

PLANNING COMMISSION MEETING AGENDA

MAY 19, 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 an application for a Short-Term Rental (STR-0239) for property addressed as 135 S. Melrose Drive in the Small Lot Single-Family Residential (RSS) zoning district and within the Westwood Overlay Neighborhood.	Henry Bibelheimer
b.	Receive public comment regarding an application for a Short-Term Rental (STR-0240) for property addressed as 1116 W. Stonecrest Avenue in the Small Lot Single-Family Residential (RSS) zoning district.	Henry Bibelheimer
c.	Receive public comment for a Specific Use Permit (SUP26-02) to allow a medical marijuana dispensary in the Commercial Shopping (CS) zoning district addressed as 211 N Perkins Road, Unit #36.	Henry Bibelheimer
d.	Receive public comment for a Specific Use Permit (SUP26-04) to allow a medical marijuana dispensary in the Commercial Shopping (CS) zoning district addressed as 211 N Perkins Road, Unit #17.	Henry Bibelheimer
e.	Receive public comment for a Specific Use Permit (SUP26-03) to install an electric message center sign in the Transect Zone 5 (T5) of the Corridor Redevelopment Area Planning District on the property located at 311 South Duck Street.	Henry Bibelheimer

3. Meeting Summary for Review and Possible Action

a.	Regular meeting summary of May 5th, 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 June 2nd, 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.

MEMORANDUM

DATE: May 19, 2026
TO: Stillwater Planning Commission
FROM: Josh Brown, Development Coordinator
SUBJECT: Short-Term Rental (STR-0239) Application Review for
135 S Melrose Drive

Under City Code Chapter 23, Article V, Division 4 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 objection to the licensing.

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

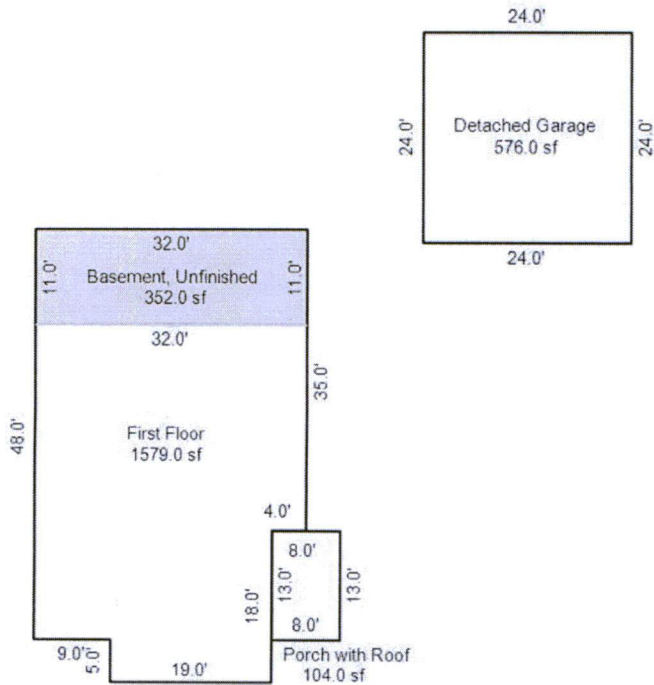
- **135 S Melrose Drive** in the Small Lot Single-Family Residential (RSS) zoning district and within the Westwood Overlay Neighborhood.

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.

BUILDING (1) - 135 S MELROSE DR

Type	Single-Family Residence	Style	One Story
Finished Living Area	1,579 sf	Basement	352 sf
Quality	Good	Condition	Average
Year Built	1930	Exterior Walls	Masonry, Face Brick
Roof Cover	Composition Shingle	HVAC	Warmed & Cooled Air
Bedrooms	3	Full Bath	1
Half Bath	0	Garage Type	Detached Garage



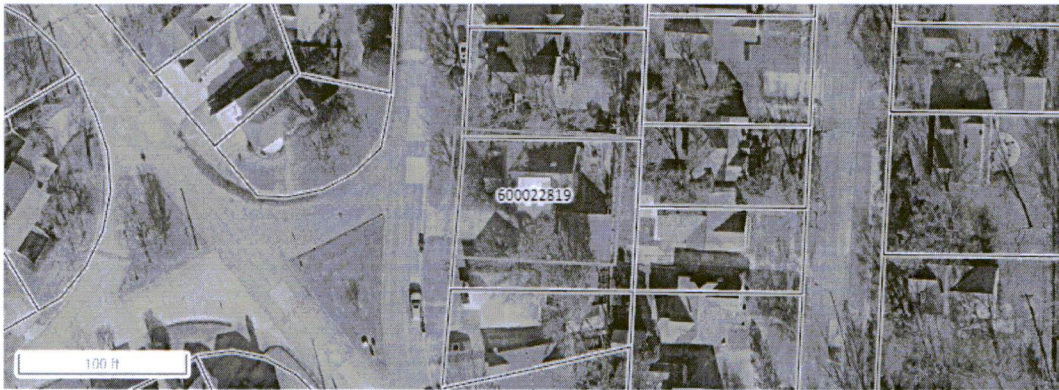
IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Awning over Wood Deck, Comp	104	2004
Paving, Concrete	196	1930
Paving, Concrete	1216	2000
Single 1-Story Fireplace	1	1930

