIRAL AVE

DOWNSTAIRS

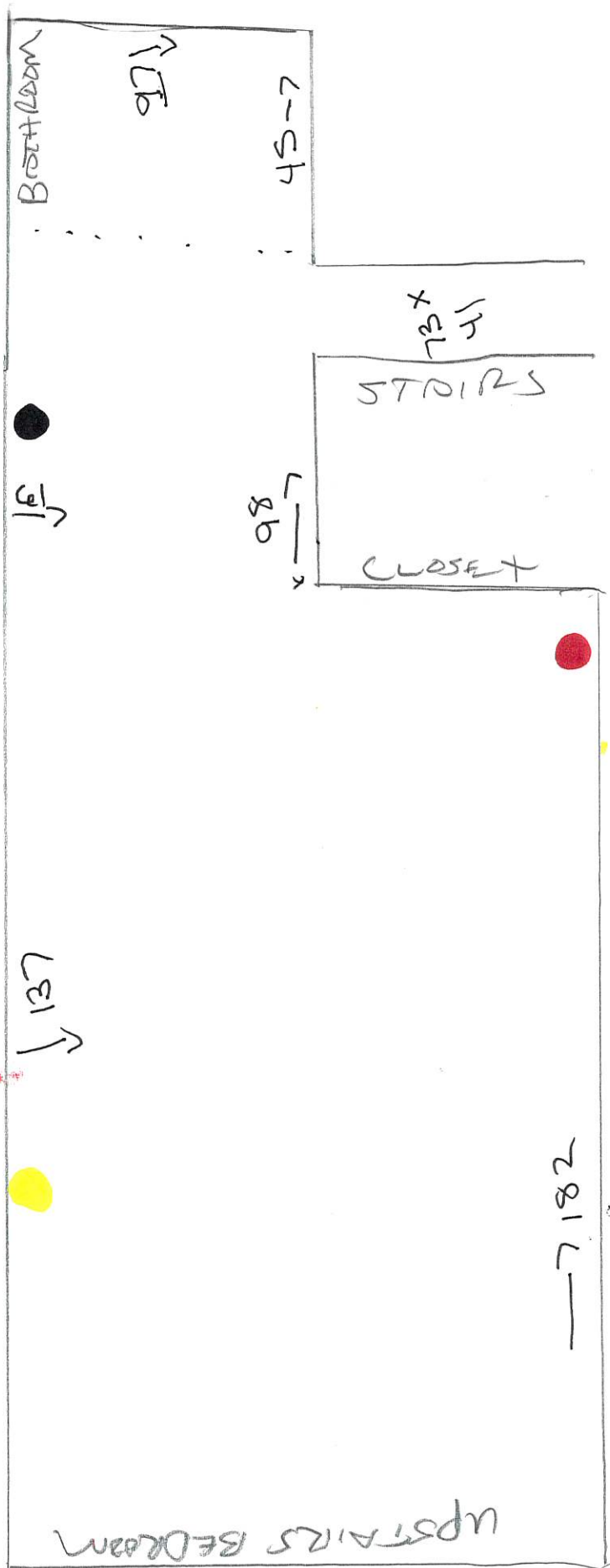
- FIRE EXTINGUISHER
- SMOKE DETECTOR
- CARBON MONOXIDE



- FIRE EXTINGUISHER
- SMOKE DETECTOR
- CARBON MONOXIDE

UPSTAIRS

1618 W. ADMIRAL AVE



Good Afternoon David Cole,

This email is confirmation that Evolve Vacation Rentals will Remit Tax for David Cole on behalf of the property located at 1618 W Admiral A Stillwater, OK 74074. For further information please see our policies attached below.

<https://evolve.com/terms>

<https://help.evolve.com/s/article/where-evolve-remits-vacation-rental-taxes>



Steven Reaza

Vacation Rental Advisor

Book an Appointment: [Here](#)

[720.707.3435](tel:720.707.3435)

steven.reaza@evolve.com

AFFIDAVIT OF COMPLIANCE WITH
SMOKE DETECTORS, CARBON MONOXIDE DETECTORS
AND FIRE EXTINGUISHER

I, Stacy Cole, owner of listed property below, hereby attest and swear that these statements are true.

