

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 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