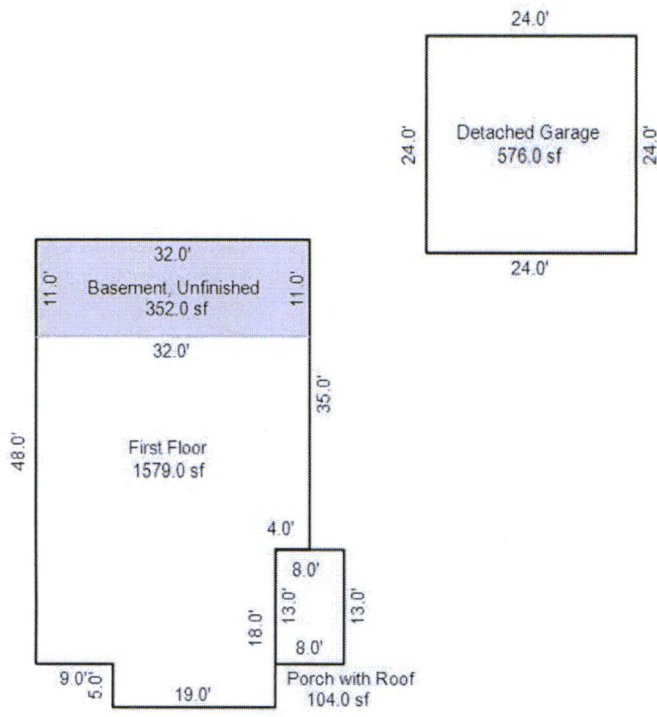
YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
No items to display					

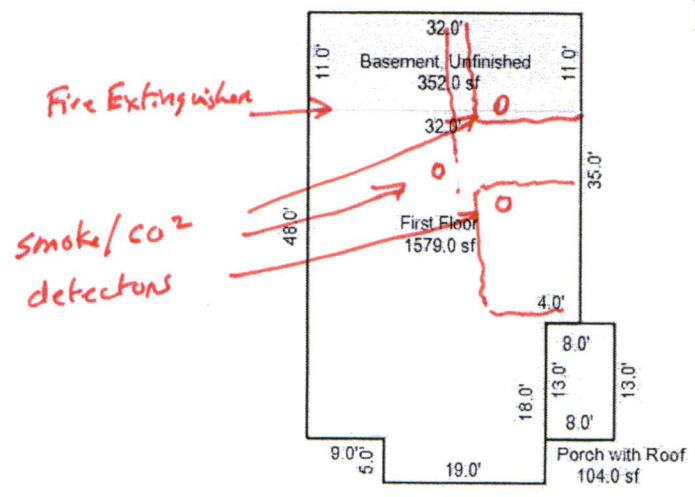
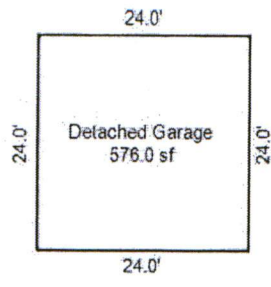
LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.25000	Lot	88	106	College Gdns Add	\$69,000





Data last updated: 03/04/2026



Data last updated: 03/04/2026

Hello Stillwater development services,

I live in the College Gardens/Westwood neighborhood very close to 135 S Melrose Drive and I Object to changing a small lot single family residential at 135 S Melrose Drive into a short term rental. This area should never be turned into a permanent rental property area.

MEMORANDUM

DATE: May 19, 2026
TO: Stillwater Planning Commission
FROM: Josh Brown, Development Coordinator
SUBJECT: Short-Term Rental (STR-0240) Application Review for
1116 W Stonecrest Avenue

Under City Code Chapter 23, Article V, Division 4 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 objection to the licensing.