Property Address: 1618 W. Admiral, Stillwater, OK 74074

- A. The property listed above is equipped with fire extinguishers, one for each floor. The extinguishers are in working order and functioning properly.
- B. The property listed above is equipped with carbon monoxide detectors, one for each floor. The detectors are in working order and functioning properly.
- C. The property listed above is equipped with smoke detectors, one in each bedroom, living room, and kitchen. The detectors are in working order and functioning properly.

Stacy Cole 2/26/26

Owner

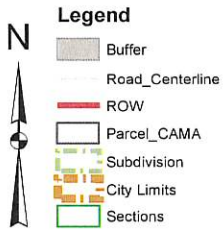
Date

Stacy Cole

Print Name

Mandi M Harrell

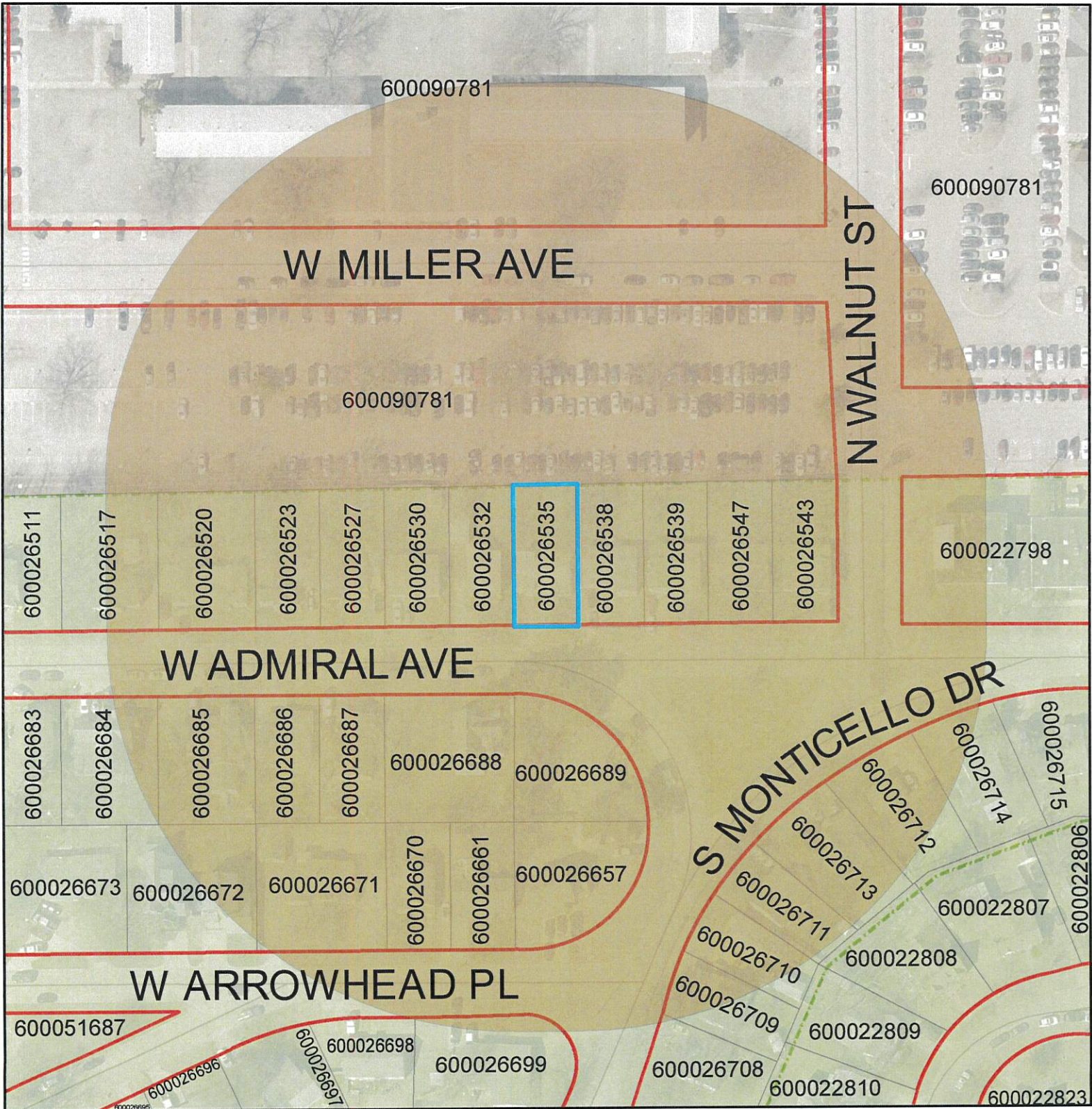
MANDI M HARRELL
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES APR. 8, 2029
COMMISSION #13003354



Payne County

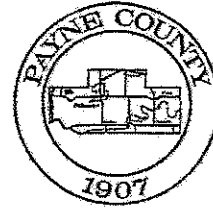
300' BUFFER

1618 W Admiral Ave



This map is for assessment purposes only and is not intended for use in making conveyances or for preparing legal descriptions.

