

PLANNING COMMISSION MEETING AGENDA

JULY 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 applications for a Short-Term Rental (STR-0252) license for property addressed as 2425 W. 22nd Avenue in the Two-Family Residential (RT) zoning district.	Henry Bibelheimer
b.	Receive public comment regarding applications for a Short-Term Rental (STR-0253) license for property addressed as 2503 W. 22nd Avenue in the Two-Family Residential (RT) zoning district.	Henry Bibelheimer
c.	Receive public comment regarding applications for a Short-Term Rental (STR-0256) license for property addressed as 2106 S. Copperfield Street in the Small Lot Single-Family Residential (RSS) zoning district.	Henry Bibelheimer

3. Meeting Summary for Review and Possible Action

a.	Regular meeting summary of June 16, 2026.
b.	Regular meeting summary of July 7, 2026.

4. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

a.	Next regular meeting is August 4th, 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: 7/21/2026
TO: Stillwater Planning Commission
FROM: Henry Bibelheimer, Senior Planner
SUBJECT: Short-Term Rental (STR-0252) Application Review

Under Ordinance 3435, 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 appeal to the licensing.

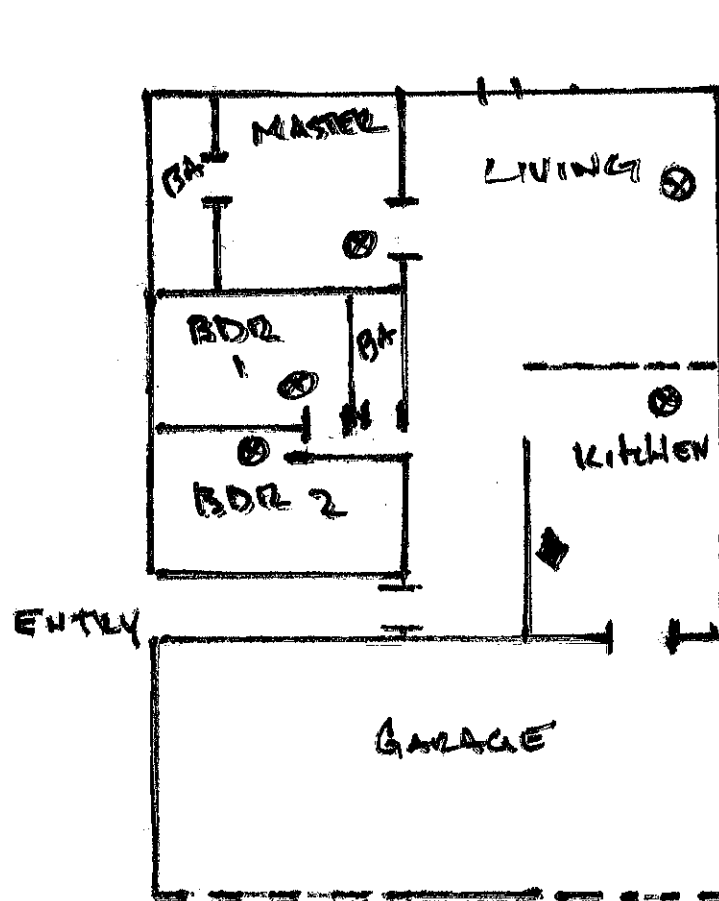
At this time, objection(s) have been filed on STR application requests:

- **2425 W 22nd Avenue** in the Two-Family Residential (RT) 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.

2425 W 22ND AVE



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I am writing to object to the above referenced Short Term Rental Applications. I reside at 2416 W. 23rd Ave. My wife and have lived at this property since 2005.

The subject properties, 2425 and 2503 W. 22nd Ave., are adjacent to my backyard. My concern regarding these properties being converted to short term rentals is primarily the potential for noise. Considering these properties would likely be rented for game days of various sporting events, graduation celebrations, or other similar type events, the potential for loud parties or other raucous behavior seems probable.

Given the proximity of our residence to the subject properties, we are able to hear most everything that occurs in the backyards of these properties, even if it is peaceful, normal behavior of the residents. In consideration of the peaceful enjoyment of our home going forward please accept this email as a formal objection to allowing the subject addresses to be converted to short term rental properties.

I would appreciate serious consideration by the City of Stillwater regarding this matter. Thank you for the opportunity to provide this objection.

July 13, 2026

Stillwater Planning Commission
723 S. Lewis St
Stillwater, OK 74074

Re: Support for Short-Term Rental Permit Applications – 2425 and 2503 W 22nd Ave (STR-252 & STR-253)

Dear Planning Commissioners,

We are writing as owners of the property located at 2425 and 2503 W 22nd Ave to express our strong support for the approval of Short-Term Rental (STR) permits (STR-252 and STR-253) for this property. We acquired the property in October of 2025 and immediately invested over \$10,000 in upgrades and improvements.

Our property is currently operated as a long-term rental and has been a stable part of the local rental market for many years. It is our intent to keep this property as a long term rental for the foreseeable future. However, we are applying for the STR permits as a possible future option and use of the property. We will continue to work with our Property Manager to ensure the building is well maintained and operated in compliance with local ordinances.

As owners of fifteen rental units, a mix of both long term and short term, we deeply understand the responsibility of maintaining the character of a neighborhood, preserving the community culture and ensuring properties are well maintained, with good tenants and guests. We fully comply with all existing zoning, building, and rental regulations. We are now seeking the additional flexibility of short-term rental permits, for potential future use, so that we may exercise our property rights within the framework of current laws and regulations, while preserving a future alternative use of the property.

While located in a college town but not conveniently close to campus, STRs at this location would allow us to best serve parents visiting their student children, visiting professors, alumni, business travelers, temporary relocation housing needs, and others who come to our community for University events, conferences, or tourism. It is not our intention to advertise the STR to younger demographics, nor promote its use for large groups.

We believe this use aligns with the broad goals of supporting a diverse local economy. STRs encourage responsible maintenance of properties and generate additional tax revenue for the city and county without requiring new construction or significant changes to the existing community framework and culture.

By approving these permits, the Commission would affirm the principle that responsible property owners should retain reasonable flexibility in how they use their property, provided they operate lawfully and in good faith.

We are committed to being responsible operators and good stewards of the community of Stillwater. Should the permit be approved, we will adhere to all applicable regulations, including occupancy limits, parking requirements, noise ordinances, licensing and safety standards.

We welcome the opportunity to discuss this application further and provide any additional information the Commission may require.

We respectfully request that you approve the Short-Term Rental permits. Thank you for your time and consideration.