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

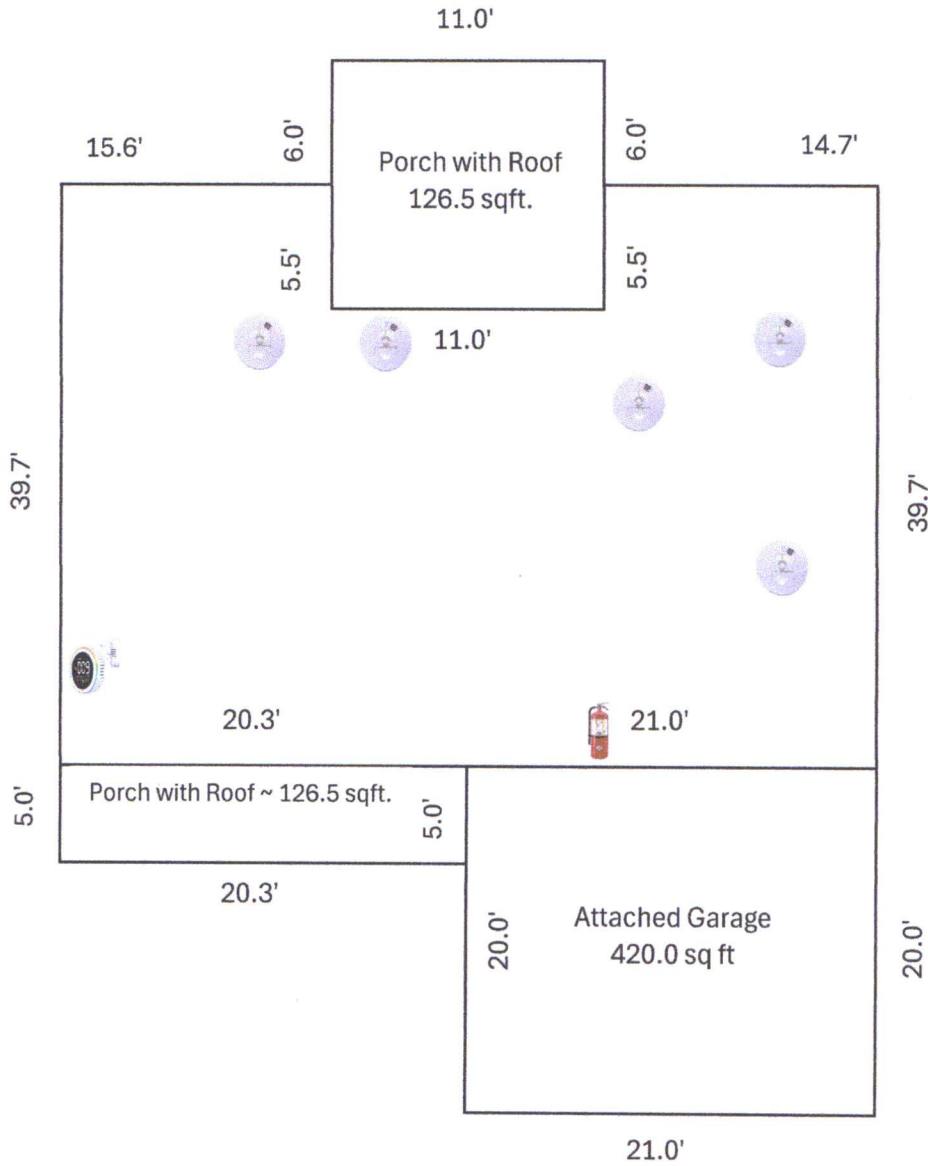
- **1116 W Stonecrest Avenue** in the Small Lot Single-Family Residential (RSS) zoning district.

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.

1116 W. Stonecrest Ave.

Location of smoke detectors, carbon monoxide detector, fire extinguisher



KEY:



fire extinguisher
(in kitchen)

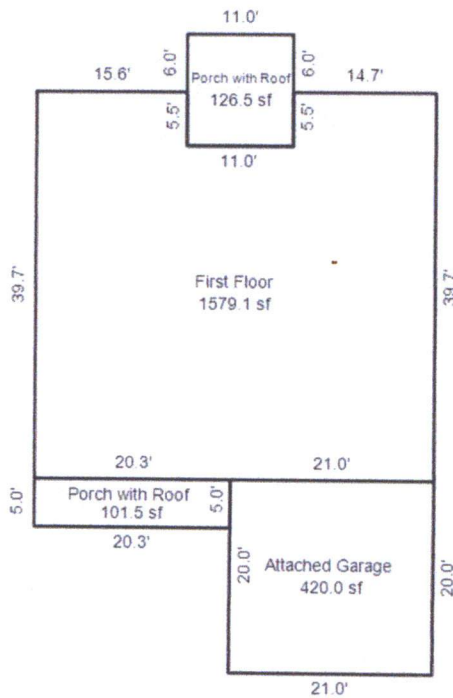


carbon monoxide
detector
(in living room)



smoke
detector
1) Master bedroom
2) Kitchen
3) Dining area
4) 2nd Bedroom
5) 3rd Bedroom

Type	Single-Family Residence	Style	One Story
Finished Living Area	1,579 sf	Basement	-
Quality	Average	Condition	Average
Year Built	2010	Exterior Walls	Veneer, Brick
Roof Cover	Composition Shingle	HVAC	Warmed & Cooled Air
Bedrooms	3	Full Bath	2
Half Bath	2	Garage Type	Attached Garage



IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Paving, Concrete	561	2010

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
Shed, Metal - 1636	72	2022	8	9	6

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	59	121	NW Stw - Small Lot	\$30,000



I think licensing a short term rental in the neighborhood would not be good for the families that live in the neighborhood or the property value of the neighborhood. It would also change the zoning of the neighborhood.