Jason Gomez
Payne County Assessor



CERTIFICATE OF OWNERSHIP

Re: Account # 600026535
Address: 1618 W Admiral Ave

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instrument filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

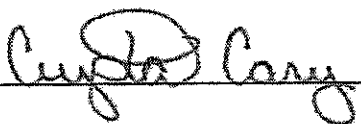
Lots Ten (10) and Eleven (11), in Block Twenty-one (21), SECOND SECTION OF COLLEGE GARDENS, an Addition to the City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated this 2 day of March, 2026.

PAYNE COUNTY ASSESSOR'S OFFICE

BY: 

315 W 6th Ave, Ste #102 • Stillwater, Oklahoma 74074 • 405-747-8300
www.paynecounty.org

'26MAR12PM1:12

STR-0236

Teresa Kadavy

From: darleneand4cats@aol.com
Sent: Thursday, March 12, 2026 1:07 PM
To: Teresa Kadavy
Subject: RE: Application for Short Term Rental at 1618 W. Admiral Ave., Stillwater, Oklahoma.

CITY CLERKS OFFICE

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

I am the property owner of 1714 W. Admiral, located within 300 ft. of the applicant's address.

I would like to protest the approval of a short-term rental next door to my property.

For years, that area has been a "serious student" living area and has provided me with a source of income in my senior years. I have been able to successfully keep the property maintained and occupied for many years.

I am aware of the problems that come with short-term rentals. Problems with extra street parking, late night parties and loud celebrations even if the Cowboys aren't winning that much (I am a Stillwater born and raised girl, and I know how this works). I want to keep the home next door a comfortable living space for serious, hard-working students and I fear that the extracurricular activities just feet away from the home will severely reduce the livability and desirability of the property. I am also concerned about the probable reduction in the value of my property and the general appearance of the entire block.

You are requested to deny the application for the short-term rental.

Thank you for consideration of my situation.

Darlene Bryan
214-448-6603
3313 Winchester Dr.
Plano, Texas 75075

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF MARCH 24TH, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED March 20th, 2026 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
David Barth, Development Services Director
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Mark Prather, Member

Staff Absent

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 Map Amendment (MA26-01) to rezone properties addressed as 3621 and 3605 N Prosperity Lane from General Industrial (IG) to Commercial Shopping (CS).

Mr. Henry Bibelheimer, Sr. Planner presents the staff report.

Chair Phillips invites the application or representative to speak.

Jeremy Walker, 1312 S Sanger and Alex Evers, 5712 W 9th Ct., come to speak on the following:

- The building is intended to serve as an educational and technical training facility.
- Currently work with Kingspan USA and with data center project to provide training five days a week.
- The facility is being established to bring training closer to clients, as some staff members have difficulty traveling across town to the current location.
- The center will host safety, technical, and industrial training sessions.

Chair Phillips clarifies that the applicants were seeking a zoning change to allow for a business use focused on education. Applicant representative notes that typically, education is categorized as a business use and would not be permitted in an industrial zone.

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

Mr. Bibelheimer presents staff's findings and alternatives, which are:

Findings:

1. The proposed Map Amendment aligns with Envision Stillwater 2045.
2. Educational Facilities are allowed by right in the Commercial Shopping (CS) zoning district.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Map 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 Map Amendment is not needed and do not recommend that the City Council approve the request

Staff recommends Alternative #1 to accept findings and recommend that City Council approved the proposed Map Amendment as presented.

Vice Chair Williams moves to approve the Map Amendment as presented, Commissioner Shanahan seconds the motion.