Sincerely,

MEMORANDUM

DATE: 7/21/2026
TO: Stillwater Planning Commission
FROM: Henry Bibelheimer, Senior Planner
SUBJECT: Short-Term Rental (STR-0253) Application Review

Under Ordinance 3435, 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 appeal to the licensing.

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

- **2503 W 22nd Avenue** in the Two-Family Residential (RT) District

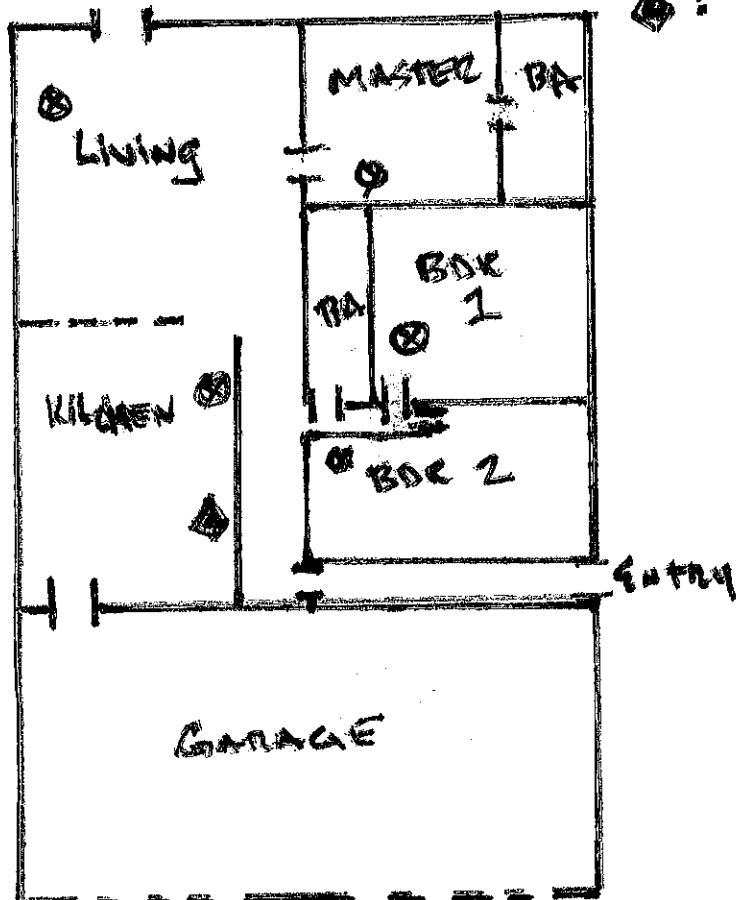
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A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.

2503 W 22ND AVE

⊗ : SMOKE & CO

◆ : FIRE EXT.



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I am writing to object to the above referenced Short Term Rental Applications. I reside at 2416 W. 23rd Ave. My wife and have lived at this property since 2005.

The subject properties, 2425 and 2503 W. 22nd Ave., are adjacent to my backyard. My concern regarding these properties being converted to short term rentals is primarily the potential for noise. Considering these properties would likely be rented for game days of various sporting events, graduation celebrations, or other similar type events, the potential for loud parties or other raucous behavior seems probable.

Given the proximity of our residence to the subject properties, we are able to hear most everything that occurs in the backyards of these properties, even if it is peaceful, normal behavior of the residents. In consideration of the peaceful enjoyment of our home going forward please accept this email as a formal objection to allowing the subject addresses to be converted to short term rental properties.

I would appreciate serious consideration by the City of Stillwater regarding this matter. Thank you for the opportunity to provide this objection.

July 13, 2026

Stillwater Planning Commission
723 S. Lewis St
Stillwater, OK 74074

Re: Support for Short-Term Rental Permit Applications – 2425 and 2503 W 22nd Ave (STR-252 & STR-253)

Dear Planning Commissioners,

We are writing as owners of the property located at 2425 and 2503 W 22nd Ave to express our strong support for the approval of Short-Term Rental (STR) permits (STR-252 and STR-253) for this property. We acquired the property in October of 2025 and immediately invested over \$10,000 in upgrades and improvements.

Our property is currently operated as a long-term rental and has been a stable part of the local rental market for many years. It is our intent to keep this property as a long term rental for the foreseeable future. However, we are applying for the STR permits as a possible future option and use of the property. We will continue to work with our Property Manager to ensure the building is well maintained and operated in compliance with local ordinances.

As owners of fifteen rental units, a mix of both long term and short term, we deeply understand the responsibility of maintaining the character of a neighborhood, preserving the community culture and ensuring properties are well maintained, with good tenants and guests. We fully comply with all existing zoning, building, and rental regulations. We are now seeking the additional flexibility of short-term rental permits, for potential future use, so that we may exercise our property rights within the framework of current laws and regulations, while preserving a future alternative use of the property.

While located in a college town but not conveniently close to campus, STRs at this location would allow us to best serve parents visiting their student children, visiting professors, alumni, business travelers, temporary relocation housing needs, and others who come to our community for University events, conferences, or tourism. It is not our intention to advertise the STR to younger demographics, nor promote its use for large groups.

We believe this use aligns with the broad goals of supporting a diverse local economy. STRs encourage responsible maintenance of properties and generate additional tax revenue for the city and county without requiring new construction or significant changes to the existing community framework and culture.

By approving these permits, the Commission would affirm the principle that responsible property owners should retain reasonable flexibility in how they use their property, provided they operate lawfully and in good faith.

We are committed to being responsible operators and good stewards of the community of Stillwater. Should the permit be approved, we will adhere to all applicable regulations, including occupancy limits, parking requirements, noise ordinances, licensing and safety standards.

We welcome the opportunity to discuss this application further and provide any additional information the Commission may require.

We respectfully request that you approve the Short-Term Rental permits. Thank you for your time and consideration.

Sincerely,

MEMORANDUM

DATE: 7/21/2026
TO: Stillwater Planning Commission
FROM: Henry Bibelheimer, Senior Planner
SUBJECT: Short-Term Rental (STR-0256) Application Review

Under Ordinance 3435, 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 appeal to the licensing.

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

- **2106 S Copperfield Street** in the Small Lot Single-Family Residential (RSS) 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.

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2106 Copperfield

*All rooms are for rent.