The children in the neighborhood play outside and feel safe. A short term rental would mean strangers in the neighborhood and possibly more cars. This neighborhood is quiet and peaceful. A short term rental could make the neighborhood less family friendly and safe.

I strongly object to the licensing of a short term rental.

Dear City of Stillwater,

I am writing to formally express my strong objection to the proposed short-term rental application in my neighborhood, located at 1116 West Stonecrest Avenue.

While I understand the potential benefits of short-term rentals, I have many concerns about how this type of rental may negatively impact the character, safety, and stability of our residential community. Our neighborhood has traditionally been a very quiet, predominantly single-family homeowners' residential area, and the introduction of transient lodging raises many critical issues.

Our neighborhood is already experiencing negative effects related to existing long-term rental properties. Compared to owner-occupied single-family homes, these rentals have contributed to increased traffic, higher noise levels, and more frequent disruptions. These ongoing issues have already negatively impacted the quality of life for our resident homeowners. Introducing short-term rentals would intensify these problems even further.

Another significant concern is the safety of children in our neighborhood. Many families live in this neighborhood, and it is common for children to play outside in yards, driveways, and along our streets. The increased traffic, unfamiliar vehicles, and constant turnover of short-term rental guests raises serious concerns about pedestrian safety and awareness. Unlike resident homeowners who are familiar with neighborhood patterns and the presence of children, short-term visitors may be less attentive, creating additional risks. I also have concerns about parking congestion and safety. Our streets and infrastructure were not designed to accommodate frequent guest turnover and on-street parking, and additional vehicles would create safety hazards and additional inconvenience for resident homeowners as well.

Increased turnover of short-term rental guests in residential neighborhoods has demonstrated higher levels of noise – both during daytime hours and during quiet hours after 11pm, increased traffic, and overall general disruption. Unlike permanent resident homeowners, short-term visitors do not have an investment in maintaining neighborhood standards nor basic consideration of neighbors. This will certainly diminish the sense of community that we resident homeowners value so highly.

I respectfully ask the City of Stillwater to carefully consider these impacts and deny the short-term rental application to ensure that the integrity of our neighborhood and the safety and comfort of its resident homeowners is preserved.

Thank you very much for your time and consideration of my objection. I appreciate your commitment to maintaining the very best quality of life in our community.

Date of Meeting: May 19, 2026

Subject: Specific Use Permit: 211 N Perkins Road Unit #36

Title of Subdivision/Plan/Use:	Rosewood Hills Shopping Center
Address or Description of Property to be Subdivided/Developed:	211 N. Perkins Road, Unit #36
Number of Acres in Development:	N/A
Number of Lots Created:	N/A
Current Zoning/Requested Zoning:	Commercial Shopping (CS)

Application Request / Project Description:

Review and approval of a Specific Use Permit to allow a medical marijuana dispensary in the Commercial Shopping (CS) zoning district at property addressed as 211 N Perkins Road Unit #36.

Background: The property is located in the northeast portion of the Rosewood Hills Shopping Center located on the east side of North Perkins Road. There was a specific use permit approved for this unit in 2019 to allow for a medical marijuana dispensary, which is the current use. Section 23-180.h specifies that a specific use permit is valid until “such time the specific use permit holder ceases to operate the specific use”. This business is changing hands, which means that a new specific use permit is required for the use to continue at this location.

Notice Requirement:

Notice – Letters mailed to property owners within 300 feet and notice in the NewsPress

Processing Track:

Submittal Date – April 20, 2026
Planning Commission – May 19, 2026
City Council – June 1, 2026

Project/Site Design Data/Details:

Zoning – Commercial Shopping (CS)
Existing Use – Medical Marijuana Dispensary
Proposed Use – Medical Marijuana Dispensary

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of Perkins Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: OSU Transit Services – The Green Route has stops in the area on North Perkins Road. Sidewalks are currently available along North Perkins Road, directly in front of the shopping center.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available

Comprehensive Plan: The Future Land Use Map of the Comprehensive Plan - Envision Stillwater 2045 shows Regional Commercial at this location. Envision Stillwater 2045 describes Regional Commercial as the commercial uses that serve the entire community and may attract customers from the greater Stillwater region.

