

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF APRIL 21ST, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED April 20th, 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

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 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.

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

Commissioner Prather asks about the source of the 20% cap. Mr. Bibelheimer explains it addresses neighbor concerns about neighborhood character; and after researching other cities, some of which use 300-foot separation rules or owner-occupancy requirements, Mr. Bibelheimer chose a percentage-based cap to fit the local context with minimal disruption.

Mrs. Kim Payne, Assistant City Attorney notes that percentage caps are also used elsewhere; this method was selected because it is easier for the city to monitor and simpler for applicants to understand than complex distance-based rules.

Commissioner Peters queries on which zonings this will apply. Mr. Bibelheimer confirms the 20% cap applies only to RSS (Small Lot) and RSL (Large Lot) single-family districts to protect neighborhood character and it would not apply to multi-family (RM) or two-family (RT) zones.

Vice Chair Williams asks if regulations differ for owner-occupied units. Mr. Bibelheimer confirms all STRs follow the same requirements regardless of occupancy, as verifying owner status is difficult to enforce; and staff views this as a "test run" that can be adjusted during the upcoming Chapter 23 rewrite.

Commissioner Prather asks for a formal definition of a "block." Mrs. Payne, Asst. City Attorney defines it as a group of lots separated by streets or rights-of-way, or as identified by block numbers in platted subdivisions. Mrs. Payne, Asst. City Attorney clarifies that an alleyway would technically split a square block into two separate blocks.

Commissioner Prather wonders if a distance-based rule might be more user-friendly for applicants.

Chair Phillips supports the percentage approach, arguing it better accounts for varying lot densities and is less disruptive in compact neighborhoods than a 300-foot rule. Chair Phillips notes that since many Stillwater blocks have roughly five homes, the 20% rule effectively limits STRs to one per block face; and believe this balances public demand for rentals with the need to preserve neighborhood integrity. Chair Phillips also expresses approval for excluding owner-occupancy requirements to ensure local demand is met. Chair Phillips and Commissioner Prather agree with limiting caps to RSS and RSL zones, noting that higher-density areas like RT and RM already have a more transient nature.

Commissioner Prather questions whether screening guests against the sex offender registry is mandatory for rentals within 500 feet of schools. Mr. Bibelheimer confirms it is a requirement; and explains that while they cannot track every screening proactively, an owner's license can be revoked if the city confirms a violation has occurred.

Mr. Bibelheimer states that regarding rental platforms like Airbnb or VRBO, is unsure if automated toggles exist for this screening but notes that the public registry is easily accessible to owners once guest names are provided at booking.

Commissioner Prather seeks clarification on what constitutes "operating in violation." Mr. Bibelheimer clarifies that a property is considered in operation every day it is advertised as available, meaning daily fines can accrue regardless of whether a guest is actually present.

Vice Chair Williams notes the text mandates screening but doesn't explicitly forbid renting to those on the registry. Mr. Bibelheimer explains that while the omission was unintentional, state law legally prohibits sex offenders from staying within 500 feet of schools, making such rentals illegal by default.

Mr. Bibelheimer explains that for general guest screening, they do not mandate specific criteria like age or star ratings, instead, require owners to submit a "screening plan" to ensure a process is in place, which encourages owners to adopt best practices to protect their property.

Mr. Bibelheimer concludes by clarifying that there are two distinct screening requirements: mandatory registry checks near schools and the submission of a general screening process for all guests.

Commissioner Shanahan asks if the STR distribution map is public. Mr. Bibelheimer explains it is currently internal but may be hosted publicly once new software is acquired; and until then, applicants must call the city to verify if a block has reached its 20% limit.

Mr. Bibelheimer confirms that the map only shows currently licensed properties; and expect many non-compliant STRs to be registered within six months as enforcement software identifies unregistered operators.

Commissioner Peters suggests the public map should highlight "full" blocks. Mr. Bibelheimer responds that three (3) blocks currently exceed the limit and will be grandfathered in; however, if those licenses lapse, they cannot be replaced until the density falls below 20%.

Commissioner Prather observes that the cap adds a layer of due diligence for buyers and may impact property values, as investors might avoid "full" blocks where they cannot obtain a license.

Vice Chair Williams asks if the city needs the specific info of a local resident for the 24-hour point of contact. Mr. Bibelheimer explains the priority is the one-hour response time rather than a specific identity; and if a registered contact is unavailable, the owner is simply responsible for ensuring someone else arrives within the hour.

Vice Chair Williams suggests the ordinance specifically include "local contact" info in the requirements. Mr. Bibelheimer acknowledges this but maintains that the current language already allows the city to penalize owners if the one-hour response is not met.

Vice Chair Williams inquires on what fees will be. Mr. Bibelheimer explains that licensing fees (proposed at \$200 for initial and \$100 for resubmittal) were moved to a separate fee manual which will allow for yearly updates via resolution rather than amending the ordinance itself.

Commissioner Shanahan inquires on how Mr. Bibelheimer anticipates the map to change. Mr. Bibelheimer shares that when multiple applications are submitted for a block nearing its limit, approvals will be granted on a first-come, first-served basis.

Mr. Bibelheimer clarifies that in residential districts (RSS/RSL), currently unlicensed operators risk losing their ability to operate if they aren't the first to apply before a cap is met, however, STRs in commercial or form-based code zones (T5/T6) are currently exempt from the density cap.

Commissioner Prather asks about penalties for operating without a license after being denied. Mrs. Payne, Asst. City Attorney, confirms that owners can be cited \$500 for every day they continue to advertise or operate.

Mr. Bibelheimer notes that the 20% rule includes a "round up" provision for flexibility; for example, a calculation resulting in 2.1 would allow for three STRs on that block.

Chair Phillips opens the public hearing and invites anyone who would like to speak in favor; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition; none respond. Chair Phillips closes the public hearing and asks for findings and alternatives.

Mr. Bibelheimer presents findings and alternatives:

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. Accept findings and recommend that the City Council approve the proposed Text Amendment with the density requirement for RSS and RSL zoning districts as presented.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
4. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Mr. Bibelheimer recommends alternative 2 to accept findings and recommend that the City Council approve the proposed Text Amendment with the density requirement for RSS and RSL zoning districts as presented

Planning Commissioners express strong support for the proposal, noting that it addresses recurring concerns from both residents and owners while streamlining the process by moving to administrative review and remark that the 20% cap is a fair starting point, especially since only three blocks are currently known to exceed it.

Commissioner Prather moves to accept findings and recommend that the City Council approve the proposed Text Amendment with the density requirement for RSS and RSL zoning districts as presented. Vice-Chair Williams seconds.

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

Time: 45 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting summary of April 7th, 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	Abstain	Yes	Yes	Yes

Time: 1 minute

4. MISCELLANEOUS ITEMS FROM MR. BIBELHEIMER, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:
 - a. Next Regular Meeting is May 5th, 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 6:17 p.m. on April 21st, 2026. The next regularly scheduled meeting will be held Tuesday, May 5th, 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