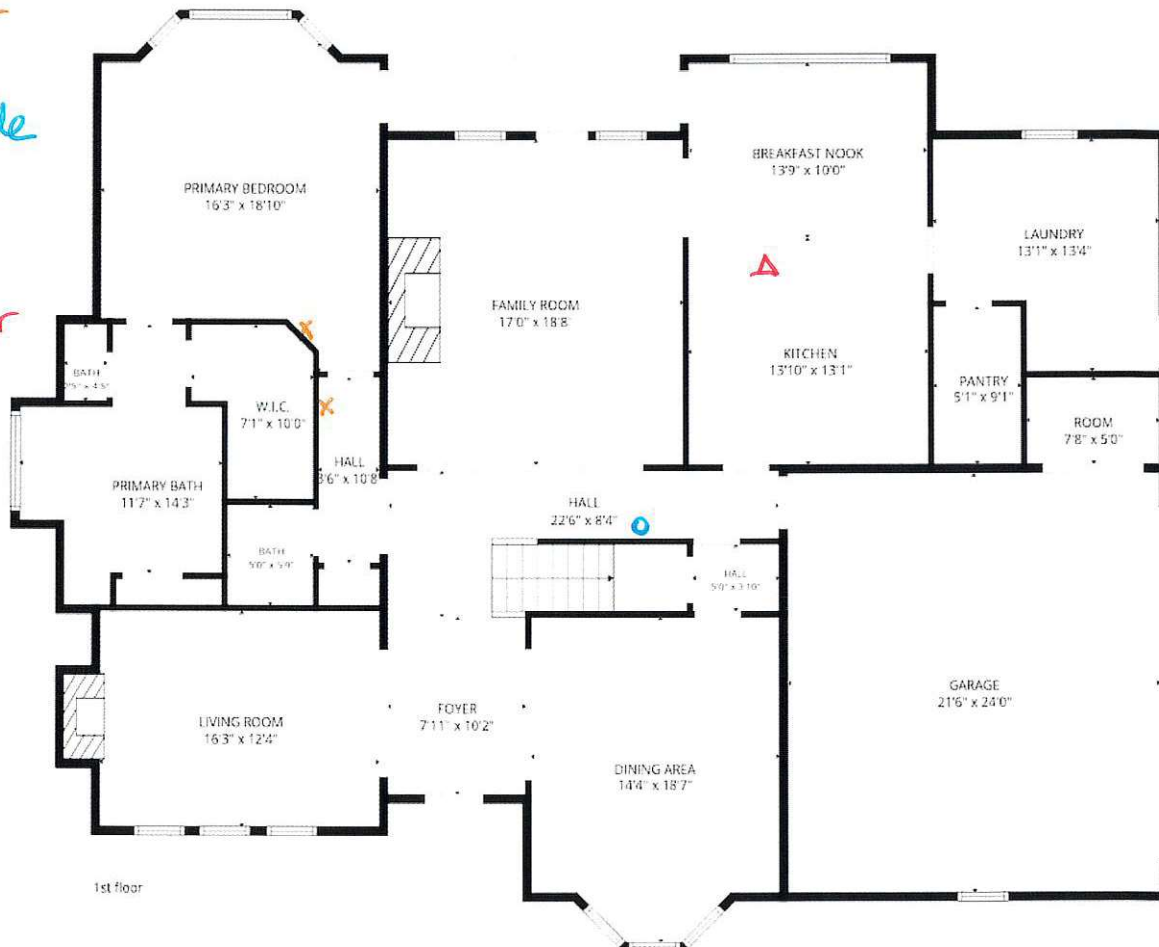


Key

x - smoke detector

o - carbon monoxide detector

Δ - fire extinguisher



HOA Board of Directors and City Clerk's Office
Copperfield Homeowners Association and city of Stillwater

SUBJECT: Formal Objection to Proposed Short-Term Rental / Airbnb Approval

To Whom It May Concern,

I am writing as a homeowner to formally object to allowing short-term rentals at 2106 S Copperfield Street, Stillwater Oklahoma.

Our neighborhood is zoned and designed for long-term residential living. Introducing a commercial short-term rental directly threatens the safety, peace, and character of our community.

I urge the Copperfield HOA and city of Stillwater to deny this request based on the following critical impacts:

- **Safety Risks:** High renter turnover brings unknown individuals into close proximity with permanent residents, children, including Sangre elementary, and Sangre Middle School.
- **Property Values:** Constant commercial use disrupts community stability and negatively impacts surrounding home values.
- **Nuisance Issues:** Short-term occupants routinely cause excessive noise, late-night disruptions, and trash management problems.
- **Parking Stress:** Short-term rentals consistently generate vehicle overflow that blocks narrow residential streets and driveways.
- **Infrastructure Strain:** Our local roads, shared amenities, and community resources are not budgeted for commercial-level wear.

Please accept this formal objection into the public record for the upcoming review. I request written confirmation that this letter has been received and distributed to all voting board members or commissioners.

Thank you for your time and your commitment to protecting our neighborhood.

**COPPERFIELD HOMEOWNERS'
ASSOCIATION, INC.**

3523 Bristol Road Avenue
Stillwater, OK 74074



COPPERFIELD
HOMEOWNERS' ASSOCIATION

July 15, 2026

City Clerk's Office
723 S. Lewis Street
Stillwater, OK 74074

To Whom It May Concern:

Homeowners in the Copperfield subdivision have expressed concerns about the prospect of allowing short-term rentals at 2106 South Copperfield Street (STR-0256). These concerns include, but are not limited to, additional strain on the infrastructure and financial resources of Copperfield Homeowner's Association. As acting Treasurer of the Association—a position I have held since August of 2018—I wish to provide information to the City of Stillwater Planning commission about the legitimacy of this concern.

The primary recurring expenses of our association are (1) lawn care adjacent to Sangre Road bordering our neighborhood, (2) chemical treatments of our two communal ponds, and (3) insurance. Lawn care accounts for approximately 49% of our annual expenditures, pond maintenance accounts for approximately 28%, and insurance accounts for approximately 11%. The remaining 12% of expenses are for snow removal and tree trimming services.

It is difficult to envision a scenario in which short-term occupants of 2106 S. Copperfield would exert any discernable strain to our grass, ponds, neighborhood fence, or the trees in communal areas. We do not have a community pool, clubhouse, playground, exercise facility, etc. that might make the concern about possible strain on the infrastructure and financial resources of the Association justified.

A handwritten signature in blue ink, appearing to read 'm.d. [unclear]'. The signature is fluid and cursive.

Letter to the Stillwater Planning Commission

Dear Members of the Stillwater Planning Commission,

I am writing regarding our application (STR-0256) for 2106 S. Copperfield Street to operate our home as a short-term rental during the Fall of 2026. Unfortunately, we will be out of town for the public hearing but our property manager, Ann Morgan, will be present at the meeting on our behalf.