Findings:

1. The Land Development Code allows medical marijuana dispensaries in the Commercial Shopping (CS) zoning district with a Specific Use Permit.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Specific Use Permit 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 Specific Use Permit is not needed and do not recommend that the City Council approve the request.

Staff's Recommendation: Alternative number 1.

Prepared by: Josh Brown, Development Coordinator
Reviewed by: Henry Bibelheimer, Senior Planner
David Barth, Development Services Director
Cindy Gibson, Administrative Services Manager
Date of Preparation: May 6, 2026
Attachments: Area Map
Map Designation: NE



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stillwaterok.gov

Project Type: Specific Use Permit (SUP26-02)
Request: Specific Use Permit to Operate a Medical Marijuana Dispensary
Address: 211 N PERKINS RD 36

Date of Meeting: May 19, 2026

Subject: Specific Use Permit: 211 N Perkins Road Unit #17

Title of Subdivision/Plan/Use:	Rosewood Hills Shopping Center
Address or Description of Property to be Subdivided/Developed:	211 N. Perkins Road, Unit #17
Number of Acres in Development:	N/A
Number of Lots Created:	N/A
Current Zoning/Requested Zoning:	Commercial Shopping (CS)

Application Request / Project Description:

Review and approval of a Specific Use Permit to allow a medical marijuana dispensary in the Commercial Shopping (CS) zoning district at property addressed as 211 N Perkins Road Unit #17.

Background: The property is located in the south portion of the Rosewood Hills Shopping Center located east of North Perkins Road. The applicant is seeking this SUP to allow a medical marijuana dispensary at this location. The owner of this license was approved for a medical marijuana dispensary in February of 2023 at 1023 E 6th Avenue. If this specific use permit is approved, the applicant intends to move their existing dispensary to this location.

Notice Requirement:

Notice – Letters mailed to property owners within 300 feet and notice in the NewsPress

Processing Track:

Submittal Date – April 7, 2026
Planning Commission – May 19, 2026
City Council – June 1, 2026

Project/Site Design Data/Details:

Zoning – Commercial Shopping (CS)
Existing Use – Commercial Retail
Proposed Use – Medical Marijuana Dispensary

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off of Perkins Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: OSU Transit Services – The Green Route has stops in the area on North Perkins Road. Sidewalks are currently available along North Perkins Road, directly in front of the shopping center.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available

Comprehensive Plan: The Future Land Use Map of the Comprehensive Plan - Envision Stillwater 2045 shows Regional Commercial at this location. Envision Stillwater 2045 describes Regional Commercial as the commercial uses that serve the entire community and may attract customers from the greater Stillwater region.

Findings:

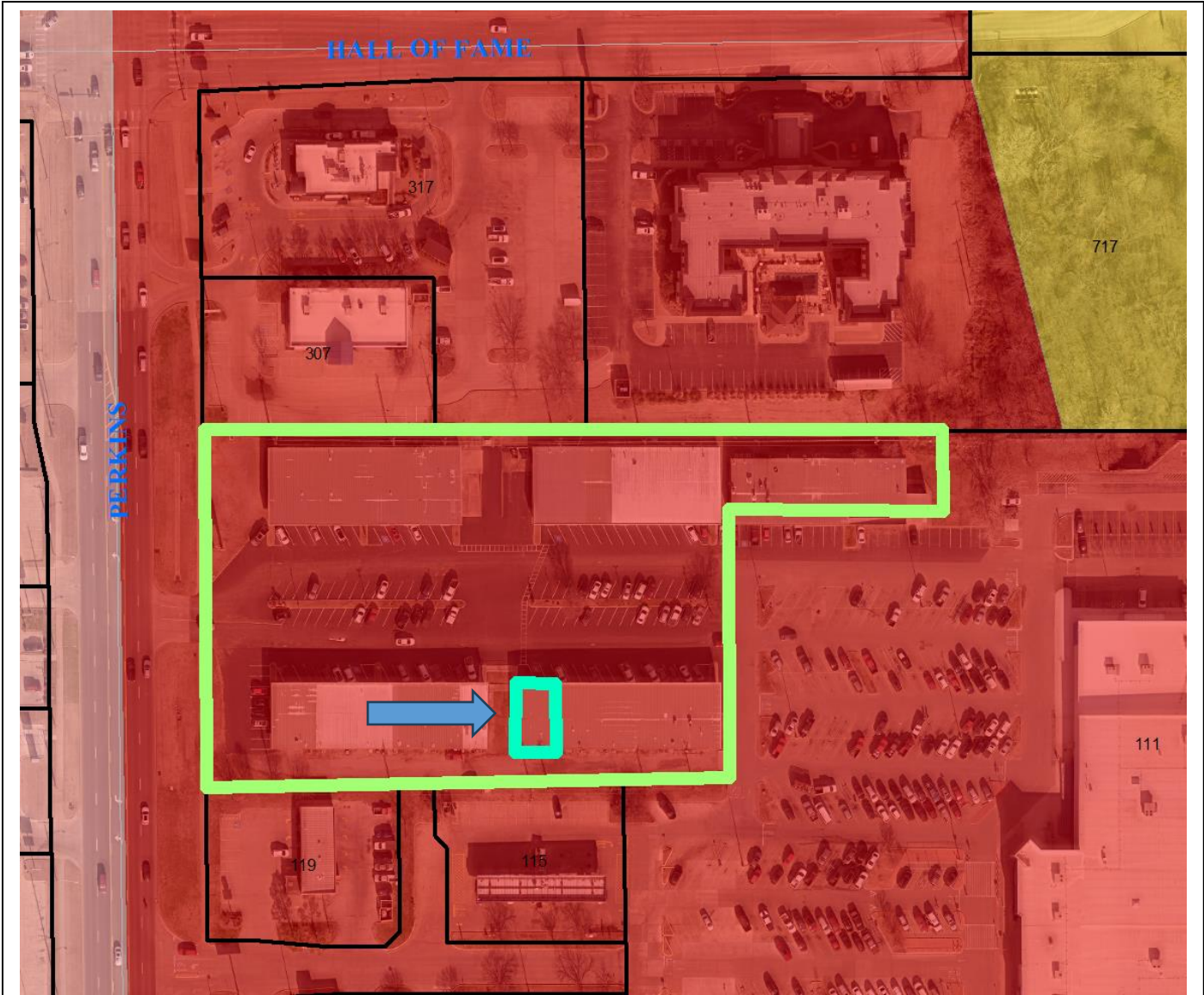
1. The Land Development Code allows medical marijuana dispensaries in the Commercial Shopping (CS) zoning district with a Specific Use Permit.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Specific Use Permit 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 Specific Use Permit is not needed and do not recommend that the City Council approve the request.

STAFF RECOMMENDATION: Alternative number 1.

Prepared by:	Josh Brown, Project Manager
Reviewed by:	Henry Bibelheimer, Senior Planner David Barth, Development Services Director Cindy Gibson, Administrative Services Manager
Date of Preparation:	May 6, 2026
Attachments:	Area Map
Map Designation:	NE



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Project Type: Specific Use Permit (SUP26-04)
Request: Specific Use Permit to operate a Medical Marijuana Dispensary
Address: 211 N Perkins Rd 17.

Date of Meeting: May 19, 2026

Subject: Specific Use Permit: 311 S. Duck Street

Title of Subdivision/Plan/Use:	College Addition
Address or Description of Property to be Subdivided/Developed:	311 S. Duck Street
Number of Acres in Development:	N/A
Number of Lots Created:	N/A
Current Zoning/Requested Zoning:	Corridor Redevelopment Area Planning District, Transect 5 (T5)

Application Request / Project Description: Review and approval of a Specific Use Permit (SUP) to allow an electronic message center (EMC) sign at the property addressed as 311 S. Duck Street in the Transect Zone 5 (T5) of the Corridor Redevelopment Area Planning District.

Background: The property is located near the southeast corner of East 3rd Avenue and South Duck Street in the T5 zone of the Corridor Redevelopment Area Planning District. The applicant is seeking this SUP to allow an electronic message center sign at this location. Signs are regulated in the Form Based Code Area based on the property’s permitted use (Sec. 3.5). In this case, the property’s use is office so signs must meet the Office (O) zoning requirements. Per Section 23-197, EMC signs are only allowed in the Office District with an SUP..

All EMC signs are required to meet all the standards of Section 23-186.m *Electronic message center signs*. The applicant has agreed to meet all the requirements.

Notice Requirements:

Notice – Letters mailed to property owners within 300 feet and notice in the NewsPress

Processing Track:

Submittal Date – February 21, 2026
 Planning Commission – May 19, 2026
 City Council – June 1, 2026

Project/Site Design Data/Details:

Zoning –Transect Zone 5 (T5) of the Corridor Redevelopment Area Planning District
 Existing Use – Office
 Proposed Use – Electronic Message Center Sign for Office Use

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access off South Duck Street.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: OSU Transit Services – No OSU Bus Routes have stops in the area on S Duck Street. Sidewalks are currently available along the property’s frontage on S Duck Street.

- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer service is available.
- Electric: City electric service is available

Comprehensive Plan: The Future Land Use Map of the Comprehensive Plan - Envision Stillwater 2045 shows Mixed Use at this location. Envision Stillwater 2045 describes Mixed Use as places where visitors and residents may spend time patronizing many businesses including restaurants, cafes, personal services, and boutique shopping experiences. These areas support robust local business ecosystems, promote themselves with branding, and accommodate events and gatherings in the public realm.

