



PLANNING COMMISSION MEETING AGENDA

September 15, 2026, 5:30 PM

723 S. Lewis Street, Room 1122
Stillwater, OK 74074

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 a request for a Map Amendment (MA26-10) to rezone property addressed as 1202 E. Virginia Avenue from Small Lot Single Family Residential (RSS) to Two-Family and Multi-Family (RTM).	Henry Bibelheimer
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3. Meeting Summary for Review and Possible Action

a.	Regular meeting summary of July 21st, 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 October 6, 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.



REPORT TO:
STILLWATER PLANNING COMMISSION No. MA26-10
ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT - STILLWATER, OKLAHOMA

Date of Meeting: September 15, 2026

Subject: Map Amendment

Title of Subdivision/Plan/Use:	Unplatted
Address or Description of Property to be Subdivided/Developed:	1202 E Virginia Avenue
Number of Acres in Development:	9.7 Acres
Number of Lots Created:	0
Current Zoning/Requested Zoning:	Small Lot Single-Family Residential (RSS) to Two-Family and Multi-Family (RTM)

Application Request / Project Description:

To request review and approval of a Map Amendment to rezone approximately 9.7 acres addressed as 1202 E Virginia Avenue from Small Lot Single-Family Residential (RSS) to Two-Family and Multi-Family (RTM).

Background:

The subject property is located north of Virginia Avenue and one-quarter mile east of Perkins Road. The parcel is approximately 9.7 acres and is currently vacant and unplatted. The applicant is proposing to construct a multi-family complex. The Two-Family and Multi-Family (RTM) Zoning District is the lowest density zoning district that the City of Stillwater has, which allows multi-family.

The RTM zoning district allows for multi-family up to 20 dwelling units per acre by right. The multi-family complex is proposed to be less than 200 dwelling units, to stay under the maximum density. The complex is proposed to be developed as a group of buildings, each of which having 12 dwelling units, and each structure being 3 stories tall, while staying under the 35-foot maximum height requirement of the Two-Family and Multi-Family District. The property is proposed to be developed to meet all the development standards of the RTM zoning district.

The subject property abuts the Small Lot Single-Family (RSS) and Large Lot Single-Family (RSL) Zoning Districts on the east side and north side of the parcel. Two-Family and Multi-Family (RTM) and Two-Family Residential (RT) zoning districts abut this property on the west.

Notice Requirement:

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

Processing Track:

Submittal Date – July 27, 2026

Planning Commission – September 15, 2026

City Council – October 19, 2026

Project/Site Design Data/Details:

Zoning –Small Lot Single-Family Residential (RSS) to Two-Family and Multi-Family (RTM)

Existing Use – Vacant

Proposed Use – Multi-Family with a maximum density of 20 units per acre.

Adequate Public Facilities Findings/Improvements:

- Streets/Traffic: The property currently has access to Virginia Avenue.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: OSU Transit Services – The green and white routes serve this area and has a stop one-quarter mile to the west, in the Walmart parking lot. Sidewalks are currently available on the north side of Virginia Avenue.
- 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 designates this property for Neighborhood Commercial Development. The comprehensive plan then creates development types, and rates how appropriate each of these development types are for each land use designation. This proposed rezoning would allow a development that fits within the multi-family or the missing middle development type. The missing middle development type is considered appropriate as a transition from commercial uses to low density residential. Two-Family and Multi-Family District (RTM) provides flexibility to provide a variety of missing middle housing. Envision Stillwater describes missing middle housing as a development type that encompasses numerous traditional housing styles of moderate density, including apartment buildings with 12 or fewer units. If the property is developed as proposed, with 8 buildings of 12 units, then it could fit within the missing middle housing type.

Relevant action items from Envision Stillwater 2045

HN-03 “Enable expansion of the total housing supply”

HN-04 “Enable provision of housing in all price ranges”

Findings:

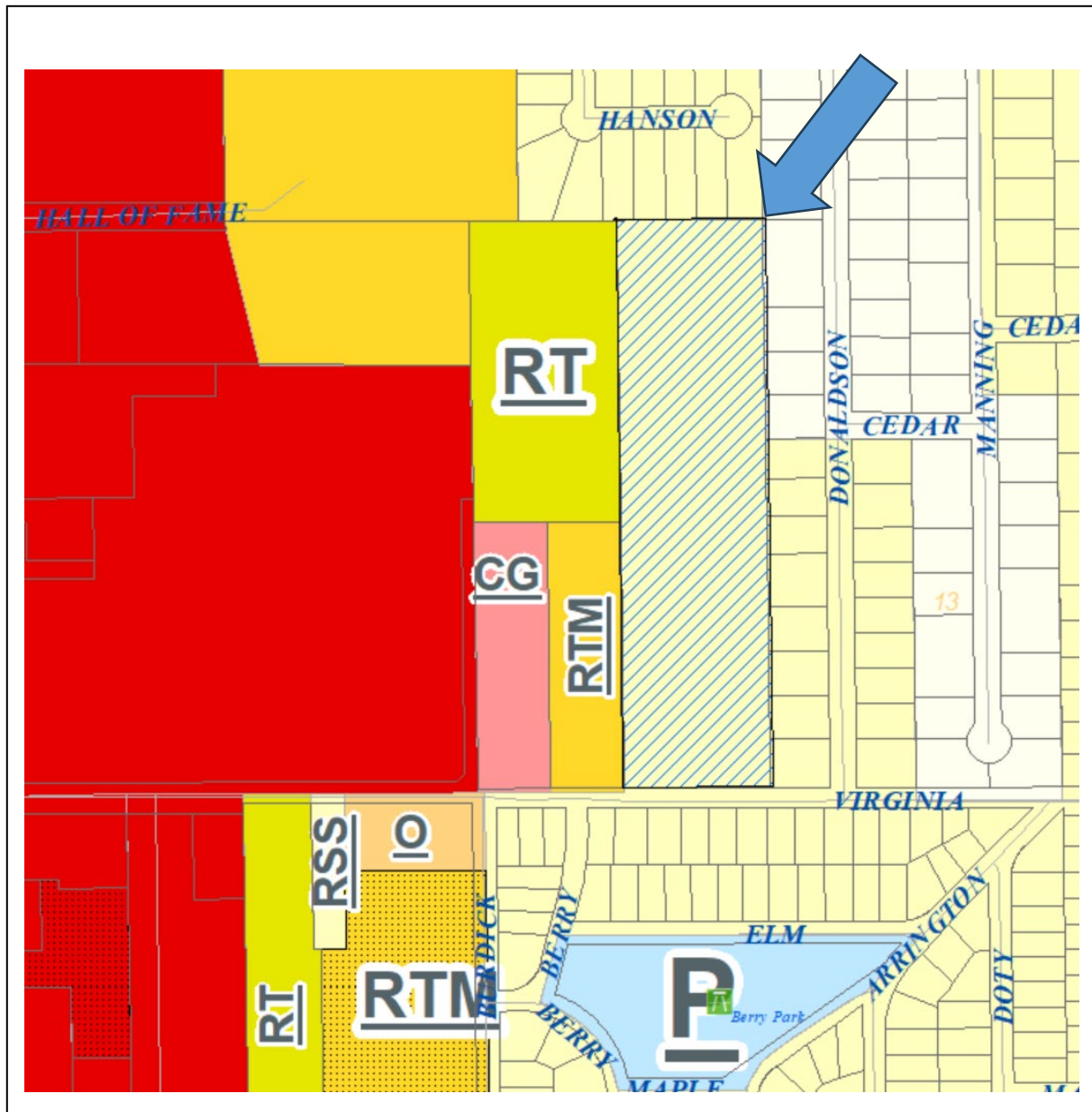
1. Envision Stillwater 2045 calls for Neighborhood Commercial at this location.
2. Missing middle housing is appropriate in neighborhood commercial, when providing a transition from commercial uses to low density residential.
3. If the proposed development were to be developed as proposed, then it would fit within the missing middle housing type in Envision Stillwater 2045.
4. The RTM zoning district allows for a variety of different missing middle housing types, including multi-family up to 20 dwelling units per acre.
5. This parcel meets the minimum dimensional requirements for the RTM district.
6. Single Family zoning districts abut this property to the east and north.

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's Recommendation: Alternative number 1.

Prepared by: Henry Bibelheimer, Senior Planner
Reviewed by: David Barth, Development Services Director
Cindy Gibson, Administrative Services Manager
Date of Preparation: September 9, 2026
Attachments: Area Map, Zoning Comparison Chart
Map Designation: NE



Stillwater OKLAHOMA
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Project Type: MA26-10

Request: Rezone from RSS to RTM

Address: 1202 E. Virginia Ave.

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	RTM (Residential Two-family and Multi-family)
Min Lot Size	5000 square feet	20,000 square feet
Min Lot Width/Depth	50/100 feet	100/130 feet
Max Structure Height	35 feet	35 feet
Min Front Yard	20 feet/10 feet from alley	20 feet/10 feet from alley
Corner lot optional setback	Front: 20 feet Street Side: 15 feet	N/A
Min Side Yard - boundary with:		
Residential district	5 feet	5 feet
Commercial district	15 feet	15 feet
Industrial district	15 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	20 feet
Any other district	20 feet	20 feet
Max Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	Required for parking lots only
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	• Conventional single-family • Residential design manufactured homes	• Boarding House/Rooming House • Church and Religions Institutions • Multiple-family with a maximum gross density of 20 units per acre • Townhome • Two-family (duplex)

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF July 21ST, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED July 17th, 2026 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
Riley Williams, Vice Chair
Mike Shanahan, 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

Mark Prather, Member
David Peters, Member

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 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.