My wife and I are both faculty members at Oklahoma State University and have lived at 2106 S. Copperfield Street for nearly seven years. We love our neighborhood and have developed strong relationships with our neighbors. Our family, including our two young daughters, regularly spend time with other families in the neighborhood, and we value being part of this community.

We are requesting approval to list our home on Airbnb because our family will be on sabbatical in Germany during the Fall 2026 semester. We will return at the end of December 2026. The house is and will remain our primary residence. The short-term rental is a temporary arrangement to allow us to offset some of the costs associated with our sabbatical while ensuring that our home remains well maintained during our absence.

We have asked Ann Morgan to manage both the rental and the property while we are abroad. Our plan is intentionally limited: we expect to offer the home for rent for only eight weekends during the fall, specifically the six Oklahoma State University home football weekends and two weekends associated with McKnight Center events.

Our listing will be exclusively on Airbnb. We have implemented several measures to ensure responsible use of our home. These include a two-night minimum stay, a minimum age requirement of 28 for the primary renter, vetting of each renter by both Ann and ourselves, and a pricing strategy intended to discourage party-oriented rentals. In addition, our house rules (see Exhibit A attached) include a strict no-party policy, quiet hours beginning at 10:00 p.m., and clear expectations that guests respect our neighbors and the surrounding community. These rules will be included in the welcome information provided to every guest.

Parking has also been carefully considered. Our home has a circular driveway that can accommodate up to four vehicles. We limit reservations to a maximum of four vehicles and explicitly prohibit street parking in our house rules.

We have also made arrangements to ensure that the property is well maintained. A professional housekeeper will clean the home after every guest stay and remove trash from the house. Our next door neighbors, the Sethman family, have graciously agreed to place the trash carts at the curb each week and return them afterward (see letter of support

from Ross Sethman). In addition, Ann Morgan will personally inspect the property after every guest stay, and we have retained a landscaping company to maintain the lawn throughout our absence.

We also wanted to be proactive with our neighbors. We sent a letter (see Exhibit B attached) to each of our neighbors explaining our plans, emphasizing that this is a temporary arrangement while we are on sabbatical during the Fall of 2026. The letter also included both our phone number and Ann Morgan's phone number so that any concerns could be addressed immediately should they arise.

In response to some additional concerns I have heard from neighbors: (1) neighborhood property value is not impacted, and (2) additional HOA costs will not be incurred by our visitors. Both concerns are significantly mitigated by the temporary and limited nature of the plan to rent out our home. Additionally, a national study from 2020 based on Airbnb data found that property values are slightly increased in areas with short-term rentals (<https://doi.org/10.1287/mksc.2020.1227>) and another study found that property values slightly decreased in neighborhoods that restrict short-term rentals (<https://community.lawschool.cornell.edu/wp-content/uploads/2025/04/White-Thor-final.pdf>). As for HOA costs, our HOA pays for mowing of the lawn in front of the neighborhood, upkeep of the neighborhood fence, and upkeep of the ponds (see letter from HOA treasurer Michael Tallman). Our property does not abut any of these aspects of the neighborhood thus it seems extremely unlikely that renters would do anything to increase this cost.

We recognize the Planning Commission's responsibility to balance the interests of homeowners and neighborhoods. We believe our proposal represents a limited, carefully managed, and temporary use of our home that minimizes impacts on our neighbors while allowing us to maintain our residence during our sabbatical. We respectfully request your approval of application STR-0256.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ann Morgan', written in a cursive style.

Exhibit A: House Rules

2106 Copperfield Welcome & House Rules

Welcome to our home! We are delighted that you have chosen to stay here. Our family has lived in this neighborhood for many years, and it is a wonderful, quiet community where neighbors know one another and children regularly play outside. While we hope you have a comfortable and enjoyable stay, we kindly ask that you help us protect the character of our neighborhood by following the house rules below. These expectations are intended to ensure that both our guests and our neighbors have a positive experience.

Respect for Our Neighborhood

Please be courteous and respectful of our neighbors at all times. Keep outdoor conversations at a reasonable volume, avoid unnecessary noise, and remember that this is a residential neighborhood rather than a vacation resort.

Quiet Hours

Quiet hours are from 10:00 PM until 8:00 AM. During these hours, please keep voices, music, televisions, and outdoor activities at a level that cannot be heard by neighboring homes.

No Parties or Events

Parties, gatherings, celebrations, receptions, or events are not permitted. Only registered guests are allowed on the property unless prior approval has been given.

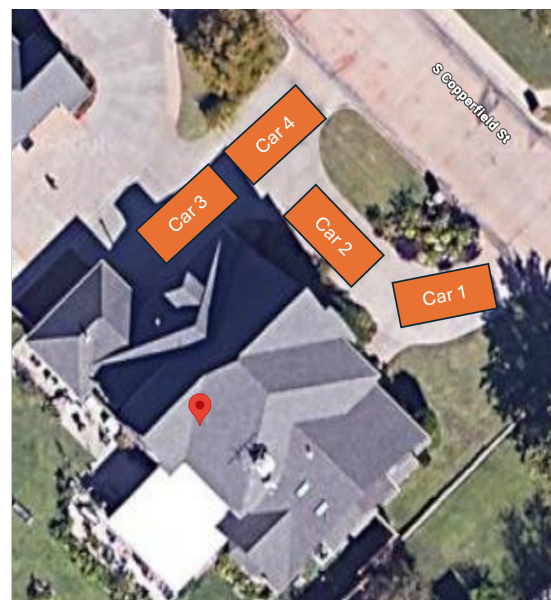
Parking

Please park only in the driveway. Our circular driveway accommodates up to four vehicles. Street parking is not permitted. A maximum of four vehicles is allowed at the property.

Traffic

Please drive slowly through the neighborhood and watch carefully for children, pedestrians, cyclists, and pets. We appreciate your helping keep our neighborhood safe.

Occupancy



Only the number of guests included in the reservation may stay overnight. Additional overnight guests require prior approval.

Care of the Home

Please treat our home with the same care and respect you would your own. Report any accidental damage or maintenance concerns promptly so they can be addressed.

Trash

Please place all trash in the designated containers before checkout. Our cleaning team will handle final disposal, but we appreciate your helping keep the home tidy.

Check-Out

Before leaving, please lock all doors and windows, turn off lights, set the thermostat according to the checkout instructions, and ensure dishes are loaded into the dishwasher.

Need Assistance?

