

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

