

**PLANNING COMMISSION MEETING AMENDED
AGENDA
APRIL 21, 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. 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 (TXT26-01) to Chapter 23, Land Development Code, by repealing Article V, Use Categories and Limitations, Division 4, Residential Short-Term Rental, in its entirety; and creating and adopting Chapter 23, Land Development Code, Article V, Use Categories and Limitations; Division 4; Short-Term Rentals, Section 23-115.1, Definitions; Section 23-115.2 Permitted Districts; Section 23-115.3 Short-Term Rental License Required; Compliance with Applicable Codes; Section 23-115.4, Application Form and Process; Section 23.115.5 Denial, Revocation, Notice and Hearing and Compliant Process, Section 23.115.6, Covenants, Deed Restrictions and Overlay Requirements; Section 23-115.7, Penalty; repealing all ordinances to the contrary; and providing for severability.	Henry Bibelheimer
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3. Meeting Summary for Review and Possible Action

a.	Regular meeting summary of April 7th, 2026.
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4. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is May 5th, 2026.
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5. 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.

Date of Meeting: April 21, 2026

Subject: Text Amendment to Chapter 23, Land Development Code, by repealing Article V, Use Categories and Limitations, Division 4, Residential Short-Term Rental, in its entirety; and creating and adopting Chapter 23, Land Development Code, Article V, Use Categories and Limitations; Division 4; Short-Term Rentals, Section 23-115.1, Definitions; Section 23-115.2, Permitted Districts; Section 23-115.3 Short Term Rental License Required; Compliance with Applicable Codes; Section 23-115.4, Application Form and Process; Section 23-115.5, Denial, Revocation, Notice and Hearing and Complaint Process; Section 23-115.6, Covenants, Deed Restrictions and Overlay Requirements; Section 23-115.7, Penalty.

Purpose of Report: City Staff requests review and approval of the proposed text amendment to Chapter 23, Land Development Code, by repealing Article V, Use Categories and Limitations, Division 4, Residential Short-Term Rental, in its entirety; and creating and adopting Chapter 23, Land Development Code, Article V, Use Categories and Limitations; Division 4; Short-Term Rentals, Section 23-115.1, Definitions; Section 23-115.2, Permitted Districts; Section 23-115.3 Short Term Rental License Required; Compliance with Applicable Codes; Section 23-115.4, Application Form and Process; Section 23-115.5, Denial, Revocation, Notice and Hearing and Complaint Process; Section 23-115.6, Covenants, Deed Restrictions and Overlay Requirements; Section 23-115.7, Penalty.

Background: Currently, a short-term rental (STR) license is only required in the RSL (Residential Large Lot Single Family), RSS (Residential Small Lot Single Family), and RT (Two Family Residential) zoning districts. The City currently has 167 active STR licenses in the RSS, RSL and RT zoning districts. The current STR licensing process requires staff to notify all property owners within 300 feet of the proposed STR. If there are no objections, the license is administratively approved. If anyone, no matter where they reside, objects to licensing an STR, the Planning Commission holds a public hearing to consider the objections and approve or deny the license. Since the City began regulating STRs in 2019, there have been several instances where objections to an STR license were filed by someone residing in a different part of the City or in a different city altogether. These objectors often do not attend the public hearings which require significant staff time and expense noticing, preparing presentations/reports, scheduling the hearings as well as planning commissioners who volunteer their time having to preside over the public hearing.

The proposed text amendment requires all short-term rentals, in all zoning districts, to be licensed through the Development Services Department. The proposed application process is streamlined, with administrative approval, a strong emphasis on enforcement and compliance, and increased application requirements. Applicants will be asked to address common concerns (i.e. tenant screening process, parking, house rules, occupancy limits, presence of fire alarms and carbon monoxide detectors) of the Planning Commission and neighbors expressed during past public hearings.

Application Processing Information:

Applicant – City of Stillwater
Notice – Notice in the NewsPress

Processing Track:

Planning Commission – April 21, 2026

City Council – May 4, 2026

Discussion:

Envision Stillwater 2045 encourages The City to “Establish regulatory and enforcement controls for short-term rentals” (action item HN-01). The proposed text amendment updates our regulations for short-term rentals based on best practices learned from other communities going through a similar update, as well as what we have learned from our current processes.