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

Chair Phillips invites the applicant to present; however, the applicant is not in attendance.

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

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

Factors:

The effect of the proposed use upon the character of the neighborhood, traffic conditions, public utilities, drainage, and other matters related to the general welfare may also be considered.

Alternatives:

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

Ms. Kim Payne, Assistant City Attorney clarifies that tabling the item would not be an option as the new ordinance goes into effect the following week and specifies that this would then need to be reviewed under the current ordinance.

Chair Phillips clarifies if they deny the application could the applicant reapply under the new ordinance; Ms. Payne confirms.

Vice Chair Williams motions to deny the Short-Term Rental application. Commissioner Shanahan seconds the motion.

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

Time: 9 minutes

- 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.

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

Chair Phillips invites the applicant to present; however, the applicant is not in attendance.

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 factor and alternatives.

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

Factors:

The effect of the proposed use upon the character of the neighborhood, traffic conditions, public utilities, drainage, and other matters related to the general welfare may also be considered.

Alternatives:

1. Approve the Application.
2. Deny the Application

Vice Chair Williams motions to deny the Short-Term Rental application. Commissioner Shanahan seconds the motion.

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

Time: 2 minutes

- 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.

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

Chair Phillips invites the applicant to present.

Ann Morgan, Representative, 2106 S. Copperfield St. comes to speak on the following:

- Will be renting August through December.
- The five-bedroom home accommodates up to 10 guests with a bed configuration of one king, one full, a bunk bed, and an air mattress.

- Rentals are limited to eight weekend windows (Thursday through Sunday) with a two-night minimum.
- The property features four parking spaces via the circle and standard driveways, though the garage is locked for owner storage.
- Mrs. Morgan will serve as the 24/7 local contact for guests, managing operations under strict house rules that include age restrictions and quiet hours from 10:00 p.m. to 8:00 a.m.

Chair Phillips opens the public hearing and Invites anyone who wishes to provide public comment.

Mr. Wayne Smith, 2011 S. Copperfield expresses opposition the proposed short-term rental, citing concerns over neighborhood character, parking congestion, and increased traffic from a 10-person occupancy; drawing on past local issues with unmaintained rentals and vacant properties; and warned that transient housing could set a negative precedent for the quiet, single-family residential area and urged careful scrutiny of the application.

Ms. Linda Hillier, 2011 S. Copperfield expressed concern that allowing transient short-term rentals could negatively impact neighborhood stability, home values, and community standards; understood the owners intended to lease to a family during their sabbatical, worried about the potential for college students or large transient groups who might not maintain the property with the same care; and cautioned that approving the rental would set a precedent, opening the door for other properties to follow suit and fundamentally altering the character of the single-family area.

Chair Phillips invites the representative back to address the concerns.

Mrs. Morgan addressed neighbor concerns by clarifying that rentals are strictly limited to eight specific weekends more specifically all home football games and two McKnight Center events; running solely Thursday through Sunday with no weekday rentals; to ensure responsible occupancy, the primary renter must be at least 28 years old, and personally vets applicants by checking their rental history and references; and additionally, professional cleaning crews and a lawn care service will maintain the property, and the sharing neighbor has agreed to handle trash bin placement.

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

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

Factors:

The effect of the proposed use upon the character of the neighborhood, traffic conditions, public utilities, drainage, and other matters related to the general welfare may also be considered.

Alternatives:

1. Approve the Application.
2. Deny the Application

Vice Chair Williams states he believes the concerns will be addressed via the new ordinance and believes the applicant sounds like a good candidate.

Commissioner Shanahan motions to approve the Short- Term Rental as presented. Vice Chair Williams seconds the motion.

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

Time: 14 minutes

3. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION

- a. Regular meeting summary of June 16, 2026.

Vice Chair Williams motions to approve the minutes as presented. Commissioner Shanahan seconds the motion.

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

Time: 1 minute

- b. Regular meeting summary of July 7, 2026.

Chair Phillips notes a correction.

Vice Chair Williams motions to approve the minutes with noted correction. Chair Phillips seconds the motion.

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

Time: 1 minute

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

- a. Next Regular Meeting is August 4th, 2026.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Vice Chair Williams, seconded by Commissioner Shanahan at approximately 5:58 p.m. on July 21st, 2026. The next regularly scheduled meeting will be held Tuesday, August 4th, 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