If you have any questions during your stay or encounter any issues, please contact our local property manager, Ann Morgan. We would much rather address a concern immediately than have it affect your stay.

Thank you for helping us care for our home and for respecting our wonderful neighborhood. We hope you have a fantastic visit to Stillwater and enjoy your stay!

Exhibit B: Letter to Neighbors

Subject: Upcoming sabbatical and temporary home share plans (August – January)

Dear Neighbors,

We hope you are all having a wonderful summer! We are writing to share some exciting news and to let you know about our upcoming plans for the rest of the year.

From **August through January**, our family will be away on a sabbatical abroad. While we are incredibly excited for this adventure, we are also going to miss our neighborhood community.

Because this house remains our loved primary residence, we want to make sure it is looked after while we are gone. To help recoup our travel and living costs while abroad, we have decided to list our home on Airbnb for short-term stays during these months.

We know that having new faces in the neighborhood can sometimes raise questions, so we want to reassure you that we are taking this very seriously:

- **Vetted Guests Only:** We are strictly screening all applicants, focusing on families and professionals looking for a quiet place to stay. We have a strict "no parties/events" policy.
- **Property Management:** We have hired a local, professional co-host/property manager who will handle turnovers, maintenance, and guest communication. They will ensure the property remains clean and quiet.
- **Our Commitment to You:** Your peace, privacy, and safety are incredibly important to us. If any issues arise regarding noise, parking, or guest behavior, we want you to be able to resolve them immediately.

Local Emergency Contact: Should you need anything at all while we are away, you can reach our property manager, **Ann Morgan** at **1-405-614-9600**.

You can also always reach us directly via WhatsApp or email at **+16306661702**,

Thank you all for your understanding and support as we embark on this journey. We look forward to catching up with everyone when we return in the beginning of January!

Warmly,

McCullagh Family, 2106 Copperfield

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF JUNE 16TH, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED June 15th, 2026 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member
David Peters, Member

STAFF PRESENT

Ashlyn Garis, Asst. City Attorney
David Barth, Development Services Director
Henry Bibelheimer, Senior City Planner
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Jana Phillips, Chair

Staff Absent

Kim Payne, City Attorney

1. CALL MEETING TO ORDER.

Vice Chair Williams called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING

- a. Receive public comment regarding an application for a Short-Term Rental (STR-0244) for property addressed as 1112 W. Newman Avenue in the Large Lot Single Family Residential (RSL) zoning district.

Henry Bibelheimer, Senior Planner, presents the item and asks if there are any questions.

Vice Chair Williams asked for clarification on whether the property would meet the density requirements regarding the number of allowed short-term rentals per block under the new rules taking effect in 30 days. Mr. Bibelheimer confirmed.

Vice Chair Williams opens the public hearing and invites the applicant up to speak.

Valerie Shoup, 1112 West Newman Avenue in Stillwater, Oklahoma comes to speak on the following:

- Purchased the home in April.
- Since taking possession, they have moved into the home and invested significant time updating the fixtures, lighting, and landscaping.
- Noted that they chose the location specifically because its peaceful demographic matches their own lifestyle.
- Based on their involvement in the Oklahoma State University parent forum, they noticed a shortage of high-quality, reasonably priced accommodations for parents visiting their children at college. They applied for a short-term rental license to provide a space for this demographic.
- Emphasized that they intentionally avoided buying near local nightlife to ensure a quiet environment.
- Addressing neighborhood objections regarding security and noise, outlined the operational policies:
 - Guests who are not personal friends will be strictly screened, requiring a minimum 4.8 rating on Airbnb.
 - Rental policies mandate that the primary renter must be at least 28 years old, specifically targeting parents of students rather than a college party crowd.

- The property has a strict no-party, no-drug, and no-alcohol policy, alongside designated quiet hours starting at 10:00 p.m.
- The home features three bedrooms (one king bed, two queen beds) with a maximum occupancy of six guests.
- Vehicles can be accommodated inside the empty two-car garage or the driveway, preventing any street parking issues.

Mrs. Shoup added that upon applying for the permit, she mailed a personal letter to all neighbors within a 300-foot radius inviting them to an open house; and stated that no neighbors contacted her in opposition, and two expressed interests in renting the home for their own visiting families.

Commissioner Prather asked the applicant to estimate the percentage of time they plan to personally occupy the property. Mrs. Shoup estimated they would reside in the home at least one week out of every month.

Vice Chair Williams sought clarification on whether the property serves as the applicant's primary residence. Mrs. Shoup clarified that it is not their primary residence, as their primary homestead is in Dallas and noted that they travel extensively.

Vice Chair Williams summarized that the applicant intends to live in the home roughly one week per month and rent it out for the remainder of the time and asked if a minimum-night stay would be enforced. Mrs. Shoup confirmed they have established a two-night minimum stay policy.

Commissioner Prather inquired if the applicant managed any other short-term rental properties. Mrs. Shoup replied that they do not currently manage others, however, have previously rented out their lake house short-term, which gave them experience in managing rentals.

Vice Chair Williams asked who would manage the Stillwater property and handle maintenance when the owners are in Dallas. Mrs. Shoup stated that their real estate agent, Nessa Xander, will serve as the property manager; and additionally, they have contracted a regular mowing service and a housekeeper who will inspect and clean the home after every rental, or weekly for longer stays.

Vice Chair Williams asked if guests would have 24-hour access to the property manager's contact information for emergencies. Mrs. Shoup confirmed that guests will receive the property manager's contact details and added that she has also provided her personal cell phone number to all neighboring residents.

Commissioner Peters asked for clarification on the age demographic. Mrs. Shoupe stated they were looking for parents and families but did have an age limit of 28.

Commissioner Prather requested confirmation on the platform they intend to use for bookings. Mrs. Shoup stated they plan to use Airbnb exclusively because the platform automatically collects and remits the appropriate Stillwater city taxes.

Vice-Chair Williams asked if the commission had any further questions; none respond. Vice Chair Williams confirms the public hearing is now open and invites anyone who would like to speak in favor of the item.

Nessa Xanders, broker of Xanders & Company Real Estate comes to speak on the following:

- Represented the owners in their purchase, she noted they have invested over \$20,000 in property upgrades and stated the home is ideal for a short-term rental.
- As the designated local property manager, Ms. Xanders confirmed she will assist with guest screening, enforcing a minimum 4.8 platform rating to maintain high operational standards.
- To address neighborhood safety and maintenance concerns, she highlighted the following protocols:
 - The property features a Ring doorbell and a rear security camera.
 - Both she and the owners are directly accessible by phone to handle any neighbor inquiries or issues immediately.
 - She will personally conduct routine on-site inspections between guest stays to check the interior, exterior, and landscaping.