Findings:

1. The proposed text amendment requires all short-term rentals within city limits to be licensed.
2. The application requirements are being increased, to address common concerns.
3. All Short-Term Rental Licenses are proposed to be administratively reviewed/approved.

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.

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:

April 8, 2026

Attachments:

Draft Ordinance

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, BY REPEALING ARTICLE V, USE CATEGORIES AND LIMITATIONS, DIVISION 4, RESIDENTIAL SHORT-TERM RENTAL, IN ITS ENTIRETY; AND CREATING AND ADOPTING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE V, USE CATEGORIES AND LIMITATIONS; DIVISION 4; SHORT-TERM RENTALS, SECTION SEC. 23-115.1, DEFINITIONS; SEC. 23-115.2 PERMITTED DISTRICTS; SEC. 23-115.3 SHORT-TERM RENTAL LICENSE REQUIRED; COMPLIANCE WITH APPLICABLE CODES; SEC. 23-115.4, APPLICATION FORM AND PROCESS; SEC. 23-115.5, DENIAL, REVOCATION, NOTICE AND HEARING AND COMPLAINT PROCESS; SEC. 23-115.6, COVENANTS, DEED RESTRICTIONS AND OVERLAY REQUIREMENTS; SEC. 23-115.7, PENALTY; 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: The Stillwater City Code, Chapter 23, Land Development Code, Article V, Use Categories and Limitations, be amended by repealing Division 4, Residential Short-Term Rental, in its entirety as follows:

~~**DIVISION 4. RESIDENTIAL SHORT-TERM RENTALS**~~

~~**Sec. 23-115.1. Definitions.**~~

~~[The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]~~

~~*Residential short term rental* means any dwelling, portion thereof, or habitable accessory structure, for rent for a temporary period of time up to 30 consecutive days per guest within a 90-day period.~~

~~*Guest* means a person who rents or occupies with others a residential short term rental.~~

~~*Rent* means all payments, except deposit and damages, to be made to the owner/operator of a residential short term rental property for the temporary occupancy of such dwelling.~~

~~**Sec. 23-115.2. Permitted districts.**~~

- ~~(1) Section 23-136: RSL—Residential Large Lot Single Family.~~
- ~~(2) Section 23-137: RSS—Residential Small Lot Single Family.~~
- ~~(3) Section 23-138: RT—Two Family Residential.~~

~~Sec. 23-115.3.—Residential short-term rental; license required; compliance with applicable codes.~~

~~(1) No person shall manage/operate a residential short-term rental without an annual license, as provided herein, issued by the city clerk.~~

~~(2) Licenses for residential short-term rental shall expire on January 31 each year or immediately upon change of ownership. Licenses may be renewed on an annual basis upon filing a renewal application with the city clerk. Initial licensing of the residential short-term rental shall be a fee of \$100.00. The annual renewal fee shall be \$10.00.~~

~~(3) No license shall be issued or renewed until the applicant produces sales tax permits issued by the State of Oklahoma or evidence that such collection is done by a third-party rental agent.~~

~~(4) No license shall be issued or renewed wherein taxes levied pursuant to Chapter 39 of this Code are delinquent and are owed by the owner or operator of the property or if the property is in violation of any section of the Stillwater City Code. No renewal shall be issued for a property deemed to be in violation of the Stillwater City Code until such violation is resolved through final disposition of a prosecution filed in the Municipal or District Court or upon certification by the building code official that the property is in compliance with applicable codes.~~

~~(5) No person shall offer or engage in residential short-term rental in or on any part of the property not approved for residential occupancy, including but not limited to, a vehicle parked on the property, a storage shed, trailer or garage or any temporary structure such as a tent.~~

~~(6) No person shall offer or engage in residential short-term rental without complying with applicable building or fire codes.~~

~~Sec. 23-115.4.—Application form; process.~~

~~(1) An application for a residential short-term rental license shall be filed with the city clerk on a form furnished by the city clerk, which shall contain the following information:~~

~~(a) The name, mailing address, and telephone number of the property owner and the street address of the subject property;~~

~~(b) Number of bedrooms being offered for rent;~~

~~(c) Verification that the dwelling has working smoke detectors as required by city codes, a working carbon monoxide detector and a functioning fire extinguisher. This requirement is met by submitting a signed and notarized affidavit form provided by the city clerk and attaching a floorplan that depicts the location of (1) rooms provided for rent, (2) smoke detectors, (3) carbon monoxide detector, and (4) fire extinguishers;~~