Findings:

1. The Land Development Code allows electronic message center signs in the Transect 5 Zone (T5) of the Corridor Redevelopment Area Planning District with a Specific Use Permit.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Specific Use Permit 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 Specific Use Permit is not needed and do not recommend that the City Council approve the request.

Staff's Recommendation:

Staff recommends Alternative 1.

Prepared by: Josh Brown, Project Manager
Reviewed by: Henry Bibelheimer, Senior Planner
David Barth, Development Services Director
Cindy Gibson, Administrative Services Manager

Date of Preparation: May 6, 2026
Attachments: Area Map, Sign Exhibit
Map Designation: SW



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stillwaterok.gov

Project Type: Specific Use Permit (SUP26-03)
Request: Allow for an electronic message center (EMC) sign in the Transect 5 (T5) zoning district
Address: 311 S DUCK ST.



3' H x 8' W
← **CABINET**



← **4'x8' EMC**



Base
42''H x 100''W

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF MAY 5TH, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED MAY 1ST, 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

MEMBERS ABSENT

STAFF PRESENT

Kim Payne, Assistant City Attorney
David Barth, Development Services Director
Joshua Brown, Project Coordinator
Alexandria Holle-Maged, Administrative Assistant

Staff Absent

Henry Bibelheimer, Senior City Planner

1. CALL MEETING TO ORDER.

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

2. GENERAL ORDERS

3. PUBLIC HEARING

- a. Receive public comment regarding an application for a Short-Term Rental (STR-0229) for property addressed as 723 S. McFarland Street in the Small Lot Single-Family Residential (RSS) zoning district.

Mr. David Barth, Development Services Director, presents staff's report.

Commissioner Peters asks if this is a duplex. Mr. Barth states he will defer to the applicant.

Chair Phillips asked if there are other short-term rentals (STRs) in the area. Mr. Barth indicated they do not know but offered to check.

Chair Phillips noted a storm water drainage ditch along the south edge of 725 South McFarland mentioned in the packet; and the reported that debris is causing backups and asked if maintenance is the responsibility of the city or the landowner. Mr. Barth explained that drainage facilities are generally the property owner's responsibility to maintain and keep clear of debris unless they are major city-maintained channels. Stated they are unsure of the status of this specific ditch.

Chair Phillips inquired if there were further questions for staff; none respond. Chair Phillips asks for the applicant to come speak.

Randall & Sandy Baker, 130 Roadrunner Dr., Ponca City, OK, come to speak on the following:

- States that since purchasing the property six months ago, brush has been cleared and the ditch has been maintained to the city sewer line. Confirmed there are no current drainage concerns based on personal observations during storms and expressed a commitment to ongoing maintenance.
- Clarified that the property is a duplex.
- Daughter lives in one unit while attending OSU, and they intend to use the second unit as a short-term rental (STR) to offset costs.
- Own multiple rental properties in Ponca City and spent six months upgrading this property rather than renting it immediately.

Vice Chair Williams asks if they plan to use the Airbnb platform and inquired about property management and oversight since the owners reside in Ponca City. Mrs. Baker stated that their daughter lives on-site and will handle cleaning and security; mentions that they also visit the property three times a week; and added that they waited for official approval before finalizing specific listing rules.

Vice Chair Williams recommended standard STR policies, such as "no party" rules, minimum two-night stays to discourage local parties, and maximum guest limits to minimize neighbor impact. Mrs. Baker agreed to implement those policies; plans to install security cameras and Ring doorbells; and are transitioning their long-term rentals in Ponca City to STRs to allow for more frequent property inspections and better upkeep.

Mr. Baker addressed parking, noting that there is on-site space for two vehicles and available street parking. But predicted that parking would not be an issue for guests.

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 to speak in opposition.

Dot Webb, 721 S McFarland, comes to speak on the following:

- **Drainage and Maintenance:** Reported a history of significant flooding and neglect regarding the drainage ditch. Noted that they have personally maintained the ditch for years to prevent backyard flooding and emphasized that the grate requires monthly cleaning to remain functional.
- **Parking and Safety:** Highlighted that parking is prohibited on the side of the street where the duplexes are located. Expressed concern that guests will ignore the "No Parking" signs, narrowing the already tight street and creating a safety hazard for passing traffic.
- **Neighborhood Character:** Argued that with 83% of the area already consists of rentals, the neighborhood needs long-term residents who build community relationships rather than transient guests. Suggested that local hotels are better suited for short-term visitors.

Chair Phillips closes the public hearing and invites the applicant back up to address concerns.