Mr. Clay Shoup, 1112 West Newman Avenue in Stillwater, Oklahoma comes to speak on the following:

- As a recent retiree, purchased OSU season tickets and plans to attend football, basketball, baseball, and softball games.
- Having the home eliminates the long, rushed commute between Dallas and Stillwater.
- Noted that property manager Nessa Xanders lives approximately one mile away, allowing her to easily monitor the residence during her routine local work.

Vice Chair Williams asks if there is anyone else in favor of the item; none respond. Vice-Chair Williams asks if there is anyone that wishes to speak in opposition.

The following come to speak in opposition:

- Ms. Laura Kaplan, 1123 West Hillcrest
- Ms. Jem Tinnin, 1112 West Hillcrest Avenue
- Ms. Catherine Vijayakumar, 3423 N. Monroe Street
- Mr. Emmert Gardner, 1110 W Newman
- Ms. Carolyn Gang, 1115 West Newman Avenue,
- Mr. Edward Noltensmeyer, 1115 West Newman Avenue
- Mr. Chris Ryan, 1114 West Newman Avenue
- Mrs. Lori Ryan, 1114 West Newman Avenue

The following concerns were expressed:

- Vehicles frequently speed through the nearby intersection.
- Primary concern is neighborhood safety, as local children regularly play in the street, and transient guests may not be aware of neighborhood children or traffic yield and stop patterns.
- Neighborhood sits between Sanborn and Boomer parks, resulting in high pedestrian traffic and children on bicycles.
- The area consists of dead-end streets with only one entrance and exit, and lacks proper stop signs, reckless driving and speeding are already existing issues.
- Concern that transient guests attending football games may drive recklessly or inattentively through the neighborhood, compounding the existing traffic dangers.
- Mother of three young children and the spouse of a retired military veteran with PTSD, emphasized that maintaining a safe, quiet, and predictable neighborhood environment is critical for family's well-being.
- Area has historically been a safe, quiet neighborhood occupied by families with children.
- Potentially causing parking issues.

- Questioned the reliability of short-term rental vetting processes, noting that the constant rotation of transient, unknown guests creates skepticism and compromises the neighborhood's long-standing sense of safety for both young and elderly residents.
- Noted that the property is located within a large-lot, single-family residential zoning district where he has long known all of his surrounding neighbors.
- A continuous influx of unknown, transient guests, stating that introducing unfamiliar occupants to the immediate neighborhood compromises basic common sense and community security.
- Most neighbors have resided in this established area for 25 to 35 years and intend to remain long-term.
- The neighborhood has only one entry and exit point via Brown Avenue and Monroe Street.
- To demonstrate how protective residents are of their neighborhood, they voluntarily coordinate placing trash receptacles on just one side of the street to minimize heavy truck traffic and preserve the pavement.
- Safety for children playing in the area.
- Backing out of local driveways is already difficult due to the narrow street layout. Adding more vehicles from a short-term rental would further restrict space and worsen maneuverability.
- The multigenerational Oklahoma State University roots are common to nearly everyone in the area, meaning the applicant's OSU ties should not uniquely justify altering the neighborhood's character.
- Requested the commission deny the application to preserve the established safety, ease of travel, and overall quality of life in the community.
- The neighborhood is exceptionally stable and interconnected.
- Welcomed the owners retiring there full-time, but object to the three weeks per month the home would host short-term renters, noting that background checks cannot guarantee guest behavior.
- The aging demographic relies on open road access for ambulances.

Vice-Chair Williams asks if there are any further comments or questions; none respond. Vice Chair Williams closes the public hearing and invites the applicant back up to address the concerns summarizing that some of the issues brought up were traffic, parking, trash, and general impact on the neighborhood and inquires how these will be addressed starting with parking.

Vice-Chair Williams asked the applicant to verify the property's parking capacity and inquired if they would agree to a four-vehicle limit for guests. Mrs. Shoup confirmed the property features are two garage spaces and two driveway spaces, noting they park exclusively inside the garage to avoid street congestion; and agreed to a strict four-vehicle limit, adding that the three-bedroom home would realistically draw a maximum of three guest vehicles.

Vice-Chair Williams asks who would be responsible for taking out the trash. Mrs. Shoup adds that while guests are instructed to take out the trash, their across-the-street neighbor, Dan Graham, routinely handles moving their bins in and out to ensure they do not sit on the curb for multiple days; and emphasized their active daily communication with surrounding neighbors regarding scheduled maintenance (housekeepers, yard crews, window technicians) and noted they hire a local neighborhood youth for landscaping.

Vice-Chair Williams asked if a welcome text and informational manual are sent to incoming guests, and suggested explicitly adding rules regarding local children, bicycles, and traffic safety. Mrs. Shoup responded that all guests receive a comprehensive digital welcome manual detailing house rules, emergency contact numbers, and explicit instructions regarding the neighborhood's quiet, family-oriented nature; and agreed to add specific language regarding children playing the area and speed awareness.

Commissioner Prather proposed a formal condition prohibiting all guest street parking. Mrs. Shoup agreed.

Commissioner Prather comments on their being there only one (1) week a month, what about the other three (3) weeks. Mrs. Shoup expect the property to be vacant most of the time as they explained that their strategy targets high-demand university event weekends when area hotels are fully booked or heavily marked up; will not rent the property during low-demand periods because the low financial return does not justify the operational effort; and their target demographic is exclusively out-of-state parents visiting Oklahoma State University students.

Vice-Chair Williams asks if there are any more questions or comments; none respond.

Vice-Chair Williams closes the public hearing portion of the agenda item and asks staff for findings and alternative.

Mr. Bibelheimer presents factors to consider as well as the alternatives, which are:

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

Vice-Chair Williams asked if the application complies with the new short-term rental code passed by City Council the prior evening. Mr. Bibelheimer stated the application had not yet been reviewed against the new code.

Mr. Bibelheimer confirmed that any application approved under the old rules must reapply under the new criteria during next year's annual renewal process; and staff have verified that the application does successfully meet the block capacity limit, as no other short-term rentals exist on that block.

Vice-Chair Williams asked legal counsel about allowable stipulations for the approval. Ms. Ashlyn Garis, Asst. City Attorney confirmed the commission could attach conditions regarding trash management, parking, and specific guest safety communications.

Vice-Chair Williams states that this application seems to fit the criteria recently adopted by City Council; is in favor of the application, noting that properties where the owners live part-time are preferable because they incentivize better property care and stricter guest vetting.