~~(d) Proof of ownership of the property;~~

~~(e) The Uniform Resource Locator (URL), (i.e. the web site address) for any and all advertisements of the rental.~~

~~(f) A typewritten list and 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. The ownership list shall have been prepared no more than 30 days prior to submission.~~

~~(2) The city clerk shall send notification that an application for a residential short term license has been received to each property owner on the list required by subsection 23-115.4(1)(f). Such notification shall be documented by a certificate of mailing. If no written objection to the issuance of the license is received from a property owner sent such notice within 30 days of the mailing thereof, the city clerk may issue a license to the applicant provided all other requirements set forth in section 23-115.3 and section 23-115.4 have been met. If a written objection is received by the city clerk within 30 days of the mailing of notice thereof, the application shall be placed on a planning commission agenda and a public hearing shall be convened consistent with the criteria set forth in section 23-180(f). Appeal shall be to the city council in a manner consistent with section 23-180(f).~~

~~**Sec. 23-115.5. — Suspension, revocation; notice and hearing; complaint process.**~~

~~(1) A license issued pursuant to section 23-115.3 may be suspended or revoked by the city for failure to pay taxes due under Chapter 39 or for violation of any section of the Stillwater City Code or state law. No license shall be suspended or revoked until the owner/operator has been accorded written notice of the violation(s) and provided a public hearing before the planning commission. The planning commission may order the suspension or revocation of a license upon a preponderance of the evidence that the violation has occurred. The decision of the planning commission may be appealed to the city council by filing notice thereof with the city clerk within ten days of said action.~~

~~(2) The city manager shall establish written procedures to address complaints regarding residential short term rental properties and the operation thereof. Said procedure shall include the development of a webpage that will permit neighboring property owners and other aggrieved parties to report violations. The city manager shall also establish and publish on the website a list of all licensed residential short term rental properties.~~

~~**Sec. 23-115.6. — Covenants; deed restrictions; overlay requirements.**~~

~~This division or any section therein is not intended to be construed in derogation of or in conflict with any restrictive covenant, deed restriction or lease agreement that may be applicable. This division or any section therein shall be subject to any applicable overlay district or provision thereof or any zoning restriction unique to a particular area or parcel.~~

~~**Sec. 23-115.7. — Penalty.**~~

~~Violation of section 23-115.3 shall be deemed a Class "C" offense. Each day a residential short-term rental is operated in violation of said section shall constitute a separate offense.~~

SECTION 2: The Stillwater City Code, Chapter 23, Land Development Code, Article V Use Categories and Limitations be amended by creating Division 4, Short-Term Rentals as follows:

Division 4. Short-Term Rentals.

Sec. 23-115.1. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Short-term rental means any dwelling, portion thereof, or habitable accessory structure, for rent for a temporary period of time up to 30 consecutive days per guest within a 90-day period.

Guest means a person who rents or occupies with others a short-term rental.

Rent means all payments, except deposit and damages, to be made to the owner/operator of a short-term rental property for the temporary occupancy of such dwelling.

Property manager means any person or agency which provides the service of operating and maintaining the rental property and services.

Property owner means any person, partnership, or corporation, etc, which is the record owner of the property as listed on the last assessment roll by the Payne County Assessor.

Subject property means the property in which the short-term rental will be operating.

Revocation means the cancellation of a previously issued license.

Denial means the rejection of an application for a license.

Sec. 23-115.2. Permitted districts.

Short-term rentals are permitted by right in all zoning districts.

Sec. 23-115.3. Short-term rental; license required; compliance with applicable codes.

- (1) No person shall manage or operate a short-term rental without an annual license, as provided herein, issued by the City.
- (2) A property owner or manager seeking an annual license to operate a short-term rental must submit an application to Development Services for review.
- (3) An application is considered complete only after receiving the associated processing fees and related required documentation. City Staff will provide determination of completion

by emailing the provided property owner and/or property manager listed on the application. A license is required before the operation of any short-term rental use on a property.