Mr. Baker noted his construction background and commitment to keeping the ditch clear; and maintained that the two-car driveway and available parking on the west side of the street are sufficient.

Vice Chair Williams suggested adding specific parking instructions to the guest manual and listing to ensure visitors use the correct side of the street and respect local signage.

Mr. & Mrs. Baker confirmed that a list of house rules is already in development and will include explicit parking directions both on the digital listing and inside the unit.; and they are already proactive regarding parking rules, having corrected a guest who previously parked on the prohibited side of the street.

Chair Phillips concluded that the applicants addressed the concerns and closed the public hearing.
Chair Phillips asks staff for findings and alternatives.

Mr. Barth addresses one of the questions from earlier regarding STR's in the vicinity and concluded that this would not put the block over the limit for the code update.

Mr. Barth presents findings and alternatives, which are:

1. Approve the Application.
2. Defer for Additional Discussion.
3. Deny the Application.

Vice Chair Williams noted that having the owners' daughter living in the other half of the duplex is a positive factor; this provides a strong incentive to ensure high-quality guests and consistent property maintenance; observed that the applicants meet the standard criteria expected of short-term rental owners and likely comply with the density requirements outlined in the upcoming code.

Commissioner Prather moved to approve the Short-Term Rental as presented. Vice Chair Williams seconded.

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

Time: 26 minutes

- b. Receive public comment regarding a request for a Map Amendment (MA25-11) to rezone from Multi-Family Intermediate (RMI) to Multi-Family Urban (RMU) at the property addressed as 214 and 220 S Cleveland St.

David Barth, Dev. Services Director, presents staff's report and asks if there are any questions.

Chair Phillips inquired about the relationship between the Comprehensive Plan and the Residential Mixed-Use (RMU) district, particularly regarding recent amendments to "Greek housing" (fraternities/sororities) regulations; and asked if the Comprehensive Plan needs future updates to better incorporate RMU zoning.

Mr. Barth clarified that the Comprehensive Plan intentionally focuses on land use categories and density rather than specific zoning districts (like RSS, RSL or IG); and explained that the current area is designated as Multi-family Intermediate with a density of 30 units per acre.

Mr. Barth pointed out that the zoning comparison chart in the report still reflects old RMU standards as the recent text amendments now dictate specific bulk standards, such as:

- Side Yard Requirements: Set at 15 feet when bordering residential districts, but 5 feet for other uses.

- Height Restrictions: While the maximum structure height is 50 feet, a new rule limits buildings to two stories if they are within 30 feet of a residential property line.

Mr. Barth confirmed that any new development resulting from a rezoning would be subject to these updated text amendment standards and confirmed that Greek housing is being addressed in Chapter 23 of the code, though the specific proposal is still under development.

Commissioner Prather summarized that while sorority houses are permitted in both RMI (Multi-Family Intermediate) and RMU (Residential Mixed-Use) districts, the applicant is seeking a rezoning to RMU to facilitate an expansion; and under RMI, the lot coverage is limited to 40%, whereas RMU allows for 60% and the proposed expansion would bring the lot coverage to 52.5%.

Chair Phillips invites the applicant forward to address any remaining questions.

Mrs. Patricia Carpenter, 1123 S., Range Road, Stillwater, Treasurer for the Kappa Delta House Corporation Board and co-chair of the building project, comes to speak on the following:

- Membership has outgrown the house, which lacks a multipurpose room large enough for all members, necessitating campus meetings.
- The proposed addition would utilize an existing parking lot rather than green space.
- Noted the lot is small and already at the 40% coverage limit for RMI zoning.
- Rezoning to RMU would allow the project to proceed, consistent with other local Greek house expansions.

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 to speak in opposition, none respond. Chair Phillips closes the public hearing and asks for staff for findings and alternatives.

Mr. Barth presents findings and alternatives, which are:

Findings:

1. The proposed Map Amendment aligns with Envision Stillwater 2045.
2. A sorority house is allowed by right in the RMI and RMU zoning districts.
3. The proposed rezoning would increase the maximum lot coverage from 40% to 60%

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
3. table the request to a future Planning Commission meeting. Find that the Map Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends Alternative 1.

Commissioner Prather motions to approve the Map Amendment as Presented. Commissioner Peters second.

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

Time: 13 minutes

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting summary of April 21st, 2026.

Chair Phillips asks if there are any changes and/or additions; she makes a correction to page 1 & 3 of the minutes.

Commissioner Peters moves to approve the minutes as with noted edits. Commissioner Prather seconds.

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

Time: 2 minutes

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

- a. Next Regular Meeting is May 19th, 2026.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Prather at approximately 6:11 p.m. on May 5th, 2026. The next regularly scheduled meeting will be held Tuesday, May 19th, 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