Commissioner Prather comments on the contrast between an exceptionally organized neighborhood opposition and a highly prepared applicant pool; noted that the applicants went above standard expectations by setting a 28-year-old minimum age requirement; owner property rights and investments; and added that neighborhood traffic concerns, while legitimate, are often overblown, as short-term rentals rarely achieve continuous back-to-back bookings.

Commissioner Shanahan expressed that Commissioner Prather shared the Planning Commission's thoughts very well; stated that neighbors often focus on worst-case scenarios, but the applicants did excellent due diligence to prevent those outcomes; and is in support of this application.

Commissioner Peters encourages both sides to work together constructively.

Vice-Chair Williams states that the application satisfies all standard city criteria for short-term rentals with the following conditions:

- A maximum car limit of four guest vehicles.
- A strict prohibition on all street parking.
- Explicit guest guidelines regarding neighborhood safety, child awareness, and respect for residents.
- Full compliance with neighborhood trash placement protocols.

Vice Chair Williams moves to approve the Short-Term Rental with the conditions of a maximum car limit of four guest vehicles, a strict prohibition on all street parking, explicit guest guidelines regarding neighborhood safety, child awareness, and respect for residents and full compliance with neighborhood trash placement protocols. Commissioner Shanahan seconds.

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

Time: 51 minutes

- Receive public comment regarding an application for a Short-Term Rental (STR-0245) for property addressed as 1807 E. Ridgecrest Avenue in the Small Lot Single Family Residential (RSS) zoning district.

Henry Bibelheimer, Senior Planner, presents the item and shares the applicant is not present.

Vice-Chair Williams asks if there any questions for staff; none respond.

Chair Williams opens the public hearing and asks if there is anyone in favor of the item; none respond. Vice-Chair Williams asks if there is anyone that wishes to speak in opposition; none respond. Vice-Chair Williams closes the public hearing and ask for staff alternatives.

Mr. Bibelheimer presents factors to consider as well as the alternatives, which are:

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

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

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

Time: 3 minutes

3. Meeting Summary for Review and Possible Action

- Regular meeting summary of June 2nd, 2026.

Vice-Chair Williams asks if there are any changes or edits. Vice-Chair Williams notes corrections on page 1 to remove reference to Chair Phillips called the meeting to order and replace with Vice-Chair Williams called the meeting to order; page 2 to remove the second reference to Vice-Chair Williams closes the public hearing in paragraph 4 and on page 3, in paragraph 4 the word “if” will be stricken.

Vice Chair Williams motions to approve the minutes with corrections. Commissioner Peters seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Absent	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 July 7th 2026

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Peters, seconded by Commissioner Prather at approximately 6:27 PM on June 16th, 2026 one member absent, the next regularly scheduled meeting will be held Tuesday, July 7th 2026 at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by Alexandria Holle-Maged, Administrative Assistant
Reviewed by Cindy Gibson, Administrative Services Manager

Approved by - _____
Stillwater Planning Commission

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

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 request for a Map Amendment (MA26-06) to rezone property addressed as 524 W. 10th Avenue from Two-Family and Multi-Family (RTM) to Small Lot Single-Family Residential (RSS) zoning district.

Mr. Henry Bibelheimer, Sr. Planner presents the staff report.

Commissioner Shanahan inquires if a variance would be required since the lot is still too small for RSS. Mr. Bibelheimer explains since it's an existing lot of record, the lot would be allowed to remain conforming; however, if someone were trying to create a parcel this size, then a variance would be required.

Chair Phillips invites the applicant to present.

BJ Bellettini, 524 W 10th Ave comes to the podium and states that they are trying to build a home for their family while visiting Stillwater.

Chair Phillips opens the public hearing and asks if anyone would like to speak in favor of the item; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition to the item; none respond. Chair Phillips closes the public hearing and invites staff back up to present findings and alternatives.

Mr. Bibelheimer presents staff's findings and alternatives, which are:

Findings:

1. Envision Stillwater 2045 calls for Moderate Density Residential at this location.
2. This parcel does not meet the minimum dimensional requirements for the RSS district, but the requested Map Amendment would bring the property closer to compliance.
3. RSS zoning abuts this property to the west and south.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Map Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Map Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends Alternative #1 to accept findings and recommend that City Council approved the proposed Map Amendment as presented.

Commissioner Prather moves to approve the Map Amendment as presented, Commissioner Peters seconds the motion.

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

Time: 7 minutes

- b. Receive public comment regarding a request for a Map Amendment (MA26-07) to rezone property addressed as 799 E. Mercury Avenue from Commercial Shopping (CS) and Neighborhood Transition Zone (NTZ) to Two-Family Residential (RT) zoning district.

Mr. Henry Bibelheimer, Sr. Planner presents the staff report.

Chair Phillips asks for clarification on the property lines. Mr. Bibelheimer explains that the minor subdivision is changing the property lines to split up three parcels running north and south and the east two will be rezoned.

Chair Phillips invites up the applicant or representative.

Steven Gose, Gose and Associates, 113 East 8th Avenue, comes to speak on the following:

- Representing a developer client who intended to build duplexes within the municipality.
- Regarding the property configuration, clarified that the three current parcels involved a 10-acre remainder tract that the current owner intends to retain,
- Client proposed to acquire and develop the remaining property as two separate tracts.
- Acknowledged that while the specific tract layout was not directly relevant to the zoning request itself, it provided necessary context for the configuration.
- Stated that the proposed duplexes, utilizing RT zoning, would integrate well with the neighboring NTZ and would replace the existing commercial designation with residential duplexes.

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 to speak in opposition to the item;

The following come to speak in opposition:

- Travis Rollins, Lakeview Ridge HOA Representative, 918 E Lauren Ln.
- Sherri Bolene, 907 E Lauren Ln.
- Colton Herzog & Sharron Gonzales, 910 E Lauren Ln.
- Dennis Roost, Mercury Ave.