- (4) Licenses for short-term rentals shall expire one calendar year from the date of issuance of the license or immediately upon change of ownership. Licenses are non-transferable. License applications shall be submitted to Development Services for review. The application processing fee for the initial license and the annual renewal shall be set by resolution of the City Council. Renewal applications may be submitted up to 60 days prior to the expiration date, but no later than the expiration date. If an application is not submitted by the deadline, the applicant is prohibited from operating the short-term rental upon expiration of the issued license until and unless a renewal or new license is issued. After a license has been expired for a period of 30 days, a new license will be required.
- (5) No license shall be issued or renewed until the applicant produces sales tax permits issued by the State of Oklahoma or evidence that such collection is done by a third-party rental agent.
- (6) No license shall be issued or renewed wherein taxes levied pursuant to Chapter 39 of this Code are delinquent and are owed by the owner or operator of the property or if the property is in violation of any section of the Stillwater City Code. No renewal shall be issued for a property deemed to be in violation of the Stillwater City Code until such violation is resolved through final disposition of a prosecution filed in the Municipal or District Court or upon certification by the building code official that the property is in compliance with applicable codes.
- (7) No person shall offer or engage in operating a short-term rental in or on any part of the property not approved for residential occupancy, including but not limited to, a vehicle parked on the property, a storage shed, trailer or garage or any temporary structure such as a tent.
- (8) No person shall offer or engage in short-term rental without complying with all applicable federal, state, and local laws and regulations.

Sec. 23-115.4. Application form and process.

The following information must be provided along with the non-refundable processing fee to be deemed as a complete submittal to be reviewed by City Staff:

- (1) Address of the short-term rental.
- (2) Proposed occupancy limits.
- (3) Number of bedrooms being offered for rent.
- (4) Copy of house rules.

- (5) Property Insurance: Certificate of Liability Insurance Coverage in the amount of \$100,000 for each occurrence from an insurance company licensed to do business in the State of Oklahoma. Said insurance policy shall remain effective and in place during the entire licensing period.
- (6) The number of available on-site parking.
- (7) Name, address, phone number and email of the owner and the property manager.
 - a. 24-hour contact for the property must be available to be on site within an hour of any issue or complaint.
 - b. If an applicant is a property manager on behalf of the owner, a letter of authorization to act signed by the owner must be submitted with the application.
- (8) Outline of the screening process for guests to rent the property. Rentals within a 500-foot radius of schools and related buildings, day cares, playgrounds, or parks shall have additional screening through the sex offender registry in accordance with to Title 57, Sections 581 through 590.2 of the Oklahoma Statutes.
- (9) Floorplan that indicates the location of bedrooms, kitchen, and living room, including clear ingress and egress with fire exits and escape routes.
- (10) Verification that the dwelling has working smoke detectors as required by city code, a working carbon monoxide detector, and a functioning fire extinguisher. The applicant shall provide a signed and notarized affidavit verifying the above requirements. with the application.

Sec. 23-115.5. Denial, revocation, notice and hearing and complaint process.

- (A) The Development Services Director may deny or revoke an initial or renewal Short-Term Rental license for the following reasons:
 - (1) Applicant has an outstanding debt with the City.
 - (2) Unabated notice of violations of the Code of Ordinances that exceeds 30 days.
 - (3) Violation(s), Arrest(s), or Call(s) for Services at the property that the Development Services Director or designee deems relevant including, but not limited to:
 - a. Number of and frequency of violations(s), arrest(s), or call(s) for service
 - b. Relation to the impact that violation(s), arrest(s), or call(s) for service to the public health, safety, and/or the welfare of the community.