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

Time: 9 minutes

- b. Receive public comment regarding a Text Amendment (TXT26-02) Chapter 23, Land Development Code, by repealing Article XV, Planned Unit Developments, in its entirety; and creating and adopting Chapter 23, Land Development Code, Article XV, Planned Unit Developments; Division 1; Planned Unit Development, Section 23-294, Planned Unit Developments General Description; Section 23-295, Purpose of Planned Unit Developments; Section 23-296, Core Objectives and Compliance Standards Goals; Section 23-297, Design and Development Guidelines; Section 23-298, PUD Submittal; Section 23-299, Review and Approval Process; Section 23-300, Amendments; Division 2, Small Planned Unit Developments; Section 23-301, Small Planned Unit Development General Description; Section 23-302, Statement of Purpose and Applicability; Section 23-303, Small Planned Unit Development (SPUD) Requirements; Section 23-304, Review and Approval Process; Section 23-305, Design and Development Guidelines; Section 23-306, Application and Submission Requirements; Section 23-307, Amendments. Repealing all ordinances to the contrary; and providing for severability. (Tabled from March 3rd, 2026 meeting.)

No action is taken on this item.

- c. Receive public comment regarding an application for a Short Term Rental (STR-0232) from Brian & Janice Buffington for a property addressed as 5212 W. 2nd Avenue in the Small Lot Single-Family Residential (RSS) district.

Mr. Henry Bibelheimer, Sr. Planner presents the staff report.

Chair Phillips invites the application or representative to speak.

Brian Buffington, 1324 S Lane Weatherford OK. & Tanner Buffington 2230 E Birchwood Ct. Derby KS, come to speak on the following:

- Have owned the home since approximately 2012 or 2013.
- The property serves as a secondary residence for family events and visits to Stillwater.
- Emphasized their commitment to property maintenance, noting that they have a local neighbor who has their contact information to report any issues.
- The property is professionally landscaped and kept in good condition.

Commissioner Shanahan asked if the property had previously been used as a rental. The applicants confirmed it had been a short-term rental (STR) for approximately one year; were initially unaware of the permit requirement but have blocked their booking calendars since starting the application process.

Commissioner Shanahan inquired about the property's history prior to its use as an STR. The applicants explained the home was previously their primary residence; and now used primarily by their family, with STR listings intended to help cover basic essential costs and they've had some longer rentals as well.

Chair Phillips asks the applicants to expand on their rules for the rental. The applicants outlined the following standards:

- Stay Requirements: A two-night minimum stay is required.
- Guest Screening: Auto-bookings are disabled. Guests must have at least a 4.8-star rating.
- Capacity and Age: Occupancy is limited to six guests. The minimum rental age is 21.
- Monitoring: The home is equipped with a Ring doorbell, exterior cameras, and interior decibel monitors to prevent noise disturbances and unauthorized parties.

Chair Phillips asked about local resources for property management and emergencies. The applicants identified several local contacts:

- A neighbor remains a primary point of contact for the property.
- A cleaner is paid monthly to manage trash removal and turnover. They also maintain contracts for weekly mowing and seasonal lawn treatments.
- A local handyman is utilized for general upkeep and exterior maintenance.

Chair Phillips asks if there is anyone that wishes to speak in favor of this item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition of this item; none respond. Chair Phillips closes the public hearing and invites staff back up to present alternatives.

Mr. Bibelheimer presents staff's alternatives, which are:

1. Approve the Application.
2. Defer for additional discussion.
3. Deny the Application.

Chair Phillips noted that the applicant had addressed all typical questions and demonstrated sufficient operational experience; observed that there had been no reported issues with this specific property; and the Commission received a letter from a neighbor regarding problems with a different short-term rental in the area, it was clarified that those issues did not pertain to this particular applicant.

Vice Chair Williams motions to approve the STR as presented. Commissioner Peters seconds the motion.

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

Time: 9 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting summary of February 24th, 2026.

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
	Yes	Yes	Absent	Yes	Yes

Time: 1 minute

- b. Regular meeting summary of March 3rd, 2026.

Chair Phillips asks if there are any changes and/or additions. Commissioner Peters makes a spelling correction to page 2.

Commissioner Peters moves to approve with the corrections. Commissioner Shanahan seconds

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

Time: 1 minute

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

- a. Next Regular Meeting is April 7th, 2026.

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 5:51 p.m. on March 24th, 2026. The next regularly scheduled meeting will be held Tuesday, April 7th, 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