The following concerns were shared:

- The NTZ was originally established to protect the neighborhood after a previous apartment proposal was rejected. The underlying safety and environmental issues that justified creating the buffer zone still exist today.
- The surrounding road infrastructure cannot support increased traffic density. Specifically, the intersection of Marine Drive, North Grandview, and Lakeview suffers from poor visibility and statistically experiences more accidents than the major intersection at Perkins and Lakeview.
- The homes along Lauren Lane sit downhill from the site and feature large, north-facing windows. Removing the NTZ creates severe privacy concerns for these residents.
- The downhill neighborhood (Lakeview Ridge) already experiences minor residential flooding. Developing the buffer zone without adequate infrastructure will worsen stormwater runoff and drainage issues.
- The HOA does not oppose the construction of duplexes itself but requests a compromise or amendment that leaves the protective NTZ buffer intact.
- States the significant downhill elevation drop from the proposed development site extends all the way to Lakeview Street.
- Stormwater runoff already heavily fills the drainage ditches along Lakeview, and removing the NTZ will severely worsen these existing flooding issues.
- Existing green space acts as a critical natural buffer that mitigates the urban heat island effect and provides a necessary noise barrier between high-density development and the small, quiet neighborhood.
- Feels eliminating the NTZ will negatively alter the character of the neighborhood.
- The green space serves as a habitat for local wildlife and migratory birds.
- Concerned about traffic safety.
- Concerned about displacement of local wildlife stating the subject property serves as an active habitat, nesting, and foraging ground for local fauna.
- Strongly opposes high-density development at the Mercury Avenue site, citing a past community battle against a three-story apartment complex and concerns over high police-call volumes in a similar neighborhood across Marine Drive.
- Welcomes the development if it consists of single-story duplexes that attract long-term families, noting that while empty lots will inevitably be developed, the project should respect the existing neighborhood.

Mrs. Boele shares a letter from a neighbor that could not come that emphasizes the concerns of flooding and wildlife displacement.

Chair Phillips invites the representative and staff to clarify some points.

Mr. Bibelheimer shares the difference between the two zoning districts:

RT – Two Family Residential District

1. Conventional single-family.
2. Residential design manufactured home.
3. Two-family (duplex).

NTZ - Neighborhood Transition Zone

1. Conventional single-family.
2. Two-family (duplex).
3. Townhome.

Mr. Bibelheimer further clarifies that NTZ is not a greenspace buffer but is a lower intensity housing zoning.

Vice Chair Williams asks for clarification that since those are so similar was the purpose for rezoning just to create uniformity in the zoning. Mr. Bibelheimer states that the applicant can elaborate on intent but that is the idea.

Mr. Gose returns to clarify some points:

- Shares that the setbacks for NTZ and RT are both 20 feet with 10 units an acre for RT.
- Explains that they will come back with a preliminary plat that will include a drainage study. There will also be a final drainage study with the final plat.
- Currently plan 4 units per acre.
- Shares opinion that RT is a little more restrictive than NTZ.
- Plan to have two detention ponds and will also evaluate if any additional drainage easements are needed.
- States there are existing drainage easements that buffer the neighborhood to the south.

Commissioner Prather asks for clarification on requirements for drainage. Mr. Gose shares that the code is written so that a developer cannot increase the runoff flow from their site; it is usually calculated in CFS (cubic feet per second); in Stillwater, engineers design for about six different storm scenarios such as the 1-year to the 100-year storm event.

Vice Chair Williams asks if they will be doing a traffic study. Mr. Gose responds that the proposed development would not trigger need for a traffic study.

Commissioner Prather asks if they plan to do any two-story duplexes. Mr. Gose responds the plan is for single story units.

Vice Chair Williams inquires whether there will be any type of buffer or easement between the north edge of the Lauren Lane houses and the south end of the new development and if they plan on keeping the trees as screening. Mr. Gose responds that will be addressed with the preliminary plat; to shed water to the detention ponds will require some grading along the back property line which will involve some tree removal.

Chair Phillips asks if the drainage easement at the back of the property will be of the 20-foot setback. Mr. Gose says it's from the property line but the lots will probably be deeper to accommodate the grade.

Commissioner Prather asks for clarifications on the difference between NTZ and RT. Mr. Gose says with NTZ, the property owner could do townhomes by right and the density could be double.

Commissioner Prather asks if there is any benefit to the neighbors to leave this as NTZ. Mr. Gose says he does not believe so.

Commissioner Prather asks why not rezone the whole thing to NTZ if it would allow the same development. Mr. Gose shares that this is the only place in town with NTZ zoning.

Chair Phillips adds that the city is planning on eliminating this zoning category in the new land development code update.

Chair Phillips closes the public hearing and invites staff back up to present findings and alternatives.

Mr. Bibelheimer presents staff's findings and alternatives, which are:

Findings:

1. The proposed Map Amendment aligns with Envision Stillwater 2045.
2. The RT zoning district provides an appropriate buffer between the RTM zoned property on the north side of Mercury, and the single-family residential neighborhood abutting the southern edge of the property.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Map Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Map Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends Alternative #1 to accept findings and recommend that City Council approved the proposed Map Amendment as presented.

Vice Chair Williams states this is a good use and the concerns from the neighbors will be addressed during the plating phase.

Commissioner Shanahan reminds neighbors that the preliminary plat will also be a public hearing.

Vice Chair Williams moves to approve the Map Amendment as presented, Commissioner Peters seconds the motion.

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

Time: 30 minutes

- c. Receive public comment regarding a petition to annex (ANX26-01) approximately 33.64 acres generally located one-quarter mile south of 19th Avenue and one-quarter mile east of Range Road and addressed as 5599 W 19th

Mr. Henry Bibelheimer, Sr. Planner presents the staff report.

Chair Phillips invites the applicant forward.

Aaron Ferguson, Bancroft Design, 923 South Lowry state that the request is planned to be an expansion of Golden Oaks, including an expansion of the existing Planned United Development (PUD).

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 to speak in opposition to the item; none respond. Chair Phillips closes the public hearing and invites staff back up to present findings and alternatives.

Mr. Bibelheimer presents staff's findings and alternatives, which are:

Findings:

1. The petition to annex includes 33.64 acres, which abuts the city limits on three (3) sides.
2. The applicant is requesting the subject property be zoned Small Lot Single-Family Residential (RSS), to align with the zoning north of the subject property.
3. If annexed, the Future Land Use Map of the Envision Stillwater 2045 will be updated to designate this property as Low-Density Residential.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed annexation 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 annexation of the subject property is not needed and do not recommend that the City Council approve the request

Staff recommends Alternative #1 to accept findings and recommend that City Council approved the proposed Annexation as presented.

Commissioner Shanahan voices his support for annexation but states that he believes the condition of Range Road needs to be improved if the city is expanding in this direction.

Commissioner Peters moves to approve the Annexation as presented. Commissioner Prather seconds.

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

Time: 7 minutes

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

- a. Next Regular Meeting is July 21st, 2026.

4. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Prather at approximately 6:19 p.m. on July 7th, 2026. The next regularly scheduled meeting will be held Tuesday, July 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