- c. Consideration of efforts of good faith and actions taken by the responsible party to correct, reduce, and/or alleviate violations(s), arrest(s), or call(s) for service
 - (4) Unresolved documented violations of federal, state, and local laws and regulations which include the City's International Building, Fire, Mechanical, Fuel Gas and National Electric Code and all State amendments.
 - (5) Taxes levied pursuant to Chapter 39 of this Code are delinquent and are owed by the owner or operator of the property or if the property is in violation of any section of the Stillwater City Code. No renewal shall be issued for a property deemed to be in violation of the Stillwater City Code until such violation is resolved through final disposition of a prosecution filed in the Municipal or District Court or upon certification by the building code official that the property is in compliance with applicable codes.
 - (6) The short-term rental was advertised without posting the city permit issued number on the listing platform.
- (B) Complaints: Citizen complaints shall be made to Code Enforcement and include the address the complaint is regarding and a detailed description of the complaint.
- (C) Denial or Revocation: The Development Services Director or designee shall provide written notice of denial or revocation of a Short-Term Rental License to the property owner and property manager listed on the Short-Term Rental Application. The notice of denial or revocation shall provide the reasons for denial or revocation of the Short-Term Rental License.
- (D) Appeals:
- a. Applicants whose Short-Term Rental License is denied or whose license is revoked may appeal the denial or revocation to the City Manager by filing a "Notice of Appeal" form with the City Clerk. Appeals shall be filed within ten (10) days of receipt of written notice of denial or revocation. The City Manager shall render a decision within ten (10) working days. A response from the City Manager shall be made in writing and shall be supported by written findings establishing the basis of the decision.
 - b. Appeal of any decision made by the City Manager shall be made to the Planning Commission which shall be filed with Development Services within ten (10) days of receipt of the City Manager's decision. A public hearing shall be scheduled, and a notice of the public hearing date will be mailed to the property owner and property manager listed on the application and, if applicable, the complaining party, at least twenty (20) days prior to the date of the public hearing.
 - c. Appeal of any decision made by the Planning Commission shall be made to the City Council and Notice of Appeal shall be filed with City Clerk within ten (10) days of the Planning Commission decision. A public hearing shall be scheduled and notice of the public hearing date shall be mailed to the property owner and property manager listed

on the application and, if applicable, the complaining party, at least twenty (20) days prior to the date of the public hearing. The City Council's decision shall be final.

- (E) Approval: Upon issuance or renewal of a Short-Term Rental License, written rules of the short-term rental shall be posted in the short-term rental unit(s) on the inside of the main entrance to the room or building of the short-term rental, which shall include:
- (1) Acknowledgment that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the city's noise ordinance;
 - (2) Acknowledgement of the maximum occupancy of the short-term rental and the amount and location of on-site parking that is permitted;
 - (3) The 24-hour property contact information, including their name and phone number
 - (4) A copy of the short-term license number must be placed in a window nearest the front door, visible to the public and unobstructed.
 - (5) Floor Plan that shows clear ingress and egress with fire exits and escape routes.
 - (6) A copy of the house rules.

Sec. 23-115.6. Covenants, deed restrictions and overlay requirements.

This division or any section therein is not intended to be construed in derogation of or in conflict with any restrictive covenant, deed restriction or lease agreement that may be applicable. This division or any section therein shall be subject to any applicable overlay district or provision thereof or any zoning restriction unique to a particular area or parcel.

Sec. 23-115.7. Penalty.

It shall be deemed unlawful to operate a short-term rental without a valid license to operate or failing to comply with the requirements set forth in this Division. Violation(s) of this Division shall be deemed a Class "C" offense. Each day a short-term rental is operated in violation of this Division shall constitute a separate offense.

SECTION 3: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 4: SEVERABILITY. If any section, subsection, 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:

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF APRIL 7TH, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED April 3rd, 2026 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

STAFF PRESENT

Kim Payne, Assistant City Attorney
Henry Bibelheimer, Senior City Planner
David Barth, Development Services Director
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Riley Williams, Vice Chair

Staff Absent

1. CALL MEETING TO ORDER.

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

2. GENERAL ORDERS

- 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.

Mr. Henry Bibelheimer, Sr. Planner presents the staff report and asks for questions; none respond.

Chair Phillips invited staff to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives:

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 recommends to approve the Final Plat for The Canyons, Sixth Section as presented.

Commissioner Prather Moves to approve the Final Plat as presented. Commissioner Peters seconds.

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

Time: 3 minutes

- 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.

Mr. Henry Bibelheimer, Sr. Planner presents the staff report and asks for questions.

Commissioner Shanahan inquires as to where points of ingress and egress are. Mr. Bibelheimer shows the entrance along Western Rd. and the egress that connects to Park Valley Addition, Section 3.

Commissioner Shanahan inquires on the plans for future improvements along Western. David Barth, Development Services Director, provides an update on the city's medium-to-long term plans.

Mr. Barth continues and states that to address the impacts of Frye Farms and Park Valley, the city has implemented the following:

- Traffic Impact Analysis: A study conducted by the applicant triggered requirements for improvements, including turn lanes and deceleration lanes on Western Avenue to facilitate entry into the new developments.
- Intersection Adjustments: A four-way stop was installed at 26th and Western to assist residents moving east-west. Barr noted that current and projected traffic volumes do not yet warrant a full traffic signal at this location.
- Consultant Review: The city's engineering transportation group is currently working with a consultant to evaluate capacity enhancements along Western Avenue and 26th Street, specifically looking at the corridor extending east to Washington Street.

