

STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF MAY 5<sup>TH</sup>, 2026  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED MAY 1<sup>ST</sup>, 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 21<sup>st</sup>, 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 19<sup>th</sup>, 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 5<sup>th</sup>, 2026. The next regularly scheduled meeting will be held Tuesday, May 19<sup>th</sup>, 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