Mr. Barth also shared that when the final plat is presented to the City Council, staff intends to propose a development agreement; and under this agreement:

- Instead of the developer constructing a specific right-turn lane on 26th Street, which was deemed to have minimal public benefit, the developer would provide a financial deposit to the city.
- These funds would be earmarked for larger capital projects with greater regional impact, such as improvements to the intersections at 26th and Western or 19th and Western, or the general reconstruction of 26th Street.

Commissioner Shanahan raised specific concerns regarding gridlock on Western Avenue between 12th and 6th Streets. Mr. Barth stated that although there is currently no active plan to increase capacity in that specific stretch due to the limited right-of-way and the proximity of existing real estate to the roadway, the issue could be raised with the Transportation Project Advisory Committee (TPAC) and stated they would follow up with the Engineering Department to confirm if any additional studies are underway for that area.

Chair Phillips asks if there are any more questions; none respond. Chair Phillips invited staff to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives:

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 recommends to approve the Final Plat for Park Valley Addition Section 2 as presented.

Commissioner Peters move to approve the Final Plat as presented Commissioner Prather seconds.

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

Time: 9 minutes

3. PUBLIC HEARING

- 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.

Mr. Henry Bibelheimer, Sr. Planner presents the staff report and asks for questions.

Commissioner Prather comments that he was not aware that they only heard Short Term Rental Hearings if there was an objection received.

Chair Phillips invites the applicant up to present.

David Cole, 2212 W Vicksburg St. Broken Arrow Ok.

- Wanting to convert a property he has owned since 2015 from a long-term rental into a short-term rental (STR). This would be his third STR property overall and his second in Stillwater, following a previously approved application on Redwood Street in late 2024.
- Plans to do renovations to the property including interior updates and significant exterior work, such as concrete improvements, painting, rebuilding the porch, and landscaping the backyard.

- The property will be marketed via Evolve, while a local host and maintenance manager—who resides in Stillwater—will be available 24/7 with a 10-minute response time.
- A professional cleaning service will be employed to clean both the interior and exterior of the property after every guest stay.
- A camera will be installed on the front porch to monitor foot traffic and parking.
- Rentals require a two-day minimum stay and a minimum guest age of 25.
- Large gatherings, parties, smoking, and pets are strictly prohibited.
- The house will accommodate 6 to 8 guests (utilizing two king beds downstairs and a flexible loft space upstairs).
- While the driveway can accommodate four vehicles, the listing will limit guests to a maximum of three vehicles.
- 100% of bookings were families, primarily parents visiting children for university sporting events.
- Most stays are limited to Friday and Saturday nights with an average of four guests per booking. The applicant noted that the low occupancy rate resulted in zero parking issues for the neighborhood.

Commissioner Prather inquired what motivated the applicant to switch from long to short term rental.

Mr. Cole responded:

- The current property maintained a 17% occupancy rate, remaining vacant for 305 days of the year.
 - Reduced occupancy results in significantly less wear and tear compared to long-term tenants, while providing higher margins to fund property improvements.
- There are tax benefits as STRs allow for accelerated depreciation of the property.
- Reported earning approximately \$2,000 more annually through STR vs. long-term rental, even with the property sitting vacant 83% of the time.

Chair Phillips noted one written objection from a neighbor concerned about the potential for a "party house."

Discussion is held by the commission regarding their observation that the applicant's prepared materials and strict rental policies, specifically the age requirements and management presence, effectively addressed those concerns.

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; none respond. Chair Phillips closes the public hearing and for alternatives.

Mr. Bibelheimer presents alternatives:

Alternatives:

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

Commissioner Peters moves to approve the Short Term Rental as presented. Commissioner Prather seconds.

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

Time: 12 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

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

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

Commissioner Peters moves to approve the minutes as presented. Commissioner Shanahan seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Yes	Absent	Yes	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 21st, 2026.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Peters at approximately 5:56 p.m. on April 7th, 2026. The next regularly scheduled meeting will be held Tuesday, April 21st, 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